

**POLK CITY
PLANNING COMMISSION MEETING**

May 1, 2023

Polk City Government Center
123 Broadway Blvd. SE

6:00 P.M.

AGENDA

CALL TO ORDER Chairman

PLEDGE OF ALLEGIANCE Chairman

ROLL CALL City Clerk

ESTABLISHMENT OF A QUORUM

MEETING MINUTES: March 6, 2023

A. Stie Plan Review:

- 1. Future Land Use Map Amendment not in the Green Swamp Area of Critical State Concern: Preliminary Site Plan – Unlimited Jeeps, Inc: The applicant, Adam Knowles, is requesting preliminary site plan approval of 10,728 square feet of retail use situated on 1.19 acres in Polk City, located on 315 Broadway Boulevard Southeast. The current office space will be used for retail purposes.**

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.

PLANNING COMMISSION MEETING MINUTES

March 6, 2023

Chairman Gorski called the meeting to order at 6:00 pm.

Those present recited the Pledge of Allegiance led by Chairman Gorski.

Present: Eugene Gorski, Robert Baker, David Prins

Absent: William Fienga, Edward Hanks, Antonio Thomas

Quorum Established

APPROVAL OF MINUTES

Motion by Vice Chairman Baker to approve the September 12, 2022 and the October 3, 2022 Planning Commission Meeting Minutes as presented; this motion approved by Voice Vote 3/0.

PUBLIC COMMENTS - None

ORDER OF BUSINESS

Marisa Barmby (CFRPC) provided a Powerpoint and discussion regarding the **Text Amendments to the Land Development Code:** City-initiated text amendment to Section 2.05.02 of the Polk City Land Development Code to remove the requirement for City Council approval for boat slips/ramps and docks and remedy inconsistencies in the Code.

Chairman Gorski opened the Public Hearing. No one spoke for or against this item. Chairman Gorski closed the Public Hearing.

Motion by Vice Chairman Baker to approve forwarding the Text Amendments for the Land Development Code to the City Commission with a recommendation for approval; this motion was seconded by Member Prins.

Motion carried 3/0 by Voice Vote.

ADJOURNMENT- 6:10 pm

Patricia Jackson, City Manager/Clerk

Gene Gorski, Chairman



**POLK CITY PLANNING COMMISSION
CHANGE OF USE APPLICATION & SITE PLAN REVIEW
STAFF REPORT
May 1, 2023**

TO: POLK CITY PLANNING COMMISSION

FROM: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

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

**AGENDA & HEARING DATES:
Planning Commission Meeting: May 1, 2023, 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	Thompson Investment Property
Applicant	Adam Knowles
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, Adam Knowles, is requesting change of use approval with site plan for the building located on approximately 1.19 acres at 303 Broadway Boulevard Southeast in Polk City. The existing building on the subject parcel contains a 2,472 square-foot hair salon on the east side of the building. The rest of the building, comprising approximately 6,878 square-feet, currently contains a nutrition and smoothie store in the western bay. **The applicant is requesting to convert the use of the middle bay, currently approximately 600 square-feet of professional office space, to a retail store.** 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 PLANS:

The purpose of the 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 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 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 current request is to change the middle bay of the 3 bay existing building from office to retail for a total of 600 square feet of retail**
- 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.
 - **Unlimited Jeeps, Inc., Polk City Nutrition, and Stella & Co., are the business names.**
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.
 - **JWS Engineering Services, PA**
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.

- **Not provided**

6. A copy of the plat map page the property is located on, with the lot or parcel identified clearly. This map is available from the Polk County Property Appraiser's Office in Bartow, or from the City, for \$1.00.

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.

- **Provided.**

7. North arrow, scale, and date prepared.

- **North arrow provided; 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. According to the Polk City Land Development Code Section 3.03.02, a minimum of 36 parking spaces are required. Currently there are 51 parking spaces available.**

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.
 - **Landscaping plan provided.**
15. Sign locations.
 - **Not provided. There is signage on-site.**
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. This site is not located in wetlands or a floodplain.**
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. Not required as this is a change of use.**
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.

