

The Local Planning Agency of the City of Monticello, Florida met in regular session conducted by teleconferencing on June 24, 2020 at 7:00 PM. Due to technical difficulties, Chairman Rick Anderson announced a continuance of the meeting. After notice, the continued teleconferencing meeting was conducted on June 25, 2020 at 7:00 p.m.

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 20-150 due to the ongoing COVID-19 pandemic. Mr. Leinback gave instructions for participating in the meeting and asked for Board acceptance of conditions.

APPROVAL OF MINUTES OF 2/10/20 AND 4/28/20

Board Member Tami Lester made a motion for approval of the February 10, 2020 minutes. The motion was seconded by Tom Dunn. Carly Peary abstained from voting on the motion with the declaration that she was not on the Board for that meeting. Upon roll call vote by the Clerk, the vote was unanimous, with Carly Peary abstaining.

Board Member Tom Dunn made a motion for approval of the April 28, 2020 minutes. The motion was seconded by Tami Lester, and was unanimously approved by roll call vote by the Clerk.

PUBLIC HEARING / BOARD ACTION

Application for Special Exception Use – Professional Office in Mixed-Use Office/Residential R-1 Zoning District Overlay -615 N. Jefferson Street (Big Bend Hospice Administrative Office)

Merry Ann Frisby announced a conflict with the application, stating that she is an adjacent property owner of the property under consideration and has an issue of placement of a driveway for the project. Chairman Anderson noted the special exception

application package, information regarding limitations of the special exception use, and information from the developer has been submitted to the Board, and he opened the public hearing.

Big Bend Hospice Representative Michael Eurich discussed the special exception request with the Board. Mr. Eurich noted there used to be a house there, and the proposed new building will be placed on the site of the house. He also noted that the site plan will be submitted and approved separately, and added that the driveways will utilize existing driveways on the property. He discussed the responses to the specific code limitations for such special exception use.

Board Member Tom Dunn asked about the building design since the property is in the Historic District. Mr. Eurich noted that the building design has been through the Historic Design Review Board. Mr. Dunn also noted that the traffic in the area of the property may increase if the facility is fully utilized. Mr. Leinback noted that the issue of traffic would be considered during site plan review.

Board Member Frisby noted she has no issues with the special exception use. Attorney Leinback noted that Ms. Frisby should explain her particular situation and the need for abstaining from voting on the issue. Ms. Frisby noted that vehicles traveling south on U.S. 19 sometimes do not see the Madison Street intersection, and vehicles may also experience near-miss accidents at the Madison Street driveway. Mr. Eurich explained that the layout of the new facility was based on that of the house that was there.

Board Member Tami Lester noted she sees no conflicting information with the special exception use limitations, and that the facility would appear to be a good fit with the neighborhood.

Board Member Carly Peary expressed sensitivity to Ms. Frisby's issue, but noted that all the limitations required to approve the special exception appear to be met, and she noted the traffic situation may be lessened once the facility is constructed. She noted that she will be interested to see the site plan details.

Ex-Officio Member Julie Conley noted that the project appears to meet the criteria of the special exception allowance. Attorney Leinback also noted that the application appears to meet the requirements under the Code of Ordinances.

Adjacent property owner Corrine Stephens, of 645 N. Jefferson Street, also expressed concern with both driveways, especially with the situation on N. Mulberry since the street and driveway is narrow. She also expressed concern with water runoff onto her property and the potential for operation of the facility outside the allowable hours.

Upon closure of the public hearing, on motion of Tami Lester made a motion to approve the special exception use at N. Jefferson Street. The motion was seconded by Tom Dunn, noting that site plan review will address water and other issues. On roll call vote, with Board Member Frisby abstaining, the motion was approved unanimously.

BUILDING PERMIT REVIEWS FOR SINGLE-FAMILY HOMES IN R-1

-462 CREEKSIDE COURT (Lot 8) Board Member Frisby made a motion for approval of the home design as shown on the permit materials. The motion was seconded by Tom Dunn, and was unanimously approved on roll call vote.

BUILDING PERMIT REVIEWS FOR SINGLE-FAMILY HOMES IN R-1

-512 CREEKSIDE COURT (Lot 9) After discussion of the drawings, on motion of Merry Ann Frisby, seconded by Carly Peary, the Board voted unanimously to approve the home design as shown on the permit.

SUGGESTED CODE REVISION REGARDING ARCHITECTURAL REVIEW OF R-1 SINGLE-FAMILY HOMES

Chairman Rick Anderson discussed a suggested change in Sec. 54-191(d) which would exempt the review of architectural design and aesthetic standards for building permits in subdivisions which have adopted their own standards through covenants and restrictions.

Board Members discussed the process for approval of architectural standards under the covenants and restrictions during subdivision review, as well as the review of permits for existing subdivisions. It was suggested by the Board that architectural review should probably take place at least at the outset of subdivision planning. Attorney Leinback noted the matter may need to be continued for further research on the mechanisms of application of subdivision standards.

On motion of Tami Lester, seconded by Tom Dunn, the Board voted unanimously by roll call vote to table the matter for further review.

OTHER BUSINESS

Clerk Anderson noted she has some information about accessory structures, but will bring that 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