



Planning and Zoning Commission
Thursday, March 16, 2017
Council Chambers
6:30 PM



PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING. One or more members of the City Council may be present at this meeting and may speak. **THANK YOU for participating in your City Government.**

Agenda

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes
 1. Planning and Zoning Commission - Regular - Feb 16, 2017 6:30 PM
- IV. Public Period Period for non-agenda items
- V. Public Hearings/Recommendations
 1. Amendments to the Planning and Zoning Commission By-laws
- VI. Old Business
- VII. New Business
- VIII. Other Business the Commission Deems Advisable
- IX. Adjournment

Notice: Any person who desires to may need a record of the proceedings for any purpose, may need to ensure that a verbatim record of the proceedings is made. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

Appeals: Pursuant to Florida Statutes 286.0105, if an individual decides to appeal any decision made by the Planning and Zoning Commission with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such a person must provide a method for recording the proceedings



Planning and Zoning Commission
Thursday, February 16, 2017
Council Chambers
6:30 PM



I. CALL TO ORDER

The regular meeting of the City of Maitland Planning and Zoning Commission, also sitting as the Local Planning Agency and the Land Development Regulation Commission, was called to order at 6:30 p.m. on Thursday, February 16, 2017, in the City Hall Council Chambers.

Attendee Name	Title	Status	Arrived
Barry Kalmanson	Member	Present	
Kieth Holloway	Board Member	Present	
Michael Dabby	Vice-Chair	Remote	
Michael Wilde	Chair	Present	
Vance Guthrie	Member	Present	

City staff members present was Harris Berns-Cadle, Planner III, Jacqueline Holt, Planner III, Dick Wells, Community Development Director and Mark Reggentin, Assistant City Manager. Also present was Drew Smith, Assistant City Attorney.

II. PLEDGE OF ALLEGIANCE

Chairperson Wilde led the Commission in the Pledge of Allegiance

III. APPROVAL OF MINUTES

1. January 19, 2017 - Draft Meeting Minutes

A motion was made to approve the minutes from January 19, 2017.

RESULT:	APPROVED [4 TO 0]
MOVER:	Michael D. Dabby, Vice-Chair
SECONDER:	Vance Guthrie, Member
AYES:	Holloway, Dabby, Wilde, Guthrie
AWAY:	Kalmanson

2. Planning and Zoning Commission - Regular - Feb 2, 2017 6:30 PM

A motion was made to approve the minutes from February 2, 2017 with the following change:

Change the first sentence of Mr. Kalmanson's comments regarding the Downtown Master Plan to say, "Mr. Kalmanson stated that he does not want to spend money on studies, but rather on the actual design and construction of the hardscape."

RESULT:	ACCEPTED [4 TO 0]
MOVER:	Michael D. Dabby, Vice-Chair
SECONDER:	Vance Guthrie, Member
AYES:	Holloway, Dabby, Wilde, Guthrie
AWAY:	Kalmanson

IV. PUBLIC HEARINGS / RECOMMENDATIONS

Minutes Acceptance: Minutes of Feb 16, 2017 6:30 PM (Approval of Minutes)

1. Petition No. 2016-02 ALU, Maitland Landings, 1250 W. Maitland Avenue

Mr. Berns-Cadle stated that the applicant, Baker & Hostetler LLP, requests a land use map amendment for six (6) parcels located north of Maitland Boulevard, east of Mechanic Street, and south of Oak Avenue from Single-Family Detached Residential (up to 4.5 dwelling units per acre) and Professional Office to Low-Medium Density Residential (4.5 to 10.0 dwelling units per acre). Combined, the subject property includes a total of six (6) parcels comprising ~7.60 acres. The subject property has three (3) zoning districts; Planned Development Non-residential (Keewin Lexington), RS-3 (single-family residential district) and temporary Orange County R-1AA (single-family residential district). The subject property includes the abandoned Summit Charter School and vacant residential parcels. A portion of the proposed amendment area was annexed into the City in 2003 (properties north and east of the school property). The anticipated use is a 76-unit townhouse development. The property was annexed into the City in 2003.

