



Development Services Bureau  
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 1, 2 & 6  
LDC Revisions Citizens Advisory Committee  
Meeting Held 9:00 – 10:30 a.m., June 18, 2010  
Library Conference Room at 1190 West Leonard Street**

**Attendees/Title:**

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**Subcommittee Members:**

Janice Kilgore (Chair)  
John Harold

**Project /Support Team Members:**

Griffin Vickery, Urban Planner II  
Horace Jones, Division Manager

**Members Absent:**

Paul Flounlacker

**Other Attendees:**

none

**Agenda:**

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**1. Call to Order**

Meeting called to order at 9:00 a.m. with two members present.

**2. Minutes**

none

**3. Unfinished Business**

none

**4. New Business**

Subcommittee discussed with county Planning staff the content of proposed LDC Chapter 1, and the need to further consider some sections beyond current LDC content.

Subcommittee requested Planning staff to:

- confirm time available to complete LDC revisions under statute requirements (FS 163.3202)
- determine appropriate “effective date” language
- provide staff working notes on anticipated content of Chapter 1 for further discussion in subcommittee
- provide list of definitions consolidated from Comp Plan and all LDC chapters

**5. Announcements**

Time and place of next subcommittee meeting to be determined at June 24, 2010 meeting of Citizens Advisory Committee

**6. Adjourn**

Meeting adjourned at 10:30 a.m.



Development Services Bureau  
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 1, 2 & 6  
LDC Revisions Citizens Advisory Committee  
Meeting Held 9:00 – 10:40 a.m., July 7, 2010  
Library Conference Room at 1190 West Leonard Street**

**Attendees/Title:**

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**Subcommittee Members:**

Janice Kilgore (Chair)  
John Harold  
Paul Flounlacker

**Project /Support Team Members:**

Griffin Vickery, Urban Planner II  
Horace Jones, Division Manager

**Members Absent:**

none

**Other Attendees:**

none

**Agenda:**

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**1. Call to Order**

Meeting called to order at 9:00 a.m. with all members present.

**2. Minutes**

Minutes of June 18, 2010 meeting approved.

**3. Unfinished Business**

County Attorney's Office requested to confirm time available to complete LDC revisions under statute requirements (FS 163.3202).

John Harold is acquiring list from BID of other codes to reference in LDC.

**4. New Business**

Subcommittee discussed need to align LDC definitions with state definitions, and with building code as much as possible.

John Harold suggested Bay County as a source for form and content of chapters 1 and 2 and provided copies of related Bay County regulations.

Subcommittee will review staff notes on Chapter 1, Bay County and other sources, and continue with review of Chapter 2 content.

Subcommittee discussed with planning staff the possible forms of comment and assistance to staff in the writing of draft text.

County staff to provide the committee a list of problem areas it has identified within the LDC to assist all subcommittees in their work.

Subcommittee established 9:00 a.m., the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month, and the library conference room at 1190 W. Leonard St. as its regular meeting time and location starting August 5, 2010.

**5. Announcements**

Subcommittee chair will be absent from July 22, 2010 committee meeting. Other members to report on subcommittee's work.

**6. Adjourn**

Meeting adjourned at 10:40 a.m.



Development Services Bureau  
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 1, 2 & 6  
LDC Revisions Citizens Advisory Committee  
Meeting Held 9:05 – 10:55 a.m., August 5, 2010  
Library Conference Room at 1190 West Leonard Street**

**Attendees/Title:**

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**Subcommittee Members:**

Janice Kilgore (Chair)  
John Harold  
Paul Flounlacker

**Project /Support Team Members:**

Griffin Vickery, Urban Planner II  
Horace Jones, Division Manager

**Members Absent:**

none

**Other Attendees:**

Dan Gilmore

**Agenda:**

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**1. Call to Order**

Meeting called to order at 9:05 a.m. with two members present initially.

**2. Minutes**

Minutes of July 7, 2010 meeting approved.

**3. Unfinished Business**

County Attorney's Office yet to confirm time available to complete LDC revisions under statute (FS 163.3202).

John Harold acquiring list from BID of other codes to reference in LDC.

