
A regular meeting of the City of Daytona Beach Planning Board was held on Thursday, October 23, at 6:00 PM in City Hall Commission Chambers, 301 S. Ridgewood Ave., Daytona Beach, Florida.

Board members Present were as follows:

John McGhee, II
Jeff Hurt
Edith Shelley
Ken Wood
Larry Moore
James Neal
Sam Rogers
Cathy Washington

Absent Members:

Anita Gallentine
Bob Hoitsma
Janet LeSage

Staff members present:

Mr. Richard Walton, Planning Director
Mr. Thad Crowe, Planning Manager
Ms. Carrie Lathan, Assistant City Attorney
Ms. Rose Askew, Planning Technician

1. **Call to Order**

Edith Shelley, Chair called the meeting to order at 6:00 pm.

2. **Roll Call**

Ms. Washington called the roll and noted members present as listed above.

3. **Approval of the Minutes:** September 2, 2008 and September 25, 2008

Board Motion

It was moved by Mr. Hurt to approve the September 2, 2008 Special Planning Board Meeting Minutes and September 25, 2008 Regular Planning Board Meeting Minutes. Seconded by Mr. Rogers.

Board Action

The motion was approved 8-to-0.

4. **Small Scale Comprehensive Plan Map Amendment, DEV 2008-003 – Cape Morris Cove Outparcel**

A request by Jeff Jackson, P.E., Zev Cohen and Associates, on behalf of Steve Joos, Southern LHC, LLC, for approval of a small scale comprehensive plan map amendment for 1.83± acres of land located at the southeast corner of Clyde Morris Boulevard and Big Tree Road, from Level 2 Residential to Low Intensity Commercial

Staff Presentation

Thad Crowe, Planning Manager gave a PowerPoint presentation. He stated the request was for a small scale amendment to the City's Comprehensive Plan changing the land use from Level 2 Residential to Low Intensity Commercial. He stated there was a companion PCD rezoning request that is on the next item on the agenda. He stated the request was generally compatible with surrounding uses in the area; the request was in keeping with Comprehensive Plan policies pertaining to preferred location of commercial uses at intersections of major roads and not impacting residential areas; impact analysis provided by the applicant and verified by staff indicates the impacts of the proposed changes are relatively similar for water and sewer compared to the before and after use and higher for traffic. He stated traffic will capture trips from nearby residential areas, particularly apartment trips that might travel up Clyde Morris & Beville, both of which are approaching failure. Mr. Crowe stated the applicant indicated that traffic impacts of this use do not directly contribute to Clyde Morris 2010 road failure (south of Beville). He stated the applicant will be required to go through the concurrency process, including traffic analysis and possible mitigation and that staff was recommending approval of the project.

Mr. Moore asked if he understood Mr. Crowe to say there could be mitigation if it impacted roads.

Mr. Crowe replied yes.

Applicant Presentation

Mark Watts, Cobb Cole, 351 East New York Avenue, Suite 200, Deland, Florida stated he was present to answer any questions the board may have had pertaining to the land use amendment, which is the next item on the agenda. He stated he feels this change fits well with the new classification that was created in 2006 with the low intensity commercial land use. He stated they would certainly take a look at traffic as they move forward with the project. He stated there were some traffic issues that came up with the apartment complex that is currently under construction. He stated they donated some funds at the time they went through the site plan approval for the apartments for a study of a circulator system along Clyde Morris Boulevard corridor.

Board Motion

It was moved by Mr. Hurt to approve Small Scale Comprehensive Plan Map Amendment, DEV 2008-003 – Cape Morris Cove Outparcel. Seconded by Mr. Moore.

Board Action

The motion was approved 8-to-0.

5. **Rezoning, DEV 2008-042 – Cape Morris Cove Outparcel**

A request by Jeff Jackson, P.E., Zev Cohen and Associates, on behalf of Steve Joos, Southern LHC, LLC, for approval to rezone 1.83± acres of land located at the southeast corner of Clyde Morris Boulevard and Big Tree Road, from RA (Multi-Family) to PCD (Planned Commercial Development), to allow for a retail development.

