

PLANNING BOARD MEETING MINUTES

April 17, 2023 4:00 PM

PRESENT: Rachel Ciliberti, Member
Tom DeYampert, Member
David Hubbard, Member
Melinda Pletcher, Member
Greg Permer, Member

STAFF PRESENT: Jennifer McMahon, Chief Operating Officer
Andrew Dickman, City Attorney
Ginny Bodkin, Deputy City Clerk
Brandon Berry, Senior Planner

Member DeYampert called the meeting to order at 4:00 PM, followed by the Pledge of Allegiance and Roll Call. The Election of Officers item was immediately addressed as the first item.

Motion: Member Pletcher moved, and Member DeYampert seconded, to appoint Greg Permer as Board Chair for 2023-24; the motion carried unanimously.

Motion: Member Pletcher moved, and Member Ciliberti seconded, to appoint Tom DeYampert as Board Vice Chair for 2023-24; the motion carried unanimously.

Chief Operating Officer Jennifer McMahon introduced new Board members David Hubbard and Melinda Pletcher who shared some of their experience and expressed enthusiasm for working with the other members.

1. Approval of the Agenda –

Motion: Vice Chair DeYampert moved, and Member Pletcher seconded the approval of the agenda as presented; the motion carried unanimously.

2. Audience Comments - There were no audience comments.

3. Approval of Minutes

a. Meeting Minutes 1/25/2023

Motion: Vice Chair Deyampert moved, and Member Pletcher seconded the approval of the minutes from the January 23, 2023 meeting as presented; the motion carried unanimously.

4. Election of Officers 2023-24

This item was taken after Roll Call.

5. Discussion Items –

a. Joint City Commission/Planning Board Workshop Overview

Chief Operating Officer Jennifer McMahon introduced this item. In preparation for the April 25th Joint Workshop with the City Commission, staff created a PowerPoint presentation to bring this Board up to date on discussions thus far. The presentation is part of the meeting record.

She explained that the City is currently working through the EAR (Evaluation and Appraisal Report) for the Comprehensive Plan, which is required by the state every seven years. The amendments are largely technical and intended to maintain compliance with state and county requirements. Staff will present on their progress at the next Commission meeting and a draft will come to this Board in June.

The City Commission requested a Joint meeting in October to discuss more substantial issues including density and intensity. Ms. McMahon provided a summary of what will be covered in the workshop as part of her presentation and welcomed comments and questions.

Some member input included considering the most recent Comp Plan history and why the last changes were made, keeping simplicity of units of measure, clarification and understanding of density and intensity, and ample citizen input. City Attorney Andrew Dickman suggested adding explanation of floor area ratio, massing and bulk in the workshop. Room counts, better land use by developers, and increased traffic on Gulf Blvd. were also discussed.

Lot Assembly Regulations - Following the workshop discussion, Senior Planner Brandon Berry reviewed a presentation on single-family lot assembly regulations in the Land Development Code and how the City handles them from a policy standpoint. The presentation is part of the meeting record. The City occasionally receives such requests; they were historically handled through the Property Appraiser, not the City. The City reserves the right to review the split or addition of vacant lots to adjoining properties administratively, but there are no specific policies in Code. Discussion followed. City Attorney Dickman provided an example of the City of Naples, which recently adopted an ordinance that provides criteria for same.

Mr. Berry's presentation explained the 3 zoning districts in the City that solely permit detached single-family residential development (RU-1, RU-2 and RLM-1); staff have been directed to review whether additional zoning standards should apply to lots that are assembled for single-family redevelopment purposes. Examples of required setbacks were provided. Staff had reviewed existing parcel sizes and widths in single family neighborhoods; the presentation included average lot size and width (minimum/actual). Mr. Berry reviewed the existing parcel conditions in the 3 districts (percentage of lots under minimum width and area) and how other Florida cities address maximum lot sizes. He finally reviewed five options that staff developed to address (or not address) single-family lot assembly and asked for Board input, questions, or recommendations.

Following discussion, Mr. Berry confirmed that Board consensus was in the direction of possibly limiting the total number of lots that can be combined (especially platted lots), and possibly a 10% lot setback for new construction, not necessarily for additions that preserve the volume and massing of the existing buildings.

Prior to adjournment, Ms. McMahon introduced new Senior Planner Maryellen Edwards who will eventually become the staff liaison to this Board.

5. Adjournment – The next regular meeting will be held on May 15, 2023 at 4:00 PM. There being no further business, Chair Premier adjourned the meeting at 5:18 PM.

These minutes were approved at the May 15, 2023 Planning Board meeting.