

**POLK CITY  
PLANNING COMMISSION MEETING**

August 1, 2022

Polk City Government Center  
123 Broadway Blvd. SE

6:30 P.M.

**AGENDA**

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**CALL TO ORDER** Chairman

**PLEDGE OF ALLEGIANCE** Chairman

**ROLL CALL** City Clerk

**ESTABLISHMENT OF A QUORUM**

**MEETING MINUTES**

**A. Application:**

**Polk City Nutrition**

**B. Other Business**

**ADJOURNMENT**

PLEASE NOTE: PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL 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.

IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN CITY MEETINGS SHOULD CONTACT THE OFFICE OF THE CITY CLERK, POLK CITY 123 BROADWAY BLVD SE, POLK CITY, FLORIDA 33868 TELEPHONE (863) 984-1375, AT LEAST 48HRS IN ADVANCE.



**POLK CITY PLANNING COMMISSION  
CHANGE OF USE APPLICATION & SITE PLAN REVIEW  
STAFF REPORT  
August 1, 2022**

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**TO:** POLK CITY PLANNING COMMISSION

**FROM:** CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

**SUBJECT: SITE PLAN REVIEW:**  
315 Broadway Blvd

**AGENDA & HEARING DATES:**  
**Planning Commission Meeting: August 1, 2022 at 6:00 PM**

**OWNER OF PROPERTY/APPLICANT:** Thompson Investment Properties, LLC c/o Kyle Thompson

**Attachments**

- Overview Report
- Aerial Photo Map
- Future Land Use Map
- Zoning Map
- Site Plan
- Application

## OVERVIEW REPORT

### **PROPERTY OVERVIEW:**

Property Owner & Applicant	Kyle Thompson
Subject Parcels	25-26-33-297600-001180
Acreage	1.19 acres
Existing Future Land Use	Commercial
Existing Zoning	C-2, General Commercial

### **REQUEST:**

The applicant, Kyle Thompson, is requesting change of use approval with preliminary site plan for the building located on approximately 1.19 acres at 303 Broadway Boulevard in Polk City. The existing building on the subject parcel contains a 2,472 square-foot hair salon and 6,878 square-foot party rental facility. The applicant is requesting to convert and reconfigure the use of existing businesses to allow a 1,200 square foot nutrition shop (smoothies, teas, & pre-packaged food), a 600 square-foot professional office space, a 4,800 square-foot storage space (for uses incidental to the on-site businesses), and the 2,750 square-foot salon will continue with the same use.

### **STANDARDS FOR REVIEWING SITE PLAN APPLICATIONS:**

The purpose of the preliminary site plan is to provide sufficient information regarding a proposed development to enable the City to evaluate the proposed development as it relates to the Comprehensive Plan and the Unified Land Development Code.

The Planning Commission shall review and evaluate the preliminary site plan with specific regard to the City's Comprehensive Plan, applicable City codes, and the advisory recommendations of City staff. An approval of the preliminary site plan shall be deemed an expression of approval of the site layout.

Approval of the preliminary site plan authorizes the developer to prepare construction plans. Following approval of the construction plans by the Consulting City Engineer, the developer may proceed with construction.

### **FINDINGS OF FACT:**

- The subject site is currently developed.
- In 2019, a change of use was approved to allow a 2,472 square-foot hair salon and 6,878 square-foot party rentals office with a storage area, for a total building area of 9,350 square feet.
- The subject site is located within the Polk City Exemption Area and is therefore exempt from the regulations pertaining to the Green Swamp Area of Critical State Concern.

- The property has a Future Land Use (FLU) of Commercial (located within the Polk City Exemption Area).
- The C-2, General Commercial zoning allows retail commercial and service commercial uses.
- The property is 1.19 acres in size.
- The site plan is consistent with the requirements of the City's Land Development Code.
- The site plan has been drawn consistent with the required number of parking spaces.

