



**Horizontal Round Table Meeting Agenda
December 16, 2020
Webex Meeting
2:00 PM – 3:00 PM**

New Business:

Miscellaneous Items – (Open Forum) Will Poon opened meeting at 2:03 pm – 33 participants:
Will Poon, Janice Miller, unknown caller, Ashley Overbaugh, Boyan Pargov, Brad Gilley, Brian Wilkes, Chris Smith, Christina Acosta, Christina Clark, Cynthia Spidell, Jaime Giradi, Jarice Barbee, Jeff Deason, Jennifer Motsinger, Katie McCarron, Linsey Flanagan, Mair Costa, Mark Guttman, Melisa Walguarnery, Michael Osipov, Michael Piendel, Nectaros Pittos, Patrick Dutter, Sally Sherman, Sherrie’s Permit Service, Toxey Hall, Tammy Snyder, Trent Stevenson, Victor Barbosa, Wayne Radke, Whitney Haddox and Zuzana Bobst

Mark Guttman – announcement that Pasco County is working on the Utility Manual and will finalize the document this year.

Cynthia Spidell – question on extension requests – Presently, no way to do that through ACCELA. When will this be added to ACCELA? - Patrick answers that if Current Planning receives an email, you are fine, and it will be changed on Accela eventually, but it is not currently at the top of the list.

Cynthia – did Muni-code ever make it onto the comp plan? Terry Pittos responded that it is in coordination efforts with Municode.

LDC Section 500 Amendment Update – (Will Poon/Alexandra LaPorte) Wrapping up meetings and sessions with Denise Hernandez and Elizabeth Blair. January they will finish up draft. Planning Commission Hearing February 18th, and March 9th and 23rd to the BCC hearing. They will be providing draft during 2nd week of January. They do not want to release the final draft in segments, but will send it out in its entirety upon availability.

Summary from Alexandra LaPorte:

There has been a change to Chapter 500 Phase I timeline. Due to a few additional ODT meetings for the review of the draft document and February's BCC hearing schedule, the following is the revised timeline for taking this phase to the BCC:

Phase I

December Commissioner Meetings

Dec. 4th-Dec. 14th : Working Group Sessions: Continue Use discussions

January 2021: Review of New Use Section and Finalizing documents.

February 18th, 2021: PC Hearing

March 9th, 2021: 1st BCC Hearing

March 23rd, 2021: Approval BCC Hearing

Upon the final review of the draft with ODT in the beginning of January, following this meeting the draft document will be compiled and sent to this group for comments or questions. If you have any other comments or questions, please let me know.



Landscape Plan Submittal into ACCELA – (Will Poon/Sue Fothergill)

Some of the submittals are missing the landscape plans. Please be sure to include them in your submittals.

Christmas Office Closing/Schedule – We are closed on Christmas Eve and Christmas Day, December 24th and 25th and New Year’s Eve on December 31 and January 1, 2021.

Jennifer Motsinger – question – Can they have updated contact # and email addresses for staff? Incomplete submittal question: Is there anything we can do together to help stop that?

Will response – Michele’s Intake Group check to confirm that submittal items are there, but does not review to verify if the reports comply with technical requirements. So, please make sure each report is submitted with all information required as per the respective LDC sections. Will also mentioned that changes are put into submittals without bringing attention to it by the narrative submittal, clouding on plans and those changes may get missed in the review.

Terry response – we can inform that the update the checklist and approval memo process on the Website.

Toxey – if you notice a pattern on what is being missed most often, that would be helpful. Will explained a few of his pet peeves, i.e., missing contouring not being tying into existing grade, thus, possibly retaining wall(s) maybe required for grading, etc.

Will - thanked everyone for being so patient during a difficult year and wished everyone a Merry Christmas and Happy Holidays.

Sally – appreciates everyone working as a team – including the staff and the developers.

Old Business:

- 1. SWOT Analysis Meeting with Stakeholders Coordination – (Will Poon)
Initially scheduled for March 18, 2020, however, proposed change to an undetermined future date.**
- 2. Subdivision Roadway Dedication Policy - (Will Poon) – Rescheduled to future meeting.**
- 3. Encroachment into Building Setbacks and/or Easements - (Will Poon)
Discussed with Vertical Round Table stakeholders, also.**

Meeting concluded at 2:40.

***Next Horizontal Round Table Meeting is scheduled for January 20, 2021 in the
Virtual Webex Meeting***

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