



# CITY OF CLEARWATER

PLANNING & DEVELOPMENT DEPARTMENT  
POST OFFICE BOX 4748, CLEARWATER, FLORIDA 33758-4748  
MUNICIPAL SERVICES BUILDING, 100 SOUTH MYRTLE AVENUE, CLEARWATER, FLORIDA 33756  
TELEPHONE (727) 562-4567

## DRAFT ACTION AGENDA DEVELOPMENT REVIEW COMMITTEE

Thursday, August 1, 2024

### 8:30 AM - Staff Review

### 9:00 AM

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**Case number:** [ANX2024-07003 -- 1721 El Trinidad DR E](#)

**Owner(s):** Rebecca Gleeson  
1721 El Trinidad Drive East  
Clearwater, FL 33759  
PHONE: (717) 341-4046, Fax: No fax, Email: No email

**Applicant:** Rebecca Gleeson  
1721 El Trinidad Drive East  
Clearwater, FL 33759  
PHONE: (717) 341-4046, Fax: No fax, Email: No email

**Representative:** Rebecca Gleeson  
1721 El Trinidad Drive East  
Clearwater, FL 33759  
PHONE: (717) 341-4046, Fax: No fax, Email: No email

**Location:** 0.160 acres located on the east side of El Trinidad Drive East approximately 400 feet north of State Road 590.

**Atlas Page:** 264B

**Zoning District:** LMDR - Low Medium Density Residential

**Request:** This case involves a request for voluntary annexation into the City of Clearwater. It is proposed that the property be assigned an initial Future Land Use Map designation of Residential Low (RL) and an initial zoning category of Low Medium Density Residential (LMDR).

**Proposed Use:** Detached Dwellings

**Neighborhood Association(s):** Board of County Commissioners  
Clearwater Neighborhoods Coalition  
Pinellas County School Board

**Assigned Planner:** Dylan Prins, Long Range Planner



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 TELEPHONE (727) 562-4567

**Workflow:**

Review Name	Task Status	Status Date	Last Name
<b>Determination of Completeness</b>	Complete	07/05/2024	Prins
<b>Solid Waste Review</b>	No Comments	07/09/2024	Portalatin
<b>Public Utilities Review</b>	Comments	07/12/2024	Vacca
City of Clearwater sewer system is accessible to address 1721 El Trinidad Drive East. Please contact City of Clearwater's Public Utilities engineering department for starting the process and fees of connecting to the city sewer			
<b>Stormwater Review</b>	No Comments	07/19/2024	Vo
See engineering comments.			
<b>Planning Review</b>	Comments	07/23/2024	Prins
<b>Environmental Review</b>	No Comments	07/23/2024	Kessler
<b>Harbor Master Review</b>	No Response	07/23/2024	Prins
<b>Engineering Review</b>	Comments	07/24/2024	Prins
<b>Traffic Eng Review</b>	No Response	07/24/2024	Prins
<b>Parks and Rec Review</b>	No Response	07/24/2024	Prins
<b>Land Resource Review</b>	No Response	07/24/2024	Prins
<b>Fire Review</b>	No Response	07/24/2024	Prins



**The DRC reviewed this application with the following comments:**

**Engineering Review    Kyle Vaughan    kyle.vaughan@myclearwater.com    727-444-8232**

**General Comments:**

1. Any infrastructure (Utilities, roadways, and others) improvements or upgrades necessary to satisfy any future project-specific requirements at this site, shall be completed by the developer at their expense and, to the satisfaction of the City.
2. Annexation into the City of Clearwater will generate monthly stormwater utility fees on your City Utility bill. In contrast, properties in Unincorporated Pinellas County are typically assessed a yearly stormwater utility fee as part of the property tax bill.
3. Please note, any changes to the site and/or building shall require bringing all sub-standard sidewalks and sidewalk ramps adjacent to or a part of the project up to standard, including A.D.A. standards (truncated domes per FDOT Index #304).
4. Applicant shall acknowledge that the City will maintain the existing right of way infrastructure and rural cross section in the manner it was built or annexed into the City and has no immediate plans to improve said infrastructure.

**Planning Review    Dylan Prins    dylan.prins@myclearwater.com    727-444-8777**

**Planning Review**

Please acknowledge the following comment (Acknowledge via email):  
1. Pursuant to Community Development Code Section 3-1502. - Property maintenance requirements, there are exterior surface issues (mold or dirt on the exterior of home) that could lead to a code enforcement violation if not addressed upon annexation into the city.

