



City of Anna Maria

December 6, 2017

MEMORANDUM

TO: City of Anna Maria Planning and Zoning Board

FROM: Robin D. Meyer, AICP

SUBJECT: Planning and Zoning Board Agenda for December 12, 2017

Planning and Zoning Board Members, staff will be providing the Board with an overview of the Building Permit process, including the different areas of review and what information they require in order to approve plans. There is also a draft Bed and Breakfast Ordinance attached to this packet that will be discussed along with a short list of potential Zoning Code changes that were identified as part of the Comprehensive Plan update. If you have any questions please do not hesitate to contact me.



City of Anna Maria

AGENDA
PLANNING AND ZONING BOARD MEETING
CITY OF ANNA MARIA COMMISSION CHAMBERS
Tuesday December 12, 2017, 4:00 pm

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
PLEDGE TO THE FLAG
ROLL CALL
PUBLIC COMMENT**

OLD BUSINESS

1. None

NEW BUSINESS

2. Discussion of the Permitting Process prior to discussion of the possible changes to the Land Development Code
3. Discussion of a possible Bed and Breakfast Ordinance
4. Discussion of Future Land Use Section of the Comprehensive Plan for Code Changes
5. Other

MINUTES

Meeting of November 14, 2017 and June 13, 2017

NEXT MEETING

Regular Meeting – January 9, 2018

Adjournment

SHOULD ANY INTERESTED PARTY SEEK TO APPEAL ANY DECISION MADE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THEY WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS BE MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH



THE APPEAL IS TO BE BASED.
(FSS 286.26) IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATE STATUTES, PERSONS WITH DISABILITIES NEEDING SPECIAL ASSISTANCE TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK FOR ASSISTANCE AT LEAST THREE BUSINESS DAYS PRIOR TO THE MEETING (941) 708-6130.

WHEREAS Objective 1.2. of the Future Land Use Element of the Anna Maria Comprehensive Plan stresses that "the integrity and quality of life shall be maintained in existing residential neighborhoods"; and

WHEREAS Chapter 108 of the Anna Maria Municipal Code was enacted to balance the quality-of-life values contained in the Comprehensive Plan while also allowing real property owners to generate income through temporary rental of their residences under guidelines imposed by the City;

WHEREAS, that ordinance and case-by-case modification of that ordinance by virtue of settlements of Bert Harris litigation challenging the restrictions of that ordinance has resulted in several properties in the R-1 district with large numbers of temporary occupants potentially interfering with residents' quiet enjoyment of their properties;

WHEREAS the multi-bedroom rental properties typically have no on site management to mitigate the impact of the short term use;

WHEREAS Bed and Breakfast facilities are not included in Division 2 R-1, R-2, Sec. 114.221 (b) permitted uses;

WHEREAS Bed and Breakfasts typically have on-site management;;

THEREFORE Sec. 114.221 (b) should be amended by adding the following provision as follows:

"(6) Bed and Breakfast lodging facilities".

Zoning Changes, Future Land Use

Policy 1.1.1: The City shall continue to implement land development regulations which recognize the limitations of development on a barrier island (e.g., vulnerability to tropical storms, topography and soil conditions, **preserving habitat suitable for native flora and fauna**).

- Provide requirements for the provision of open space, and safe and convenient on-site traffic flow **(including bicycle and pedestrian traffic)** and parking requirements;

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Policy 1.5.3: Species of flora and fauna listed in the Coastal and Conservation Element of this Comprehensive Plan as endangered, threatened or species of special concern, as defined by Federal Law or Florida Statutes, shall be protected through compliance with appropriate Federal and State regulations **or more stringent standards promulgated by the City**.



City of Anna Maria

MINUTES
PLANNING AND ZONING BOARD MEETING
CITY OF ANNA MARIA COMMISSION CHAMBERS
Tuesday, November 14, 2017, 4:00 pm

Pledge of Conduct:

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CALL TO ORDER

Chair Crane called the meeting to order at 3:59 PM.

PLEDGE TO THE FLAG

ROLL CALL

Present: Chair Crane, Board Members Jim Conoly, Margaret Jenkins, David Youngs, Monika Beard, Carl Pearman.

Absent: Bob Carter

Staff Present: City Planner Robin Meyer and Administrative Assistant Liz Cleary.

PUBLIC COMMENT

Chair Crane addressed the what would be the best way to notify board members of the meetings to ensure attendance. It was decided that City Planner Meyer will call everyone when the agenda packet is ready so everyone will be advised and able to attend.

Chair Crane reported on the Sunshine Law training that he and Board Member Jenkins attended. He encouraged other board members to take part in these trainings. City Planner Meyer reiterated the importance of this law.

OLD BUSINESS

1. None

NEW BUSINESS

2. Discussion of future Land Development Code Changes

The State approved the City's Comprehensive Plan document. City Planner Meyer asked the Board how they want to implement changes. He provided examples (e.g. bike rack) and historic - which has a much broader interpretation. He suggested looking at other jurisdictions to see what they've done and the Board can use that as a starting point.

