

# MINUTES

## PLANNING & ZONING BOARD

### REGULAR MEETING AND VARIANCE HEARING

Wednesday, May 17, 2017, 9:30 a.m.

- City Hall Conference Room

1. Call to Order: The meeting was called to order at 9:35 AM by City Clerk Kathryn McCullough Roll Call: *Present*: Trudy Troiano, George Lancaster, Joey Raspe, Tucker DeGraw, Gary Furtak. *Excused*: Attorney Tom Wright, Toni Appell: *Unexcused*: Ron Anderson, Gail Cortelyou. *Also present*: City Clerk Kathryn McCullough, Building Official Ed Borysiewicz Public – 0.
2. Oath of Office for New Members: City Clerk McCullough administered the Oath of Office to Tucker DeGraw and Gary Furtak. Ms. McCullough explained Toni Appell is retiring as a teacher at Switlick School however she had to be in class today. Ms. McCullough will administer the oath of office to her at a later time.
3. Election of Officers: City Clerk McCullough called for nominations for Chairperson of the Board. Joey Raspe nominated Trudy Troiano for Chairperson. There being no other nominations, nominations for Chairperson were closed. City Clerk McCullough asked for a show of hands. Trudy Troiano was elected Chairperson by acclamation. City Clerk McCullough turned the meeting over to Chairperson Troiano. Chairperson Troiano called for nominations for the Vice Chair. Joey Raspe nominated George Lancaster for Vice Chair. Chairperson Troiano nominated Joey Raspe for Vice Chair. City Clerk McCullough asked for a show of hands for Joey Raspe. Joey Raspe was elected Vice Chair with a show of four hands.
4. Open Discussion of Board Responsibilities, Procedures and Forms: Chairperson Troiano started by saying the primary function of the Planning & Zoning Board is to hear cases for exceptions. There are not a lot of them, therefore, the Board does not meet very often. Approval of exception requests are determined by the answers to five criteria questions which she will email to all Board members. Planning & Zoning Board meetings are on the 3<sup>rd</sup> Wednesday of the month if there is a case to be heard. The hearings are noticed in the newspaper and letters are mailed to property owners within 300 feet of the property requesting the variance. The Planning & Zoning Board hears the case and votes on it after which it goes before the City Commission to be heard. Each Board member has a mailbox in City Hall where agendas, minutes and other information is placed. Vice Chair Raspe stated Attorney Wright revised the 5 criteria questions so if you agreed the answer would be yes. However, these questions are still very confusing to understand. Chairperson Troiano asked if it would be possible to have another meeting to discuss the questions with Attorney Wright. Board Member Lancaster asked if suggestions could be sent to Chairperson Troiano to forward to Attorney Wright prior to a meeting. City Clerk McCullough briefly instructed the Board on Sunshine law requirements. Suggestions

concerning the criteria questions can be sent to Chairperson Troiano which she can then forward to Attorney Wright, however, she cannot respond to anyone sending her suggestions as that may be a violation of the Sunshine law. City Clerk McCullough said she would email the 5 criteria questions to the Board members with the request that they submit any suggestions to Ms. Troiano. The Board agreed to hold another meeting on July 19<sup>th</sup>, 2017.

5. Any Other Business: - Building Official Borysiewicz provided the Board Members with a depiction of the corner of 11<sup>th</sup> Street and West Ocean Drive. The property consists of one oversized lot and ¾ quarters of the adjacent lot. The property owner would like to adjust the property line to allow for the construction of 2 single family residences. Building Official Borysiewicz asked the Board Members if this would require a variance. It was the Board consensus that a variance would be required. Building Official Borysiewicz will notify the property owner a variance request will be required.

Building Official Borysiewicz also asked the Board for direction on a property on the corner of 12<sup>th</sup> Street and Coury Drive. This property has limited canal access and had no dock. After the house was constructed, the owner received a permit to construct a five foot dock, which is permitted anywhere in the City. It is a very small docking area. The property has been for sale for quite a while now due to the restricted water access. There is currently an interested buyer with this question. He would like to remove part of the current dock and make it into an el shaped dock. He would then like to install a four post boat lift, out into the canal. A boat on the lift would then be perpendicular to the shore line. It will be very difficult to make this fit. Building Official Borysiewicz also explained 4 post boat lifts are currently not permitted in canals. Board Member Raspe asked if the neighbor could install a boat lift on that dock? Building Official Borysiewicz answered yes. It was the consensus of the Board that this request would require a variance. Building Official Borysiewicz will inform the prospective buyer.

The meeting adjourned at 10:10 AM.



---

Kathryn McCullough, City Clerk

There may be attendance and participation of city commission members at this meeting.

If a person decides to appeal any decision made with respect to any matter considered at any meeting, that person will need a record of the proceedings and for such purpose may need 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.