

**MINUTES
PLANNING AND ZONING BOARD
TUESDAY, SEPTEMBER 28, 2010
4:00 PM**

The meeting was called to order at approximately 4:04 PM with the following members and staff present:

Planning & Zoning Board

George Whitlock, Chairman
Michael Pooser
Melva Sawyer

Shirley Brown
Russ Summers
RoseAnne Collins

Arcadia City Staff

City Recorder Dana Williams
CFRPC Jennifer Codo-Salisbury

Planning Consultant Martina Kuche
CDBG Grants Administrator Ben Wiles

1. MINUTES OF THE SEPTEMBER 14, 2010 MEETING

On motion of Russ Summers and seconded by Shirley Brown, the minutes of the September 14, 2010 meeting were unanimously, 6-0 approved as presented.

2. REVIEW OF ORDINANCE 961 – SIGNS

The Planning Consultant briefly stated that during review of the ordinance by the City Attorney, the changes and corrections were primarily grammar and syntax rather than intent or content; but that in its proposed final form, the ordinance was before the Board for approval and recommendation to the City Council.

Mrs. Brown pointed out two paragraphs of concern for her, namely on page 9, ¶ (b) (1) and (b) (2). Specifically Mrs. Brown noted that paragraph (1) limits real estate sign advertising to one sign per property; while paragraph (2) allows one sign per road frontage for architects, engineers, or contractors. She correctly believed the Board had recommended allowing one real estate sign per side with road frontage. The Planning Consultant agreed and stated she would add in the allowable “per frontage road” verbiage to ¶ (b) (1).

The Chairman suggested the members take the ordinance home and read through it thoroughly to ensure all other changes were incorporated, with the finalization of the ordinance and formulation of the recommendation to Council to take place at the next meeting. It was also determined that anyone with suggested changes, noted omissions, or comments, contact the City Recorder prior to the meeting who will relay that information to the Consultant in order to have a true final draft available for that meeting.

Melva Sawyer made a motion to adjourn to reconvene the Planning and Zoning Board meeting in order to take up the business of the Citizens Advisory Task Force. Michael Pooser provided a second to the motion, which passed unanimously, 6-0.

The Planning & Zoning Board Meeting was adjourned to reconvene at 4:15 PM, with the opening of the CATF meeting immediately following.

3. CDBG GRANT CITIZENS ADVISORY TASK FORCE

Mr. Ben Wiles, Grants Administrator gave a brief overview of the grant, a \$700,000 grant awarded to the City and partnered with DeSoto County for an additional \$200,000 in State Housing Initiative Partnership (SHIP) funds to assist a minimum of ten owner-occupied substandard housing units occupied by low to moderate-income families. Mr. Wiles went on to explain the point values used in preliminary ranking, for which handicapped and elderly persons on fixed, very low income were awarded the highest point value, and so on down the line. He then talked about having reviewed each property, having conducted a title search, verification of income, conducting a homeowner's meeting and the criteria to govern a rehab vs. demolition.

(The City Administrator entered the meeting at this point.)

Mr. Wiles stated he was requesting a recommendation of the revised ranking of applicants list as provided.

The Board members asked several questions related to the project, among them were:

- How did people know to apply? A: through advertising, website, and phone calls
- Does the list actually account for \$900,000 in work? A: Yes
- Do private contractors bid on the work to be done and how are over runs handled? A: Yes, these are private contractors and any overage in cost would be absorbed by the contractor since the entire scope of work is addressed in his/her bid.
- How long is the work expected to last? A: Estimated to be completed by June 2011.
- Will the work run concurrently or consecutively? A: approximately 4-5 houses will be under construction at one time until all are completed.
- Is there a limit to how many houses a contractor can work on? A: A contractor can only work on one house at a time.
- Are plans provided? A: No, the contractor includes those as part of his bid based on the criteria for family size, etc.
- Is this essentially free work to be done on a person's home? A: the City's portion of the construction costs is considered "satisfied" after five years; however the County's portion runs with the life of the property.
- How certain are you that the number of people listed on the application is the correct number of occupants? A: All circumstances are recertified, including noting any changes, prior to the owner signing a contract.

Discussion then turned to whether these improvements will add to the tax base of the City. Mr. Pooser explained taxes are paid on the "2nd" \$25,000; adding the 1st \$25,000 is exempt as is the 3rd \$25,000. It was estimated each home would contribute approximately \$1,000 to the tax base.

Mrs. Brown expressed some concern for a "blind spot" saying that the Task Force is being asked to make a recommendation based on the information provided and that all that is known is what the CATF is being told or thinks to ask. The City Administrator explained the City and the County have received a grant and is seeking a fair and equitable manner in which to distribute those funds but that neither entity has a vested interest. He continued the only thing being asked of the CATF is to review the criteria outlined and make certain the determinations were done equitably in accordance with those guidelines.

Mr. Wiles asked Mrs. Collins to complete a Conflict of Interest Form as she is a new member to the Board and Task Force. Mr. Wiles also confirmed with Mrs. Brown that it was well within her right and duty as a member of the Task Force to review the process and make recommendations, which may differ from those presented.