**Plan Room Issues:**

No Plan Room Issues on this case.

**Plan Room Conditions:**

No Plan Room Conditions on this case.

**Plan Room Notes:**

No Plan Room Notes on this case.



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TELEPHONE (727) 562-4567

**9:05 AM**

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**Case number:** [ANX2024-07004 -- 1827 Douglas AVE](#)

**Owner(s):** L & R Luxury Homes Llc  
Clearwater, FL  
PHONE: No phone, Fax: No fax, Email: No email

**Applicant:** Cozy Homes Llc  
Clearwater, FL 33759-4440  
PHONE: (727) 504-4345, Fax: No fax, Email: No email

**Representative:** Jennifer Whitaker  
980 Main Street  
Safety Harbor, FL 34695  
PHONE: (727) 458-7042, Fax: No fax, Email: Jenwc21@gmail.Com

**Location:** 0.458 acres located on the east side of Douglas Avenue approximately 180 feet south of Vista Way.

**Atlas Page:** 260B

**Zoning District:** MDR - Medium Density Residential

**Request:** This case involves a request for voluntary annexation into the City of Clearwater. It is proposed that the property be assigned an initial Future Land Use Map designation of Residential Urban (RU) and an initial zoning category of Medium Density Residential (MDR).

**Proposed Use:** Detached Dwellings

**Neighborhood Association(s):** Board of County Commissioners  
Clearwater Neighborhoods Coalition  
Pinellas County School Board

**Assigned Planner:** Dylan Prins, Long Range Planner



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**Workflow:**

Review Name	Task Status	Status Date	Last Name
Determination of Completeness	Complete	07/05/2024	Prins
Solid Waste Review	No Comments	07/09/2024	Portalatin
Public Utilities Review	No Comments	07/12/2024	Vacca
Engineering Review	Comments	07/17/2024	Vaughan
Stormwater Review	No Comments	07/19/2024	Vo
See engineering comments.			
Environmental Review	No Comments	07/23/2024	Kessler
Harbor Master Review	No Response	07/23/2024	Prins
Planning Review	Comments	07/23/2024	Prins
Traffic Eng Review	No Response	07/24/2024	Prins
Parks and Rec Review	No Response	07/24/2024	Prins
Land Resource Review	No Response	07/24/2024	Prins
Fire Review	No Response	07/24/2024	Prins



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TELEPHONE (727) 562-4567

The DRC reviewed this application with the following comments:

**Engineering Review**     **Kyle Vaughan**     **kyle.vaughan@myclearwater.com**     **727-444-8232**

General Comments:

Please acknowledge each comment in response letter.

1. Any infrastructure (Utilities, roadways, and others) improvements or upgrades necessary to satisfy any future project-specific requirements at this site, shall be completed by the developer at their expense and, to the satisfaction of the City.
2. Annexation into the City of Clearwater will generate monthly stormwater utility fees on your City Utility bill. In contrast, properties in Unincorporated Pinellas County are typically assessed a yearly stormwater utility fee as part of the property tax bill.
3. Please note, any changes to the site and/or building shall require bringing all sub-standard sidewalks and sidewalk ramps adjacent to or a part of the project up to standard, including A.D.A. standards (truncated domes per FDOT Index #304).
4. Applicant shall acknowledge that the City will maintain the existing right of way infrastructure and rural cross section in the manner it was built or annexed into the City and has no immediate plans to improve said infrastructure.

**Planning Review**     **Dylan Prins**     **dylan.prins@myclearwater.com**     **727-444-8777**

Planning Review

Please acknowledge the following comments (Acknowledge via email):

1. Pursuant to Community Development Code Section 3-1502 - Property maintenance requirements, there are exterior surface, roof maintenance, and lot clearing issues that could lead to code enforcement violations if not addressed upon annexation into the city.
2. If the existing structures are to be demolished, permits to do so will need to be applied for after the annexation into the city is complete.

## Plan Room Issues:

No Plan Room Issues on this case.

## Plan Room Conditions:

No Plan Room Conditions on this case.

## Plan Room Notes:

No Plan Room Notes on this case.



