



**PLANNERS ADVISORY COMMITTEE (PAC)  
MEETING AGENDA**

**October 31, 2022 – 1:30 p.m.**

333 Chestnut Street  
Clearwater  
The Palm Room

**THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY**

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**1. CALL TO ORDER AND INTRODUCTIONS**

**2. APPROVAL OF MINUTES – September 6, 2022**

**3. REVIEW OF FORWARD PINELLAS AGENDA FOR November 9, 2022**

**PUBLIC HEARING ITEMS**

- A. Case CW 22-21 – Pinellas County
- B. Case CW 22-22 – City of Safety Harbor
- C. Case CW 22-23 – City of Clearwater

**REGULAR AGENDA ITEMS**

- D. CPA Actions and Forward Pinellas Administrative Review Items
- E. Countywide Plan Map Annual Update – Official Acceptance (Action)

**4. PLANNING TOPICS OF INTEREST**

- A. Urban Design Services Pilot Program Project Recommendations (Nousheen Rahman)
- B. Target Employment and Industrial Land Study Update (Jared Austin)

**5. OTHER PAC BUSINESS/PAC DISCUSSION AND UPCOMING AGENDA**

- A. Pinellas SPOTlight Emphasis Areas Update (Information)
- B. Cancellation of the December PAC Meeting (Action)
- C. 2023 PAC Membership Roster/Election of Officers for 2023 (Action)
- D. Draft 2023 Meeting Schedules for PAC, Forward Pinellas and CPA (Information)
- E. Upcoming Land Use Cases & Pre-App Meetings (Discussion)

**6. ADJOURNMENT**

**NEXT PAC MEETING – TUESDAY, JANUARY 3, 2023**

*Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the Office of Human Rights, 400 South Fort Harrison Avenue, Suite 300, Clearwater, Florida 33756; [(727) 464-4062 (V/TDD)] at least seven days prior to the meeting.*

*Appeals: Certain public meetings result in actions taken by the public board, commission or agency that may be appealed; in such case persons are advised that, if they decide to appeal any decision made at a public meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is*

*made, which record includes the testimony and evidence upon which the appeal is to be based.*

**Planners Advisory Committee – October 31, 2022**

**2. Approval of Minutes – September 6, 2022**

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**SUMMARY**

The Summary Agenda Action Sheet for the September 6, 2022, PAC meeting is attached for committee review and approval.

**ATTACHMENT(S):** PAC Summary Agenda Action Sheet for the September 6, 2022 meeting

**ACTION:** PAC to approve the Summary Agenda Action Sheet from the September 6, 2022 meeting.

**PAC AGENDA – SUMMARY AGENDA ACTION SHEET**  
**DATE: SEPTEMBER 6, 2022**

ITEM	ACTION TAKEN	VOTE
1. <u>CALL TO ORDER AND ROLL CALL</u>	<p>The PAC held its September 6, 2022 meeting in the Palm Room at the Pinellas County Communications Building: 333 Chestnut Street, Clearwater.</p> <p>The Chair, Tatiana Childress, called the meeting to order at 1:30 p.m. and the members introduced themselves.</p> <p>Committee members in attendance included: Tatiana Childress, Marcie Stenmark, Fred Metcalf, Derek Reeves, Wesley Wright, Allie Keen, Marshall Touchton, Andrew Morris, Jamie Viveiros, Kimberly Mejia, Frances Leong Sharp.</p> <p>Others in attendance: Kathryn Younkin (City of Treasure Island), Scott Swearingen (Pinellas County), Erica Larson (USF), Lauren Matzke (City of Clearwater), Carine Andre (City of Pinellas Park), Mike Deneault (Citizen).</p> <p>Forward Pinellas staff included: Linda Fisher, Jared Austin, Ariane Martins, Tina Jablon and Kaitlyn Nieman (USF Intern).</p>	
2. <u>APPROVAL OF MINUTES FROM THE AUGUST 1, 2022 PAC MEETING</u>	Motion: Marcie Stenmark Second: Frances Leong Sharp	11-0
3. <u>REVIEW OF FORWARD PINELLAS AGENDA FOR SEPTEMBER 14, 2022 MEETING PUBLIC HEARINGS</u> A. CW 22-18 – Pinellas County	Motion: Marcie Stenmark Second: Marshall Touchton	11-0
B. CW 22-19 – Pinellas County	Motion: Frances Leong Sharp Second: Marcie Stenmark	11-0
C. CW 22-20 – City of Clearwater	Motion: Marshall Touchton Second: Marcie Stenmark	11-0

<p>D. CPA Actions and Forward Pinellas Administrative Review Items</p>	<p>The PAC members were advised by Linda Fisher that there were no CPA actions in the month of August. She further advised that two Tier I Countywide Plan Map amendments were reviewed administratively and approved by Forward Pinellas staff during that time. Both were from the City of Dunedin.</p>	
<p>4. <u>PLANNING TOPICS OF INTEREST</u>  A. Target Employment &amp; Industrial Land Study (TEILS) Update</p>	<p>Jared Austin provided an update to the committee members on the status of the TEILS Update. He began by providing some historical context and reminding the committee that this is an update to a prior study conducted in 2008. He then offered some of the preliminary findings of the update which included:</p> <ul style="list-style-type: none"> <li>➤ Pinellas County captures 38,000 businesses within the six-county Tampa Bay region, which translates to about 470,000 jobs representing 26% of the overall jobs captured.</li> <li>➤ From 2011 – 2021 Pinellas County experienced a slow recovery from the recession, only adding 54,000 jobs, which resulted in a 45% increase in the office sector and 30% in the industrial sector.</li> <li>➤ Pinellas County has a strong mix of both jobs and housing; however, to maintain the desired jobs-housing ratio, Pinellas County needs to create about 134,000 new jobs by 2050.</li> <li>➤ The region has about 40 million square feet of Class A office space, with Pinellas County capturing about 24% of the regional Class A inventory.</li> </ul> <p>Mr. Austin highlighted some potential investment areas for consideration and reviewed the next steps for the study, which will conclude with a presentation to the Forward Pinellas Board in November and adoption of policy recommendations.</p> <p>PAC members asked questions regarding remote work impacts to demand for office and industrial space, which were addressed by Mr. Austin who communicated that while work environments have certainly changed, demand for Class A Office space has remained high.</p>	
<p>B. Countywide Housing Strategy Update</p>	<p>Linda Fisher updated the committee members on the latest activities surrounding the Countywide Housing Strategy. She began by providing some</p>	

historical context and reminding the members of the strategy's vision and purpose. The goal is to build a coalition of municipalities, agencies, developers and community leaders committed to a common vision.

To that end, a Countywide Housing Compact has been created to begin that process. Pinellas County and Forward Pinellas will be sending out letters to each local government in the next week to encourage participation in the compact. Participating partners will agree to work toward a planning strategy that prioritizes locating affordable housing, jobs, educational opportunities, and workforce development resources along corridors planned for high-quality transit service as identified in the Advantage Pinellas Plan.

Ms. Fisher reviewed some of the content contained in particular sections of the compact, and how it would be implemented. She outlined a variety of planned countywide actions and offered examples of potential local actions that could further the goals of the Action Plan once finalized in collaboration with local partners.

She concluded by outlining the next steps which include mailing the invitation letters, outreach, drafting of the Action Plan, and seeking input from other local governments and stakeholders.

<p>5. <u>OTHER PAC BUSINESS/PAC DISCUSSION AND UPCOMING AGENDA</u></p> <p>A. Pinellas SPOTlight Emphasis Areas Update (Information)</p>	<p>Linda Fisher reminded the members that SPOTlight stood for Strategic Planning &amp; Operations Topics or topics of special interest to the Forward Pinellas work programs.</p> <p>Related to Enhancing Beach Access, she alerted the committee that staff is kicking off the Gulf Boulevard Conceptual Design and Safety Studies with the cities of Treasure Island and St. Pete Beach in September. The purpose of the studies is to assess the pedestrian and bicycle safety of the Gulf Boulevard corridor and develop conceptual design alternatives. This will also address micromobility options like e-bikes and scooters.</p> <p>On the topic of US 19, Ms. Fisher advised a new interchange at Curlew Road would be commencing in the coming months. Forward Pinellas staff is also meeting with FDOT later this month to discuss plans for improvements north of Nebraska Avenue, which could include interchanges or at-grade treatments. Each intersection will be evaluated independently to assess best options and receive community input. Final options would likely impact the surrounding land uses as well.</p> <p>Ms. Fisher also advised that staff and consultants are wrapping up the existing conditions analysis and beginning the outreach phase for the Alternate 19 Investment Corridor Transition Plan, “Advantage Alt 19: Investing in People and Places.” The outreach will include two workshops, a set of listening sessions and stakeholder meetings in late September and October. One of the listening sessions will be an affordable housing roundtable discussion with developers who specialize in affordable housing, similar to what was done for the TEILS update.</p>	
<p>B. Election of New PAC Vice Chair</p>	<p>As suggested by the Chair Tatiana Childress, Marcie Stenmark made a motion to nominate Kathryn Younkin, the new Treasure Island representative, to replace her predecessor as the PAC Vice Chair. The motion was seconded by Marshall Touchton and carried by a unanimous vote making Kathryn Younkin the new Vice Chair.</p>	<p>11-0</p>

C. Upcoming Land Use Cases & Pre-App Meetings	Linda Fisher inquired of the members if there were any upcoming land use cases that staff needed to be aware of, including any local approvals under SB 962. Marcie Stenmark, City of Safety Harbor, advised that a previously discussed amendment for a parcel at Enterprise Road was advancing through the local process at present.	
D. Review of Legal Ad	Linda Fisher recommitted to the PAC members that staff will send out the legal ad for the Forward Pinellas Board meetings in advance of publication to allow the committee members the opportunity to review it for accuracy.	
6. <u>ADJOURNMENT</u>	The meeting was adjourned at 2:25 p.m.	

Respectfully Submitted,

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PAC Chair

\_\_\_\_\_  
Date

DRAFT



**3A. Case CW 22-21 Pinellas County**

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**SUMMARY**

From: Office and Preservation  
To: Employment and Preservation  
Area: 13.1 acres m.o.l.  
Location: 10055 Seminole Blvd.

This proposed amendment is submitted by Pinellas County to amend a parcel from Office (intended to accommodate areas developed, or appropriate to be developed, with office uses, low-impact employment uses, and residential uses (subject to an acreage threshold)) and Preservation (intended to recognize natural resource features worthy of preservation and those areas of the county that are now used, or are appropriate to be used, for the conservation, production, and management of the regional potable water supply and the supporting infrastructure, consistent with the natural resources of the area) to Employment (intended to recognize areas developed with, or appropriate to be developed with, a wide range of employment uses, including primary industries (i.e., those with a customer base that extends beyond Pinellas County), allowing for flex space, and for uses that have minimal external impacts) and Preservation.

The amendment area is located on the east side of Seminole Blvd., but is accessed from approximately 435 feet south of the intersection of Seminole Blvd. and 102<sup>nd</sup> Ave. The property currently consists of a 60,000 square foot office building and the applicant proposes to utilize the property for light manufacturing/assembly/processing uses, specifically for the mixing and packaging of nail coloring for acrylic nails. Currently, approximately 5.5 acres of the property is designated upland, while the remaining 7.6 acres of the property are classified as wetlands, including areas which are water with no future land use designation. The proposed amendment would designate the 5.5 acres of uplands to the Employment category, allowing the proposed uses, while maintaining the Preservation designation for existing wetlands.

**FINDINGS**

Staff submits the following findings in support of the recommendation for approval:

- A. The Employment and Preservation categories are appropriate for the proposed use of the property and is consistent with the criteria for utilization of this category.
- B. The proposed amendment either does not involve, or will not significantly impact, the remaining relevant countywide considerations.

Please see accompanying attachments and documents in explanation and support of these findings.

**LIST OF MAPS & ATTACHMENTS:**

- Map 1 Location Map
- Map 2 Jurisdictional Map
- Map 3 Aerial Map
- Map 4 Current Countywide Plan Map
- Map 5 Proposed Countywide Plan Map
- Map 6 Coastal High Hazard Area Map

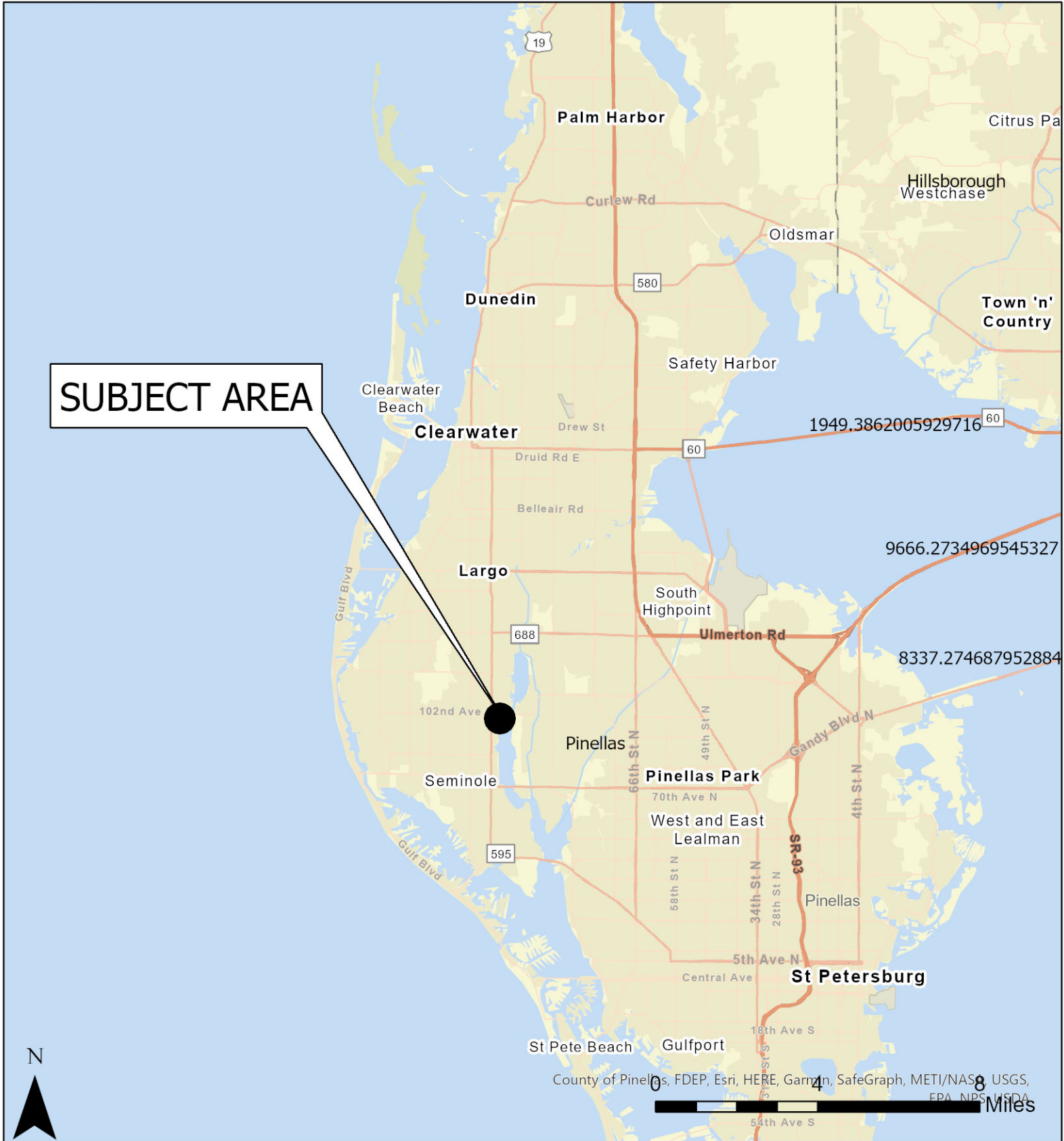
Attachment 1 Forward Pinellas Staff Analysis

**MEETING DATES:**

Planners Advisory Committee, October 31, 2022, at 1:30 p.m.  
Forward Pinellas, November 9, 2022, at 1:00 p.m.  
Countywide Planning Authority, December 13, 2022, at 6:00 p.m.

