

PLANNING BOARD MINUTES

APRIL 19, 2016

4:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Tiffany Secka, Chairwoman
Michael Lehman, Member
Jack Ohlhaber, Member
Ron Holehouse, Member

ABSENT:

Martin Lott, Member (excused)

ALSO PRESENT:

Andrew Dickman, City Attorney
Chelsey S. Welden, Planner II
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. Agenda Items

- a. Minutes for Acceptance:**
 - March 15, 2016 Joint Meeting
 - March 15, 2016 Regular Meeting

Member Ohlhaber made a motion to accept the March 15, 2016 joint meeting minutes and the March 15, 2016 regular meeting minutes. The motion was seconded by Member Lehman and unanimously approved by a roll call vote (4 yeses – 0 nos).

b. Election of Officers

Member Holehouse made a motion for Tiffany Secka to remain as Chairwoman. The motion was seconded by Member Lehman and unanimously approved by a voice vote.

Member Holehouse made a motion for Michael Lehman to be Vice Chair. The motion was seconded by Member Ohlhaber and unanimously approved by a voice vote.

c. Planning Board Procedures

City Attorney Dickman distributed and reviewed a document entitled "City of St. Pete Beach, Planning Board Procedures" with the Planning Board members. The following changes were recommended to take place:

- **Page 2, SECTION SEVEN, No. 4 and No. 5:** Correct No. 4, "Minutes," to read as: "Audience Comments on non-agenda items." Correct No. 5, "Audience Comments on non-agenda items," to read as: "Minutes."
- **Page 3, SECTION EIGHT, (d) INTERRUPTIONS:** Correct "Ifamember..." to read as: "If a member..."
- **Page 3, SECTION EIGHT, (i) VOTING CONFLICT:** Delete the words "should" and "before" in the following sentence: "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."

After board discussion, it was the consensus of the board to leave the above language as it is written. Chairwoman Secka asked City Attorney Dickman to include, at the end of the paragraph after the word "exist," the procedure for Planning Board members to follow in regard to voting conflicts.

- **Page 4, SECTION NINE:** Chairwoman Secka suggested borrowing language in regard to decorum from the document entitled "Pinellas County Commission, Public Participation and Decorum Rules," and including it in Section Nine.

Chairwoman Secka stated she would e-mail the aforementioned documentation to City Attorney Dickman.

- **Page 4, SECTION NINE, (e) TIME LIMIT:** Chairwoman Secka suggested addressing late arrivals. City Attorney Dickman stated he would write the language to include that speakers will not be taken out of order but also to the discretion, on a limited basis, of the board depending on the type of hearing.
- Chairwoman Secka stated she would like to see an outline of the order of legislative versus Quasi-Judicial proceedings. City Attorney Dickman agreed to produce an outline but further informed the board he was presently in the

process of re-writing a resolution in regard to Quasi-Judicial hearings.

- Chairwoman Secka suggested borrowing language in regard to public participation under "II. Public Hearing Procedures" from the "Pinellas County Commission, Public Participation and Decorum Rules." City Attorney Dickman agreed to write language in regard to public comment and board deliberation.

City Attorney Dickman stated he would e-mail a final copy to the Planning Board members.

Member Lehman mentioned adding a section in regard to engaging the community with workshops or a symposium. Member Ohlhaber asked for procedures to be written in regard to workshops.

Member Ohlhaber asked staff to notice all board members of community meetings and events occurring in the city. Ms. Welden commented she would speak with Ms. Bryla, Community Development Director, about sending out notices of events to the board members. Ms. Welden further stated she would forward all of the Planning Board members' e-mail addresses to Eileen Torres, Executive Assistant to the City Manager, to be included in the distribution for the St. Pete Beach eNews newsletter.

d. Planning Board Duties and Responsibilities

City Attorney Dickman distributed and reviewed a document, entitled "Memorandum," in regard to the Interpretation of the Powers and Duties of member of Planning Board, Pursuant to Sec. 22-247, St. Pete Beach Code of Ordinances. The following was recommended to take place:

- Member Lehman asked Staff to forward the following information to the Planning Board members: flowchart of the process for Planning Board to review Capital Improvement Projects
- City Attorney Dickman recommended to the Planning Board members to make a list of items to be addressed with Staff. After discussion with Staff, submit to the City Commission for their opinion of what the Commission wants the Planning Board to accomplish.
- It was the consensus of the board to have the Planning Board members and Staff to individually compile lists of topics or activities in regard to comprehensive planning. The Planning Board members are to send their lists to City Staff in the Community Development Department. Staff is to compile a cumulative list to bring back to the next Planning Board meeting for discussion. Chairwoman Secka requested Ms. Welden to forward this information to Member Lott and to create a due date. Ms. Welden replied affirmatively but commented she would review the request with Ms. Bryla.

Ms. Welden updated the board with the following information:

- Tradewinds:

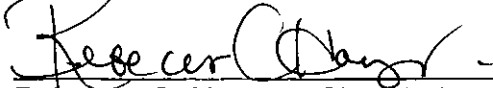
Applications for conditional use permits for tiki huts
Variances for storage units
Scheduled for 4/20/16 Technical Review Committee meeting

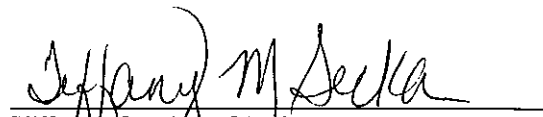
- Post Card Inn (PCI):
Conditional use permit for structured parking
Site plan
Scheduled for 4/20/16 Technical Review Committee meeting
- Pass-A-Grille Church
Conditional use permit for commercial parking lot
Scheduled for 4/20/16 Technical Review Committee meeting
- Hotel Zamora
Conditional use to draw additional units from the density pool in the
Comprehensive Plan for temporary lodging
Scheduled for 4/20/16 Technical Review Committee meeting
- Community Meeting for the Tradewinds
Conditional use permit for structured parking
Site plan
Scheduled for April 25, 2016 at 7:00 p.m.
- Mobility Ordinance sent to the State for their review
30 days to review
- Historic Preservation Summit
Scheduled for April 20, 2016, 1:00 to 5:00 p.m. at the Community Center
Walking Tour in Pass-A-Grille
- Community Redevelopment Area Plan
Scheduled for the Board of County Commissioners on April 26, 2016

4. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 5:37 p.m.

Attest:


Rebecca C. Haynes, City Clerk


Tiffany Secka, Chairwoman

Minutes approved on: 5/17/16