

POLK CITY

PLANNING COMMISSION MEETING

April 7, 2025
5:30 P.M.

Polk City Government Center
123 Broadway Blvd. SE

AGENDA

CALL TO ORDER	Chairman
PLEDGE OF ALLEGIANCE	Chairman
ROLL CALL	City Manager Patricia Jackson
ESTABLISHMENT OF A QUORUM	
APPROVAL OF MEETING MINUTES - March 17, 2025	

New Business

Site Plan / Expansion of existing Cafe 315 Broadway Blvd. S.E.

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 17, 2025

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

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

Present: David Prins, Terry Oliver, Gary HoShing

Quorum Established

APPROVAL OF MINUTES - None

PUBLIC COMMENTS - None

ORDER OF BUSINESS

PUBLIC HEARING - Ordinance 2025-03 PUD Zoning for Property located at the corner of SR33 and Citrus Grove Blvd.

Stefanie Von Pelaske-Bush (CFRPC) provided an overview and PowerPoint presentation for Rezoning: An applicant-initiated rezoning of approximately 18.71 acres, from a zoning of PUD originally adopted under Ordinance 2013-1304 and then rezoned via ordinance 2020-11 to PUD, located west of North Commonwealth Avenue and north of Citrus Gove Boulevard North from Planned Unit Development which allowed multi-family uses to Planned Unit Development to allow for **69 single-family units** (Parcel numbers: 25-26-33-296500-102020; 25-26-33-296500-105000; 25-26-29-295302-003000; 25-26-29-295302-010000; and 25-26-29-295302-009010).

Chairman Oliver opened the Public Hearing.

Steve Sloan (Sloan Engineering Group, 150 Woodlawn Avenue, Bartow) was available to address any questions or concerns from the Planning Commission.

Chairman Oliver clarified that these would be single-family homes.

Mr. Sloan stated yes, with different floor plans.

Member Hashing asked if this would be one subdivision?

Mr. Sloan stated yes.

Chairman Oliver asked if all the utilities would be underground?

Mr. Sloan responded yes, all utilities are underground. As staff mentioned, we will do a fairly extensive sewer extension to get into the City's sewer system properly. There will be an onsite lift station, so this will be a force main that will extend down the highway to

the Lift station.

Chairman Oliver closed the Public Hearing.

No other discussion.

Motion by Chairman Oliver to forward this request to the City Commission for approval; this motion was seconded by Member Hoshing.

Motion carried 3/0 by Voice Vote.

ADJOURNMENT- 6:11 pm

Patricia Jackson, City Manager/Clerk

Terry Oliver, Chairman



**POLK CITY PLANNING COMMISSION
CHANGE OF USE APPLICATION & SITE PLAN REVIEW
STAFF REPORT
April 7, 2025**

TO: POLK CITY PLANNING CO:MISSION

FROM: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

SUBJECT: **SITE PLAN REVIEW:**
315 Broadway Blvd (proposed expansion of existing cafe)

AGENDA & HEARING DATES:
Planning Commission Meeting: April 7, 2025, at 5:30 PM

ATTACHMENTS:

- Overview Report
- Aerial Photo Map
- Future Land Use Map
- ZoningMap
- Site Plan (reflects only the expansion area)
- Application

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.
3. I move the Planning Commission **Deny** the Change of Use and Site Plan.

PROPERTY OVERVIEW:

Property Owner	Thompson Investment Property
Applicant	Jennifer Castro
Subiect Parcels	25-26-33-297600-001180
Acreage	1.19 acres
Existing Future Land Use	Commercial
Existing Zoning	C-2, General Commercial

REQUEST:

The applicant, Jennifer Castro, is requesting change of use approval with site plan for the building located on approximately 1.19 acres at 315 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, is currently vacant.

The applicant is requesting to expand the existing cafe into the middle bay by removing the interior wall.. 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 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 for submittal to the building department for permit.

FINDINGS OF FACT:

- The current zoning is C-2
- 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 subject site is currently developed with a 3-bay building which contains a hair salon a cafe and one vacant space
- The proposal is for the cafe to expand into the middle bay. This will require removing an interior wall to facilitate the expansion.
- The site contains +/- 60 parking spaces which far exceeds the minimum required by the Land Development Code
- There's adequate parking on the site to serve all use.

- 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 Polle City Exemption Area and is therefore exempt from the regulations pertaining to the Green Swamp Area of Critical State Concern.
- 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 site is already developed, and no exterior improvements are proposed. The extent of the work is interior. This will require coordination with the building department for permitting.