# Case CW22-21

## Map 1: Location Map



**JURISDICTION: Pinellas County**

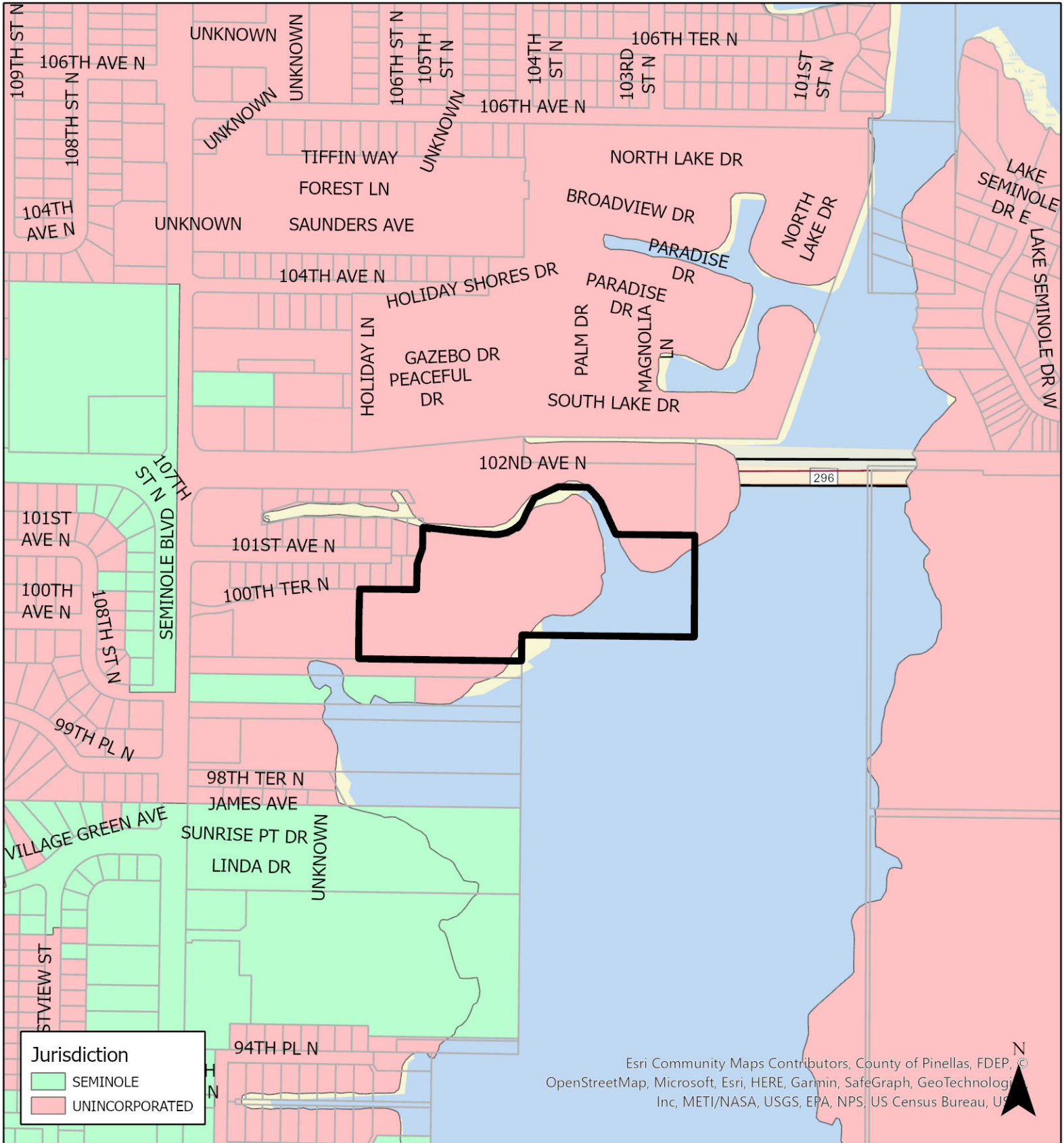
**FROM: Office and Preservation**

**AREA: 13.1 acres**

**TO: Employment and Preservation**

# Case CW22-21

## Map 2: Jurisdictional Map



**JURISDICTION: Pinellas County FROM: Office and Preservation**

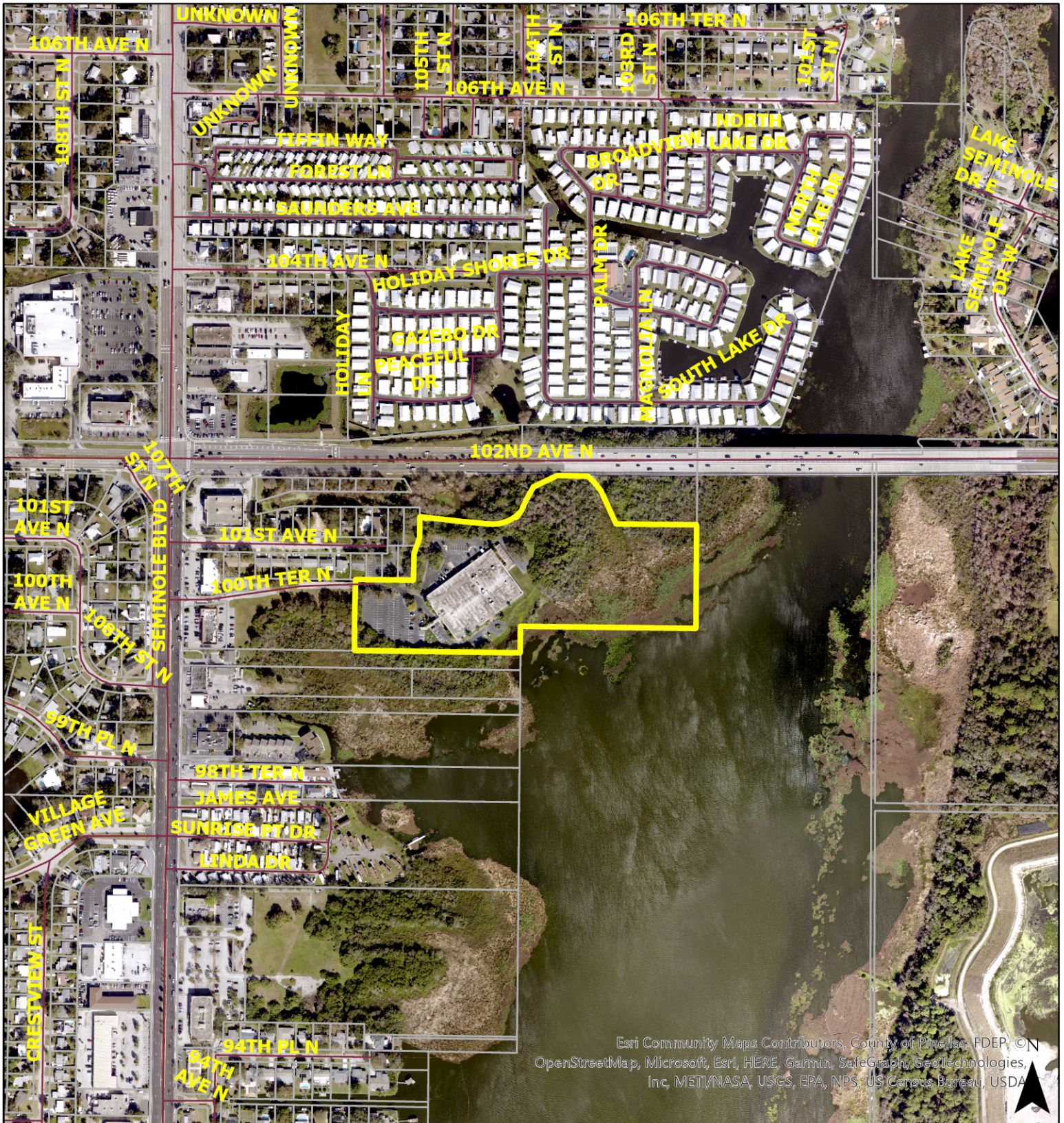


**AREA: 13.1 acres**

**TO: Employment and Preservation**

# Case CW22-21

## Map 3: Aerial Map



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**JURISDICTION: Pinellas County**

**FROM: Office and Preservation**

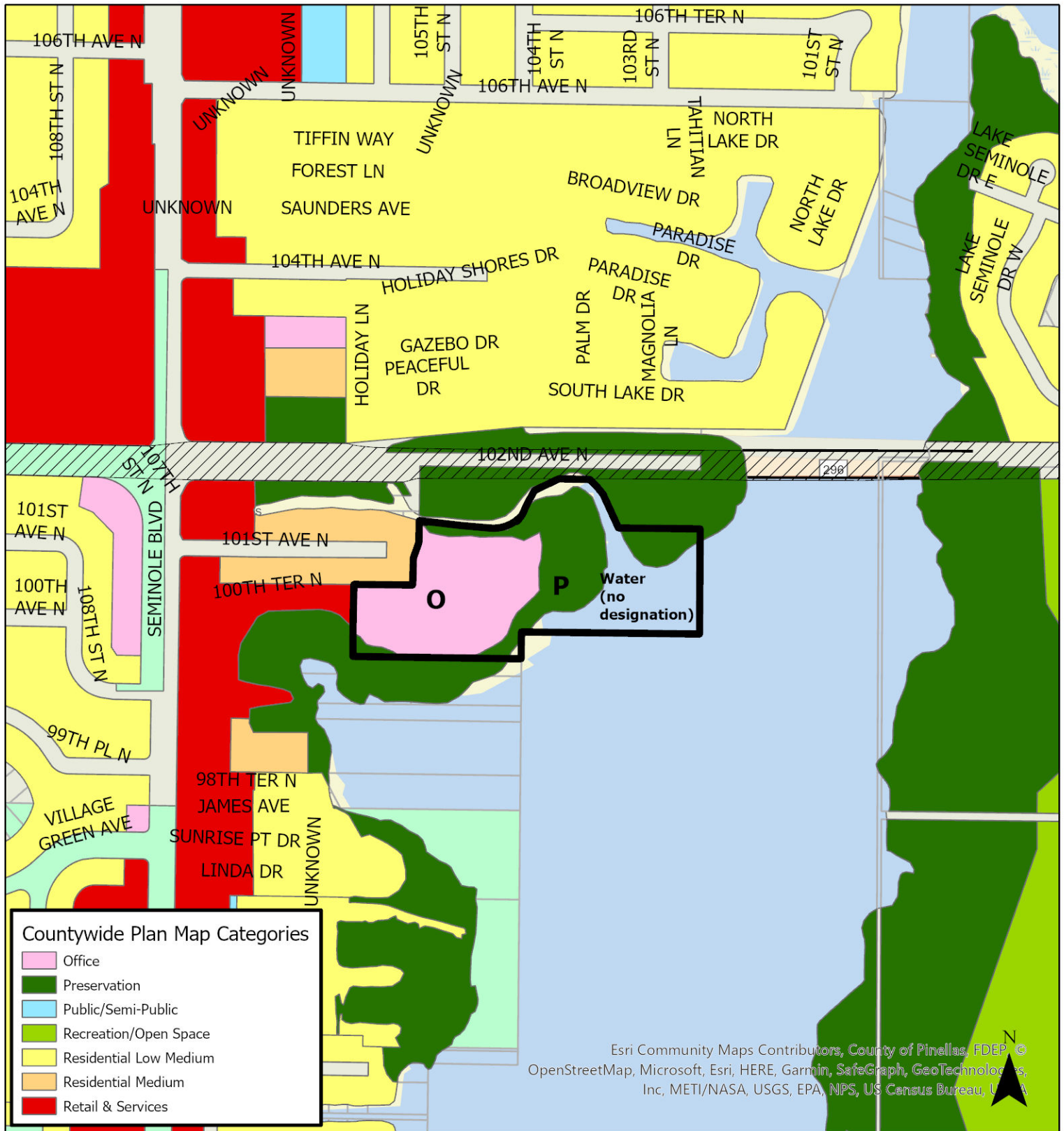


**AREA: 13.1 acres**

**TO: Employment and Preservation**

# Case CW22-21

## Map 4: Current Countywide Plan Map



Esri Community Maps Contributors, County of Pinellas, FDEP ©  
 OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies,  
 Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, U.S.A

