

PLANNING BOARD MEETING MINUTES

September 20, 2021 4:00 PM

PRESENT: Tiffany Secka, Chair
Greg Premier, Vice Chair
Rachel Ciliberti, Member
Bev Jackson, Member

EXCUSED: Tom DeYampert, Member

STAFF PRESENT: Matthew McConnell, Assistant City Attorney
Ginny Keeter-Bodkin, Deputy City Clerk
Wesley Wright, Planning Manager
Lynn Rosetti, Senior Planner
Brandon Berry, Planner II
Jordan Elmore, Planning and Zoning Tech

Chair Secka called the meeting to order at 4:00 PM, followed by the Pledge of Allegiance.

1. **Changes to the Agenda** – There were no changes.
2. **Audience Comments** - There were no audience comments.
3. **Approval of Minutes a. 8/30/2021**

Motion: Member Jackson moved, and Vice Chair Premier seconded the approval of the minutes from the August 30, 2021 meeting as presented; the motion carried unanimously.

4. Action Items

Chair Secka adjourned the Planning Board and reconvened as the Local Planning Agency (LPA).

a. Ordinance 2021-22: Revised waterfront setbacks within the Pass-a-Grille Overlay District

Planning Manager Wesley Wright provided the Board members with a summary of actions that the City Commission took in April of this year, after some problems were identified with waterfront setbacks within the Pass-a-Grille Overlay District. After a 180-day moratorium on new development of single-family homes along the water in Pass-s-Grille was adopted, the City asked Consultant Tara Salmieri, who developed the Overlay standards in 2017, to study the setback issue. He explained that the purpose of the proposed Ordinance is to create a uniform 20-foot setback, whether building to the Overlay or underlying Zoning District.

Planner II, Brandon Berry, reviewed a presentation of the minor changes being suggested for uniformity and the welfare of the community. The presentation is made part of these minutes. The changes included an improved definition of accessory structures within the 'Accessory Structure Envelope', and an added definition of 'waterfront lot.' The presentation included examples for setbacks in accessory structure envelopes for a large house, a small apartment building, and a medium sized, single, commercial building.

Mr. Berry pointed out that Land Development Code (LDC) Section 20.10 would remain in effect; that Section maintains that proposed additions to contributing structures may be eligible for a reduction in setback requirements if the proposed plans have been reviewed, approved, and issued a certificate of appropriateness by the Historic Preservation Board pursuant to Division 28.

A brief question and answer period followed.

Motion: Vice Chair Premer moved, and Member Jackson seconded the recommendation of the adoption of Ordinance 2021-22 to the City Commission as submitted; the motion carried unanimously.

Chair Secka adjourned as the LPA and reopened the meeting as the Planning Board at 4:11 PM.

5. Discussion Items – There were none.

Mr. Wright mentioned that 9 of 10 elements of the Comprehensive Plan review have been completed; the Future Land Use section is currently under review and will come before this Board on October 18th. A City Commission workshop has been planned for November 10th for a complete Comp Plan review.

Mr. Wright confirmed that a certificate of appropriateness for demolition of a property on 8th Avenue will be considered at the October 7th Historic Preservation Board meeting.

6. Adjournment – Next Meeting 10/18/2021

There being no further business, Chair Secka adjourned the meeting at 4:15 PM.

These minutes were approved at the October 18, 2021 Planning Board meeting.