

Tab 2

APPROVAL OF THE MAY 20, 2010 MEETING  
MINUTES

**DRAFT MINUTES  
CITY OF PALMETTO  
PLANNING AND ZONING BOARD  
MAY 20, 2010 – 6:15 P.M.**

516 8<sup>th</sup> Avenue West  
Palmetto, FL 34221

[www.palmettofl.org](http://www.palmettofl.org)  
941-723-4570

PLANNING AND ZONING BOARD MEMBERS

MICHAEL BURTON-Present  
BARBARA JENNINGS - Present  
CHARLIE UGARTE - Present  
JON MOORE-Present

CHRISTOPHER MOQUIN - Present  
ERIC GILBERT -Present

Staff

Scott Rudacille  
Tom McCollum  
Linda Butler

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*Anyone wishing to speak before the Planning and Zoning Board must sign in prior to the meeting, stating name, address and topic to address. All comments will be limited to two minutes.*

**ORDER OF BUSINESS:**

1. Approval of April 15, 2010, May 4, 2010 and May 10, 2010 Meeting Minutes Tab 1

April 15, 2010, May 4, 2010 and May 10, 2010 Meeting Minutes

Action request: Mrs. Jennings moved to approve the April 15, 2010, May 4, 2010 and May 10, 2010 Meeting Minutes. Mr. Ugarte seconded. MOTION CARRIED UNANIMOUSLY.

2. Old Business

- Mr. McCollum informed the Members that the City is in the process of hiring a full-time Planner.

Chair Burton commended Mr. McCollum for his work as the Interim City Planner on behalf of the Board.

- Mr. Moquin stated, at the previous meeting he inquired if there were any stipulations on the Walgreens sign. Mr. McCollum advised that there were no stipulations place on the Conditional Use Permit when it came before the Board, but stated the City can write a letter when the new sign ordinance is adopted informing the store of the new ordinance and requesting them to adhere to it.
- Mrs. Jennings inquired about the off-site advertising billboards and the status of the P&Z Board becoming the Tree Board.
- The members requested staff to investigate the status of the bill board sign adjacent to US 301, including the one in the new Wayside Park, south of 7<sup>th</sup> St W and the second one along US 301, south of the entrance to Riviera Dunes, which advertise the City of Palmetto.
- Chair Burton posed the question to the Members regarding becoming the Tree Board.

Mr. Moore asked for the description or responsibilities of the Tree Board. Mr. Rudacille read Ordinance 2010-06, which list the responsibilities of the Tree Board:

- (a) Working with the City Planning Director, preparing an annual community forestry work plan for consideration by the City Commission, which shall address planting, watering and fertilizing of the trees, dead and hazardous tree removal, safety pruning, and insect and disease control;
- (b) Working with the City Planning Director, preparing an ordinance which sets forth public tree policies for planting, maintenance and removal of trees and the recommended tree species to be planted; and
- (c) Working with the City Clerk, annually preparing a budget recommendation to implement the community forest work plan.

Mr. Ugarte moved to recommend approval of the Planning & Zoning Board taking on the responsibilities of the Tree Board. Mr. Moquin seconded. **MOTION CARRIED UNANIMOUSLY.**

It was the consensus of the Members to leave the composition of the Board as it currently stands, with 7 members, the discussion included being inclusive rather than exclusive.

Mr. Gilbert moved to recommend to the City Commission to leave the size and composition of the Planning & Zoning Board as it currently is constituted. Mr. Moquin seconded. **MOTION CARRIED UNANIMOUSLY.**

3. **New Business**

Mr. Moquin shared a letter he received from Mosaic.

4. **Adjournment: 6:58**

**Sign Workshop II, Mary Davis Wallace, ZNS Planner**

Continued discussions on signs in the City of Palmetto: Workshop II

The workshop is broken down into sections, sections 1 through 5 will be reviewed and discussed first and 6 through 9 at the next workshop. Section 1 through 5 covers the following:

Section 1.04.00 Definitions & Interpretations

- Section 1 – General Provisions
- Section 2 – Exempt Signs
- Section 3 – Permitted Permanent Signs
- Section 4 – Prohibited Signs
- Section 5 – Permitted Temporary Signs

The Board discussed assigning signage districts. The Signage Districts would be determined as follows:

- **Intensive Interchange Signage District**
  - A more business, visibility-intensive area which will encompass the area of US 301 between Haben Blvd. and the intersection at US 41
- **Midtown Signage District**

- A less intensive but high volume/visibility area for supporting business and future commercial development which will encompass the area of 10<sup>th</sup> St W to US 41 intersection and 8<sup>th</sup> Ave W from Manatee River north to 23<sup>rd</sup> St W
- **US 301 Signage District**
  - A high-intensity area for current and future development to encompass the areas of US 301 from Wal-mart to the east city limit line.

Mrs. Jennings recommended making the sign ordinance as user friendly as possible.

A gateway or waterfront district was suggested and discussed. Ms. Davis will create a gateway district guideline and bring back at the next workshop.

Mr. Ugarte suggested changing the name of the Midtown Signage District because it is in the Downtown Design Guideline and is described as 8<sup>th</sup> Ave corridor. Ms. Davis agreed to change the name.

Adjournment