PLANNING BOARD MEETING

CITY OF ST. PETE BEACH

155 Corey Avenue
St. Pete Beach, FL 33706

Tuesday, 1/19/2016
4:00 p.m.

Call to Order
Pledge of Allegiance
Roll Call

1. **Changes to the Agenda** – Agenda items to be added, moved or deleted will be addressed at this time. Items added will be assigned agenda item numbers and items that are moved will retain the same item numbers. A notation will be made that those items will be taken out of order.

2. **Audience Comments** – Comments shall be limited to three minutes per person to issues not on the agenda.

3. **Agenda Items**
   a. **Minutes for Acceptance:**
      November 10, 2015
      November 16, 2015
      November 30, 2015
      December 8, 2015
   b. **Planning Board Procedures**
   c. **Project updates – Mastrys Brewing Co.**

4. **Adjournment**

APPEAL

If a person decides to appeal any decision made at this meeting, he or she will need a record of the proceeding and, for such purpose, may need to ensure that a verbatim record of the meeting is made, which record includes the testimony and evidence upon which the appeal is to be based (F.S. 286.0105). The City does not furnish verbatim transcripts; interested parties should make the necessary arrangements for verbatim transcripts.

AMERICANS WITH DISABILITIES ACT

In Accordance with the Americans with Disabilities Act and F.S. 286.26, persons with disabilities needing special accommodations to participate in this meeting should contact City Hall at (727) 367-2735 no later than four days prior to the meeting for assistance. The public is cordially invited to attend. All agenda material is available for review at City Hall.

PLANNING BOARD MINUTES

NOVEMBER 10, 2015

4:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Tiffany Secka, Chairwoman
Ward Friszolowski, Vice Chairman
Ron Holehouse, Member
Jack Ohlhaber, Member
Michael Lehman, Member

ALSO PRESENT:

Andrew Dickman, City Attorney
David Healey, Consultant, Calvin, Giordano & Associates
Chelsey S. Welden, Planner II
Mary Jo Murphy, Deputy City Clerk

1. Changes to the Agenda

Ms. Welden, Planner II, requested the following change to the agenda:

- Requested to add a discussion about a walking tour with Consultant Tara Salmieri, AICP, in regard to the Pass-A-Grille Design Standards Project

Chairwoman Secka and Ms. Welden came to a decision to discuss the walking tour at this point in the agenda. The board chose the following two possible dates for the walking tour: 12/2/15 and 12/16/15. Ms. Welden stated she would contact Ms. Salmieri to confirm a date and then e-mail the board members with the chosen date for the walking tour.

2. Audience Comments

Chairwoman Secka asked for audience comments in regard to items that are not on the agenda.

Bill Pyle, 6600 Sunset Way, St. Pete Beach, FL, commented that the Plaza Beach

Resort is a positive development but spoke against the variances being requested in regard to a 10 foot setback and a curb cut.

3. **Minutes for Acceptance – 6/16/15 & 10/20/15**

Member Ohlhaber made a motion to accept the 6/16/15 minutes. The motion was seconded by Vice Chairman Friszolowski and unanimously approved by a roll call vote (5 yeses – 0 nos).

Member Holehouse made a motion to accept the 10/20/15 minutes. The motion was seconded by Vice Chairman Friszolowski and unanimously approved by a roll call vote (5 yeses – 0 nos).

4. **Public Hearings**

A. Review and recommendation to the City of St. Pete Beach Community Redevelopment Agency on the proposed Community Redevelopment Area Plan's consistency with the City's adopted Comprehensive Plan pursuant to F.S. 163.360(4)

Ms. Welden informed the board that they would be reviewing the CRA plan for its conformity with the Comprehensive Plan. Staff asked for the board's approval and recommendation to the Community Redevelopment Agency.

David Healey with Calvin, Giordano & Associates gave a presentation and presented a two-page document entitled "Addendum" to the Planning Board in regard to the CRA plan.

