

## RESOLUTION 2024-03

**A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR A SPECIAL EVENTS FACILITY ON APPROXIMATELY 2.5 ACRES AT 545 ORANGE BOULEVARD (PARCEL ID 252633-296500-045020); PROVIDING CONDITIONS OF APPROVAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, On Monday, July 29, 2019, the City Commission of Polk City approved Resolution 2019-03 for a special event facility at 545 Orange Boulevard with conditions. The Resolution included an expiration of permit date of June 22, 2022; and

**WHEREAS**, Gary Ho Shing, (hereinafter referred to as the 'Applicant') has requested a renewal of a conditional use permit to allow a special events facility 545 Orange Boulevard (Parcel ID # 252633-296500-045020); and

**WHEREAS**, the property is owned by Gary Ho Shing; and

**WHEREAS**, the property is located in the R-2 (Single Family) Residential District; and

**WHEREAS**, special events facilities are a permitted use if approved as a conditional use in the R-2 zoning district; and

**WHEREAS**, the Polk City Planning Commission, acting as the designated Local Planning Agency, has reviewed the Conditional Use Permit application, held an advertised public hearing, provided for participation by the public in the process, and rendered its recommendations to the City Commission; and

**WHEREAS**, the City Commission has reviewed the Conditional Use Permit application, held an advertised public hearing, and provided for comments and public participation in the process in accordance with the requirements of state law and the procedures adopted for public participation in the planning process.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:**

**Section 1. Findings.** The Commission hereby declares that the foregoing findings are true and correct, incorporated herein by reference, and made a part of this Resolution.

**Section 2. Conditional Use Permit; Conditions of Approval.** The application for a Conditional Use Permit to allow a special events facility at 545 Orange Boulevard (Parcel ID # 252633-296500-045020) as shown on the location map provided as Exhibit "A" is approved subject to compliance with the site plan provided as Exhibit "B" attached to and incorporated in this Resolution, the conditions of approval provided in Exhibit "C" attached to and incorporated in this Resolution, and the Event Management Plan provided in Exhibit "D" attached to and incorporated in this Resolution, and the overflow parking agreement provided in Exhibit "E" attached to and incorporated in this Resolution.

**Section 3. Expiration of Permit.** This conditional use permit shall expire three years from the effective date of this Resolution. Should the use change to a use permitted in the zoning district that is not the use approved by the conditional use permit, and remain so for 180 days or more, than this conditional use permit shall expire, and a new application will be required to reestablish any Conditional Use Approval use.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its passage.

**INTRODUCED, PASSED AND DULY ADOPTED**, by the City Commission of Polk City, Florida, meeting in Regular Session on this 16th day of April, 2024.

POLK CITY



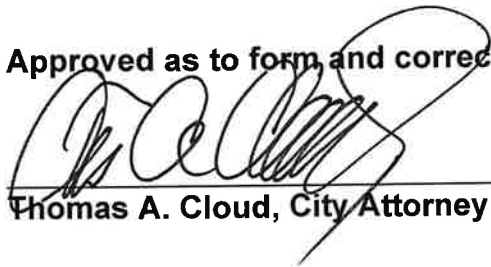
Joe LaCascia, Mayor

ATTEST:



Patricia R. Jackson, City Manager/Clerk

Approved as to form and correctness

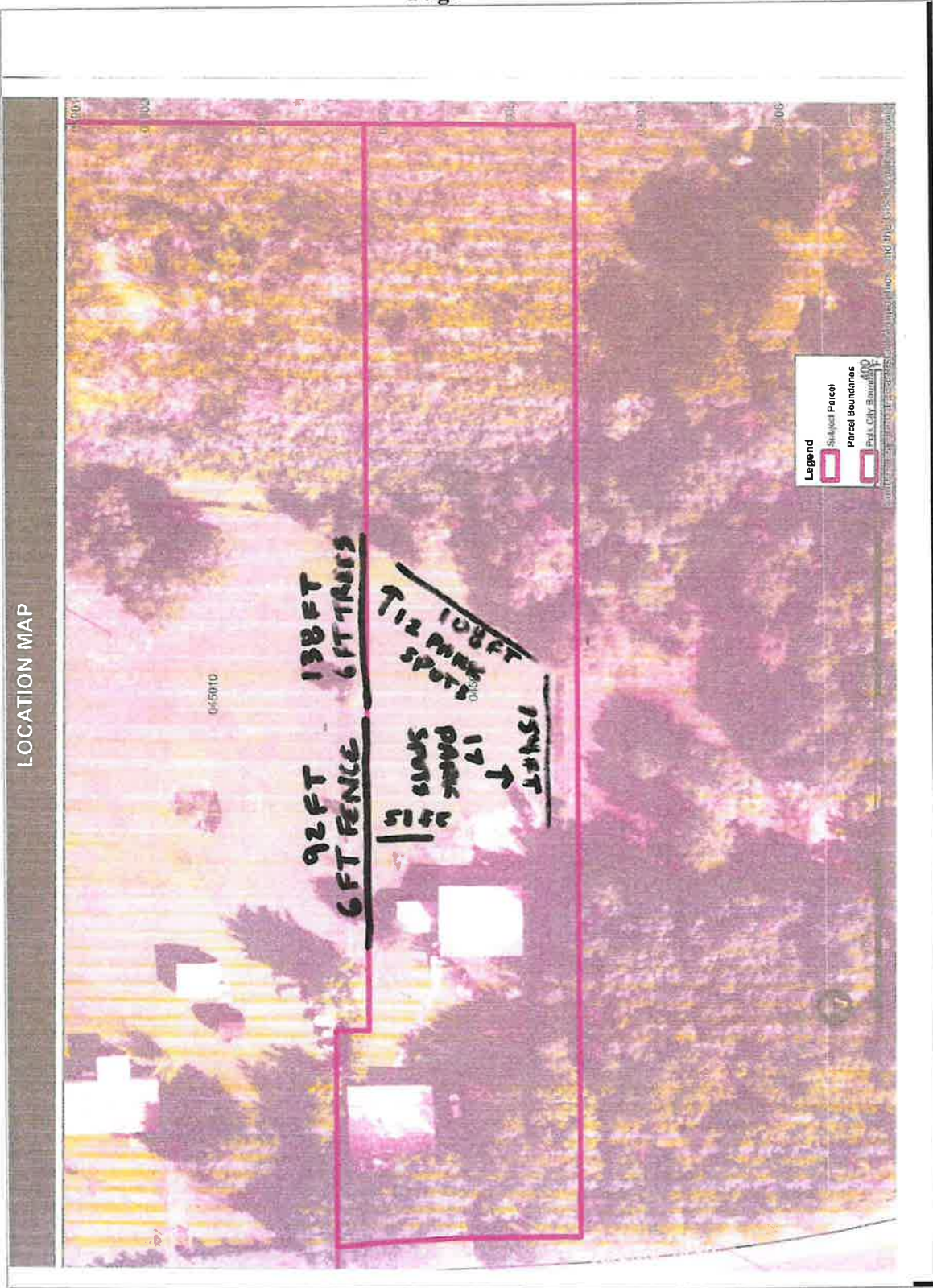


Thomas A. Cloud, City Attorney

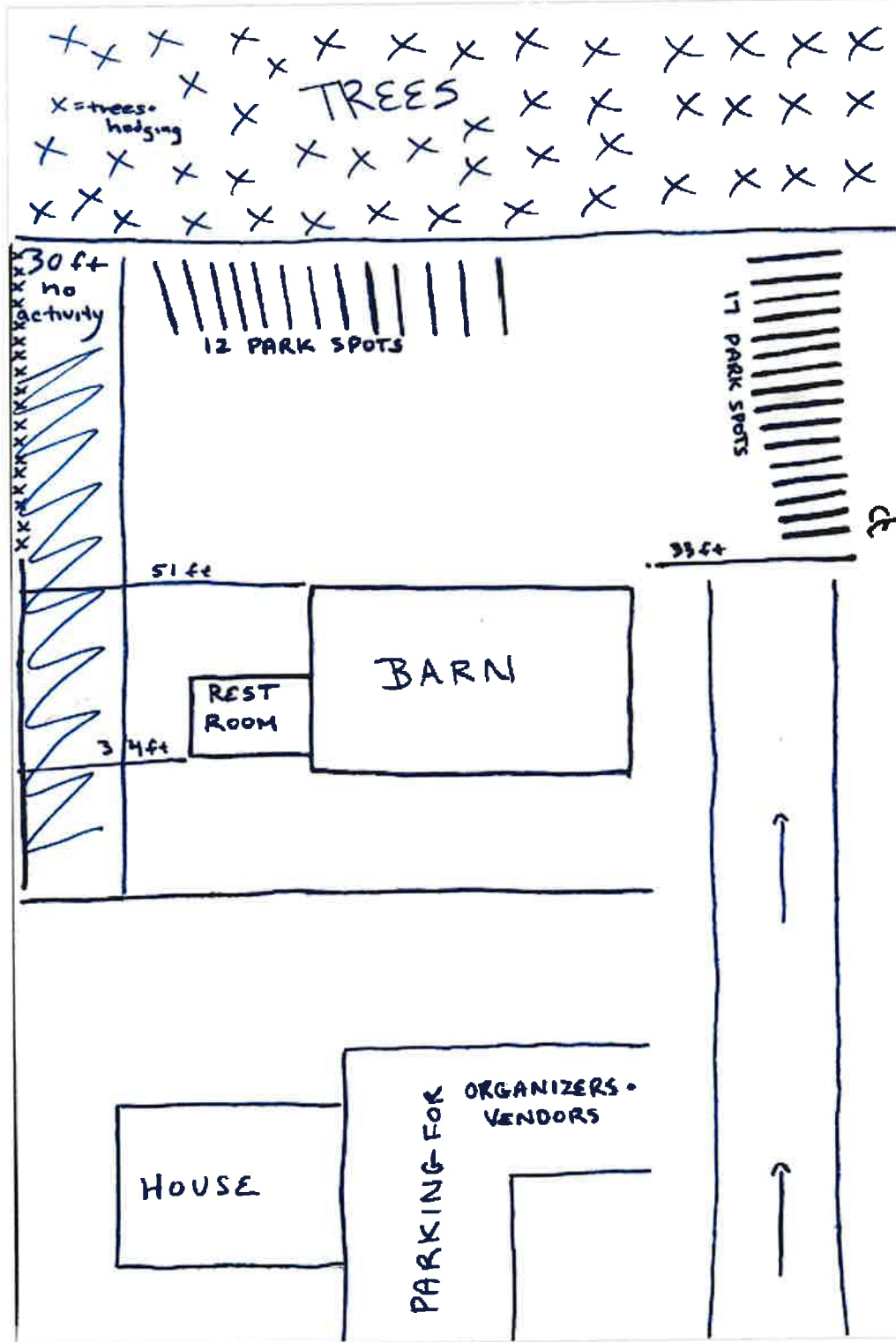
**POLK CITY RESOLUTION 2024-03**  
**EXHIBIT "A"**  
**LOCATION MAP**  
Page 1 of 1



POLK CITY RESOLUTION 2024-03  
EXHIBIT "B"  
SITE PLAN  
Page 1 of 2



POLK CITY RESOLUTION 2024-03  
EXHIBIT "B"  
SITE PLAN  
Page 2 of 2



**POLK CITY RESOLUTION 2024-03**  
**EXHIBIT "C"**  
**CONDITIONS OF APPROVAL**  
**Page 1 of 2**

The following are conditions of approval for the proposed use.