#### **SITE DEVELOPMENT PLAN REQUIREMENTS:**

The following information is required in an acceptable form so as to accompany the Site Development Plan:

1. If a commercial or industrial site, the name of the business.
  - **Partially complete. Polk City Nutrition and Stella & Co., were the business names provided in the site plan application. Additional business names were not provided.**
2. The property owner's name, address and telephone number; and the designated project applicant or representative if other than property owner.
  - **Complete. Information provided in the application.**
3. The engineer's name, address, telephone number and registration number.
  - **Complete. This information has been provided with the application.**
4. Future Land Use Classification from the Comprehensive Plan's Future Land Use Map; and, Zoning district assigned to the property that is the subject of the site plan and to the properties contiguous thereto.
  - **Complete. This information has been provided on the application.**

**Future Land Use:      Commercial**

**Zoning:                      C-2, General Commercial**
5. The legal description of the property used by the County's Property Appraiser's Office.
  - **Complete. This information has been provided on the deed with the application.**

6. A copy of the plat map page the property is located on, with the lot or parcel identified clearly.

Site Development Plans shall be drawn to a minimum scale of one-inch equals 100 feet on an overall sheet size not to exceed 22 by 36 inches. When more than one sheet is required, an index sheet of the same size shall be included showing the entire parcel with individual sheet numbers referenced thereon.

- **Not provided.**

7. North arrow, scale and date prepared.

- **Not provided.**

8. Identification of watercourses, wetlands, and significant stands of mature trees and understory vegetation that may provide wildlife habitats or other environmentally unique areas.

- **Complete. There are no waterbodies on the subject property.**

9. Number of units proposed, if any, and resulting net density.

- **Complete. There are no proposed residential units as part of the development.**

10. Floor area of non-residential uses.

- **Complete. The Floor Area Ratio is consistent with the requirements of the C-2 zoning.**

11. Number of parking lots and spaces required and proposed.

- **Complete. The parking lot and spaces are consistent with the requirements of the Polk City Land Development Code.**

12. Location of all public and private streets, driveways and utility easements, within and adjacent to the site.

- **Complete. This information is provided.**

13. The footprint of all proposed buildings and structures on the site, including setbacks.

- **Complete. The property has existing structures onsite.**

14. Required landscape and buffer yards.

- **Complete. Shown on the site plan.**

15. Sign locations.

- **Not provided.**
16. Phase lines if the development is constructed in phases.
- **Complete. No phases.**
17. Provisions for on-site stormwater drainage and detention related to the proposed development.
- **Complete. The site is developed.**
18. The delineation of all wetlands and flood-prone areas as delineated by the National Wetlands Inventory and the Flood Insurance Rate Maps published by the Federal Emergency Management Agency (FEMA) and by the City of Polk City Comprehensive Plan.
- **Complete.**
19. Delineation of all environmentally sensitive areas as determined by any appropriate agency and the City of Polk City Comprehensive Plan.
- **Complete. There are no environmentally sensitive areas indicated.**
20. All existing and proposed utilities.
- **Not provided.**
21. Any other requirement as determined by the Development Director or the Building Official, such as topographic lines, surveys, etc.
- **Complete.**

