

# SCHOOL PLANNING WORKGROUP

## MEETING SUMMARY

July 9, 2014

### PINELLAS COUNTY PLANNING DEPARTMENT CONFERENCE ROOM, 10:30 A.M.

**Member Attendees:** Gordon Beardslee, Pinellas County; Liz Freeman, Pinellas County; Blake Lyon, Pinellas County; Ryan Brinson, Pinellas County; David Sadowsky, Pinellas County; Marshall Touchton, School District; Bill Lawrence, School District; Heather Wallace, School District; Johan Hendrickson, City of Largo; Lauren Matzke, City of Clearwater; Cate Lee, City of St. Petersburg; Fred Metcalf, City of Gulfport; Kathy Gademer, City of Pinellas Park; Matt Mclachlan, City of Safety Harbor; Linda Fisher, PPC.

#### **Welcome and Introductions:**

Gordon Beardslee, with the Pinellas County Planning Department, facilitated the meeting and provided an overview of the meeting's agenda. Introductions from those in attendance followed.

#### **School Districts Coordination on Future School Construction and Improvement Projects:**

Bill Lawrence with the Pinellas County School District handled the item and mentioned that Michael Bessette will be retiring shortly and that they have worked on a new process including a point of contact and in-house procedures to notify each respective government of school projects occurring in their jurisdiction. Mr. Lawrence indicated he would be the contact person on this and also mentioned that this local government notification would also include minor capital outlay projects (such as re-routing of parent drop off lanes and certain maintenance projects) that are not included in the Five year Work Program.

Mr. Lawrence hopes that one of the outcomes that will occur from this meeting is an updated Local Government contact list from the sign in sheet. Ryan Brinson indicated that once the meeting is over he will make sure that the contact list online is updated and shared with the School District. Dot Clark will be the contact person for local governments regarding charter schools.

Gordon concluded with inquiring if the School District could also notify Local Governments when the District puts properties up for sale. Mr. Lawrence said that he will speak to the Real Estate Department and will request this coordination.

#### **Local Government Coordination on Proposed Residential Developments:**

Mr. Lawrence said that this item was one of the main reasons for this meeting today and that with the recent pick-up in the economy from a development standpoint that the School District would like to be better informed of proposed residential site plans/projects so that the District can stay ahead of increases to student assignment zones and for planning purposes. Mr. Lawrence suggested one way to handle this is through a form that can be filled out by a Local Government and emailed to the District informing them of the proposed residential project. Marshall Touchton, also with the Pinellas County School District, elaborated that this would apply to residential projects only greater than 25 net units and described what items he would

like to see on the notification form. The following bulleted items summarize Marshall's key items the School District would like to include on the notification form:

- Site Address/Location/Parcel ID
- Site Plan Name and Tracking Number
- Jurisdiction and Contact information
- Site Plan Approval Date
- Project Completion date and anticipated CO
- Total number of units (Net)
- Unit Type (single-family, multi-family, apartments)
- Approximate cost of the units (if available)

The Workgroup agreed that Marshall should work with Ryan Brinson (Pinellas County Staff) to craft a template form with the above information on it and distribute to the Workgroup for review and consensus. Marshall also said that the School District would work on setting up an individual stand alone email address to receive the form.

Lauren Matzke, with the City of Clearwater asked if Marshall would like the Site Plan approval date or the actual Building Permit approval date. Marshall said that both would be useful, but to make it easy and simple for everyone the Site Plan approval date gives them the most advance warning.

Both Marshall and Mr. Lawrence stressed that they do not want to inconvenience anyone with this request and wanted this notification process to be worked into the existing Development Review process. Local Governments can use the proposed notification form or can email them information such as a legal advertisement as long as it includes the bulleted key items above.

#### **Charter School Coordination Process:**

Ryan Brinson walked the Workgroup through the existing Charter School Coordination Process Flowchart and described the School District's current notification process. Heather Wallace, the School District Attorney, mentioned that the state legislature has considered imposing a statewide standardized contract that would remove the School District's recently added contract language that requires Charter School to receive local government approvals within 15 days or the Charter contract will automatically terminate. They will be watching this closely. Apart from a few recommended changes to the Flow Chart the Workgroup feels that the existing coordination process is working and that the changes will be emailed out at the same time the Residential Site Plan Notification Form is sent for the Workgroups review and consensus.

#### **Other items from members:**

There were no other items brought up and the meeting was concluded.