



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes - Draft City Commission Workshop

CITY COMMISSIONERS

Christopher B. Hanks, Mayor
Debbie McDowell, Vice-Mayor
Vanessa Carusone, Commissioner
Peter Emrich, Commissioner
Jill Luke, Commissioner

APPOINTED OFFICIALS

Peter Lear, City Manager
Amber L. Slayton, City Attorney
Kathryn Peto, City Clerk
Heather Taylor, Deputy City Clerk

Monday, April 1, 2019

9:00 AM

CITY COMMISSION CHAMBERS

CALL TO ORDER

The North Port City Commission Workshop Meeting was called to order at 9:00 a.m. in City Commission Chambers by Mayor Hanks.

ROLL CALL

Present: 4 - Mayor Christopher Hanks, Vice-Mayor Debbie McDowell, Commissioner Jill Luke and Commissioner Pete Emrich
Absent: 1 - Commissioner Vanessa Carusone

Also Present

City Manager Peter Lear, Assistant City Attorney Michael Golen, Neighborhood Development Services Director Frank Miles, Planning Division Manager Nicole Galehouse, Planner Josh Pelfrey, Planner Sherry Willette-Grondin, Public Works Director Juliana Bellia, Assistant Public Works Director Monica Bramble, Operations & Maintenance Manager Charles Speake, Fire Chief Scott Titus, City Clerk Katy Peto, Deputy City Clerk Heather Taylor, Recording Secretary Susan Hale, and Police Chief Todd Garrison.

The Pledge of Allegiance was led by the Commission.

1. PUBLIC COMMENT:

There was no public comment.

2. GENERAL BUSINESS:

A. [19-0218](#) Discussion on Easements, GEN-18-058.

Mr. Lear introduced the item.

Mr. Miles provided an overview of the item to include previous Commission direction.

Public Comment:

Martin Lumpert: private property and City responsibility for easement maintenance.

Natalija Lumpert: property easements.

Mr. Lear provided clarification regarding property ownership, City rights-of-way vs. front easements, and drainage vs. aesthetics.

Ms. Galehouse spoke to the difference between property rights-of-way and easements.

Ms. Bellia provided further clarification on drainage and utility easements, public right-of-way and purposes of easements/rights-of-way, and responded to Commission questions regarding location of easements on private properties, and the maximum easement size on private property.

Ms. Galehouse replied to Commission questions regarding easement widths of general development subdivisions and the fee to vacate an easement.

Ms. Willette-Grondin replied to Commission questions concerning the timeline and procedures to vacate an easement on private property.

Ms. Galehouse replied to further Commission questions regarding relocation of easements, and location of wells/septic tanks located in easements.

Ms. Bellia spoke to a request for further information from Sarasota County Health Department to determine why wells have been allowed to be located in easements.

There was a unanimous consensus to leave the City Code as it is currently stated, regarding property easements, to not allow sheds to be located in easements.

B. [19-0233](#)

North Port Neighborhood Revitalization Plan, Implementation Strategy Workshop

Mr. Lear introduced the item.

Mr. Miles provided an overview of the plan and noted the objective to obtain Commission input and direction.

Ms. Galehouse provided a presentation to include strategies, objectives, a map of the original grant neighborhoods, Strategy Time Tables for Public Works including crosswalks, culvert clean-out, sidewalk connectivity and American Disabilities Act (ADA) compliance, neighborhood watch signage, and ADA non-compliance, and Police strategies including door-to-door Neighborhood Watch Drive, neighborhood watch signage, and alternative communication strategies.

Mr. Pelfrey provided clarification pertaining to the door-to-door Neighborhood Watch Drive.