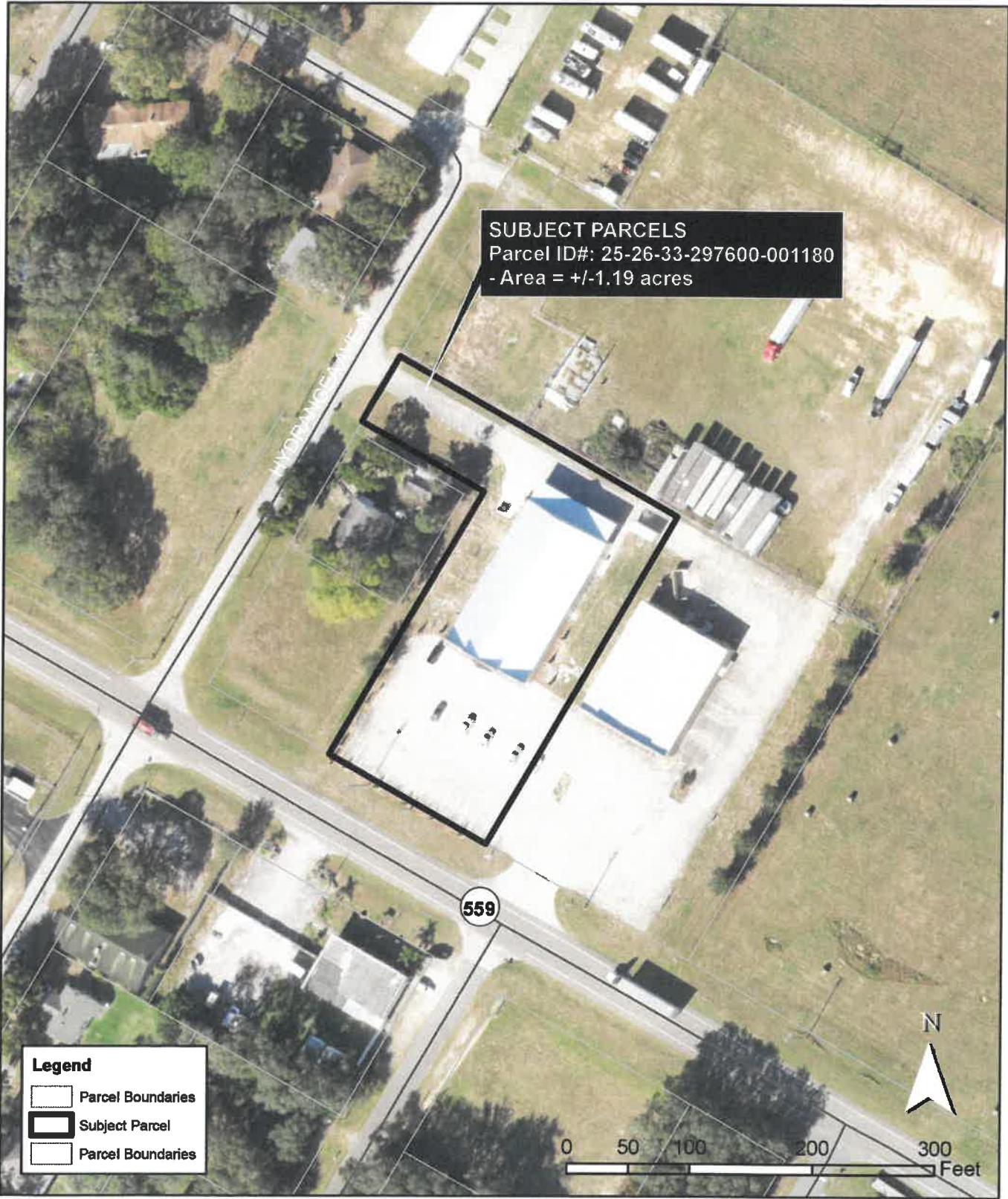
**STAFF COMMENTS:**

The proposed Change of Use and Site Plan are consistent with the Polk City Land Development Code.

**PLANNING COMMISSION MOTION OPTIONS:**

1. I move the Planning Commission **Approve** the proposed Change of Use and Site Plan.
2. I move the Planning Commission **Approve with changes** of the Change of Use and Site Plan.