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TELEPHONE (727) 562-4567

**9:10 AM**

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**Case number:** [ANX2024-07005 -- 0 Sylvan DR](#)

**Owner(s):** Cozzy Homes Llc  
Clearwater, FL 33759-4440  
PHONE: No phone, Fax: No fax, Email: No email

**Applicant:** Cozzy Homes Llc  
Clearwater, FL 33759-4440  
PHONE: (727) 504-4345, Fax: No fax, Email: No email

**Location:** 0.448 acres located on the west side of Sylvan Drive approximately 270 feet south of Vista Way.

**Atlas Page:** 260B

**Zoning District:** MDR - Medium Density Residential

**Request:** This case involves a request for voluntary annexation into the City of Clearwater. It is proposed that the property be assigned an initial Future Land Use Map designation of Residential Urban (RU) and an initial zoning category of Medium Density Residential (MDR).

**Proposed Use:** Detached Dwellings

**Neighborhood Association(s):** Board of County Commissioners  
Clearwater Neighborhoods Coalition  
Pinellas County School Board

**Assigned Planner:** Dylan Prins, Long Range Planner





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**Workflow:**

Review Name	Task Status	Status Date	Last Name
<b>Determination of Completeness</b>	Complete	07/05/2024	Prins
<b>Solid Waste Review</b>	No Comments	07/09/2024	Portalatin
<b>Parks and Rec Review</b>	No Comments	07/10/2024	Parry
<b>Public Utilities Review</b>	Comments	07/12/2024	Vacca
City of Clearwater water service is accessible to address Sylvan Drive Please contact City of Clearwater's Public Utilities engineering department for starting the process and fees of connecting to the city water City Sewer is not available at this time.			
<b>Engineering Review</b>	Comments	07/17/2024	Vaughan
<b>Stormwater Review</b>	No Comments	07/19/2024	Vo
See engineering comments.			
<b>Environmental Review</b>	No Comments	07/23/2024	Kessler
<b>Harbor Master Review</b>	No Response	07/23/2024	Prins
<b>Planning Review</b>	Comments	07/23/2024	Prins
<b>Traffic Eng Review</b>	No Response	07/24/2024	Prins
<b>Land Resource Review</b>	No Response	07/24/2024	Prins
<b>Fire Review</b>	No Response	07/24/2024	Prins



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TELEPHONE (727) 562-4567

The DRC reviewed this application with the following comments:

**Engineering Review**     **Kyle Vaughan**     **kyle.vaughan@myclearwater.com**     **727-444-8232**

General Comments:

Please acknowledge each comment in response letter.

1. Any infrastructure (Utilities, roadways, and others) improvements or upgrades necessary to satisfy any future project-specific requirements at this site, shall be completed by the developer at their expense and, to the satisfaction of the City.
2. Annexation into the City of Clearwater will generate monthly stormwater utility fees on your City Utility bill. In contrast, properties in Unincorporated Pinellas County are typically assessed a yearly stormwater utility fee as part of the property tax bill.
3. Please note, any changes to the site and/or building shall require bringing all sub-standard sidewalks and sidewalk ramps adjacent to or a part of the project up to standard, including A.D.A. standards (truncated domes per FDOT Index #304).
4. Applicant shall acknowledge that the City will maintain the existing right of way infrastructure and rural cross section in the manner it was built or annexed into the City and has no immediate plans to improve said infrastructure.

**Planning Review**     **Dylan Prins**     **dylan.prins@myclearwater.com**     **727-444-8777**

Planning Review

Please acknowledge the following comment:

1. The annexation of this property is contingent upon the annexation of property located at 1827 Douglas Avenue (ANX2024-07004).

## Plan Room Issues:

No Plan Room Issues on this case.

## Plan Room Conditions:

No Plan Room Conditions on this case.

## Plan Room Notes:

No Plan Room Notes on this case.



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TELEPHONE (727) 562-4567

**9:15 AM**

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**Case number:** [ANX2024-07006 -- 2135 PLEASANT PKWY](#)

**Owner(s):** Zachary Morales  
2135 Pleasant Parkway  
Clearwater, FL 33764  
PHONE: (813) 422-9498, Fax: No fax, Email: No email

**Applicant:** Zachary Morales  
2135 Pleasant Parkway  
Clearwater, FL 33764  
PHONE: (813) 422-9498, Fax: No fax, Email: No email

**Location:** 0.601 acres located on the south side of Pleasant Parkway approximately 330 feet south of Bell Cheer Road.

**Atlas Page:** 308B

**Zoning District:**

**Request:** This voluntary annexation petition involves a 0.601-acre property occupied by a detached dwelling. It is proposed that the initial future land use category assigned be the Residential Low (RL) category and the initial Zoning Atlas designation assigned be the Low Medium Density Residential (LMDR) District.

