Call Meeting to Order

Approval of Minutes: October 11, 2018

Public Comments: Excluding any matter which is (a) scheduled for any legislative public hearing on this agenda; or (b) the subject of any quasi-judicial hearing scheduled or to be scheduled before the Planning Board.

New Business Legislative Matters:


New Business Quasi-Judicial Matters:

PB-2018-21: Citrus Homes Planned Development Rezoning: The request is to rezone 7.66± acres from R-1A (Single-Family Dwelling District) and M-1A (Light Industrial) to PD (Planned Development), on N. Frontage Rd, between Procchi Street and N. Maryland Avenue, north of Interstate 4 in 21-28-22 (S-T-R).

Other Business & Announcements

Discussion of Planning Board By-Law Change

Attendance Review

Adjournment

SPEAKING LIMITATIONS: At the public hearing, the applicant (including their agents and representatives), the City (including staff and consultants) and any other governmental agency (including staff and consultants) shall each be allowed five minutes. The Chair of the Planning Board (“Chair”) shall determine the time allowed for all Party-Intervenors (including their agents and representatives). All other speakers shall be limited to three (3) minutes. In the event speaker(s) request additional time the determination of the amount of time to be allowed shall be at the discretion of the Chair.

If any person wishes to be a Party-Intervenor, the person shall request the Chair to intervene at least 7 days prior to the public hearing and include with the request: (a) a detailed outline of their interest in the application and argument in favor or against it; and (b) the amount of time required for the Party-intervenor’s presentation, and the justification for the time required. Notwithstanding, upon proper showing, the Chair shall have the discretion, even without a prior request, to grant Party-Intervenor status at the public hearing.

VERBATIM TRANSCRIPT MAY BE REQUIRED TO APPEAL: Any person deciding to appeal any decision made by the Planning Board, with respect to any matter considered at such meeting, will need a record of that proceeding, and for such purpose, may need to ensure that a verbatim record be made which record includes the testimony and evidence upon which the appeal is to be made.

SPECIAL ACCOMMODATIONS: In accordance with the Americans with Disabilities Act (ADA), any person with a disability requiring reasonable accommodation in order to participate in this meeting should call City Hall at (813) 659-4200 ext. 4237 at least 48 hours prior to the meeting.
The City of Plant City Planning Board met in a regularly scheduled meeting on Thursday, October 11, 2018, at 8:00 A.M. in the Sadye Gibbs Martin Auditorium of the Nettie Berry Draughon Municipal Building, 302 West Reynolds Street, Plant City, Florida.

Planning Board members present were: Chair Bonnie Carr, Dr. Michael Salvato, Bruce Rodwell, Jamey Moody and Doug Driggers. Vice Chair Art Wood and Jeremy Burris were absent. Also present were Ken Buchman, City Attorney; Julie Ham, Planning & Zoning Manager; Mara Latorre, Planner II; Mara Marlene Sanchez, Planner; applicants and interested citizens.

Chair Bonnie Carr called the October 11 Planning Board meeting to order at 8:00 a.m. A motion was made by Bruce Rodwell, seconded by Dr. Michael Salvato, and carried 4-0, to approve the minutes of September 13, 2018.

Jamey Moody arrived at 8:10 a.m.

There were no public comments.

New Business- Legislative Matters:


Marlene Sanchez presented the request to revise the section of the code that references commercial vehicles to change the definition of a commercial motor vehicle to any vehicle with a Gross Vehicle Weight Rating exceeding 10,001 pounds.

Sanchez explained that the change would bring clarification that pickup trucks do not fall under the definition and jurisdiction of commercial vehicles in residential districts.

After discussion, a motion was made by Dr. Michael Salvato, seconded by Doug Driggers, and carried 5-0, finding the proposed modifications, which amends Section 102-1041, Plant City Code, to be consistent with the Imagine 2040: Plant City Comprehensive Plan, and forward this recommendation to the Plant City Commission.

Other Business & Announcements

Discussion of Planning Board By-Law Change

Chair Bonnie Carr postponed a decision until all the board members are present.

Attendance Review

A motion was made by Dr. Michael Salvato, seconded by Bruce Rodwell, and carried 5-0 to excuse the reported absence of Doug Driggers from the September 13, 2018, meeting.

The meeting adjourned at 8:22 a.m.

Marlene Sanchez
Marlene Sanchez, Planner
Proposed Update to the Capital Improvements Element:
The attached table is proposed to be included as part of Plant City’s Capital Improvements Element (CIE) to meet the requirement to annually update the 5-Year Schedule of Projects, per Chapter 163, Florida Statutes. The proposed schedule is based on and is a subset of Plant City’s Capital Improvement Program for FY 2019 through FY 2023.