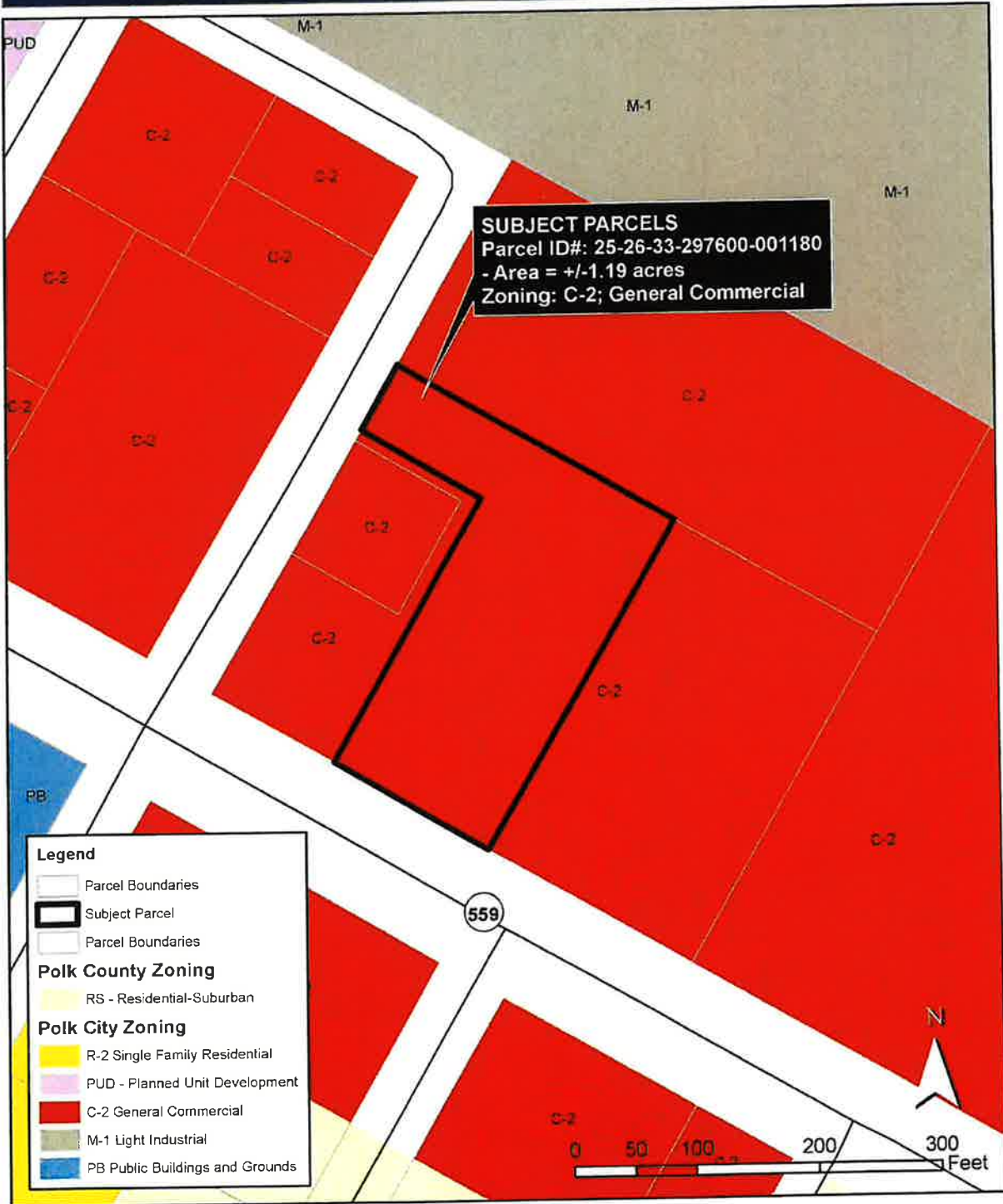
POLK CITY AERIAL PHOTO MAP



POLK CITY FUTURE LAND USE MAP

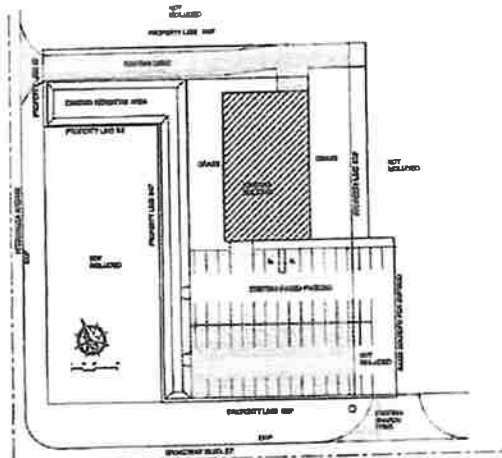


POLK CITY ZONING MAP

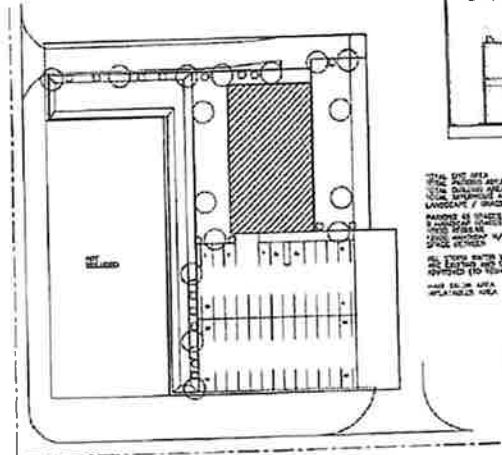


ADA, EROSION & LANDSCAPE NOTES:

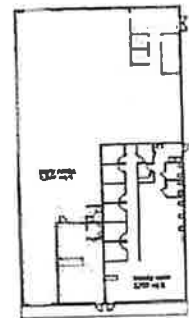
1. ACCESSIBLE ROUTE SHALL BE MAINTAINED FROM ALL PUBLIC AREAS, STAIRS, ELEVATORS, AND OTHER AREAS TO THE BUILDING ENTRANCE AND TO ALL AREAS OF THE BUILDING.
2. ALL PUBLIC AREAS, INCLUDING STAIRS, ELEVATORS AND OTHER AREAS, SHALL BE ACCESSIBLE AND TO BE OPEN TO ALL PEOPLE, INCLUDING THOSE WITH PHYSICALLY HANDICAPPED, FROM THE DATE OF COMPLETION.
3. ALL PUBLIC AREAS, INCLUDING STAIRS, ELEVATORS AND OTHER AREAS, SHALL BE ACCESSIBLE AND TO BE OPEN TO ALL PEOPLE, INCLUDING THOSE WITH PHYSICALLY HANDICAPPED, FROM THE DATE OF COMPLETION.
4. ALL PUBLIC AREAS, INCLUDING STAIRS, ELEVATORS AND OTHER AREAS, SHALL BE ACCESSIBLE AND TO BE OPEN TO ALL PEOPLE, INCLUDING THOSE WITH PHYSICALLY HANDICAPPED, FROM THE DATE OF COMPLETION.
5. ALL PUBLIC AREAS, INCLUDING STAIRS, ELEVATORS AND OTHER AREAS, SHALL BE ACCESSIBLE AND TO BE OPEN TO ALL PEOPLE, INCLUDING THOSE WITH PHYSICALLY HANDICAPPED, FROM THE DATE OF COMPLETION.



SITE PLAN



LANDSCAPING PLAN



TOTAL GROSS AREA: 10,000 SQ FT
 TOTAL FINISHED AREA: 11,000 SQ FT
 TOTAL EXTERIOR AREA: 1,000 SQ FT
 LANDSCAPE / GRASS AREA: 2,000 SQ FT
 PARKING: 40 SPACES (SEE PLAN)
 STAIRS: 2 STAIRS (SEE PLAN)
 ELEVATORS: 2 ELEVATORS (SEE PLAN)
 ALL OTHER WATER SYSTEMS AND OTHER WATER SYSTEMS SHALL BE APPROVED BY THE LOCAL HEALTH DEPARTMENT.
 ALL OTHER WATER SYSTEMS AND OTHER WATER SYSTEMS SHALL BE APPROVED BY THE LOCAL HEALTH DEPARTMENT.

SHOWN BELOW: 2,172 SQ FT
 TOTAL BUILDING: 8,300 SQ FT

NOTES:

25-26-33-297600-001180

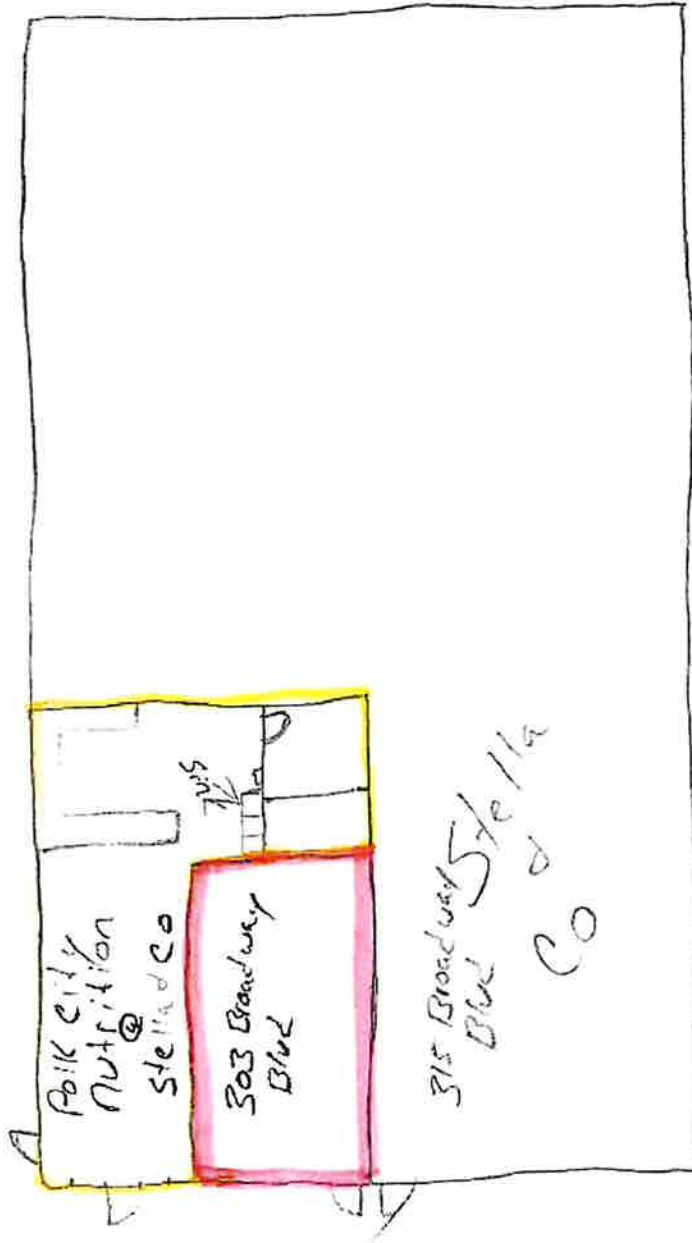
C1

JWS Engineering Services, PA
 1200 Shaw Cross Rd., Hudson City, NJ 07834
 Tel: 973-421-3282 Fax: 973-421-3283

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMITS	10/15/03	JWS
2	REVISED PER PERMITS	10/20/03	JWS

ROBERT A. WHEELER, III
 PROFESSIONAL DESIGN SERVICE
 219 SOUTH BERRY, ARLINGTON, VA 22204
 (803) 381-4800

Property owner
Thompson Investment
Properties



Site Plan

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 unlimited jeeps inc

Street Address of Project 303 Broadway Blvd SE polk city, FL 33808

Parcel ID Number(s) _____

Property Owner(s) Thompson investment properties

Mailing Address 1028 Fussell Rd polk city, FL 33808

Telephone 803-840-4597 Fax _____

Email DiversifiedServicesincorp@gmail.com

Applicant Adam Knowles / unlimited jeeps inc

Mailing Address 447a Fussell Rd polk city, FL 33808

Telephone 813-274-0095 Fax _____

Email unlimitedjeeps2021@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 Rental

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

EXISTING

Land Use Office Zoning _____
Total Gross floor Area of All Structures 10728 Sq ft
Total Lot Coverage (%) _____
Total Square footage of area covered 10728 Sq ft

(This includes structures, overhangs, paved or gravel surfaces, etc. 'not green and growing')

PROPOSED

Land Use Retail Zoning _____
Total Gross floor Area of All Structures 10728 Sq ft
Total Lot Coverage (%) _____
Total Square footage of area covered 10728 Sq ft

(This includes structures, overhangs, paved or gravel surfaces, etc. 'not green and growing')

Number of existing parking spaces 57
Number of parking spaces proposed 0

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 _____ Acreage to be Developed _____

Are any new streets proposed? No

Statement of purpose: Need to change usage of unit from office to retail

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 8-25-23
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.mypolkcity.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: Unlimited Jeeps Inc

Street Address of Project: 303 Broadway Blvd SE Polk City, FL 33868

Parcel ID of Project: 2526-33-297600-001

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: Lanier Tommy D Est
Mailing Address: 114 N Hydrangea Ave Polk City, FL 33868

Street Address (If Different) _____

Parcel ID# 25263329760001010

2. Name: Christensen Daniel
Mailing Address: 3334 Fish Hawk Dr Polk City, FL 33868

Street Address (If Different) _____

Parcel ID# 25263329760001170

3. Name: Marker Investment Properties LLC
Mailing Address: PO Box 775

Street Address (If Different) _____

Parcel ID# 25263329760001160

4. Name: Agap Polk City LLC
Mailing Address: 119 Branson Trl, Polk City FL 33868

Street Address (If Different) _____

Parcel ID# 25263329700001030

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# _____