**Proposed Use:** Detached Dwellings

**Neighborhood Association(s):** Board of County Commissioners  
Clearwater Neighborhoods Coalition  
Pinellas County School Board

**Assigned Planner:** Kyle Brotherton, Senior Planner



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 TELEPHONE (727) 562-4567

**Workflow:**

Review Name	Task Status	Status Date	Last Name
Determination of Completeness	Complete	07/02/2024	Brotherton
Solid Waste Review	No Comments	07/09/2024	Portalatin
Parks and Rec Review	No Comments	07/10/2024	Parry
Public Utilities Review	Comments	07/12/2024	Vacca
City of Clearwater sewer system is accessible to address 2135 Pleasant Parkway Please contact City of Clearwater's Public Utilities engineering department for starting the process and fees of connecting to the city sewer City water service is not available at this time			
Engineering Review	Comments	07/17/2024	Vaughan
Stormwater Review	No Comments	07/19/2024	Vo
Planning Review	Comments	07/22/2024	Brotherton
Environmental Review	No Comments	07/23/2024	Kessler



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TELEPHONE (727) 562-4567

**The DRC reviewed this application with the following comments:**

**Engineering Review    Kyle Vaughan    kyle.vaughan@myclearwater.com    727-444-8232**

General Comments:

Please acknowledge each comment in response letter.

1. Any infrastructure (Utilities, roadways, and others) improvements or upgrades necessary to satisfy any future project-specific requirements at this site, shall be completed by the developer at their expense and, to the satisfaction of the City.
2. Annexation into the City of Clearwater will generate monthly stormwater utility fees on your City Utility bill. In contrast, properties in Unincorporated Pinellas County are typically assessed a yearly stormwater utility fee as part of the property tax bill.
3. Please note, any changes to the site and/or building shall require bringing all sub-standard sidewalks and sidewalk ramps adjacent to or a part of the project up to standard, including A.D.A. standards (truncated domes per FDOT Index #304).
4. Applicant shall acknowledge that the City will maintain the existing right of way infrastructure and rural cross section in the manner it was built or annexed into the City and has no immediate plans to improve said infrastructure.

**Planning Review    Kyle Brotherton    kyle.brotherton@myclearwater.com    727-444-8778**

Planning Review

Please acknowledge the following comments:

1. The PVC fence at the head of the driveway is not consistent with the city's Community Development Code. It may continue to exist in its current footprint but would not be permitted to be replaced (Section 3-804, Community Development Code).
2. The tennis court appears to have a nonconforming side setback with may continue to exist but cannot be expanded upon in the future (Section 2-202, Community Development Code).
3. The tennis court and associated fencing is permitted but must be properly maintained and in good repair (Section 3-808, Community Development Code).
4. There are missing address numbers on the house (Section 28.82, Code of Ordinances). Please install house numbers that are at minimum four inches tall on a location that is easily visible from the street.



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TELEPHONE (727) 562-4567

## **Plan Room Issues:**

No Plan Room Issues on this case.

## **Plan Room Conditions:**

No Plan Room Conditions on this case.

## **Plan Room Notes:**

No Plan Room Notes on this case.



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TELEPHONE (727) 562-4567

**9:20 AM**

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**Case number:** [PLT2024-06003 --](#)

**Owner(s):** Freedom Drive Land Trust  
Po Box 4134  
Clearwater, FL 33758-4134  
PHONE: No phone, Fax: No fax, Email: No email

**Applicant:** David Levy  
1164 Ne Cleveland St  
Clearwater, FL 33755  
PHONE: (727) 482-3832, Fax: No fax, Email: Levydesignstudio@gmail.Com

**Representative:** David Levy  
1164 Ne Cleveland St  
Clearwater, FL 33755  
PHONE: (727) 482-3832, Fax: No fax, Email: Levydesignstudio@gmail.Com

**Location:** A 2.21-acre property located on the southwest intersection of Freedom Drive and Kings Highway approximately 304 feet north of Byram Drive and 179 feet south of Alpine Road

**Atlas Page:** 251B

**Zoning District:** Medium Density Residential

**Request:** Preliminary Plat approval for a four-lot subdivision in the Medium Density Residential (MDR) District for an unaddressed parcel located at the southwest intersection of Freedom Drive and Kings Highway; parcel number 03-29-15-55548-000-0091. (Community Development Code Article 4. Division 7, Subdivision /Plats).