The projects noted either maintain or enhance the municipality’s adopted Levels of Service, which in turn implements the overall “vision” of the Imagine 2040: Plant City Comprehensive Plan. The proposed list of projects would replace the current Plant City Schedule of Projects for FY 2018 through FY 2022. The attached analysis [provided by the Hillsborough County City-County Planning Commission] and table documents eleven potable water, sanitary sewer, transportation and stormwater management project areas with total allocations over the next five years of $13,832,500, ending in FY 2022/23. The Plant City City Commission is scheduled to take action on this item on December 10, 2018. The item will be processed by Ordinance.

Staff Recommendation:
The Planning Board finds the proposed annual update to Plant City’s Capital Improvements Element (CIE) to include the Schedule of Projects for FY 2019 – 2023 consistent with the Imagine 2040: Plant City Comprehensive Plan and recommends its approval to the Plant City City Commission.
Planning Commission staff reviewed Plant City’s proposed FY 19 - FY 23 Capital Improvements Element (CIE) Schedule of Projects (CIE Schedule) for consistency with the Imagine 2040: Plant City Comprehensive Plan. These are projects that affect Levels of Service (LOS) and are updated annually in the CIE per Chapter 163, Florida Statutes. The update is accomplished by ordinance. The proposed FY 19 - FY 23 CIE Schedule is included in the attached report.

The review examined the CIE Schedule’s consistency with the Goals, Objectives, and Policies in the Comprehensive Plan related to capital projects and public facilities. Specifically, the projects were reviewed to ensure consistency with priorities for capital project development, coordination with the 10-Year Water Supply Facilities Work Plan and support of infrastructure sub-elements.

**Recommendation**

Staff recommends the Planning Commission approve the enclosed resolution recommending the FY 19 – FY 23 CIE Schedule of Projects be found **CONSISTENT** with the Imagine 2040: Plant City Comprehensive Plan and forward this recommendation to the Plant City City Commission.
Resolution

Item: Plant City FY 19 – FY 23 Capital Improvements Element (CIE) Schedule of Projects Update

<table>
<thead>
<tr>
<th>AYE</th>
<th>NAY</th>
<th>ABSENT</th>
<th>DATE: November 19, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derek Doughty, PE, Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacqueline Wilds, Vice-Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matthew Buzza, Member-at-Large</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Dicks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theodore Trent Green, RA</td>
<td>Derek Doughty</td>
<td></td>
<td>Chair</td>
</tr>
<tr>
<td>Nigel M Joseph</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Kress, AICP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Maurino</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mitch Thrower</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melissa E Zornitta, AICP</td>
<td>Melissa E. Zornitta, AICP</td>
<td></td>
<td>Executive Director</td>
</tr>
</tbody>
</table>

On motion of ____________________ Seconded by ___________________

The following resolution was adopted:

WHEREAS, the Hillsborough County City-County Planning Commission developed a long-range Comprehensive Plan for Plant City, the *Imagine 2040: Plant City Comprehensive Plan*; and

WHEREAS, Chapter 163, Florida Statutes, requires that the Capital Improvements Element Schedule of Projects (CIE Schedule) addressing Levels of Service (LOS) be reviewed and modified on an annual basis; and

WHEREAS, Plant City staff prepared and submitted to the Hillsborough County City-County Planning Commission for review a proposed FY 19 - FY 23 CIE Schedule; and

WHEREAS, the Hillsborough County City-County Planning Commission staff reviewed the City’s proposed CIE Schedule, and found the *Imagine 2040: Plant City Comprehensive Plan* provides guidance as follows:
Resolution
Plant City: FY 19 – FY 23 CIE Schedule of Projects Update
November 19, 2018

Capital Improvements Element
CAP Policy 1.1.12: Any capital improvement that is determined to be needed as a result of any of the factors listed in this Element, under public facility needs shall be included in the regular Schedule of Capital Improvements contained in this Capital Improvements Element. All such capital improvements shall be approved in the same manner as the capital improvements that are determined to be needed according to the quantitative analysis described in this Element, under public facility needs.

CAP Policy 1.1.14: Capital improvements within a type of public facility are to be evaluated on the following criteria and order of priority:
- Repair, remodeling, renovation, or replacement of obsolete or worn out facilities that contribute to achieving or maintaining standards for LOS adopted in this Comprehensive Plan.
- New or expanded facilities that reduce or eliminate deficiencies in LOS for existing demand.
- New or expanded facilities that provide the adopted LOS for new development and redevelopment during the next five fiscal years, as updated by the annual review of this Capital Improvements Element.