City Attorney Dickman read the following finding to the board and asked the board to authorize the Chair to sign the written finding to present to the Community Redevelopment Agency:

> The City of St. Pete Beach Planning Board, sitting as the LPA at its November 10, 2015 meeting, found the proposed Community Redevelopment Area Plan, including the changes referenced in the presented Addendum from the City's Community Development Department dated November 10, 2015, to be in conformance with the City's adopted Comprehensive Plan as specifically documented in Appendix "C" of the proposed Community Redevelopment Area Plan.
>
> **Vice Chairman Friszolowski made a motion to authorize the Chair to sign the written finding to present to the City Commission sitting as the CRA. The motion was seconded by Member Holehouse and unanimously approved by a roll call vote (5 yeses – 0 nos).**

City Attorney Dickman informed Chairwoman Secka that the Addendum will be attached to the written finding.

5. Other Action Items

There were no action items presented.

6. Discussion Items

Attorney Update

City Attorney Dickman updated the Planning Board on the following topic:

- Chmielewski Trial

7. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 4:50 p.m.

Attest:

_____ _____

Rebecca C. Haynes, City Clerk Tiffany Secka, Chairwoman

Minutes approved on: _____

PLANNING BOARD MINUTES

NOVEMBER 16, 2015

4:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Tiffany Secka, Chairwoman
Ron Holehouse, Member (entered the meeting at 4:09 p.m.)
Jack Ohlhaber, Member
Michael Lehman, Member

ABSENT:

Ward Friszolowski, Vice Chairman (excused)

ALSO PRESENT:

Andrew Dickman, City Attorney
Jennifer Bryla, Community Development Director
Mary Jo Murphy, Deputy City Clerk

1. **Continuation of Discussion and Possible Action**

    a. Review and recommendation to the City of St. Pete Beach Community Redevelopment Agency on the proposed Community Redevelopment Area Plan's consistency with the City's adopted Comprehensive Plan pursuant to F.S. 163.360(4)

Chairwoman Secka directed the board and staff to continue the discussion on the Community Redevelopment Area Plan.

Ms. Bryla, Community Development Director, updated the board on the following topics in regard to the CRA:

- the deficit had been addressed and reduced
- any language that referred to affordable housing density bonuses had been removed

There was further board discussion in regard to the Community Redevelopment Area Plan.

Chairwoman Secka asked for comments or questions from the board. Hearing none, Chairwoman Secka asked for public comment.

Brooke Anderson, 301 41st Avenue, St. Pete Beach, Florida, presented documents to the Deputy City Clerk and spoke in regard to the following: sea level rise, future land use, coastal management, St. Pete Beach Density Study and the St. Pete Beach Community Redevelopment Area Plan.

Harry Metz, 504 Pass-A-Grille Way, spoke in opposition to the CRA and presented documents to the Deputy City Clerk.

Bill Pyle, 6600 Sunset Way, St. Pete Beach, spoke in regard to proposed changes in the CRA Plan and presented documents to the Deputy City Clerk.

Carol Mallam, 6500 Sunset Way, St. Pete Beach, spoke in regard to improving water retention features in the future.

Chairwoman Secka asked for any additional audience comments. Hearing none, Chairwoman Secka closed the public hearing portion and opened it for discussion among the board members.

City Attorney Dickman informed the board that the document they signed, sitting as the Local Planning Agency, recommending that the Community Redevelopment Area Plan conforms to the Comprehensive Plan will be passed onto the City Commission, sitting as the Community Redevelopment Agency, on November 17, 2015.

Ms. Bryla informed the board that the walking tour would be December 16, 2015 and that she would confirm the time with the board.

2. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 4:42 p.m.

Attest:

_____ _____

Rebecca C. Haynes, City Clerk Tiffany Secka, Chairwoman

Minutes approved on: _____

PLANNING BOARD MINUTES – SPECIAL MEETING

NOVEMBER 30, 2015

4:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Tiffany Secka, Chairwoman
Ward Friszolowski, Vice Chairman
Michael Lehman, Member
Jack Ohlhaber, Member
Ron Holehouse, Member

ALSO PRESENT:

Andrew Dickman, City Attorney
Jennifer Bryla, Community Development Director
Mary Jo Murphy, Deputy City Clerk

1. **Changes to the Agenda**

There were no changes to the agenda.