**JURISDICTION: Pinellas County**

**FROM: Office and Preservation**

0 200 500 900

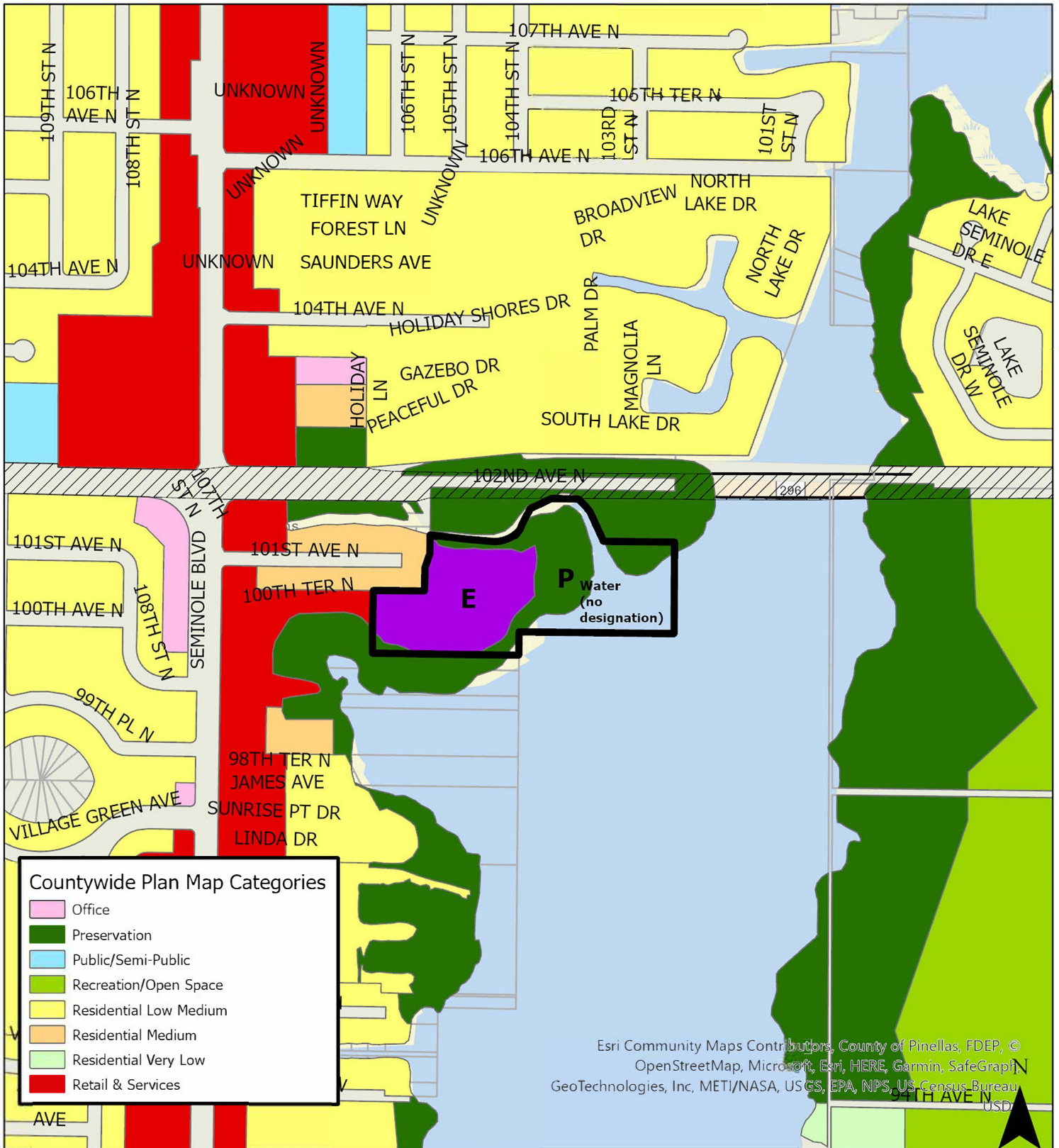
Feet

**AREA: 13.1 acres**

**TO: Employment and Preservation**

# Case CW22-21

## Map 5: Proposed Countywide Plan Map



**JURISDICTION: Pinellas County**

**FROM: Office and Preservation**

**AREA: 13.1 acres**

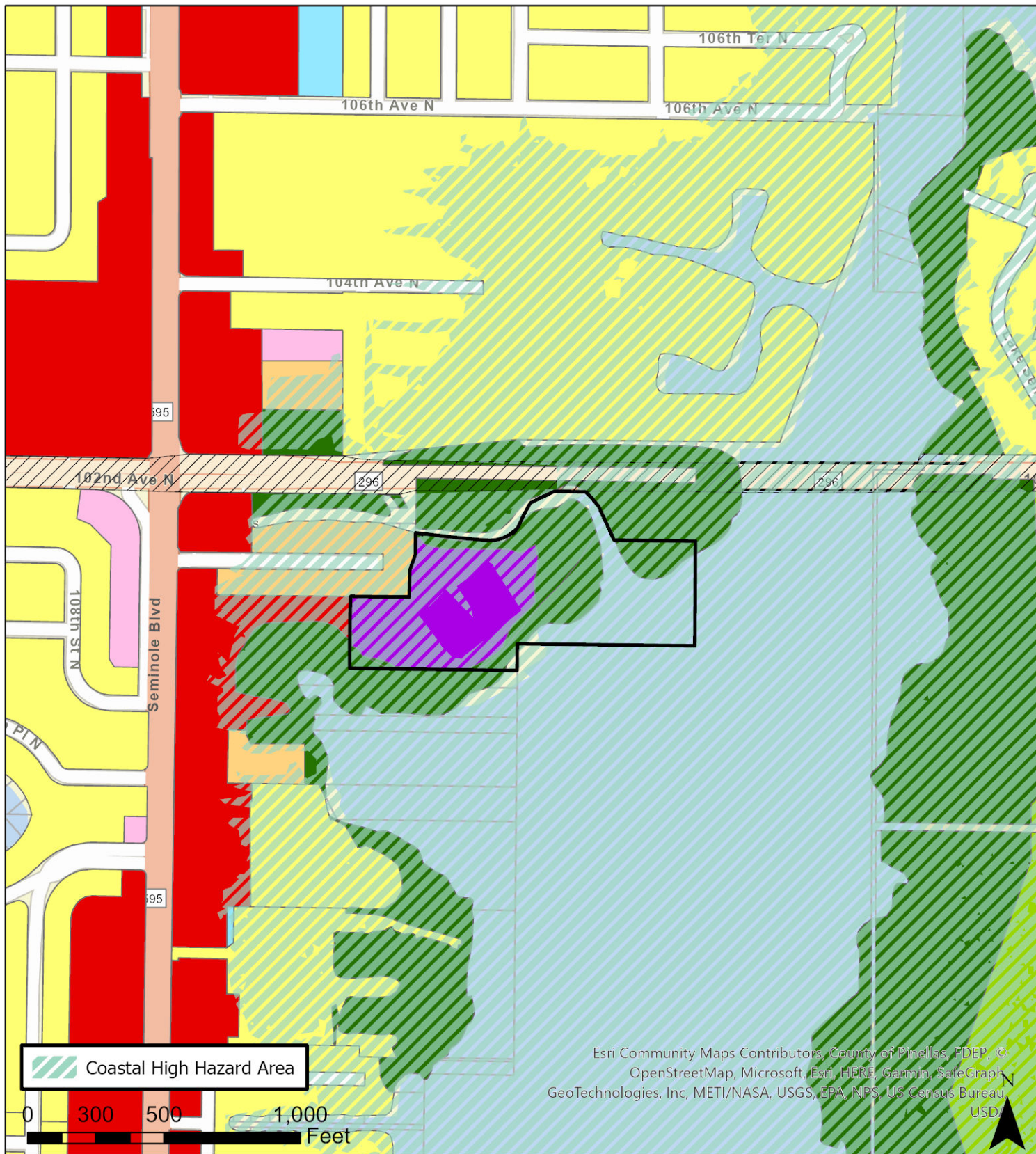
**TO: Employment and Preservation**



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# Case CW22-21

## Map 6: Coastal High Hazard Area Map



**JURISDICTION: Pinellas County**

**FROM: Office and Preservation**

**AREA: 13.1 acres**

**TO: Employment and Preservation**



**CW 22-21**  
**Forward Pinellas Staff Analysis**  
**RELEVANT COUNTYWIDE CONSIDERATIONS:**

- 1) **Consistency with the Countywide Rules** – The proposed amendment is submitted by Pinellas County and seeks to amend approximately 13.1 acres of property from Office and Preservation to Employment and Preservation.

The Countywide Rules state that the Employment category is “intended to recognize areas developed with, or appropriate to be developed with, a wide range of employment uses, including primary industries (i.e., those with a customer base that extends beyond Pinellas County), allowing for flex space, and for uses that have minimal external impacts) and the Preservation category is “intended to recognize natural resource features worthy of preservation and those areas of the county that are now used, or are appropriate to be used, for the conservation, production, and management of the regional potable water supply and the supporting infrastructure, consistent with the natural resources of the area.”

The locational characteristics of the Employment category are “generally appropriate to locations with sufficient size to support target employment and other industrial uses, as well as integrated industrial/mixed-use projects, with provision for internal service access and other necessary site improvements in locations suitable for light industrial use with minimal adverse impact on adjoining uses.” The amendment area has sufficient internal service access through its location along 102<sup>nd</sup> Ave., which connects to Brian Dairy Rd., which consists of major target employment opportunities, requiring similar roadway access. Furthermore, the proposed amendment is surrounding by wetlands and Lake Seminole and will have minimal adverse impact on adjoining uses as a result. Hence, the proposed amendment is consistent with the locational characteristics of the Employment category.

The amendment area is located on the east side of Seminole Blvd., but is accessed from approximately 435 feet south of the intersection of Seminole Blvd. and 102<sup>nd</sup> Ave. The property currently consists of a 60,000 square foot office building and an applicant proposes to utilize the property for light manufacturing, assembly and processing uses, specifically for the mixing and packaging of nail coloring for acrylic nails. Currently, approximately 5.5 acres of the property is designated upland while the remaining 7.6 acres of the property are classified as wetlands. The proposed amendment would designate the 5.5 acres of uplands to the Employment category, allowing the proposed uses, while maintaining the Preservation designation for existing wetlands.

- 2) **Adopted Roadway Level of Service (LOS) Standard** – The amendment area is located on a roadway segment of LOS “D” or better; therefore, those policies are not applicable.

- 3) **Location on a Scenic/Noncommercial Corridor (SNCC)** – The amendment area is not located on an SNCC; therefore, those policies are not applicable.
- 4) **Coastal High Hazard Areas (CHHA)** – A portion of the amendment area is located in the CHHA. However, the proposed designation of Employment will remove any allowable residential uses and density across the entirety of the subject property. Hence, the proposed amendment will reduce impacts to the CHHA.
- 5) **Designated Development/Redevelopment Areas** – The amendment area does not involve a designated development/redevelopment area; therefore those policies are not applicable.
- 6) **Adjacent to or Impacting an Adjoining Jurisdiction or Public Educational Facility** – The amendment area is not adjacent to an adjoining jurisdiction or public educational facility.
- 7) **Reservation of Industrial Land** – The amendment does involve Employment designated land, but will add such land to the Countywide Plan Map, resulting in a positive impact.

**Conclusion:**

On balance, it can be concluded that the proposed amendment is deemed consistent with the Relevant Countywide Considerations found in the Countywide Rules.

**3B. Case CW 22-22 Safety Harbor**

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**SUMMARY**

From: Residential Very Low  
To: Residential Low Medium  
Area: 3.6 acres m.o.l.  
Location: 3404 and 3406 Enterprise Rd.

This proposed amendment is submitted by Safety Harbor to amend a property from Residential Very Low (intended to depict those areas of the county that are now developed, or appropriate to be developed, in a large lot, very low density residential manner; and to recognize such areas as primarily well-suited for estate residential uses that are consistent with the suburban, non-intensive qualities and natural resources of such areas) to Residential Low Medium (intended to depict areas that are now developed, or appropriate to be developed, in a suburban, low density or moderately dense residential manner; and to recognize such areas as primarily well-suited for residential uses that are consistent with the suburban qualities, transportation facilities, including transit, and natural resources of such areas).

The amendment area is comprised of two parcels located on the corner of Enterprise Rd. and a CSX Railroad line. The parcels consist of structures including a greenhouse, workshop, shed, carports and a single-family detached dwelling. The property was formerly used as a plant nursery, but is no longer operating as such. It is the intent of the applicant to develop single-family detached dwellings on the property at higher densities than allowed under the current category, hence the proposed amendment to Residential Low Medium.

**FINDINGS**

Staff submits the following findings in support of the recommendation for approval:

- A. The Residential Low Medium is appropriate for the proposed use of the property and is consistent with the criteria for utilization of this category.
- B. The proposed amendment either does not involve, or will not significantly impact, the remaining relevant countywide considerations.

Please see accompanying attachments and documents in explanation and support of these findings.

**LIST OF MAPS & ATTACHMENTS:**

- Map 1 Location Map
- Map 2 Jurisdictional Map
- Map 3 Aerial Map
- Map 4 Current Countywide Plan Map
- Map 5 Proposed Countywide Plan Map

## Attachment 1 Forward Pinellas Staff Analysis

### **MEETING DATES:**

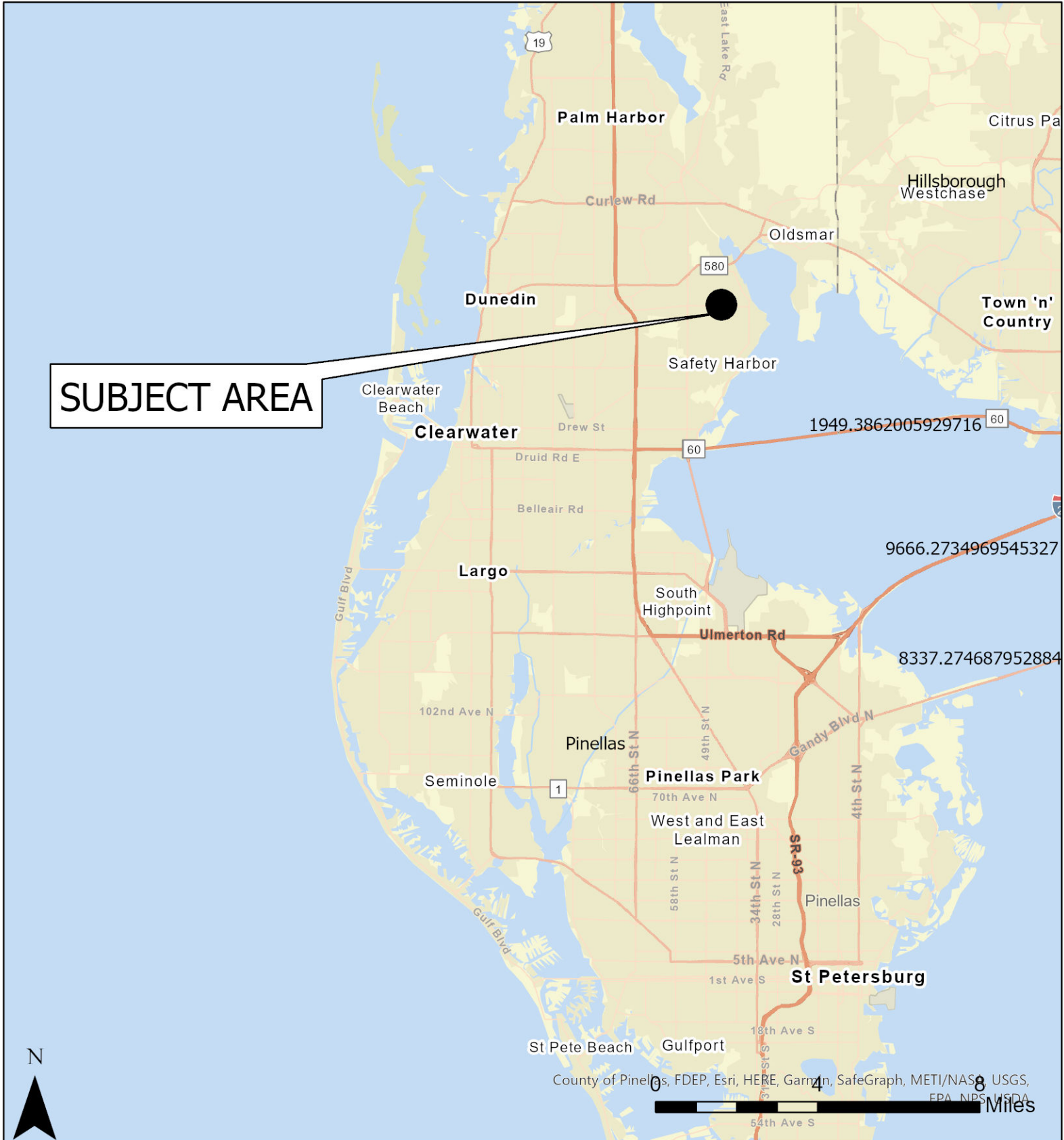
Planners Advisory Committee, October 31, 2022, at 1:30 p.m.

Forward Pinellas, November 9, 2022, at 1:00 p.m.

Countywide Planning Authority, December 13, 2022, at 6:00 p.m.