The applicant's representative, Gregory D. Lee, Baker & Hostetler LLP, was present for this item. He gave an overview of the request and answered questions posed by the Commission.

Mr. Kalmanson inquired if project included getting access to Maitland Avenue by way of the 15 foot access easement located on the southwest corner of the subject property. Mr. Kalmanson stated getting the easement will be the key on whether or not the project will have the density.

Mr. Lee stated that the applicant will take Mr. Kalmanson's suggestion under advisement.

Chairperson Wilde opened the item for public comment.

Mr. Richard Geller, 1947 Lee Road, stated that he is representing several Homeowner Associations and several homeowners from the Stonehill neighborhood. Mr. Geller stated the following: parcel 4 seems to have been included which was a change from the notice; surrounding area is low density; expressed concerns with screen, buffering, visual and aesthetic impacts on Stonehill; referenced constraint created by TOD study area.

Mrs. Caryn Winter, 131 Stonehill Drive, expressed her concerns with the traffic flow, environmental impacts to bats and owls and asked for screening and buffering.

Ms. Denise Aloise, 136 Stonehill Drive, stated that she is representing Domenic Aloise and Shannon Mccarthy. Ms. Aloise expressed her concerns with declining property values, possible negative environmental impact; privacy screening and buffering; traffic congestion and accidents; and, stated that this is an inappropriate location for townhomes.

Ms. Roxanne de L'etoile, 1122 Mechaninc Street, stated that she is representing Willie Bell Gibbons. Ms. L'etoile expressed her concerns with contamination and enviromental impact.

Dr. John Smith, 1650 Maitland Avenue, expressed his concerns with the lake water quality due to run off and with possible increase of crime.

Mr. Robert Sharpstein, 310 Lake Seminary Circle, expressed his concerns with water quality.

Mr. Ron Liss, 127 Stonehill Drive, stated that he is concern with possible traffic issues and inquired if there's an overall traffic study. He is also concerned with possible environmental impacts and decrease in property values.

Mr. Clark Reisinger, 410 Lake Seminary Circle, expressed his concerns with traffic and asked that this project be deferred until all traffic issues are cleared.

Ms. Deanna Patten, 340 Lake Seminary Circle, expressed her concerns with water quality.

Ms. Stephanie Harding, 134 Stonehill Drive, stated she is also speaking for Enrico Ruta. She expressed concerns with screening, buffering; increase in crime; and, possible environmental damage to the existing habitat.

There being no one else who wished to speak, the public comment period was closed.

Mr. Guthrie expressed his concerns with runoff; traffic; environmental impacts and water quality.

Mr. Holloway stated that access needs to be address, water quality and compatibility with the neighborhood.

Mr. Kalmanson stated that the major issues at this point are access and compatibility.

Mr. Dabby expressed concerns with density; zoning permissible under the medium density; inconsistencies with the traffic study and did not include Publix and Maitland Civic Center; and, expand on inconsistencies with the Comprehensive Plan. Mr. Dabby also directed staff to check property tax valuations represented in the applicant's statement.

2. Amend Article VI, Section A. Meeting Format and Order of Business of the Planning and Zoning By-laws

Mr. Mark Reggentin, Assistant City Manager, stated that upon review of the by-laws for all city boards, City Administration has asked that all City boards follow a uniform agenda format.

Proposed Uniform Agenda Format:

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes
- IV. Public Hearings/Recommendations
- V. New Business
- VI. Old Business
- VII. Other Business the Commission Deems Advisable
- VIII. Adjournment

The Commission directed for Old Business to go before New Business; to keep Public Period for Non-Agenda items (to go after the approval of minutes); and, for staff to review the by-laws for instances where language needs to be cleaned up.

V. NEW BUSINESS

Mr. Berns-Cadle stated that the City has a new program for agenda packets which will be distributed online unless otherwise stated by a Commission member. On March 2, 2017 at 6 P.M. there will be an IPAD training on how to access the packets online.