2. **Audience Comments**

There were no audience comments.

3. **Public Hearing – Local Planning Agency**

   a. Review and recommendation to the City of St. Pete Beach Community Redevelopment Agency on the proposed Community Redevelopment Area Plan's consistency with the City's adopted Comprehensive Plan pursuant to F.S. 163.360(4)

City Attorney Dickman reminded the board that they were acting as the Local Planning Agency.

Ms. Bryla, Community Development Director, informed the board that the Community Redevelopment Area Plan had been presented to them again with changes in an

underline and strikethrough format. The requested action of the board was a recommendation for conformity.

Chairwoman Secka asked for discussion from the board. Hearing none, Chairwoman Secka opened the meeting for audience comments.

Jim Anderson, 301 41st Avenue, St. Pete Beach, Florida, spoke in regard to sea level rise, coastal management area, sewers and stormwater.

Deborah Schechner, Boca Ciega Isle, St. Pete Beach, Florida, spoke in regard to the Community Redevelopment Area Plan being reviewed by the Finance and Budget Committee, e-mail to residents explaining the Community Redevelopment Area Plan, inadequate parking, street layouts, safe crossing areas, sidewalks, pedestrian traffic, deteriorated properties, and transparency in the process.

At this time there was further board discussion. Chairwoman Secka asked for further audience comments.

Alan Johnson, 9375 Blind Pass Road, St. Pete Beach, speaking as a resident, spoke in regard to the Community Redevelopment Area Plan.

Chairwoman Secka asked for any additional audience comments. Hearing none, Chairwoman Secka closed the public hearing portion and opened it for discussion among the board members.

There was board discussion at this time.

> **Vice Chairman Friszolowski made a motion to authorize the Chair to provide a written recommendation to the City of St. Pete Beach Community Redevelopment Agency stating that the LPA finds the proposed Community Redevelopment Plan as presented at its November 30, 2015 meeting to be in conformance with the City's adopted Comprehensive Plan as specifically documented in Appendix "C" of the proposed Community Redevelopment Plan. The motion was seconded by Member Holehouse.**

Chairwoman Secka asked for additional discussion from the board in regard to the Community Redevelopment Plan being in conformance with the Comprehensive Plan.

There was further board discussion at this time.

City Attorney Dickman suggested asking for additional public comments.

Chairwoman Secka asked for any further audience comments.

Deborah Schechner, Boca Ciega Isle, St. Pete Beach, Florida, spoke in regard to the amount of money involved with the Community Redevelopment Area Plan, transparency in the process, safe sidewalks, truck deliveries, deteriorating properties, and blighted areas.

Jim Anderson, 301 41st Avenue, St. Pete Beach, Florida, spoke in favor of the CRA; issues of poverty; taxes and property owners; and sea level rise.

Bill Pyle, 6600 Sunset Way, St. Pete Beach, speaking as a resident, commented on the CRA in regard to affordable and low income housing, blighted areas, property values, soliciting tax rebates and proposed no ad valorem taxes or special assessments being levied to fund any CRA project.

Alan Johnson, 9375 Blind Pass Road, St. Pete Beach, spoke in regard to sea level rise, stormwater funds, Blind Pass Road project, and the Community Redevelopment Area Plan.

Chairwoman Secka asked for any additional audience comments. There were no audience comments.

City Attorney Dickman asked Member Ohlhaber to clarify his comments in regard to library funding and typographical errors. Member Ohlhaber expressed his concerns and also commented on sewer repair. Ms. Bryla clarified the costs in regard to the library, Table 6-1 of the Community Redevelopment Area Plan, and the procedures involved for sewer repair for Member Ohlhaber.

City Attorney Dickman asked for any further board discussion. Hearing none, Chairwoman Secka called for the vote.