POLK CITY  
AERIAL PHOTO MAP



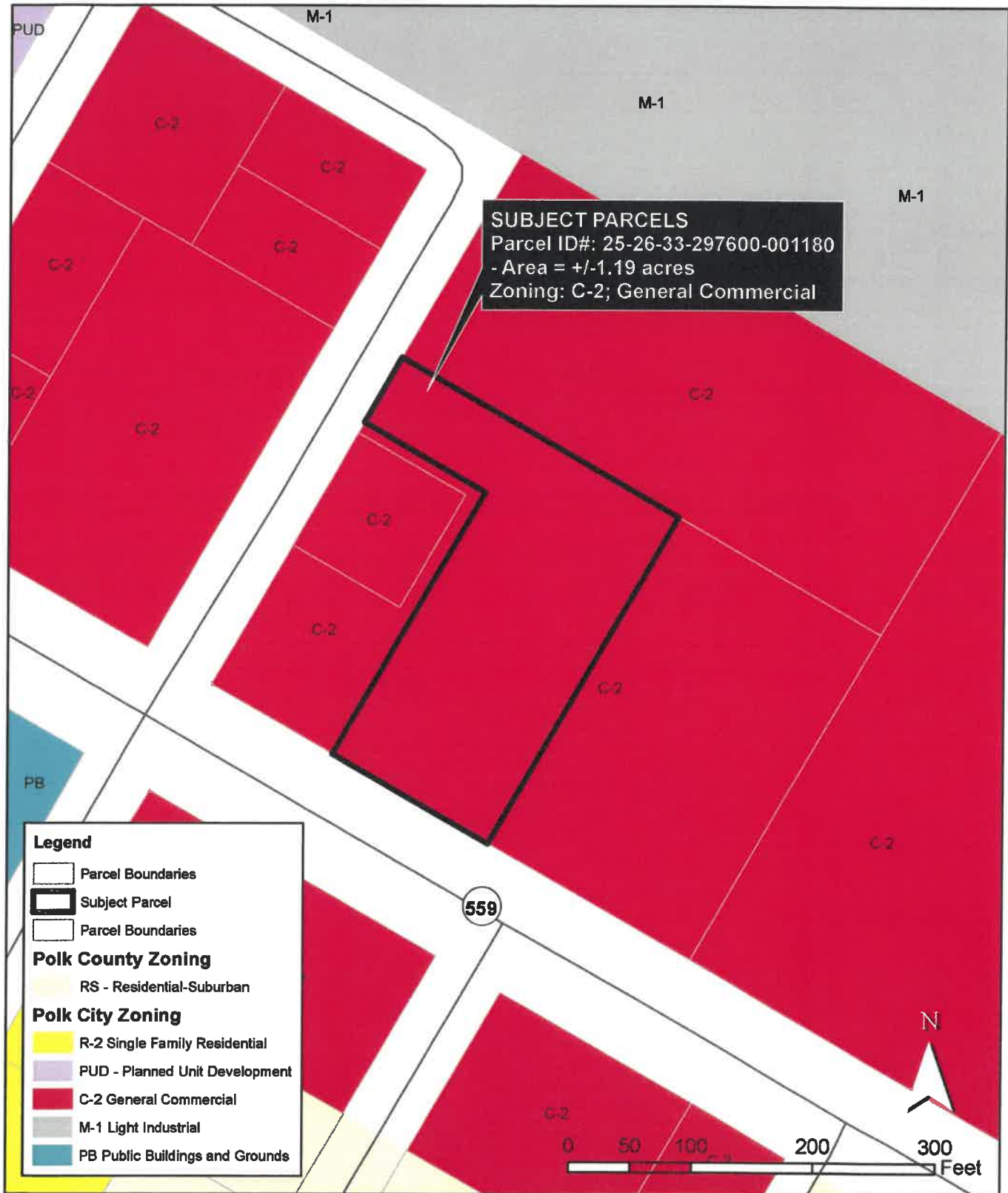


# POLK CITY FUTURE LAND USE MAP





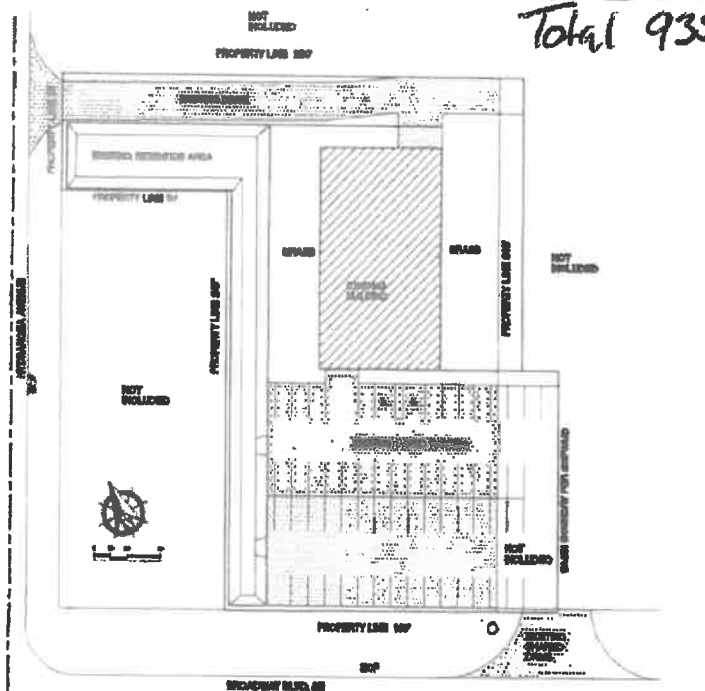
# POLK CITY ZONING MAP



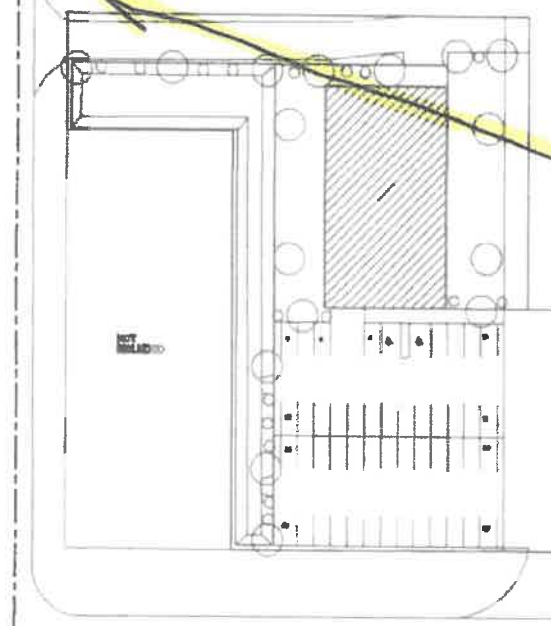
1. FLORIDA STATE STATUTE PROVIDES THAT ALL TRAFFIC CONTROL, SIGNALS AND MARKINGS ON PUBLIC HIGHWAYS BELONG TO THE STATE, PUBLIC OR IS COMPARISON WITH THE STATE OF FLORIDA. THE DESIGN AND CONSTRUCTION OF THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION.
2. ALL PUBLIC SPACES, PARKWAYS, SIDEWALKS, AND OTHER AREAS SHALL BE MAINTAINED FOR THE USE OF THE PUBLIC. THE DESIGN AND CONSTRUCTION OF THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION.
3. ALL PUBLIC SPACES, PARKWAYS, SIDEWALKS, AND OTHER AREAS SHALL BE MAINTAINED FOR THE USE OF THE PUBLIC. THE DESIGN AND CONSTRUCTION OF THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION.
4. ALL PUBLIC SPACES, PARKWAYS, SIDEWALKS, AND OTHER AREAS SHALL BE MAINTAINED FOR THE USE OF THE PUBLIC. THE DESIGN AND CONSTRUCTION OF THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION.
5. THE STATE OF FLORIDA SHALL MAINTAIN AND ACCESSIBILITY CODES REQUIREMENTS ARE TO BE THE DESIGN AND CONSTRUCTION OF THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION.
6. THE STATE OF FLORIDA SHALL MAINTAIN AND ACCESSIBILITY CODES REQUIREMENTS ARE TO BE THE DESIGN AND CONSTRUCTION OF THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION.

## Storage

Total 9350 Sq Ft



## SITE PLAN



## LANDSCAPING PLAN

A hand-drawn floor plan of a house. The drawing is done in black ink on a white background. The layout includes a large living area with a sofa, a dining area with a table and chairs, a kitchen area with a stove and sink, a bathroom, and a bedroom. There are also several smaller rooms and a large open space. The drawing is signed "J. H. 1980" in the bottom right corner.

TOTAL SITE	42,304 SQ. FT.
TOTAL PARKING	12,246 SQ. FT.
TOTAL BUILDING	6,150 SQ. FT.
TOTAL IMPERVIOUS AREA	20,900 SQ. FT.
LANDSCAPE / GRASS AREA	22,304 SQ. FT.

