

CITY OF PALMETTO
PLANNING AND ZONING BOARD
516 8TH Avenue West
Palmetto, Florida 34221

MEETING MINUTES
April 13, 2009 – 6:15 P.M.

BOARD MEMBERS PRESENT

Michael Burton, Chair
Charlie Ugarte
Barbara Jennings
Christopher Moquin
Ed Bennett

MEMBERS ABSENT

Robert Smith
Jon Moore

ALTERNATE PRESENT

Eric Gilbert

ABSENT

Jim Pastor

SCHOOL BOARD APPOINTEE ABSENT

Mike Pendley

STAFF PRESENT

Tom McCollum, Interim City Planner
Ken Hawkins
Linda Butler
Scott Rudacille

The regular meeting of the Palmetto Planning and Zoning Board was called to order by Chair Burton, in the Palmetto City Hall Commission Chambers, 516 8th Ave. W., Palmetto, Florida at 6:15 p.m. pursuant to notice being sent to the public and the Board members in accordance with Palmetto's City Code.

Staff, applicants and members of the public wishing to address the Board were sworn in.

ORDER OF BUSINESS

1. Approval of Minutes for the March 16, 2009 meeting.

MOTION: Mr. Bennett moved and Mr. Ugarte seconded the motion to approve the March 16, 2009 meeting minutes. **MOTION CARRIED UNANIMOUSLY.**

2. Holy Cross Manor GDP-II (04-403 GDP-II)

Mr. McCollum stated The DRC has met with the applicant and his agent to discuss the proposal to expand the Holy Cross Manor with the addition of 68 units in a three-story residential structure. Please note that the application is for a HUD-sponsored, low-income elderly housing facility.

Mr. McCollum stated staff recommends approval of the project. There are no waivers or modifications requested. This application provides for a low-income housing for at least 68 elderly people who are in need of this type of housing. And because this application is time sensitive in order to meet HUD application deadlines, the DRC is continuing to work with the applicant and his representatives to bring the plan into compliance with all City and Fire District requirements.

Mr. Henry Woodroffe, Woodroffe Corporation Architects stated his group has met with staff regarding the project. Mr. Woodroffe asked Kathy Bergloff, SPM Management Company to speak on behalf of how Phase I and II will work together.

Ms. Bergloff stated Phase I was open in March 2006. The building has been very successful due to the need; the program is design for low income elderly 62 years of age and older with low moderate needs. The two properties will work together located behind Holy Cross Church.

Mr. Woodroffe showed several photos of the proposed project on the overhead projector and explained each. Mr. Woodroffe stated the objective of meeting with staff was to achieve several elements such as; meeting buffer requirements, to ensure not having problems arise in the future, having adequate parking and to eliminate any problems of connecting sidewalks to both building. Mr. Woodroffe stated that all units are 1 bedroom units and the facility will meet all City requirements.

Ms. Jennings asked if there is a waiting list for the new units and the availability of units in the existing building. Mr. Woodroffe stated there is a strict requirement by HUD to open up the list 120 days prior completion of the units. Ms. Bergloff stated there is a waiting list for the existing units.

Ms. Jennings asked the projected timeline. Mr. Woodroffe stated if everything goes smoothly the units should be available December 2010.

Chair Burton inquired about the density requirement for PDH and how the density was calculated. Mr. Hawkins stated per the Comp Plan, a PD has an allowable of 16 units per acre and with affordable housing you have a 10% bonus, therefore allowing 18 units per acre. Chair Burton stated he want to make sure that the record clearly illustrate that the density is based on 4 acre and all documentation is consistent.

Chair Burton opened the public hearing.

Mr. Arnold Cooper stated he is in favor of the proposed project; his concern is with the placement of a 6' vinyl fence along the north border of the applicant property that butts up to his property. The plan is showing the fence will come 6 feet in north towards his property. Mr. Cooper stated he realize the property belongs to the applicant and they have every right to place the fence there but requested the developer reconsider and place the new fence in the same location as the existing chain link fence. If the vinyl fence is put up on Holy Cross lot line he would only have 11 feet of back yard, at the present there is 17 feet of backyard. Also there is the issue of trees having to be cut down.

Mr. Woodroffe stated he would take the request back, but because this is a HUD project there are constraints of federal guidelines as well as insurance issue.

Mr. Rudacille stated it is not uncommon to have the fencing located inside the project and the buffering on the outside, ultimately the property owner has the right to decide on the fence location unless the code states otherwise.