Public Facilities Element
PFE Objective 1.2: Maintain a five-year schedule of capital improvement needs which will address the correction of existing deficiencies and the provision for future public facilities. The schedule for capital improvement needs will be updated annually in conformance with the review process for the Capital Improvement Element and taking into account the 10-Year Water Supply Facilities Work Plan and the Southwest Florida Water Management District’s Regional Water Supply Plan

NOW, THEREFORE, BE IT RESOLVED, that the Hillsborough County City-County Planning Commission recommends the FY 19 - FY 23 CIE Schedule of Projects be found CONSISTENT with the Imagine 2040: Plant City Comprehensive Plan and forwards this recommendation to the Plant City City Commission for approval.
Plant City:
FY 19 - FY 23 Capital Improvements Element (CIE)
Schedule of Projects Update
Staff Report
I. Introduction:
The purpose of this report is to review the Plant City FY 19 – FY 23 Capital Improvements Element Schedule of Projects (CIE Schedule) update to meet the stipulations of Chapter 163, Florida Statutes. Plant City staff identified projects addressing adopted Levels of Service (LOS), which are incorporated into this CIE Schedule update.

II. Review Requirements and Process
Chapter 163, Florida Statutes, requires that the CIE Schedule be updated annually in the Comprehensive Plan. This CIE Schedule may include publicly or privately funded projects that help a local government achieve or maintain LOS for the five-year period, and includes information on funding and timing. Five-year capital plans of other agencies may be incorporated by reference rather than listed individually. These annual updates to the CIE Schedule may be processed through a local ordinance.

III. FY 19 – FY 23 CIE Schedule Summary
The FY 19 – FY 23 CIE Schedule addresses Plant City’s capital project types, funding, and timing for a five-year period from FY 19 – FY 23, for a total of approximately $13.83 million dollars. The CIE Schedule was developed through internal Plant City staff coordination to identify Capital Improvement Program (CIP) projects affecting LOS standards. The CIE Schedule includes eleven projects in Stormwater, Utilities Maintenance and Operations (Potable Water and Wastewater) and Transportation (Streets). The projects identified are necessary to enhance or maintain the adopted Levels of Service. Additionally, the applicable projects in the Hillsborough County Metropolitan Planning Organization’s (MPO) Transportation Improvement Program (TIP) and the Hillsborough County Public Schools Facilities Work Program are adopted into the CIE Schedule by reference.

The following chart depicts a breakdown of the funding by specific program area:
Table One depicts the overall FY 19 – FY 23 CIE Schedule and funding amounts. This information is also included in Appendix A.

<table>
<thead>
<tr>
<th>Project</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>FY 2021-22</th>
<th>FY 2022-23</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sidewalk Improvements/Replacement</td>
<td>$50,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$450,000</td>
</tr>
<tr>
<td>Park Pedestrian Access Bridges</td>
<td>$87,500</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$87,500</td>
</tr>
<tr>
<td>Bridge Repair, Replacement</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Utilities Maint. &amp; Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterline Replacement</td>
<td>$100,000</td>
<td>$400,000</td>
<td>$450,000</td>
<td>$500,000</td>
<td>$550,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Sewer Line Replacement/Relocation/Upgrade</td>
<td>$275,000</td>
<td>$1,850,000</td>
<td>$1,850,000</td>
<td>$1,850,000</td>
<td>$1,850,000</td>
<td>$7,675,000</td>
</tr>
<tr>
<td>Lift Station Maintenance</td>
<td>$385,000</td>
<td>$165,000</td>
<td>$165,000</td>
<td>$165,000</td>
<td>$165,000</td>
<td>$1,045,000</td>
</tr>
<tr>
<td>Water System Storage Tank Rehabilitation</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$375,000</td>
</tr>
<tr>
<td>Wastewater System Storage Tank Rehabilitation</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Stormwater Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Drainage Pipe Rehabilitation</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Watershed Management Plan</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$400,000</td>
</tr>
<tr>
<td>Roseland Park Paving and Drainage</td>
<td>$300,000</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$300,000</td>
</tr>
<tr>
<td>Total</td>
<td>$1,772,500</td>
<td>$3,090,000</td>
<td>$2,940,000</td>
<td>$2,990,000</td>
<td>$3,040,000</td>
<td>$13,832,500</td>
</tr>
</tbody>
</table>

**IV. Comprehensive Plan Goals, Objectives and Policies**

The *Imagine 2040: Plant City Comprehensive Plan* provides guidance as follows:

**Mobility Element**

**MBY Policy 1.7.2:** Consider, and include where appropriate and financially-feasible, improvements to existing roadways such as: signage, re-striping bike lanes during resurfacing, shared-use lanes, sidewalk construction, and appropriate traffic control measures, to increase the safety of pedestrians and bicyclists.
MBY Policy 1.9.3: Identify gaps in pedestrian and bicycle infrastructure, barriers to travel, and, where financially feasible, work towards retrofitting roads lacking facilities to provide for systematic connection.

Capital Improvements Element
CAP Policy 1.1.14: Capital improvements within a type of public facility are to be evaluated on the following criteria and order of priority:

- Repair, remodeling, renovation, or replacement of obsolete or worn out facilities that contribute to achieving or maintaining standards for LOS adopted in this Comprehensive Plan.
- New or expanded facilities that reduce or eliminate deficiencies in LOS for existing demand.
- New or expanded facilities that provide the adopted LOS for new development and redevelopment during the next five fiscal years, as updated by the annual review of this Capital Improvements Element.