PARTING 48 SPACES INC.	PARTING 48 SPACES INC.
2 HANDICAP SPACES	2 HANDICAP SPACES
10120 REGULAR	10120 REGULAR
12000 HANDICAP W/ 5'	12000 HANDICAP W/ 5'
SPACE BETWEEN	SPACE BETWEEN

ALL STORM WATER SYSTEMS  
ARE EXISTING AND IMPROVING  
APPROVED (TO REMAIN)

HAIR SALON AREA  
INFLATABLE AREA

**SHEARZ SALON 2,472 SQ FT**  
**INFLATABLES 0.878 SQ FT**  
**TOTAL BUILDING 3,350 SQ FT**

2750  
6400

**NOTE**

AD-DAILY BATH SHALL BE PROVIDED BY THE CONTRACTOR. ALL CHANGING ROOMS, LOCKERS, AND SHOWER SHALL BE FOR THE APPROVED PLANS. SHALL BE PLACED ON THE AD-DAILY/SHOWER BATHING.

**25-26-33-297600-001180**

C1

**JWS Engineering Services, PA**

1250 Blue Grove Rd. Haines City, FL 33844 Cert.# 8369

Tel: 853-421-3552 Email: [myra@b2b.com](mailto:myra@b2b.com)

REARER, STARTING FOR 4-10-60, BUILDING FOR  
2  
ONE HUNDREDY BLVD. POLK CITY, FLORIDA

Unfilled Order	1" x 4"	Plastic	5000000000
Unfilled Order	4x8	Wood	1000
Initial exp. date		Original Order Exp	2000
Current exp. date		Current Exp	2000

**ROBERT W. ARNOLD SR.**  
PROFESSIONAL DESIGN SERVICE  
216 BOONE DRIVE, AUSTIN, TX 78723  
(512) 581-4888 [mrarnold@compuserve.com](mailto:mrarnold@compuserve.com)

4 Weeks Supply  
120-0000

## SITE PLAN APPLICATION

This application is for: (Check all that apply)

- ☐ **Conceptual Consultation** (Recommended but optional, Informal Discussion between the Development Director, planning staff and the Developer or Developer's Representatives)
- ☒ **Preliminary Review Phase** (Recommended but optional Pre-Application, Public Hearing before the Commission)
- ☒ **Development Review** (Mandatory)

Project/Business Name Polk City Nutrition  
Street Address of Project 315 Broadway Blvd SE Polk City FL 33868  
Parcel ID Number(s) 25263329760000180  
Property Owner(s) Kyle Thompson  
Mailing Address 6028 Fussell Rd Polk City FL 33868

Telephone 863-860-9597 Fax \_\_\_\_\_  
Email DiversifiedServicesIncorp@gmail.com  
Applicant Kyle Thompson Owner  
Mailing Address 6028 Fussell Rd Polk City FL 33868

Telephone 863-860-9597 Fax \_\_\_\_\_  
Email DiversifiedServicesIncorp@gmail.com  
Agent (Engineer, Surveyor, etc.) \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

All correspondence should be sent to \_\_\_\_\_

(Specify one of the above)

What legal interest does applicant have in the property?

- ☒ Ownership  
☐ Option  
☐ Purchase and Sales Contract  
☐ Other \_\_\_\_\_

Documentation of right,  
title, or interest must  
accompany the application

**EXISTING**

Land Use Commercial Zoning C2  
Total Gross floor Area of All Structures 9350  
Total Lot Coverage (%) \_\_\_\_\_  
Total Square footage of area covered \_\_\_\_\_  
(This includes structures, overhangs, paved or gravel surfaces, etc. "not green and growing")

**PROPOSED**

Land Use N/A Zoning \_\_\_\_\_  
Total Gross floor Area of All Structures \_\_\_\_\_  
Total Lot Coverage (%) \_\_\_\_\_  
Total Square footage of area covered \_\_\_\_\_  
(This includes structures, overhangs, paved or gravel surfaces, etc. "not green and growing")  
Number of existing parking spaces 49  
Number of parking spaces proposed \_\_\_\_\_  
Estimated Traffic Generation at peak hour Existing \_\_\_\_\_ trips  
Proposed \_\_\_\_\_ trips

*One trip is one vehicle entering OR one vehicle exiting. Therefore, one car driving in and then leaving an establishment equals 2 'trips'. Trucks are equivalent to two cars, therefore, one truck entering and then leaving an establishment equals 4 'trips'.*

Proposed use of site (describe project) \_\_\_\_\_  
Proposed square footage of building(s) \_\_\_\_\_

Proposed number of units \_\_\_\_\_  
Acreage of parcel 2.55 Ac. Acreage to be Developed N/A  
Are any new streets proposed? N/A  
Statement of purpose: Polk City Nutrition

Note: If any waivers to the site plan review regulations are being requested for this application, a letter must be submitted to the planning commission stating what waivers are requested and the reasons for such waivers.