**Proposed Use:** Vacant

**Neighborhood Association(s):** Board of County Commissioners  
Clearwater Neighborhoods Coalition  
Pinellas County School Board

**Assigned Planner:** Thea French, Planner



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 TELEPHONE (727) 562-4567

**Workflow:**

Review Name	Task Status	Status Date	Last Name
Determination of Completeness	Complete	07/05/2024	French
Solid Waste Review	No Comments	07/09/2024	Portalatin
Parks and Rec Review	Comments	07/09/2024	Parry
Public Utilities Review	No Comments	07/12/2024	Vacca
no comments			
Engineering Review	Comments	07/17/2024	Vaughan
Environmental Review	No Comments	07/23/2024	Kessler
Stormwater Review	No Comments	07/23/2024	Vo
See Engineering Conditions pertaining to plat approval.			

**The DRC reviewed this application with the following comments:**





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MUNICIPAL SERVICES BUILDING, 100 SOUTH MYRTLE AVENUE, CLEARWATER, FLORIDA 33756

TELEPHONE (727) 562-4567

**Engineering Review    Kyle Vaughan    kyle.vaughan@myclearwater.com    727-444-8232**

Please provide written acknowledgment in formal response letter.

General Comments:

1. Preliminary Plat review is required by the Planning and Development Department. Additional comments may be forthcoming upon submittal of a Final Plat Application.
2. Upon approval of the Preliminary Plat, the applicant shall complete a City of Clearwater Final Plat Application.
3. The plat fee for the final plat is set in Community Development Code Appendix A - Schedule of Fees, Rates and Charges, Section VIII. The Plat fee shall be paid prior to review by the Engineering Department.
4. All required forms may be obtained from the City of Clearwater Engineering Department. In accordance with Development Code Section 4-703, the final plat shall be suitable for recording at the office of the Clerk of the Circuit Court. It shall be prepared and signed and sealed by a Professional Surveyor and Mapper and shall conform with the requirements of any local or City ordinances as well as Chapter 177 of Florida Statutes.
5. The developer should notify the City Surveyor of the intent to provide the final plat to ensure that their packet will be complete.
6. The Title Certification or Owner Encumbrance in the Owner's name shall accompany the plat. In addition, a document entitled Consent to Platting of Lands and Partial Release of Mortgage shall be filed together with the final plat for each person or corporation holding a mortgage on all land included on the plat; where such person has not signed the final plat, Easements shall be shown and dedicated to the City on the plat as per the latest edition of Chapter 177 of Florida Statutes.
7. Any existing or proposed private restrictions and trusteeship and their periods of existence shall be filed as a separate instrument and reference to such instrument shall be noted on the final plat.
8. Underlying rights of way changes by the new plat must be vacated by separate action of the governing entity.

**Engineering Review    Kyle Vaughan    kyle.vaughan@myclearwater.com    727-444-8232**



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## Right of Way Issues

1. Where can I find the description for the ingress/egress easement labeled at the northwest corner of proposed Lot 1?
2. How will Lot 1 resident get to Freedom Drive without crossing into abutting private property?
3. Can Freedom Drive be platted as a separate tract to connect to the previously platted Freedom Drive in Clearwater Village Phase One? This would require reducing lots 1-4, Block Q of Brooklawn.
4. All proposed rights of way need to meet City standards.
5. Please acknowledge the following as per Community Development Code Section 3-1904: Private streets may be permitted where through street access is inappropriate and sufficient guarantees are provided which, in the determination of the city attorney, ensure that the subdivider and successors in title to the property being subdivided will be perpetually responsible for the maintenance of the private streets and which shall be designed and constructed according to the same standards for public streets.

**Parks and Recreation Review**     **Mark Parry**     **mark.parry@myclearwater.com**     **727-444-8768**

### Parks and Recreation Review

For Detached Dwelling Plat/Subdivision Proposals w/o Specific Building Footprints or GFAs. Fees will range between \$3,021 and \$3,762 for market rate/non-age restricted units.

Please be aware that a Parks and Recreation Impact Fee based on the GFA of each dwelling unit will be required prior to the issuance of any Certificate of Occupancy.

**NO FEES ARE DUE AT THIS POINT THIS IS JUST A NOTIFICATION.**

Please acknowledge this comment prior to CDB.

**Planning Review**     **Thea French**     **thea.french@myclearwater.com**     **727-444-8771**

Prior to DO boundary inconsistencies need to be addressed between the location map and the boundary map.