CAP Policy 1.1.15: The Hillsborough County Metropolitan Planning Organization’s (MPO) Transportation Improvement Program (TIP) and the Hillsborough County Public Schools Facilities Work Program are incorporated by reference into the Capital Improvements Section of the Plant City Comprehensive Plan. Plant City is not responsible for those capital projects which are funded, maintained and/or under the control of the Hillsborough County School District, Hillsborough County, Florida Department of Transportation or the Hillsborough County Aviation Authority. Plant City is financially responsible for only those projects that Plant City schedules, funds and constructs through its 5-Year Capital Improvement Program (CIP).

CAP Policy 1.3.1: Provide the public facilities listed in the Schedule of Capital Improvements in the “Requirements for Capital Improvements Implementation” section of this Capital Improvements Element. The Schedule of Capital Improvements may be modified as follows:

- The Schedule of Capital Improvements shall be updated annually by ordinance.
- The Schedule of Capital Improvements may be amended two times during any calendar year, and as allowed for emergencies, developments of regional impact, and certain small-scale development activities.

Environmental Element
ENV Policy 1.2.9: Monitor emerging state-of-the-art stormwater treatment technology and shall cooperate with state and local agencies to ensure that water quality objectives are met through the most appropriate and effective methodologies.

Public Facilities Element
PFE Objective 1.2: Maintain a five-year schedule of capital improvement needs which will address the correction of existing deficiencies and the provision for future public facilities. The schedule for capital improvement needs will be updated annually in conformance with the review process for the Capital Improvement Element and taking into account the 10-Year Water Supply Facilities Work Plan and the Southwest Florida Water Management District’s Regional Water Supply Plan.

PFE Policy 1.2.3: Proposed capital improvement projects will be evaluated and ranked according to the following priority level guidelines:
Levels:
- Whether the project is needed to protect public health and safety, to fulfill the City’s legal commitment to provide facilities and services, or to preserve or achieve full use of existing facilities.
- Whether the project increases efficiency of use of existing facilities, prevents or reduces future improvement costs or provides service to developed areas lacking full service.
- Whether the project represents a logical extension of facilities and services within a designated service area.

**PFE Objective 1.3:** Encourage the discontinuance of all on-site wastewater systems and private water wells upon the availability of public wastewater facilities and public water utilities for the affected residents.

**PFE Objective 2.1:** New or expanded facilities that provide the adopted LOS for new development and redevelopment, or that reduce or eliminate deficiencies in the LOS for existing demand will be identified in the City’s annual multi-year Capital Improvement Program (CIP). The CIP shall be prepared in conjunction with the annual review and update of the Capital Improvements Element. The CIP shall contain all of the projects listed in the Schedule of Capital Improvements of the updated version of the Capital Improvements Element.

**V. Staff Analysis**
Planning Commission staff analyzed the CIE Schedule for consistency with the Comprehensive Plan. The majority of the CIE Schedule funding is for projects that are for repair, renovation or replacement of obsolete or worn out facilities, consistent with a main priority for infrastructure planning identified in CAP Policy 1.1.14. These renovations and replacements are critical to enhancing/achieving LOS standards, consistent with PFE Objective 2.1. Additionally, the proposed projects are all necessary to protect public health and safety, fulfill the City’s commitment to provide facilities and services, or to preserve/achieve full use of existing facilities consistent with PFE Policy 1.2.3. The projects also increase the efficiency and service provision of existing facilities.

The water line replacement and water storage tank rehabilitation projects are also projects that are shown within the 10-Year Water Supply Facilities Work Plan (Work Plan), which was updated last year. These projects are important for ensuring adequate potable water supply, storage and distribution for the ten year period, consistent with PFE Objective 1.2. The Work Plan project development was coordinated with the Southwest Florida Water Management District Regional Water Supply Plan.