Staff Presentation

Thad Crowe, Planning Manager gave a detailed PowerPoint presentation. He stated this was the companion amendment; same location and parcel. He stated the project is compatible with other intersection corners (bank, retail); Meets/exceeds LDC standards except with the exception of the drug store site plan does not meet minimum open space (25% to 15%) and minimum tree preservation area (15% to 7.5%), due to a bigger footprint of the store. Mr. Crowe stated all other uses would meet above requirements. He stated the project has a 25'-wide landscape buffer required along Clyde Morris which is required by the LDC and there is a varying 10'-20' landscape buffer required along Big Tree (10' required by LDC). He stated the applicant compensated for the drug store site plan landscape area variance by providing new bigger trees (from 2.5" to 4.0" caliper for shade trees, and 1.5" to 2.5" caliper for small trees) and additional trees and as a result it doubled the caliper/tree area, 21 additional trees (6 additional shade trees). He stated the public benefit was increased canopy and larger trees, and trip capture and that staff was recommending approval.

Applicant Presentation

Mark Watts, Cobb Cole, 351 East New York Avenue, Suite 200, Deland, Florida stated when they originally applied to the City it was for a straight zoning application. He stated the reason for that was because there currently is not a buyer for the parcel and that his client intends to market it for sale. He stated because of the concerns staff had with going with the T-4 zoning classification they decided to convert the project to a PCD. He stated some of the concerns were that the T-4 zoning classification allowed a higher residential density than the underlined Comprehensive Plan that was just adopted on the last agenda item. He stated by going with a PCD it allowed his client to cap or in this case eliminate any residential density on the property. Mr. Watts stated what they had attempted to do was provide the uses that were most likely to occur on the property and then of those uses, they have taken and put the most intense ones into the PCD. He stated they put in the PCD agreement the statement "in the event any of the other uses came back through and they went to a different use and a different layout, those plans would have to come back before the board as an amendment to the PCD. Mr. Watts stated the reason they did the PCD this way was to give the board the opportunity to see what the most intense uses would look like.

Mr. Moore asked what the buffer would be like for the neighborhood across the street from the project.

Mr. Watts replied the buffer standard would remain the same, which is the buffer with the new apartment complex just to the east of the site. He stated there is an existing County drainage canal behind the project along the property line. He stated with this plan, that structure would be taken in, put into a culvert, covered over and turned in to a buffer area with a screening wall.

Mrs. Shelley stated that relates to some of the concerns she brought up with staff because she sees a fast food restaurant as being a more intense use. She stated she wanted noise and lighting to be addressed and she was glad to hear that if the use changed it would have to come back before the board.

Citizen Comments

John Nicholson, 413 North Grandview Avenue, Daytona stated his only concern was with trees. He stated he was presuming they were actually trees. He stated he could not see if there was going to be enough foliage to create a lushness to increase the property value.

Mr. Watts stated in the landscaping plan it reflects a total of five cabbage palms, 28 crape myrtles, 5 ligstrums, 3 wax myrtles, 28 live oaks and 16 elms.

Mr. Crowe stated the thoroughfare buffer requires two actual shade trees every 40 feet which cannot be palms, crape myrtles or ligustrum trees.

Board Motion

It was moved by Mr. Hurt to approve Rezoning, DEV 2008-042 – Cape Morris Cove Outparcel. Seconded by Mr. Neal.

Board Action

The motion was approved 8-to-0.

6. **Rezoning, DEV 2008-119 – Former Dog Track**

A request by Robert A. Merrell III, Esq., Cobb Cole, on behalf of Daytona International Speedway, LLC, to rezone 4.7± acres of land located at 1801 West International Speedway Boulevard from AE (Amusement/Entertainment) to MSD (Major Sports District).