I, as the owner or duly authorized agent for the owner of the property named above, do hereby submit this plan for review as required by the regulations of the planning commission of the City of Polk City. To the best of my knowledge, all information submitted with this site plan application is true and correct.

Name Kyle Thompson Date 7-25-22  
Title Owner  
Signature Kyle Thompson

- ❖ See the Land Development Regulations (LDR), Article 2, Article 3 and Article 7 of the City Code, regarding the zoning district regulations, land use standards, and site plan review process. The entire Polk City Code is online at [www.polkcity.org](http://www.polkcity.org). Follow link to the 'City Publications, Maps and Forms' then 'Land Development Code.'
- ❖ This application must be accompanied by the application fee and all information required by the Land Development Regulations, unless waivers are requested. All requests for waivers must be submitted in writing, specifying the section number of the item to be waived and the rationale for why you believe it should be waived. Waivers may or may not be granted by the Reviewing Authority.
- ❖ The site plan checklist is provided to assist in gathering information and presenting an application. The applicant is responsible for presenting information showing that all Land Development Regulation standards will be met. The reviewing authority may require additional information to determine completeness and compliance.
- ❖ The Development Director will determine the appropriate Reviewing Authority for the application review. The Reviewing Authorities include the Development Director, the Code Enforcement Officer, the Staff Review Committee or the Planning Board. The Code Enforcement Officer will also determine if the proposed use is permitted in the zoning district(s).
- ❖ Contact the Planning Department at (863) 984-1375 with questions.

# LISTING OF ABUTTERS TO A PROPOSED SITE PLAN APPLICATION

Project Name: Polk City Nutrition

Street Address of Project: \_\_\_\_\_

Parcel ID of Project: 25-26-33-297600-001

This form is used to list the names, addresses, and parcel identification numbers of all properties which abut a property on which a new site plan or a site plan amendment is proposed. The definition of ABUTTER is "A person who owns adjacent land or land across a street right-of-way from the subject lot". Notification of abutters is a requirement for all site plan applications and site plan amendments; re-notification also may be required for site plan applications if sufficient time has lapsed between the preliminary application abutter notification and the time that a site plan application is submitted. Abutter information shall be obtained from the Polk County Property Appraiser's records. A list of all abutters (including applicant) must be filed with all applications - Be sure to include the names and addresses of anyone whose professional seal will appear on the final plan.

Use Additional Sheets if Necessary.

1. Name: Laurier Tommy D EST  
 Mailing Address 114 N Hydrangea Ave  
Polk City FL 33868  
 Street Address (If Different) \_\_\_\_\_  
 Parcel ID# 25 26 33 297600001010
2. Name: Christensen Daniel  
 Mailing Address 3334 Fish Hawk Dr  
Polk City FL 33868  
 Street Address (If Different) \_\_\_\_\_  
 Parcel ID# 25 26 33 297600001170
3. Name: Marker Investment Properties LLC  
 Mailing Address P.O. Box 775  
 Street Address (If Different) \_\_\_\_\_  
 Parcel ID# 25 26 33 297600001160
4. Name: Agave Polk City LLC  
 Mailing Address 119 Bronson Trl, Polk City FL 33868



Street Address (If Different) \_\_\_\_\_

Parcel ID# 252633297600001030

5. Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address (If Different) \_\_\_\_\_

Parcel ID# \_\_\_\_\_

6. Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address (If Different) \_\_\_\_\_

Parcel ID# \_\_\_\_\_

7. Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address (If Different) \_\_\_\_\_

Parcel ID# \_\_\_\_\_

8. Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address (If Different) \_\_\_\_\_

Parcel ID# \_\_\_\_\_

9. Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address (If Different) \_\_\_\_\_