Additionally, the CIE furthers and supports the objectives and policies of specific infrastructure sub-elements. The sidewalk improvement/replacement project supports the Mobility Policies 1.7.2 and 1.9.3 by increasing pedestrians and bicyclist safety, identifying gaps in pedestrian and bicycle infrastructure and reducing barriers for safe movement. The Watershed Management Plan proposes to use updated technology to better understand stormwater issues, consistent with Environmental Policy 1.2.9. Finally, the significant investment in wastewater facilities, through sewer line replacement, relocation and upgrade, lift station maintenance and wastewater system storage tank rehabilitation, ensures Plant City will be able to continue to provide quality infrastructure and connect additional residents to utilities in the future, consistent with PFE Objective 1.3.
VI. Conclusion
Staff completed its review of all relevant material, including the applicable Comprehensive Plan objectives and policies, and concludes that the Plant City FY 19 – FY 23 CIE Schedule is CONSISTENT with the adopted Imagine 2040: Plant City Comprehensive Plan.
<table>
<thead>
<tr>
<th>Project</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>FY 2021-22</th>
<th>FY 2022-23</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Streets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sidewalk Improvements/Replacement</td>
<td>$50,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$450,000</td>
</tr>
<tr>
<td>Park Pedestrian Access Bridges</td>
<td>$87,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$87,500</td>
</tr>
<tr>
<td>Bridge Repair, Replacement</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$250,000</td>
</tr>
<tr>
<td><strong>Utilities Maintenance and Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterline Replacement</td>
<td>$100,000</td>
<td>$400,000</td>
<td>$450,000</td>
<td>$500,000</td>
<td>$550,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Sewerline Replacement/Relocation/Upgrade</td>
<td>$275,000</td>
<td>$1,850,000</td>
<td>$1,850,000</td>
<td>$1,850,000</td>
<td>$1,850,000</td>
<td>$7,675,000</td>
</tr>
<tr>
<td>Lift Station Maintenance</td>
<td>$385,000</td>
<td>$165,000</td>
<td>$165,000</td>
<td>$165,000</td>
<td>$165,000</td>
<td>$1,045,000</td>
</tr>
<tr>
<td>Water System Storage Tank Rehabilitation</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$375,000</td>
</tr>
<tr>
<td>Wastewater System Storage Tank Rehabilitation</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$250,000</td>
</tr>
<tr>
<td><strong>Stormwater Projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Drainage Pipe Rehabilitation</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Watershed Management Plan</td>
<td>$200,000</td>
<td>$200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$400,000</td>
</tr>
<tr>
<td>Roseland Park Paving and Drainage</td>
<td>$300,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$300,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,772,500</td>
<td>$3,090,000</td>
<td>$2,940,000</td>
<td>$2,990,000</td>
<td>$3,040,000</td>
<td>$13,832,500</td>
</tr>
</tbody>
</table>
PLANNING & ZONING DIVISION STAFF REPORT

CASE # PB-2018-21
OWNER(S) Michael & Elizabeth Warren
OWNER(S) REPRESENTATIVE Phil Waldron
REQUEST TYPE Rezoning: Citrus Homes Planned Development District: A rezoning from R-1A (Single-Family Dwelling District) and M-1A (Light Industrial) to PD (Planned Development).
GENERAL LOCATION North side of North Frontage Road, east of Procchi Street, west of Maryland Ave. (S-T-R/21-28-22).
PROPERTY AREA 7.66± acres
PB MEETING DATE November 8, 2018
STAFF RECOMMENDATION APPROVAL
PLANNING BOARD RECOMMENDATION

General Description:

General information concerning the subject site:

Area: 7.66 ± Acres
Existing Zoning: R-1A (Single-Family Dwelling District) and M-1A (Light Industrial)
Future Land Use: Commercial (PC/CPA 18-01, adopted 8/8/18) within the I-4 Green Tech Corridor and the Northeast Master Plan
Folio #: 203524.0000; 090155.0000

Description of Request:

The applicant proposes a rezoning of the subject parcels on North Frontage Road from R-1A Single-Family Dwelling District and M-1A Light Industrial, to a Planned Development (PD) district allowing commercial uses. The 7.66± acre site is located on the north side of North Frontage Road, east of Procchi Street,
west of Maryland Ave. The total square-footage of commercial development proposed is 60,000 square feet (.18 Max FAR) and is listed on the PD site plan.

**Analysis:**

**Comprehensive Plan:** The 7.66± acre site has a Commercial Future Land Use category. The total square-footage of commercial development proposed is 60,000 square feet (.18 Max FAR) which is consistent with the *Imagine 2040: Plant City Comprehensive Plan*.

**Surrounding Land Uses:** The adjacent existing land uses and zoning districts surrounding the site are:

<table>
<thead>
<tr>
<th>Direction</th>
<th>Zoning</th>
<th>Future Land Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>ASC-1 Hillsborough County</td>
<td>Residential-1</td>
</tr>
<tr>
<td>South</td>
<td>M-1A (Light Industrial)</td>
<td>Industrial</td>
</tr>
<tr>
<td>East</td>
<td>ASC-1 Hillsborough County/ PD Planned Development</td>
<td>Residential-1 / Commercial</td>
</tr>
<tr>
<td>West</td>
<td>ASC-1 Hillsborough County/ M-1A (Light Industrial)</td>
<td>Residential-1 / Industrial</td>
</tr>
</tbody>
</table>

**Infrastructure:** The developer will be responsible for extending water and sanitary sewer lines to all development. The cost of extending such facilities will be the responsibility of the developer. The City has the capacity to serve the proposed development.

The developer or property owner shall pay to the City such rates, fees, charges or assessments for water, wastewater and/or reuse service as may be authorized by the City Commission by ordinance, resolution, contract or other appropriate mechanism in such manner as provided therein.