The motion was unanimously approved by an individual roll call vote (5 yeses – 0 nos).

City Attorney Dickman informed the Planning Board that their recommendation would be presented to the City Commission acting as the Community Redevelopment Agency.

4. Other Action Items

There were no action items.

5. Discussion Items

Ms. Bryla commented on and presented a document to the board entitled “Pass-A-Grille Codes on the Road, December 16th @ 2:30 pm, beginning at Warren Webster.”

6. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 4:45 p.m.

Attest:

_____ _____

Rebecca C. Haynes, City Clerk Tiffany Secka, Chairwoman

Minutes approved on: _____

PLANNING BOARD MINUTES

DECEMBER 8, 2015

4:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Tiffany Secka, Chairwoman
Ward Friszolowski, Vice Chairman
Jack Ohlhaber, Member
Ron Holehouse, Member

ABSENT:

Michael Lehman, Member (excused)

ALSO PRESENT:

Andrew Dickman, City Attorney
Jennifer Bryla, Community Development Director
Mary Jo Murphy, Deputy City Clerk

1. **Changes to the Agenda**

City Attorney Dickman requested to give a brief presentation about general information in regard to the board's jurisdiction under the code after Ms. Bryla's Comprehensive Plan Information presentation.

2. **Audience Comments**

There were no audience comments.

3. **Minutes for Acceptance**

There were no minutes presented.

4. **Public Hearing**

There was no public hearing.

5. **Other Action Items**

There were no action items.

6. Discussion Items

Comprehensive Plan Information

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Ms. Bryla, Community Development Director, gave a presentation about comprehensive planning to the Planning Board.

City Attorney Dickman presented a one-page document to the Planning Board entitled “St. Pete Beach, FL Code of Ordinances, Article VIII. – Planning Board.” Attorney Dickman discussed the following topics with the board in regard to the Planning Board’s powers and duties:

- prepare a Comprehensive Plan
- maintain liaisons with public and private agencies of public and private projects
- planning function of major streets
- undertake any special study or project assigned by the City Commission
- hold public hearings and make recommendations
- analyze, interpret and project trends with regard to data analysis
- recommend projects, plans, codes and ordinances in regard to the Land Development Code and Zoning
- powers and duties as Land Planning Agency
- review applications for zoning map and text amendments
- perform duties as assigned by the City Commission or required by an ordinance
- adopt rules and procedures to conduct regular and special meetings

City Attorney Dickman stated that Ms. Bryla and Attorney Dickman will develop a draft form in regard to how the Planning Board should operate as a board to conduct business for the City.

Further, City Attorney Dickman informed the Planning Board that on February 16, 2016, after the Planning Board meeting, Attorney Dickman and Rebecca Haynes, City Clerk, will review the public hearing process, voting conflicts and Sunshine Law issues with the board.

7. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 5:15 p.m.

Attest:

_____ _____

Rebecca C. Haynes, City Clerk Tiffany Secka, Chairwoman

Minutes approved on: _____

CITY OF ST. PETE BEACH
PLANNING BOARD PROCEDURES

SECTION ONE: REGULAR MEETINGS

The Planning Board ("Board") of the City of St. Pete Beach shall hold regular meetings on the third Tuesday of each month at the hour of 4:00 p.m., or other schedule consistent with the requirement of the Charter. When the day fixed for any regular meeting of the Board falls on the date designated by law as a legal or national holiday or shall fall upon some commemorative day designed locally or upon a day of local emergency, such meetings shall be held at the same hour on the next succeeding business day.

All meetings of the Board shall be held in the City Hall located at 155 Corey Avenue, St. Pete Beach, Florida or in some other duly designated place.