# Case CW22-22

## Map 1: Location Map



**JURISDICTION: Safety Harbor**

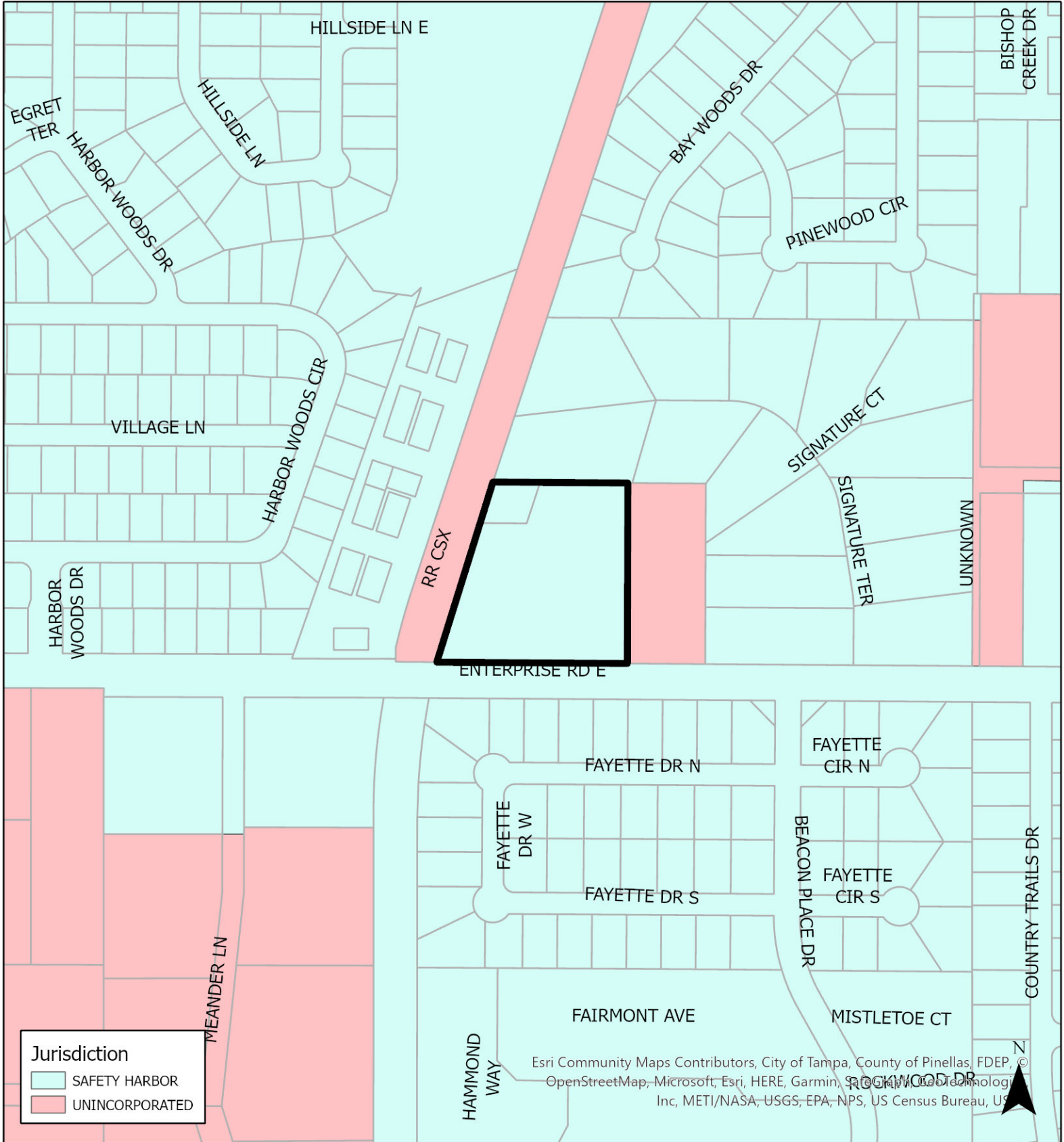
**FROM: Residential Very Low**

**AREA: 3.6 acres m.o.i.**

**TO: Residential Low Medium**

# Case CW22-22

## Map 2: Jurisdictional Map



**JURISDICTION: Safety Harbor**

**FROM: Residential Very Low**

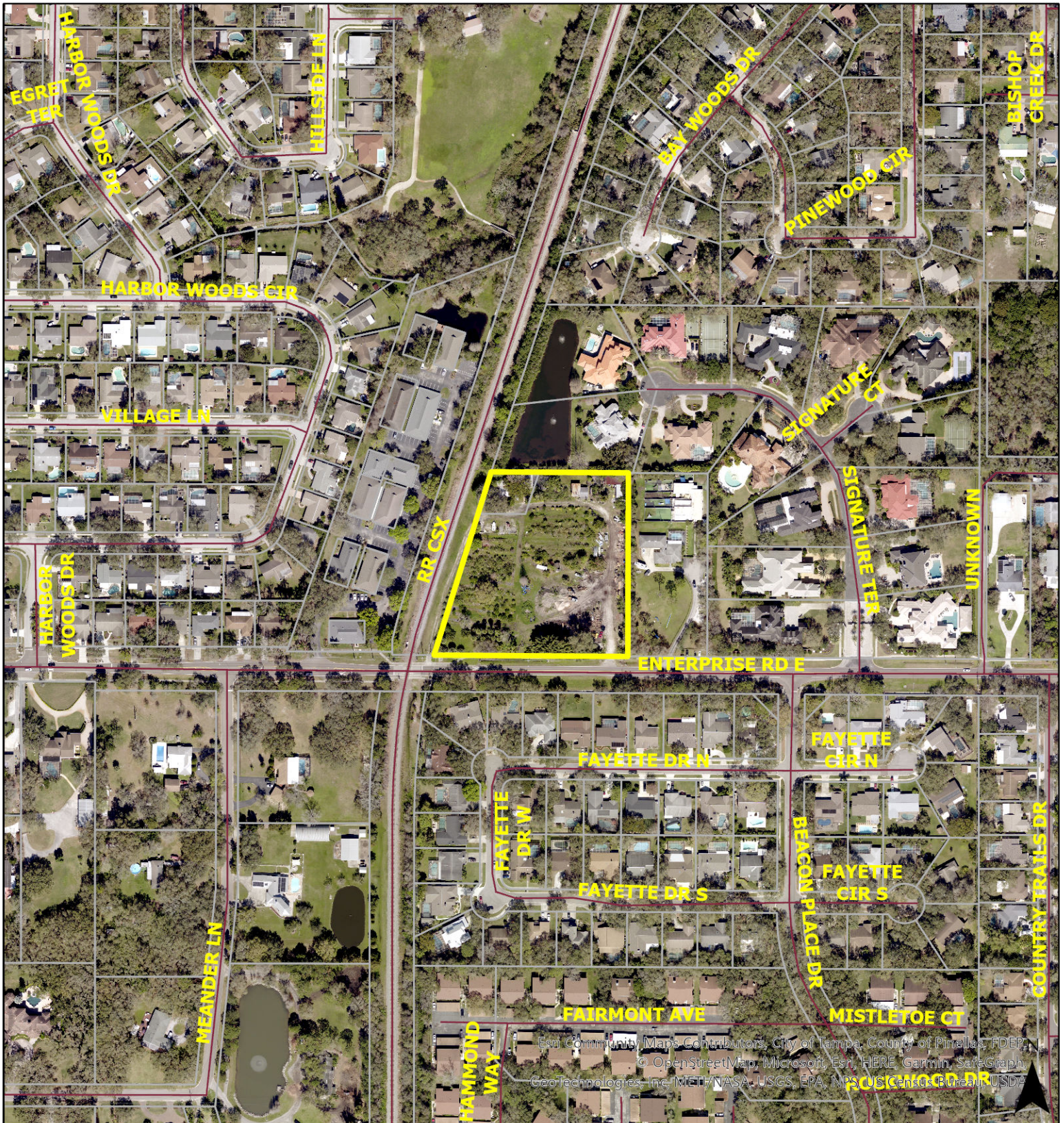


**AREA: 3.6 acres**

**TO: Residential Low Medium**

# Case CW22-22

## Map 3: Aerial Map



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<b>JURISDICTION:</b> Safety Harbor	<b>FROM:</b> Residential Very Low	
<b>AREA:</b> 3.6 acres	<b>TO:</b> Residential Low Medium	

# Case CW22-22

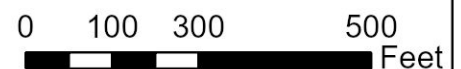
## Map 4: Current Countywide Plan Map



Esri Community Maps Contributors, City of Tampa, County of Pinellas, FDLP, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, and NOAA

**JURISDICTION: Safety Harbor**

**FROM: Residential Very Low**



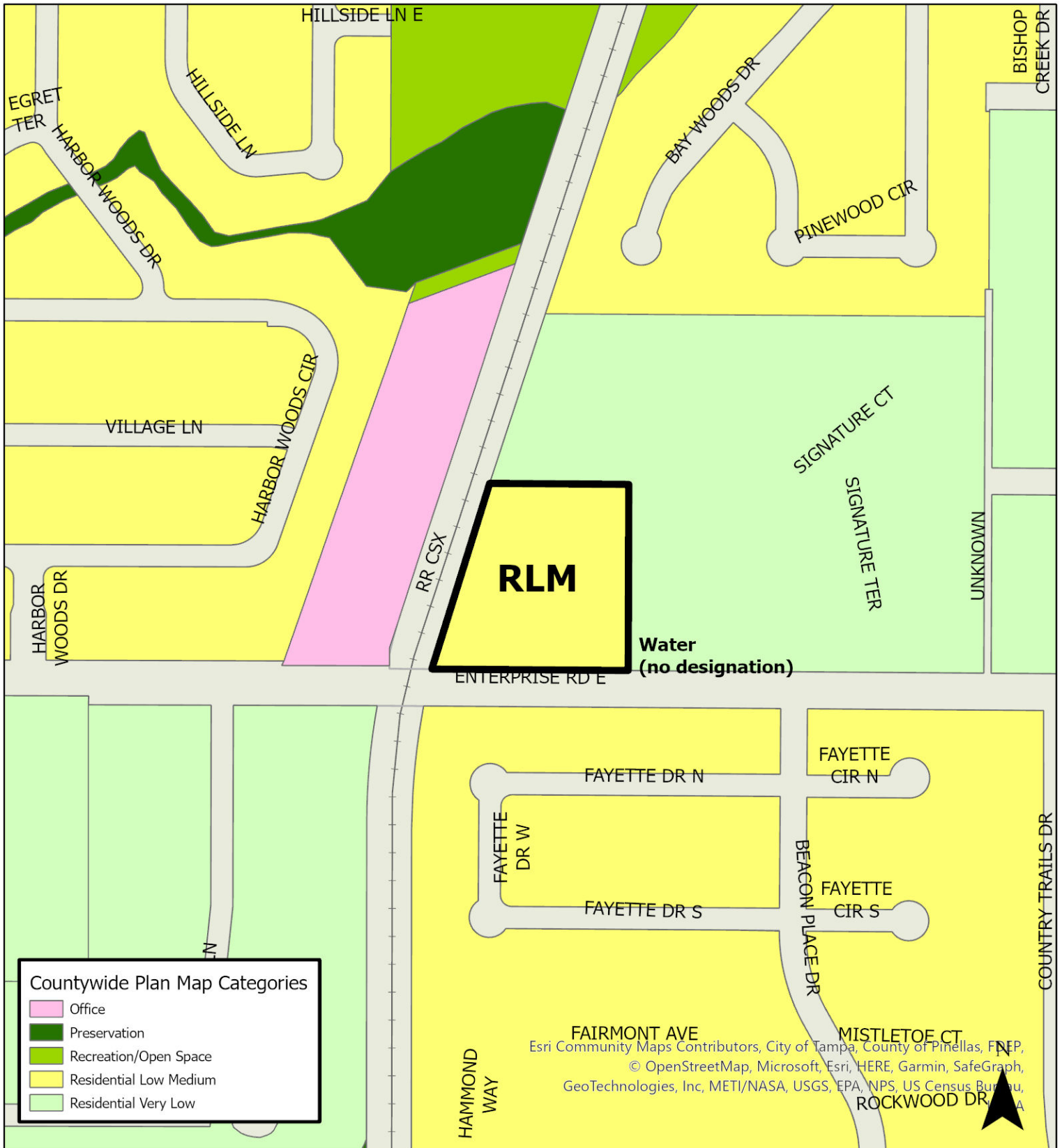
**AREA: 3.6 acres**

**TO: Residential Low Medium**



# Case CW22-22

## Map 5: Proposed Countywide Plan Map



**JURISDICTION: Safety Harbor**

**FROM: Residential Very Low**



**AREA: 3.6 acres**

**TO: Residential Low Medium**

**CW 22-22**  
**Forward Pinellas Staff Analysis**  
**RELEVANT COUNTYWIDE CONSIDERATIONS:**

- 1) **Consistency with the Countywide Rules** – The proposed amendment is submitted by Safety Harbor and proposed to amend approximately 3.6 acres of property from Residential Very Low to Residential Low Medium.

The Countywide Rules state that the Residential Low Medium category is “intended to depict areas that are now developed, or appropriate to be developed, in a suburban, low density or moderately dense residential manner; and to recognize such areas as primarily well-suited for residential uses that are consistent with the suburban qualities, transportation facilities, including transit, and natural resources of such areas.”

The locational characteristics of the Residential Low Medium category are “generally appropriate to locations ranging from rural areas distant from urban activity centers, to suburban areas near or in proximity to urban activity centers; in close, walkable or bikeable proximity to low-intensity neighborhood servicing uses and low to mid-intensity and density mixed-used areas” and “in areas where use and development characteristics are residential in nature. The amendment area is located in proximity to the Safety Harbor Downtown Activity Center but is suburban in nature. In addition, is surrounded by development that are residential in nature. Hence, the proposed amendment is appropriate for the locational characteristics for the Residential Low Medium category.

The amendment area is comprised of two parcels located on the corner of Enterprise Rd. and a CSX Railroad line. The parcels consist of structures including a greenhouse, workshop, shed, carports and a single-family detached dwelling. The property was formerly used as a plant nursery, but is no longer operating as such. It is the intent of the applicant to develop single-family detached dwellings on the property at higher densities than allowed under the current category, hence the proposed amendment to Residential Low Medium.

- 2) **Adopted Roadway Level of Service (LOS) Standard** – The amendment area is located on a roadway segment of LOS “D” or better; therefore, those policies are not applicable.
- 3) **Location on a Scenic/Noncommercial Corridor (SNCC)** – The amendment area is not located on an SNCC; therefore, those policies are not applicable.
- 4) **Coastal High Hazard Areas (CHHA)** – The amendment area is not located in the CHHA; therefore, those policies are not applicable.

- 5) **Designated Development/Redevelopment Areas** – The amendment area does not involve a designated development/redevelopment area; therefore those policies are not applicable.
- 6) **Adjacent to or Impacting an Adjoining Jurisdiction or Public Educational Facility** – The amendment area is not located adjacent to a public educational facility. The amendment area is located adjacent to Unincorporate Pinellas County, specifically the CSX Railroad line which is maintained by the county. The amendment area was annexed into the City of Safety Harbor in 2007.
- 7) **Reservation of Industrial Land** – The amendment area does not involve Employment or Industrial land; therefore, those policies are not applicable.

**Conclusion:**

On balance, it can be concluded that the proposed amendment is deemed consistent with the Relevant Countywide Considerations found in the Countywide Rules.

**3C. Case CW 22-23 City of Clearwater**

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**SUMMARY**

From: Residential Low Medium  
To: Public/Semi-Public  
Area: 0.891 acres m.o.l.  
Location: 110 N. McMullen Booth Road

This proposed amendment is submitted by Safety Harbor to amend a property from Residential Low Medium (intended to depict areas that are now developed, or appropriate to be developed, in a suburban, low density or moderately dense residential manner; and to recognize such areas as primarily well-suited for residential uses that are consistent with the suburban qualities, transportation facilities, including transit, and natural resources of such areas) to Public/Semi-Public (is intended to recognize institutional and transportation/utility uses that serve the community or region, especially larger facilities having acreage exceeding the thresholds established in other plan categories, which are consistent with the need, character, and scale of such uses relative to the surrounding uses, transportation facilities, and natural resource features, and may include residential as part of the mix of uses).

The amendment area involves two of property totaling approximately 0.891-acre portion which are part of a greater 41.016-acre property which is located on the southwest corner of Drew Street and McMullen Booth Road. The two specific portions being amended are located between Cleveland Street and Cherry Lane on the west side of McMullen Booth Road, at the western terminus of Cleveland Street. The property is occupied in the north by a church and educational facility. The proposed amendment requests to revise and expand the parking lot for the church to create a more comprehensive parking plan, for which it has a building permit application in review. The proposed amendment to Public/Semi-Public would render the expanded parking lot consistent with the land use designation of the remaining property.

**FINDINGS**

Staff submits the following findings in support of the recommendation for approval:

- A. The Public/Semi-Public category is appropriate for the proposed use of the property and is consistent with the criteria for utilization of this category.
- B. The proposed amendment either does not involve, or will not significantly impact, the remaining relevant countywide considerations.

Please see accompanying attachments and documents in explanation and support of these findings.