The Commissioners requested that along with the packet online, they would like to receive paper packets as well and separate the double sided copies by sections on the agenda. They also opted to pick up the packets at City Hall when notified by the Community Development Department.

VI. OLD BUSINESS

Mr. Berns-Cadle reviewed the items from the February 13, 2017, City Council meeting.

VII. OTHER BUSINESS THE COMMISSION DEEMS ADVISABLE

VIII. ADJOURNMENT

The meeting was adjourned at 8:50 p.m.

Chairperson Date

Attest Date

Minutes Acceptance: Minutes of Feb 16, 2017 6:30 PM (Approval of Minutes)

MEETING DATE
March 16, 2017
Subject: Amendments to the Planning and Zoning Commission By-laws



AGENDA REPORT

AGENDA
Section:
Item #: 1

Department/Office: Community Development

Requested Action or Motion: A recommendation of approval to amendments to the Planning and Zoning By-laws addressing changes to the agenda format, use of technology and rules of procedure to provide for a consistency of agenda format for all City boards.

Summary Explanation & Background:

Upon review of the by-laws for all city boards, City Administration asked that all City boards follow a new and consistent agenda format.

On February 16, 2017, the Planning and Zoning Commission met to discuss the proposed changes to the By-laws and recommended additional changes. The Commission moved to keep the Public Period for Non-Agenda Items and to reverse the order of New Business and Old Business as reflected below.

Proposed New Agenda Format

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes
- IV. Public Period for Non-Agenda Items
- V. Public Hearings/Recommendations
- VI. Old Business
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Other changes have been made to the By-laws as noted below. A complete copy of the By-laws is attached. Changes to the By-laws are reflected in strike-through and under-line format.

Page	Article	Title	Section	Title	Add (A)/Deleted (D)
3	V	Meetings	C	Meetings	(A)... and the City's website and associated social media sites)
4	VI	Procedure	A	Meeting Format and Order of Business	(A) new agenda format (D) existing agenda format
4	VI	Procedure	B	Rules of Procedure	(A) general parliamentary procedures as administered by the presiding officer (D) the

					provisions of Robert's Rules of Order, most recent addition,
7	IX	Hearings	C	Presentations of Applicant to Commission at Public Hearings ...	Item 7. (A) Time periods for speaking a provided herein may be extended upon the discretion of the Presiding Officer.
8	IX	Hearings	D	Formal Action Meetings	Items 3-5. (A) Time periods for speaking a provided herein may be extended upon the discretion of the Presiding Officer.
8	IX	Hearings	F	Contents of Minutes	(A) and posted on the City's website and
Fiscal Impact:					
N/A					
Exhibits: Proposed Amendments to P&Z By-laws (DOC)				Contact Person: Dick Wells, Community Development Director	
Commission/Board: Planning and Zoning Commission				Phone #: 407-539-6211	
Reviewed by City Attorney <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A					

**BY-LAWS FOR THE
PLANNING AND ZONING COMMISSION, LOCAL PLANNING AGENCY,
AND LAND DEVELOPMENT REGULATION COMMISSION
OF THE CITY OF MAITLAND, FLORIDA**

**ARTICLE I
OFFICERS**

SECTION A. Officers of the Commission.

The officers of the Commission shall consist of a Chairperson and Vice Chairperson elected by the Commission. All officers shall be eligible for re-election.

SECTION B. The Presiding Officer.

The Chairperson shall be the presiding officer (hereinafter: the "Presiding Officer") at meetings and hearings of the Commission and shall perform all duties as described by proper parliamentary procedure.

