



City of Anna Maria

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MINUTES
PLANNING & ZONING MEETING
CITY OF ANNA MARIA COMMISSION CHAMBERS
Tuesday April 14, 2015 - 4:00 p.m.

Pledge of Conduct:

We may disagree, but we will be respectful of one another. We will direct all comments to the issues. We will avoid personal attacks.

CALL TO ORDER

Chair Crane called the meeting to order at 4:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Present: Boardmember Margaret Jenkins, Boardmember Jack Brennan, Boardmember Carl Pearman, and Chair Jonathan Crane.

Absent with excuse: Boardmember Maureen McCormick.

Staff present: Building/Planning/Public Works Char Patterson, City Planner Alan Garrett and City Clerk Diane Percycoe..

NEW BUSINESS

Florida Sunshine Law and E-mails

Chair Crane noted one of the Boardmembers had sent an email from their personal email account to several recipients requesting a copy of the Environmental Study. *Chair Crane* stated he will be deleting any emails that are sent to his personal e-mail account – versus his City email account – prior to reading them.

City Clerk Percycoe reminded the upcoming Ethics, Public Records, and Sunshine Law Training is scheduled for Tuesday, May 26, 1:00 p.m. to 5:00 p.m. at the Manatee County Commission Chambers. She encouraged all members to attend. She reminded that all P&Z Board members are now required to attend four hours of training on an annual basis. Documentation of attending the training is required.

City Clerk Percycoe advised that each P&Z Boardmember should only be utilizing the City of Anna Maria email account relating to City business. If a Boardmember has received or sent out any email from their personal email regarding City Business, that email should then be forwarded to the City Clerk at amclerk@cityofannamaria.com. She asked that *Chair Crane* forward any email he may receive to her City email account – versus deleting it from his computer. A message could be sent to the sender explaining they must send message to the City email account only.

Any email sent out by a P&Z Boardmember to all other P&Z Boardmembers should include the following language in the subject line: “One-way memo, please do not respond”. She emphasized that no response should be made to any email received from a fellow P&Z Boardmember.

In addition, any mail pertaining to City business that any P&Z Boardmember receives is a public record and should be copied for the City Clerk.

Chairman Crane questioned if the spam content in the City's email could be reduced.

City Clerk Percycoe stated she could have IT set up the spam filters. All spam will appear in a daily "Quarantine Summary". Each Boardmember should review the summary and then deliver any non-spam into their email in-box. City Clerk Percycoe then provided each Boardmember with a copy of the information reviewed.

Discussion followed relating to the difference between Quasi-Judicial and Legislative; importance of not discussing City business outside of the meeting itself with any other P&Z Boardmember or City Commissioner; not utilizing anyone as a conduit; use of cellphones; texting; and purpose for not utilizing any g-mail, etc. for communication of any City business.

OLD BUSINESS:

Continued discussion of permit review - Development Review Committee application form – Environmental Impact (ESI) Statement

Chair Crane discussed using the Environmental Impact Statement during the Pre-development Review meetings.

Planner Garrett informed that after discussions with Mayor Murphy, they are moving forward with developing a pre-application that would be reviewed by a Development Review Committee. He informed the Committee would be reviewing applications for new single-family structures, any non-residential, and renovations for residential. It was felt applications for swimming pools, fences, etc. would not need to be reviewed by the Committee. Reviews would be held twice per month. Agendas would be required and P&Z Boardmembers would be allowed to attend. Short-form minutes would be completed by Planner Garrett.

Chair Crane stated it was his intent to attend all Development Review meetings - and encouraged all P&Z Boardmembers to do the same.

Planner Garrett explained the process that would be followed, noting no information would be entered into the City's software system until after the Development Review meeting. The goal would be that all needed corrections would be made prior to entering into the City's system.

Chair Crane would prefer the applicant not have a lot of engineering and planning costs prior to review by the Committee. Sketches could be provided for the purpose of the initial review.

Planner Garrett will add language on the application that indicates materials provided for the application meeting do not need to be signed and sealed by a licensed Architect at that point. A quality drawing, however, will be required.

Planner Garrett explained an Environmental Impact Statement is currently only being required when someone wants to build in the Conservation area. The goal going forward would be to determine if an Environmental Impact Statement should be required throughout other areas of the City.

Discussion followed relating to what should be required on the application and how the information provided would be utilized.