On motion of Michael Pooser and seconded by Melva Sawyer, the Board voted unanimously, 6-0, to accept the recommended ranking of applicants for the CDBG grant as provided with first priority going to the houses designated for rehab only and second priority to those who have completed the County's process.

Having no further business as the Citizens Advisory Task Force, that portion of the meeting was adjourned and the Planning & Zoning Board reconvened.

(The City Administrator left the meeting at this point.)

4. EAR AMENDMENTS - CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Ms. Codo-Salisbury, Senior Planner for the Central Florida Regional Planning Council (CFRPC) stated she will be providing the City Council with an update and key points at a special workshop on October 5th, but in reviewing the changes thus far, she believes there is a need for one additional Planning & Zoning workshop following that for the Board to hear their input. Dates for a possible workshop were discussed and it was decided amongst the Board to reschedule the regular meeting of October 12th to October 14th beginning at 3 PM.

Ms. Codo-Salisbury then discussed the Public School Facilities Element which is a new element stemming from the Interlocal Agreement between the City, County and School Board. She talked about the coordination of consistency, enrollment and population projections, and the annual review of the District Facilities Work Plan. She briefly covered each of the eight objectives and the policies related to each.

Mr. Summers expressed a concern about Policy 1.3.6. which states *"the City shall coordinate with the School District to ensure that future school facilities are located outside areas susceptible to hurricane and/or storm damage and/or areas prone to flooding..."* pointing out that no person or entity can control susceptibility to hurricanes. Ms. Codo-Salisbury agreed, saying it should be made certain facilities are outside the 100 year flood plain, but that **she will remove the reference to hurricanes and add clarity to that policy.**

Mr. Summers also questioned the scope of renovation to which the City and School District would have to agree, pointing out renovations such as painting, roof repairs, tiles, etc. are all the time being done. Ms. Codo-Salisbury clarified that if the facility/school is within the City limits, the School Board does provide that information to the City's Administrator.

Moving to the Future Land Use Element, Ms. Codo-Salisbury stated that she took the tables from the last two workshops to build the policies associated with this element; and that for transmittal purposes, she would like to retain the comments for clarity although they will be removed in the final, adopted Plan.

Pointing out the Conservation and Recreation/Open Space portions of the Future Land Use Map, Ms. Codo-Salisbury spoke to those associated policies within the Future Land Use Element saying the

prohibition and permissiveness of RV usage within those elements (Policies 1.11 and 1.10 respectively) seems to be reversed. Currently, RV's are prohibited in Recreation and Open Space and permitted in the Conservation designation. Citing examples of actual land use within those designations, she requested the Board's concurrence to reverse RV usage within them. **It was the consensus of the Board to permit RV usage within Recreation and Open Space and prohibit RV usage in the Conservation designation.**

A brief discussion followed on the degradation of the Peace River which is listed as an environmentally sensitive natural resource.

Ms. Codo-Salisbury then distributed a map of the RPB Overlay, showing exactly where the parcels designated in the Future Land Use Element intersect with the RPB zoning designation. She pointed out that based on the discussion from the last workshop; she is proposing to decrease the total residential requirement from 50% to 30%. **It was the consensus of the Board that a percentage is not needed at all and to provide direction to Ms. Codo-Salisbury to remove the percentage while still maintaining the "flavor" of the overlay district.**

With reference to Objective 5, Ms. Codo-Salisbury pointed out Policies 5.3 and 5.4 address economic development, revitalization, and beautification. Mr. Summers questioned the reference to "*minimum maintenance code for property owners*" as listed in Policy 5.3. After much discussion, it was determined there are no such "minimum maintenance codes" and that the reference to such should be removed. **In addition, it was the direction of the Board to remove the last sentence of Objective 5 "*The City shall protect its downtown core by continuously practicing downtown revitalization*" and make it an objective unto its own. Then in support of that new objective, remove Policy 5.3 from Objective 5 and include it as a policy under the new objective to be created. (Policy 5.4 will remain with Objective 5, although be renumbered.) Also the reference to "minimum maintenance code" will be deleted altogether.**

The policies associated with Objective 9 sparked a discussion, particularly with regard to Policy 9.7. Mr. Summers questioned the term "permanent residential units" and cited a problem that had occurred in the city several years back. He felt a more appropriate term might be "single family units." **Ms. Codo-Salisbury suggested removing Policy 9.7 altogether in order to stay neutral and it was the consensus of the Board to do so.**

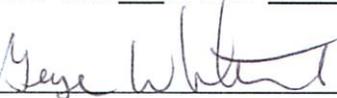
Each of the other Objectives and Policy's were also briefly covered with Ms. Codo-Salisbury pointing out the proposed additions and/or deletions. Ms. Codo-Salisbury asked if all of the issues from the previous workshops had been addressed, and the Board agreed they had been.

ADJOURN

Having no further business at this time, the meeting was adjourned at 6:10 PM.

APPROVED THIS 14th DAY OF OCTOBER 2010.

By:



George Whitlock, Chairman

ATTEST:



Dana L.S. Williams, CMC

City Recorder