# CITY OF POLK CITY <br> PLANNING COMMISSION MEETING 

July 30, 2018
Polk City Government Center 6:00 P.M.
123 Broadway Blvd. SE

## AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Chairman Charles Wilson
Chairman Charles Wilson
Assistant to the City Manager Sheandolen Dunn

## ESTABLISHMENT OF A QUORUM

## Approval of Minutes:

1. April 17, 2017
2. October 19, 2017
3. November 15, 2017
4. January 29,2018
5. May 14,2018
6. June 18,2018
A. New Business
7. PUBLIC HEARING -- Preliminary Plat Review for Fountain Park, Phase 3

## 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

July 30, 2018

AGENDA ITEM: Accept Planning Commission Meeting Minutes for:

- April 17, 2017
- October 19, 2017
- November 15, 2017
- January 29, 2018
- May 14, 2018
- June 18,2018

ISSUE: Minutes attached for review and approval

## ATTACHMENTS:

Planning Commission Meeting Minutes for:

- April 17, 2017
- October 19, 2017
- November 15, 2017
- January 29, 2018
- May 14, 2018
- June 18,2018


## ANALYSIS: N/A

## STAFF RECOMMENDATION: Approval of Minutes

## PLANNING COMMISSION MEETING MINUTES

April 17, 2017

Chairman Charles Wilson called the meeting to order at 5:00 p.m.
Those present recited the Pledge of Allegiance led by Chairman Charles Wilson.
Roll Call - Assistant to the City Manager Sheandolen Dunn
Present: Warren MacKenzie, Bill Stefanski, Michael HoShing, Charles Wilson, David Prins

## NEW BUSINESS

## PUBLIC HEARING

Jeff Smucker (CFRPC) provided an overview of the City-initiated request to amend the Comprehensive Plan, revising the Infrastructure, Conservation, Intergovernmental Coordination and Capital Improvements Elements, based on the City's Ten-Year Water Supply Facilities Work Plan.

Chairman Wilson opened the Public Hearing.
In 2005 the State of Florida convened to make changes to the Florida Statutes in regards to connection to the Land Use Planned Units and Water Supply Planning. There were several new directions for Local Governments complying with concurrency. Making sure that development happens in line with services and facilities being provided. SWFWMD adopts a Regional Water Supply Plan, and with this plan Local Governments have approximately eighteen (18) months to adopt their local Water Supply Plan consistent with the Regional Water Supply Plan. The Regional Water Supply Plan was adopted by the Water Management District in November 2015, so we are at the tail end of getting this adopted. This is a Florida Statute requirement.

The Water Supply Plan essentially looks at three things: what your demands are, how the City is addressing conservation, and population projections.

Adopted level of service is 110 per person per day. There are just under 2,000 metered connections in Polk City today.

Conservation - we conduct audits and monitor your system which is documented as well as infrastructure for future use, plumbing fixtures, Florida friendly landscaping with regard to how you can reduce water and educational outreach. The numbers used are to look at projected water in the future. There are two pieces to that projection: population and the amount of water currently used. The Utilities Department provides a report to the SWFWMD which states the amount of water used and population. Over
the last five years, Polk City has used approximately 58 gallons per day; therefore, Polk City is well under the adopted level of service.

Member HoShing asked how this Amendment to the Comprehensive Plan would affect Polk City's economic impact.

Mr. Smucker stated there is no affect.
Based on population projections and Polk City's current permit of 760,000 gallons, Polk City will have a $25 \%$ surplus of water in 20 years. Based on information received, Polk City is able to meet the projected growth and still have enough water. Changes are being proposed to four elements: infrastructure, conservation, intergovernmental coordination, capital improvements.

Mr. Smucker provided a thorough explanation as to why the Public Hearing is taking place. The Planning Commission will make a recommend to the City Commission. The only way to do this is through a Public Hearing. It's a data analysis document. This document essentially needs to be adopted.

Member Wilson asked what happens if the Planning Commission does not approve the Plan tonight?

