

CITY OF ZEPHYRHILLS

SITE PLAN REVIEW MEETING MINUTES

OCTOBER 19, 2017

I. Call to Order

Todd Vande Berg, Planning Director, called the October 18, 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: Chief Brian Swartout – Fire Department
Todd Vande Berg – Planning Director
Shane LeBlanc – Public Works Director
Bill Burgess – Building Official
Captain Reggie Roberts – Police Department

Absent: Nathan Coleman – Airport
Gail Hamilton – CRA Director
John Bostic – Utilities Director
Chief Derek Brewer – Police Department (*filled in for by Captain Roberts*)

III. Agenda Items:

- i. Certified Parcel Subdivision submitted by Kerns Family Construction for 5239 10th Street, Parcel ID # 11-26-21-0010-18200-0010.

Rodney Corriveau, Assistant Planner presented the project. The subject property, located on the SW corner of 10th Street and 4th Avenue, contains an empty lot and a historic home. Tony and Linda Kerns, property and business owners, applied for a certified parcel subdivision of the property to create two lots, one consisting of 90' x 110' with the historic home and another 60' x 110'. The City of Zephyrhills Land Development code provides for certified parcel subdivision of certain lots at an administrative level.

Discussion:

- Mr. Vande Berg noted that the property is currently zoned R4 and clarified with the Kerns that they are aware of the zoning and that staff are looking at the R4 zoning near the downtown core holistically due to its limitations. The Kerns stated that they are aware and that they would like to do a single-family home on the 2nd parcel with an accessory dwelling unit consisting of a garage with apartment space above. Mr. Corriveau stated that code is currently being worked on for accessory dwelling units and that any site plans for a structure on the lot will come mutually exclusive to this request for a certified parcel subdivision.
- Staff noted that the applicants will need to go through the Utilities Administration to connect to City water and sewer on the new lot.
- Mr. Burgess stated that because no home has ever been built on the lot being created, impact fees will be required to be paid.

- There is no change in the original city plat and Planning Department staff have recommended approval of the certified parcel subdivision. If approved by the SPRC, it will be the responsibility of the applicant to contact Pasco County GIS for addressing and recordation of the lots.

Application for a Certified Parcel Subdivision of 5239 10th Street was approved by the SPRC.

- ii. Special Event Application submitted by Main Street Zephyrhills, Inc. for the annual Veteran's Day Parade on Saturday, November 11th from 9:30 am to 11:00 am downtown.

This event is an annual event downtown to celebrate the veterans in Zephyrhills and across the Country. Anna Struziem, Main Street coordinator attended to meeting answer any questions the SPRC might have.

Discussion:

- Ms. Struziem stated that the event was pushed forward from 10 am to 9:30 am this year to give participants sufficient time to make to Zephyr Park for the local VFW Ceremony at 11:00.
- Mr. LeBlanc inquired about an FDOT lane closure permit for US 301/Gall Boulevard. Ms. Struziem stated that a permit was applied for but has not been returned from FDOT yet. The permit is to be submitted to the City upon receipt. Lane closure is set for 7:00 am.
- Captain Roberts inquired whether the Police Department was needed in the past. Mr. LeBlanc stated that it is a typical block-down with barricades and no officers were needed in the past. Ms. Struziem noted that they would like to have officers participate in the parade.
- In the past, the ladder truck from the fire department has been used hold a large flag for the event. Ms. Struziem asked Fire Chief Swartout if this was possible again this year. Chief Swartout stated that the ladder truck is currently out of commission and he is unsure whether it will be back in time for the event. He stated they do not have another piece of equipment capable of holding a flag of the size proposed by Main Street. Mr. LeBlanc stated that Public Works will have the small flags out on 5th Avenue as requested.

Event Approved.

- iii. Special Event Application submitted ty the Zephyrhills/Wesley Chapel Ministerial Association and the Samaritan Project of Zephyrhills for the annual Harvest Festival in Zephyr Park on Saturday, November 4th from 10:00 am – 3:00 PM.

The Harvest Festival is an annual fundraiser event in Zephyr Park hosted by the Zephyrhills/Wesley Chapel Ministerial Association and the Samaritan Project of Zephyrhills.

Discussion:

- The applicant stated they have coordinated with Chief Brewer and Sergeant Hillen at the Police Department for use of the Explorers at the event. Captain Roberts stated that one officer is required along with the Explorers.
- The applicant stated that no street closures will be needed for the event. Parking will be handled internally with the use of volunteers. The applicant asked if the City could provide barricades for parking purposes. Mr. LeBlanc stated that a staff member from the Parks Department would be working the event and coordination can be made for 4 barricades to be staged by Alice Hall for their use as needed.

- The applicants are renting both Alice Hall and Wickstrom stage for the event. Mr. LeBlanc stated that pavilions are first-come, first-served and that the applicants should get their early to rope one off if needed.
- The applicant stated that the Fire Department's truck will be staged close to the hospital's tent as requested.
- Mr. LeBlanc stated that inflatables are only permitted in the park in conjunction with Special Event Permits. Any generators will need to be blocked off to prevent access from event attendees and all extension cords must be out of the way of walkways/paths so not to create a tripping hazard.
- The applicant asked if athletic field line chalk can be utilized to mark out fire lanes and walkways prior to the event. Mr. LeBlanc stated he had no issue with that request.
- Keys to Alice Hall are available at the Police Department (with rental agreement) 30 minutes prior to the scheduled time.

Event Approved.

iv. Conditional Use Petition submitted for a Day Care Center at 7813 Gall Boulevard, currently zoned C-2, Community Commercial.