Staff Presentation

Thad Crowe, Planning Manager gave a brief PowerPoint presentation. He stated this item is on the agenda tonight due to an advertising error. He stated when the main part of the old Dog Track rezoning came before the board this smaller piece was left off inadvertently. He stated when the rezoning goes before the City Commission for adoption it will be presented as one parcel. He stated the entire area land use is Commercial Amusement and will remain that. Mr. Crowe stated the AE (Amusement/Entertainment) zoning is proposed to be rezoned to MSD (Major Sports District), which is what the Speedway is currently zoned. The zoning would also apply to larger parcel that came before the board at the September 25th Planning Board Meeting. He stated the zoning is compatible with the surrounding zoning and would allow the orderly integration with the Speedway complex and staff is recommending approval.

Board Motion

It was moved by Mr. Hurt to approve Rezoning, DEV 2008-119 – Former Dog Track. Seconded by Mr. Moore.

Board Action

The motion was approved 8-to-0.

7. **Right-of-Way Street Vacation, DEV 2007-151, Carol Street**

A request by Glenn Greiner, Zahn Engineering on behalf of Hassan Saboungi, Saboungi Development, to approve a 756± foot right-of-way street vacation for a portion of Carol Street between Bellevue Avenue and Shady Place. The City's Land Development Code (LDC), Article 4, Section 13.2(a) states: "Requests shall be reviewed by the Planning Board, for recommendation prior to City Commission action. City Commission approval of any street or public right-of-way vacation shall be adopted by ordinance after a public hearing. **Continued to the November 20, Planning Board Meeting.**"

Staff Presentation

Thad Crowe, Planning Manager gave a brief PowerPoint presentation. He stated this property is a narrow strip of land that is a “paper” street. It is a heavily wooded area that is 30 feet wide and approximately 756 feet long and is undeveloped. He stated the right-of-way vacation was routed through the City’s Technical Review Team (TRT) to determine if it was not needed by the public. Staff found that there were not any drain lines but there was a sanitary sewer line and is requiring the applicant to get an easement from the property owners. He stated staff also found that there was a Brighthouse Network line on the property and staff is also requiring the applicant to get an easement for that. He stated staff is recommending approval with the above conditions.

Citizen Comments

Rita Caputo Cameron, 335 Bucknell Drive, Daytona Beach stated she felt her letter addressed everything she wanted to say. She stated Bellevue Avenue is a widely used road and what concerns her the most was the applicants were developing redeveloping parcel C with the Majestic Woods project. She stated in doing so, they require additional footage for the back of the project. She stated it wasn’t for anything more than some landscaping or setback requirements. She stated her concern was that this would block off the road to the point that they would not have access to the back of their property when development or sale of the property takes place. She stated there is a road called Shady Place on the back side but in order to get to the road you would have to go down Terrace to get to it. Mrs. Cameron stated she feels the applicant should shorten Majestic Woods because they have plenty of room to do so without creating a hardship on surrounding property owners.

John Nicholson, 413 North Grandview Avenue, Daytona Beach stated what often happens in the City is staff is not asked if things will create a problem with particular projects and it creates a problem. He stated the police and fire departments might need access to the road.

Board Comments

Mrs. Shelley stated also in Mrs. Cameron’s letter she stated some of the residents did not receive notification on the vacation.

Mr. Moore asked staff why the applicant wanted the vacation.

Mr. Crowe replied it is related to the accompanying Majestic Woods multi-family Project and the vacation is needed to make the site plan work. He stated the applicant could not proceed with the site plan until the vacation is approved. He stated the vacation has been through the TRT and it was determined that the vacation would not create a problem.

Mr. Moore asked if staff was aware of property owners not being notified.

Mr. Crowe replied staff was in possession of copies of the certified letter that was sent out but he did not have access to the documents that were distributed to the board by Mrs. Cameron.

Ms. Washington stated she was not comfortable voting because she does not believe the board had enough information to make a clear decision.