- 1) This special event facility shall allow private events on the site. A private event means a social gathering or event attended by invited guests who share a common cause, membership, business or task and have a prior established relationship. For purposes of this definition, advertisement for general public attendance or sales of tickets to the general public shall not constitute a private event. These events serve various purposes, such as celebrations, commemorations, or corporate functions.
- 2) There shall be no more than 12 events per calendar year held or conducted on the property. The applicant may request a modification of these conditions to permit an increase in the number of events. City staff will provide a history of events and any information pertaining to complaints/comments received to assist the Planning Commission and City Commission in deciding on an increase in events.
- 3) The applicant shall notify the City of an event at least 15 days prior to the event via the event notification form. The site includes a private residence. The applicant will notify the city of personal events that will generate parking impacts or include amplified outdoor music.
- 4) There shall be a minimum of two (2) hours between events to limit the potential off-site traffic congestion.
- 5) Hours of operation shall be limited to 10:00 a.m. to 10:30 p.m. Hours of operation include the event, setup, and take down. Event setup and take down may occur the day before or after the event.
- 6) Outdoor music may be played between 10:00 a.m. and 10:00 p.m.
- 7) There shall be no permanent alcohol or retail sales as part of this conditional use permit. Events may include on-site alcohol consumption for event participants (open bar or cash bar) via a licensed and insured bartending company. A maximum of two licensed and insured food trucks may be utilized onsite for catering services for the private event.
- 8) Events held onsite must be consistent with the event management plan included in Exhibit "D". Should this plan need to be changed or modified for any reason, Polk City staff shall review and approve any changes or modifications in writing prior to any changes or modifications being commenced or enacted.
- 9) As shown on the attached site plan, all special events will be set back a minimum of 30 feet from the north and south property lines.
- 10) As shown on the attached site plan, the applicant shall install and maintain a buffer along the property line of 545 Orange Blvd and 525 Orange Blvd. This buffer shall include 92 feet of 6-foot-tall opaque fence and 138 feet of landscaping consisting of trees that are a minimum of 6-feet tall.

**POLK CITY RESOLUTION 2024-03**  
**EXHIBIT "C"**  
**CONDITIONS OF APPROVAL**  
**Page 2 of 2**

- 11) Parking within the public right-of-way is prohibited.
- 12) The applicant shall provide adequate parking to meet the present and future demands of the use and overflow parking designated and maintained for peak season events so as to prevent parking from encroaching upon public thoroughfares. Prior to final City Staff permitting, the applicant shall provide a signed and notarized parking agreement to provide accommodation of overflow parking.
- 13) Lighting to illuminate buildings, stages, open areas, or advertising shall be designed so as to shine only on the subject property and shall be directed away from any public street or residential area.
- 14) This special events facility shall be subject to applicable performance standards provided in section 3.06.00 of the Polk City Land Development Code.
- 15) This conditional use shall expire on the date included in the expiration date section of the Resolution.

**POLK CITY RESOLUTION 2024-03**  
**EXHIBIT "D"**  
**SERENDIPITY SPACE EVENT CENTER EVENT MANAGEMENT PLAN**  
**Page 1 of 3**

**THE SERENDIPITY SPACE EVENT MANAGEMENT PLAN**

**CONTACT: GARY HO SHING 407 375 2733**

[Gclefproductions@aol.com](mailto:Gclefproductions@aol.com)

**EMERGENCY DIAL 911**

**POLICE 863 965 5555**

**FIRE DEPT 863 965 6379**

**In case of a fire emergency, all guests will be ushered out of the venue in an orderly fashion and set back at least 200 feet from the facilities. There is a fire extinguisher in the catering portion of the galley. Management and event planners/coordinators are aware of its location and readily accessible in case of a fire emergency.**

**The Serendipity Space may be open from 10a to 10p Sun through Sat. The venue will only be open when there is an event taking place. All amplified music and events must conclude by 10p on any night of the week. Vendors and customers/clients have until 1030p to clean up after their event.**

**PARKING**

**The great lawn has a total of 29 parking spots; 2 of which will be designated for handicap spaces.**

**Additional parking:**

**Event organizers/vendors/staff will park at the main house parking at 545 Orange Blvd. That parking area may hold up to 12 vehicles.**