Member HoShing applauded Mr. Smucker's presentation, but still does not understand why this process is being done since it is a requirement. Why is the Planning Commission being asked for input?

Mr. Smucker stated this is a data analysis. Polk City would be out of compliance with the Florida Statutes if this amendment is not approved.

Member Wilson stated remove the words "portion of the City of Polk City". This should read "Polk City" (Page Six).

Member Stefanski made a motion to approve forwarding this City-initiated request to amend the Comprehensive Plan, revising the Infrastructure, Conservation, Intergovernmental Coordination and Capital Improvements Elements, based on the City's Ten-Year Water Supply Facilities Work Plan; this motion was seconded by Member MacKenzie.

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Vote: Member MacKenzie - aye, Member Stefanski - aye, Member HoShing - nay, Member Wilson - aye, Member Prins - nay
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Motion carried, 3/2.

ANNOUNCEMENTS - None
ADJOURNMENT- 5:43 pm

Patricia Jackson, City Manager

## PLANNING COMMISSION MEETING MINUTES

October 19, 2017

Chairman Charles Wilson called the meeting to order at 6:00 p.m.
Those present recited the Pledge of Allegiance led by Chairman Charles Wilson.
Roll Call: Assistant to the City Manager Sheandolen Dunn
Present: Warren MacKenzie, Michael HoShing, Charles Wilson, David Prins

## Absent: Bill Stefanski

## ORDER OF BUSINESS

Mayor LaCascia spoke with positive comments and thanked the Planning Commission for their work to make Polk City a better place.

Site Plan Review for Polk City Business Park Phase I
Jennifer Codo-Salisbury (CFRPC) provided a brief overview of the Site Plan Review for Polk City Business Park Phase I.

John Kroll (Polk City Association LLC) spoke on behalf of the owner and introduced the staff which discussed, landscaping, drainage, stormwater, signage, building elevation and setbacks. This is an awesome project for Polk City. This is a proposed 650,000 square foot distribution center located on the west side of SR 33 across from Mount Olive Road and is slightly under 50 acres. This will be a single-story building with 15,000 square feet of office space which will be on the east side of the building, visible from the roadway. The access point will be on Mount Olive Road.

Member Wilson inquired about the turn lane for entering and exiting the site. Also inquired about staffing.

Mr. Kroll responded that Installation of a traffic light at this location is still under review by FDOT. There will be 135 regular full time employees and 165 seasonal employees

Member Prins inquired about the number of trucks projected to come through the facility.
Jill Marka (PCA, LLC) responded approximately 40 over the road trucks from October to January and 50 box trucks per day. There will be 133 loading docks.

The intended use of the facility is a national retailer. However, the end-user is not ready to publicly disclose the name at this time.

Member HoShing inquired if this organization had done other similar projects.
PCA LLC staff responded yes and discussed a large variety of projects done in previous years.

Lengthy discussion ensued.
Motion by Member Prins to approve the Site Plan Review for the Polk City Business Park Phase I; this motion was seconded by Member HoShing.

Motion carried unanimously by voice vote.
ANNOUNCEMENTS - None
ADJOURNMENT- 6:55 pm

Patricia Jackson, City Manager

## PLANNING COMMISSION MEETING MINUTES

November 15, 2017

City Manager Jackson called the meeting to order at 6:00 pm.
In the absence of Chairman Wilson, the members selected a chairperson. Member Bill Stefanski will serve as Chairman.

Those present recited the Pledge of Allegiance led by Chairman Stefanski.
Roll Call: Assistant to the City Manager Sheandolen Dunn
Present: Michael HoShing, Bill Stefanski, David Prins
Absent: Warren MacKenzie, Charles Wilson

## ORDER OF BUSINESS

PUBLIC HEARING - City-Initiated Text Amendment to the Polk City Comprehensive Plan - City-initiated text amendment to the Polk City Comprehensive Plan to add policies to allow for the Transfer of Development Rights from the Polk City Exemption Area to the Polk City Special Protection Area.

Jennifer Codo-Salisbury, Deputy Director, CFRPC provided an overview and mapping breakdown of the text amendment to Polk City's Comprehensive Plan.

