

# PLANNING AND ZONING MEETING

## CITY OF LAKE CITY

October 04, 2022 at 5:30 PM

Venue: City Hall

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## AGENDA

The meeting will be held in the City Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, FL 32055. Members of the public may also view the meeting on our YouTube channel. YouTube channel information is located at the end of this agenda.

### INVOCATION

### ROLL CALL

### MINUTES

i. Meeting Minutes: 08-09-2022

ii. Meeting Minutes: 09-13-2022

**OLD BUSINESS-** None

**NEW BUSINESS-** None

### WORKSHOP-

iii. **Discussion:** Discuss and elect chair and vice chair for Planning and Zoning Board, Board of Adjustments, and Historic Preservation Agency.

iv. **Discussion:** Discuss meeting flow and run thru mock meeting

### ADJOURNMENT

#### YouTube Channel Information

Members of the public may also view the meeting on our YouTube channel at:  
<https://www.youtube.com/c/CityofLakeCity>

Pursuant to 286.0105, Florida Statutes, the City hereby advises the public if a person decides to appeal any decision made by the City Council with respect to any matter considered at its meeting or hearings, he or she will need a record of the proceedings,

and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in this meeting should contact the City Manager's Office at (386) 719-5768.

**File Attachments for Item:**

**i. Meeting Minutes: 08-09-2022**

# PLANNING AND ZONING

## MEETING MINUTES

**Date:** 08/09/2022

**Roll Call:**

Mr. Lydick- Present  
Mr. Cooper-Not Present  
Mr. Nelson-Present  
Ms. Georgalis-Present

Mr. Carter-Not Present  
Mrs. McKellum-Present  
Mr. McMahon-Not Present

**Approval of Past Minutes-**No minutes to approve

**Motion By:**  
**Seconded By:**

**Comments or Revisions:** None

**Old Business:** None

**New Business:** None

**Workshop:**

**Discussion:** Discuss I-Pads for the Board      **Presenter:** Robert Angelo

Robert opened up discussion with questions and concerns from the Board concerning the I-Pads. Mr. Lydick asked if he could put other email accounts on the tablet. Robert recommended not to as they are subject to public record. Robert discussed how to connect to the WIFI. Robert went over with the Board best practices and where things are located on the tablet. Robert also discussed how to download files.

**Discussions:** Discuss Orientation Manuals for Board      **Presenter:** Mavis Georgalis

Robert introduced manuals to the Board, then turned the discussion over to Ms. Georgalis. Ms. Georgalis started discussion with referencing the Land Development Regulations (LDR) 3.1.2.1 and how the Board shall establish its rules for operations and make the available to the public. Ms. Georgalis stated that the rules will be in the orientation manual where most of the information will be. Ms. Georgalis discussed the flow and layout of the rules. Ms. Georgalis discussed the appointing of seats. Mr. Lydick asked if an appointment needed two city council hearings or just one. Mr. Flagg read the LDR where it is done by resolution and does not stated that it needs two readings. Ms. Georgalis asked if the Board approved of the seat numbers and that their names are on the document. The Board had no objections to the rules and procedure as a beginning draft.

Ms. Georgalis discussed the orientation manuals. Ms. Georgalis discussed the flow charts and introduced a sample of what she would like to see them look like. Robert asked to clarify if the Board wanted the flow charts redone. Ms. Georgalis discussed the documents that the Staff presents to the Board for projects. Ms. Georgalis recommended that the documents be numbered and stored in a spot

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## MEETING MINUTES

where they can be saved and preserved. Mr. Flagg clarified that any document or procedure needs to be tied to the land development code.

Mr. Flagg discussed Sun Shine law and how it ties to emails and I-Pads. He stated that if a question was asked that is related to a upcoming project thru email the answer would not come till the meeting that way everyone had a chance to discuss.

**Motion to close Public Comment:** None  
**Motion Seconded By:** None

**Motion to Approve/Deny By:** Mr. Lydick  
**Motion Seconded By:** Mr. McMahon  
**Voted Approved/Denied:** Approved unanimously

**Ms. Mavis closed the meeting.**

**Motion to Adjourn by:** Mr. Lydick  
**Time:** 6:41pm  
**Motion Seconded By:** Mr. Carter

\_\_\_\_\_  
**Mavis Georgalis, Board Chairperson**

\_\_\_\_\_  
**Date Approved**

\_\_\_\_\_  
**Robert Angelo, Secretary**

\_\_\_\_\_  
**Date Approved**

**File Attachments for Item:**

**ii. Meeting Minutes:** 09-13-2022

# Terri Phillips

## MEETING MINUTES

**Date:** 09/13/2022

**Roll Call:**

Mr. Lydick- Present  
Mr. Cooper-Not Present  
Mr. Nelson-Present  
Ms. Georgalis-Present

Mr. Carter-Not Present  
Mrs. McKellum-Present  
Mr. McMahan-Present

**Approval of Past Minutes-**Approve the minutes of the 08/02/2022 Meeting.

**Motion By:** Mr. McMahan

**Seconded By:** Mr. Nelson

**Comments or Revisions:** None

**Old Business:** None

**New Business:**

**Petition # SPR22-17 Presented By:** Hunter Brown

**As owner or agent and gives address of:** 19409 Powerline Rd. Dade City, FL 33523

**Petitioner is Sworn in by:** Ms.Georgalis

**Discussion:**

Robert introduced the project, he stated that the project is in the Commercial Intensive district. Robert stated that it met the requirements of the LDR section 4.13.2.1. Hunter stated that they are proposing to expand the side of the building and add five service bays. Hunter stated the they have filed for an exemption with the Suwannee River Water Management and it is still under review. Mr. Lydick asked if they were going to change the egress to the south. Hunter stated that they are not changing the egress to the south.

**Motion to close Public Comment:** None

**Motion Seconded By:** None

**Motion to Approve/Deny By:** Mr. Lydick

**Motion Seconded By:** Mr. McMahan

**Voted Approved/Denied:** Approved unanimously

**Terri Phillips**

**MEETING MINUTES**

**Ms. Mavis closed the meeting.**

**Motion to Adjourn by:** Mr. Nelson

**Time:** 5:35pm

**Motion Seconded By:** Mr. Lydick

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**Mavis Georgalis, Board Chairperson**

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**Date Approved**

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**Robert Angelo, Secretary**

\_\_\_\_\_  
**Date Approved**



**File Attachments for Item:**

**iv. Discussion:** Discuss meeting flow and run thru mock meeting

	Chair calls meeting X to order at Time on Date
Pledge and Invocation	Chair calls everyone to stand for pledge and invocation. Calls on Mr./Mrs.
Roll	Clerk polls for quorum
Minutes	Chair calls for approval/ questions/ edits of the minutes. Motion/2nd, chair calls for aye/ no
Old Business	If old business chair states that there is old business. (Heard the same as new business) If no old business, chair states no old business.
New Business	Chair will call each item of business. Chair states petition #, owner/agent
New Business	Chair opens petition XYZ- Chair calls clerk to review and present- Chair calls owner/agent to present- Chair calls for any public comment- Chair calls for any comments from the board- Chair closes public comment- Chair ask for a motion/2nd- Chair ask clerk to poll the board.
Close	Chair calls for a motion/2nd to adjourn meeting. Chair states that meeting X is now closed at Time on Date.