Ms. Galehouse continued the presentation on Utilities strategies including interior plumbing, plumbing insurance, pipe inspections, and housing corporation; Parks & Recreation strategies including sidewalk gaps, ADA non-compliance, and crosswalks; Fire Rescue strategies including home fire safety inspections, smoke detector installation/batteries and door-to-door inspections; Code Enforcement strategies including

coordination with the North Port Police Department, abandoned homes, lien relief and reduction, "Nice Guys" program, and home rental identification; and Planning & Zoning strategies including neighborhood signs, future land use inconsistencies and the creation of an overlay district.

Discussion ensued regarding informing citizens what projects have been addressed and a timeline for future projects, holding a follow-up Commission meeting to provide the public an update on staff's progress, budget Service Level Adjustment (SLA), annotating applicable references to neighborhood revitalization projects and determining specific needs and goals of the neighborhoods.

Consultant Jason Green, Weiler Engineering, spoke to Commission's determination of which projects to be budgeted and public meeting attendance and participation.

Discussion continued regarding the city-wide need to address neighborhood issues using the older neighborhoods as a pilot program and businesses supporting community efforts in revitalizing neighborhoods.

Ms. Bellia spoke to Commission concern with regard to the replacement of neighborhood signs on City property and maintenance of landscaping.

Mr. Lear stated he will provide an update concerning the Sabal Trace sign on the corner of U.S. 41 and Sumter Boulevard.

Ms. Bellia spoke to Commission concern pertaining to the replacement of the Country Club Ridge subdivision identification sign, the Highland Ridge subdivision identification sign, and maintenance of landscaping.

Mr. Lear stated he will provide the Commission with the number of signs owned by the City and who is responsible for landscaping, a map of sign locations, type of signs, and ownership whether they be in City right-of-way or on private property.

Discussion ensued regarding service groups such as the "Nice Guys" project, contacting the Serve Florida organization and the criteria for determining individuals with needs.

Mr. Lear stated he will research the "Nice Guy" program criteria along with the criteria for an alliance with Serve Florida.

Ms. Bellia spoke to the city-wide, semi-annual clean-up days in April and September.

Mr. Miles spoke to environmental management practices in targeted areas to promote neighborhood one-day clean-up efforts.

Discussion ensued regarding transfer stations and engaging non-profit organizations in clean-up efforts.

Chief Titus expressed concern regarding monitoring what items could be placed in dumpsters.

Mr. Lear spoke to determining the logistics of coordinating a roll-off program for clean-up efforts.

There was a unanimous consensus to direct Staff to research the logistics of implementing a clean-up day for neighborhoods, promoting the use of dumpsters.

Discussion continued pertaining to designing a more defined Strategy Time Table format to present at neighborhood meetings, community conversations addressing how to

implement the programs in different neighborhoods and obtaining feedback, obtaining detailed information on each neighborhood strategy, informing the public of fire safety programs, and the use of North RePort to disseminate information.

There was a unanimous consensus to direct staff to determine the status of each strategy and then the Commission will determine what to move up or down in the Time Table.

There was a unanimous consensus to move the Neighborhood Signs and the Nice Guys program to "current and on-going" projects.

Discussion ensued regarding the rental home identification program, and short-term rental regulation and inspections.

Ms. Galehouse explained although short term rentals are pre-empted from regulation in terms of length of stay, duration of stay, and frequencies of stays, they have to meet other City Codes.

Chief Titus spoke to fire department voluntary inspections of residential homes vs. mandatory commercial properties, the Neighborhood Revitalization Program, smoke detector campaign and future home safety inspections.

Mr. Lear spoke to property management companies that maintain rental properties.

Vice-Mayor McDowell stated she did not agree with the rental home identification program because it is not vitally important.

Discussion ensued regarding staff time to develop the program, and a possible database for the purpose of contacting a rental unit's owner.

There was a consensus by majority to keep the Rental Home Identification Program on the Strategy Time Table with a time frame of 5+ years.

Mr. Lear spoke to communications with individuals from the National League of Cities regarding a plumbing insurance program and stated further information will be provided to the Commission as soon as it is available.

