

"NOTICE"

PLANNING AND ZONING BOARD OF THE CITY OF LIVE OAK, FLORIDA, SERVING
AS THE LOCAL PLANNING AGENCY, BOARD OF ADJUSTMENT AND HISTORIC
PRESERVATION AGENCY

REQUEST FOR BOARD SEAT APPLICATIONS

The City of Live Oak, Florida, is currently accepting applications for consideration of appointment by the City Council to Seat Number 5 of the Local Planning Agency. Any person may be considered for appointment as a commissioner of the Agency if he or she resides in the City of Live Oak and is otherwise eligible for such appointment per Land Development Regulations Article III, Section 3.3 and applicable Florida Statutes. This is an appointed, volunteer position which will serve a three (3) year term of office. Persons interested in volunteering for appointment consideration should contact the City of Live Oak, at 416 Howard St. E or by calling (386) 362-2009, to obtain an application for such. A fillable version of the application will also be available on our website, though it still must be printed and signed. Finished applications can be emailed to cdixon@cityofliveoak.org or delivered to the Live Oak Annex at 416 Howard St. E. Applications will be accepted through Wednesday, August 5, 2026, for qualified applicants to be considered by the City Council at the August 11, 2026, regular meeting at 5:30 P.M., or shortly thereafter.

Brantley Helvenston
Chairman of the Live Oak Planning and Zoning Board



Planning and Zoning Board Serving as the Local Planning Agency for the City of Live Oak Appointed Board Member Eligibility Qualifications

Qualifications to become a Planning and Zoning Board Member are as follows:

The Agency board of commissioners shall consist of seven (7) residents of the City who shall be appointed by the City Council. **Any person may be appointed if he or she resides within the incorporated City Limits of the City of Live Oak, Florida,** and is otherwise eligible for such appointment under the Community Planning Act, Chapter 163, Part II, Florida Statutes, as amended; however, ***no member of the Agency shall be a paid or elected official or employee of the City, or one as identified in Article II, Section 5(a), Florida Constitution.***

Planning and Zoning Board Members concurrently serve as members of the Local Planning Agency, Board of Adjustment and Historical Preservation agency. Each Board Member shall serve a term of three (3) years at a time upon appointment.

When one of these appointed seats becomes available through a term expiration or vacancy, the City of Live Oak will advertise the availability through the local newspaper for a minimum of three (3) consecutive weeks. During this advertisement period, the City of Live Oak will accept applications submitted by qualifying applicants, to be considered by the City of Live Oak City Council at the next regularly scheduled City Council Meeting, following the aforementioned advertisement period.



Planning and Zoning Board Serving as the Local Planning Agency for the City of Live Oak Application for Board Member Seat Vacancy

The Planning and Zoning Board is the Advisory Board for the City of Live Oak. Members of the Planning and Zoning Board serve as the Local Planning Agency, Board of Adjustment and Historic Preservation Agency. The Planning and Zoning Board is comprised of the seven (7) appointed Board Members. Members are expected to attend Regularly Scheduled Board Meetings.

Please read the information below and complete the application in its entirety. Applicants are asked to attach a letter to their application explaining their interest in serving on the Planning and Zoning Board, their understanding of how a Planning Board functions, and their understanding of the roles of Land Development Regulations, Comprehensive Planning, Site Plan Development and Historic Preservation.

Date: _____

Applicant Information

Name: _____ Board Member Seat No. Applied for: Seat 5

Address: _____ City: _____ State: _____ Zip: _____

How long have you lived at this address? _____ Is this your primary residence? ☐ Yes ☐ No

Phone Number: _____ Email: _____

Are you a Citizen of the City of Live Oak? ☐ Yes ☐ No

***Please note:** P.O. Boxes or properties owned in the City do not constitute citizenry; your primary place of residence **must** be in the incorporated City Limits of the City of Live Oak.

Employment / Affiliations Information

Have you ever worked for or otherwise been employed by the City of Live Oak? ☐ Yes ☐ No

If **yes**, when was your last date of employment? _____ Position? _____

Are you currently employed? ☐ Yes ☐ No

If **yes**, please state your place of employment, position, and years served with the company:

Do you serve or have you served on any other Boards or held any elected/appointed positions? ☐ Yes ☐ No

If **yes**, please list below and provide term duration(s) as may be applicable (attach additional pages as needed):

Are you affiliated with any other organizations? ☐ Yes ☐ No

If **yes**, please list below (attach additional pages as needed):

Planning and Zoning Board considerations may include local developments and requests. In the event of a conflict of interest, Board Members are required to state for the record their conflict and may be required to recuse themselves from voting on an item wherein a conflict is identified. Based on your employment, employment history, involvement with past/present organizations, and/or other affiliations, do you anticipate any conflicts of interest if you were to be appointed to a seat on the City Planning and Zoning Board? ☐ Yes ☐ No

If **yes**, please explain below:

Attendance

The City Planning and Zoning Board Meets on cyclic basis throughout the year, typically in January, March, May, August, and October. Out-of-cycle meetings may be held for expedited requests. Meetings occur on the third Monday of the month the meeting may be held in. The term of office of any member of the Planning and Zoning Board who is absent from three (3) consecutive, regularly scheduled meetings may be declared vacant by the City Council.

Based on this schedule and information, do you anticipate any conflicts for attendance? ☐ Yes ☐ No

Notice of Vacancy Information

How did you hear about this seat vacancy? ☐ Legal Ad ☐ Was present at the meeting the vacancy was announced

☐ Council Meeting Minutes ☐ Social Media Advertisement

☐ Other (specify): _____

Applicant Affidavit

I acknowledge by my signature below that my responses are correct and true, as provided. I acknowledge that my application for the advertised Planning and Zoning Board Member Seat does not guarantee appointment to the Planning and Zoning Board. I further acknowledge that my application is subject to Sunshine Law Public Records Request(s) and that my submission is consent to such.

Printed Name

Signature

Date