

**PLANNING BOARD**

**MINUTES**

**DECEMBER 15, 2014**

**4:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT:**

Tiffany Secka, Chairwoman  
Ward Friszolowski, Vice Chairman  
Jack Brock, Member  
Paul Cuticchia, Member  
Ron Holehouse, Member

**ALSO PRESENT:**

Matt McLachlan, City Planning Consultant  
Andrew Dickman, City Attorney  
Chelsey S. Welden, Urban Planner  
Mary Jo Murphy, Deputy City Clerk

**1. Changes to the Agenda**

Chairwoman Secka commented that under Board and Staff Reports she would like to have an update on the master plan proposal.

**2. Audience Comments**

There were no audience comments.

**3. Review and Approval of November 17, 2014 Meeting Minutes**

Vice Chairman Friszolowski made a motion for the approval of the minutes for November 17, 2014. The motion was seconded by Member Cuticchia and unanimously approved by a roll call vote.

**4. Public Hearings (Legislative)**

- a. Proposed City-Initiated Text Amendments to Chapter 22 of the City Code of Ordinances Establishing a Technical Review Committee (TRC)

Matt McLachlan, City Planning Consultant, explained the purpose of the ordinance is to formalize the ongoing internal review, recommendation, and/or approval process on certain public and private projects. Staff recommends that the Planning Board hold a public hearing and make a recommendation to the City Commission on whether to approve, deny, or approve with changes Ordinance 2014-13 as presented.

City Attorney Dickman recommended additional revisions to the ordinance as follows:

- Sec. 22.146 – Membership: To include under the list of agencies a statement that the City Manager may appoint additional department representatives to serve on the Technical Review Committee (TRC) as he/she may deem appropriate.
- Sec. 22.148 – Conduct of meetings; public notice, (c): After the text, “The meetings shall be open to the public,” insert: and reasonable notice of the time, place and agenda shall be given.

Chairwoman Secka interjected and asked everyone speaking to reference page numbers when speaking to help with the recording of the minutes and for people at home that are watching the meeting.

Chairwoman Secka asked for Board comments.

**Member Holehouse made a motion to approve Ordinance 2014-13 with the amendments suggested by City Attorney Dickman. The motion was seconded by Vice Chairman Friszolowski.**

Chairwoman Secka opened the public hearing; Chairwoman Secka closed the public hearing. Chairwoman Secka asked for Board discussion.

Chairwoman Secka recommended additional revisions to the ordinance as follows:

- Sec. 22.145 – Created: Change “development applications” to read as follows: permit applications as specified in Section C of Sec. 22.147.

City Attorney Dickman recommended additional revisions to the ordinance as follows:

- Sec. 22.145 – Created: Change “permanent board” to read as follows: permanent administrative committee.

Chairwoman Secka asked for additional Board discussion. Hearing none, Chairwoman Secka closed the Board discussion.

**Member Holehouse amended his original motion with the additional revisions. Vice Chairman Friszolowski seconded the motion and the motion was unanimously approved by a roll call vote.**

## **5. Discussion / Workshop Items**

### **a. Draft Outdoor Dining Ordinance**

Matt McLachlan spoke in regard to the draft ordinance for outdoor dining areas. Mr. McLachlan explained the requirements of the City's Land Development Code for the City Manager to authorize outdoor seating at restaurants as established on July 1, 2003.

Chairwoman Secka requested a map or hyperlink of the different zones to be provided to the Board.

There was Board discussion in regard to the Draft Outdoor Dining Ordinance as follows:

- Section 2, Sec. 6.24, (a) General Requirements, (1) a: Vice Chairman Friszolowski commented he had concerns with this section and suggested the following revision: Outdoor dining areas on any property that is within 50 feet of a property that is principally zoned or used for single family residential purposes that requires a conditional use.
- Section 2, Sec. 6.24, (a) General Requirements, (1) b, c, g, & h: There was Board discussion that followed in regard to removing c, g and h and reviewing b.
- Section 2, Sec. 6.24, (a) General Requirements, (2) g: there was Board discussion but not a unified decision during the meeting.
- Section 2, Sec. 6.24, (b) Required Permit: The reference to Appendix "A," Chairwoman Secka suggested establishing and verifying what Appendix "A" is.
- Section 2, Sec. 6.24, (e) Removal or relocation of outdoor dining area and all related furnishings for right(s)-of-way repairs, emergency situations, or matters of public safety: Chairwoman Secka suggested establishing how much notice to give for the notice to remove all furnishings at least 24 hours prior to the date identified by the City.

