THE SUNSET CAPITAL OF FLORIDA

PLANNING BOARD MEETING

CITY OF ST. PETE BEACH

155 Corey Avenue
St. Pete Beach, FL 33706

Tuesday, 3/15/2016
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:**
      February 16, 2016
   b. **Planning Board Procedures**
   c. **CPA 01-16 – an amendment to the Transportation Element of the City of St. Pete Beach Comprehensive Plan**

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

FEBRUARY 16, 2016

4:00 P.M.

Ms. Welden stated at 4:00 p.m. that a quorum was not present and the meeting would be delayed until 4:30 p.m. The meeting went into recess at this time.

The meeting reconvened at 4:30 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

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

ABSENT:

Tiffany Secka, Chairwoman (excused)

ALSO PRESENT:

Andrew Dickman, City Attorney
Jennifer Bryla, Community Development Director (entered meeting at 4:34 p.m.)
Chelsey S. Welden, Planner II
Mary Jo Murphy, Deputy City Clerk

1. **<u>Changes to the Agenda</u>**

Ms. Welden, Planner II, announced that Ms. Bryla, Community Development Director, had requested to pull Item 3. b., “Planning Board Procedures,” from the agenda. City Attorney Dickman requested that if the board members had any suggestions, additions, or deletions to the Planning Board Procedures, to please forward them to Chelsey Welden. City Attorney Dickman stated he would work with Staff to edit the Planning Board Procedures and will present them to be finalized during the next meeting.

Vice Chairman Friszolowski noted the following actions to take place:

- Item 3. b., “Planning Board Procedures,” will be pulled from the agenda
- Item 3. c., “Ordinance 2016-04,” will become 3 b.
- Item 3. d., “Project Updates,” will become 3 c.

2. Audience Comments

There were no audience comments.

3. Agenda Items

a. Minutes for Acceptance: January 19, 2016

Member Holehouse made a motion to accept the 1/19/16 minutes. The motion was seconded by Member Ohlhaber and unanimously approved by a roll call vote (4 yeses – 0 nos).

b. Planning Board Procedures

This item was pulled from the agenda. Please refer to Item 1, "Changes to the Agenda."

b. Ordinance 2016-04 - an ordinance amending Chapter 82 – Code of Ordinances

Ms. Welden, Planner II, updated the Planning Board in regard to Staff's direction from the City Commission to perform the following actions in regard to Ordinance 2016-04:

- posted parking signs: make consistent throughout the city
- permits: create application requirements
- parking ordinance: define types of parking permits and assign letter decals

Vice Chairman Friszolowski suggested putting forth a good will effort by sending Ordinance 2016-04 to the president of associations in the Don Cesar and Vina area.

Member Holehouse suggested researching cutting the curb and installing parking meters on the side streets for businesses on the 60 block. Ms. Bryla agreed that it should be examined.

Member Holehouse stated that the special event permits are creating parking problems for residents. Ms. Bryla informed the board that the special event permits are issued from the Recreation Department. Ms. Bryla stated she had a discussion with the Recreation Department Director, Jennifer McMahon, in regard to the special event permits and the problem has been recognized. Ms. Bryla was informed that steps are being put into place to include listing if outside entities will be present during the special event permits application process. Member Holehouse suggested there should be a designated space for commercial parking which would not be in front of residential homes. Ms. Bryla stated she would relay the suggestion to Ms. McMahon.

Ms. Welden reviewed Ordinance 2009-28, Exhibit B, with the board. Member Holehouse informed the board that some residential homes on Gulf Way have a side street address opposed to a Gulf Way address. Therefore, Exhibit B does not reflect a complete list of addresses. Ms. Welden stated Staff would research the properties.

Member Ohlhaber asked if the people issuing the tickets were notified. Ms. Welden stated she did not know if they were conferred with but stated Staff would pass the information along for them to review.

In regard to Page 4, Sec. 82-61 Speed Limits, (b), Vice Chairman Friszolowski recommended and stated the following:

- Eliminate the following three streets listed in the table for 20 miles an hour: 44th Avenue, 41st Avenue and Belle Vista Drive. Vice Chairman Friszolowski suggested changing the streets to 25 miles per hour. Ms Bryla stated she would make that recommendation to the City Commission.

- Vice Chairman Friszolowski also commented there is an error as to the name of "Belle Vista Drive" in the table. The correct name should be: Belle Vista Drive East.

In regard to the above-mentioned policy decision, City Attorney Dickman advised Vice Chairman Friszolowski that Staff will research it to see if it is geographically accurate and for Vice Chairman Friszolowski to speak with his Commissioner about the speed limits being re-opened for review.

Member Holehouse posed a question to Ms. Welden as to the following: Page 14 (p), "Pass-A-Grille Way between 7th Avenue and 12th Avenue unless otherwise posted…" Member Holehouse inquired why it was cut off at 7th and 12th. Ms. Welden replied that she would research this issue.

