



City of Anna Maria

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MINUTES
PLANNING & ZONING BOARD MEETING
CITY OF ANNA MARIA COMMISSION CHAMBERS
TUESDAY, DECEMBER 8, 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 Carl Pearman, Chair Jonathan Crane, Boardmember David Youngs, and Boardmember Jim Conoly.

Also Present: Public Works, Planning & Building Administration Char Patterson, City Planner Alan Garrett, and Mayor Dan Murphy.

NEW BUSINESS

1. Future meeting topics and schedule – Local Construction Regulation Board.

Mayor Dan Murphy addressed the P&Z Board informing he was asked to provide details relating to the new Local Construction Regulation Board. Explanation included:

- The Local Construction Regulation Board's purpose is to ensure the licensed contractors in the City are operating under the City's rules and regulations, are not committing any fraud, have no non-permitted work, faulting workmanship, etc.
- In order to qualify as a potential Boardmember, the ex-officio Boardmembers must also serve on the P&Z Board. Three members of the P&Z Board will be recommended by the Mayor and appointed on approval of the City Commission.
- Any known problems with a contractor will be relayed to the Building Official through either the Mayor or the P&Z Board Chair.
- Once approved by the Commission, the Local Construction Regulation Board will meet to establish rules for handling complaints, adopt the use of Roberts of Rules of Order, determine how to take evidence, etc. All requirements are spelled out in the Ordinance itself.
- The Board would then have the contractor come before them where charges would be presented. The contractor will have the opportunity to defend him/herself on the charges before the Board.
- Once evidence has been presented, the Board has the obligation of making a ruling of guilty, guilty of some of the charges, or not guilty. The appropriate punishment then follows. Examples of punishment would be denial of the building permit, suspension of current building permits, or future permits. This scope is again outlined in the Ordinance.
- If the City of Bradenton, Bradenton Beach, or Holmes Beach for example has a similar Board, and they find a contractor guilty of an infraction, and have gone through the process of a Public Hearing, the Board can prohibit that contractor from doing any work in Anna Maria without having any infractions here.

- The contractor has the right to an appeal process before the City Commission. Only evidence presented to the Board would be heard by the City Commission. No new facts would be accepted.

Discussion and details followed relating to the process. Mayor Murphy explained any charges brought before the Board would be referred through the Mayor, Building Official, Planner, P&Z Board, or by resident’s complaints. He pointed out the practice is common throughout the Cities and Counties of Florida. Prior to the creation of the Local Construction Regulation Board, the City had no authority to revoke a contractor’s ability to pull permits.

Chair Crane informed he has drafted an agenda to include review of draft procedures for the three appointed members to consider. He asked if any of the P&Z members would be interested in serving. It was agreed the item would be discussed at the next P&Z Board meeting.

2. **Review of Ordinance 07-682, the City of Anna Maria, Florida 2007-2020 Comprehensive Plan.** *Chair Crane* explained that the P&Z Board was provided a tabbed copy of the Comprehensive Plan. The Board will need to review and provide any recommended amendments to be presented to the City Commission and State by the end of 2017. *Chair Crane* stated after discussions with Planner Garrett, it was determined the P&Z would begin reviewing sections of the Comp Plan at each meeting - for making any recommendations they may have.

Planner Garrett noted 75% of the P&Z Board’s discussions will involve Future Land Use. Other elements will also be discussed – infrastructure, capital improvements, recreation, open space, etc. In addition, as part of the Future Land Use Element, two new districts – the Historic District to bring in the Historic Pier, and the Marina District to bring in the Spoiled Land at Galati’s Marina – still needs finalized. Other elements of the Comp Plan will need no change.

Chair Crane noted he had discussions with individuals from Venice, FL relating to their bicycle-friendly methods (bike paths, mapping, etc.). It was noted Venice was a Silver Certified City. *Chair Crane* used Anna Maria becoming a Silver Certified City as an example of something to be discussed for inclusion in the Comp Plan. In addition, having those type options in the Comp Plan will be favorable if ever seeking funding.

Chair Crane asked if the board could be well-versed on the future land use section by the January 12, 2016 P&Z Board meeting.

Chair Crane noted there was previously a 50% coverage ratio - and it was found to be inconsistent with the Comp Plan that reads 40%. As a result, the City Commission questioned if there were any other inconsistencies, which was then reviewed by *Chair Crane* and Planner Garrett. As a result of the review, Planner Garrett will be bringing forth recommendations for making a couple of minor changes in the Ordinances. Changes will not be made to the Comprehensive Plan. Explanation followed by Planner Garrett.

Planner Garrett noted the next meeting will be held on January 12, 2016. He will present the P&Z with suggestions and asked that the P&Z members familiarize themselves with the Future Land Use Element.

Planner Garrett announced a variance, along with a potential second variance, will soon be filed. Based on the upcoming workload, and the upcoming review of the Comprehensive Plan, P&Z meetings will be held monthly through the summer on the second Tuesday of each month.

MINUTES

Consider approval of the January 29, 2015 and April 14, 2015 Planning & Zoning Board Meeting Minutes.

Planner Garrett announced there were two sets of minutes during 2015 that had not been approved - so were being placed on the agenda for consideration.

January 29, 2015

- **Motion:** Move that the January 29, 2015 Planning & Zoning Board meeting minutes be approved as written.
Action: Approved. Moved by Boardmember Margaret Jenkins, Seconded by Chair Jonathan Crane.
Motion carried – All Aye.

April 14, 2015

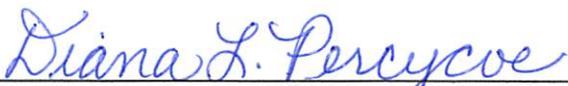
Chair Crane felt he had made a more strong comment relating to the Florida Sunshine Law and E-mails. He asked for the wording in the minutes to be amended as follows:

“Chair Crane stated he ~~would like to begin~~ *will be* deleting any emails that are sent to his personal e-mail account – versus his City email account – prior to reading them.”

- **Motion:** Move that the April 14, 2015 Planning & Zoning Board meeting minutes be approved as amended.
Action: Approved. Moved by Boardmember Carl Pearman, Seconded by Chair Jonathan Crane.
Motion carried – All Aye.

Adjournment

The meeting was adjourned at 4:40 p.m. on motion made by Boardmember Jenkins and seconded by Chair Crane. Motion carried unanimously.



 Diana L. Percycoc, CMC, City Clerk

Minutes approved: 2/16/16