

PLANNING BOARD MEETING MINUTES

May 20, 2024 4:00PM

MEMBERS PRESENT: Tom DeYampert, Vice Chair
Sam Angelides, Jr., Member
David Hubbard, Member
Tiffany Secka, Member

EXCUSED: Susan Konczal, Member

STAFF PRESENT: Matthew McConnell, Assistant City Attorney
Jennifer McMahon, Chief Operating Officer
Amber LaRowe, City Clerk
Brandon Berry, Senior Planner

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

1. Approval of the Agenda –

Motion: Member Secka moved, and Member Hubbard seconded to approve the May 20, 2024 agenda as presented: the motion passed unanimously.

2. Audience Comments –

None.

3. Approval of Minutes – March 4th and 18th, 2024

Due to some discussion about the March 18th minutes, those will be sent back to the City Clerk for review and interpretation.

Motion: Member Secka moved, and Member Hubbard seconded, to approve the March 4, 2024, minutes as presented: the motion passed unanimously.

4. Action Items –

a. Election of Officers 2024-25

Motion: Vice Chair DeYampert moved, and Member Hubbard seconded to appoint Tiffany Secka as the Board Chair for 2024-2025; the motion passed unanimously.

Motion: Member Hubbard moved, and Chair Secka seconded to appoint Tom DeYampert as the Board Vice Chair for 2024-2025; the motion passed unanimously.

5. Discussion Items –

a. Comprehensive Plan Services Scope

Brandon Berry, Senior Planner, made a presentation to the Board; a copy of his presentation is made a part of the record. Topics discussed included:

- Area of Focus
 - Town Center (TC-1)
 - Town Center (TC-2)
 - Large Resort District (LR)
- Phase 1
 - Input, data collection, and analysis
 - Listening session with the City Commission and a staff kickoff meeting to discuss public engagement opportunities
- Phase 2
 - Draft
 - Present revisions
 - Additional public meetings
- Phase 3
 - Meeting with City Commission
- Phase 4
 - Adopt amendments

It is estimated to be at least a year-long process.

The Planning Board would like the contractor to work with Pinellas County early in the process.

b. Comprehensive Plan Services – Planning Board Engagement

Mr. Berry asked how the Planning Board wanted to be involved in this process. Member Hubbard volunteered to represent the Planning Board at public engagements and at City Commission hearings; workshops between the City Commission and Planning Board will also be scheduled.

c. Conditional Use Permit Application Modifications

Mr. Berry gave a presentation to the Board regarding staff recommendations; a copy of the presentation is made a part of the record. Topics discussed included:

- Conditional Use Permit requirements
- Minimum documents necessary
- Proposed amendments for all applications
- Proposed amendments for new buildings/additions applications
- Proposed amendments for new lodging projects/expansion applications
- City Clerk recommendations

The Board discussed increasing the fee for filing these applications as the staff time involved is extensive; staff will review this and make recommendations.

Member DeYampert suggested that the applications could have more details describing which project requires which items.

The Board continued discussing staff time, the number of staff needed, building permits versus permit review, and conditional uses.

d. Right-of-Way Application for Marine Contractors & Commercial Operators

Mr. Berry discussed the right-of-way permits. Staff researched other municipalities and their fees; based on that, the City recommends a fee of \$100/year for commercial businesses located in the City and \$250/year for commercial businesses not located in the City.

Member Hubbard mentioned the difference between marine contractors versus commercial businesses profiting off the boat ramp and would prefer a more tiered approach to the fee structure. Staff will look at a tiered fee structure based on the level of service.

This will be added to the fee schedule in the City Code along with the Conditional Use Permit fee increase (no amount established yet) as discussed earlier tonight.

6. Adjournment –

There being no further business, Vice Chair DeYampert adjourned the meeting at 5:09 PM.

These minutes were approved at the July 15, 2024 meeting of the Planning Board.