Boardmember Brennan commented he had no objection to addressing all the subjects on the application so that someone building or renovating is aware of the requirements.

Boardmember Pearman pointed out areas of the application he felt would not be pertinent to an individual homeowner. He felt from an applicant's point of view, the application was potentially burdensome, and some of the questions would be almost impossible to answer and may need removed.

Chair Crane responded he would not object to the application being shortened and that some of the questions could be edited. Discussion followed on what the best way would be for the Board to all review the application and agree upon recommended changes.

As suggested by *Planner Garrett*, it was agreed that he will meet with Chair Crane prior to the next P&Z Board meeting to make the first edits on the application. Once edited, it will then be emailed to all members in a word format for making any additional suggestions for review at the next meeting. He noted Mayor Murphy hopes for the new application reviewing process to begin by the end of June or first of July.

NEW BUSINESS

Historic Pier Designation

Planner Garrett reminded the City had recently annexed the City Pier, Rod & Reel Pier, and the spoil area around Galati's Marina. The State of Florida requires all land must be under a Comprehensive Plan, and that all land have a designation. As a result, it had been agreed that the City Pier and Rod & Reel Pier would fall under the newly created Historic Pier Designation. Noting each designation must have a goal, Planner Garrett reviewed the goal established for the new Historic Pier Designation. Also required are objectives and policies. The five recommended policies were then read into the record. Once the goals and policies that support the goal are established, the zone district must then be created. Explanation followed.

Planner Garrett asked that each Boardmember review the goals and policies and bring suggestions of what they would and would not like to see in a Historic Pier Designation back to the next meeting. He informed that former P&Z Board Chair Wilson wanted to delete the policy referring to encouraging the advertising and promoting of the Piers. He noted the City owns half of the Rod & Reel parking lot and the City owns and leases the City Pier.

Discussion followed.

Marina Designation

No discussion.

Swimming Pool setbacks

Planner Garrett explained that the problems the City is having with swimming pool setbacks is only on the side-yard. Examples followed. He noted the City of Bradenton Beach requires 10-ft. off the side rear - versus Anna Maria has 7-ft. off the side for one-story homes in order to encourage people from building a two-story over parking. Swimming pools for two-story homes currently require a 10-ft. setback. He recommended all pools should be 10-ft. off the property line.

Planner Garrett stated if a house is demolished, and a new two-story house is built, the question would be if the property owner should be made to fill in 3-ft. of the pool, or should simply all pools be required as 10-ft. from the property line. He informed pool equipment are required to meet the setback. He noted if the Board came up with a consensus, it would be then brought to the Commission for authorization for the P&Z to move forward in changing the Zoning Code.

Boardmember Pearman suggested rather than requiring 10-ft. setbacks for all pools, the setback be established at 7-ft.

Planner Garrett explained that the requirement for being licensed as a new Short-Term Vacation Rental will require retrofitting the pool with fencing of acoustical material.

The P&Z Board will need to determine if all pools should have 7-ft. setbacks or 10-ft. setbacks from the property line. Also, should consider whether or not the homes having 7-ft. swimming pool setbacks should be grandfathered if a new house is built.

Discussion continued on the difference between a pool being pervious versus impervious, and how it relates to the lot coverage. Planner Garrett informed Anna Maria does not count pools towards the lot coverage – only the decks around the pool. Holmes Beach, on the other hand, are currently looking at counting pools towards lot coverage.

It was agreed the item would be placed on the next meeting agenda for consideration.

Residential Docking Regulations

No discussion. Item to be discussed at a future meeting.

Future Topics

No discussion.

MINUTES

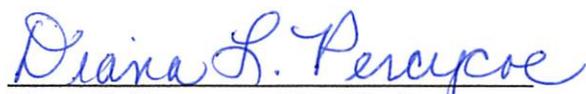
Motion: Consider approval of the March 10, 2015 Planning & Zoning Board Meeting Minutes.

Action: Approved. Moved by Boardmember Carl Pearman, Seconded by Boardmember Margaret Jenkins.

Motion carried – All Aye.

ADJOURNMENT

The meeting was adjourned at 5:15 p.m. on motion made by Boardmember Jack Brennan and seconded by Boardmember Carl Pearman.


Diana L. Percycoc, City Clerk

Minutes approved: 12/8/15