



## CITY PLAN BOARD MINUTES

December 10, 2019 6:30 PM  
 City Hall Auditorium  
 200 E. University Ave

**I. Roll Call (Call to order at 6:32 p.m.)**

<u>Members Present</u>	<u>Members Absent</u>	<u>Staff Present</u>
Erin Condon (Chair)	Megan Walker-Radtke	Andrew Persons
Stephanie Sutton (Vice Chair)		Brittany McMullen
Christian Newman		Liliana Kolluri
James Blythe (Probation period)		Lawrence Calderon
Robert Ackerman		Yvette Thomas
Thomas Hawkins		Erik Bredfeldt

**II. Approval of Agenda (Note: order of business subject to change)**

<b>Motion By:</b> Thomas Hawkins	<b>Seconded By:</b> Christian Newman
<b>Moved To:</b> Approve	<b>Upon Vote:</b> 5-0

**III. Approval of Minutes: November 13, 2019**

<b>Motion By:</b> Christian Newman	<b>Seconded By:</b> Thomas Hawkins
<b>Moved To:</b> Approve	<b>Upon Vote:</b> 5-0

**IV. Announcement:** Section 30-3.3 of the Land Development Code establishes the Plan Board, including its membership; rules of procedure; and functions, powers and duties. The Plan Board is advisory to the City Commission on most planning petitions. Appeals of Plan Board decisions concerning

**BOARD MEMBERS**

Chair: Erin Condon      Vice Chair: Stephanie Sutton  
 Thomas Hawkins, Robert Ackerman, Megan Walker-Radtke, Christian Newman, James Blythe  
 Staff Liaison: Brittany McMullen

Special Use Permits are to a hearing officer within 30 calendar days of the decision (see Sec. 30-3.58(C.) of the Land Development Code). The procedure for an appeal is set forth in Sec. 30-3.58.

**V. Request to Address the Board – None**

**VI. Old Business**

1. **Petition PB-TCH** Text amendment to the Land Development Code to amend the Single-family Tree Mitigation Policy, including a recommendation from the Tree Advisory Board and an alternative option.

<b>Motion By:</b> Thomas Hawkins	<b>Seconded By:</b> Bob Ackerman
<b>Moved To:</b> Recommend adoption of the tree mitigation policy described in Exhibit 2 of the staff report.	<b>Upon Vote:</b> 4-1 (Sutton opposed)

Liliana Kolluri, Environmental Coordinator, presented the item which was continued from the October 9<sup>th</sup> Plan Board meeting. No comments were made from the public. Board member Sutton made a motion to approve the first option presented which was that all single-family properties are treated the same and commercial tree mitigation rates would not be assessed on single-family homeowners. The Board then discussed the proposed options. The motion failed for lack of a second. Board member Hawkins made a motion to recommend adoption of the tree mitigation policy described in Exhibit 2 of the Staff Report; the motion was seconded by Board member Ackerman and upon vote the motion passed 4-1.

**VII. New Business**

1. **Petition PB-19-94 TCH** Trimark Properties, LLC. Amend various sections of the Land Development Code to include “Food Truck Parks” as an allowable use within zoning districts that currently allow temporary food trucks as a permitted use

<b>Motion By:</b> Stephanie Sutton	<b>Seconded By:</b> Thomas Hawkins
<b>Moved To:</b> Approve with an amendment that food truck parks must have restroom facilities with water and sewer connections.	<b>Upon Vote:</b> 5-0

Lawrence Calderon, Planner, presented the request to permit food truck parks as an allowable use in zoning districts which currently allow for food trucks temporarily. Mr. Calderon explained the details of the request and concluded that Staff recommended approval of the petition. The Board discussed and asked questions of staff. Board member Sutton raised a concern about bathrooms for food truck parks. Member Hawkins agreed with the concern. Mr. Persons provided more information on bathroom requirements and best practices. Brian Herrington, representing the

applicant, provided information on restrooms, specifically in regards to the food truck park that the applicant is proposing, which will provide a restroom facility connected to municipal sewer and water. Mark Long, Director of Incubation services at UF Innovate, spoke in favor of the petition. The Board voted to approve the petition with an amendment that food truck parks must have restroom facilities with water and sewer connections.

**VII. Information Items:**

**Masonic Lodge #41: Local Register of Historic Places Nomination Process**

Sarit Sela, City Architect, informed the Board that on November 7<sup>th</sup> the City Commission directed Staff to nominate the Masonic Lodge #41 for the Local Register of Historic Places. The property is located at 215 N Main Street and is listed on National Register of Historic Places. Ms. Sela provided an overview of the history of the structure and outlined the process for designation which involves the application being heard by the Historic Preservation Board and then the City Plan Board.

**Comprehensive Plan Update**

Erik Bredfeldt, Economic Development and Innovation Director, announced that a Request for Proposal (RFP) for the City's Comprehensive Plan update will go out on December 11<sup>th</sup>. Staff will bring the item with rankings of those who responded to the RFP to the City Commission in early March. Overall the process should take between 18 and 24 months. Mr. Bredfeldt spoke about substance, form and implementation, and advised the Plan Board and staff that any questions received as a result of the RFP posting should be directed to the City's Procurement Department.

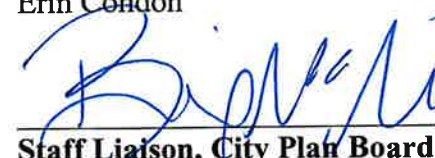
**IX. Board Member Comments – None**

**X. Adjournment – 7:55 p.m.**

For further information, please call 334-5022.  
If any person decides to appeal a decision of this body with respect to any matter considered at the above-referenced meeting or hearing, he/she will need a record of the proceedings, and for such purposes it may be necessary to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities who require assistance to participate in the meeting are requested to notify the Equal Opportunity Department at 334-5051 (TDD 334-2069) at least 48 hours prior to the meeting date.

  
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**Chair, City Plan Board**  
Erin Condon

1/23/20  
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**Date**

  
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**Staff Liaison, City Plan Board**  
Brittany McMullen, Planner III

1/23/20  
\_\_\_\_\_  
**Date**