The City of Zephyrhills Land Development Code does not permit day care centers in C-2 zoning as of right, however, they are permitted as a conditional use. Conditional Use petitions are reviewed by the Planning Department staff and the Site Plan Review Committee who provide a recommendation to Planning Commission and City Council. City Council will make a final decision upon review of the petition and recommendations by staff, SPRC and the Planning commission. If approved a resolution will be drawn up. Mary Blanco, co-owner of Teddy Bears Learning Center, attended the meeting to answer any questions the SPRC may have.

Discussion:

- The applicants are looking to lease the property in the shopping center south of Lowes on US 301/Gall Boulevard.
- Ms. Blanco stated that their intention is to create an affordable learning center with educational curriculum.
- Mr. Burgess, Building Official, stated that the center will have to meet the requirements of the State Department of Children and Family. Renovations to the inside will be required to be shown on building plans and will require permitting. He noted that additional impact fees, on top of those already paid, may be warranted. He also made note that a sprinkler system and alarm system will be required.
- Signage on the property is limited. The applicants may be permitted to utilize space on an existing sign for the shopping center.
- The state requires, at minimum a 4 foot fence, however Mr. Burgess made note the City's code requires a minimum of a 6 foot fence. A retention pond located at the rear of the property would warrant the use of a higher fence as well. The applicant stated they will follow the city's regulations.
- Mr. Vande Berg asked the applicants to explain how the indoor/outdoor activity area requirements are being met. Ms. Blanco stated that the usable indoor space is thirty-five feet per child and that they are expecting around one hundred children. She noted that the outdoor activity space is forty-five feet per child but about half the capacity. Interactive learning areas will be stationed throughout both the indoor and outdoor activity spaces.

Ms. Blanco stated that they are following the regulations from the State Department of Children and Family. Mr. Vande Berg requested they provide a plan showing how the state requirements are being met for board meetings going forth.

- Mr. Burgess stated he had met with the property owner on site to discuss issues with fire accessibility.
- Parking requirements for the site are met with the existing parking on site. The applicants are okay with children being walked into the center versus having a drop-off loop. Shane LeBlanc stated that ADA standards are currently met on site.
- It was determined that through the Conditional Use review process, a commercial check will not be required for the site.
- Staff will prepare a report for the November Planning Commission meeting.

Recommendation to Planning Commission and City Council of Approval.

- v. Special Event Application submitted by Suncoast Community Connections for an event expo at Zephyr Park on Saturday, December 9th from 10 am to 2 pm.

Suncoast Community Connections is a for-profit business. The proposed event will be a business expo in Zephyr Park to promote local businesses in the area. The applicants were made aware of the meeting at the time of application however, no representative was in attendance.

Discussion:

- Mr. LeBlanc noted that the applicants have not yet submitted a certificate of liability insurance. This will be required prior to the event taking place.
- Fire Chief Swartout noted that no indication was made whether police or fire would be needed and requested that this be clarified by the applicants.

Application CONDITIONALLY Approved pending the following:

1. *Applicants shall provide a certificate of liability insurance in the amount of \$1,000,000.00 per occurrence naming the City of Zephyrhills as the certificate holder. COIs for all food vendors at the event will also be required.*
2. *Clarify with the Zephyrhills Police and Fire Departments regarding need and use of the departments during the event.*
3. *Coordinate with the Public Works Department as needed.*

- vi. Special Event Submitted by the First United Methodist Church for *Tuba Christmas* on December 9th at Time Square from 5:30-9:00 pm.

Tuba Christmas is an annual event downtown at Time Square on the corner of 8th Street and 5th Avenue. The event is usually fairly small and does not require streets to be blocked. No police presence has been required in the past.

Application approved.

- vii. Special Event Submitted by the First United Methodist Church for *Trunk or Treat* on October 31st (Halloween) in the parking lots of the United Methodist and St. Joseph churches, 5:30 pm to 8:30 pm.

This is an annual event downtown on church property. The applicants have requested that the street be blocked from 10th to 11th street on 5th avenue Mr. LeBlanc stated that Public works has no issues with that. Mr. Burgess inquired whether an officer is typically dedicated for the event and Captain Roberts stated that one is recommended from at least 6 to 9 pm for safety purposes.

Application Approved on the condition that the applicants speak with the Police Department regarding the use of an officer.

- viii. Special Event Application submitted by the Zephyrhills High School for the annual ZHS Homecoming Parade on Thursday, October 26th from 4:00 to 5:00 PM downtown.

The Homecoming Parade is an annual event downtown kicking off homecoming celebrations at the high school. Captain Roberts stated that the time of the event is at 4:00 to ensure elementary students are let out in time to enjoy the parade.

Discussion:

- Mr. LeBlanc stated this event occurs after Public Works normal business hours and indicated that it has not had a strong city presence in the past.
- Staff expressed concern that an FDOT lane closure was not submitted for to block access to 5th Avenue from US 301 during the time of the parade. Captain Roberts stated he would like a City vehicle to be present to block the intersection for safety purposes during the event and asked that the applicant contact him.

Event approved pending the condition that the applicant coordinate with Captain Roberts and the Police Department to block the intersection of US 301 and 5th Avenue.

IV Other Business

- i. Improvements to the Alley behind Thomas Promise between 10th and 11th Streets to be performed by Wade Thomas.

A copy of the contract for improvement to the alley was sent to Shane LeBlanc who then recommended that 2 inch asphalt be utilized. The alley is used by Thomas Promise for ingress/egress to their business. Staff noted that when the alley is utilized by a business for ingress/egress the business owner is typically required to improve the site.

Administrative approval of the plans can be conducted.

V Adjournment

The meeting adjourned at 10:35 am.