MINUTES
BOARD OF PLANNING AND APPEALS MEETING
CITY OF HOLLY HILL, FLORIDA

December 3, 2012

1. CALL TO ORDER

Roll Call

Michael Myer called the meeting to order in the Commission Chambers at City Hall, 1065 Ridgewood Avenue at approximately 6:30 p.m. Attending with Michael Myer were Board members Chris Kiley, J.D. Mellette, and John Sterling.

Absent: Board member Phillip Wiggins.

Also attending were the following staff members: City Attorney Scott Simpson, City Planner Thomas Harowski, and Elizabeth Nelson, recording secretary.

A. Invocation

Mr. Myer delivered the Invocation.

B. Pledge of Allegiance to the Flag

Mr. Myer led the Pledge of Allegiance.

2. MINUTES

Minutes from the Board of Planning and Appeals Meeting – August 6, 2012 *(City Clerk)*

*Mr. Mellette moved **APPROVAL** for the* **Minutes**, *seconded by Mr. Kiley.*

The motion **CARRIED** 4-0 by roll call vote: Mellette – Yes, Kiley – Yes, Sterling – Yes, and Myer – Yes

3. NEW BUSINESS

A. CPA – 2012-02 – Capital Improvements Plan Annual Update

City Planner Thomas Harowski gave an overview of the 5-Year Capital Improvements Plan Annual Update from the provided Staff Report. This application is offered to meet the State of Florida's requirements.

Mr. Myer opened public participation. No one spoke.

*Mr. Mellette moved **APPROVAL** for **2012-02 – Capital Improvements Plan Annual Update,** seconded by Mr. Sterling.*

The motion **CARRIED** 4-0 by roll call vote: Mellette – Yes, Sterling – Yes, Kiley – Yes, and Myer – Yes

B. Z-2012-05 - Zoning Map Update

City Planner Thomas Harowski gave a staff report regarding the administrative application generated by the City to update and clarify the current official zoning map as from the provided Staff Report.

Mr. Myer opened public participation. No one spoke.

*Mr. Mellette moved **APPROVAL** for* **Z-2012-05, Zoning Map Update,** *seconded by Mr. Sterling.*

The motion **CARRIED** 4-0 by roll call vote: Mellette – Yes, Sterling – Yes, Kiley – Yes, and Myer – Yes

C. Z-2012-06 – Flood Plain Management Ordinance Update

City Planner Thomas Harowski gave a staff report regarding the replacement of the City's current flood plain management regulations with an updated code as from the provided Staff Report.

Mr. Myer opened public participation. No one spoke.

*Mr. Mellette moved **APPROVAL** for* **Z-2012-06, Flood Plain Management Ordinance Update,** *seconded by Mr. Kiley.*

The motion **CARRIED** 4-0 by roll call vote: Mellette – Yes, Kiley – Yes, Sterling – Yes, and Myer – Yes

D. Z-2012-07 – Tent Sales Regulations

City Planner Thomas Harowski gave a staff report regarding the City's proposal to amend Section 114-764 to modify the rules governing tent sales as part of an overall program for defining outdoor business activities as from the provided Staff Report.

Mr. Myer opened public participation. No one spoke.

*Mr. Kiley moved **APPROVAL** for* **Z-2012-07, Tent Sales Regulations,** *seconded by Mr. Mellette.*

The motion **CARRIED** 4-0 by roll call vote: Kiley – Yes, Mellette – Yes, Sterling – Yes, and Myer – Yes

E. 2013 Planning Work Program Discussion

City Planner Thomas Harowski informed the Board that following his review of the initial six-month goals for planning and zoning, he has modified the list of projects to reflect the additions and modifications they have discussed. The work program will address three areas: tasks which can be completed within a six-month horizon; longer term program for neighborhood improvements; and specific code amendments (which will also have a six-month target completion).

4. OLD BUSINESS

None

5. OTHER – Staff Comments

None

6. ADJOURNMENT

The meeting officially adjourned at approximately 8:00 p.m.

Valerie Manning
City Clerk