PLANNING BOARD MEETING MINUTES

June 26, 2023 4:00 PM

PRESENT: Greg Premer, Chair
Tom DeYampert, Vice Chair
David Hubbard, Member
Melinda Pletcher, Member
Tiffany Secka, Member

STAFF PRESENT: Alex Rey, City Manager
Matthew McConnell, Assistant City Attorney
Ginny Bodkin, Deputy City Clerk
Brandon Berry, Senior Planner

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

1. **Approval of the Agenda** – No changes.

Motion: Vice Chair DeYampert moved, and Member Secka 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 5/15/2023**

Motion: Vice Chair DeYampert moved, and Member Hubbard seconded the approval of the minutes from the May 15, 2023 meeting; the motion carried unanimously.

4. **Action Items – Sitting as Local Planning Agency**

At 4:02 PM, Chair Premer adjourned the meeting as the Planning Board and reopened as the Local Planning Agency (LPA).

   a. **Request for Letters of Interest & Qualifications: "Comprehensive Planning Services"**

City Manager Alex Rey explained that at the last Joint City Commission/Planning Board meeting, staff was tasked with preparing a Request for Qualifications/Interest (RFQ/I) for qualified professionals to finalize the scope of work required for proposed changes to the City's Comprehensive Plan. The City Attorney has reviewed this plan, which would assemble a team of consulting experts. This item is on the Commission's agenda for tomorrow; feedback and recommendations to them are being sought from this Board regarding the RFQ/I posting, specific areas of focus, and expectations of the selected team.

Senior Planner Brandon Berry reviewed a presentation outlining the text, expectations, and scope of the RFQ/I. The presentation is part of the meeting record.

- Submittal packages would be limited to 15 pages, to include a letter of intent, qualifications and experience of staff and firm accomplishing similar engagements in similar communities, details of those engagements, proposed team and any helpful related documents.
- Packages will be submitted in electronic .pdf format to the Procurement Manager. Submittals will be reviewed by staff and qualifying firms will be presented to the Planning Board and then the City Commission, who will select the best firm. The City Manager will negotiate an agreement with the selected firm for City Commission approval.
- The structure of the Comprehensive Plan was reviewed with the consideration of narrowing the scope.
- The Future Land Use Element is by far the most involved element. It includes goals, objectives and policies for the entire City and the Community Redevelopment District, and within that, the Gulf Boulevard and Downtown Redevelopment Districts and their goals, objectives and policies.
- Individual Zoning Districts within the Community Redevelopment District have a four-level approach to regulating development and operations, whereas outside of that District, they are governed only by the City Land Use Policies.

Board Q&A followed with the City Manager and Staff.

- A focus on density and intensity was suggested.
- Narrowing a focal point will economize time to complete.
- The four elements of the Large Resort District (LRD) should be an immediate focus.
- Height, density and intensity are controlled in the Future Land Use Element; application of those concepts should be specific and direct.
- The 2015 Plan did not have an urban architect on the team, which is suggested this time to show what the numbers translate to in look/appearance including mass and scale.
- The Downtown Core and Gulf Boulevard are as important as the LRD.
- Understanding by the citizens is critical. A white paper/executive summary in conjunction with a 3-D model should be accessible to the public.
- Consensus of the Board was to extend the RFQ/I submittal deadline to 30 days, and to add that submittals include a projected start date. The end date will be predicated by the scope. 18 months to two years is assumed. Deliverables will be included in the contract.
- The City Manager will bring the suggestions to the City Commission.

The Chair adjourned as the LPA at 4:32 PM and reopened as Planning Board.

Discussion Item (added) - Chair Premer initiated, at the request of some residents, a discussion regarding the (former) Corey Landings Project - what happened, and contaminated soil clean up options. The City Manager explained that there is no definitive statement in writing yet, but an accumulation of economic issues has been communicated. The property owner, Fortress, is looking for other potential developers. This is privately owned land, so the government stepping in for clean-up would be unusual.

Member DeYampert suggested that the City Manager speak with the County's Economic Development to possibly assist the owner with finding a buyer for the property and assign a dollar figure to the regulatory requirements. Assistant City Attorney McConnell suggested it is too soon to move forward in that regard. He explained that Brownfield designations and requirements for private and government owned properties are very different.

Mr. Rey explained that the 145 Density Pool Units are still allocated to that Applicant/site. Rehearings would be required for any new project. If the current approval expires, the units would go back into the pool. That date is predicated on (unsigned) Senate Bill 250 Senate bill 250, which would hold all approvals until 2025. If that does not happen, the situation is governed by the existing Declaration of Emergency expires in May of 2024 (should no further declarations be signed).

5. Adjournment – The next regular meeting will be held on July 17, 2023 at 4:00 PM. There being no further business, the Chair adjourned the meeting at 4:45 PM.

These minutes were approved at the July 17, 2023 Planning Board meeting.