

# CITY OF APOPKA

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**Minutes of a Joint City Council/Planning Commission Workshop held on April 8, 2015, at 6:00 p.m., at the VFW/Apopka Community Center.**

**PRESENT:** Mayor Joe Kilsheimer  
Commissioner Bill Arrowsmith  
Commissioner Billie Dean  
Commissioner Diane Velazquez  
Commissioner Sam Ruth  
Melvin Birdsong, Planning Commission  
James Greene, Planning Commission  
Tony Foster, Planning Commission  
Bob Ryan, Planning Commission  
Pamela Toler, Planning Commission  
City Attorney Cliff Shepard  
Attorney Andrew Hand

**ABSENT:** Steve Hooks, Planning Commission  
Mallory Walters, Planning Commission

**PRESS PRESENT:** John Peery - The Apopka Chief  
Steve Hudak - The Orlando Sentinel

**CALL TO ORDER** - Mayor Kilsheimer called the Workshop to order at 6:03 p.m.

**PLEDGE OF ALLEGIANCE** - Mayor Kilsheimer led in the Pledge of Allegiance to the Flag.

## **PRESENTATIONS**

Clifford Shepard, City Attorney, gave a presentation on Sunshine Law entitled “Let the Sunshine In”, reviewing Public Meetings Law, Chapter 286 of the Florida Statutes. He reviewed public meetings, how they are to be open and noticed, as well as minutes are to be promptly recorded and open to public inspection. He went over major exceptions to what constitutes an open meeting. A public meeting is a meeting of a collegial public body at which official acts are taken or business is discussed. Members of a committee/commission/board are not to discuss among themselves any matters that may come before them in a meeting. Any information should be shared at the open, public meeting. A copy of the Power Point presentation will be filed with the minutes.

Andrew Hand, Esquire, of Shepard, Smith, Cassidy, gave a presentation on Quasi-Judicial Hearings. He reviewed the quasi-judicial hearing procedure. A copy of the Power Point presentation and the procedure will be filed with the minutes.

## **DISCUSSION**

In response to an inquiry of whether a quasi-judicial hearing should be announced as such by the chair, Mr. Shepard advised that this is often designated on the agenda. If it is not identified on the agenda, then he would recommend the chair announce the matter is quasi-judicial. He also advised that any disclosure documents should be provided to the clerk at the meeting.

Another question was posed as to whether a member of the body should go out to the site, to which Mr. Shepard advised if they do visit the site, it should be reported at the meeting.

**ADJOURNMENT** - There being no further discussion, the workshop adjourned at 7:56 p.m.

ATTEST:

\_\_\_\_\_/s/\_\_\_\_\_  
Joseph E. Kilsheimer, Mayor

\_\_\_\_\_/s/\_\_\_\_\_  
Linda F. Goff, City Clerk