

The Local Planning Agency of the City of Monticello, Florida met in regular session conducted by teleconferencing on August 19, 2020 at 7:00 PM.

Chairman Rick Anderson called the meeting to order.

**ROLL CALL / DETERMINATION OF QUORUM – CITY CLERK**

Clerk Anderson called the roll of Board Members. The following members were present on the call:

Rick Anderson  
Tami Lester  
Tom Dunn  
Carly Peary  
Merry Ann Frisby  
Julie Conley, Ex-Officio Member

Others present were:

Emily Anderson, City Clerk/Treasurer  
Bruce Leinback, City Attorney

**PRELIMINARY ANNOUNCEMENTS – CITY ATTORNEY BRUCE LEINBACK**

Attorney Leinback discussed the allowances and procedures for conducting government meetings under the Governor’s Emergency Executive Orders 20-69 and 20-193 due to the ongoing COVID-19 pandemic. Mr. Leinback gave instructions for participating in the meeting, and Board Members affirmed acceptance of conditions.

**APPROVAL OF MINUTES** Clerk Anderson noted the wrong set of minutes was in the packets. Board Member Tom Dunn made a motion to table approval of minutes. The motion was seconded by Tami Lester and unanimously approved by roll call vote.

**BUILDING PERMIT REVIEWS UNDER SEC. 54-191(d)**

**-1521 Springhollow Road – Garage / Relocation of Potting Shed**

Applicant Bill Collins discussed the project and garage structure proposed. The Board discussed the building design, roof pitch, proposed location on the lot, proposed colors of the building, and purpose of the structure. After discussion, the Board noted that the proposed building was compatible with other structures in the neighborhood, but suggestions were made to add shrubbery around the front of the shed so that it will blend into the environment. Board Member Merry Ann Frisby made a motion for approval of the permit. The motion was seconded by Board Member Tom Dunn, and was unanimously approved on roll call vote.

**-1545 Beech Road – Construction of New Home**

Without applicant appearance, the Planning Agency Board Members discussed the proposed home. On motion of Board Member Tom Dunn, seconded by Board Member Tami Lester, by roll call vote, the Board voted unanimously to approve the permit.

**DISCUSSION OF ALTERNATIVES FOR BOARD REVIEW PROCESS FOR PERMITS SUBJECT TO REVIEW UNDER SEC. 54-191(d)** Chairman Anderson noted the question as to whether there could be alternatives for permit review which do not require full a Board formal public meeting. Attorney Leinback noted that City Code Section 54-35 and the Florida Sunshine Law would seem to preclude Board action outside of a noticed meeting or meeting of a subcommittee. Mr. Leinback noted that a member could be appointed to make a recommendation which would be presented to the entire Board at a public meeting as part of a consent agenda.

After discussion of the process of permit review and the value in continuing entire Board review of permits, the Board did determine that if notice of the meeting could be shortened, that would speed up the process of meeting scheduling. Attorney Leinback reported he will review the notice requirements to determine if a shortened time frame for legal notice could be accomplished.

**PUBLIC COMMENT / OTHER BUSINESS**

With no public comment, Chairman Anderson noted there are additional pending issues of accessory dwelling units and building permit reviews of subdivisions with architectural standards, but those items will be brought before the Board at a later meeting.

With no additional old or new business, and no further public comment, Chairman Anderson adjourned the meeting.

Respectfully submitted,

Emily Anderson  
City Clerk/Treasurer