



Horizontal Round Table Meeting Agenda
July 21, 2021
Webex Meeting
2:00 PM – 3:00 PM

New Business:

- **New Employee – Gina Monti, Planning Zoning Tech I
Paras Hatzileris, Planning Assistant I**
- **Pre-Application Meeting Waiver Worksheet – (Paras Hatzileris) – Rescheduled for August Meeting – Rescheduled to a future Horizontal Round Table Meeting**
- **2021 Mobility Fee Amendments – (Bill Oliver and Terry Pittos) Bill Oliver presented PowerPoint Presentation (to be uploaded for review).**
- **LDC Section 1302.8 Water and Wastewater Service Impact Fees – (Charles Cullen/Justin Grant) Justin Grant presented PowerPoint Presentation (to be uploaded for review).**
- **Clear Site Visibility Triangle on Plat – (Alex Parnes)**
 - **Toxey Hall (engineering consultant) asked** – is it appropriate to show the clear visibility triangle on the plat? Plat is a specific document to divide the land and life safety information should be only shown on the plat.
 - **Lucas Moody and Will Poon (Current Planning) stated** – It will be beneficial for the future homeowners, especially for the corner lots at intersections, to be aware of the clear visibility triangle, so, that no landscaping taller than 36-inches, to prevent potential accidents due to obstructed visibility.
 - **Mary Thomas (Current Planning) stated** – The plat should show all pertinent easements, setbacks, wetlands, etc.
 - **Alex Parnes (County Surveyor) stated** – Open to continued discussion and will consider the stakeholders input/comments and will provide a final determination in the future Horizontal Round Table Meeting.

Other Discussions:

- **Jennifer Motsinger, TBBA asked** - the Status of the LDC Section Substandard Road Analysis Amendments? **RESPONSE:** Will Poon (Current Planning) stated that the LDC Amendment has been drafted get back with answer next week
- **Introduction of Matthew Campbell, Business Support Manager** by Sally Sherman, ACA
- **Terry Pittos, Planning and Development Department Director**, provided a brief update on the nine (9) different code Ordinances.
- **Nicole Lynn, (engineering consultant) asked** – when the approved site plan and/or construction plans deviates from the plat or vice versa, does it require a modification?



RESPONSE: Brad Tippin (Current Planning) stated that the engineering consultant need to contact the Technical Team to ensure that the construction plans and plat match, if not, then a notification for modification will be required by the Planning Zoning Technician and/or Technical Team plans reviewer.

- **Brad Tippin (Current Planning) stated** - Letter requirement for plat review requirement under LDC Section 704 will need to be further review and for possible amendment.
 - **Nicole Lynn, (engineering consultant) asked** – Does the construction plan sheets require a signed and sealed signature on every plan sheet? RESPONSES: Brad Tippin stated that each respective design professional, i.e. P.E., Landscape Architect, etc., may sign the cover sheet only for the associated set of design plan sheets, i.e. five (5) set of plans and require only the cover sheet to be signed and sealed. Terry Pittos concurred with Brad Tippin.
 - **Paras Hatzileris stated** – Current Planning will have seven (7) days after the final approval of the plans to prepare the draft approval memo to provide to the applicant for review. RESPONSE: Brad Tippin stated for the engineer of record to coordinate directly with the project Planning Zoning Technician to provide an estimate time for the draft approval memo to be provided to the applicant and/or engineer.
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- **Plans Review – PDF file Submittals** – Address all comments prior to resubmittal into ACCELA for review. (Will) **Rescheduled to a future Horizontal Round Table Meeting**
 - **Miscellaneous Items – (Open Forum) It will be discuss in the next meeting.**
 - **Status of the code update effort.**
 - **How are they processing extensions with the State of Emergency lapse. End of CO-VID 19 time extensions?**
 - **Status of Utility details being updated (legible/printable). Last update 6/10/21, any feedback received of improvement?**
 - **Potential for plat review initiation upon email notice of complete review? Instead of waiting the additional time for the approval memo.**

Old Business:

1. LDC Section 500 Amendments – (Alexandra LaPorte) – Under review and scheduled for upcoming public hearings.
2. SWOT Analysis Meeting with Stakeholders Coordination – (Will Poon)
Initially scheduled for March 18, 2020, however, proposed change to an undetermined future date.



3. **Subdivision Roadway Dedication Policy - (Will Poon) – Rescheduled to future meeting.**
4. **Top List of Items of Common Comments and/or Deficiencies (Will Poon) – To be Discussed in Future Meeting.**

*Next Horizontal Round Table Meeting is scheduled for August 18, 2021 in the
Virtual Webex Meeting*

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