Larry Cahoon (P.O. Box 1877, Dundee) - Representing Joshua Land LLC, land owner, of property in the exemption area that frames Polk City. The owner is in full support of this Ordinance.

Michael Ho-Shing inquired about the actual development and the income bracket.
Mr. Cahoon responded Multi Family Residential development. The income bracket would be up to whoever purchasing the development rights from Joshua Land LLC.

Kathy Delp pointed out that this is not just for the property Joshua Land LLC owns, but for any property within the specified area. Mr. Cahoon was speaking in regards to the owner he represents.

Chairman Stefanski closed the Public Hearing.
After lengthy discussion a Motion by Member HoShing to approve forwarding the City Initiated Text Amendment to the Polk City Comprehensive Plan to the City Commission
for final approval at the November 20, 2017 meeting; this motion was seconded by Member Prins.

## Motion carried $3 / 0$ by voice vote.

PUIBLIC HEARING - City-Initiated Text Amendment to the Polk City Land Development Code - City-initiated text amendment to the Polk City Land Development Code to add regulations to allow for the Transfer of Development Rights from the Polk City Exemption Area to the Polk City Special Protection Area.

Chairman Stefanski read this Amendment by title only. Chairman Stefanski opened the Public Hearing.

Jennifer Codo-Salisbury provided a brief overview on this Amendment.
Chairman Stefanski closed the Public Hearing.
Motion by Member HoShing to approve forwarding the City-initiated text amendment to the Polk City Land Development Code to add regulations to allow for the Transfer of Development Rights from the Polk City Exemption Area to the Polk City Special Protection Area; this motion was seconded by David Prins.

Member HoShing expressed the need for a workshop to discuss the Transfer of Development Rights and alternatives to water retention that Polk City currently has.

Motion carried unanimously by voice vote.
ANNOUNCEMENTS - None
ADJOURNMENT- 6:55 pm

## PLANNING COMMISSION MEETING MINUTES

January 29, 2018

Chairman Charles Wilson called the meeting to order at 6:00 p.m.
Those present recited the Pledge of Allegiance led by Chairman Charles Wilson.
Roll Call: Assistant to the City Manager Sheandolen Dunn
Present: Chairman Charles Wilson, Member David Prins, Member Michael HoShing, Kathy Delp, Development Services Director

Absent: Bill Stefanski, Warren MacKenzie

## ORDER OF BUSINESS

## PUBLIC HEARING - Public Hearing Preliminary Plat Review Fountain Park Phase 2A

Chairman Wilson opened the Public Hearing.
Jennifer Codo-Salisbury (Deputy Director, CFRPC) provided an overview and mapping breakdown of the Fountain Park Phase 2A and addressed any questions or concerns by the Public and Planning Commission.

The purpose of the Preliminary Subdivision Plat 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.

Member HoShing questioned why this Plat Review is just coming to the Planning Commission?

Ms. Codo-Salisbury explained this is a Public Hearing and it has to come before the Planning Commission due to the regulations stated in the Land Development Code.

Member HoShing addressed the need for more sensitivity with landscaping and would like to see future plans that are more pedestrian friendly.

Jodie Sparks (9008 Sarah Drive) expressed concerns regarding increased traffic and the possibility of a traffic light in the area.

Nancy Orlebeke (9012 Sarah Drive) expressed concerns regarding increased traffic as well.

After lengthy discussion a Motion by Member Prins to approve the Preliminary Plat Review Fountain Park Phase 2A; this motion was seconded by Member HoShing.