Board Motion

It was moved by Mr. Hurt to continue Right-of-Way Street Vacation, DEV 2007-151, Carol Street to the November 20, 2008 Planning Board Meeting. Seconded by Mr. Moore.

Board Action

The motion was approved 8-to-0.

Mrs. Shelley stated to Mr. Crowe now that the item had been continued to the November 20, 2008 meeting, the board had no way to know if the site plan would be on the agenda for that meeting.

Mr. Crowe replied typically the way it has been done is the site plan had to wait until the vacation was granted before it would come before the board. He stated with the board's direction, staff could evaluate the site plan and bring it in as an accompanying exhibit to the vacation.

Mr. McGhee asked about notifying the neighbors.

Mr. Crowe stated staff had the list of certified mail recipients and would check the list and make sure everyone who had to be notified was notified.

Mrs. Shelley asked Mrs. Cameron to check the list to make sure the people she referenced did not receive notification were not on the list.

Mrs. Cameron stated she checked the list with staff earlier today and they were not on the list.

Mrs. Shelley asked Mr. Crowe how names got on the list.

Mr. Crowe replied staff runs the latest property appraiser's data for everyone within 150 feet of the property and whoever is on the list is notified. He stated if there were multiple owners, he was not sure how that worked.

8. **Land Development Code Ordinance, DEV 2008-099 – Temporary Parking in RDB-5 Zoning District**

An administrative request by the Development and Administrative Services Department, Redevelopment Division to amend the City's Land Development (LDC), Article 8 (Supplemental Performance Standards) and Article 12 (Redevelopment Areas and Districts), to allow for temporary parking in the RDB-5 zoning district. **Continued to the November 20,**

Planning Board Meeting.

Board Motion

It was moved by Mr. Rogers to continue Land Development Code Ordinance, DEV 2008-099 – Temporary Parking in RDB-5 Zoning District to the November 20, 2008 Planning Board Meeting.

. Seconded by Mr. Moore.

Board Action

The motion was approved 8-to-0.

9. **Capital Improvement Plan, DEV 2008-125**

An administrative request by the Development and Administrative Services Department, Planning Division, to review the City's annual update of the Capital Improvement Element (CIE) which is part of the City's Comprehensive Plan.

Staff Presentation

Thad Crowe, Planning Manager stated at the workshop this afternoon Tanja Gerhartz, with Gerhartz and Associates gave a detailed presentation on the Capital Improvement Plan.

Board Comments

Ms. Washington stated in the workshop earlier today it was brought out that the Midtown Redevelopment Area was left out of the plan and she would like to go on record stating that she was very dissatisfied with that omission. She stated she understood the urgency of getting the plan adopted but at the same time when there is urgency she also understands that there should be a checklist that reflects what was included. She stated she feels Midtown is just as important as any other area and she would like for it to go on record that she is not satisfied with the plan being approved without Midtown being included.

Mr. Rogers stated he seconded Ms. Washington's comments and that it is something that occurs too often and the excuse that staff is new and it just happened is not acceptable. He stated it had been happening for the past eight years and it was time for a change.

Mrs. Shelley stated that was why she spoke about it earlier because it was something that appeared to be consistent, it caused great concern and always struck the Planning Board and beyond in a negative way. She stated Midtown had been around for a long time. In the past it was called the Westside Redevelopment area so it is not a new area. She stated when she addressed the issue with staff earlier she was told it was a housekeeping measure and she could not understand why it could not just be inserted. Mrs. Shelley stated to staff that whatever could be done to have Midtown Redevelopment Area inserted in the plan the Board would like greatly for that to be done.

Mr. Crowe pointed out that the South Atlantic Redevelopment Area was also left out.

Mrs. Shelley stated the board would like to see the Midtown Redevelopment Area added in the Evaluation and Appraisal Report (EAR) update.

Mr. McGhee stated there was inconsistency in the census population. He stated old data was used even though there was new data available.

Mr. Walton replied that was correct. He stated the data used was the original number achieved in 2005.