**Environmental:** Prior to development the applicant will be required to receive the necessary permits from the Southwest Florida Water Management District (SWFWMD), and the Plant City Engineer. According to the City Engineer’s GIS data, there are no on-site wetlands or floodplains.

**Transportation/Access:** Prior to development, a traffic analysis shall be required pursuant to Section 102-446(j).

**Conclusion:**

Staff concludes that the proposed rezoning (PB-2018-21) is consistent with
Chapter 102, Zoning, of the Plant City Code of Ordinances, and the Imagine 2040: Plant City Comprehensive Plan. In addition, staff finds that:

a. The proposed rezoning will not create undue crowding beyond the conditions normally permitted in the zoning district, or adversely affect the public health, safety, welfare, or quality of life.

b. Public facilities, such as streets, potable water, sanitary sewer, fire protection, police protection, and transportation, will not be unduly burdened and are adequate to serve the proposed uses.

c. The proposed rezoning will not adversely degrade the level-of-service of adjacent roadways.

Recommendation:

Staff recommends the rezoning request from R-1A Single-Family Dwelling District and M-1A Light Industrial District to Planned Development District, (PB-2018-21 Citrus Homes PD) be found consistent with Article IV, Division 8 of Chapter 102 of the Plant City Code of Ordinances, and the Imagine 2040: Plant City Comprehensive Plan. Based on the above stated conclusions, staff recommends APPROVAL.

Location map
Proposed amendment to the bylaws:

1) Time change of the meetings from 8:00 to 8:30 am.
   a. Conflicts: The DRC (Development Review Committee) meets at 9:00 am in the auditorium conference room. The DRC (City and other outside agency representatives) was established a number of years ago to meet with citizens about proposed projects in order to streamline the submittal/review/permitting process. FDOT and several city staff have specifically requested that we keep the meeting date/time the same (Thurs. 9AM).
   b. Suggestion: to move the meeting day to Tuesday or Wednesday at 8:30 (which could provide scheduling opportunities for staff to place PB items on the City Commission agenda that same day).

2) Added language providing for a process for legislative hearings. There is currently a process in the bylaws for quasi-judicial hearings, but nothing for legislative hearings such as comp plan amendments, text amendments, vacates and annexations. The amendment provides for an order of speakers and time limits.
RULES AND PROCEDURES OF THE PLANT CITY PLANNING BOARD

In accordance with Section 2-411, of the Plant City Code, Planning Board Rules and Procedures, the following rules and procedures are hereby adopted.

Section I - OFFICERS

The Chair and Vice-Chair shall be elected annually by the members of the Board at the first meeting in June. The Chair shall conduct meetings of the Board and the Vice-Chair shall serve in his absence.

Section II - VACANCIES OF OFFICERS

In the event that either the Chair or Vice-Chair resigns, then the remaining members shall elect a new officer to fill the vacancy. In the event both the Chair and Vice-Chair are absent from a meeting, the remaining members shall elect a member to chair the meeting.

Section III - MEETINGS

Meetings shall be held on the second Thursday of each month at 8:00 a.m. for the purpose of reviewing zoning petitions, subdivision plats, and other similar cases. Meetings shall be held on the fourth Thursday of each month, if called by the board at a prior meeting, at 8:00 a.m. for purposes of discussing and determining planning policy, procedures, specific studies and other similar functions.

Special meetings may be called by the Chair, or by the City Commission in the event of joint meetings with the City Commission.

Section IV - QUORUM

Four (4) members of the Board shall constitute a quorum.

Section V - ABSENCES

When any member of the planning board has three consecutive unexcused absences from regular board meetings, the position shall become vacant. Absences shall be deemed unexcused, unless, at the next regular meeting of the planning board following a member’s absence, a majority of the members of the planning board present determine that the absence was excused.

Section VI - CONDUCT OF MEETINGS

I. The following procedure shall apply to quasi-judicial hearings:

(a) **Definitions.** The following definitions shall apply:

(1) “Participant” shall mean any person speaking before the Planning Board who is
not a Party, Party-Intervenor, or the City or other governmental agency.

(2) “Party” shall mean the applicant (including their agents and representatives).

(3) “Party-Intervenor” shall mean a person, as determined by the Chair, being impacted by the proposed action to a greater degree than the general public.

(b) **Time.**

(1) The time allowed for a Party (including their agents and representatives), the City (including staff and consultants) and other governmental agencies (including staff and consultants) shall be stated in the mailed notice of the public hearing, but generally a Party, the City and other governmental agencies shall be allowed no more than 15 minutes, unless additional time is requested to the City Clerk no less than 48 hours prior to the public hearing. In the event Parties request additional time, the determination of the amount of time to be allowed shall be at the discretion of the Chair.

(2) Upon advice of the City Attorney, the Chair shall determine the amount of time allowed for all Party-Intervenors (including their agents and representatives).

