

Members Present:

Veronica Close (*Alternate Member #1*)
Lawrence Corning
Robin Crawford
Keith Harris
Dennis Lipp

Non-Voting Members Present:

Fred Schriefer (*Alternate Member #2*)

Members Absent:

Grace Joyce

Others Attending:

Frank Spence, Town Manager
Mike Cirullo, Town Attorney
Jim Fleischmann, Town Planner
Beverly Tew, Town Code Enforcement Contractor
Cindy Corum, Assistant Town Clerk

Members of the Public Attending:

Residents Marge Herzog, Doreen Baxter, Philomena Liang, Nina Corning and Frank Schiola

1. Opening

Town Manager Spence called the meeting to order at 7:05 p.m.

2. Roll Call

Roll call was taken by Assistant Clerk Corum.

All Board Members, Staff and the Public introduced themselves.

3. Presentation of Legal Requirements

Town Attorney Mike Cirullo introduced himself and provided his contact information to the Board Members. He gave a presentation on public records, the Florida Sunshine

Law, voting conflicts of interest, and the application process. Town Attorney Cirullo answered questions posed by the Board.

4. Overview of Planning & Zoning Functions

Town Manager Spence provided an overview of planning and zoning functions and administrative functions. He introduced Town Planner Jim Fleischmann who spoke about his firm, his background and some possible changes to the special exception processes. He also spoke about land use plan development amendments. Town Planner Fleischmann answered questions posed by the Board.

Beverly Tew, Tew & Taylor, provided a brief background and spoke about her company's role in the code enforcement process and noted past examples.

Town Manager Spence spoke about non-conforming uses and fees relating to the application process.

5. Election of Chair and Vice Chair

Discussion and questions took place regarding the amendments to the land use plan being presented before the Town Council on September 6th.

Motion: Board Member Close moved to **appoint** Dennis Lipp as Chair. Board Member Dennis Lipp seconded the motion, which passed unanimously. (Motion carried 5-0).

Motion: Chair Lipp moved to **appoint** Robin Crawford as Vice Chair. Board Member Robin Crawford seconded the motion, which passed unanimously. (Motion carried 5-0).

Chair Lipp took over the meeting at this time.

6. Summary Review of Future Cases - None

7. Committee Comment

Board Member Harris spoke of the interesting challenge in serving.

Board Member Schriever inquired as to the number of hours that would be required and how often the committee would meet. Chair Lipp expressed hope for one (1) meeting a month with his goal to start the meeting at 7:00 p.m. and end it at 9:00 p.m.

Town Manager Spence noted his intention of distributing the agenda packet the Friday prior to the meeting or Monday at the latest. He encouraged the members to contact him in advance of the meeting with their questions and that all information will be shared

equally among all members. Town Manager Spence noted that all communication and recommendations from the Board would be forwarded to the Town Council by himself.

8. Public Comment - None

9. Setting of Next Meeting Time and Date

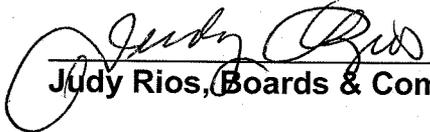
Following discussion, by consensus, the Board agreed to schedule the next meeting for Thursday, September 15th.

10. Closing and Adjournment

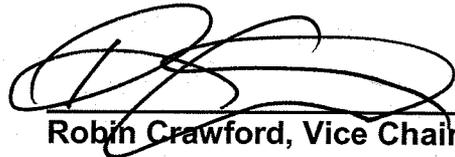
The meeting was adjourned at 9:17 p.m.

SEAL

ATTEST:



Judy Rios, Boards & Committees Clerk



Robin Crawford, Vice Chair

12/8/11

Date Approved by Committee

2011 Dec 8

Date Signed