

**AT A WORKSHOP OF THE PLANNING
COMMISSION HELD IN AND FOR GADSDEN
COUNTY, FL ON JANUARY 12, 2023 AT 6:00
P.M., THE FOLLOWING PROCEEDING WAS
HAD, VIZ:**

Present: Lori Bouie, Vice-Chair, District 5
Eugene Sherman III, District 1
Tracey Stallworth, District 2
Mark Moore, District 3
Wayne Williams, District 3
Charles Roberts, At Large
Karema Dudley, School Board Representative

Staff Present: Justin Stiell, Planning and Zoning Director
Clayton Knowles, County Attorney
Crystal Jimenez, Deputy Clerk

Not Present: John Youmans, District 2
Rev. Dr. Joe Parramore, Chair, District 5
William Chukes, District 1
Anthony Powell, District 4

1. PLEDGE OF ALLEGIANCE
Vice Chair Bouie welcomed everyone to the meeting at 6:00 p.m. She proceeded with the Pledge of Allegiance of the U.S. flag.
2. INTRODUCTION OF MEMBERS – Roll Call
The roll call was completed by the clerk.
3. MINUTES – December 15, 2022 ITEM 3
Attorney Knowles stated they cannot approve minutes since it is not an official meeting.

PUBLIC HEARINGS

4. N/A

GENERAL BUSINESS

4. TRAINING AND EDUCATION
Mr. Stiell said since there is no quorum they will continue as a workshop. He asked everyone what training they brought to the meeting and asked them to go around and say what training opportunities they have.

Vice Chair Bouie went online in 2019 the Florida Chapter of the American Planning Association had their training in Destin, FL. They will be having a virtual training in February and the state training on September 5th-9th. She would like for the county entertain it and attend. If not February, they can consider the September training.

Commissioner Sherman thanked Mr. Stiell for putting the workshop together. In addition to those points, he would like something that talks about the comprehensive plan and land development code. He said they entertained some items before to discuss what they could do and which required other activities related to the state. He would like to be better versed in those to make more informed decisions.

Commissioner Moore did not have anything.

Commissioner Dudley said he needs training all together. She needs training so that she can understand her responsibilities. She wants to learn all of the things she needs to in order to be effective in this role.

Commissioner Roberts thoughts were pertained in the packet. He mainly wants training on making decisions.

Commissioner Williams said the same thing. He said it would be good for new comers to have a broad overview of what they are going to be dealing with because he didn't get that. He learned on the go. He said they can catch on pretty well but he's mostly interested in information being brought forward and making sure they get it in a timely manner.

Vice Chair Bouie said they should have an overview training. Most of them are active in the community and have roles they play outside of this role. She said it would be effective to go over procedures. They have to learn the language because there are things she doesn't remember. It is new for Mr. Stiell as well so they can learn together. There are times they have to submit information to the state but she doesn't remember the terminology. She is also interested in the procedure for a citizen or a business to come to the planning commission and what they have to do.

Commissioner Stallworth entered at 6:08 p.m.

She wants to know the procedures so that they can make recommendations on how Gadsden County can be more appealing to businesses and why business overlook our county.

Commissioner Stallworth said he did not have any training ideas at this time. He was looking at a few but is waiting for them to call back from Duval County. He would love to have in-person training. Vice Chair Bouie informed him of the training in September.

Commissioner Sherman said they don't get too deep into Roberts rules in terms of actions. He asked Attorney Knowles if it is appropriate to ask him if they need guidance?

Attorney Knowles said if they have legal questions, it is his job to help them. He likes to tell commissioners that he doesn't like to interject the point of order unless asked. He is not going to jump in, unless it is needed. He said it would be a good part of training. He said for them to try not to do it in email with other commissioners. They need to send it to him, then he will send an answer out to everybody.

Vice Chair Bouie reiterated that they should have an overview training. Mr. Stiell said that helps him plan. They will prepare a copy of the land development code for everyone at the next meeting. They can go into chapter 163. He doesn't know if they can do the February training. They will look at it and see. It is something that will have to go to the Board of County Commissioners for their review and approval. The training packet is online and he understands Commissioner Stallworth. It will give them a deep dive on what a planning commissioner should know. If there is something they want to talk about in person, he asked that they bring it to his attention. The next meeting will have several quasi-judicial and judicial items so there will be a public hearing. Vice Chair Bouie asked him to explain quasi-judicial. Attorney Knowles explained the two types of hearings quasi-judicial and legislative. He said with legislative hearings, they can make a decision based on their feelings of a particular item and weigh the evidence as best as they can based on how they feel. It's a little bit different when they get in the quasi-judicial realm because then they need to approve or not approve that particular item based on an evaluation of the code of which they use. Quasi-judicial hearings' time limit is also not as stringent. He said they have to give them the opportunity to speak and have their issue be heard. He said when they advertise the quasi-judicial hearings, there is a notice at the bottom that says "If you wish to challenge the decision of this board based upon their decision that they make tonight, they have to have a court reporter." Typically, quasi-judicial hearings will have a certified court reporter who is taking a transcript of what happens in this board and the Board of County Commissioners. The main difference will be how they make their decisions.

