

# Planning Commission

## Planning Commission & Workshop Meeting Minutes

*February 13, 2018*

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### **Opening**

A regular meeting of the Planning Commission was called to order by Mayor Gene Whitfield at 6:00 pm at the Zephyrhills Depot Museum, 39110 South Avenue, Zephyrhills, FL 33542.

### **Attendance:**

Present: Chris Bill, Tracy Sullivan, Mayor Gene Whitfield, Cliff McDuffie, David Armstrong and alternate Jeff Reutimann.

Staff Present: Rodney Corriveau, Audrey McGuire and Kevie Defranc.

### **Invocation & Pledge of Allegiance**

The Pledge of Allegiance was followed by the invocation delivered by Cliff McDuffie.

### **Approval of Minutes**

David Armstrong moved to accept the November 14, 2017 Planning Commission meeting minutes. Chris Bill seconded the motion. Motion passed unanimously.

### **Business Items:**

1. **Amendment to the City of Zephyrhills Land Development Code, Table 7.01.01 (Density, Area, Height and Bulk Requirements) pertaining to Light Industrial (LI) zoning district setbacks.**

Rodney Corriveau, Assistant Planner, gave a brief synopsis of the change to the Land Development Code. Staff are proposing to reduce minimum interior setbacks for Light Industrial (LI) zoning districts from 50 feet all around to 20 feet for interior lots. Minimum setbacks from all road frontages and from separate properties will remain 50 feet.

David Armstrong inquired about a footnote in the table – footnote 19: a minimum contiguous area of 800,000 square feet. Mr. Corriveau noted that there is a scribers error showing a pound sign that staff has a right to correct. After asking Mr. Armstrong to repeat the question, Mr. Corriveau stated he did not know the original intent of the 800,000 square feet but would check into it and provide clarification to the Planning Commission. The 800,000 square foot minimum is already codified in the Land Development Code.

Cliff McDuffie inquired whether the 20 foot minimum setback would allow for parking. Mr. Corriveau stated that other development standards in the LDC will have to be met, including required parking, lot coverage, pervious/impervious ratios, landscape requirements, etc. Staff and the Site Plan Review Committee (SPRC) reviews plans to

ensure these requirements are met. Mr. Corriveau clarified that the 20 foot minimum setback only applies to interior lots and the 50 foot minimum will still be required for frontages. The code change provides flexibility to property owners of LI zoning districts for groups of buildings to be spaced closer together and not 50 feet or more apart.

David Armstrong moved to recommend that the city adopt the changes to the Land Development Code, Table 7.01.01 as presented. Jeff Reutimann seconded the motion. Motion carried unanimously. The item will move forward to be heard by City Council.

## **Adjournment & Workshop Reopening**

Mayor Whitfield adjourned the February Regular Planning Commission meeting at 6:15 pm and opened the Public Workshop Meeting for upcoming changes to the Land Development Code.

## **Public Workshop Items**

1. **Addition to the Zephyrhills Land Development Code, Section 7.09.00 providing for a new subsection and regulations pertaining to accessory dwelling units (ADUs) and accessory living spaces, separate from accessory structures.**

Assistant Planner, Rodney Corriveau introduced Accessory Dwelling Units (ADUs) which appeared in the United States as a way to supplement income. The next step in updating the Land Development Code to modernize and adapt to societal trends. Zephyrhills does not lack affordable housing, however, Mr. Corriveau noted that these are not intended to be affordable but to encourage home ownership with rentable accessory dwelling units to supplement mortgages. Two properties on 9<sup>th</sup> Street have implemented accessory dwelling units under provisions of a Zoning in Progress (ZIP).

Accessory dwelling units will be required be a maximum of 2 stories and 50% of the primary structure. Units must be subordinate to the home. Zoning will be restricted to the CRA and Historic district as the code is implemented. Tracy Sullivan inquired how enforcement of this code will happen. Mr. Corriveau stated that the Building and Planning Departments are working together to ensure enforcement of City codes. Ms. Sullivan reiterated concern over code enforcement as is in the City and Mr. Corriveau ensured the Planning Commission that the City is working on improvement in regards to Code Enforcement with a second Code Enforcement Officer being brought in to help with the workload.

Mr. Armstrong asked staff are proposing to limit ADUs to the historic district and CRA. Mr. Corriveau stated that the City is reaching a point where many of the homes in the downtown core will become unsalvageable. Staff are working to redevelop the core within the CRA and historic district and improve the area. He also noted that this is a pilot program and staff want to ensure its success in a controlled environment before branching out to the rest of the City.

Mayor Whitfield clarified that a maximum of two people will be able to live in ADUs. Mr. Corriveau stated that the units will be limited to around 300 to 500 square feet where more than two people would be crowded. Properties with ADUs will be required to be homesteaded, whether the property owner lives in the ADU or the main house. Units will be required to have their own kitchens, baths and living quarters.

ADUs already existing will be required to be brought up to code. Mr. Corriveau stated that staff are not proposing ADUs be used for weekly rentals such as AirBnB but rather will be required to meet the minimum 7 month leasing standards set by the State of Florida. Homeowners may utilize the ADU as a guesthouse at no charge. Mr. Corriveau noted that code enforcement operates on neighbors being proactive in the community and notifying the City of issues they see.

Accessory dwelling units may not be separated from the primary structure – subdivision of the lot will not be permitted. The units will be required to match the home, following CRA design guidelines and historic design guidelines as applicable. Landscaping requirements, such as buffering will be required. All zoning standard will also apply.

2. **Amendment to the City of Zephyrhills Land Development Code, Table 2.02.01 (Permitted Uses in Zoning Districts).**

Todd Vande Berg, Planning Director, gave a presentation on current, completed and future development taking place in Zephyrhills and the surrounding community. He made note of transportation projects, commercial and residential developments, as well as airport zoning and the new tennis facility.

## **Adjournment**

Mayor Whitfield adjourned the March Planning Commission meeting at 7:00 pm.