The Presiding Officer's general duties are:

1. To open and call the meeting to order;
2. To announce the business to be conducted;
3. To recognize members entitled to the floor or to recognize individuals seeking to address the Commission;
4. To state and put to a vote all questions which are regularly moved or necessarily arise in the course of proceedings;
5. To announce the result of the vote;
6. To move proceedings forward as much as shall be reasonable and appropriate by seeking to avoid redundant or repetitive presentations or remarks by individuals addressing the Commission;
7. To require order and sincerity in meetings;
8. To inform the group present as to a point of order or a practice pertinent to pending business;
9. To authenticate, by signature when necessary, all actions, orders, and proceedings of the Commission.
10. To administer oaths and compel the attendance of witnesses, when necessary; and
11. To establish time limits for presentations at the meetings, as deemed appropriate by the Presiding Officer.

The Presiding Officer shall conduct business only for the benefit of the Commission and shall reflect no personal prejudice in any matter.

SECTION C. Vice Chairperson.

The Vice Chairperson shall assist the Presiding Officer in any way possible subject to the Presiding Officer's request. Upon the absence of the Presiding Officer, the Vice Chairperson shall automatically act as the Presiding Officer of the Planning and Zoning Commission.

SECTION D. Executive Secretary and Administrative Assistant.

The City Manager shall designate a Department to generally assist the Commission and be responsible for carrying out the following duties:

1. Keep records and minutes of meetings and hearings of the Commission and transmit draft copies of all minutes to City Council within fifteen (15) days of such meeting;
2. Keep a record of the members and call this roll when required;
3. Notify officers and committees of their appointment and furnish committees with all papers necessary;
4. Record the number of votes for and against each question put to vote;
5. Indicate any absences or disqualifications from voting when a question is put to vote;
6. Arrange proper and legal notice of hearings;
7. Attend to correspondence of the Commission and such other duties as are normally carried out by a secretary or as authorized by the Presiding Officer of the Commission, as may be reasonably required by the Commission for the proper performance of its duties.

ARTICLE II NOMINATION AND ELECTION OF OFFICERS

SECTION A. Nominations.

Nominations of officers shall be made from among the members at the annual organization meeting, which shall be held on the first regularly scheduled meeting in each calendar year.

SECTION B. Elections.

Election of officers shall take place immediately following nominations. Voting shall take place by roll call. A candidate receiving three votes of the membership at a meeting where there is a properly constituted quorum shall be declared elected and shall serve for a term of one (1) year or until his successor shall take office. Officers are eligible for re-election

SECTION C. Vacancies.

Upon a vacancy in the post of the Presiding Officer, the Vice Chairperson shall automatically succeed to the office of Presiding Officer for the remaining time period in the term of that office. Vacancies in unexpired terms of office shall be filled immediately by the regular election procedures set forth in Article III. Upon filling a vacancy, the individual so selected shall serve the remaining time period in the unexpired term in which the vacancy was filled.

ARTICLE III

COMMITTEES

The Chairperson shall be empowered to appoint such special committees as deemed necessary at any time or, on the majority vote of the members at any meeting, and shall appoint committees as they direct.

ARTICLE IV AMENDMENT

By-Laws amendments may be proposed by the Commission to City Council at any meeting by a two-thirds vote, a quorum being present. Any amendments to the By-Laws shall be effective only with City Council approval.

ARTICLE V MEETINGS

SECTION A. Time of Meetings.

Unless the Presiding Officer shall otherwise set the time, date, or location of a meeting, the regular meetings of the Commission shall be held on the first Thursday of each month and, if necessary, on the third Thursday of each month at 6:30- p.m. in the Maitland City Council Chambers. The meeting on the third Thursday may be a work session. The work session meetings need not be advertised in a "newspaper of general circulation" as that term is defined in the Florida Statutes. No vote shall be taken at a work session meeting. Unless the Commission at a duly called meeting has directed otherwise for any given meeting, the Executive Secretary, after consultation with the Presiding Officer, shall set the agenda for all meetings. All meetings shall be open to the public.

SECTION B. Quorum.

The Commission shall consider a quorum Present when a simple majority of the total membership of the Commission is in attendance.

SECTION C. Special Meetings.

Special meetings may be called by the Presiding Officer with forty-eight (48) hours written notice (i.e., notice posted at City Hall and the City's website and associated social media sites), provided a quorum can be assembled.

