

Notes from Planning Zoning Commission Workshop Tuesday, March 22, 2022
Town Hall 6:30 pm

Present: Steve Bradfield, Chr.: Don Cimino, Ro Gilson, Steve VanderKamp.
David Cooper, Town Manager; Anita Cooper, Town Clerk.
Absent: Ken Anderson.
Additional audience: Dick Hollowell, Faith and Jim Jones.

Steve opened the Workshop at 6:30 pm. The notes from the February 23, 2022 Workshop were reviewed. In reference to the measurement of air quality (CP p.40: C1.1.Policy) the Chairman noted that he had researched and found that the Florida Dept. of Environmental Protection is responsible for monitoring our air quality. Should the words "Clay County" be removed; DEP inserted? **We need to revisit the wording after investigation.**

Noted: We need a definition of the words "development" and "green space". References are made throughout the Comp Plan to "development", but with varying references to acreage or number of units. Are definitions available? **Refer to Janis Fleet...**

Anita noted the procedure for any new building: the representative of any proposed plan presents information to the Town Staff, who review it. If the plan(s) meet all the requirements of the C P and LDR, the Town Clerk presents the plan to the P&Z Commission. P&Z is responsible for checking all the requirements, then votes to recommend the plan to the Town Council...either for acceptance or rejection. If the Town Council accepts a positive recommendation, and approves, the project may proceed.

The Town Clerk assured the Commission that the Town and Clay County are in communication re: traffic congestion. (See CP p.53 Policies: I.1.4.1 and following to the end of the section.

Capital Improvements Element: CP p. 55 Policies; Cl.1.2.1 again the need for a definition of "development."

CP p. 57 Policy Cl.1.3.2 Insert the words "Florida Statute" to read "...as required by Florida Statute Chapter 163, as a part of..."

CP p. 58: Reword section labeled "Policy": Cl.1.4.1 : Recreation Standards for Facilities; **Remove all sites, facilities, standards and size notations.**

Insert: "Refer to "Recreation and Open space Element CP pps. 48-49"

CP p. 59: The inclusion of the graph of the 5 year Capital improvement Plan was questioned. The figures are out of date. Is the inclusion of such a graph required? **Refer to Janis Fleet.**

Attention was called to CP Quality of Life p. 67: Citizen Participation Procedures: Reference is made to a "Citizen Advisory Committee" appointed by the Town Council and separate from the P&Z Commission. The role of the committee is to evaluate and update the CP and LDR. **The Town Clerk will review the history of the original preparation and approval of the Comp Plan and LDR, and advise. Is there a need for a separation of roles? At present, P&Z is doing the evaluation.**

CP p. 67: Under: Citizen's Participation Procedures: 1. Remove "The Planning and Zoning Board meets monthly and more often as needed." Insert "The Planning and Zoning Commission meets as needed." Again, the role of the Citizen's Advisory Committee needs research.

CP p. 68: Concurrency Management; refer all of page 68 to Janis Fleet. All the items need to be reviewed and updated. Question: are these items required by law?

Steve VanderKamp recommended that a list of required actions be prepared for the Town Hall staff; the Council; and Planning and Zoning to identify the timing and requirements of the Comp Plan. (the requirements are overwhelming!)

Sections on pps. L 5 and following will be referred to Janis Fleet. Must these be updated to include the Jax-Palatka ownership of land? Census information for the population chart on L.5 could be helpful. David Cooper will assess the cost and the need for reworking these pages with Fleet Associates, and report back to the P&Z Commission.

Ro is to complete the list of our decisions as approved at the February 23rd meeting The complete list will be forwarded to Janis Fleet by the Town Clerk for approval.

The P&Z goal: Anita and Ro will review our meetings since August, and compile a list of items to be referred to Janis Fleet for advice and counsel.

The Chair suggested we read through the Data and Analysis sections of the CP for our edification and interest.

The Town Clerk will communicate with us if the above information is available for our scheduled April 26th meeting. If not available, we will postpone the meeting. Anita will notify us by email one week prior to the date....but keep it on your calendar until then!

The Workshop adjourned at 8:15 pm.

Notes taken by Ro Gilson

