



# City of Anna Maria

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P.O. Box 779 10005 Gulf Drive  
Anna Maria, FL 34216-0779  
(941) 708-6130 Fax (941) 708-6134  
SUNCOM: 516-6740

**MINUTES**  
**PLANNING & ZONING BOARD MEETING**  
**CITY OF ANNA MARIA COMMISSION CHAMBERS**  
**Tuesday, March 10, 2015 4:00pm**

**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, Chair Jonathan Crane, Boardmember Maureen McCormick, and Boardmember Carl Pearman.

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

**OLD BUSINESS:**

**Election of Planning & Zoning Board Vice-Chairman**

*Chair Crane* asked for nominations for the position of P&Z Board Vice-Chair.

Boardmember Jack Brennan nominated Boardmember Carl Pearman.

Boardmember Margaret Jenkins seconded the nomination.

**Action:** Hearing no other nominations, Chair Crane closed nominations and called for a vote appointing Carl Pearman to serve as the P&Z Board Vice-Chairman for the upcoming year. All in favor.

**Continued Discussion of Permit Review – Develop Review Committee**

*Chair Crane* noted he would like for the P&Z Board to meet on a monthly basis and provide suggestions to the Commission on various issues including responsibilities the Board would like to pursue. He asked for input as to whether the Board members only wished to meet when there is an actual case and not make recommendations to the Commission – or to meet on a monthly basis as proposed.

*Planner Garrett* stated he would like the Board to begin reviewing issues relating to zoning codes in the LDR, and looking at amending the code and at situations that arise when getting to the permitting process. Various examples followed.

Planner Garrett reminded the City had annexed the City Pier and Rod & Reel Pier which have not yet been designated or zoned. The P&Z Board can also work on Comprehensive Plan policies.

*Boardmember Brennan* suggested the P&Z Board be responsible for providing some of the research on issues.

*Planner Garrett* informed one of the best research methods was through Municode.

*Boardmember McCormick* informed for an annual subscription fee, research through Municode can be accomplished through a more streamlined method that prevents having to research each community separately.

**Action: As proposed by Chair Crain, it was the consensus of the Board to meet on a monthly basis.**

*Chair Crane* handed out an example of a short-form Environmental Impact Statement that he created. He felt the form could be utilized as part of the City's review analysis and submitted with the Building Permit applications. Explanation relating to the proposed form followed. Chair Crane felt the handout was a good example of what the P&Z Board would recommend and review - and then forward to the City Commission for their final consideration.

*Boardmember Brennan* reminded at the February meeting, the Board had agreed to hold a Work Session prior to the March meeting. He asked why one had not been called.

*Chair Crane* acknowledged he had not called for the additional Work Session but would be in favor of holding them as needed moving forward.

Explanation followed by Chair Crane relating to the Environmental Impact Statement provided. He proposed the form be utilized for all new construction. He recommended it be considered further at the next P&Z Board meeting.

*Planner Garrett* confirmed currently an Environmental Impact Study is only required when a property is located in a Conservation area.

Planner Garrett explained where he felt the form could be streamlined. He presented the example of liking the idea of having more control over the process when it comes to trees, etc. when a pool is being built.

*Chair Crain* asked that each Boardmember review the form, add their ideas, and bring it back to the next meeting for action. The final proposed document would then be forwarded to the City Commission for their review and final action.

The question was raised as to how to address a situation when a developer were to not be truthful on an impact statement.

*Planner Garrett* discussed having to mitigate the environmental issue. He suggested the possibility of looking into an environmental fund, etc. as an example. However, with Anna Maria being a small town, Planner Garrett noted the developers are aware if they were to mislead the City on the statement, they would then be put under more scrutiny.

*Chair Crane* suggested that the form include signing under perjury.

Discussion continued relating to establishing a Development Review Committee for reviewing all single-family structures and major renovations, drainage, etc.

*Planner Garrett* referred to the form samples provided with the agenda materials. He envisioned a Development Review Committee being established in Anna Maria that would meet twice a month with an applicant to review the building plans, applications, etc. Also included during the reviews, along with Planner Garrett, would be Building Official Welch and Public Works Director McKay. Planner Garrett believes reviewing all at the same time would be very beneficial. He noted if more than one P&Z Boardmember were involved, it would require the meeting to be noticed. Discussion followed.

**Motion: Move that Planner Garrett prepare a document that outlines what the P&Z Board has discussed relating to a P&Z Planning Review Development Plan that would go before the Planning & Zoning Board – either one member or an agenda/noticed meeting where Development Plan submittals of a size and scope as suggested by Planner Garrett would be reviewed – to be inclusive of environmental compliance.**

**Action: Moved by Boardmember Maureen McCormick, Seconded by Boardmember Margaret Jenkins.**

**Motion carried – All Aye.**

### **NEW BUSINESS**

#### **Duties of Planning and Zoning Boards in Other Communities**

*Planner Garrett* discussed upcoming issues to be addressed by the P&Z Board. Issues include: Establishing Comprehensive Plan policies for new Zoning Districts for the Historic Pier and Marina Districts, and determining the types of development standards.

Normal responsibilities for the Anna Maria P&Z Board include variance reviews, site plan reviews, plan amendments, and rezoning requests. Planner Garrett said after he would confirm with the Mayor, the P&Z Board could begin looking and reviewing the Comprehensive Plan for updates. Planner Garrett will provide each Boardmember a copy of the most current updated City's Comprehensive Plan.

Explanation followed relating to quasi-judicial versus legislative issues.

*Chair Crane* discussed the issue of when the City Commission reviews quasi-judicial issues there may be some political aspects that can occur. He felt having the P&Z Board review those type applications would take some of the burden off the City Commission.

*Planner Garrett* asked that each Boardmember bring back a goal or policy they felt was needed.

*Chair Crane* noted the subject will be placed on all future agendas, and will serve as an open-ended invitation for the Board to bring up changes to procedures, etc.

Additional discussion followed.

**MINUTES**

- **Consider approval of the November 4, 2015 Planning & Zoning Board Meeting Minutes.**  
*Chair Crane* pointed out “interruptions” should be corrected to “interpretations” on page four of five.

**Motion: Move that the November 4, 2015 Planning & Zoning Board Meeting Minutes be approved as corrected.**

**Action: Moved by Boardmember Jack Brennan, Seconded by Boardmember Margaret Jenkins.**

**Motion carried – All Aye.**

- **Consider approval of the February 10, 2015 Planning & Zoning Board Meeting Minutes.**  
*Boardmember Brennan* noted “Revenue” should be corrected to “Review” on page 2 of 3.

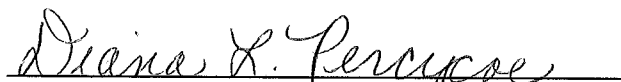
**Motion: Move that the February 10, 2015 Planning & Zoning Board Meeting Minutes be approved as corrected.**

**Action: Moved by Boardmember Margaret Jenkins, Seconded by Boardmember Jack Brennan.**

**Motion carried – All Aye.**

**Adjournment**

**On motion made by Boardmember Carl Pearman and seconded by Boardmember Margaret Jenkins, the meeting was adjourned at 4:45 p.m.**

  
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Diana L. Percycoe, CMC, City Clerk

**Minutes approved:** April 14, 2015