**The owners of Stella and Co located at 315 Broadway Blvd SE Polk City, FL 33868 has agreed to allow guests of The Serendipity Space to utilize their parking facility if needed for overflow parking. Notarized agreement between both parties included. A luxury limo van such as a Sprinter will be utilized to bring guests over from the overflow parking area.**



**POLK CITY RESOLUTION 2024-03**  
**EXHIBIT "D"**  
**SERENDIPITY SPACE EVENT CENTER EVENT MANAGEMENT PLAN**  
**Page 2 of 3**

**RULES & REGULATIONS:**

The following shall be upheld by customers/clients, event planners/coordinators and vendors who are involved in the planning and execution of the special event on the premises of The Serendipity Space.

**USE OF PROPERTY:**

Great lawn, Open Pole Barn and Bathroom Building

Amplified music off by 10p and all events conclude by 10p. This is in accordance with the city's noise ordinance.

Max capacity is 100 guests.

Event Planners/Coordinators/Renters are responsible for set up, break down and final cleanup of all areas.

All vehicles associated with the event must be parked within the parking area.

**SMOKING:**

Vendors and guests must smoke only in the designated smoking area. All cigarette butts must be disposed of in the cigarette butts planter provided.

**REHEARSALS:**

Wedding rehearsals may be scheduled the day prior to the actual wedding. This rehearsal **will not** be considered a separate event but a part of the wedding event.

**PETS:**

Trained dogs and cats are welcome. No other pets other than dogs or cats may be on property. If a pet is present, it is the sole responsibility of that pet's owner to keep that pet safe and under control as well as keeping guests, staff and vendors safe from that pet as well. The Serendipity Space is not responsible for anyone's pet or the behavior of anyone's pet. If an incident were to occur between a pet and a person or object it is the responsibility of that pet's owner to rectify that situation and make that person or object whole as it once was prior to the situation with the pet.

**VENDOR POLICY:**

The Serendipity Space is not responsible for outside vendor's services. Please review all vendors' agreements individually. If you have selected a vendor that is not on our preferred vendors list, please have your vendor contact us for our vendor policies and requirements.

**POLK CITY RESOLUTION 2024-03**  
**EXHIBIT "D"**  
**SERENDIPITY SPACE EVENT CENTER EVENT MANAGEMENT PLAN**  
**Page 3 of 3**

**Alcohol:**

If alcohol is being served and consumed, the customer(s)/client(s) is/are responsible for and must abide by all city, county and state alcoholic beverage control laws and regulations. The Serendipity Space, it's owner or staff is not responsible for a customer/client or their guests in regards to alcohol on the property or after departing from an event at the property.

Customer or client will purchase alcohol from Tucker's of Lakeland. A licensed and insured bartender from Tucker's of Lakeland will bring and serve alcohol. The bartender has the right to not serve an individual if they feel that person has consumed enough alcohol. Last call is 30 minutes prior to the conclusion of an event. Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premises. Drunken violent disturbances are prohibited and subject to immediate removal from the premises and possible termination of event without refund.

**POLK CITY RESOLUTION 2024-03**  
**EXHIBIT "D"**  
**OFF-SITE OVERFLOW PARKING AGREEMENT**  
**Page 1 of 1**

This document is between the owners Kyle and Stephanie Thompson of The Stella and Co Salon located at 315 Broadway Blvd SE Polk City, FL 32068 and the owner Gary Ho Shing of The Serendipity Space event venue located at 545 Orange Blvd Polk City, FL 32068.

Kyle and Stephanie Thompson give Gary Ho Shing permission for event guests to utilize their parking lot at Stella and Co for overflow parking if needed for events held at The Serendipity Space.

Cancellation of this agreement will be in writing and signed by both parties if either party were to cancel this agreement.

Signature and Date: [Signature] 2/8/24

Signature and Date: [Signature] 2/09/24

State of FLORIDA  
County of Polk

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 8 day of February 2024 by Gary Ho Shing who is personally known to me or produced a DL as identification and by Stephanie Thompson who is personally known to me or produced a DL as identification.



[Signature]  
notary public signature

Roberta Ehlers  
notary public printed name