**LIST OF MAPS & ATTACHMENTS:**

- Map 1 Location Map
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- Map 5 Proposed Countywide Plan Map

Attachment 1 Forward Pinellas Staff Analysis

**MEETING DATES:**

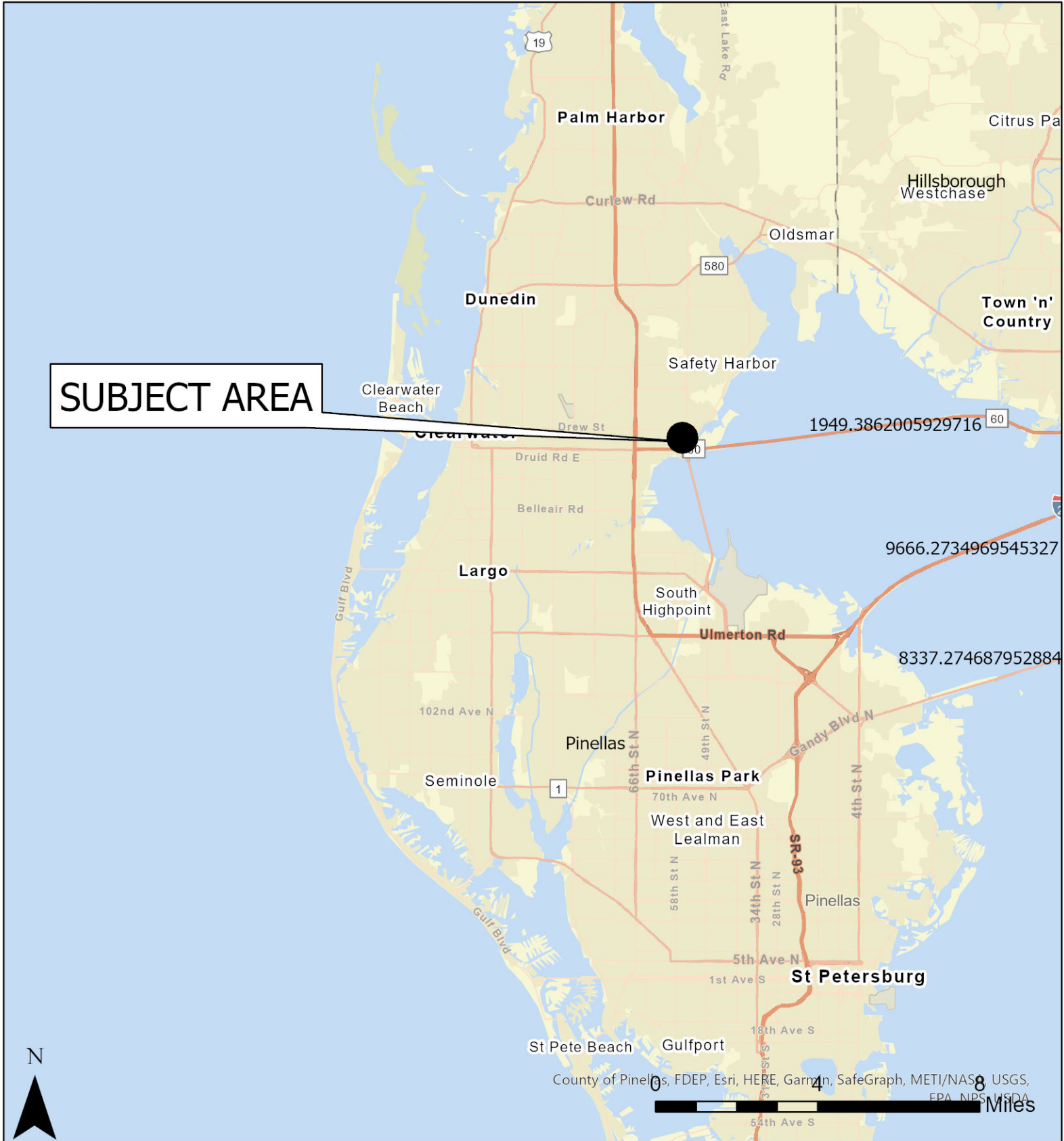
Planners Advisory Committee, October 31, 2022 at 1:30 p.m.

Forward Pinellas, November 9, 2022 at 1:00 p.m.

Countywide Planning Authority, December 13, 2022 at 6:00 p.m.

# Case CW22-23

## Map 1: Location Map



**JURISDICTION: Clearwater**

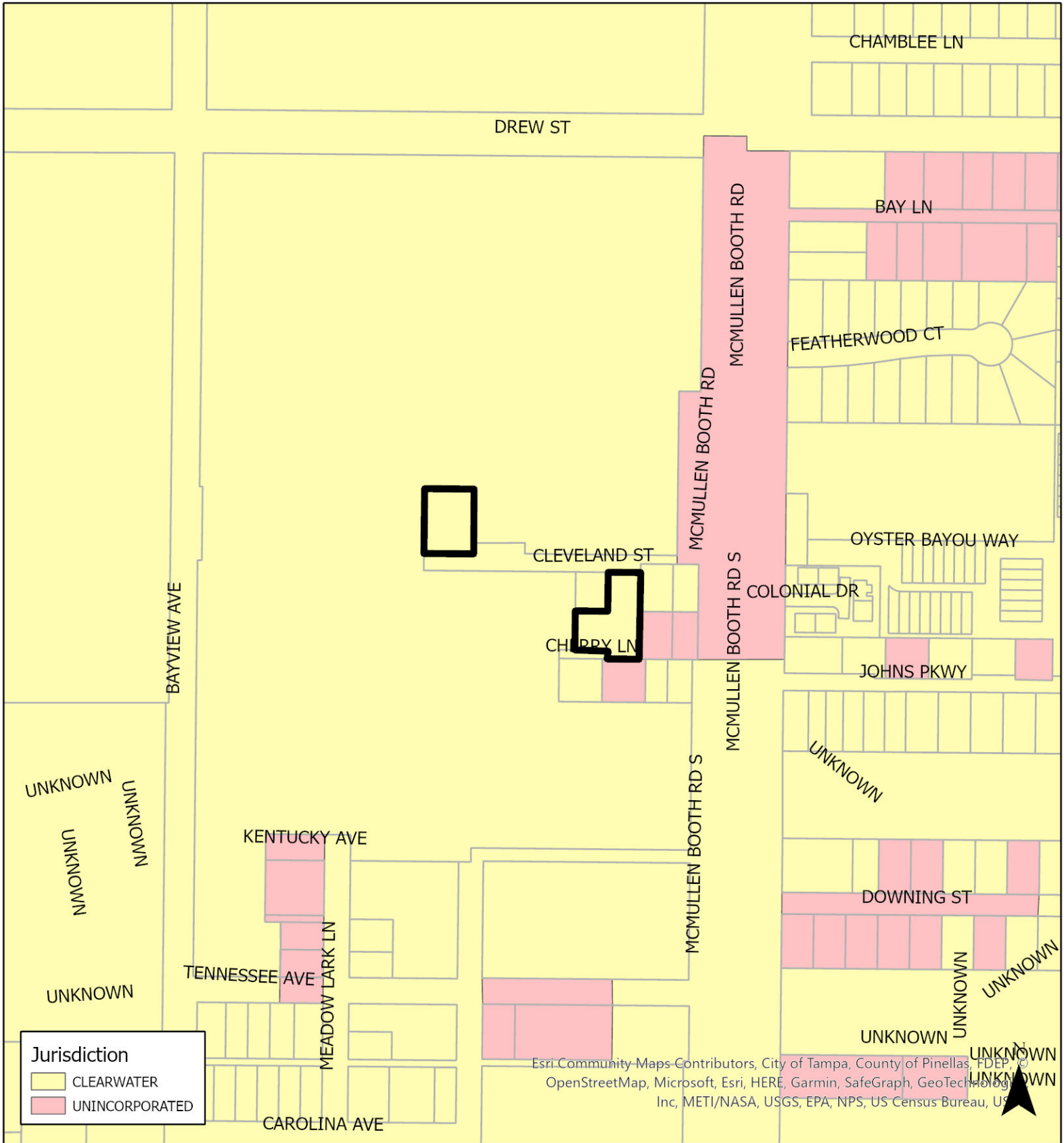
**FROM: Residential Low Medium**

**AREA: 0.891 acres**

**TO: Public/Semi-Public**

# Case CW22-23

## Map 2: Jurisdictional Map



**JURISDICTION: Clearwater**

**FROM: Residential Low Medium**

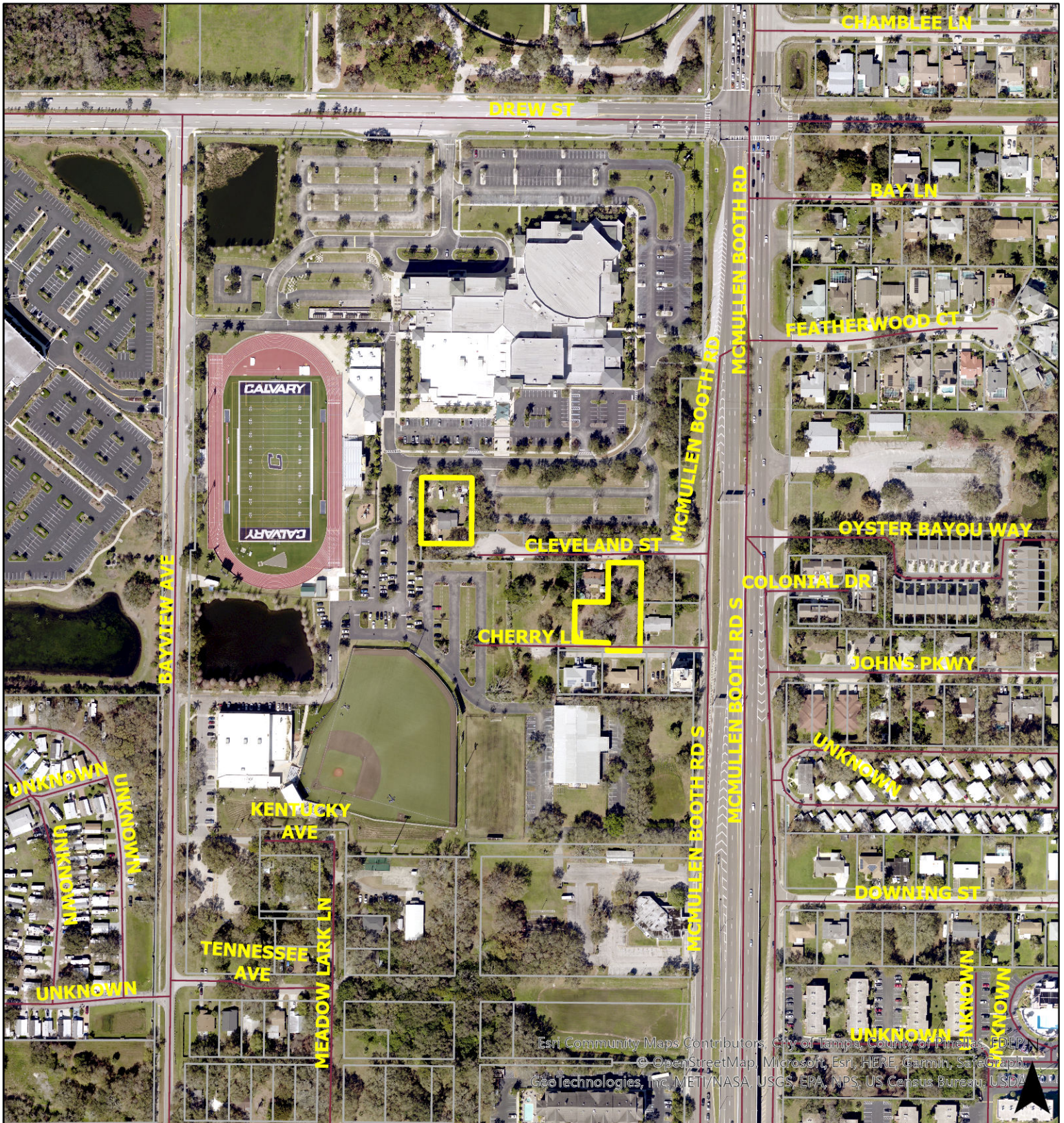
**AREA: 0.891 acres**

**TO: Public/Semi-Public**



# Case CW22-23

## Map 3: Aerial Map



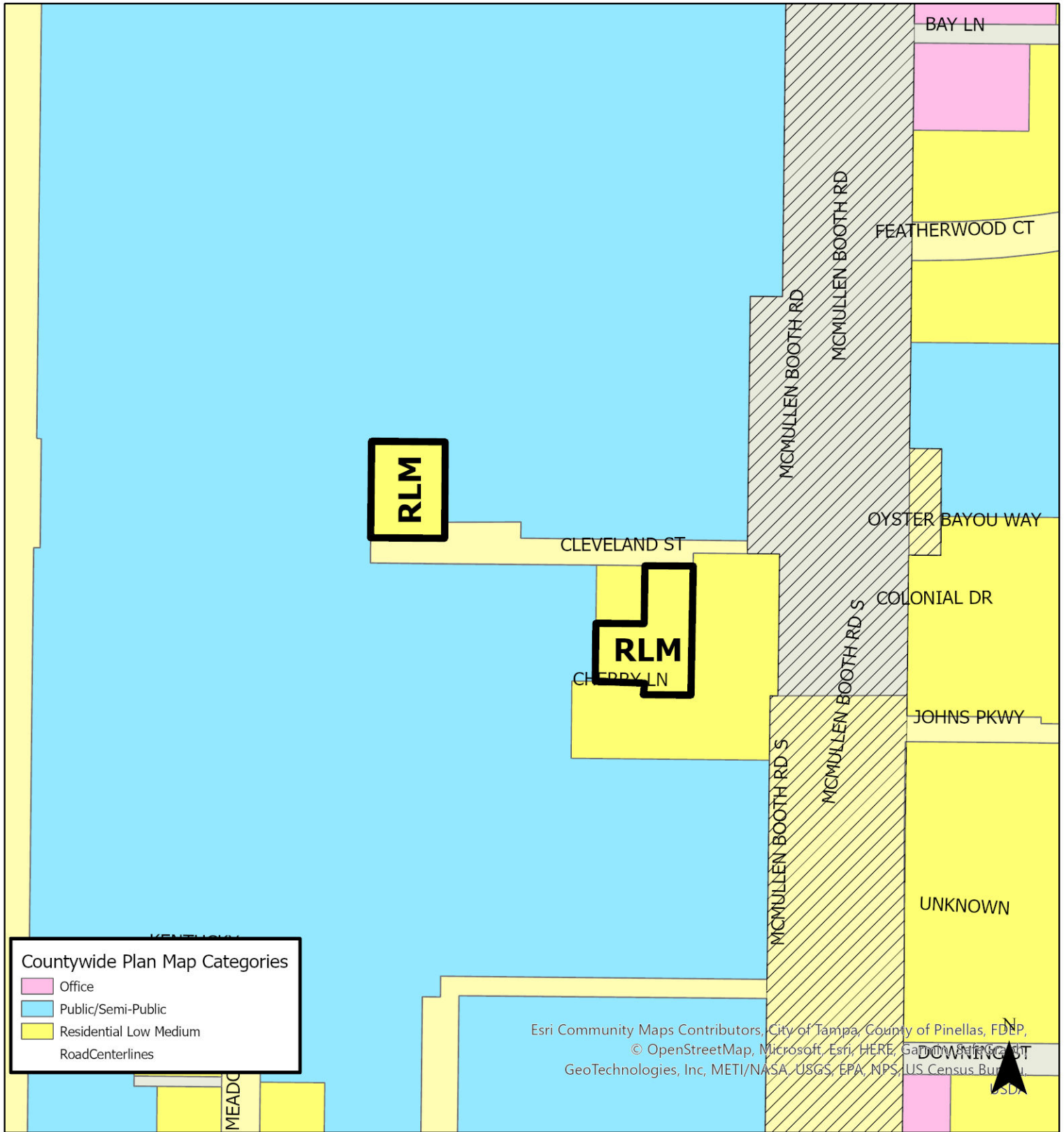
Esri Community Maps Contributors, City of Tampa, County of Pinellas, FDPP,  
© OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph,  
GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

