

**POLK CITY PLANNING COMMISSION
SPECIAL MEETING**

October 27, 2009

Vice Chairman Charles Wilson called the meeting to order at 7:00 p.m.

ROLL CALL

Vice Chairman Charles Wilson – present, Member Michael Ho-Shing – present, Member Warren MacKenzie – present. Also present were City Planner Gene Kniffin, City Clerk Patricia Jackson and Code Enforcement Officer Kathy Delp.

A quorum was established and Vice Chairman Wilson turned the meeting over to City Planner Gene Kniffin.

Public Hearing

1. Proposed Resolution of the City Council of the City of Polk City, Florida, adopting the Evaluation and Appraisal Report for the City of Polk City Comprehensive Plan; stating the intent of the Council to amend the Comprehensive Plan based upon recommendations contained in the report; and approving the transmittal of the report to the Department of Community Affairs in accordance with Section 163.3191, Florida Statutes

Gene Kniffin introduced Bettina Coleman, who is with the Central Florida Regional Planning Council. Ms. Coleman handed out a summary of the Evaluation and Appraisal Report (EAR), which is incorporated into and made a part of these minutes. She explained to the Commission that the EAR is a summary analysis of the City's Comprehensive Plan that was adopted in 1991, and explained what the process will be. Ms. Coleman then went through the presentation page by page:

Major Issues Identified

- Economic Development
- Transportation
- Housing
- Future Land Use
- Natural Resources

Required Issues to be Addressed – Analysis has to be done

- Population -- the City is required to address population; what the population was in 1990 and what it are expected to be in the year 2030.
- Annexation
- Land Use

- Infrastructure & Levels of Service
- Financial Feasibility
- Changes to State & Regional Requirements and Plans

Review of City

- Population – Bettina went over chart; one thing that was not included was approved developments. The Census will take place in 2010 and the numbers released in 2011; we do not have to meet population projections.
- Annexation – the City cannot include any proposed annexation areas
- Land Use
- Level of Service

Summary of Recommendations

- Transportation – Discussion took place with the Commission regarding concurrency issues, as well as the Polk Parkway extension.
- Economic Development – Florida Land Use Map was discussed; the City will work with Polk County Economic Development Council on issues.
- Future Land Use – all maps will be updated, as well as a map showing vacant land.
- Housing – Updating policies and adding new objectives and policies; recognize the very low and extremely low income groups
- Level of Service Standards – there are no issues with level of service standards. Member Ho-Shing asked about the Van Fleet Trail; he was advised it is included in the acreage for parks and recreation. Mr. Ho-Shing then asked about boat ramps and lake access; Kathy Delp advised the ramp is County, not City, and the City does not control the lakes themselves.
- Bettina then went over the overall recommendations.

Ms. Coleman then went over what the next steps are; the Planning Commission will need to approve the recommendations presented and forward to City Council for action at the November 10 meeting; the document will then be transmitted to DCA for review. Discussion took place regarding the EAR itself and what the process entails.

A motion was made by Member MacKenzie to approve the recommended changes and forward to the City Council; the motion was seconded by Vice Chairman Wilson. Under discussion, Member Ho-Shing advised there was a lot of information and a short time to digest it. The Commission was advised the City has to meet certain criteria standards set by DCA and the State. Discussion also took place regarding once this is in place, work has to be done on what the requirements will need to be. Each Element will be worked on individually in the Comprehensive Plan; these are guidelines and have to be consistent with what is required. The motion carried unanimously.

New Business

Site Plan Review – 132 Commonwealth Avenue; Thad Cason, Lasers for Surgery, Inc.

City Planner Gene Kniffin went over the site plan review for the property located at 132 Commonwealth

Avenue as proposed by Thad Cason, Lasers for Surgery, Inc. This building used to be the old city hall; Gene advised the building would not require a lot of modifications; the parking, landscaping and retention area is already in place. The floor plan is pretty much the same as it was for the City Hall and they will meet parking requirements; they will install two overhead doors on the front of the building (facing S.R. 33) where the fire department used to park the truck. Nothing structural will be changed on the building itself. Gene advised staff recommends approval per the request, which is incorporated into and made a part of these minutes; should a request be made change anything, the process would have to start again. Member McKenzie asked if they were purchasing the property; Gene advised it was contingent upon approval of the use. It was also mentioned the driveway is already there, and it should not affect traffic. Gene also advised that there would be no walk-in business; it is done through the mail or email and off-site. This company has laser surgery instruments – sale and repair. Member Ho-Shing asked how many people would be employed; Gene advised five. Member McKenzie asked if they were moving the business here; Gene advised they were. Member Ho-Shing feels we are restricting ourselves; it is hard to envision. Kathy Delp, Code Enforcement Officer, advised there are no extensive changes to the building, only the roll-up doors, which are on the high end, air tight and decorative on the outside. Vice Chairman Wilson asked about the type of vehicles that would be coming in and out; Gene advised he could not answer that, and the gentleman making the request had an emergency and could not be here. Vice Chairman Wilson asked if there was going to be a rear roll-up door; Gene advised there would not be. Vice Chairman Wilson then asked about the structural damage to the building. Gene advised a Structural Engineer will have to certify the electrical, plumbing and mechanical. Gene advised the Commission they would be approving site plan use only, no zoning change; parking is okay as long as nothing is changed. He recommended it be approved as presented.

Member Ho-Shing made a motion to approve the Site Plan Use; the motion was seconded by Member MacKenzie and unanimously carried.

The meeting adjourned at 7:16 p.m.

Patricia R. Jackson, City Clerk

Charles Wilson, Vice Chairman