



# Planning and Zoning Board Meeting

Wednesday, November 10, 2021 at 6:00 pm

1. CALL TO ORDER, PRAYER AND PLEDGE
2. ROLL CALL
3. APPROVAL OF AGENDA
  - a. NOMINATE CHAIR AND VICE-CHAIR  
Exhibit: Agenda Report Number 3a

**Attachments:**

- **Agenda Report Number 3a** (Agenda\_Report\_Number\_3a.pdf)

4. CONSENT AGENDA  
APPROVAL OF MINUTES
  - a. Approval of Minutes of 10/27/2021  
Exhibit: Agenda Report Number 4a

**Attachments:**

- **Agenda Report Number 4a** (Agenda\_Report\_Number\_4a.pdf)

5. PUBLIC HEARING
6. ACTION ITEMS
7. DISCUSSION/POSSIBLE ACTION ITEMS
8. ADDITIONAL ITEMS FOR FUTURE MEETING
9. PUBLIC COMMENTS
10. OLD BUSINESS/NEW BUSINESS
  - a. Old Business
  - b. New Business  
Board Member Comments

Next regular Meeting - June 26th, 2019

## 11. ADJOURNMENT

**TOWN OF MALABAR**

**PLANNING AND ZONING**

**AGENDA ITEM REPORT**

**AGENDA ITEM NO: 3.a.**  
**Meeting Date November 10, 2021**

**Prepared By: Denine M. Sherear, Planning and Zoning Board Secretary**

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**SUBJECT: Nominate Chair & Vice Chair**

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**BACKGROUND/HISTORY:**

This Board will make Nominations for Chair & Vice Chair from regular after the swearing in of any new/returning Members by Board Secretary Sherear. The PZ Board will make Nominations from Regular PZ Members for Chair & Vice Chair positions.

**ATTACHMENTS:**

- *Memo (#2021-DTC/T-10 Richard Kohler) from Council on Resolutions from Council Meeting 11/1/2021(PZ Board Members)*

# TOWN OF MALABAR

## MEMORANDUM

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**Date:** November 3, 2021 2021-DTC/T-10  
**To:** Secretary of the Malabar Planning and Zoning Board, Denine Sherear  
**From:** Richard W. Kohler, Deputy Town Clerk/Treasurer  
**Ref:** Resolutions 26-2021, 30-2021 & 31-2021

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On Monday, November 1<sup>st</sup>, 2021, the Malabar Town Council voted unanimously to approve Resolution 30-2021. The Resolution followed the Planning and Zoning Board's official recommendation to appoint Ms. Susan Shortman as a regular member to replace outgoing member Ms. Mary Hofmeister.

Also on Monday November 1<sup>st</sup>, 2021, the Malabar Town Council voted unanimously to approve Resolutions 26-2021 & 31-2021. Resolution 26-2021 re-appointed Mr. Doug Dial as a regular member of the Malabar Planning and Zoning Board, and Resolution 31-2021 appointed Ms. Barbara Cameron as an alternate member of the Malabar Planning and Zoning Board.

**TOWN OF MALABAR**  
**PLANNING AND ZONING**

**AGENDA ITEM REPORT**

**AGENDA ITEM NO: 4.a.**  
**Meeting Date November 10, 2021**

Prepared By: Denine M. Sherear, Planning and Zoning Board Secretary

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**SUBJECT: Approval of Minutes**

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**BACKGROUND/HISTORY:**

The minutes must reflect the actions taken by the Board:

- Who made the motion
- What is the motion
- Who seconded the motion
- What was the vote

Malabar has historically included discussion to provide the reader the understanding of how the Board came to their vote. These minutes not verbatim, and some editing is done to convey the thought. People do not speak the way they write.

**ATTACHMENTS:**

Draft minutes of P&Z Board Meeting of 10/27/2021

**ACTION OPTIONS:**

Secretary requests approval of the minutes.

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**“The following draft minutes are subject to changes and/or revisions by the Planning and Zoning Board and shall not be considered the official minutes until approved by the P&Z Board.”**

**MALABAR PLANNING AND ZONING BOARD REGULAR MEETING  
OCTOBER 27, 2021, 6:00 PM**

This meeting of the Malabar Planning and Zoning was held at Town Hall at 2725 Malabar Road.

**1. CALL TO ORDER, PRAYER AND PLEDGE:**

Meeting called to order at 6:00 P.M. Prayer and Pledge led by Chair Wayne Abare.

**2. ROLL CALL:**

CHAIR:	WAYNE ABARE
VICE-CHAIR:	LIZ RITTER
BOARD MEMBERS:	MARY HOFMEISTER
	DOUG DIAL
	GEORGE FOSTER
ALTERNATE:	SUSAN SHORTMAN
ALTERNATE:	JEFF RINEHART, UNEXCUSED
BOARD SECRETARY:	DENINE SHEREAR

ADDITIONAL ATTENDEES:

INTERIM TOWN MANAGER:

**3. ADDITIONS/DELETIONS/CHANGE:**

**4. CONSENT AGENDA:1**

- 4.a. **Approval of Minutes** Planning and Zoning Meeting – 9/08/2021
- Exhibit:** Agenda Report No. 4.a
- Recommendation:** Request Approval

**Motion: Ritter /Hofmeister to Approve Minutes for September 8, 2021, as amended. All Vote : ALL Aye**

PZ Board went over the September 8, 2021, minutes and amended.

**5. PUBLIC HEARING:0**

**6. ACTION:1**

- 6.a. **Recommendation to Council to select replacement PZ Board Member when Mary Hofmeister moves to Council position in November 2021.**

**Exhibit:** Agenda Report. 6. a

Abare said that the Board needs to discuss candidate for next official Member of PZ. There is a member moving on to Council, Mary Hofmeister, so this action item is to recommend to Council who will be taking her vacancy for the regular PZ Member.

Abare suggested hearing from each voting member who to recommend.

- Foster, said that Susan is a reliable member- he votes Susan Shortman
- Dial, he recommends Susan Shortman

- Ritter, said Susan Shortman should be the next voting member
- Hofmeister, recommends Susan Shortman
- Abare, recommends Susan Shortman, she is here at meeting and does her homework and is energetic.

**Motion: Ritter/Dial Recommend to Council that Susan Shortman is the next official Member of PZ**

**Roll Call Vote:**

**Foster, Aye**  
**Dial, Aye**  
**Ritter, Aye**  
**Hofmeister, Aye**  
**Abare, Aye**

**Motion carried 5 to 0**

Ritter added to welcome Barbara Cameron as next Alternate PZ Member.

Sherear said that this is the recommendation to Council, but it is up to Council for their review on next member for PZ. This recommendation goes to Council on November 1, 2021.

**7. DISCUSSION:0**

**7.a. *Intentionally left Blank***

**8. *Intentionally left Blank***

**9. ADDITIONAL ITEMS FOR FUTURE MEETING**

**10. PUBLIC**

**11. OLD BUSINESS/NEW BUSINESS:**

**Old Business:**

Abare and Board discussed for next meeting to make recommendation for Chair & Vice Chair positions.

**New Business:**

**Reminder: Next Meeting – November 10, 2021**

**K. ADJOURN**

There being no further business to discuss, **MOTION: Hofmeister / Dial to adjourn this meeting.**

**Vote: All Ayes.** The meeting adjourned 6:37 P.M.

BY:

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 Wayne Abare, Chair

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 Denine Sherear, Board Secretary

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 Date Approved: as presented/corrected