Vice Chair Bouie asked about liquor stores. If someone was coming before them and their business was less than 1,000 feet from a neighborhood, would they be made aware if there is a ruling for that. Mr. Stiell said yes, there is an ordinance that guides liquor stores.

Commissioner Moore asked if a quasi-judicial hearing comes before them, would they be provided with the codes? Mr. Stiell said yes it will be part of their packet. Commissioner Moore said he has been reading muni codes and it is hard. Mr. Stiell said land development codes should be easier to read.

Commissioner Sherman said there were some meetings where there were some potential impacts on comprehensive planning. He said if they can have more time to digest and process.

Vice Chair Bouie said if they are receiving the information 7-10 days prior to the meeting, is it proper if they contact him if they don't understand the information? Mr. Stiell said yes. Attorney Knowles said they will also know if it is a quasi-judicial hearing because the clerk will swear in all the witnesses. Vice Chair Bouie said there should be an overview on ethics. She said she received phone calls that they should not be discussing upcoming business with the public. Attorney Knowles said in legislative hearings, they can speak with people about the issues. In the quasi-judicial, it's not that they can't do it, but they need to announce it. He said maybe there could be some training on ethics.

Vice Chair Bouie asked Mr. Stiell if they can come in 30 minutes early and review it here. Mr. Stiell said he can look into that. He said there are quizzes that go along with them.

Commissioner Stallworth asked how much is the course. Mr. Stiell doesn't have the exact amount.

Mr. Stiell said that concludes what he has, he asked for any other questions. Commissioner Sherman said for him not to take them through the whole book, just the highlights. Vice Chair Bouie asked if Gadsden County have rules that they should use on how they are holding a meeting. Vice Chair Bouie said in addition to the training, she is interested in the process. She wants to know if they can mimic an applicant coming in. Mr. Stiell said everyone gets a form that explains what they need to do. Attorney Knowles said legislative hearing is announcing it is a public hearing. The evidence production would be different. They are not strict with the evidence code, so they don't need to use everything that's in it.

Vice Chair Bouie said they could maybe have a workshop so they can develop their procedures. Commissioner Sherman said if they wanted to strengthen their decision-making process. If they are doing it successfully, good. Vice Chair Bouie asked on having an opportunity to have input. The biggest thing is filibustering.

Mr. Stiell will present as best he can and allow them to make their decisions. Commissioner Moore said because of last meeting, he asked if any applications have come in this month? Mr. Stiell said no, they are still reviewing the current applications. Vice Chair Bouie asked if they have the ability to review the codes? Attorney Knowles said absolutely. In the past, she has asked for a review. Vice Chair Bouie said she is envisioning a workshop to look at it together. Mr. Stiell said if they can identify what would be most beneficial. Attorney Knowles said it could be as simple as what can they do to foster development? Vice Chair said why wasn't Gadsden County appealing to Amazon. She asked why are major businesses overlooking Gadsden County? Also, they need to review the cost of the application process.

Commissioner Roberts said when dealing with the RV park in Lake Talquin, the usage of the term amendment, but they never say exception to policy. If you amend the policy, you change it for everybody. You can simply make an exception to policy based on a voted-on

criteria. Mr. Stiell said they would have to establish the policy to say what those criteria would be. Vice Chair Bouie said they have tried to do that before but it still goes before the Board of County Commission and they may not agree.

Commissioner Stallworth said he does a lot of community outreach work. There was a huge homeless population on King St. He said Amazon could have been helpful with jobs in our area. Vice Chair Bouie said they relate that to the lack of successful applications. Commissioner Sherman appreciated Mr. Stiell.

5. PLANNING DIRECTOR'S COMMENTS

Mr. Stiell said he looks forward to seeing everyone at the next meeting. He said Commissioner Hayes has joined the county and will no longer be a commissioner.

6. PLANNING COMMISSIONERS' COMMENTS

No comments from commissioners.

Vice Chair Bouie thanked everyone for all that they do.

7. ADJOURNMENT OF MEETING

Vice Chair Bouie ended the workshop at 6:53 p.m.

The next regularly scheduled meeting is February 16, 2023 at 6:00 pm.

GADSDEN COUNTY, FLORIDA

JOE PARRAMORE, Chair

ATTEST:

NICHOLAS THOMAS, Clerk