Motion carried 3/0 by voice vote.
ANNOUNCEMENTS - None
ADJOURNMENT- 6:30 pm

## PLANNING COMMISSION MEETING MINUTES

May 14, 2018

Chairman Wilson called the meeting to order at 6:00 pm.
Those present recited the Pledge of Allegiance led by Chairman Wilson.
Present: Charles Wilson, David Prins, Michael HoShing

## Absent: Warren MacKenzie, Bill Stefanski

## ORDER OF BUSINESS

## Public Hearing Small Scale Future Land Use Map Amendment and Rezoning-111 Clearwater Court

Jennifer Codo-Salisbury presented the Future Land Use Map Amendment and Rezoning for 111 Clearwater Court. This property is .28 acres. The proposal is for the property to be annexed into Polk City. Polk County's Land Use for this property is currently Residential-Low. Polk City's designation in this particular area is ResidentialMedium. Therefore, this property would be designated Residential-Medium Future Land Use as other properties in the surrounding area.

Staff recommended changing the land use to Residential-Medium and assign a Zoning and Mixed Use Residential (R-4) designation.

Member HoShing inquired about the status of the property and if the City has a vision for this site?

Kathy Delp and Jennifer Codo-Salisbury responded that this property is not being sold. The property owner desires to annex his lot into the City.

Discussion ensued.
Motion by Member Prins to approve the Public Hearing Small Scale Future Land Use Map Amendment and Rezoning for 111 Clearwater Court; this motion was seconded by Member HoShing.

## Motion carried $3 / 0$ by voice vote.

ANNOUNCEMENTS - Jennifer Codo-Salisbury reminded the group about Polk City's Parks and Recreation Workshop on Saturday, May 19, 2018 from 9:00 am - 11:00 am at the Donald Bronson Community Center.

ADJOURNMENT- 6:19 pm

## PLANNING COMMISSION MEETING MINUTES

June 18, 2018

Chairman Wilson called the meeting to order at 6:00 pm.
Those present recited the Pledge of Allegiance led by Chairman Wilson.
Roll Call: Assistant to the City Manager Sheandolen Dunn
Present: Charles Wilson, David Prins, Michael HoShing
Absent: Warren MacKenzie, Bill Stefanski
ORDER OF BUSINESS

## APPROVAL OF MINUTES

Motion by Member HoShing to approve the May 29, 2018 Planning Commission Meeting minutes as presented; this motion was seconded by Member Prins. Motion carried unanimously.

Member HoShing suggested including bullet points of items in the minutes.

## NEW BUSINESS

## Request for a large-scale Future Land Use Map Amendment - City Initiated

Jennifer Codo-Salisbury (CFRPC) discussed three parcels located west of Mudd Lake.
Two are located south of SR 33 and the other is north of SR 33. All three are owned by Polk City. The parcels currently have a Future Land Use designation of ResidentialSuburban. Total acreage is 17.66. The proposed Future Land Use will be "Institutional", which allows use by Government type facilities. Polk City's Public Works Department as well as a lift station are housed on the property. The proposed zoning on this site will go from Polk County's Residential-Suburban zoning to Polk City's Institutional zoning.

City Manager Jackson discussed further what is located on the property.
Member HoShing inquired about the amount of wetlands on the property.
City Manager Jackson responded six (6) acres is useable and the remainder is wetlands; reiterating the sole purpose of the property is for the Public Works Department.
Kathy Delp stated the old Public Works area may become a Recreational area with picnic tables and playground area.
Motion by Member HoShing to approve a large-scale Future Land Use Map Amendment; this motion was seconded by Member Prins.
Motion carried $3 / 0$ by voice vote.
Request for Rezoning of Approximately 17.66 acres - City Initiated
Motion by Member Prins to approve the Rezoning of Approximately 17.66 acres; this motion was seconded by Member HoShing.
Motion carried $3 / 0$ by voice vote.
ANNOUNCEMENTS - None
ADJOURNMENT- 6:15 pm

Patricia Jackson, City Manager
Charles Wilson, Chairman

POLK CITY

## PRELIMINARY SUBDIVISION PLAT REVIEW

 OVERVIEW REPORTJULY 30, 2018

TO: POLK CITY PLANNING COMMISSION

FROM: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

## SUBJECT: Preliminary Plat Review:

Fountain Park Phase 3

AGENDA DATE:

- July 30, 2018, 6:00 PM: Polk City Planning Commission Meeting

ATTACHMENTS:

