

**CITY COMMISSION WORKSHOP MEETING
OCTOBER 17, 2011
4:30 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor
Alan Zirkelbach, Vice Mayor, Commissioner-at-Large 1
Tamara Cornwell, Commissioner-at-Large 2
Commissioner, Ward 1 - Vacant
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Staff Present:

Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Lorraine Lyn, City Planner
Mark Barnebey, City Attorney
Karen Simpson, Finance Director
Deanna Roberts, Administrative Assistant

Vice Mayor Zirkelbach called the October 17, 2011 Workshop meeting to order at 4:40 p.m.

1. FY2012 CAPITAL IMPROVEMENT PROGRAM

City Clerk Jim Freeman recapped the discussion from the last meeting and went over the changes incorporated into the program:

- Uncommitted funds over four months in reserves in General Fund, Road and Bridge and Water and Sewer Funds, can be used for capital improvements; change was from three to four months
- More of the Road and Bridge funds will be used to fund the 13th Street Drainage Project, which is not fully funded
- Projects funded from General Fund Fund Balance were decreased a total of \$40,000
- The 17th Street utility relocation final estimate was \$112,000 less than expected, and those funds were moved to the 13th Street Drainage Project
- 8th and 9th Street Ward II reclaimed project now has \$250,000 of funding

There is a total of \$418,000 now funded in the 13th Street Drainage Project, and depending on bids that may be enough to fully fund the project.

Water and Sewer funds in the amount of \$86,000 are not yet allocated. Funds could be used next year on Water and Sewer for expenses that may come up.

Commissioner Williams asked if the set-asides could be used for telemetry meters. Mr. Freeman said yes. Mr. Tusing said he will bring this back for a presentation at a later date and remarked that about 85% of the project remains to be done. Commissioner Varnadore asked for a report on where the telemetry meters are currently being used.

Mr. Tusing informed Commission that he has learned the 13th Street Drainage Project could qualify for grant funding from SWFWMD. A grant application must be in by December, and he expects an answer early next year. If grant dollars come in, he will put the project off until 2013 when the grant funds will become available; otherwise, he will go ahead and finish the project

There was a consensus to move the resolution forward to the 7:00 p.m. agenda for approval.

2. 2011-2015 COMMUNITY REDEVELOPMENT PLAN

To be carried forward to the 7:00 Commission Consent Agenda for action. Materials previously distributed to City Commission.

Mr. Burton informed Commission that the Plan was passed unanimously by the Planning and Zoning Board as being in compliance with the Comp Plan. Once approved by the CRA Board, it will go to Manatee County for review and then come back to City Commission for final approval.

Commissioner Cornwell asked Mr. Burton what the City is offering specifically to entice businesses to come to Palmetto. He referred her to the blue tab: Downtown Commercial Core, General Commercial, Heavy Commercial Industrial Redevelopment Incentives and the Storefront Grant Program. CRA offers up to 30% of construction costs for new businesses, CRA is creating parking spaces to entice businesses, and storm water capacity is being increased through a SWFWMD grant. She asked about incentives to hire locally. He said the City works with Manatee County and the state of Florida for incentives already in place. All incentives target private industry and taxable real property which adds to the tax base.

As another incentive, the Police Department will do a Community Policing through Environmental Design (CPTED) review. If the business implements the suggestions, Chief Wells will sign off and the business will get money from the CRA.

Mr. Zirkelbach expressed concern that to get some of the incentives you have to use people that are professionals in the CRA District. There is not an accredited planner, accredited landscape architect, or underground utility contractor in the CRA. There is only one environmental engineer in the CRA, only one contractor, no commercial electricians, no Class A mechanical contractor, and only one plumber. He suggested changing it to the City of Palmetto. Mr. Burton said this is not part of the CRA Plan, but incentives already approved. Since it is a policy change, it will have to go back to the CRA Advisory Board to be amended.

On page 6 under Heavy Commercial Industrial Redevelopment Incentives, Land Use Downzone, Mayor Bryant suggested inserting "up to" those amounts under incentives because of the fluid nature of the current economy and land values. Mr. Burton said he will take this back to the Advisory Board.

Under security for special events in the CRA, Mayor Bryant commented that July 4 and Christmas in the Park should be in there, but the organizers for the two parades must pay for those events in order to be consistent with established city policy.

Mr. Williams remarked he has areas that need review. Even though changes can be made later, it would be beneficial to make changes now before it moves forward. Mr. Williams comments/questions:

Page 1, Part 1, Blighted Area, C:

Will this pertain to platted subdivisions? Mr. Burton said this is from Florida Statute 163.330. Mr. Williams said things that explained this section had been removed. He opined that Commission needs an addendum they can refer back to when changes are made in the Plan.

Page 2: Infrastructure

This paragraph does not refer to publicly owned property. Mr. Barnebey said this could be made more specific in the Plan, but policy will actually govern whether the CRA will incentivize private or public infrastructure. This is just a definition of what infrastructure might include.

Page 3: Redevelopment

He confirmed with Mr. Burton that this was a definition taken from another document. Mr. Burton said it was from Florida Statute.

Page 3: Services

Asked if local government should be changed to governing body to make it consistent. Mr. Burton said that was fine; they are one and the same.

