PLANNING BOARD MEETING MINUTES

July 18, 2022 4:00 PM

PRESENT: Tiffany Secka, Chair
Bev Jackson, Vice Chair
Rachel Ciliberti, Member
Tom DeYampert, Member

EXCUSED: Greg Premer, Member

STAFF PRESENT: Andrew Dickman, City Attorney
Jennifer McMahon, Chief Operating Officer
Ginny Bodkin, Deputy City Clerk
Kristin Coman, Senior Planner
Lynn Rosetti, Contract Planner

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

1. Changes to the Agenda – There were none.

2. Audience Comments - There were no audience comments.

3. Approval of Minutes a. 5/16/2022

Motion: Member DeYampert moved, and Vice Chair Jackson seconded the approval of the minutes from the May 16, 2022 meeting as presented; the motion carried unanimously.

4. Action Items – There were no action items.

5. Discussion Items

a. Residential Landscape Requirements

Ms. McMahon explained that City staff is in the process of reviewing City Code landscaping standards and requirements to consider better definition and specificity and would like this Board's input. Her presentation included a review of current requirements for new single and two-family dwellings, landscape buffers, and the Pass-A-Grille Overlay, as well as samples of more specific Code language from the City of Punta Gorda and Collier County. Her presentation is part of the minutes.

Topics discussed included implementing landscape requirements in the Overlay, landscape plans, increasing plant size requirements at time of planting, plantings to decrease height appearance, increasing the current maximum shrub height requirement, plantings in setbacks and City rights-of-way (should be recorded documents to run with the land), making Applicability in LDC Section 22.2 clearer for Staff to administer, better defining substantial redevelopment, and avoiding the imposition of financial hardships with requirements

Ms. McMahon asked members to be mindful of these standards and requirements in the coming weeks and send any notes or observations prior to next month's meeting. A representative of Morelli Landscaping could be brought in to advise and answer questions.

b. Differences Pass-A-Grille Zoning, Land Use, and Overlay vs. Rest of the City

Ms. McMahon reviewed a chart detailing the Pass-A-Grille Overlay and Underlying Zoning (4 Districts) requirements; the chart was included in the meeting packet.

Senior Planner Kristin Coman explained that building to the Overlay allows for some additional square footage on the ground floor due to decreased setback requirements and two additional feet in height. However, additional design requirements include landscape, building type height, landscape and architecture screening elevated buildings, private frontage and architecture. Contract Planner Lynn Rosetti added that when a request to build to the Overlay is made, Staff creates a report for design review by the Historic Preservation Board. The City has contracted an architect who will be reviewing plans and structures with regard to standards, particularly in the Overlay.

Discussion followed on the consideration of moving to a single zoning requirement for the City. Ms. Coman explained that Tara Salmieri, who had worked on the creation of that Code had a presentation on the Overlay and discussed ideas with the Historic Preservation Board at their last workshop. The video of that meeting is on the City's website. City Attorney Dickman added that the Overlay was initially created due to the volume of non-conformities in Pass-A-Grille and to keep the character.

The next Historic Preservation Board Workshop on August 4th will be a review of the Overlay ordinance and why those decisions were made; Ms. McMahon recommended that the Board members watch that live or recorded (and the July 7th Workshop as well).

Ms. McMahon concluded the meeting by asking members to send any items they would like discussed for the next agenda

Following the agenda items, Member DeYampert asked for clarification on 'apartment house' cited in Land Development Code Section 20.21(c) and owner occupation and sale. Ms. McMahon explained that there are currently 230 business tax receipts (BTRs) for homes that fit this criteria; if you live in part of a duplex and rent part, no BTR is required - if you do not live in the duplex, a BTR is required. No BTR is required for single family homes that are rented. The sale of a duplex for BTR requirement would not come to the City's attention unless a permit of some kind was requested.

6. Adjournment – Next meeting 8/15/2022

There being no further business, Chair Secka adjourned the meeting at 5:10 PM.

These minutes were approved at the August 15, 2022 Planning Board meeting.