**JURISDICTION:** Clearwater  
**AREA:** 0.891 acres

**FROM:** Residential Low Medium  
**TO:** Public/Semi-Public







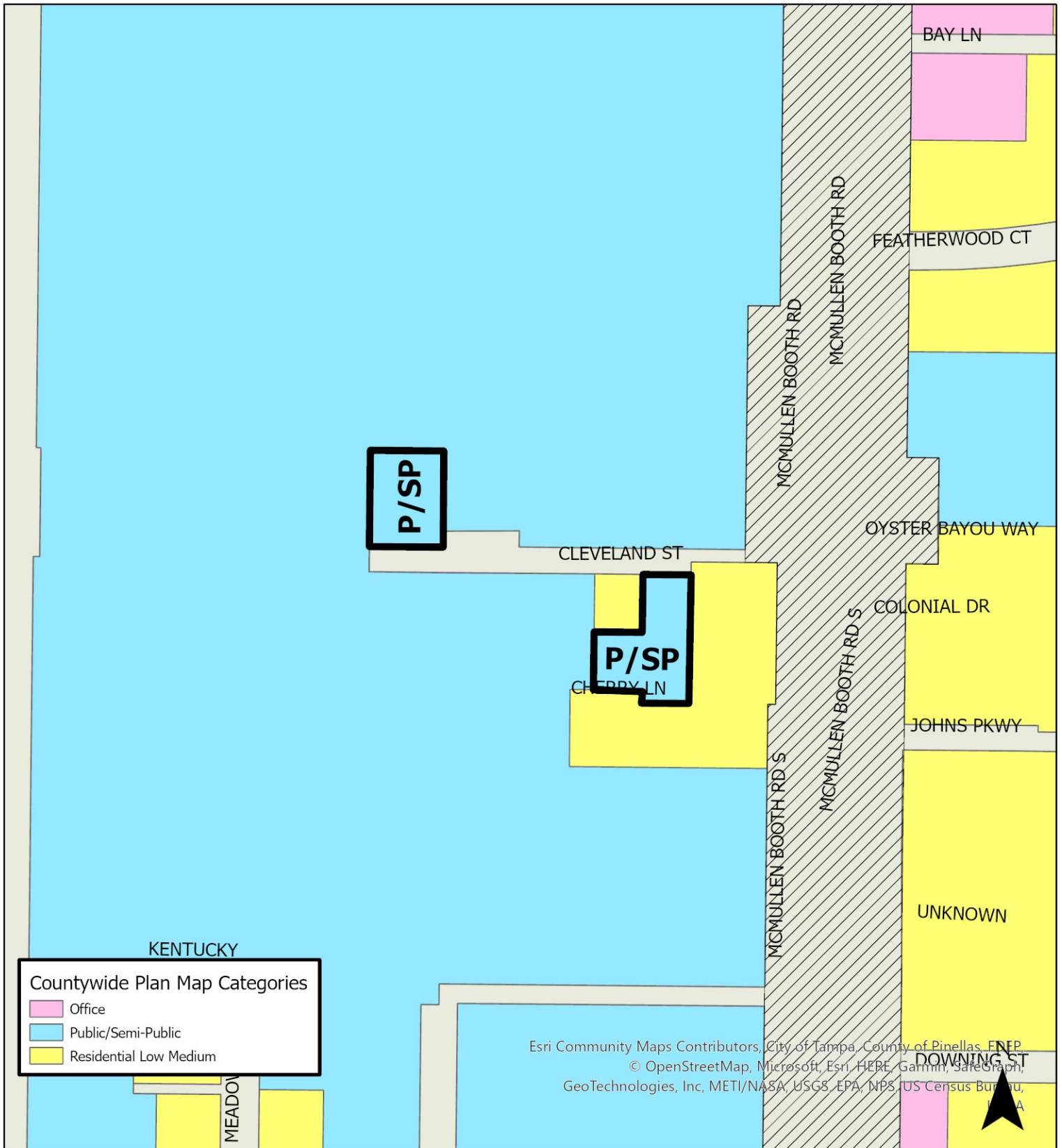
**JURISDICTION: Clearwater**

**AREA: 0.891 acres**

**FROM: Residential Low Medium**

**TO: Public/Semi-Public**





**JURISDICTION: Clearwater**

**AREA: 0.891 acres**

**FROM: Residential Low Medium**

**TO: Public/Semi-Public**



**CW 22-23**  
**Forward Pinellas Staff Analysis**  
**RELEVANT COUNTYWIDE CONSIDERATIONS:**

- 1) **Consistency with the Countywide Rules** – The proposed amendment is submitted by the City of Clearwater to amend approximately 0.891 acres of property from Residential Low Medium to Public/Semi-Public.

The Countywide Rules state that the Public/Semi-Public category is “intended to recognize institutional and transportation/utility uses that serve the community or region, especially larger facilities having acreage exceeding the thresholds established in other plan categories, which are consistent with the need, character, and scale of such uses relative to the surrounding uses, transportation facilities, and natural resource features, and may include residential as part of the mix of uses.”

The locational characteristics of the Public/Semi-Public category are “generally appropriate to those locations where institutional uses (such as educational, health, public safety, civic, religious and like uses) are required to serve the community.” The amendment area is proposed as part of expansion to the parking uses of an existing religious use, hence the proposed amendment is consistent with the locational characteristics of the Public/Semi-Public category.

The amendment area involves two of property totaling approximately 0.891-acre portion which are part of a greater 41.016 acre property which is located on the southwest corner of Drew Street and McMullen Booth Road. The two specific portions being amended are located between Cleveland Street and Cherry Lane on the west side of McMullen Booth Road, at the western terminus of Cleveland Street. The property is occupied in the north by a church and educational facility. The proposed amendment requests to revise and expand the parking lot for the church to create a more comprehensive parking plan, for which it has a building permit application in review. The proposed amendment to Public/Semi-Public would render the expanded parking lot consistent with the land use designation of the remaining property.

- 2) **Adopted Roadway Level of Service (LOS) Standard** – The amendment area is located on a roadway segment of LOS “D” or better; therefore, those policies are not applicable.
- 3) **Location on a Scenic/Noncommercial Corridor (SNCC)** – The amendment area is not located on an SNCC; therefore, those policies are not applicable.
- 4) **Coastal High Hazard Areas (CHHA)** – The amendment area is not located in the CHHA; therefore, those policies are not applicable.

- 5) **Designated Development/Redevelopment Areas** – The amendment area does not involve a designated development/redevelopment area; therefore those policies are not applicable.
- 6) **Adjacent to or Impacting an Adjoining Jurisdiction or Public Educational Facility** – The amendment area is not located adjacent to an adjoining jurisdiction. It is part of an educational facility, but one that is private in nature, and involves expanding parking for the use.
- 7) **Reservation of Industrial Land** – The amendment area does not involve Employment or Industrial land; therefore, those policies are not applicable.

**Conclusion:**

On balance, it can be concluded that the proposed amendment is deemed consistent with the Relevant Countywide Considerations found in the Countywide Rules.

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## SUMMARY

This information is presented in order to better, and more systematically, apprise the Forward Pinellas Board of final action(s) by the Board of County Commissioners, in their role as the Countywide Planning Authority (CPA) on matters that have been previously considered. This summary also includes the Tier I Countywide Plan Map Amendments and Map Adjustments that have been administratively reviewed by Forward Pinellas staff.

### CPA Actions September and October 2022:

The Board of County Commissioners, acting according to its Countywide Planning Authority, held public hearings on October 25, 2022 to consider the following amendments to the Countywide Plan Map and Countywide Rules:

- CW 22-15, a City of Clearwater case located at 1640 Gulf to Bay Blvd., on the corner of Gulf to Bay Blvd and S Keystone Dr., was **approved** for an amendment from Office to Retail & Services. (vote: 6-0)
- CW 22-16, a Pinellas County case located at 36750 US Highway 19 North, was **approved** for an amendment from Residential Very Low, Residential Low Medium and Recreation/Open Space to Residential Low Medium and Recreation/Open Space. (vote: 6-0)
- CW 22-17, a City of Tarpon Springs case located at 100 & 108 North Ring Avenue, was **approved** for an amendment from Residential Low Medium to Activity Center. (vote: 6-0)
- CW 22-18, a Pinellas County case located at 6464 54<sup>th</sup> Avenue North, was **approved** for an amendment from Residential Medium to Residential High. (vote: 6-0)
- CW 22-19, a Pinellas County case located at 3205 US Alternate 19 North, was **approved** for an amendment from Residential Low Medium to Office. (vote: 6-0)
- CW 22-20, a City of Clearwater case located at 905 S. Highland Avenue, was **approved** for an amendment from Office to Public/Semi-Public. (vote: 6-0)

### Tier I Countywide Plan Map Amendments September and October 2022:

There were no Tier I Countywide Plan Map amendments in September or October.

### Map Adjustments September and October 2022:

- MA 22-02, Pinellas County, located at 10055 Seminole Blvd., satisfies the Map Adjustment provisions of Section 7.3.8.5 of the Countywide Rules.

**ATTACHMENT(S):** None

**ACTION:** None required; informational item only.

**3E. Countywide Plan Map Annual Update**

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**SUMMARY**

While the Countywide Plan Map is updated throughout the year to reflect adopted amendments, the Countywide Rules provide for an annual update and filing of the map at the end of each fiscal year as an official record. For this year, the map has been updated to include all the amendments that have been approved through the July 19, 2022, Countywide Planning Authority meeting, the last month of the fiscal year in which an amendment was adopted.

**ATTACHMENT(S):**

- Draft copy of Forward Pinellas Resolution No. 22-06
- Link: [Countywide Plan Map and Submap No. 1: Scenic/Noncommercial Corridor Map](#)

**ACTION:** The PAC is required to make a recommendation to Forward Pinellas, in its role as the Pinellas Planning Council, to approve or deny Resolution No. 22-06, recommending acceptance of the updated Countywide Plan Map for filing as the official record copy.

**FORWARD PINELLAS RESOLUTION NO. 22-06**

**A RESOLUTION RECOMMENDING TO THE PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS, IN ITS CAPACITY AS THE COUNTYWIDE PLANNING AUTHORITY, THAT THE AMENDED COUNTYWIDE PLAN MAP BE ACCEPTED AND FILED WITH THE CLERK OF THE BOARD OF COUNTY COMMISSIONERS AS THE OFFICIAL COUNTYWIDE PLAN MAP.**

**WHEREAS**, the Countywide Plan Map was duly adopted by Pinellas County Ordinance No. 15-30 on August 4, 2015, with an effective date of August 7, 2015; and

**WHEREAS**, the Countywide Plan Map has been amended by ordinances approved by the Countywide Planning Authority through July 19, 2022; and

**WHEREAS**, Forward Pinellas, in its role as the Pinellas Planning Council, is authorized to update and print said map for acceptance and filing by the Pinellas County Board of County Commissioners in its role as the Countywide Planning Authority, consistent with Section 2.2.2 of the Countywide Rules; and

**WHEREAS**, said Countywide Plan Map has been prepared in accordance with that authorization and is available for acceptance and filing.

**NOW, THEREFORE, BE IT RESOLVED** by Forward Pinellas that:

Section 1. The attached maps, collectively entitled “Countywide Plan Map, Pinellas County, Florida,” effective August 7, 2015, and amended through July 19, 2022, are true and correct copies, and include the following:

- a) A color composite Countywide Plan Map amended through July 19, 2022, referred to as Exhibit A; and
- b) A color composite Submap No. 1: Scenic/Noncommercial Corridor Map amended through July 19, 2022, referred to as Exhibit B.

Section 2. Forward Pinellas hereby recommends that the Pinellas County Board of County Commissioners, in its role as the Countywide Planning Authority, accept the attached maps as the official Countywide Plan Map and file said maps with the Clerk of the Board of County Commissioners.

Section 3. A copy of this Resolution is to be forwarded to the Pinellas County Board of County Commissioners, acting in its capacity as the Countywide Planning Authority.

This Resolution offered and adopted at the November 9, 2022 meeting of Forward Pinellas as hereinafter set forth:



\_\_\_\_\_ offered the foregoing Resolution, which  
was seconded by \_\_\_\_\_, and the vote was:

AYES:

NAYS:

ABSENT AND NOT VOTING:

ATTEST:

\_\_\_\_\_  
Whit Blanton, Executive Director  
Forward Pinellas

\_\_\_\_\_  
Mayor Cookie Kennedy, Chair  
Forward Pinellas

Pasco County

# Countywide Plan Map

## Pinellas County, Florida

- Residential Rural
- Residential Very Low
- Residential Low Medium
- Residential Medium
- Residential High
- Office
- Resort
- Retail & Services
- Employment
- Industrial
- Public/Semi-Public
- Recreation/Open Space
- Preservation
- Activity Center
- Multimodal Corridor
- Planned Redevelopment District
- Target Employment Center
- Scenic/Noncommercial Corridor

## Other Identified Areas

- Submerged Land
- Right-of-Way

Hillsborough County

Tampa Bay

Gulf of Mexico



The Countywide Plan Map is prepared and maintained by Forward Pinellas (the Pinellas Planning Council) in accord with the Countywide Plan, and any interpretation of the Plan Map shall be in accord with said Plan. All rights to this map and the information on which it is based are reserved by Forward Pinellas.



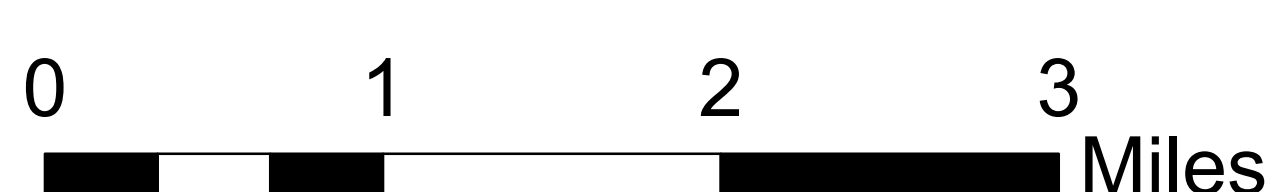
**Prepared by:**  
**Forward Pinellas, in its role as**  
**the Pinellas Planning Council,**  
**and**  
**the Board of County Commissioners**  
**Acting Pursuant to its**  
**Countywide Planning Authority**  
**Pursuant to Chapter 2012-245,**  
**Laws of Florida, As Amended.**  
**Adopted August 7, 2015**  
**by Ordinance No. 15-30**  
**Amended through July 19, 2022**

Scenic/Noncommercial Corridor Type

- Rural/Open Space
- Residential
- Mixed Use
- Unique/Scenic View
- Enhancement Connector

Scenic/Noncommercial Corridor Map

Countywide Plan Map Submap No. 1  
Pinellas County, Florida



The Scenic/Noncommercial Corridor Map, Countywide Plan Submap No. 1, is prepared and maintained by Forward Pinellas (the Pinellas Planning Council) in accord with the Countywide Plan, and any interpretation of the map shall be in accord with said Plan. All rights to this map and the information on which it is based are reserved by Forward Pinellas.



Prepared by:

Forward Pinellas, in its role as  
the Pinellas Planning Council,  
and  
the Board of County Commissioners  
Acting Pursuant to its  
Countywide Planning Authority  
Pursuant to Chapter 2012-245,  
Laws of Florida, As Amended.  
Adopted August 7, 2015  
by Ordinance No. 15-30  
Amended through July 19, 2022



**4A. Urban Design Services Pilot Program – Project Recommendations**

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**SUMMARY**

The Forward Pinellas Board has approved two projects for the Urban Design Services Pilot Program. To recap, in March 2022, the Forward Pinellas Board approved funding for the Urban Design Services Pilot Program from 2022-2023. Since this approval, Forward Pinellas has secured the agreed upon \$25,000 in local funding from Pinellas County's Department of Housing & Community Development which supplements the \$75,000 budgeted by Forward Pinellas. Forward Pinellas then issued a call for projects to our various local governments which required the submission of a letter of interest to those interested in receiving funds from the pilot program for a local project. Forward Pinellas has hired S&ME as the urban design consultant for this project, who have created the scopes for each project.

The pilot program consists of three components, and it is possible for selected projects to involve multiple components, identified as Task Work Orders:

- Task Work Order 1: Work with developers to provide urban design guidance to meet the intent of adopted regulations.
- Task Work Order 2: Work with community/neighborhood groups and developers to host charettes/studios to visualize change and develop a common understanding for potential projects.
- Task Work Order 3: Evaluate and/or advise on proposed form-based codes, standards or regulations.