**4. New Business**

Subcommittee briefly reviewed activity of July 22 committee meeting where status of EAR-based amendments and DCA's Notice of Intent was presented.

Subcommittee discussed "General Provisions" chapter of Bay County LDC and requested staff to review and comment on it.

Subcommittee suggested more info on nonconformity in Chapter 1 than current staff notes address.

Subcommittee discussed how to address checklists, suggesting the LDC should require the Planning Official to develop them, keep them current, and make them available on the county website.

Paul provided a brief explanation of his Article 2 strike-through and underline review.

Subcommittee reiterated the need to make the LDC readable and understandable to the broad range of users.

It was suggested that the role of the SRIA in development review be changed to eliminate duplicated review, approval delay and applicant confusion. SRIA review for their issues could be within overall county review, similar to how fire safety review is within the BID review process.

Subcommittee discussed elimination of “sunshine” provisions for the DRC that prevent the Planning Official from talking with an applicant about his pending application with the DRC outside of the meeting.

Subcommittee reiterated need to align LDC definitions with with building code as much as possible. John to request assistance of BID.

**5. Announcements**

none

**6. Adjourn**

Meeting adjourned at 10:55 a.m.



Development Services Bureau  
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 1, 2 & 6  
LDC Revisions Citizens Advisory Committee  
Meeting Held 9:05 – 10:10 a.m., September 2, 2010  
Library Conference Room at 1190 West Leonard Street**

**Attendees/Title:**

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**Subcommittee Members:**

Janice Kilgore (Chair)  
John Harold

**Project /Support Team Members:**

Griffin Vickery, Urban Planner II

**Members Absent:**

Paul Flounlacker

**Other Attendees:**

**Agenda:**

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**1. Call to Order**

Meeting called to order at 9:05 a.m. with two members present.

**2. Minutes**

Minutes of August 5, 2010 meeting approved.

**3. Unfinished Business**

none

**4. New Business**

Subcommittee briefly reviewed activity of August 26 committee meeting: role of SRIA in development review, difficulty in achieving a quorum, and possible need to change frequency of meetings.

Subcommittee discussed general schedule for bringing drafts to the full committee for consideration:

- Staff was requested to provide a Chapter 1 draft as soon as possible. Subcommittee members then to provide comment on draft on or before their next meeting, September 16. Draft responding to comments to be sent to full committee for comment/action on September 23.
- Staff was requested to provide a Chapter 2 draft on or before October 7 if possible, the first subcommittee meeting in the month. Subcommittee goal is to have draft go to full committee for comment/action on October 28, the last meeting of the month.

5. **Announcements**

Staff to confirm that location of next subcommittee meeting, September 16, will be in new Central Office.

6. **Adjourn**

Meeting adjourned at 10:10 a.m.



Development Services Bureau  
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 1, 2 & 6  
LDC Revisions Citizens Advisory Committee  
Meeting Held 3:00 – 4:45 pm, September 23, 2010  
Room 115, Central Office, 3363 West Park Place**

**Attendees/Title:**

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**Subcommittee Members:**

Janice Kilgore (Chair)  
John Harold  
Paul Flounlacker

**Project /Support Team Members:**

Griffin Vickery, Urban Planner II

**Members Absent:**

**Other Attendees:**

Marilyn Badessa

**Agenda:**

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**1. Call to Order**

Meeting called to order at 3:00 pm.

**2. Minutes**

Minutes of September 2, 2010 meeting approved.

**3. Unfinished Business**

none

**4. New Business**

Subcommittee reviewed second draft of Chapter 1 developed in response to subcommittee member and County Attorney's Office comments. Staff was requested to make changes and provide the revised draft to the full committee at least a week before its scheduled October 14 meeting. No further review by the subcommittee was requested prior to full committee review.

Subcommittee requested Paul to continue a few days more on his review and markup of current LDC Article 2 and then provide to staff for distribution to other subcommittee members prior to their next subcommittee meeting.

**5. Announcements**

Next subcommittee meeting to be Thursday, October 7, 2010.

**6. Adjourn**

Meeting adjourned at 4:45 pm.