Ms. Washington stated when the Board makes decisions they are trusting that the information supplied by staff was correct. She stated when they go out in public to face their constituents they are accountable for what was adopted. When things are omitted then they have to wonder how it will fit in at a later date. She stated she has a real problem with this and if her staff did things like this, they would not have a job.

Board Motion

It was moved by Mr. Hurt to approve Capital Improvement Plan, DEV 2008-125. Seconded by Mr. Moore.

Mr. Crowe asked that the Board include in the motion a correction on page nine of the report under the Potable Water River Crossing section. He stated it should read 2008–2009 and not 2009-2010 and also a correction on page 21 under Water Supply, Potable Water River Crossing should have the \$1.5 million under 2008-2009 and the \$1.5 million under 2011-2012 should be under 2012-2013.

Mr. Hurt amended the motion to include the above corrections. Seconded by Mr. Moore.

Mrs. Shelley stated since there did not appear to be a consensus from the board to pass the motion there would need to be a roll-call vote. She then opened the floor up for more discussion.

Mrs. Shelley stated her understanding was that the board was not voting on the Comprehensive Plan's CIE and asked Mr. Walton to explain what exactly the board was voting on. She stated she understood that the section pertaining to Midtown Redevelopment Area being omitted from the plan was not a part of what was being voted on tonight but there was great concern and a possibility based on the weak vote that it could hold up the plan being passed. She asked if there was anything staff could contribute that would help the board to feel more comfortable with passing the plan tonight.

Mr. Walton stated the Board could propose to add under that specific area all of the redevelopment areas with an explanation in the document being sent to DCA why the change was being made.

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Mrs. Shelley stated she felt the explanation was due to an oversight and asked Mr. Walton if there was a way for this to be done and if the board needed to revise the motion.

Mr. Hurt withdrew his motion and Mr. Moore withdrew his second.

Mr. Walton replied he agreed and felt staff could make the correction and attach to the document an explanation stating why the Midtown and South Atlantic Redevelopment Areas were being added to Policy 1.1.3, Item No. 3 of the Capital Improvement Element.

Mr. Rogers asked when the Board would see the change had been made.

Mr. Walton replied if the board makes the above recommendation from staff part of the motion tonight it will move forward to the City Commission that way.

Mr. Rogers asked when the Planning Board would see the change had been made.

Mrs. Shelley stated what she thought Mr. Rogers wanted was to make sure the Board was kept abreast on the status of the progression of the plan so they know for sure that the language was added.

Mr. Walton replied absolutely (staff will include the language) and hopefully DCA would find the CIE in compliance and then it would be available online.

Mr. Walton replied the recommendation to the City Commission would include the amendment to add Midtown & South Atlantic Redevelopment Areas to the plan. He stated when the City Commission adopts the plan it would then go on to DCA. He stated assuming DCA does not find anything wrong; it would then be part of the CIE.

Mr. Rogers stated he appreciated Mrs. Shelley's efforts to alleviate his concerns but he still was not comfortable with the explanation or the process of notification.

Mrs. Shelley stated she understood Mr. Rogers's concerns and asked Mr. Walton to make sure the Board was kept abreast on the progress of the CIP/CIE adoption. She asked that the motion include adding Midtown and South Atlantic Redevelopment Areas to Policy 1.1.3, Item No. 3 of the Capital Improvement Element.

Board Motion

It was moved by Mr. Hurt to approve Capital Improvement Plan (CIP) update and Capital Improvement Element (CIE) transmittal, DEV 2008-125 with City staff recommendation to add the Midtown and South Atlantic Redevelopment Areas to Policy 1.1.3, Item No. 3 of the Capital Improvement Element. Seconded by Mr. Moore.

Board Action

The motion was approved by roll-call vote 8-to-0.

Ms. Washington asked staff to bring copies of how the item was presented at the November 19th City Commission Meeting to the Planning Board's November 20th meeting.