Chair Crane suggested not going in order as the plan is written but in order of what City Planner Meyer thinks is the greatest need. There is no time limit on any additions or changes, so the Board can take as long as needed. When additions or changes are made they will go to the City Commission for approval. City Planner Meyer suggested

submitting these changes one at a time to the commission since too many at one time could be overwhelming and difficult to vet.

Board Member Youngs suggested going through the Comprehensive Plan systematically. Other members agreed and the Board will start with Future Land Use.

MINUTES

Meeting of October 10, 2017

Motion: To approve the meeting minutes of October 10, 2017.

Action: Motion approved by Board Member Beard, seconded by Board Member Jenkins.

The motion passed unanimously.

NEXT MEETING

Regular Meeting – December 12, 2017

Motion: Board member Conoly wanted to send a letter thanking Mayor Murphy and his staff for the Veteran's Day Parade.

Action: Motion approved by Chair Crane, seconded by Board Member Beard.

The motion passed unanimously.

Adjournment

Adjournment at 4:41 PM on motion made by Board member Beard, and seconded by Board member Jenkins.

LeAnne Addy, City Clerk

Liz Cleary, Administrative Assistant

Minutes approved: _____

SHOULD ANY INTERESTED PARTY SEEK TO APPEAL ANY DECISION MADE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THEY WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS BE MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON



WHICH THE APPEAL IS TO BE BASED.

(FSS 286.26) IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATE STATUTES, PERSONS WITH DISABILITIES NEEDING SPECIAL ASSISTANCE TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK FOR ASSISTANCE AT LEAST THREE BUSINESS DAYS PRIOR TO THE MEETING (941) 708-6130.



City of Anna Maria

MINUTES
PLANNING AND ZONING BOARD MEETING
CITY OF ANNA MARIA COMMISSION CHAMBERS
Tuesday, June 13, 2017, 4:00 pm

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

The meeting was called to order by Chair Crane at 4:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Present: Board Member Jim Conoly, Board Member Margaret Jenkins, Chair Jonathan Crane, Board Member Mokica Beard, and Board Member Carl Pearman

Excused Absence: Board Member David Youngs and Board Member Robert Carter

Staff Present: City Planner Robin Meyer and Minutes Clerk Kristine Dittmann

PUBLIC COMMENT

OLD BUSINESS

1. None

NEW BUSINESS

2. Public Hearing, Planning and Zoning Board Draft Historic Preservation Ordinance

Chair Crane asked City Planner Robin Meyer to lead them through the Draft Historic Preservation Ordinance.

Planner Robin Meyer explains that this re-write is in the format and wording that the State of Florida will accept. He then proceeded to go through the differences.

Board Members and City Planner Robin Meyer discussed the differences and what they would like to suggest and recommend to the ordinance.

Motion: Only the property owner can submit an application to have that property designated as a historical property.

Action: Motion by Board Member Carl Pearman, and seconded by Board Member Margaret Jenkins.

On roll call vote, the motion passed unanimously.

Chair Crane requests that Planner Robin Meyer will pass on the concern of the board for greater protection in the notice and procedure. City Planner Robin Meyer said that he would meet with each Commissioner and relay the concerns.

No Public Hearing Comments.

3. State of Florida Sunshine Law

Chair Crane urged everyone to take the Sunshine Law training.

4. Conflict of Interest Forms

Chair Crane commented that on the Conflict of Interest Forms, there is the question asking if you have made yourself current with the Sunshine Law. He again urged everyone to take the training. Chair Crane said to contact Kristine or LeAnne for hard or soft copies for the Sunshine Law. Board Member Monika Beard, Board Member Jim Conoly, and Board Member Carl Pearman requested hard copies of the State of Florida Sunshine Law.

City Planner Robin Meyer said that we would give them notification when the requested material was ready for them.

Chair Crane brought up that email server change the Mayor recommended moving from EMECloud to Microsoft Windows Office 360 and hopefully it will be easier to use.

MINUTES

Meeting of May 9, 2017

Motion: To approve the minutes of May 9, 2017.

Action: Motion by Board Member Jim Conoly, seconded by Margaret Jenkins.

The motion passed unanimously.

City Planner Robin Meyer pointed out to Chair that the motion passed earlier with regards to the Historic Preservation Ordinance was to make a change to the ordinance to state that only the property owner can recommend their property for designation as a historic property. He asked the Board to please make a motion to recommend the entire ordinance to the Commission for public hearing.

Chair Crane re-addressed the motion to clarify the recommendation. He asked for further discussion and having none.

Motion: With the acceptance of the changes recommended that we recommend approval of the rest of the Ordinance and pass it onto the Commission.

Action: Motion by Board Member Monika Beard, and seconded by Board Member Carl Pearman.

On roll call vote, the motion passed unanimously.

NEXT MEETING

Regular Meeting – July 11, 2017

Adjournment

Motion: To adjourn the meeting at 4:35 p.m.

Action: Motion by Board Member Monika Beard, seconded by Margaret Jenkins to adjourn.

The motion passed unanimously.

LeAnne Addy, City Clerk

Minutes approved: _____