Mr. Green commented on the issues of rental home identification and the Housing Corporation's seed for funding, a community non-profit-driven joint effort with City support (but not City-funded), and explained the rehabilitation program.

Discussion continued regarding moving forward with the program and reviewing the list of homes.

Ms. Galehouse continued her presentation regarding City neighborhood maps to include a breakdown of areas and replied to Commission questions.

Discussion ensued regarding starting with the commercial areas to restructure the boundaries, dividing lines for neighborhoods, having an overlay map, consistency in the neighborhood names, ensuring all neighborhoods are accounted for in the Comprehensive Plan, a Comprehensive Plan amendment to update maps, the cost associated with updates, Staff recommendations on how to divide the neighborhoods, and functionality of established neighborhoods.

Recess was taken from 11:15 a.m. - 1:00 p.m.

It was requested to revisit the easement conversation after Agenda Item C.

There was a consensus by majority to revisit the easement conversation of Item A after Agenda Item C.

C. [19-0083](#) Revisions to North Port Road and Drainage District Methodology - Time Certain 1:00 p.m.

Mr. Lear introduced the item.

Ms. Bellia and Ms. Bramble, Mr. Speake, and StanTec Consultants Erick Van Malssen, Patrick Luce, and Morgan Brosch provided a review of the item.

Commissioner Carusone arrived at 1:14 p.m.

Ms. Bramble spoke to the level of service that is included in Option 1 but not in Options 2 and 3.

Mr. Van Malssen spoke to the redistribution of fees for mowing services when they are allocated to all parcels.

Discussion ensued regarding a hybrid option between 1 and 2, pre-paying at a prorated fee for a year to pay for the service provided, concern pertaining to the possible increasing fees for commercial vacant properties and the individual's overall tax bill, aesthetic mowing vs. maintenance mowing and the frequency of each during a typical year, the benefits of Option 1, and problems that led to the revisions to the Road & Drainage Methodology.

Mr. Lear spoke to how the City's Road Bond passed through education efforts, a possible drainage bond to upgrade the drainage system, and a schedule of drainage work to be performed in each neighborhood.

Ms. Bellia spoke to the reactive process used by the Public Works Department for drainage maintenance issues.

Discussion continued regarding a suggested annual maintenance program, how Option 1 will aid in getting the drainage system cleared out, an annual schedule for on-going maintenance once the Grid System maintenance program is complete, allocating costs and level of service options.

Ms. Bellia spoke to a long-term plan to become current regarding drainage maintenance and summarized the three options.

Ms. Bramble explained that all three options address impinging growth and pointed out where that is assessed in the fee.

Vice-Mayor McDowell opposed Option 1 because of the increase fee to homeowners and Commissioner Carusone did not support any option but would support a hybrid option.

There was a consensus by majority to approve Option 1.

GENERAL BUSINESS continued:

A. [19-0218](#) Discussion on Easements, GEN-18-058.

Vice-Mayor McDowell spoke to objects that obstructs easements and the inclusion of trees.

Ms. Galehouse replied to Commission questions regarding trees obstructing the drainage easement and clarified that it applied to new trees being planted, not removing current trees.

Ms. Bellia spoke to standard single-family lot easements and stormwater drainage design.

3. PUBLIC COMMENT:

There was no public comment.

4. COMMISSION COMMUNICATIONS:

There was no Commission communications.

5. ADMINISTRATIVE AND LEGAL REPORTS:

Mr. Lear requested a response from the Commission regarding an invitation from Friends of Legacy Trail to tour the Legacy Trail.

6. ADJOURNMENT:

Mayor Hanks adjourned the North Port City Commission Workshop Meeting at 2:42 p.m.

City of North Port, Florida

By: _____
Christopher B. Hanks, Mayor

Attest: _____
Kathryn Wong, City Clerk

Minutes approved at the City Commission Regular Meeting this ____ day of _____, 2019.