(3) A Participant shall be limited to no more than three minutes.

(4) Notwithstanding, the Chair shall have the discretion, even without prior request, to extend speaker times, provided that other speakers are provided a fair opportunity to be heard. Further, the Chair may restrict or terminate presentations which are determined to be frivolous, unduly repetitive or out of order.

(c) **Order of proof.** The order of proof shall be as follows:

(1) Representative of City staff.

(2) Party.

(3) Party-Intervenors.

(4) Participants.

(5) Staff response.

(6) Party’s rebuttal (if time reserved).

(d) **Questioning and Cross Examination.**

(1) A representative of a Party and Party-Intervenor may cross examine witnesses through the Chair, except that Attorneys shall not be subject to cross examination. If a question is to be asked by a Party or Party-Intervenor, their representative shall state the question that it is requesting and ask the Chair to have the witness answer the question. Unless the Chair determines that the question is irrelevant, immaterial, harassing, defamatory or unduly repetitive, the Chair would direct the question to the witness.
(2) Participants shall not be allowed to cross-examine witnesses.

(3) Members of the Planning Board may ask questions of any witness during testimony or after the conclusion of Party’s rebuttal.

(e) **Sworn witnesses.** All witnesses shall be sworn.

(f) **Process to be a Party-Intervenor.**

(1) If any person wishes to be a Party-Intervenor, the person shall request the Chair to intervene at least 7 days prior to the public hearing and include with the request:

   (a) a detailed outline of their interest in the application and argument in favor or against it; and

   (b) The amount of time required for the Party-intervenor’s presentation, and the justification for the time required.

(2) Upon advice of the City Attorney, the Chair shall, determine whether the person is entitled to status as an Party-intervenor.

(3) Notwithstanding, the Chair shall have the discretion, even without a prior request, to grant Party-Intervenor status to any person wishing to speak at the public hearing.

(g) **Rules of evidence.**

(1) After considering due process, the Chair, with the advice of the City Attorney, shall rule on all questions of admissibility of evidence.

(2) All evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in a court of law in Florida. Irrelevant, immaterial, harassing, defamatory or unduly repetitive evidence shall be excluded.

(3) Documentary evidence may be presented in the form of a copy of the original. Upon request, Party and Party-Intervenor shall be given an opportunity to compare the copy with the original. A person submitting evidence may file substitution of a copy or duplicate thereof, after viewing and confirmation by the City Clerk of the copy or duplicate as being consistent with the original.

(4) Any objection to evidence must be made at the time of the hearing or is waived.

(h) **The record.**

(1) The following documents shall automatically be included in the record of the hearing:

   (a) Agenda packets, staff and consultant reports on behalf of the
City.

(b) Powerpoint (or other similar software) presentation on behalf of the City, or other Governmental agency.

(c) Reports of other governmental agencies.

(d) The most recent copies of the resumes for those persons speaking on behalf of the City or other governmental agency.

(e) The resumes which had been filed with the City Clerk of persons speaking on behalf of a Party or Party-Intervenor.

(f) Comments and documents previously entered into the record at a prior Planning Board meeting on the particular matter.

(2) All other items need to be presented into the record by the witnesses at the time of their presentation.

(i) **PowerPoint presentation.** If any Party or Party-Intervenor is planning on presenting a PowerPoint (or other similar) presentation to the Planning Board, the Party or Party-Intervenor is responsible for coordinating with the City planning staff in advance. At least 48 hours is recommended. Under no circumstances shall the City planning staff allow a presentation from any media source (including flash drive and disc) to be presented from a City computer without the City staff having a reasonable opportunity to virus check the presentation.

(j) **Failure to appear.** If any Party or Party-Intervenor fails to appear at the time fixed for the hearing, the Planning Board may proceed to hear the evidence and render a decision thereon.

(k) **Planning Board.** All procedural decision of the Chair pursuant to this Resolution may be overturned by motion and vote of the Planning Board.

II. The following procedure shall apply for legislative public hearings:

(a) **Time.**

(1) The time allowed for the applicant (including their agents and representatives), the City (including staff and consultants) and other governmental agencies (including staff and consultants) shall be stated in the mailed notice of the public hearing, but generally the applicant, the City and other governmental agencies shall be allowed no more than 15 minutes, unless additional time is requested to the City Clerk no less than 48 hours prior to the public hearing. In the event the applicant requests additional time, the determination of the amount of time to be allowed shall be at the discretion of the Chair.

(3) All other persons shall be limited to no more than three minutes.

(4) Notwithstanding, the Chair shall have the discretion, even without prior request, to extend speaker times, provided that other speakers are provided a fair opportunity to be heard. Further, the Chair may restrict or terminate
presentations which are determined to be frivolous, unduly repetitive or out of order.