**City of Clearwater – North Greenwood CRA**

The City of Clearwater is in the process of establishing a new Community Redevelopment Area (CRA) in the North Greenwood community. The City seeks to utilize the pilot program to develop design standards and regulations for redevelopment within the North Martin Luther King Jr. Avenue corridor, which is the historic heart of this historically-excluded community. The City of Clearwater has also expressed the intent to commit \$25,000 of local funds to cover project costs.

This project will involve Task Work Order 2 and Task Work Order 3. More specifically, these services will assist in visualizing change through a multi-day design charrette with community and stakeholder involvement which will inform the development of code amendments and form-based regulations for the corridor. The project is anticipated to take 3 months and the services provided by S&ME involve a kick-off meeting and initial stakeholder engagement, facilitating the design charette and ultimately provide land development code and/or form-based code recommendations in the form of a summary memo.

**Project fees not to exceed: \$59,480**

*(The City of Clearwater's local funds of \$25,000 will contribute to meeting this fee)*

### **Pinellas County Housing & Community Development**

Pinellas County has identified a need for urban design and architecture guidance for proposed developments, for the purpose of ensuring compatibility with the surrounding neighborhood character. This project will involve Task Work Order 1 and Task Work Order 2, providing urban design guidance and visualization services on specific projects identified by Pinellas County staff.

While the pilot program will be utilized to provide conceptual site planning services on an as-needed basis, Pinellas County has identified the following priorities to which the program could be applied: general site plans which have significant opportunity for urban design improvements and potential for shaping the pedestrian and/or public realm, site plans for affordable housing developments intended to improve design aesthetics and compatibility with surrounding residential areas, and site plans for Downtown Palm Harbor (where a recently adopted form-based code is applicable).

#### **Project fees not to exceed: \$25,000**

*(To be used on an as-needed basis, until all funds are expended before the end of Fiscal Year 2023)*

#### **ATTACHMENT(S):**

- Attachment 1: Clearwater (North Greenwood) S&ME Project Scope
- Attachment 2: Pinellas County Urban Design Guidance S&ME Project Scope
- Attachment 3: S&ME Hourly Fees

**ACTION:** None required, informational item only.



August 31, 2022

Ms. Nousheen Rahman  
Planner  
Forward Pinellas  
310 Court Street  
Clearwater, FL 33756

RE: **Forward Pinellas Urban Design Services Pilot Program**  
City of Clearwater Martin Luther King Jr. Avenue Corridor - Scope of Services  
Proposal No. 22840169

Dear Nousheen:

S&ME, Inc. (S&ME) is pleased to have the opportunity to submit this proposal to Forward Pinellas (Client) for urban design planning services for Clearwater, FL (Project) as part of the Forward Pinellas Urban Design Services Pilot Program. The pilot program aims to assist communities in realizing local goals and objectives by offering a suite of urban design services. Under the program, projects may include one or more of the following services provided by S&ME:

1. **Urban Design Guidance:** Working with developers to provide urban design guidance to meet the intent of adopted regulations
2. **Visualization:** Working with community/neighborhood groups and developers to host charrettes/studios to visualize change and develop a common understanding for potential redevelopment projects
3. **Form-Based Regulations:** Evaluating and/or advising on form-based code regulations

On June 22, 2022, Forward Pinellas issued a Call for Projects for the Urban Design Services Pilot Program through a Request for Letters of Interest. A Letter of Interest was submitted by the City of Clearwater on August 9, 2022. This proposal provides a brief description of the project, our proposed scope of work, and our associated fees. S&ME will provide services per the terms of our Urban Design Services contract with Forward Pinellas dated December 3, 2021.

This proposal is solely intended for the services described below. Use of this proposal and resulting documents, including the final deliverables, is limited to the above referenced project and client. No other use is authorized by S&ME, Inc.

## ◆ PROJECT DESCRIPTION

The City of Clearwater is in the process of establishing a new Community Redevelopment Area (CRA) in their North Greenwood community. The North Martin Luther King Jr. Avenue corridor is the historic heart of the North

Greenwood community, serving as a focal point for businesses and community gathering. Redevelopment and increased pedestrian activity are a priority along the corridor.

S&ME will provide **Visualization** and **Form-Based Regulation** services for the corridor. These services will be utilized to visualize change and provide recommendations to City staff on proposed code amendments and form-based regulations for the corridor. The project will be centered around a multi-day design charrette with community and stakeholder involvement.

## ◆ SCOPE OF SERVICES

Based on the above description and our professional experience, we have identified the following scope of services.

### **Task 1. Kick-Off Meeting and Initial Stakeholder Engagement**

#### *1.1 Kick-off Meeting with City Staff*

S&ME Staff will schedule and participate in a conference call (Zoom, MS Teams or other format) with City representatives to achieve the following. After the meeting, S&ME Staff will prepare a meeting summary memo.

- Discuss the project scope and timeline in detail
- Identify key stakeholders
- Go over S&ME's request for data and resources; and
- Schedule the in-person kick-off and charrette dates in Clearwater

#### *1.2 Site Tour*

S&ME Staff will attend a familiarization site tour with City staff to learn more about the Martin Luther King Jr. Avenue corridor, the North Greenwood community, redevelopment conditions, and to visually evaluate areas of the corridor for redevelopment potential and/or development constraints. S&ME will prepare tour notes.

#### *1.3. Stakeholder Engagement*

The same day of the tour, S&ME Staff will facilitate stakeholder interviews with key groups identified and scheduled by the City/CRA representatives. City staff will be responsible for securing meeting space. Subsequent to the meeting, S&ME will prepare a stakeholder engagement summary memo.

### Task 1 Deliverables:

- Finalized project schedule with charette dates
- Kick-off meeting
- Site Tour
- Stakeholder Interviews (in person)
- Kick-off meeting and tour notes
- Stakeholder engagement summary memo

## Task 2. Design Charrette

S&ME will develop base maps and graphics to be used during a two-day design charrette to be held in Clearwater. The S&ME team and City staff will work with community/neighborhood groups and developers to visualize change and develop a common understanding for potential commercial or mixed-use redevelopment projects along the Martin Luther King Jr. Avenue corridor and residential infill, including affordable housing. A detailed schedule for this design effort will be coordinated with City staff and will include:

- Walking Site Tour with the workshop attendees
- Working sessions and pin-up sessions for feedback
- Final presentation

### Task 2 Deliverables:

- Preliminary Concept Plan drawings (hand drawn) showing streets, blocks, buildings, open space (location only), parking
- Tabulations showing square feet of each use, number of dwelling units by type, building heights, parking provided by type
- Explanatory Diagrams
- Site Selections, if necessary
- Simplified SketchUp Model for a subject site(s) (site(s) and context will be identified prior to the charrette)

## Task 3. Form-Based Regulations/Recommendations

S&ME will evaluate and/or advise on code amendments and form-based regulations based on the findings from the charrette.

### Task 3 Deliverables:

- Land Development Code/Form-Based Code recommendations summary memo

## ◆ SCHEDULE

S&ME will provide a detailed schedule for services in coordination with City staff. The proposed timeframe for completion is three (3) months from the receipt of the notice to proceed. The following timeline shows the anticipated project schedule broken down by Task.

Task 1: Kickoff Meeting and Initial Stakeholder Engagement.....	Month 1
Task 2: Design Charrette .....	Month 2
Task 3: Form-Based Regulations/Recommendations .....	Month 3

## ◆ FEE

Our professional fee for the above-described services shall be as presented below and will be billed on a lump sum basis.

Task 1: Kickoff Meeting, Data Collection and Project Management .....	\$10,250
Task 2: Design Charrette .....	\$26,390
Task 3: Form-Based Regulations.....	\$23,200



**Forward Pinellas Urban Design Services Pilot Program**  
City of Clearwater Martin Luther King Jr. Avenue Corridor - Scope of Services

**Total Fee ..... \$59,840**

Included in the fees are reimbursable expenses incurred on the Project's behalf, including mileage, printing, plotting, photocopies, reproduction, postage, express mail and/or courier services.

S&ME will bill monthly for all work performed and expenses incurred on the Project's behalf to Forward Pinellas. Our professional fees for the above-described services will be invoiced on a percent complete basis. The closed-end not-to-exceed amount shall be \$59,840.

◆ **EXCLUDED SERVICES**

Without intending to provide an exhaustive list or description of all services or potential services that may be required and that S&ME can provide, the following services are specifically excluded from this proposal.

- Additional meetings or workshops
- Code amendments/Ordinance preparation
- Code graphics

◆ **AUTHORIZATION**

S&ME will provide services per the terms of our Urban Design Services contract with Forward Pinellas dated December 3, 2021.

If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal and date. Your purchase order will be an authorization to proceed with the performance of our services.

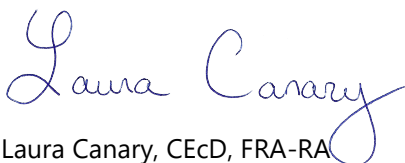
If you choose to accept this proposal by e-mail, your reply e-mail acceptance will serve as your representation to S&ME that you have reviewed the proposal and hereby accept it as written.

◆ **CLOSURE**

S&ME appreciates the opportunity to be of service to you. If you have any questions regarding the outlined scope of services, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,

**S&ME, Inc.**



Laura Canary, CECD, FRA-RA  
Project Manager/Placemaking



George M. Kramer, AICP, LEED AP  
Vice-President - Area Manager, Placemaking

**Forward Pinellas  
Urban Design Services - Clearwater (MLK Corridor)**

TASKS	Project Director	Sr. Professional	Project Manager	Project Manager	Project Professional	Project Professional	Project Professional	Project Professional	Total Hours	Total Fee
	GK	CR	PT	LC	GZ	ES	CS	KM		
	\$275	\$210	\$215	\$175	\$140	\$130	\$115	\$100		
<b>Task 1. Kick-Off Meeting and Initial Stakeholder Engagement</b>									<b>51.50</b>	<b>\$ 10,250.00</b>
1.1 Kick-off Meeting with City Staff	0.00	4.50	4.50	4.50	0.00	2.00	0.00	2.50	18.00	\$ 3,210.00
1.2. Site tour	0.00	5.50	5.50	4.00	0.00	0.00	0.00	0.00	15.00	\$ 3,167.50
1.3. Stakeholder Engagement	0.00	7.00	6.50	5.00	0.00	0.00	0.00	0.00	18.50	\$ 3,872.50
<b>Task 2. Design Charette</b>									<b>152.50</b>	<b>\$ 26,390.00</b>
2.2 Day 1	0.00	12.25	12.25	8.25	0.50	5.00	0.50	4.00	42.75	\$ 8,087.50
2.2 Day 2	0.00	12.25	12.25	8.25	0.50	7.00	0.50	4.00	44.75	\$ 8,087.50
2.4 Preliminary Concept Plans		8.00			4.00	2.00	4.00		18.00	\$ 2,960.00
2.5 Building Tabulations		5.00			5.00	2.00	4.00		16.00	\$ 2,470.00
2.6 Explanatory Diagrams		6.00			4.00	6.00	3.00		19.00	\$ 2,945.00
2.7 Simplified SchetchUp Model		4.00			2.00	2.00	4.00		12.00	\$ 1,840.00
<b>Task 3. Form-Based Regulations/Recommendations</b>									<b>119.00</b>	<b>\$23,200.00</b>
2.1 Review of Code		4.00	42.00	12.00	3.00		2.00	2.00	65.00	\$ 12,820.00
2.2 Recommendations	2.00	2.00	28.00	12.00	2.00	6.00	2.00		54.00	\$ 10,380.00
<b>TOTAL</b>	<b>2.00</b>	<b>70.50</b>	<b>111.00</b>	<b>54.00</b>	<b>21.00</b>	<b>32.00</b>	<b>20.00</b>	<b>12.50</b>	<b>323.00</b>	<b>\$ 59,840.00</b>



August 31, 2022

Ms. Nousheen Rahman  
Planner  
Forward Pinellas  
310 Court Street  
Clearwater, FL 33756

RE: **Forward Pinellas Urban Design Services Pilot Program**  
Pinellas County - Scope of Services  
Proposal No. 22840169

Dear Nousheen:

S&ME, Inc. (S&ME) is pleased to have the opportunity to submit this proposal to Forward Pinellas (Client) for urban design services for Pinellas County, FL (Project) as part of the Forward Pinellas Urban Design Services Pilot Program. The pilot program aims to assist communities in realizing local goals and objectives by offering a suite of urban design services. Under the program, projects may include one or more of the following services provided by S&ME:

- 1. Urban Design Guidance:** Working with developers to provide urban design guidance to meet the intent of adopted regulations
- 2. Visualization:** Working with community/neighborhood groups and developers to host charrettes/studios to visualize change and develop a common understanding for potential redevelopment projects
- 3. Form-Based Regulations:** Evaluating and/or advising on form-based code regulations

On June 22, 2022, Forward Pinellas issued a Call for Projects for the Urban Design Services Pilot Program through a Request for Letters of Interest. A Letter of Interest was submitted by Pinellas County on August 12, 2022. This proposal provides a brief description of the project, our proposed scope of work, and our associated fees. S&ME will provide services per the terms of our Urban Design Services contract with Forward Pinellas dated December 3, 2021.

This proposal is solely intended for the services described below. Use of this proposal and resulting documents, including the final deliverables, is limited to the above referenced project and client. No other use is authorized by S&ME, Inc.

## ◆ PROJECT DESCRIPTION

As proposed developments are considered by the County, urban design and architecture guidance would help ensure that a proposed development is compatible with the surrounding context, captures opportunities for

enhancing historic character of districts, helps to create and enhance the pedestrian environment, and effectively responds to the streets and the surrounding public realm.

Project will focus on S&ME providing **Urban Design Guidance** and **Visualization** services on specific projects identified by County staff. These services will be utilized to provide guidance to developers on site design and plans for proposed developments. The project will prioritize Affordable Housing projects and developments located in target areas such as Downtown Palm Harbor. Conceptual site planning services may be applied to the following:

- General site plans which have a significant opportunity for urban design improvements and have potential for shaping the pedestrian and/or public realm
- Site plans for affordable housing developments with the intent to improve design aesthetics and compatibility with neighboring residential areas
- Site plans for areas such as Downtown Palm Harbor, where a recently adopted form-based code is applicable

## ◆ SCOPE OF SERVICES

S&ME will provide the conceptual site planning services on an as-needed basis. County staff will identify individual sites and the objectives for each.

- S&ME staff will review applicable codes and guidelines and perform initial research for specific parcels
- S&ME staff will develop conceptual site plans depicting building placement and square footage, building use, required parking, required landscape treatments including parking lots and perimeter treatments, and additional code required elements
- Conceptual development plans will be rendered and labeled to convey the overall program

## ◆ SCHEDULE

S&ME will provide an anticipated schedule for services in coordination with County staff for each request/individual site.

## ◆ FEES

Our professional fees for the above-described services will be invoiced on an hourly, not-to-exceed basis, based on the hourly rates shown in our Urban Design Services contract with Forward Pinellas dated December 3, 2021. The closed-end not-to-exceed amount shall be **\$25,000**.

Included in the fees are reimbursable expenses incurred on the Project's behalf, including mileage, printing, plotting, photocopies, reproduction, postage, express mail and/or courier services.

S&ME will bill monthly for all work performed and expenses incurred on the Project's behalf to Forward Pinellas.

◆ **AUTHORIZATION**

S&ME will provide services per the terms of our Urban Design Services contract with Forward Pinellas dated December 3, 2021.

If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal and date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services.

If you choose to accept this proposal by e-mail, your reply e-mail acceptance will serve as your representation to S&ME that you have reviewed the proposal and hereby accept it as written.

