

CITY OF PALMETTO
CITY COMMISSION WORKSHOP MEETING
June 20, 2016
4:30 PM

Elected Officials Present:

Shirley Groover Bryant, Mayor
Harold Smith, Vice Mayor, Commissioner, Ward 1
Tamara Cornwell, Commissioner-at-Large 2
Jonathan Davis, Commissioner-at-Large 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Staff Present:

Mark Barnebey, City Attorney
Jeff Burton, CRA Director
Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Scott Tyler, Chief of Police
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 4:30 p.m.

1. MODIFICATION TO THE SPECIAL FUNCTION ORDINANCE OR THE SPECIAL FUNCTION PERMIT

Ms. Foley presented two types of options to the Commission regarding the Special Function Permit Process. One option was to change the Ordinance to identify that Special Function Permit A needs to be to the City at least thirty (30) days before the event and Special Function Permit B needs to be to the City at least sixty (60) days before the event. The other option is to have both Special Function Permits A and B match the current Ordinance that states the Permit must be to the City thirty (30) days before the date of the event. Consensus of Commission was to change the Ordinance to identify Special Function Permit A to be into the City at least thirty (30) days before the event and Special Function Permit B to be into the City at least sixty (60) days before the event.

Discussion ensued regarding the submittal process. It was discussed about Permits being turned into the City less than 30 days and 60 days. Commissioner Cornwell opined that those Permits could be denied at staff level based on the Ordinance and the requirements of the event.

It was decided the Special Function Permits should be handled and processed by staff, Department Heads, and the Fire Department. Once staff has approved the Permit it should then be placed on the Commission Agenda as informational only. Commissioner Williams requested an appeal process be written into the Ordinance to allow staff to deny a Permit but the applicant can then appeal staff's decision to Commission.

2. PARKING STUDY PRESENTATION

Mr. Burton presented a PowerPoint presentation to Commission regarding parking in the City of Palmetto. Staff performed a parking analysis in the downtown area as defined in the 2007 Downtown Design Code and the 2030 Comprehensive Plan. He explained that the parking analysis was first performed block by block based on existing parking, public spaces versus private spaces. Then staff layered on top of what parking currently existed with proposed parking. This was along Riverside to 10th Avenue to 4th Street to 9th Avenue. A copy of this presentation is attached to and made a part of these minutes.

Mr. Burton asked Commission to consider the following:

- Is potential commercial space maximized?
- What is the fair distance to walk from a car to businesses or the park?

What is the average height of a building and does it have a mixed use floor?
How many average sq. ft. requires a per parking space?
Is parking planned along 10th Avenue West?
Is parking developed on feeder streets and internal block parking lots?
Is shared parking allowed?

He explained that once these questions are answered, a Geographic Information System (GIS) model can be developed for determination of parking shortage or surplus

Mayor Bryant adjourned the meeting at 6:02 p.m.

Minutes approved: August 1, 2016

James R. Freeman

James R. Freeman
City Clerk