(b) **Order of proof.** The order of proof shall be as follows:

1. **Representative of City staff.**
2. **Applicant.**
3. **Other persons.**
4. **Staff response.**
5. **Applicant’s rebuttal (if time reserved).**

**SECTION VII - REASONABLE OPPORTUNITY TO BE HEARD.**

Subject to the exceptions herein, members of the public shall be given a reasonable opportunity to be heard on propositions before the Board. The opportunity to be heard need not occur at the same meeting at which the Board takes official action on the proposition if the opportunity occurs at a meeting that is during the decision making process and is within reasonable proximity in time before the meeting at which the Board takes the official action. This Section does not prohibit the Chair or the Board from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to the restrictions of this Section. The requirements of this paragraph do not apply to: (1) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes; and (2) any quasi-judicial hearings.

Planning & Zoning Division Staff is hereby authorized to provide a form to any individual who desires to be heard in order to inform the Board of what proposition the individual wishes to speak and to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative, if any, to speak for him or her, or his or her group, on a proposition.

If the Chair determines that a large number of individuals wish to be heard, the Chair may request that a representative of a group or faction speak on behalf of said group or faction, rather than all members of such groups or factions. In such event, the Chair may grant the representative additional time to speak.

If a Board moves a proposition which is not on the agenda, the Board may take action at said meeting. However, prior to the vote on the matter, the Chair shall ask if anyone in attendance has any comments on the proposed motion.

**Section VIII - RECORDS**

Minutes shall be taken of all meetings and transcribed within ten (10) working days of the meeting date and shall be made part of the public record.

**Section IX - RECONSIDERATION**
Petitions for an amendment to the zoning map previously denied by the Planning Board should not be submitted by an individual petitioner or reconsidered within twelve (12) months of the date of final action on the previous petition. The petitioner must demonstrate, to the satisfaction of the planning staff, that substantial changes have occurred in the property in the petition, or in the area adjacent to the site, which would have a bearing on the zoning to be reconsidered.

In the event any petitioner shall desire reconsideration under the above provisions, petitioner shall submit his application for such rezoning to the Director of Planning and Zoning Department in the usual manner and shall pay his application fee (which shall not be refundable) and such application shall be transmitted to the planning staff for its findings as outlined above. The planning staff shall include in its recommendation whether substantial changes have occurred and forward its recommendation on the petition to the Board.

Section X - DEVELOPMENT-REVIEW PROCEDURES

(a). Applications to be reviewed by the Planning Board shall be submitted no less than 33 working days (approximately 6.5 weeks) prior to a scheduled hearing date. Applications for which a traffic analysis is required, shall be submitted no less than one month sooner than a normal, non-traffic analysis, request. Application deadlines may be waived in cases where a special meeting is called as provided for in Section III. Applications shall include an authorization for City staff to go on the subject property for purposes of posting a notice-of-meeting sign and to take photographs and gather information necessary to prepare a report and recommendation.

(b) All applications requiring site plan review and action by the Planning Board and/or City Commission will require applicants to meet with the Planning Staff prior to formal submittal of applications. The purpose of the pre-application conference is for the staff to advise the applicant of all appropriate submittal requirements of the Plant City Code.

(c) Applications not in compliance with code requirements when submitted will not be processed until such time that the application is modified to meet all regulations of the Plant City Code.

(d) Staff shall inform the applicant that the Planning Board may elect to continue their case should they, or their representative(s), not be in attendance to answer questions when the Planning Board meets to consider their application. Staff shall provide the applicant a printed schedule of meeting dates and times, but it shall be the responsibility of the applicant to confirm those meeting dates/times and to be in attendance.

(e) The petitioner shall identify and notify the adjacent property owners within 250 feet of the petition. Notification shall be by certificate of mailing. Staff shall be provided a list of the adjacent property owners, which includes the folio numbers and a copy of the letter of notification. Staff shall review the letter prior to mailing. Notification shall be postmarked no later than fifteen days prior to the hearing before the Planning Board. Proof of notification shall be submitted to the Planning & Zoning staff seven (7) days prior to the scheduled hearing date.

(f) Staff shall review the petition and have its recommendation submitted to each member of the City Planning Board five (5) days prior to the scheduled hearing date. A copy of the recommendation shall be sent to the Petitioner.
(g) Staff shall prepare a notice and post the notice in a conspicuous place on the property, a minimum of 10 days prior to the Board hearing.

(h) Planning Board action should state reasons and/or conditions upon which action is taken. The Board may vote to recommend the requested action, or to defer the recommendation until additional information is provided to the Board at the next meeting.

DATE: November 08, 2018

TO: Bonnie Carr, Chair, Planning Board

FROM: Mara Latorre, Planner II

SUBJECT: October 11, 2018 Planning Board Meeting Attendance

The following Planning Board members were absent from the October 11 Planning Board meeting:

Art Wood - Notified staff in advance that he would not be able to attend.

Jeremy Burris - Notified staff in advance that he would not be able to attend.

cc: Planning Board Members