STAFF COMMENTS:

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

POLK CITY
AERIAL PHOTO MAP



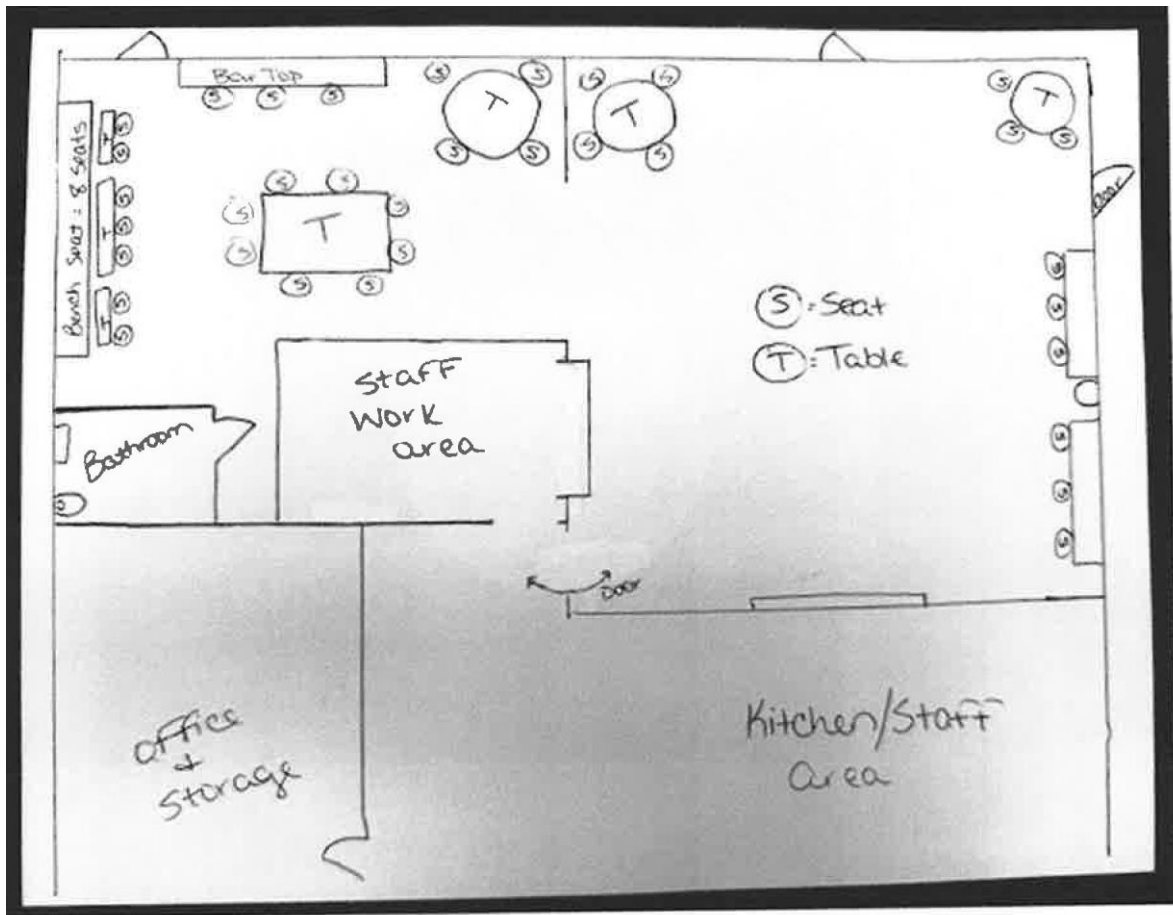
POLK CITY FUTURE LAND USE MAP



POLK CITY ZONING MAP



Site Plan



Application

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 L051YD5 Lof:e' - t< W<Y') CCU\09 W0\ 1t) ::>t..u\£

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Telephone 'ifp3 :a.oD -95crf Fax

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Mailing Address ICL 6-te.vea Qr- a '6,C.i .N"---+-----

Telephone 1\P3-'lci-11)\o Fax

email .om@ CQ51mSCO-fe: CCYYI

Agent (Engineer, Surveyor, etc.) ('i . /Q..

Mailing Address

Telephone Fax

Email

All correspondence should be sent to -- --p...l...i...c.o.....n...t:

(SP«Jlt 0110 ol t.,llb0vt1)

What legal interest does applicant have in the property?

- C>.vnership
Option
Purchase and Sales Contract
Other LOO'eO..

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SITE PLAN REVIEW
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EXISTING

Land Use _____ Zoning _____

Total Gross floor Area of All Structures _____

Total Lot Coverage(%) _____

Total Square footage of area covered _____

(Total square footage of paved or gravel areas, excluding trees and growing?)

PROPOSED

Land Use _____ Zoning _____

Total Gross floor Area of AU Structures _____

Total Lot Coverage(%) _____

Total Square footage of area covered _____

(Total square footage of paved or gravel areas, excluding trees and growing?)

Number of existing parking spaces _____

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 and equivalents 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? _____

Statement of purpose: _____

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

Name Thompson Investments Properties LLC Date 3-10-25
Title Owner
Signature [Handwritten Signature]

See the Land Development Regulations (LOR), 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 County Code is online at [http://www.polkcountyga.gov/citypublications/mapsandforms/landdevelopmentcode](#). Follow links 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.