

# Planning and Zoning Board Minutes

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August 18, 2025

The Live Oak Planning and Zoning Board/Local Planning Agency met on Monday, August 18, 2025, at 5:30 p.m. in City Hall. The following Board Members were present: Chairman Brantly Helvenston, Vice Chairman Alicia Redish, Board Member Gloria Hancock, Seat#3 Vacant, Board Member Jessie Philpot Jr., City Clerk John Gill, and Board Attorney Jimmy Prevatt. Absent: Board Member Adam Collins and Board Member Jimmy Cherry.

Chairman Brantly Helvenston opened the meeting,

Chairman Helvenston was appointed as Chair effective August of 2023 for a 2- year term and his term is expiring. 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 LDR'S Officers shall serve no more than two consecutive terms in the same position and the terms run for two years at a time.

Chairman Helvenston opened the floor for nominations for one or more Board Members to be considered to serve as Chairperson. Board Member Redish nominated Brantly Helvenston to serve as Chairperson, which Board Member Hancock seconded. The motion carried unanimously.

A motion, second and vote will be needed for each respective nomination. With no other nominations, that portion will close.

At this time, staff will open the floor for the appointment of a chairperson from the nominations. Board Member Hancock made a motion to appoint Brantly Helvenston to serve as Chairperson through 2027, which Board Member Redish seconded. The motion carried unanimously.

Chairman Helvenston proceeded with review and approval of meeting minutes from the May 19, 2025 Planning & Zoning Board meeting. Board Attorney Prevatt advised that the minutes from May 19, 2025 needed correction on his attendance and he did not swear in staff or anyone from the public who may potentially give testimony at any time during the proceedings. Deputy City Clerk April Marshall swore in staff and anyone from the public who may potentially give testimony. Also, correction of Board Member Redish last name. Board Member Hancock made a motion to approve minutes with correction, which Board Member Redish seconded. The motion carried unanimously.

Board Attorney Prevatt swore in staff and anyone from the public who may potentially give testimony at any time during the proceedings to follow.

Chairman Helvenston proceeded to agenda item, Resolution LPA-LDR 25-03, Pitman Engineering as authorized representation 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 parcel of land at 1220 Walker Ave. SW. Planner 1 Christian Dixon explained that photos, site map, and the Resolution LPA-LDR 25-03 are included with the staff report as exhibit #1 and the letter of intent along with the case files are submitted as exhibit #2. Attorney Prevatt accepted both composites exhibit 1 & 2. Mr. Dixon

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advised that the proposed zoning change is compliant with the land use category. Staff recommends approval of Resolution LPA-LDR 25-03. The Board inquired regarding expansion to the property. Mr. Bryan Pitman with Pitman Engineering responded regarding possible options on expansion. Board Member Redish made a motion to approve Resolution LPA-LDR 25-03, which Board Member Hancock seconded. The motion carried unanimously.

Board Member Redish made the recommendation that a workshop on policy and procedures be held. The board agreed to hold a workshop sometime in November.

With no other business the meeting was adjourned.

Mr. Brantly Helvenston, Chairman  
City of Live Oak Planning and Zoning Board

ATTEST:  
John W. Gill  
City Clerk