Member Holehouse suggested adding more parking on 9th and 10th near the park. Ms. Bryla responded that Staff would relay his suggestion to the City Commission.

> **Member Ohlhaber made a motion to recommend approval of Ordinance 2016-04 to the City Commission with the technical changes being made.**

Member Ohlhaber withdrew his motion.

> **Member Lehman made a motion to recommend approval of Ordinance 2016-04 with the removal of the section in regard to "C" stickers until a time that communities, through neighborhood associations, can respond, and to make any technical changes. The motion was seconded by Member Ohlhaber.**

At 5:35 p.m. Ms. Welden exited the meeting.

Member Lehman withdrew his motion, and Member Ohlhaber withdrew his second.

> **Member Ohlhaber made a motion to approve Ordinance 2016-04 with the approval of the definitions; approval of the requirements for permits; approval of the signage; an exception to the permit types; and a requirement to perform a complete study of parking issues in regard to**

permits throughout the city. The motion was seconded by Member Lehman and unanimously approved by a roll call vote (4 yeses – 0 nos).

Vice Chairman Friszolowski suggested for the board to review Section 39 individually and to decide whether to address certain issues. Ms. Bryla responded affirmatively.

In regard to Boca Ciega Drive's streetscape, Member Lehman requested the opportunity to have a conversation about the possibilities for the street before it goes to the planning of design. Ms. Bryla stated she would speak with the City Manager and the Public Services Director in regard to Mr. Lehman's request. City Attorney Dickman replied to Member Lehman that he would research and interpret the provisions and then advise the Planning Board about their purview and scope of duty in regard to the issue.

After board discussion in regard to powers and duties required of the Planning Board, City Attorney Dickman advised the Board that he would work with Ms. Bryla before the next meeting to determine the powers and duties assigned to the Planning Board.

c. Project Updates – Pass-A-Grille design work

Member Holehouse exited the meeting at 6:15 p.m.

Ms. Bryla informed the board members that a joint meeting on March 15, 2016 at 3:30 p.m. was agreeable with the Historic Preservation Board. There was board discussion as to having the joint meeting on March 3, 2016 at 3:30 p.m. Ms. Bryla stated she would confirm the date with the Historic Preservation Board, the consultant and the Clerk and would contact the board members as to the date.

4. **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:21 p.m.

Attest:

____________________________	____________________________
Rebecca C. Haynes, City Clerk	Ward Friszolowski, Vice Chairman

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 chair, city commission, city manager or by any three members during a properly noticed public meeting 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 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

The planning board shall consist of five regular members. 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 or is not present.

SECTION SEVEN: ORDER OF BUSINESS

All meetings of the Board shall be open to the public. Promptly at the hour set by the City Charter and stated above, the Board, City Clerk or designee, City Attorney, and Community Development Director or designee 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 on non-agenda items
6. Regular Meeting as published in the agenda
7. Adjournment

As an effective procedure to handle routine matters expeditiously, a consent agenda shall be used whenever possible. The Board reserves the right to modify the order of agenda items at its discretion. The Board shall establish a set procedure for hearing specific items on the agenda, including public comment, with the assistance of the City Attorney.

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. 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 request to amend said motion may be made if the maker of the motion and maker of the second on the floor accepts the requested amendment.

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. Such motion must be made by one on the prevailing side, but must be made immediately following the particular action taken by the Board. Only in certain circumstances, with assistance of the City Attorney, may a motion to reconsider take place after the Board has moved on to other items on the agenda. The motion to reconsider shall be debatable.

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. Board members who believe they may have a conflict should contact the City Attorney before the meeting to investigate if a conflict does or does not exist.

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 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 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.

CPA 01-16

THE GOALS, OBJECTIVES AND POLICIES SECTION OF THE TRANSPORTATION ELEMENT OF THE COMPREHENSIVE PLAN IS AMENDED TO READ AS FOLLOWS:

III. Transportation Plan Element

GOAL 1:

Provide for a~~A~~ safe, convenient and energy efficient multimodal ~~motorized and non-motorized~~ transportation system shall be available for all residents and visitors to the city, that serves to increase mobility, reduce the incidence of single-occupant vehicles and efficiently utilize roadway capacity.

Objective 1.1

In accordance with this Comprehensive Plan, as amended, the operational Level of Service (LOS) D peak hour shall be the minimum standard for all arterial and collector roads within the City.

Policy 1.1.1.