SECTION D. Transcription of Meetings.

All meetings of the Commission shall be public and shall be recorded.

ARTICLE VI

PROCEDURE

SECTION A. Meeting Format and Order of Business.

The order of business at regular meetings shall be as follows:

- ~~1. Call to Order~~
- ~~2. Pledge of Allegiance~~
- ~~3. Roll Call~~
- ~~4. Reading or Disposition of Minutes of Previous Meeting~~
- ~~5. Public Period for non-agenda items (up to 15 minutes with time limit of three minutes per person)~~
- ~~6. Public Hearings~~
- ~~7. Decisions~~
- ~~8. Recommendations~~
- ~~9. Staff Presentations or work sessions~~
- ~~10. Review of Council Action on Prior Items~~
- ~~11. Any Other Business the Commission Deems Advisable~~
- ~~12. Adjournment~~

I. Call to Order/Roll Call

II. Pledge of Allegiance

III. Approval of Minutes

IV. Public Period for Non-agenda items

V. Public Hearings/Recommendations

VI. Old Business

VII. New Business

VIII. Other Business the Commission Deems Advisable

IX. Adjournment

"Any Other Business the Commission Deems Advisable" shall be time period open to discussion and announcements by members of the Commission, City Community Development Division staff, and the Commission's Legal Counsel.

SECTION B. Rules of Procedure.

Unless otherwise set forth in these By-Laws, general parliamentary procedure as administered by the presiding officer. ~~the provisions of Roberts Rules of Order, most recent edition,~~ shall be the parliamentary rules of Procedure which shall guide all Commission meetings. Questions or statements made by members of the Commission. The General Public, permit applicants, or staff shall be directed to the Presiding Officer. The failure to follow the procedures set forth in these By-Laws shall not be a basis upon which any person or legal entity may seek an invalidation of any action taken by the Commission. The time periods for noted for speaking are subject to the discretion of the presiding officer.

SECTION C. Meeting Documentation.

All meeting documentation for a regularly scheduled Planning and Zoning Commission meeting or work session (i.e., 1st and 3rd Thursdays of the month) must be submitted to and received by the Community Development Department no later than close of business eight (8) days prior to the regularly scheduled meeting or work session. Meeting documentation includes any new, updated or revised; plan, study, report, illustration, development agreement, exhibit and other documentation required as part of the application submittal requirements. Failure to submit all required meeting documentation by the aforementioned deadline shall give the Planning and Zoning Commission cause to continue the item to the next available regularly scheduled meeting or work session, subject to notice requirements and scheduling.

Section D. Extend Time Periods for Public to Speak.

Time periods for speaking as provided herein may be extended upon the discretion of the Presiding Officer.

**ARTICLE VII
VOTING**

Each regular Commission member, including the Chairperson, shall have an equal vote in all matters.

**ARTICLE VIII
TRANSACTION OF BUSINESS**

SECTION A. Transcripts.

All minutes and records of proceedings, including findings and determinations, shall be filed with the official records of the City of Maitland. A transcript of the proceedings of the Commission's regular meetings may be requested by any member of the Commission or the general public, but any expenses incurred in the preparation of the transcript shall be the responsibility and obligation of the requesting party, if a member of the general public.

SECTION B. Record Voting.

The manner in which each member has voted (e.g. - "yea" or "nay") on all issues put to a vote, excluding procedural motions, shall be recorded in the minutes of the Commission. A member may supplement the minutes with a statement explaining the reason for voting in a certain manner. The statement may not exceed one hundred (100) words and must be filed with the Executive Secretary within five (5) business days (holidays excluded) after the meeting at which the member's vote was cast.

SECTION C. Recommendations to City Council; Final Action by Commission.