There was Board discussion in regard to adult entertainment establishments.

Chairwoman Secka suggested spelling out acronyms or having an index explaining the acronyms in the Ordinance.

The Board directed Mr. McLachlan to bring back the revised ordinance in a public hearing with the opportunity for additional changes and to contact the existing restaurants in regard to the public hearing.

There was Board discussion in regard to the chart entitled "Permitted and Conditional Uses for Eating and Drinking Establishments by Zoning District." Mr. McLachlan agreed to add the classification of Bar/Lounge as a permitted use in the TC-1 district.

b. Draft Off-Premise, Off-Street, and Commercial parking Ordinance (Proposed Revisions)

Mr. McLachlan gave an overview of the draft ordinance and the changes the Planning Board had recommended previously. Staff identified additional amendments for the Planning Board's consideration which is to amend Sec. 23.5(f) and Division 23. Staff requested the Board review and comment on the additional proposed amendments prior to scheduling the first public hearing on January 20, 2015.

There was Board discussion in regard to the Draft Off-Premise, Off-Street, and Commercial parking Ordinance as follows:

- Section 9, Sec. 42.4, Allowable conditional uses, (e): delete the following verbiage: "and/or structure." The revision should read: Off-premise parking lot.
- Section 10, Sec. 46.4, Allowable conditional uses, (2): delete the following verbiage: "and/or structure." The revision should read: Off-premise parking lot.

Chairwoman Secka requested that anytime changes are made to charts, grids, etc., that Staff update the information.

Chairwoman Secka asked for Board comments on the revisions to the draft ordinance.

There was Board discussion in reference to the draft ordinance as follows:

- Section 2, Sec 23.4, (2): "18 linear inches," which is part of the existing code, several Board members viewed the measurement as being small.
- Section 10, Sec. 46.4, Allowable conditional uses, (1): "Transient accommodation units subject to the density pool," consider changing the language; confusing.

Chairwoman Secka asked for Board comments. There were no Board comments.

## **6. January Meeting / Agenda**

Mr. McLachlan informed the Board the two ordinances discussed during today's meeting will be brought back for a public hearing with the revisions requested by the Board. Mr. McLachlan estimated that it will take approximately three meetings of discussion and review before making recommendations, in the form of ordinances, to present to the City Commission.

## **7. Board and Staff Reports**

Mr. McLachlan reported on a meeting with the City Manager to discuss the Blind Pass Road project and the presentation that will take place before the City Commission on 12/16/14.

Mr. McLachlan informed the Board a Scope of Services has not been implemented as of the present date to arrive at an overall master plan. Staff plans to meet with the City Manager and bring back a proposal for the Planning Board's consideration and direction to take to the City Commission.

Vice Chairman Friszolowski requested an update on the funds received from the County for the undergrounding on Gulf Boulevard. Mr. McLachlan replied that he would obtain the information and send an e-mail to the Board.

Member Holehouse asked Attorney Dickman if there was a ruling from the court as to what Comprehensive Plan the City was operating under. Attorney Dickman replied that there was an order from the District Court regarding the City's motion for rehearing which Attorney Dickman will be speaking in regard to on 12/16/14. Attorney Dickman also advised the Board that there are meetings, hearings, workshops, etc., scheduled in the future and there is a lot of work and research to be conducted in regard to the Comprehensive Plan. There was further Board discussion in reference to the Comprehensive Plan.

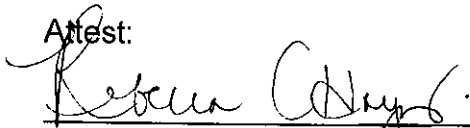
Chairwoman Secka inquired about the beach ordinance. Attorney Dickman responded that he would talk to the City Manager to get an update.

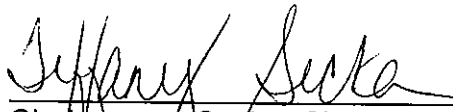
Chairwoman Secka asked for any Board comments.

## **8. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:00 p.m.

Attest:

  
Rebecca C. Haynes, City Clerk

  
Chairwoman Secka, Chairwoman

Minutes approved on: 1/20/15