



Planning & Zoning Board / Local Planning Agency Board Meeting Agenda

Monday, August 18, 2025 - 5:30 PM, or shortly thereafter
City Hall Council Room, 101 White Ave. Live Oak, FL

Seat 1 – Jimmy Cherry (23-26) Seat 2 – Alicia Redish (23-26) Seat 3 – VACANT (22-25) Seat 4 – Brantley Helvenston (22-25) Seat 5 – Adam Collins (24-27)	Seat 6 – Gloria Hancock (22-25) Seat 7 – Jessie Philpot Jr. (24-27) SCSD – Ethan Butts (non-voting member) Board Attorney – Jimmy Prevatt
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Brantley Helvenston is sitting Chair of the Board / Alicia Redish is sitting Vice-Chair

Meeting called to order

○ (1) Chair nominations.

Chairman **Brantley Helvenston** was appointed as Chair effective August of 2023, for a 2-year term. A nomination may be made for him to serve an additional 2-year term, through 2027; or, one or more other nominations may take place for consideration of other Board Members.

Officers serve for the Planning and Zoning Board (including Local Planning Agency), as well as the Board of Adjustment and Historic Preservation Agency. Per Section 3.3.3.2 of the City LDRs, Officers shall serve no more than two (2) consecutive terms in the same position, and the terms run for two (2) years at a time.

- (a) At this time, the floor is open for **nominations** for one or more Board member(s) to be considered to serve as **Chairperson**.

A motion, second and vote will be needed for each respective nomination.
When there are no additional nominations, that portion will close.

- (b) At this time, staff will open the floor for the **appointment** of a **Chairperson** from the nominations.

If more than one Board member was nominated for **Chairperson**, each Board member will be provided a ballot sheet to write down the name of their vote, and the Clerk will tally the votes and announce the name which received the most votes to serve as **Chairperson** for a 2-year term, effective immediately.

If only one Board member was nominated, a motion, second and vote will then be needed for the **appointment** of that **Chairperson** to serve a 2-year term, effective immediately.

Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public and all persons that: If you or another person decides to appeal any decision made at the above referenced public hearings, that you or said person will need a record of the proceedings, and that, for such purpose, affected persons may need to ensure that a verbatim record/transcript of the proceedings is made that will be acceptable to a court, which record includes the testimony and evidence upon which the appeal is to be based. Such person must provide a method of recording the proceedings verbatim as the City may not do so.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting, shall contact the Live Oak City Clerk's Office at (386) 362-2276, at least 48 hours prior to the meeting.

○ (2) **Review and Approval of Meeting Minutes**

- May 19th, 2025 Planning & Zoning Regular Meeting Minutes

Motion needed to accept as presented, or to accept with corrections as noted.

- (2) **Board Attorney and/or City Clerk to swear in any staff or public who may potentially give testimony at any time during the proceedings to follow.**
- (3) **RESOLUTION NO LPA – LDR 25-03, Pitman Engineering as authorized representative for The Orchard Properties, LLC, property owner**

A Resolution for consideration by the Planning and Zoning Board, serving as the Local Planning Agency, for *Agency review and recommendation to the City Council* of a proposed Zoning Map Change **from** Commercial-Neighborhood (C-N) and Residential-Office (R-O) **to** Office-Institutional (O-I), on 7.00± acres on a parcel of land at 1220 Walker Ave. SW.

Motion needed to approve, approve with certain stated conditions, or for denial.

If no further business, motion to adjourn Planning & Zoning Board / Local Planning Agency Meeting.

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