

**CITY COMMISSION MEETING**  
**December 6, 2021**  
**7:00 pm**

This Commission Meeting was conducted utilizing Communications Media Technology. Some Staff members were present in the Commission Chambers while others were present via the Zoom application to respect the social distancing guidelines.

**ELECTED OFFICIALS PRESENT:**

Shirley Groover Bryant, Mayor (Not Present)  
Brian Williams, Vice Mayor, Commissioner, Ward 3  
Sheldon Jones, Commissioner-at-Large 1  
Tamara Cornwell, Commissioner-at-Large 2  
Harold Smith, Commissioner, Ward 1  
Tambra Varnadore, Commissioner, Ward 2

**STAFF PRESENT:**

Mark Barnebey, City Attorney  
Mohammed Rayan, Public Works Director  
Scott Tyler, Chief of Police  
Jim Freeman, City Clerk  
Kera Hill, Planning Analyst  
Jeff Burton, CRA Director  
Xavier Colon, Assistant CRA Director  
Penny Johnston, Executive Assistant  
Vanessa Cochran, Assistant City Clerk

**STAFF PRESENT ELECTRONICALLY:**

Todd Williams, Information Technology (IT) Consultant

Vice Mayor Williams called the meeting to order at 7:00 p.m., Pastor Joe Nesbit, Seventh-Day Adventists Church, did the invocation followed by a moment of silence and the Pledge of Allegiance.

All persons intending to address the Commission were duly sworn.

1. CITY COMMISSION AGENDA APPROVAL

**Motion: Commissioner Cornwell moved, Commissioner Jones seconded, and the motion carried 5-0 to approve the December 6, 2021 City Commission Agenda.**

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

- a. MINUTES: OCTOBER 18, 2021
- b. BOARD APPOINTMENTS
- c. APPOINTMENTS TO OUTSIDE ORGANIZATIONS
- d. SPECIAL EVENT PERMIT - MLK PARADE

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- e. CIRQUE ENTERTAINMENT III, LLC TEMPORARY USE PERMIT-PORTABLE RESTROOMS
- f. AMERICAN RECOVERY PROTECT ACT CONSULTING AGREEMENT
- g. RFP RECOMMENDATION OF AWARD AUDIT SERVICES
- h. AGREEMENT RENEWAL-INSURANCE AGENT
- i. RESOLUTION 2021-36 HONOR THE BADGE
- j. RESOLUTION 2021-37 CARRY FORWARD PURCHASE ORDERS
- k. RESOLUTION 2021-38 CAPITAL IMPROVEMENT PROJECTS 2022-2027
- l. CONSULTANT COMPETITIVE NEGOTIATION ACT (CCNA) RENEWAL 2021

**Motion: Commissioner Cornwell moved, Commissioner Smith seconded, and the motion carried 5-0 to approve the Consent Agenda as presented by staff.**

4. PUBLIC HEARING ORDINANCE 2021-13 PRIVATE PROPERTY RIGHTS (K. HILL)  
AN ORDINANCE OF THE CITY OF PALMETTO, FLORIDA, AMENDING THE CITY OF PALMETTO COMPREHENSIVE PLAN TO ADD A PRIVATE PROPERTY RIGHTS ELEMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

*Vice Mayor Williams opened the Public Hearing at 7:04 p.m.*

*Vice Mayor Williams closed the Public Hearing at 7:05 p.m.*

**Motion: Commissioner Cornwell moved, Commissioner Jones seconded, and the motion carried 5-0 to adopt Ordinance 2021-13.**