Page 5: Palmetto City Commission as the Palmetto Community Redevelopment Agency

Mr. Williams commented that the Commission has always served as the governing body of the Agency. Now the Commission is the Agency. Mr. Burton said this comes from ordinance, and the reason it was written this way is that statute has a specific clause for when the governing body is the CRA.

Page 6: Community Redevelopment Trust Fund

Mr. Williams asked if all the money in a line item, e.g. fairs and festivals, does not get used, can all that money be used for any other line item without coming back to Commission? Mrs. Simpson said currently that is possible. Mr. Williams suggested that anything over a certain percentage unused in a line item must come back to Commission for approval prior to being used elsewhere. Discussion ensued. Mrs. Simpson agreed to meet with Commissioner Williams outside the meeting to continue the discussion.

Page 11: Pie Chart

Mr. Williams pointed out that the numbers on the pie chart don't add up to the written description. He wanted to be sure that the charts would accurately reflect what is in writing in the final version. Mr. Burton said it would.

Page 16: Existing Traffic Circulation

The section refers to rights-of-way. Mr. Williams said we have easements, does this need to be more precise? Mr. Burton said he will have it broken down more precisely. Mr. Williams commented that 5th Street should be added as a primary east –west route. Mr. Burton will ask the City Planner to take a look at this.

Pg 21: Accountability

Mr. Williams said he would like to see the Plan and future amendments (Task 2) reviewed by the City Planner **and** the Planning and Zoning Board (P&Z). Mr. Burton said that change can be added, but if there is an amendment to the Plan, there is a set procedure and amendments, by ordinance, have to go to the P&Z Board, then to the CRA Board and back to City Commission after it goes to the County for review.

Mr. Barnebey informed Commission that Part 4 is the “guts” of the Plan. He encouraged them to look at Policies and Tasks and make sure they are comfortable with what is being proposed.

Page 22: Policy 2

This policy addresses code compliance especially relating to older housing and rental housing. Mr. Williams remarked that this is no different from Minimum Maintenance Standards used throughout the City. Mr. Burton said this wording comes from the Comp Plan. He referred to the CRA sub-plans which helped address needs in the City: for example, in community policing and code enforcement.

Mr. Barnebey informed Commission that when the Plan goes to the county, they will expect it to be pretty well formulated. Changes can be made at the public hearing, but all major changes should be made now.

Mayor Bryant suggested continuing the discussion to the 7:00 p.m. meeting. Commission agreed.

3. DISCUSSION OF CONDITIONAL USE STIPULATIONS FOR FARM WORKER HOUSING

City Planner Lorraine Lyn presented stipulations for farm labor camps. Currently farm labor camps are only permitted as a conditional use in the RM6 district in the zoning code. Staff looked at the Manatee County Department of Health guidelines and recommends using the same guidelines. A handout was provided to Commission and will be attached to the minutes. Some stipulations include:

- Get the name, address and phone number of the property owner
- When it abuts an existing residential use require a 6-foot high opaque fence
- No parking of commercial vehicles and/or buses

- Clotheslines screened from view
- All vehicles must be operable

Mayor Bryant asked to add compliance for lighting and safety and a Community Policing through Environmental Design (CPTED) review to protect the workers who are often victimized.

Mr. Tusing said there are a number of farm labor camps in the City, and they are permitted through the Manatee County Health Department for the state of Florida. In correspondence received, the state said their permitting process is independent of local codes and ordinances, and the owners are responsible for making sure the facility is compliant with city codes. He remarked that as a new ordinance is drafted, the city needs to make sure it has all the criteria the Commission wants it to have.

Mr. Zirkelbach opined that farm labor camps should not be on our gateway streets: 8th Avenue, 10th Avenue and 10th Street. He suggested for the stipulations that screening should read, "a minimum 6-foot high solid decorative wall" and the design should be part of the approval process. He proposed that vehicles must be parked on non-landscaped surfaces, and there should be no large density adjacent to a commercial core street.

Mr. Williams interjected that downtown design guidelines should be met.

Mrs. Cornwell commented that several workshops will be needed to discuss the new ordinance, but we need a short-term fix for this season. Mr. Barnebey suggested the City not enforce this part of the code for right now until the city decides what regulations it wants to have. Mayor Bryant said she would not be satisfied with that because she is tired of farm workers being victimized. All camps should have a conditional use permit with the stipulations mentioned.

Commissioner Varnadore said camps should be looked at on a case-by-case basis. The City should move forward with those in the RM6 zone and bring them into compliance as living conditions are not acceptable. We can't tell Code Enforcement not to enforce them. The difficulty will be addressing those outside the RM6 zoning. Mr. Barnebey said those outside the zoning that are registered as farm worker housing could be closed down by Code Enforcement.

Commissioner Varnadore asked to make this a priority and work down the list and finish with all the facilities within six months.

Mr. Barnebey expressed concern that the Conditional Use Permit for Sunnysdale, which is being voted on at 7:00 p.m., might have stipulations that may or may not end up in the ordinance. Mayor Bryant said these stipulations are not burdensome, and they just want to be in compliance.

The meeting was adjourned at 6:06 p.m.

Minutes approved: November 7, 2011

James R. Freeman

James R. Freeman, City Clerk