

The Local Planning Agency of the City of Monticello, Florida met in regular session on March 7, 2019 at 7:00 PM at City Hall. The following members were present:

Tom Dunn
Rick Anderson
Merry Ann Frisby
Jim Smith

Others present were:

Emily Anderson, City Clerk/Treasurer
Bruce Leinback, City Attorney

Chairman Rick Anderson called the meeting to order.

REVIEW OF MODIFIED DRAFT ORDINANCE – AESTHETIC CONSIDERATIONS FOR MODULAR/SINGLE-FAMILY HOMES The Board reviewed clarification in the proposed ordinance naming the development administrator as the City Manager. Attorney Leinback reviewed the modified definitions clarifying the difference between manufactured homes and modular homes. The Board discussed the process for review and application of the aesthetics standards adopted. Board Member Dunn inquired about construction inspection once a permit is issued and confirmation of a modular having the required DBPR factory-certification sticker on the electric box. Chairman Anderson noted that the difference between a modular and mobile home is self-evident to an inspector, especially in foundation attachment. He also noted that the building department is required to perform that inspection.

Board Member Smith noted the importance of notifying buyers of the guidelines. The Board discussed the importance of disseminating the information to realtors and closing agents and the newspaper once the ordinance is adopted. The Clerk noted that she would also notify local builders.

Clerk Anderson noted that the Local Planning Agency is the final review agency for the purpose of the ordinance, and Attorney Leinback noted he will make sure there is a process for appeal to the City Council already in the code.

On motion of Merry Ann Frisby, seconded by Tom Dunn, the Board Members voted unanimously to forward the proposed ordinance to the City Council, noting that the city attorney may need to “fine tune” the language.

DISCUSSION OF REGULATIONS REGARDING ACCESSORY STRUCTURES AND ACCESSORY DWELLING UNITS Clerk Anderson reviewed the history of issues of conflicting references in the code to accessory structures, their allowances and uses. In addition, there are inquiries from the public regarding the ability to build a separate dwelling unit on one lot for family or for rental purposes.

Clerk Anderson reviewed current conflicting code language, and suggestions for creating new language to clearly delineate the differences between accessory structures and accessory dwelling units and provided some ordinance options for regulation of both types of structures.

The Board discussed whether accessory dwelling units should be allowed in R-1A, but the Board noted that the potential for adding such structures in R-1A would depend on the ability to comply with the remainder of the regulations. The issue of possibly requiring the special exception process for approval of accessory dwelling units was discussed.

The Board also discussed the size of the units and other cities' regulations regarding requirements for separate water and electricity meters. Other building permitting regulations and possible ADA requirements were discussed. Clerk Anderson noted that design guidelines could be incorporated into the standards for accessory structures. There was also discussion about Section 54-192 relating to minimum yard regulations and the possibility of modifying existing language.

Clerk Anderson will continue to develop the language for further review.

NEW BUSINESS

***Attorney Leinback** noted that the review of aesthetic considerations will require more meetings of the Local Planning Agency, and the Board opined that it would be willing to schedule those reviews in an expeditious manner.

There being no public comment or other business, the meeting was adjourned.

Respectfully submitted,

Emily Anderson
City Clerk/Treasurer