◆ **CLOSURE**

S&ME appreciates the opportunity to be of service to you. If you have any questions regarding the outlined scope of services, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,

**S&ME, Inc.**



Laura Canary, CECD, FRA-RA  
Project Manager/Placemaking



George M. Kramer, AICP, LEED AP  
Vice-President - Area Manager, Placemaking

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## **SUMMARY**

A major focus of the Countywide Plan for Pinellas County is the retention and attraction of companies providing high-wage primary employment opportunities, known as target employers. Target employers are vital to the economic health of Pinellas County because these businesses and industries produce goods or services for statewide, national, or international markets.

Due to the lack of vacant greenfield land in Pinellas County, market forces have made the development of residential and commercial property more lucrative to the landowner/developer than industrial development, creating pressure to convert industrial parcels to other uses. At the same time, there is not enough developable target employment land to accommodate many of the target employers who wish to move into the county. This has been a challenge for Pinellas County since the 2008 Target Employment and Industrial Lands Study (TEILS) was commissioned. However, these challenges have been exacerbated by the recent passage of Senate Bill 962, which allows the governing body of a county or municipality to approve a residential development on any parcel designated for residential, commercial, or industrial use if at least 10 percent of the residential units built are designated for affordable housing.

Since January of 2022, Forward Pinellas, in partnership with Pinellas County Economic Development, Pinellas County Housing and Community Development, Renaissance Planning Group, and SB Friedman Development Advisors, has been working to update the TEILS to address many of these countywide land-use challenges. The TEILS work has since identified several key target industry clusters throughout the county that in addition to paying higher than average wages, are export-oriented and contribute substantially to the gross regional product (GRP) of Pinellas County.

In order to address the challenge of continuing to foster a healthy economy amidst competing interests for limited land, the TEILS update has begun to narrow its focus on the market demand and suitability of existing class A office space and industrial lands throughout Pinellas County and their ability to support the identified target employment clusters for many years to come.

Forward Pinellas staff will provide an overview of the work completed to date, including draft recommendations, and discuss the next steps in the study update.

**ATTACHMENT(S):** None

**ACTION:** None required; informational item only.

**SUMMARY**

Forward Pinellas staff will provide a brief update on the status of the activities related to the SPOTlight Emphasis Areas.

**ATTACHMENT(S):** None

**ACTION:** None required; informational item only.

**Planners Advisory Committee – October 31, 2022**

**5B. Cancellation of the December PAC Meeting**



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**SUMMARY**

At its September meeting, the Forward Pinellas Board approved the cancellation of its December meeting. Historically, when the Forward Pinellas Board cancels its monthly meeting, the PAC likewise cancels its meeting for that month. Therefore, Forward Pinellas staff recommends that the PAC cancel its December 2022 meeting.

**ATTACHMENT(S):** None

**ACTION:** PAC to cancel the December 2022 meeting.



**Planners Advisory Committee – October 31, 2022**



**5C. 2023 PAC Membership Roster/Election of Officers**

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**SUMMARY**

The Bylaws of the Planners Advisory Committee (PAC) call for the annual update of its membership roster and submission of this roster to Forward Pinellas, in its role as the Pinellas Planning Council. Therefore, attached is the PAC roster as submitted by each jurisdiction for 2023.

Additionally, the PAC shall select a new Chair and Vice Chair for 2023.

**ATTACHMENT(S):** 2023 PAC Membership Roster

**ACTION:** PAC to receive and accept the PAC Membership Roster for 2023; PAC to select a new Chair and Vice Chair for 2023.

**PAC MEMBERS LIST**  
**2023 PLANNERS ADVISORY COMMITTEE**  
**OFFICERS**

Chairperson:

Vice Chairperson:

<b><u>MEMBERS</u></b>		
<b>Clearwater</b>	Rep. Alt. Alt.	Gina Clayton, Planning Director Kyle Brotherton, Senior Planner Jayme Lopko, Long Range Planning Manager
<b>Dunedin</b>	Rep. Alt.	Frances Leong Sharp, Planner II George Kinney, Director of Community Development
<b>Gulfport</b>	Rep. Alt. Alt.	Fred Metcalf, Director of Community Development Mike Taylor, Principal Planner Mark Griffin, Planner
<b>Indian Rocks Beach</b>	Rep.	Hetty Harmon, Planning Consultant
<b>Indian Shores</b>	Rep. Alt.	Brian Rusu, Building Official Bonnie Dhonau, Town Administrator
<b>Largo</b>	Rep. Alt.	Kimberly Mejia, Planner I Alicia Parinello, Planning Manager
<b>Madeira Beach</b>	Rep. Alt. Alt.	Linda Portal, Community Development Director Jenny Rowan, Senior Planner Andrew Morris, Planner/GIS Technician
<b>Oldsmar</b>	Rep. Alt.	Tatiana Childress, Planning & Redevelopment Director Alayna Delgado, Planner
<b>Pinellas County</b>	Rep. Alt. Alt.	Ryan Brinson, Principal Planner Tom Scofield, Principal Planner Evan Johnson, Strategic Initiatives Manager
<b>Pinellas Park</b>	Rep. Alt.	Derek Reeves, Long Range Planning Manager Erica Lindquist, Planning & Development Services Director
<b>Redington Shores</b>	Rep.	Luke Curtis, Building Official
<b>Safety Harbor</b>	Rep. Alt.	Marcie Stenmark, Community Development Director Cecelia Chen, Community Planner/GIS Analyst
<b>St. Petersburg</b>	Rep. Alt. Alt.	Britton Wilson, Planner II Derek Kilborn, Manager, Planning & Development Services Dept. Ann Vickstrom, Planner II, Urban Planning and Historic Preservation
<b>St. Pete Beach</b>	Rep. Alt. Alt.	Vacant, Community Development Director Lynn Rosetti, Senior Planner Brandon Berry, Planner II
<b>Seminole</b>	Rep. Alt.	Wesley Wright, Community Development Director Ann Toney-Deal, City Manager
<b>South Pasadena</b>	Rep. Alt.	Teresa Sullivan, Community Improvement Director/Building Official Ashley Wagner, Building Services Coordinator
<b>Tarpon Springs</b>	Rep. Alt.	Alexandra Keen, Senior Planner Patricia McNeese, Principal Planner
<b>Treasure Island</b>	Rep. Alt.	Kathryn Younkin, Planner Kathy Gademer, Community Improvement Director
<b>Pinellas County School District</b>	Rep. Alt.	Marshall Touchton, Demographic Specialist Vacant
<b>FDOT</b>	Rep. Alt.	Luis Mejia, Planning Specialist II Dan Santos, Planning Supervisor I
<b>PSTA</b>	Rep. Alt.	Nicole Dufva, Senior Planner Devan Deal, Transit Planner

Local Government	Representative/Alternate Name	Phone	
Clearwater	Gina Clayton, Rep. <a href="mailto:gina.clayton@myclearwater.com">gina.clayton@myclearwater.com</a> Kyle Brotherton, Alt. <a href="mailto:kyle.brotherton@myclearwater.com">kyle.brotherton@myclearwater.com</a> Jayme Lopko, Alt. <a href="mailto:jayme.lopko@myclearwater.com">jayme.lopko@myclearwater.com</a>	562-4587 562-4626 562-4561	
Dunedin	Frances Leong Sharp, Rep. <a href="mailto:fsharp@dunedinfl.net">fsharp@dunedinfl.net</a> George Kinney, Alt. <a href="mailto:gkinney@dunedinfl.net">gkinney@dunedinfl.net</a>	298-3200 298-3193	
Gulfport	Fred Metcalf, Rep. <a href="mailto:fmetcalf@mygulfport.us">fmetcalf@mygulfport.us</a> Mike Taylor, Alt. <a href="mailto:mtaylor@mygulfport.us">mtaylor@mygulfport.us</a> Mark Griffin, Alt. <a href="mailto:mgriffin@mygulfport.us">mgriffin@mygulfport.us</a>	893-1095 893-1023	
Indian Rocks Beach	Hetty Harmon, Rep. <a href="mailto:hharmon@cicilsurv.com">hharmon@cicilsurv.com</a> <a href="mailto:hharmon@irbcity.com">hharmon@irbcity.com</a>	863-646-4771	
Indian Shores	Brian Rusu, Rep. <a href="mailto:buildingofficial@myindianshores.com">buildingofficial@myindianshores.com</a> Bonnie Dhonau, Alt. <a href="mailto:bdhonau@myindianshores.com">bdhonau@myindianshores.com</a>	404-6706 474-7777	
Largo	Kimberly Mejia, Rep. <a href="mailto:kmejia@largo.com">kmejia@largo.com</a> Alicia Parinello, Alt. <a href="mailto:aparinel@largo.com">aparinel@largo.com</a>	587-6749 x7453 587-6749 x7453	
Madeira Beach	Linda Portal, Rep. <a href="mailto:lportal@madeirabeachfl.gov">lportal@madeirabeachfl.gov</a> Jenny Rowan, Alt. <a href="mailto:jrowan@madeirabeachfl.gov">jrowan@madeirabeachfl.gov</a> Andrew Morris, Alt. <a href="mailto:amorris@madeirabeachfl.gov">amorris@madeirabeachfl.gov</a>	391-9951 x255 391-9951 x283 391-9951 x296	
Oldsmar	Tatiana Childress, Rep. <a href="mailto:tchildress@myoldsmar.com">tchildress@myoldsmar.com</a> Alayna Delgado, Alt. <a href="mailto:adelgado@myoldsmar.com">adelgado@myoldsmar.com</a>	813-749-1122 813-749-1137	
Pinellas County	Ryan Brinson, Rep. <a href="mailto:rbrinson@pinellascounty.org">rbrinson@pinellascounty.org</a> Tom Scofield, Alt. <a href="mailto:tscofield@pinellascounty.org">tscofield@pinellascounty.org</a> Evan Johnson, Alt. <a href="mailto:evjohnson@co.pinellas.fl.us">evjohnson@co.pinellas.fl.us</a>	464-5642 464-3585 464-5692	
Pinellas Park	Derek Reeves, Rep. <a href="mailto:dreeves@pinellas-park.com">dreeves@pinellas-park.com</a> Erica Lindquist, Alt. <a href="mailto:elindquist@pinellas-park.com">elindquist@pinellas-park.com</a>	369-5838 369-5650	
Redington Shores	Luke Curtis, Rep. – <a href="mailto:buildingofficial@townofredingtonshores.com">buildingofficial@townofredingtonshores.com</a>	283-5208	
Safety Harbor	Marcie Stenmark, Rep. <a href="mailto:mstenmark@cityofsafetyharbor.com">mstenmark@cityofsafetyharbor.com</a> Cecelia Chen, Alt. <a href="mailto:cchen@cityofsafetyharbor.com">cchen@cityofsafetyharbor.com</a>	724-1555 x1702 724-1555 x1703	
St. Petersburg	Britton Wilson, Rep. <a href="mailto:Britton.Wilson@stpete.org">Britton.Wilson@stpete.org</a> Derek Kilborn, Alt. <a href="mailto:Derek.Kilborn@stpete.org">Derek.Kilborn@stpete.org</a> Ann Vickstrom, Alt. <a href="mailto:Ann.Vickstrom@stpete.org">Ann.Vickstrom@stpete.org</a>	551-3542 893-7872 892-5807	
St. Pete Beach	Wesley Wright, Rep. <a href="mailto:wwright@stpetebeach.org">wwright@stpetebeach.org</a> Lynn Rosetti, Alt. <a href="mailto:lrosetti@stpetebeach.org">lrosetti@stpetebeach.org</a> Brandon Berry, Alt. <a href="mailto:bberry@stpetebeach.org">bberry@stpetebeach.org</a>	363-9265 363-9266	
Seminole	Wesley Wright, Rep. <a href="mailto:wwright@myseminole.com">wwright@myseminole.com</a> Ann Toney-Deal, Alt. <a href="mailto:atoneydeal@myseminole.com">atoneydeal@myseminole.com</a>	398-3108 x106 391-0204 x109	
South Pasadena	Teresa Sullivan, Rep. <a href="mailto:tsullivan@mysouthpasadena.com">tsullivan@mysouthpasadena.com</a> Ashley Wagner, Alt. <a href="mailto:awagner@mysouthpasadena.com">awagner@mysouthpasadena.com</a>	343-4192 343-4192	
Tarpon Springs	Alexandra Keen, Rep. <a href="mailto:akeen@ctsfl.us">akeen@ctsfl.us</a> Patricia McNeese, Alt. <a href="mailto:pmcneese@ctsfl.us">pmcneese@ctsfl.us</a>	942-5611	
Treasure Island	Kathryn Younkin, Rep. <a href="mailto:kyounkin@mytreasureisland.org">kyounkin@mytreasureisland.org</a> Kathy Gademer, Rep. <a href="mailto:kgademer@mytreasureisland.org">kgademer@mytreasureisland.org</a>	547-4575 x239	
Pinellas County School District	Marshall Touchton, Rep. <a href="mailto:touchtonm@PCSB.org">touchtonm@PCSB.org</a> Alt. – Vacant	588-5190	
FDOT	Luis Mejia, Rep. <a href="mailto:luis.mejia@dot.state.fl.us">luis.mejia@dot.state.fl.us</a> Dan Santos, Alt. <a href="mailto:daniel.santos@dot.state.fl.us">daniel.santos@dot.state.fl.us</a>	813-975-4834 813-975-6429	
PSTA	Nicole Dufva, Rep. <a href="mailto:ndufva@psta.net">ndufva@psta.net</a> Devan Deal, Alt. <a href="mailto:ddeal@psta.net">ddeal@psta.net</a>	540-1804 540-1842	



**Planners Advisory Committee – October 31, 2022**

**5D. Draft 2023 Meeting Schedules for PAC, Forward Pinellas  
and CPA**



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**SUMMARY**

Annually Forward Pinellas adopts a meeting calendar for the upcoming year along with committee meeting schedules and submittal deadlines. The attached contains the proposed schedule for 2023. The Forward Pinellas Board will take action to approve the schedule at its November meeting.

**ATTACHMENT(S):** Proposed meeting calendar for 2023 with submittal deadlines

**ACTION:** None required; informational item only.

**FORWARD PINELLAS MEETING CALENDAR – 2023**

**Schedule of Meeting Dates for the Forward Pinellas Public Hearings and  
Corresponding Meeting/Public Hearing Dates for the  
Planners Advisory Committee (PAC) and Countywide Planning Authority (CPA)**

<b>Deadline for Submittal of PPC Items Requiring Public Hearing</b>	<b>PAC Meeting Date</b>	<b>Forward Pinellas Hearing Date</b>	<b>Board of County Commissioners acting as the CPA Hearing Date</b>
December 14, 2022	January 3, 2023	January 11, 2023	February 14, 2023
January 11, 2023	January 30, 2023	February 8, 2023	February 28, 2023 6:00 p.m.
February 8, 2023	February 27, 2023	March 8, 2023	April 11, 2023
March 8, 2023	April 3, 2023	April 12, 2023	May 9, 2023
April 23, 2023	May 1, 2023	May 10, 2023	June 13, 2023
May 10, 2023	June 5, 2023	June 14, 2023	July 18, 2023 6:00 p.m.
June 14, 2023	July 3, 2023	July 12, 2023	August 1, 2023
July 12, 2023	* July 31, 2023	* August 9, 2023	October 17, 2023
August 9, 2023	September 5, 2023 - <b>Tuesday</b>	September 13, 2023	October 17, 2023
September 13, 2023	October 2, 2023	October 11, 2023	November 14, 2023 6:00 p.m.
October 11, 2023	October 30, 2023	November 8, 2023	December 12, 2023 6:00 p.m.
November 8, 2023	* November 27, 2023	* December 13, 2023	January 2024 TBD

**\* Subject to Cancellation**

**The location for all listed meetings is the Pinellas County Communications Building, Palm Room  
333 Chestnut Street, Clearwater unless otherwise noted**

**January 30, 2023 PAC Meeting will be held at 310 Court Street, 1<sup>st</sup> Floor Conference Room, Clearwater  
Unless otherwise noted, the CPA Public Hearings are at 9:30 a.m.**