

**MINUTES
SPECIAL JOINT WORKSHOP
HOLLY HILL CITY COMMISSION
AND
BOARD OF PLANNING AND APPEALS
MARCH 9, 2004**

1. CALL TO ORDER

Mayor William D. Arthur called the meeting to order in Room 227 at City Hall, 1065 Ridgewood Avenue at approximately 6:00 p.m. Attending with Mayor Arthur were Commissioners Arthur Byrnes, Gilles Blais, Lou Schmitt, and Roland Via.

Board of Planning and Appeals Members in attendance were as follows: Chairman Roy Phipps and Tom Davies.

Also attending were the following staff members: City Manager Joe Forte, City Planner Bob Keeth, Building Official Tim Harbuck, and City Clerk Jeaneen Clauss.

2. COMMENTS / CONCERNS

- **Applicant Attendance**
- **Open Discussion**

The topic of applicant attendance was addressed. Mr. Phipps advised that the Board has a procedure of tabling the item if the applicant does not attend the first meeting for which the item has been placed on the agenda and removing it from consideration if the applicant does not attend the second meeting. The applicant is free to re-apply at any point but they feel that attendance should be a requirement for consideration of the request. The Board should be able to address their questions to either the applicant or a representative and the public should also have that opportunity. The Commission discussed this a bit, with questions as to whether this was necessary for all applications – though they felt that the Board should have the opportunity to table the item if they felt they needed answers that were not readily available. However, given that the public has been noticed of this and may have attended specifically to make inquiries of the applicant, the Commission agreed that applicant (or applicant representative) attendance should be mandated. This may require some modification to the City Code, so Staff will look into that further. Certain forms will be modified in the Building Department to make sure there is a clear understanding of this requirement.

The topic of Board preparation was addressed. There was a question as to whether Board members should visit the property under consideration prior to their meeting. This is fine but not necessary. If they have any conversation regarding the application with the applicant, they should disclose the exact nature of such at their meeting. General preparation involves reading through the packet of information gathered by Staff and coming prepared to ask any further questions. Mr. Phipps felt that the members of their Board are generally well prepared for the issues coming before them.

Mr. Keeth asked the Board and the Commission if they were reasonably satisfied with Staff's preparation for them to consider these applications. Mr. Phipps indicated he was very satisfied with Mr. Keeth's summary and recommendation format. The Commission felt the same, though they sometimes deviate from the recommendation when they feel it is in the best interest of the City – recognizing that Mr. Keeth's recommendations come from a strict interpretation of the Code.

Commissioner Byrnes requested the Board try to cite a specific reason whenever an application is denied. This is better from a legal standpoint as well. It could be placed within the motion. Commissioner Via asked that the Board ensure their decisions are not based strictly on public response to the item. Mr. Phipps indicated that the Board relies heavily on input from the City Attorney and Planner for guidance in all matters.

Mayor Arthur asked how long Mr. Phipps had been the chairman and how he was selected. Mr. Phipps stated that its been at least the past three years and the Board reconsiders this each year.

The Commission stated that they felt the Board was doing a great job!

Other Comments:

Mr. Phipps thanked the Commission for a wonderful holiday dinner.

Mr. Phipps inquired about a right hand turn lane at the intersection of Nova and LPGA, going eastbound. The Commission advised this is scheduled and it's less than a year off.

Mr. Phipps asked if the City has an internet fraud division and explained a problem he is having. They do not have a specific division for this but Mr. Forte called Chief Shinnamon who stated they would be able to do a miscellaneous incident report for him to file.

Mr. Phipps asked to receive copies of the Community Redevelopment Advisory Board minutes. Mr. Forte stated that he thought those should also be sent to the Beautification Board because there are matters that effect them as well.

Commissioner Via mentioned Smokey Unich's old sign – which two museums are currently vying for.

3. ADJOURNMENT

The workshop officially adjourned at approximately 6:50 p.m.

Attest:

City of Holly Hill

Jeaneen P. Clauss, CMC
City Clerk

William D. Arthur
Mayor