PLANNING BOARD MEETING

CITY OF ST. PETE BEACH

155 Corey Avenue
St. Pete Beach, FL 33706

Tuesday, 4/19/2016
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:**
      March 15, 2016 Joint Meeting
      March 15, 2016
   b. **Election of Officers**
   c. **Planning Board Procedures**
   d. **Planning Board Duties and Responsibilities**

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.

JOINT HISTORIC PRESERVATION BOARD & PLANNING BOARD

WORKSHOP MINUTES

MARCH 15, 2016

3:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

HISTORIC PRESERVATION BOARD

PRESENT:

Martin Lott, Chairman
Sean Hurley, Member
Tina Douglass, Member (entered the meeting at 3:39 P.M.)

ABSENT:

Ingrid Jacobus, Vice Chairwoman
Chris Marone, Member

PLANNING BOARD

PRESENT:

Michael Lehman, Member
Jack Ohlhaber, Member
Ron Holehouse, Member

ABSENT:

Tiffany Secka, Chairwoman (excused)
Ward Friszolowski, Vice Chairman (excused)

ALSO PRESENT:

Andrew Dickman, City Attorney
Jennifer Bryla, Community Development Director
Chelsey S. Welden, Planner II
Mary Jo Murphy, Deputy City Clerk
Tara Salmieri, AICP

1. **Changes to the Agenda**

There were no changes to the agenda.

2. **Audience Comments**

There were no audience comments.

3. **Agenda Items**

   a. Presentation of Pass-A-Grille opportunities and constraints by PlanActive Consultants

Ms. Bryla, Community Development Department Director, introduced Tara Salmieri, AICP. Ms. Salmieri gave a workshop presentation entitled "Pass-A-Grille Project Update, March 15, 2015" to the Historic Preservation Board and the Planning Board.

4. **Adjournment**

There being no further business to come before the board, the meeting was adjourned at 4:01 p.m.

Attest:

___________________________	___________________________
Rebecca C. Haynes, City Clerk	Martin Lott, Chairman

Minutes approved on: __________________

PLANNING BOARD MINUTES

MARCH 15, 2016

4:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

Member Holehouse stated that the board needed to elect a Chairman Pro Tem due to the absence of the Chair and Vice Chair.

ROLL CALL

PRESENT:

Michael Lehman, Member
Jack Ohlhaber, Member
Ron Holehouse, Member

ABSENT:

Tiffany Secka, Chairwoman (excused)
Ward Friszolowski, Vice Chairman (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

For the record City Attorney Dickman asked for a vote to be taken in regard to Member Holehouse sitting as Chairman Pro Tem for the 3/15/16 Planning Board meeting.

Member Ohlhaber made a motion to select Member Holehouse to serve as Chairman Pro Tem. The motion was seconded by Member Lehman and unanimously approved by a roll call vote (3 yeses – 0 nos).

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

City Attorney Dickman announced that Chairwoman Secka had requested to table Item 3.b., "Planning Board Procedures," to the April agenda.

Member Lehman suggested the following:

- Asked Staff to develop an annual schedule for items to be addressed

- Asked Staff for a presentation in regard to the background of the Comprehensive Plan amendment for transportation
- Asked Staff to try to better engage the community through the Planning Board by having workshop environments with open discussion following presentations and having experts available to answer questions
- Asked Staff to have a workshop on Euclidean zoning, performance zoning and form-based code
- Requested to place on a future agenda the Planning Board's role in reviewing CIP's, Capital Improvement Programs

Member Ohlhaber suggested the following:

- Asked Staff to have more advanced notice of items to be reviewed

Member Holehouse suggested that the Planning Board have a workshop to discuss asking the City Commission for more involvement in CIP's, street planning, etc., and let the City Commission respond with their top priorities for the Planning Board to participate in, if any.

Member Lehman suggested that everyone read the documentation that establishes the Planning Board – "Comprehensive Plan Conformance, Planning Board Review Process for City Projects" and "Part II – Code of Ordinances, Chapter 22 – Boards, Committees, Commissions, Article VIII. – Planning Board." Member Holehouse asked Member Lehman to send the documentation to Ms. Bryla and also asked Ms. Bryla to forward the information to the Planning Board members. Ms. Bryla responded affirmatively.

2. Audience Comments

There were no audience comments.

3. Agenda Items

Community Development Director Bryla commented that the board had not voted on the Changes to the Agenda. City Attorney Dickman informed the board that they needed to vote on accepting the agenda as amended, tabling Item 3.b., Planning Board Procedures, until the April 2016 agenda.

b. Planning Board Procedures

Member Lehman made a motion to move Planning Board Procedures, Item 3.b, to the next regularly scheduled meeting. The motion was seconded by Member Ohlhaber and unanimously approved by a roll call vote (3 yeses – 0 nos).

a. Minutes for Acceptance: February 16, 2016

Member Lehman made a motion to accept the February 16, 2016 minutes. The motion was seconded by Member Ohlhaber and unanimously approved by a roll call vote (3 yeses – 0 nos).

c. CPA 01-16 - an amendment to the Transportation Element of the City of St. Pete Beach Comprehensive Plan

Ms. Bryla reviewed the CPA 01-16 with the Planning Board. The following changes were recommended to take place in regard to the CPA 01-16:

- Goal 1: Member Lehman requested to delete the words “shall be available.”
- Policy 1.1.1.: Member Lehman commented the language weakens the conversation about Level of Service.
- Policy 1.1.2: Member Lehman stated there is inconsistent language between “b. ii.” and “c. ii.” Member Lehman suggested changing the language to read as stated in c. ii.
- Objective 1.3: Member Lehman requested to change the word “strive to” to “shall.” Ms. Bryla commented she could change it to “may.” City Attorney Dickman added to change the word “regulations” to “codes.”
- Policy 1.4.1: Member Lehman asked to change the word “encourage” to “require.”
- Policy 1.4.3: Member Lehman stated this is good information to have and suggested not striking through. Member Holehouse suggested having an annual meeting to review Land Development Regulations and develop projections for the next year.
- Policy 1.1.2: City Attorney Dickman stated to correct “ploicies” and “polocies” to the word “policies.”

Member Lehman made a motion to approve CPA 01-16 as amended. The motion was seconded by Member Ohlhaber and unanimously approved by a roll call vote (3 yeses – 0 nos).

In regard to Plaza Beach being redeveloped, Ms. Bryla informed the board members that Staff anticipates an applicant-initiated Comprehensive Plan amendment being presented to the Planning Board.

4. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 5:08 p.m.

Attest:

______________________________	______________________________
Rebecca C. Haynes, City Clerk	Ron Holehouse, Chairman Pro Tem

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.