Parcel ID# \_\_\_\_\_

Return to:  
North American Title Company  
2125 Harden Boulevard  
Lakeland, FL 33803

This Instrument Prepared  
under the supervision of:

Mark J. Loterstein, Esq.  
North American Title Company  
2125 Harden Boulevard  
Lakeland, FL 33803

Property Appraisers Parcel Identification (Folio) No.:  
332825-297600-001180

Our File No.: 11648-19-04898

INSTR # 2019079783  
BK 10815 Pgs 0270-0271 PG(s)2  
04/18/2019 02:41:53 PM  
STACY M. BUTTERFIELD,  
CLERK OF COURT POLK COUNTY  
RECORDING FEES 18.50  
DEED DOC 1,837.50

### WARRANTY DEED

This Warranty Deed made this 15th day of April, 2019 by Marker Investment Properties, LLLP, a Florida limited liability partnership, whose mailing address is P. O. Box 775, Polk City, FL 33868, hereinafter called the grantor(s), to Kyle Thompson, whose post office address is 6028 Fussell Road, East, Polk City, FL 33868, hereinafter called the grantee:

(Wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

WITNESSETH: That the grantor(s), for and in consideration of the sum of \$10.00 (ten) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee all that certain land situate in Polk County, State of Florida, viz:

THAT PART OF TRACT "A" OF THE REPLAT OF THE AMENDED MAP OF POLK CITY, AS RECORDED IN PLAT BOOK 44, PAGE 11, OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF SAID TRACT A (THE POINT OF INTERSECTION OF THE NORTHERLY RIGHT-OF-WAY FOR STATE ROAD 557 AND THE EASTERLY RIGHT-OF-WAY FOR HYDRANGEA AVENUE) AND RUN NORTH 30°08'00" EAST ALONG THE WESTERLY BOUNDARY OF SAID TRACT A, 247.00 FEET TO THE POINT OF BEGINNING; CONTINUE THENCE NORTH 30°08'00" EAST SAID WESTERLY BOUNDARY 61.00 FEET; THENCE RUN SOUTH 59°52'00" EAST, 260.00 FEET; THENCE RUN SOUTH 30°08'00" W 308.00 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF SAID STATE ROAD 557; THENCE NORTH 59°52'00" WEST ALONG SAID RIGHT-OF-WAY 146.00 FEET; THENCE RUN NORTH 30°08'00" EAST, 247.00 FEET; THENCE RUN NORTH 59°52'00" WEST, 114.00 FEET TO THE POINT OF BEGINNING.

This property is not the homestead of the grantor nor is it contiguous to the grantor's homestead.

SUBJECT TO: covenants, conditions, restrictions, reservations, limitations, easements and agreements of record, if any; taxes and assessments for the year 2019 and subsequent years; and to all applicable zoning ordinances and/or restrictions and prohibitions imposed by governmental authorities, if any.

TOGETHER, with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in Fee Simple forever.

AND the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons.

IN WITNESS WHEREOF, the said grantor has signed and sealed these presents the day and year first above written.

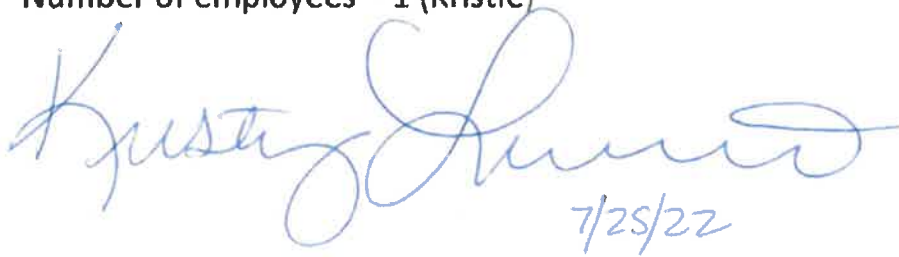
7/25/2022

**Polk City Nutrition**

Use of facility will be selling energy teas and hot teas, offer protein shakes. Provide protein baked goods such as protein waffles and muffins.

**Number of seats for guest – 6**

**Number of employees – 1 (Kristie)**



Kristie Hunter  
7/25/22