- Preliminary Plat Fountain Park Phase 3


## OVERVIEW

## PROPERTY OVERVIEW:

| Property Owner | Pulte Home Corp. |
| :--- | :--- |
| Subject Property | $25-27-06-298368-00102$ |
| Acreage | $\pm 40.36$ acres for Phase 3 |
| Existing Future Land Use | Residential Low - X |
| Existing Zoning | Planned Unit Development - Special Protection Area |

## REQUEST:

The applicant, Pulte Home Corp., is requesting Preliminary Plat approval for Fountain Park Phase 3 in Polk City, located on the east side of SR 33(Commonwealth Avenue), south of Mt. Olive Road.

## STANDARDS FOR REVIEWING PRELIMINARY SUBDIVISION PLATS:

The purpose of the Preliminary Subdivision Plat 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 exhibits, staff reports and comments by reviewing agencies and individuals and shall "approve," "approve with conditions" or "disapprove" the Preliminary Plat. Approval of the Preliminary Plat shall be deemed an expression of approval of the subdivision layout, and nothing more, and shall be reported to the City Council in the form of a discussion item for the agenda.

Approval of the Preliminary Plat authorizes the developer to prepare construction plans for public infrastructure improvements. After approval of the construction plans by the Consulting City Engineer, the developer may proceed with construction of the infrastructure improvements.

## FINDINGS OF FACT:

- The property has a Future Land Use (FLU) of Residential Low - X (located in the Green Swamp Area of Critical State Concern) which allows up to 3 du/ac.
- The property has an Existing Zoning of Planned Unit Development - Special Protection Area (located in the Green Swamp Area of Critical State Concern).
- Fountain Park Phase 3 consist of 103 lots on approximately 40.36 acres at a gross density of 2.55 dwelling units per acre.
- Typical lot size is 50 ft X $120 \mathrm{ft}(6,000 \mathrm{sq} . \mathrm{ft}$.).
- All reviewing departments and agencies have reviewed and approved the Preliminary Plat for Fountain Park Phase 3.


## PRELIMINARY SUBDIVISION PLAT REQUIREMENTS:

The Preliminary Subdivision Plat shall be drawn to a scale appropriate to displaying the proposal on a single sheet no larger than $36^{\prime \prime} \times 60^{\prime \prime}$ and shall include the following. If a professional is used by the applicant to obtain any of the required information, the applicant shall provide written proof of his/her professional qualifications.
(1) Name, address, and telephone number of the applicant and the person preparing the plan. Complete
(2) Title block identifying the name and/or title of the proposed subdivision. The name shall not duplicate or closely approximate the name of any other subdivision recorded in the Public Records of Polk County, Florida. Complete
(3) Date, north arrow, and scale. Complete
(4) Layout of proposed streets. Complete
(5) All existing restrictions on the use of the land, including easements, rights-of-way, jurisdictional wetlands areas, either assumed or confirmed. Complete
(6) Zoning classification. Planned Unit Development - Special Protection Area

## PLANNING COMMISSION MOTION OPTIONS:

1. I move the Planning Commission Approve the Preliminary Subdivision Plat.
2. I move the Planning Commission Approve with changes of the Preliminary Subdivision Plat.
3. I move the Planning Commission Deny the Preliminary Subdivision Plat.

PLAT
BOOK
A Replat of Tract D, FOUNTAIN PARK - PHASE 2, according to the plat thereof, as recorded in
Plat Book ___, Pages ___ through __, Public Records of Polk County, Florida
Situated in Section 6, Township 27 South, Range 25 East
Polk City, Polk County, Florida

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PRELIMINARY
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FOUNTAIN PARK - PHASE 3
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PLAT

SHEET 3 OF 5

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FOUNTAIN PARK - PHASE 3


FOUNTAIN PARK - PHASE 3
D, FOUNTAIN PARK - PHASE 2, according to the plat thereof, as recorded in Replat of Tract D, Pa Pag _ through__, Public Records of Polk County, Florida Situated in Section 6, Township 27 South, Range 25 East Polk City, Polk County, Florida
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