SECTION TWO: SPECIAL MEETINGS

Special meetings may be held upon the call of the City Manager or majority of the Board upon no less than a twenty-four (24) hour notice to each member and by posting a notice of such meeting in the City Hall bulletin board, the City Library and on the City website

SECTION THREE: PRESIDING OFFICER DUTIES

The Presiding Officer of the Board shall be the Chair, Chairman, Chairwoman, Chairperson or in his/her absence the Vice Chair. The Presiding Officer shall preserve strict order and decorum at all meetings of the Board. He/she shall state every question coming before the Board, announce the decision of the Board on all subjects and decide all questions of order; subject, however, to an appeal to the Board upon such questions in which a majority vote of the Board shall conclusively govern and determine such question of order. He/she shall vote on all questions, his/her name being called last.

SECTION FOUR: QUORUM

A majority of the Board shall constitute a quorum; but a small number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the Board. No action of the Board shall be taken except as otherwise adopted by the affirmative vote of the majority of a quorum present.

SECTION FIVE: CALL TO ORDER - PRESIDING OFFICER

The Chair or in his/her absence, the Vice Chair, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Board to order. In the absence of the Chair and Vice Chair, the City Clerk or City Clerk designee shall call the Board to order, whereupon a Temporary Chair shall be selected by the members of the Board present. Upon arrival of the Chair or Vice Chair, the Temporary Chair shall

immediately relinquish the chair upon the conclusion of the business immediately before the Board.

SECTION SIX: ROLL CALL

Before proceeding with the business of the Board, the City Clerk or City Clerk designee shall call the roll of the members and the names of those present shall be entered into the minutes. The City Clerk or City Clerk designee shall state that a quorum is present.

SECTION SEVEN: ORDER OF BUSINESS

All meetings of the Board shall be open to the public, except those that are exempt under Florida State Statute. Promptly at the hour set by law on the day of each meeting, the members of the Board, the City Clerk, the City Attorney, the Community Development Director and the City Manager shall take their regular places and the business of the Board shall be taken up for consideration and disposition in the following order.

1. Call to Order
2. Pledge of Allegiance
3. Changes to the Agenda
4. Minutes
5. Audience Comments
6. Regular Meeting
7. Adjournment

As an effective procedure to handle routine matters expeditiously, a consent agenda shall be used whenever possible. All items on the consent agenda will be enacted by one (1) motion at the regular meeting. Items may be removed from the consent agenda during "Changes to the Agenda" for further discussion, changes, and/or anticipation of a non-unanimous vote.

SECTION EIGHT: RULES OF DEBATE FOR BOARD MEMBERS

a) DEBATE – Action on items before the Board shall be commenced without necessity for an oral motion by any Board member. The item can be opened at any time by the Presiding Officer for discussion. At the conclusion of discussion, action shall be concluded by a roll call vote or voice vote. The Board member making or seconding the motion being voted on shall not be required to vote in favor of said motion.

b) PRESIDING OFFICER: DEBATE AND MOTIONS - The Presiding Officer may vote, second and debate from the chair, subject only to any such limitation of debate as are imposed by these rules of all members and shall not be deprived of any of the rights and privileges of a Board member by reason of his/her acting as Presiding Officer.

c) OBTAINING THE FLOOR: IMPROPER REFERENCE TO BE AVOIDED - Every member of the Board desiring to speak shall address the Chair and, upon recognition of

the Presiding Officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

d) INTERRUPTIONS - A member of the Board, once recognized, should not be interrupted when speaking unless it is to call him/her to order or as herein otherwise provided. If a member of the Board, while speaking, is called to order, he/she shall cease speaking until the question of order is determined; if in order, he/she shall be permitted to proceed.

e) WITHDRAWAL OF MOTIONS - Any motion before the Board may be withdrawn at any time prior to a vote being taken thereon by the Board member making the motion, upon agreement by the Board member seconding the motion to withdraw his/her second.

f) AMENDING OF MOTIONS - At any time during discussion of a motion on the floor, a motion to amend said motion may be made. If the amending motion is seconded, the Board shall, at the conclusion of discussion, first vote on the amended motion and then upon the original motion as amended. An amending motion may be withdrawn in the same manner as set forth in sub-paragraph (e) above.