The City shall review all proposed development or redevelopment for consistency with this element and any potential impacts upon the adopted LOS standards. ~~All development permits shall be issued only when it is documented that such development does not result a reduction in the level of service below the adopted level of service standards for the affected facility.~~

Policy 1.1.2

All new development and redevelopment proposals shall be reviewed under the City's Mobility ~~Concurrency~~ Management System through the application of Transportation Element ploicies and site plan review processes. Such polocies are listed below: ~~Ordinance to ensure the level of service standards established in this element shall be maintained.~~

a. All development projects generating new trips shall be subject to payment of a multimodal impact fee.

b. Development projects that generate between 51 and 300 new peak hour trips are designated as Tier 1.

   i. Developers of Tier 1 projects located within deficient road corridors are required to submit a transportation management plan designed to address their impacts while increasing mobility and reducing the demand for single occupant vehicle travel.
   ii. The cost of transportation management strategies implemented for Tier 1 projects are creditable toward their multimodal impact fee assessment. If the cost of the improvement exceeds the assessment, the development project would not be subject to the payment of a multimodal impact fee.

c. Development projects that generate more than 300 new peak hour trips are designated as Tier 2.

   i. Developers of Tier 2 projects within deficient road corridors are required to conduct a traffic study and submit an accompanying report. The report shall include the results of the traffic study and a transportation management plan identifying improvements necessary to address the impacts of the project.

ii. The cost of transportation management strategies implemented for Tier 2 projects may be applied as credit toward the project's multimodal impact fee assessment or payment of the fee could be included as part of a transportation management plan.

Policy 1.1.3

The City shall assess new development or redevelopment an equitable pro rata share of the costs to provide road-way improvements to serve the development or redevelopment, as established by the Pinellas County impact fee schedule.

~~Measure: Number of roadways with an acceptable operational level of service~~

Objective 1.2

Roadway rights-of-way shall be identified, reserved, or acquired.

Policy 1.2.1

The minimum setback requirements identified for all roadways shall be enforced through the land development regulations.

Policy 1.2.2

When acquisition of right-of-ways for all roadways is necessary, all attempts will be made to acquire such properties prior to exercising the power of eminent domain.

~~Measure: Rights-of-way protection~~

Objective 1.3

Through land development regulations the City will strive to provide for safe, convenient and efficient multimodal parking and access ways.~~motorized and non-motorized vehicle parking and bicycle and pedestrian ways.~~

Policy 1.3.1

The City shall enforce parking standards which provide for safe and convenient on-site traffic flow.

Policy 1.3.2

When feasible, the City shall require bicycle and pedestrian ways for connecting residential areas to recreation areas, schools, and shopping areas.

Policy 1.3.3

Bicycle parking areas at shopping and recreational areas shall be encouraged.

Policy 1.3.4

The City shall require crosswalks and sidewalks on roadways of high pedestrian usage.

~~Measure: The availability of adequate parking, bicycle and pedestrian facilities for public use and safety~~

Objective 1.4

The City's transportation system shall emphasize safety and aesthetics.

Policy 1.4.1

The City shall encourage the maintenance and landscaping of the existing roadway system.

Policy 1.4.2

The City shall enforce the requirements of the Sign Ordinance along roadways in order to reduce visual confusion and safety hazards .

~~**Policy 1.4.3**~~

~~The City shall prepare annual accident frequency reports for all collector and arterial roads, which will be made available to appropriate County and State agencies.~~

Policy 1.4.3~~4~~

The City, in cooperation with the County and State, shall control access points of driveways and roadways to the roadway system.

~~Measure: Number of roadways landscaped and number of transportation related accidents, injuries and fatalities~~

Objective 1.5

As an ongoing objective, the City shall encourage the utilization of a multi-modal transportation system as needed.

Policy 1.5.1

The City shall re-evaluate the need for public transportation from time to time.

Policy 1.5.2

The City shall continue to identify and encourage the use of bicycle and pedestrian modes of transportation~~ways~~.

Policy 1.5.3

The City shall review all proposed development and redevelopment site plans for the accommodation of bicycle and pedestrian traffic needs, when appropriate.

~~Measure: The availability of a multi-modal transportation system~~

Objective 1.6

In accordance with this Comprehensive Plan, as amended, transportation planning shall be coordinated with the City's Future Land Use Plan, the FDOT 5-Year Transportation Plan, the County's Transportation policies, the Pinellas Area Transportation Study (PATS) Metropolitan Planning Organization (MPO) 5-Year Transportation Improvement Program (TIP), and the plans of the neighboring jurisdictions.

Policy 1.6.1

The City shall periodically review the FDOT and the PATS MPO 5-Year Transportation Plans in order to update or modify this Element, as necessary.

Policy 1.6.2

The City shall review for compatibility with this Element, the transportation plans and programs of the neighboring municipalities and Pinellas County as they may be amended.

Policy 1.6.3

Amendments to this Transportation Element shall be supported by an appropriate transportation analysis.

Policy 1.6.4

The City shall continue efforts to work with FDOT and all appropriate agencies to alleviate traffic circulation problems.

Policy 1.6.5

City officials shall review the Future Land Use Map when planning roadway construction and improvements to ensure that roadways are designed to serve the needs of the appropriate future land uses.

~~Measure: Consistency of transportation plans with appropriate transportation authorities and neighboring jurisdictions~~