Chair Burton stated if it is an issue of whether or not the installation of the fence causes or require the removal of trees, is there any alterations to the site plan or the installation of the fence that can be done that will still meet the projects intent yet not require the removal of the trees and not modify

the existing aesthetic of the area. Mr. Woodroffe stated he can't make any promises but will relay the request to the HUD officials.

Mr. Hawkins stated as discussed in DRC the vinyl fence is to serve as a noise buffer for the dumpster and the aesthetic of the maintenance shed.

Chair Burton requested council or staff provide the wording for the density stipulation.

Mr. Rudacille stated the "Project site be a minimum of 4.01 acres as illustrated on survey".

Chair Burton closed the public hearing.

MOTION: Mr. Ugarte moved to recommend approval of the Holy Cross Manor 04-403 GDP-II with stipulation the project site be a minimum of 4.01 acres as illustrated on survey. Ms. Jennings seconded. **MOTION CARRIED UNANIMOUSLY.**

3. Comprehensive Plan Amendment Update

Mr. McCollum reviewed the Comp Plan Update information included in the packets and stated the deadline for completing the Comp Plan Amendment process is June.

Discussion ensued.

It was the consensus of the Members to hold three workshops. The dates are as follows: April 30th, May 7th and May 14, 2009 from 6p to 8 p. Mr. McCollum also indicated that The City Commission has indicated an interest in holding a joint meeting with the P&Z to discuss the Comprehensive Plan revisions in the near future. The P&Z members indicated an interest in participating in a joint meeting.

4. Old Business:

Mr. McCollum reviewed the Process of Communication, stating draft minutes are sent to the Commissioners, the actions of the DRC & P&Z are communicated in the staff report and staff also communicates verbally the action when they give the introduction of the project and before the applicants come forth.

Mr. McCollum informed the Members of the stockpile of dirt on US Business 41 stating the dirt was given the city for the ball field. Mr. Amerson allowed his site to be used for one year; however there is nothing in writing. Once the ball fields are under construction this dirt will be moved.

Chair Burton inquired if there is currently a regulatory structure or a Fill Ordinance with the City to regulate this type of activity. Mr. Ugarte recommended adding a paragraph in the Land Development Code (LDC) to address fill ordinance.

Discussion ensued.

Ms. Jennings inquired the status of Palmetto Elementary School and the Convention Center.

5. New Business

Mr. McCollum reported the Palmetto Elementary School has submitted plans as well as the Boy's & Girls Club Palmetto Branch. Both projects are scheduled for DRC on April 22, 2009. Mr. McCollum stated he will research the status of the Convention Center and report back.

6. Adjournment: 8:00 pm

MOTION: the Board unanimously moved to adjourn the meeting. Next Planning and Zoning Board meeting will be held on May 11, 2009.

Michael Burton, Chairman

Palmetto Planning and Zoning Board Meeting

SIGN-IN SHEET

4-13-09

Name	Address	Affiliation	Project
Arnold Cooper	378 Quiet Way		Holy Cross Church
Telephone	Fax	Cellular	
722-1480			
Jim Kinner	Element Engineering		Holy Cross Church
Telephone	Fax	Cellular	
813-480-8708			
ENRIAKE WOODRUFFE	5005 W LAUREL ST. #215, TPA 33607		
Telephone	Fax	Cellular	
813-281-0411	813-281-8921		
Nanci Huffer	510 26 St W Palmetto FL		Holy Cross Manor
Telephone	Fax	Cellular	
727-432-1968			
Kathy Bergloff	752 Hillcrest Dr Bradenton	migmt co.	Holy Cross Manor
Telephone	Fax	Cellular	
941 795-2524		Kathyb@spm.net	
Telephone	Fax	Cellular	
Telephone	Fax	Cellular	
Telephone	Fax	Cellular	
Telephone	Fax	Cellular	



SPEAKERS FORM

If you wish to speak on any Agenda item, please complete a separate form for each item.

COMMENTS WILL BE LIMITED TO TWO (2) MINUTES.

TO ENSURE YOUR NAME IS CALLED FOR THE CORRECT AGENDA ITEM, PLEASE COMPLETE THIS SECTION:

NON-AGENDA ITEM

SUBJECT: Proposed Vinyl Fence North side

AGENDA ITEM NUMBER: 2

SUBJECT: Holy Cross Manor GSP

NAME: Arnold R Cooper

ADDRESS: 378 Quiet Way Palmetto

Please return this form to the Deputy Clerk of Administration prior to the beginning of the City Commission meeting.