Mr. Moore stated that board members could review the item prior to the meeting when the agenda packet was placed on the City's website or they could watch streaming video of the entire meeting.

Mr. Moore stated board members could also attend the City Commission Meeting and speak directly to the Commission on the item.

Mr. Walton stated staff would begin to prepare the agenda item for the November 19th City Commission meeting tomorrow.

10. **Land Development Code Amendments**

a. **Affordable Housing Advisory Committee Housing Incentives Plan**

Staff Presentation

Patricia Askew, Community Development Director stated the plan presented tonight was a list of recommendations from the Affordable Housing Advisory Committee pursuant to the Florida Statutes. She stated the committee is required to review the City's land regulations and provide recommendation incentives for affordable housing. She stated the committee had reviewed the City's LDC and the Housing Element of the Comprehensive Plan as well as the State Housing and Initiatives Partnership Local Housing Assistance Plan (LHAP). Ms. Askew stated that Jeff Hurt was a member on the committee and that Rose Ann Tornatore another committee member was present to answer questions.

Mrs. Shelley asked the board if they had any questions for Ms. Askew.

Ms. Askew stated that the board did not have to approve the plan but the committee thought it would be prudent to bring it before the board for review and comments.

Mr. Moore asked on page 4, Section D (Non-conforming Lots) why the minimum was 35-feet required instead of 50-feet and the rear setback was 7.5-feet instead of 15-feet. He stated he was not against what the committee was trying to do but he was concerned about how close the units were being pushed together to pickup extra units in order to commit to sell or lease 40 to 60 percent to lower income families. He stated his concern was when they started limiting the square footage or the spaces. He stated he felt 50-feet was pretty close and he did not like making the units any closer than that.

Mr. Hurt stated most of the information in the packet the board received was workshop and brainstorming ideas to see what would work. He stated some of the ideas in the plan go against the LDC which could not be implemented unless it was tweaked. He stated where setbacks are discussed, it is in an infill neighborhood and if the setback on the street was 20-feet, then they would not have to go back to 25-feet. He stated the entire workshop premise was to get ideas on the table for discussion. He stated another topic with affordable housing was education and that the committee was going to start working on that because from what he had seen the people that came for assistance were past the point where they could assist them, so if they could educate them and let them know there was funding available it might help them before they got beyond the point of assistance. He stated in order for builders to participate they had to come up with some recommendations where the builder's would also benefit and the only thing the committee could do was cut some of the fees.

Mr. Rogers stated the way the current situation is the committee had to be creative.

Mr. Hurt replied yes because they had some nonconforming houses on nonconforming lots that were low or very low income and were in need of repairs but could not get permits because they were nonconforming. He stated the committee was not trying to get around the LDC or setbacks they were trying to look at the neighborhoods as they are currently and try to determine what would work.

Rose Ann Tornatore, 3245 South Atlantic Avenue, Daytona Beach Shores stated the committee had done a lot of work preparing the plan and they really felt passionate about helping the entire program. She stated the committee reviewed a lot of goals and objectives from past affordable housing committees and they felt they were great but there was no plan, strategy or program. She stated based on that, the committee came with everything that was warm and lovely that everyone would like; then they came up with a point system which she felt would be great because builders would have to conform to certain things to get a certain number of points, which could be used as incentives for things they wanted to take. Ms. Tornatore stated when the committee drafted the plan they were not just looking at affordable housing, they also looked at low-income and moderate-income housing. She stated the committee took a lot of time putting the plan together and they realized it may need to be massaged a little but they felt it was a great beginning and would very much like the board's blessing.

Mr. Hurt stated Mr. Crowe would go through the plan to determine what could and could not possibly work in the plan.

Mrs. Shelley stated she had heard a lot about the nonconforming lots and had spoken with a gentleman in the core area that owns some of the nonconforming lots and is a local developer. She stated their concerns were that they could not build on the lots without having to tear down the existing structures in order to get the lots to be conforming. She asked if the language in the plan referencing nonconforming lots was strictly infill.

