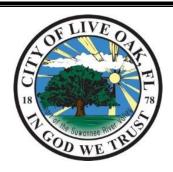
"NOTICE"

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 3 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 Friday, August 29, 2025, for qualified applicants to be considered by the City Council at the September 9, 2025, regular meeting at 5:30 P.M., or shortly thereafter.

Brantley Helvenston Chairman of the Live Oak Planning and Zoning Board



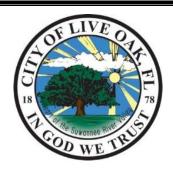
Planning and Zoning Board Serving as the Local Planning Agency for the City of Live Oak Appointed Board Member Eligibility Qualifications

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:	Boa	ard Member Seat No. Applied f	For: Seat 3
Address:	City:	State:	Zip:
How long have you lived at this address?		Is this your primary residen	ice? □ Yes □ No
Phone Number:	Email:		
Are you a Citizen of the City of Live Oak?* *Please note: P.O. Boxes or properties owned in the City do note Limits of the City of Live Oak.		our primary place of residence must l	be in the incorporated City
Employment / Affiliations Information			
Have you ever worked for or otherwise been empl-	oyed 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, post	ition, and years serve	ed with the company:	
Do you serve or have you served on any other Boa	ards or held any elect	ted/appointed positions? \(\simeg \) Ye	es 🗆 No
If yes , please list below and provide term duration	(s) as may be applica	able (attach additional pages as	needed):

Are you affiliated with any other organizations? \square Yes \square No			
If yes , please list below (attach additional pages as needed):			
Planning and Zoning Board considerations may include local interest, Board Members are required to state for the record the voting on an item wherein a conflict is identified. Based on past/present organizations, and/or other affiliations, do you and to a seat on the City Planning and Zoning Board? Yes No	eir conflict and may be required your employment, employment icipate any conflicts of interest	t history, involvement with	
If yes , please explain below:			
n <u>jes</u> , preuse enplum serom			
Attendance			
The City Planning and Zoning Board Meets on cyclic basis thro and October. Out-of-cycle meetings may be held for expedited the the meeting may be held in. The term of office of any member of (3) consecutive, regularly scheduled meetings may be declared	requests. Meetings occur on the of the Planning and Zoning Boa	third Monday of the month	
Based on this schedule and information, do you anticipate any c	conflicts for attendance? Yes	s □ No	
Notice of Vacancy Information			
How did you hear about this seat vacancy? ☐ Legal Ad ☐ Wa	as present at the meeting the vac	cancy was announced	
	Minutes ☐ Social Media Adv	•	
☐ Other (specify):			
Applicant Affidavit			
I acknowledge by my signature below that my responses ar application for the advertised Planning and Zoning Board Men and Zoning Board. I further acknowledge that my application that my submission is consent to such.	nber Seat does not guarantee a	ppointment to the Planning	
Printed Name	Signature	 Date	