5. FIRST READING ORDINANCE 2021-02 FLOOD (K. HILL)  
AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF PALMETTO AMENDING THE CITY OF PALMETTO CODE OF ORDINANCES, CHAPTER 14, FLOODPLAIN MANAGEMENT; ADOPTING UPDATED FEMA FLOOD INSURANCE ROUTE MAPS (FIRM); AMENDING SPECIFIC FLOOD MANAGEMENT DEFINITIONS; PROVIDING CRITERIA FOR ACCESSORY STRUCTURES IN FLOOD HAZARD AREAS; PROVIDING FOR A ONE-YEAR PERIOD FOR CUMULATION OF SUBSTANTIAL IMPROVEMENTS; REQUIRING DECLARATION OF LAND RESTRICTION/NONCONVERSION AGREEMENTS FOR ENCLOSURES UNDER ELEVATED BUILDINGS; PROVIDING SPECIFICATIONS FOR ELEVATION OF MANUFACTURED HOMES IN FLOOD HAZARD AREAS; PROVIDING FOR LOCAL AMENDMENTS TO THE FLORIDA BUILDING CODE FOR SIMILAR PROVISIONS IN CHAPTER 7, BUILDINGS AND BUILDING REGULATIONS; PROVIDING FOR APPLICABILITY AND SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**Motion: Commissioner Cornwell moved, Commissioner Jones seconded, and the motion carried 5-0 to approve the First Reading of Ordinance 2021-02 and authorize staff to advertise for the appropriate public hearing.**

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6. FIRST READING ORDINANCE 2021-16 RM-5 and RM-6 (K. HILL)

After substantial discussion pertaining to Ordinance 2021-16 RM-5 and RM-6, the Board decided to have the item brought back for further discussion and have the 2006 revision information provided to the Board before the item is scheduled for another meeting.

~~AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA AMENDING APPENDIX B, ARTICLE IV, SECTION 4.3, FOOTNOTE 8 OF THE CITY'S CODE OF ORDINANCES, PERTAINING TO SCHEDULE OF AREA, HEIGHT AND PLACEMENT REGULATIONS OF SINGLE-FAMILY RESIDENTIAL DETACHED UNITS WITHIN THE RM-5 AND RM-6 ZONING DISTRICTS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.~~

**~~Motion: I move to approve the First Reading of Ordinance 2021-16 and authorize staff to advertise the appropriate public hearing.~~**

7. OCTOBER 2021 AND NOVEMBER 2021 CHECK REGISTERS (Informational Only)

*Vice Mayor Williams recessed the City Commission Meeting to open the December 6, 2021 CRA Meeting at 7:00 p.m.*

*Vice Mayor Williams reconvened the City Commission Meeting at 8:12 p.m.*

8. AMENDMENT TO HOTEL INCENTIVE AGREEMENT (J. BURTON/M.BARNEBEY)

Attorney Barnebey announced that the item was approved at the CRA Board Meeting today and requires the Commission's approval for the Vice Mayor to sign the agreement.

**Motion: Commissioner Varnadore moved, Commissioner Williams seconded, and the motion carried 5-0 to approve the Hotel Revised and Restated Improvement and Increment Agreement with 600 US 41, LLC and authorize the Vice Mayor to execute the Revised Agreement.**

**STANDING AGENDA ITEMS:**

9. TRAFFIC UPDATE

No comments

**COMMENTS:**

10. DEPARTMENT HEADS' COMMENTS

Mr. Burton wished everyone a Happy Holiday.

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Mr. Rayan, Public Works Director, provided updates on the below projects and wished everyone a Happy Holiday.

- MLK Restrooms
- 23rd Street Roundabout
- 7th Street East Extension Bids Invitation
- January 2021 Paving

Mr. Freeman, City Clerk, reported that the Sutton Park playground equipment is about 98% installed. And, he provided a list of the City's surplus property and gave a brief description of the items. Then, Mr. Freeman requested the Board's approval to have the items surplus.

**Motion: Commissioner Varnadore moved, Commissioner Cornwell seconded, and the motion carried 5-0 to declare the items listed as CH54 in the attached document as surplus City property.**

11. MAYOR'S REPORT

Vice Mayor Williams provided an update on Mayor Bryant.

12. COMMISSIONERS' COMMENTS

Commissioner Varnadore wished everyone a Happy Holiday and New Year.

Commissioner Cornwell commented on the assistance that she received from the Police and Public Works and congratulated Chief Tyler and Mr. Rayan on having a great staff and wished everyone a Happy Holiday.

Commissioner Jones inquired about the Housing Authority reactivation and the new Police Department Building ground breaking and wished everyone Happy Holidays.

Vice Mayor Williams requested an update on the flooding issue on 20th Street and the Chloramine House Project.

Vice Mayor Williams adjourned the meeting at 8:28 p.m.

MINUTES APPROVED: JANUARY 3, 2022

***JAMES R. FREEMAN***

JAMES R. FREEMAN  
CITY CLERK