

CITY OF ZEPHYRHILLS

SITE PLAN REVIEW MEETING MINUTES

SEPTEMBER 20, 2017

I. Call to Order

Todd Vande Berg, Planning Director, called the September 20th, 2017 Site Plan Review Committee Meeting to order at 9:30 am in the Zephyrhills Public Library, 5347 Eighth Street, Zephyrhills.

II. Roll Call

Present: Gail Hamilton – CRA
Todd Vande Berg – Planning Department
Bill Burgess – Building Department
Chief Brian Swartout – Fire Department
Shane LeBlanc – Public Works

Absent: Nathan Coleman – Airport
Interim-Chief Derek Brewer – Police Department
John Bostic – Utilities

III. Agenda Items:

- i. Special Event Application submitted by Main Street Zephyrhills, Inc. for the annual *Halloween Howl* on 5th Avenue October 28th 2017.

Halloween Howl is an annual event on 5th Avenue. No changes have been requested from the previous year's event. Main Street coordinator Anna Struziem attended the meeting to answer questions about the event.

Discussion:

- Main Street is still looking to secure a location for the haunted house.
- Public Works director Shane LeBlanc requested that a specific time schedule be added to the FDOT permit for lane closures as the city, due to liability concerns, will go by the time reflected on the permit. Main Street indicated that they would like streets to begin closure at 12:00 pm to allow vendors to begin set up. A specific time will be added to the FDOT permit as requested.
- Coordination with Police and Fire Departments for this event started prior to application. A space is permanently marked on the event map for the fire department and the police the department is working out the number of officers required for the day.
- Two light towers have to requested for use from the Utilities Department.

Event approved with the following condition:

1. Main Street provide an FDOT permit with specific time frame for closures.

ii. Special Event Application submitted by Florida Hospital of Zephyrhills, Inc. for the annual *Run for the Hills 5K* event.

This event has taken place for the past 3 years. It is almost entirely on property owned by the Florida Hospital of Zephyrhills and the course presented has not changed. Casio Jones attended the meeting to answer questions regarding the event.

Discussion:

- No road closures are required. A portion of the course does require sporadic crossing of Dairy Road. Mr. Jones stated that they have worked with the Police Department in the past to station officers at crossing areas and that he has already spoken with Police Chief Derek Brewer to do the same for this year's event. Shane LeBlanc stated that Public Works involvement is not required.
- The Fire Department has never been involved for this event. Florida Hospital of Zephyrhills ensures there is an EMT on site.
- Restroom facilities and water are available on site.
- Main Street stated they will be happy to help with event advertising.

Event Approved.

iii. Special Event Application submitted by Gulfside Hospice and Pasco Palliative Care, Inc. for a *Fall Brewfest for Hospice* event at the Airport Venue.

Gulfside Hospice and Pasco Palliative Care have held a Brewfest for Hospice event in West Pasco and would like to bring in to the eastern side of the county on October 14th from 3:00 pm to 7:00 pm. The event is intended to raise money for Hospice in Pasco County. Carla Armstrong and Christina Miller, the event coordinator, attended the meeting to answer questions regarding the event.

Discussion:

- The event is proposed to take place at the Airport Venue and wrap up around 7:00 pm, prior to sunset.
- The event will feature local breweries, food trucks and live entertainment.
- Around 300 people are estimated to attend.
- The venue layout utilized for Paulie Palooza will be used for the event. Volunteers will direct parking and access to the venue will be off of Airport Road, not South Avenue.
- The Fire Department will not be required this year but will monitor the event to decide if future involvement is needed as the event grows.
- Alcohol Permit has been requested from the Tampa Office for Alcohol and a copy will be sent to the city prior to the event.

Event Approved.

iv. Site Plan submitted by Randy Morningstar for a 40' x 70' metal hangar at the Zephyrhills Municipal Airport off Sun Path Avenue.

The Gliding Association on Sun Path Avenue near the Zephyrhills airport has requested to construct a metal hangar for storage of a tow plane. Nathan Coleman, airport manager has been in contact with the applicant. The applicant was not in attendance.

Discussion:

- Sign off is required from the Airport Manager and notification to FAA is required. The applicant should notify FAA and provide details of the hangar on FAA Form 7460-1 for their review and sign off.
- Public Works inquired about a commercial drive to the hangar on site. No new ingress/egress is proposed on the site plan. Public Works requested a path to the hangar and made note that impervious areas over 4,000 square feet will trigger an Environmental Resource Permit (ERP) from the Southwest Florida Water Management District (SWFWMD). He also stated that a commercial driveway permit may be triggered as well.
 - Modification of Airport Master Plan's existing SWFWMD permit may also be required.

Plans Approved with the following conditions:

1. The applicant shall apply for and receive approval from FAA. Documentation shall be provided to the city upon receipt.
2. Amend the site plan to show a path to the hangar. All SWFWMD permits required shall be provided to the city upon receipt.

- v. Certified Parcel Subdivision submitted for the southwest corner of Parcel ID #02-26-21-0000-00100-0040, currently 13.13 acres to create two separate parcels, one consisting of 11.7 acres and the other 1.43 acres.

Per the City of Zephyrhills Land Development Code (LDC), Sections 6.01.02 and 11.01.07, certain lots are permitted to be subdivided on an administrative level through Certified Parcel Subdivision. A certified parcel may be divided into a maximum of three (3) tax parcels through certified parcel subdivision. The District School Board of Pasco County and their authorized agent, Gryboski, Howe, and Gravely (GH&G) applied for a certified parcel subdivision of parcel # 02-26-21-0000-00100-0040 in April of 2017 to create two separate tax parcels and were approved. They have requested to subdivide the parent parcel again, for the final time, creating a third tax parcel. Megan Anderson of GH&G attended the meeting to answer any questions regarding the subdivision.

Discussion:

- The applicants have provided all required information.
- The original (parent) parcel consisted of 15.569 acres. In April, the parcel was approved for subdivision into a new 2.440 parcel, reducing the parent parcel to 13.129 acres. The applicants have now applied to subdivide the property, under the conditions for certified parcel subdivision, creating a new, third tax parcel of 1.43 acres, reducing the parent parcel for the final time to 11.7 acres.
- Planning Department staff recommended that a third party surveyor review the applicant to ensure but had no issues with the proposal otherwise.

Application Approved.