1. Whenever the Commission shall act on any proposal that must be adopted as an ordinance, the Commission shall not take final action on said proposal unless it is in the form of a written ordinance that can be transmitted to the City Council. This Section C.1 specifically refers to actions including but not limited to initial zoning classifications, rezonings, annexations, amendments to the City's Comprehensive Development Plan, and

amendments to or creation of any land development regulations. If the ordinance constitutes a development permit, all conditions of approval must be specifically set forth in the ordinance.

2. Whenever the Commission shall act on any proposal that must be adopted as a resolution, the Commission shall not take final action on said proposal unless the proposal is in the form of a written resolution that can be transmitted to the City Council. This Section C. 2 specifically refers only to actions including site plan approvals and permitted conditional uses. All conditions of approval must be specifically set forth in the resolution.

ARTICLE IX HEARINGS

SECTION A. Special Hearings.

In addition to those hearings required by law, the Commission may hold public hearings at its discretion when it is apparent that such hearings will be in the public interest. Due notice of any special hearings shall be called as the Commission may deem appropriate.

SECTION B. Presentations of Applications to Commission at Public Hearings for a Development Permit or for Land Development Regulation.

The procedure for hearing applications for a development permit or for creation of or amendment to a Land Development Regulation, all subject to a public hearing before the Commission, shall be as follows:

1. The Presiding Officer shall open the public hearing.
2. A brief summary of the subject matter, including but not limited to the type of development permit or land development regulation sought, the name of the applicant, and if applicable, general characteristics of the proposed development, and location of the proposed development, shall be presented by a representative of the Community Development Department. As part of the summary, any letters or written comments received by the City regarding the development permit or land development regulation application shall be presented and made a part of the record.
3. An announcement shall be made that for the Commission to give consideration to any written statements, diagrams, maps, or other exhibits, a copy of the exhibits must be submitted to the Executive Secretary with a request to the Presiding Officer that the exhibits be appropriately marked by the Executive Secretary and made a part of the record of the public hearing. Additionally, an announcement shall be made that all individuals addressing the Commission must give their name, address, and who they are representing, if anyone other than themselves.
4. The applicant shall make a presentation to the Commission and the public.
5. The Commission members may question the applicant concerning the application.

6. Individuals in attendance at the public hearing, other than the applicant or the applicants' professional consultants will be heard and may offer suggestions or questions for the Commission to address concerning the application.
7. Rebuttal and summation may be presented by the applicant (limited to five minutes). Time periods for speaking as provided herein may be extended upon the discretion of the Presiding Officer.
8. Upon completion of all input by the public and the applicant, the public hearing will be closed by the Presiding Officer. Members of the Commission will be called upon to make relevant comments as may be deemed appropriate by the individual members, including but not limited to requests of the applicant and staff to examine specific issues. The proposal will then be referred to the Development Review Committee for further action, if such action is required.

SECTION C. Hearings Regarding Proposals to Amend the Comprehensive Development Plan.

1. The Presiding Officer shall open the public hearing.
2. A summary of the proposal to amend the Comprehensive Development Plan shall be presented by the Community Development Division. The summary shall include but not be limited to the nature of the proposal, the manner in which it will affect the Comprehensive Development Plan, the report of the Development Review Committee, and the action needed to be taken by the Commission. As part of the summary, any letters or written comments received by the City regarding the proposal to amend the Comprehensive Development Plan shall be presented and made a part of the record.
3. An announcement shall be made that for the Commission to give consideration to any written statements, diagrams, maps, or other exhibits, a copy of the exhibits must be submitted to the Executive Secretary with a request to the Presiding Officer that the exhibits be appropriately marked by the Executive Secretary and made a part of the record of the public hearing. Additionally, an announcement shall be made that all individuals addressing the Commission must give their name, address, and who they are representing, if anyone other than themselves.
4. The Comprehensive Development Plan amendment applicant shall make a presentation to the Commission and the public.
5. The Commission members may question the applicant concerning the proposed amendment.
6. Individuals in attendance at the public hearing, other than the applicant or the applicant's professional consultants will be heard and may offer suggestions or questions for the Commission to address concerning the application.
7. Rebuttal and summation may be presented by the applicant (limited to five minutes). Time periods for speaking as provided herein may be extended upon the discretion of the Presiding Officer.
8. Upon completion of all input by the public and the applicant, the public hearing will be closed by the Presiding Officer. Members of the Commission will be called upon to make

any relevant comments as may be deemed appropriate by the individual members. The Presiding Officer will seek a motion for final disposition of the application for amendment to the Comprehensive Development Plan.

