



City of Venice

401 West Venice Avenue
Venice, FL 34285
www.venicegov.com

Meeting Minutes Planning Commission

Tuesday, August 21, 2018

1:30 PM

Council Chambers

I. Call to Order

A Regular Meeting of the Planning Commission was held this date in Council Chambers at City Hall. Chair Barry Snyder called the meeting to order at 1:30 p.m.

II. Roll Call

Present: 7 - Chair Barry Snyder, Helen Moore, Jerry Towery, Shaun Graser, Tom Murphy, Janis Fawn and Kit McKeon

Also Present

City Attorney Kelly Fernandez, Development Services Director Jeff Shrum, Planner Katherine Woellner, Planning Manager Roger Clark, and Recording Secretary Adrian Jimenez.

IV. Audience Participation

There was none.

III. Approval of Minutes

[18-3434](#) Minutes of the August 7, 2018 Regular Meeting

A motion was made by Mr. Towery, seconded by Ms. Fawn, that the Minutes of the August 7, 2018 meeting be approved as written. The motion carried by voice vote unanimously.

V. Public Hearings

[18-08SP](#) Site & Development Plan - Caithness Construction Office Project
Staff: Katherine Woellner, Planner
Agent: Jessica Heiny, P.E., Florida Engineering & Surveying, LLC
Owner: Caithness Construction, LLC, c/o Mark Caithness

Mr. Snyder announced this was a quasi-judicial hearing, read memorandum regarding advertisement and written communications, and opened the public hearing.

Ms. Fernandez queried board members regarding ex-parte communication and conflicts of interest. There were no conflicts of interest.

Mr. Graser disclosed a site visit with no communication.

Ms. Woellner, being duly sworn, reviewed the petition to include new office building location, photographs, history of development, proposal for garage, intended office space, tenant employee parking, landscape buffers, future land use, transitional strategies, transportation mobility element and neighborhood strategies, land development regulations (LDR) and land development code compliance (LDC), off street parking standards and landscaping standards.

Jessica Heiny, P.E., Florida Engineering & Surveying, LLC, being duly sworn, spoke on office professional and institutional (OPI), west residential and landscape buffers, north use being OPI, east and south being city owned right-of-ways, proposed detached garage, commercial and residential uses, compatible with existing neighborhood, site development plan consistent with the LDC and City of Venice code.

Mark Beebe, Design Studio Architect, being duly sworn, presented on architectural elements and features, keeping residential character, photographs, various color elevations, materials to be used, and floor plans.

Ms. Heiny discussed proposed site plan modification, visibility triangles, removing the garage, shifting parking area to the north, creating larger landscape, adding two parking spaces, and administrative approval, and responded to board questions regarding parking and landscaping modifications.

Mr. Shrum, being duly sworn, discussed the structures, landscaping, parking areas, safety concerns, and approving plan with proposed modifications, and responded to board questions regarding stipulation modifications.

Jim Maynihaw, Osprey, being duly sworn, spoke to proposed single family dwelling, litigate incompatibility of residential and OPI of the parking lot, buffers, noise and lights, and responded to board questions on location of his property.

Mark Caithness, Owner, Caithness Construction LLC, being duly sworn, spoke on landscape buffers and enhancing the Venice community.

Recess was taken from 2:10 p.m. until 2:13 p.m.

Mr. Clark, being duly sworn, spoke to residential concerns, six foot solid

fence, landscaping and buffer requirements, and responded to board questions regarding barriers and language.

Don O'Connell, being duly sworn, spoke on architectural review board (ARB) requirements, standards, and codes.

Mr. Clark addressed guidelines on fences and screen walls.

Mr. Caithness discussed fences, walls and emphasizing enhancing Venice, landscaping, various materials and upkeep.

Mr. Shrum spoke to ARB review for fences, including compliance with fence requirements for ARB and planning codes in the motion.

A motion was made by Mr. McKeon, seconded by Ms. Moore, that based on review of the application materials, the staff report and testimony provided during the public hearing, the Planning Commission, sitting as the local planning agency, finds this petition consistent with the Comprehensive Plan, in compliance with the Land Development Code and with the affirmative findings of Fact in the record, and moves to Approve Site and Development Plan Petition No. 18-08SP with the following stipulations:

- 1. Update site and landscape plans.**
- 2. Garage to be removed.**
- 3. Barrier must be consistent with Land Development Code and architectural review board guidelines.**

The motion carried by the following vote:

Yes: 7 - Chair Snyder, Ms. Moore, Mr. Towery, Mr. Graser, Mr. Murphy, Ms. Fawn and Mr. McKeon

VI. Unfinished Business

[18-3435](#)

Planning Commission Rules of Procedure Update

Staff: Jeff Shrum, AICP, Development Services Director

Mr. Shrum provided rules and procedure updates, election of officers, special meetings, notice requirements, chair consultations, city attorney consultations, advance notices for staff reports, written communications, affected party status, and modifications on written communications.

Ms. Fernandez responded to questions on voting requirements.

Mr. Shrum advised the board of needed tools and apps for iPads.

A motion was made by Mr. Towery, seconded by Ms. Fawn, to approve proposed planning commission rules and procedure update presented as amended to include changes to 14F, affected parties. The motion carried by voice vote unanimously.

VII. Comments by Planning Division

[18-3436](#)**Land Development Regulations Update**

Staff: Jeff Shrum, AICP, Development Services Director

Mr. Shrum presented a land development regulations status report, including an update overview, public input, comparison of old and new LDRs and comprehensive plan revisions, new LDR outline versus the existing layout, reviewing the roles, responsibilities and makeup of existing boards, development review procedures, zoning districts, and mixed use districts using form-based codes.

Ms. Fawn left the meeting at 3:30 p.m. and did not return.

Mr. Shrum discussed design and development standards including trees, landscaping, buffering, berms, walls and fences, telecommunications, specific use standards, including alcoholic beverages and home occupations, nonconforming uses and structures, and responded to board questions and noted the September 12, 2018 award for the comprehensive plan, and upcoming workshops.

VIII. Comments by Planning Commission Members

Discussion took place regarding the comprehensive plan and if West Venice Avenue should be a pedestrian mall.

IX. Adjournment

There being no further business to come before this Commission, the meeting was adjourned at 3:53 p.m.

Chair

Recording Secretary