g) MOTION TO RECONSIDER - A motion to reconsider any action taken by the Board may be made only on the day such action was taken. It may be made either immediately during the same session or at a recessed or adjourning session thereof. Such motion must be made by one on the prevailing side, but may be made at any time and have precedence over all other motions or while a member of the Board has the floor; it shall be debatable. Nothing herein contained shall be construed to prevent any member of the Board from making or remaking the same or any other motion at a subsequent meeting of the Board.

h) REMARKS OF BOARD MEMBER , WHEN ENTERED IN MINUTES – A Board member may request through the presiding officer the privilege of having an abstract of his statement on any subject under consideration by the Board entered into the minutes.

i) VOTING CONFLICT - No member of the Board, who is present at any meeting of the Board at which an official decision, ruling, or other official action is to be taken or adopted, may abstain from voting in regard to such decision, ruling or act, and a vote shall be recorded or counted for each member present except when, with respect to such member, there is, or appears to be, a possible conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases, such members shall comply with the disclosure requirement as governed by the Florida Statutes.

SECTION NINE: RULES FOR PUBLIC COMMENT AT BOARD MEETINGS

These rules shall govern the conduct of persons attending all public meetings conducted by the Board. These rules shall not apply to employees or agents of the City who are present at the meeting for the purpose of reporting on an agenda item or other subject that the Presiding

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Officer or the Board determines is appropriate.

a) INTENT - These rules are intended in part to implement Section 218.0114, Florida Statutes, which requires that the parties be given a reasonable opportunity to be heard on a proposition before a board or commission.

b) RECOGNITION - Only persons recognized by the Presiding Officer shall be permitted to address the Board. No person shall be recognized to comment on an agenda item until the Presiding Officer opens the item to public comment.

c) LOCATION - A person recognized by the Presiding Officer to address the Board shall only do so from the lectern available for that purpose. Comment from the public seating area shall be prohibited.

d) INTRODUCTION - The person addressing the Board shall first state his/her name and address.

e) TIME LIMIT - A person is limited to three (3) minutes to address the Board on any one agenda item. The Presiding Officer shall be responsible for tolling the time and advising the person when their time has lapsed. The Presiding Officer shall have the discretion to adjust the time limit as he/she deems appropriate. When the person's time is finished, he/she shall leave the lectern. If requested by the presiding officer, the person may be required to state whether the person speaks for a group of persons or a third party, if the person represents an organization, whether the view expressed by the person represents an established policy or position approved by the organization and whether the person is being compensated by the organization.

   No person, other than the Board and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Board, without the permission of the Presiding Officer. No questions shall be asked except through the Presiding Officer.

f) SIGNS, PLACARDS, BANNERS - For public safety purposes, no signs or placards mounted on sticks, posts or similar structures shall be allowed in the Board's meeting rooms. Other signs, placards, banners, shall not disrupt meetings or interfere with others' visual rights.

g) CAMERAS - The Board reserves the right to designate the placement of video, still or phone cameras within the commission chamber to minimize disruptions at the public meeting. The use of cell phones in the commission chamber is not permitted. Ringers must be set to silent mode to avoid disruption of proceedings. Individuals, including those on the dais, must exit the commission chamber to answer incoming cell phone calls.

h) MANNER OF ADDRESSING THE COMMISSION - All comments shall be directed to the entire Board. Any questions to individual Board members, if appropriate, shall be directed to the Presiding Officer and he/she shall submit it to the Board member, City

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Manager or City Attorney for an answer. No person shall create a nuisance or engage in any act that disrupts the regular conduct of business.

i) PENALTY - Any person determined by the Presiding Officer to be in violation of these rules, or engaging in acts that are deemed by the Presiding Officer to be a nuisance, statements or acts that constitute a personal attack on any member of the Board, or to interfere with the orderly conduct of business at the meeting, then, in that event, the Presiding Officer may direct the person to leave the meeting or public building for the duration of the meeting. Any person who fails to obey an order of the Presiding Officer may be removed by a law enforcement officer at the request of the Presiding Officer.

j) ENFORCEMENT - The Presiding Officer shall be responsible for the enforcement of these rules.

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