SECTION D. Formal Action Meetings

The procedure for taking formal action on a development permit or for an amendment to a land development regulation, or for an amendment to the Comprehensive Development Plan, shall be as follows:

1. The Presiding Officer shall open the meeting.
2. A staff representative will provide a summary and overview of the staff report.
3. The applicant may comment on the staff report, such comments to be limited to five (5) minutes. Time periods for speaking as provided herein may be extended upon the discretion of the Presiding Officer. Written correspondence will be allowed, so long as such correspondence has been received by the Community Development Department at least forty-eight (48) hours prior to the meeting time.
4. Individuals in attendance, other than the applicant or the applicant's professional consultants, will be heard and shall address all questions to the Chair, with a time limit of one (1) minute for each individual. Time periods for speaking as provided herein may be extended upon the discretion of the Presiding Officer. An announcement shall be made that all individuals addressing the Commission must give their name, address, and who they are representing, if anyone other than themselves.
5. Rebuttal and summation may be presented by the applicant, with a time limit of two (2) minutes. Time periods for speaking as provided herein may be extended upon the discretion of the Presiding Officer.
6. Commission members will then take the application under consideration for formal action.

SECTION F. Contents of Minutes.

The Executive Secretary shall keep minutes on presentations before the Commission. The record shall include the name, address, and who the speaker represented, if anyone, and a very brief synopsis of the speaker's statement to the Commission. The official copy of the minutes on file at City Hall and posted on the City's website and shall also include all written statements, exhibits, letters, and other exhibits submitted at hearings and made a part of the record. The minutes shall include the name of the Commission member making all motions, the name of the Commission member seconding all motions, a roll call vote for all non-procedural motions, and at least a final vote tally for all procedural motions.

**ARTICLE X
DEFINITIONS**

SECTION A. General Definitions.

The following definitions shall apply to all sections of these By-Laws:

1. "Commission" shall mean and refer to the Planning and Zoning Commission, the Local Planning Agency, and the Land Development Regulation Commission, individually or collectively.
2. "Comprehensive Development Plan" shall mean and refer to the Comprehensive Plan adopted by the City Pursuant to Chapter 163, Florida Statutes, as set forth in Section 12-15, City Code, and as the same may be amended from time to time.
3. "Development Permit" shall mean and refer to any development order for a zoning or rezoning, site plan review, permitted conditional use, subdivision approval, or plat approval.
4. "Development Review Committee" shall mean and refer to the technical staff committee of the City provided for in Section 4.7-13, City Code, as the same may be amended from time to time.
5. "Land Development Regulation" shall mean and refer to an ordinance to be considered for enactment by the City Council of the City of Maitland that regulates any aspect of development and includes any local government zoning, rezoning, subdivision, building construction, or sign regulations or any other regulation controlling the development of land.

I HEREBY CERTIFY that these By-Laws were duly adopted as the By-Laws of the City of Maitland Planning and Zoning Commission, Local Planning Agency, and Land Development Regulation Commission, and that these By-Laws were properly adopted at a meeting of the aforementioned Commission held on the _____ day of _____, 2017.

Michael Wilde
Presiding Officer

ATTEST:

Executive Secretary

Date

Ratified by Maitland City Council:

Attachment: Proposed Amendments to P&Z By-laws (1255 : Amendments to P&Z By-laws)

By: _____
A. Dale McDonald, Mayor

Attest: _____
Maria Waldrop, City Clerk

Date

Attachment: Proposed Amendments to P&Z By-laws (1255 : Amendments to P&Z By-laws)