

**MINUTES OF THE OCTOBER 26, 2017
REGULAR MEETING
GREEN COVE SPRINGS PLANNING AND ZONING BOARD**



CALL TO ORDER

The regularly scheduled meeting of the Green Cove Springs Planning and Zoning Board was held on Thursday, October 26, 2017 in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

Chairman Francis called the meeting of the Planning and Zoning Board to order at 5:03 p.m.

ROLL CALL

Board Members Present: Marilyn Haddock
Robert Lewis
Sara Spurrier
Henrietta Francis, Chairman

Staff Members Present: L.J. Arnold, III, City Attorney
Janis Fleet, Development Services Director
Micah O'Shields, Development Services Rep.

Board Members Absent: Ed Gaw, Vice Chairman

Staff Members Absent: Danielle Judd, City Manager

PUBLIC HEARING

NONE

BOARD MEMBER TRAINING

Janis Fleet discussed the American Planning Association handbook provided to the board and welcomed any questions or comments.

Ms. Fleet addressed the Tools of Planning.

- Comprehensive Plan
 - Future Land Use Map
- Land Development Regulations
 - Zoning
 - PUD, Planned Unit Development
 - Landscape
 - Signage
 - Parking
 - Permitted Uses
 - Uses by Special Exception
 - Development Standard

Mr. Arnold went over Ethical Issues, Exparte Communication, Due Process & Public Meetings

- Conflicts of Interests
- Financial Disclosure forms
- No Gifts or Favor
- Communication outside hearings must be disclosed
- Sunshine Law

ADJOURNMENT

There being no further business to come before the Planning and Zoning Board, this meeting was adjourned at 5:47 p.m.

City of Green Cove Springs, Florida

Henrietta Francis, Chairman

Janis K. Fleet, AICP
Development Services Director