Mr. Hurt replied yes mostly.

Mrs. Shelley asked if a developer was working on a large project would they be allowed to have smaller lots.

Ms. Tornatore replied she did know and that maybe the committee would consider it.

Citizen Comments

Jim Cameron, Vice President, Government Relations, Daytona Beach Halifax Chamber of Commerce, 126 Orange Avenue, Daytona Beach gave recognition to Ms. Tornatore for moving the plan forward. He stated he knows personally that she had worked on the plan quite a bit with the advisory board and that affordable housing was something that the Chamber has been concerned about for a very long time in addition to the homeless issue. He stated last year the Chamber had a sub-committee of the Chamber's local government committee that looked at the issue of affordable housing. He stated they tried to put together a model house with the market value of approximately \$130,000. He stated during the process of developing the model house the committee found that they had to think outside of the box to come up with incentives.

John Nicholson, 413 North Grandview Avenue, Daytona Beach stated approximately one year he spoke to the board regarding the problem with infill on Main Street and downtown. He stated he feels this goes extremely well with what is being recommended in the plan. He asked that pre-existing lots be grandfathered in because if not, the owners cannot rebuild.

Mrs. Shelley thanked Mr. Hurt, Ms. Askew, Ms. Tornatore and all of the advisory committee's members for all of their hard work.

11. **Other Business**

A. **Downtown/Balough Road Redevelopment Area Board Report**

Mrs. Shelley stated she left the report in her car and would have to give the report at the November 20th meeting.

B. **Midtown Redevelopment Area Board Report**

Mr. Rogers stated the Midtown Redevelopment Area Board met on October 14th. He stated they reviewed a staff report from the Police Department; a presentation by Mr. Gerald Chester; an update on capital projects in the midtown area and a Redevelopment Division Staff Report.

Mrs. Shelley stated she attended the meeting and there was a follow up discussion on the daycare. She stated she wanted staff to give the board information on the status of the project moving forward.

C. **Main Street/South Atlantic Redevelopment Area Board Report**

No report given.

D. **Vision Committee Report**

Mrs. Shelley stated she did not have a report because there had not been a meeting since the last Planning Board meeting. She stated their next meeting is scheduled for Tuesday, November 17th at 6:00 pm. She stated the committee would be discussing the Citizen Participation Plan. She gave a brief recap of her presentation to the City Commission.

E. **Public Comments**

John Nicholson, 413 North Grandview Avenue, Daytona Beach asked the board to require staff to bring back the infill information. He stated he felt if the board did not ask staff to bring it back it would not get completed.

F. **Staff Comments**

Rich Walton, Planning Director gave an update on the LDC Request for Proposals (RFPs). He stated there was a meeting this week to evaluate the proposals received. He stated staff narrowed the list down to three proposals and those three will have to come back for further explanation of their proposal. He stated those meetings are open to the public.

G. **Board Member Comments**

Mrs. Shelley stated at last month's meeting she along with Mr. McGhee, Mr. Neal, and Ms. Gallentine stated they would be willing to serve on the LDC subcommittee. She asked if there were any other board members that would like to serve on the subcommittee. She stated the process would be as the RFPs go out the Planning Board along with the consultants will hold workshops on the LDC addressing some of the issues brought up by Mr. Nicholson.

Carrie Lathan, Assistant City Attorney stated there were procedures for setting up a subcommittee. She stated there must be an affirmative vote of at least six members from the board to set up a subcommittee.

Mrs. Shelley asked for a motion and a second.

Board Motion

It was moved by Mr. Hurt to form a Planning Board Subcommittee for the purpose of reviewing and updating the LDC. Seconded by Mr. Hurt.

Board Action

The motion was approved 8-to-0.

Adjournment

There being no further actions to come before the board, the meeting was adjourned at 7:59 pm.



EDITH SHELLEY
Chair

ATTEST:



CATHY WASHINGTON
Secretary