

**Minutes of Planning Commission Meeting  
Held Monday, September 24, 2018, at 7:00 P.M.  
in the Council Chambers, 11 North 3rd Street,  
Jacksonville Beach, Florida**



**Call to Order**

The meeting was called to order at 7:00 P.M. by Planning Commission Member Greg Sutton.

**Roll Call**

*Chairman:* Greg Sutton  
*Vice-Chairman:* David Dahl  
*Board Members:* Georgette Dumont, Britton Sanders (*absent*)  
*Alternates:* Margo Moehring

Also present was Director of Planning and Development Bill Man.

**Approval of Minutes**            *None*

**Correspondence**            *None*

**Old Business**

(A)    **PC#20-18**    11 North 3<sup>rd</sup> Street

**Land Development Code Text Amendment** amending the text in Article II, Article IV, Article V, Article VI, Article VII, and Article VIII of Chapter 34, Land Development Code, of the Code of Ordinances for the City of Jacksonville Beach. (*Continuation of application*)

**Discussion:**

Conversation ensued between Mr. Sutton and Mr. Mann regarding the purpose of this meeting, which was to clarify a motion previously made for PC# 20-18. Mr. Mann explained he prefers to conduct the meeting with the five original voting Planning Commission members all present.

**Motion:**            It was moved by Mr. Dahl, and seconded by Ms. Dumont, to postpone this matter until all five original voting Planning Commission members are present.

Prior to roll call, Mr. Sutton emphasized that public hearing and testimony for the corresponding case is closed, and all those that have filled speaker cards on this day will not be able to speak. Mr. Mann added that the proposed LDC text amendments will be presented before the City Council for approval in two public hearings, as Council members will conclusively vote on this matter, and those that wish to speak about this case can do so at either of the Council meetings.

**Roll call vote:** Ayes - David Dahl, Greg Sutton, Georgette Dumont, and Margo Moehring.

The motion was approved unanimously.

## **New Business**

Mr. Mann explained it is important for the Planning Commission to consider formal procedures that include a proposed set of guidelines, and he introduced Denise May from the City Attorney's Office to help introduce them. These procedures would have to be approved by the Commission, and they will be included as an agenda item in an upcoming meeting.

Mr. Dahl emphasized that each member is responsible for reporting any future absences, and it is not appropriate to put the burden on Mr. Mann to contact the members prior to meetings and inquire this information. Discussion ensued regarding the latest motion that was contested informally after the meeting, which Mr. Mann referred to as the reason for his introduction of the proposed formal meeting procedures.

Mr. Sutton mentioned he received a voicemail from Leah Hudson in regards to the proposed LDC text amendment. Ms. Moehring mentioned she also received a voicemail from Ms. Hudson and an email and voicemail from Mr. Safakis. Ms. Dumont stated she received a phone call from Ms. Hudson and helped clarify the agenda item to her. Mr. Dahl also stated he received the same type of phone call as Ms. Dumont's.

Ms. May introduced herself before the Commission and explained her reasoning for proposing the procedures. She brought attention to Robert's Rules Procedures and added, with respect to Sunshine Law, they were used to the extent that they can be in making her changes. The discussed procedures include what the powers and duties of each member are under the code, in addition to further clarifications on Administrative Rules and Procedures, which include:

- Any Ex-parte Communication must be forwarded to the City Clerk for the maintaining of Public Records.
- Since the Planning Commission is a quasi-judicial body in which evidence, testimonies, and experts are often utilized, all testimonies should happen under oath.
- If few persons are to testify, then they must be individually put under oath; if numerous audience members are to testify, then the process can be done holistically where they all stand and state their oath, then confirm that they did individually when they speak.
- Commission members must explain what they are making the motion for or against.
- A motion cannot be amended until it has been voted on (especially if the motion has a first and a second vote).
- If a Commissioner makes a motion, they must vote in favor of that motion.
- In the case that no motion is made after a long discussion, and the chair has made all attempts to help Commissioners reach a decision, then the chair him/herself can make a motion.

## **Planning & Development Director's Report**

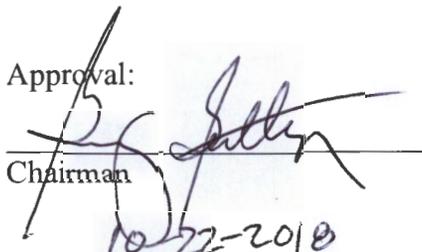
Mr. Mann spoke to Commissioners about two new Planning Commission alternates that need to be briefed before they can start attending meetings. The staff will inform the members of the next meeting when it can be scheduled.

**Adjournment**

There being no further business coming before the Commission, Mr. Sutton adjourned the meeting at 7:20 P.M.

Submitted by: Sama Kaseer  
Administrative Assistant

Approval:

  
Chairman

Date

10-22-2018