Rights-of-way and road access from Kings Highway, in the northwest corner of the parcel, as represented as Freedom Drive, on the location map of the boundary survey provided, needs to have ownership established with Engineering/Public Works. This is a sufficiency issue. As an unresolved sufficiency issue, the case is unable to continue through the preliminary platting process until the ownership of this portion of the parcel is established.

Based on the issues identified by the DRC, this application is currently insufficient. Revised plans/application will need to be resubmitted and reviewed again by the DRC prior to proceeding to the CDB.



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TELEPHONE (727) 562-4567

## Planning Review

**Thea French**

**thea.french@myclearwater.com**

**727-444-8771**

Prior to DO:

1. Inconsistencies and clarity between the location map and the boundary survey need to be addressed.

2. How the ownership of the northernmost area of the existing parcel is to be changed needs to be addressed.

Rights-of-way and road access from Kings Highway, in the northwest corner of the parcel, as represented as Freedom Drive, on the location map of the boundary survey provided, needs to have ownership established with Engineering/Public Works. This is a sufficiency issue. As an unresolved sufficiency issue, the case is unable to continue through the preliminary platting process until the ownership of this portion of the parcel is established.

Based on the issues identified by the DRC, this application is currently insufficient. Revised plans/application will need to be resubmitted and reviewed again by the DRC prior to proceeding to the CDB.

### Plan Room Issues:

No Plan Room Issues on this case.

### Plan Room Conditions:

No Plan Room Conditions on this case.

### Plan Room Notes:

No Plan Room Notes on this case.



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MUNICIPAL SERVICES BUILDING, 100 SOUTH MYRTLE AVENUE, CLEARWATER, FLORIDA 33756

TELEPHONE (727) 562-4567

**9:50 AM**

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**Case number:** [PLT2024-07004 -- 27 SOMERSET ST](#)

**Owner(s):** Clover Somerset Beach Llc  
4427 W Kennedy Blvd Ste 250  
Tampa, FL 33609-2004  
PHONE: No phone, Fax: No fax, Email: No email

**Applicant:** Lyle Fogarty  
4427 W Kennedy Blvd  
Ste 250  
Tampa, FL 33609  
PHONE: (813) 641-4261, Fax: No fax, Email: Lfogarty@clover-properties.Com

**Representative:** Lyle Fogarty  
4427 W Kennedy Blvd  
Ste 250  
Tampa, FL 33609  
PHONE: (813) 641-4261, Fax: No fax, Email: Lfogarty@clover-properties.Com

**Location:** The 0.10-acre for each property located on the southwest corner of Somerset and Mandalay Avenue.

**Atlas Page:** 258A

**Zoning District:** T - Tourist

**Request:** Preliminary Plat approval for a four-lot subdivision in the Tourist (T) District located at 19, 21, 25 and 27 Somerset St., Parcel ID numbers 05-29-15-16362-002-0060, 05-29-15-16362-002-0070, 05-29-15-16362-002-0080 and 05-29-15-16362-002-0090, pursuant to Community Development Code Article 4, Division 7, Subdivisions/Plats.

**Proposed Use:** Attached Dwellings

**Neighborhood Association(s):** Board of County Commissioners  
Clearwater Neighborhoods Coalition  
Pinellas County School Board

**Assigned Planner:** Shahrzad Takaloo, Planner III



# CITY OF CLEARWATER

PLANNING & DEVELOPMENT DEPARTMENT  
POST OFFICE BOX 4748, CLEARWATER, FLORIDA 33758-4748  
MUNICIPAL SERVICES BUILDING, 100 SOUTH MYRTLE AVENUE, CLEARWATER, FLORIDA 33756  
TELEPHONE (727) 562-4567

## Workflow:

Review Name	Task Status	Status Date	Last Name
Determination of Completeness	Complete	07/08/2024	Takaloo
Solid Waste Review	No Comments	07/09/2024	Portalatin
Parks and Rec Review	Comments	07/09/2024	Parry
Engineering Review	Comments	07/17/2024	Vaughan
Environmental Review	No Comments	07/23/2024	Kessler
Stormwater Review	No Comments	07/23/2024	Vo
See Engineering Conditions pertaining to plat approval.			

The DRC reviewed this application with the following comments:



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TELEPHONE (727) 562-4567

**Engineering Review    Kyle Vaughan    kyle.vaughan@myclearwater.com    727-444-8232**

Please provide written acknowledgment in formal response letter.

General Comments:

1. Preliminary Plat review is required by the Planning and Development Department. Additional comments may be forthcoming upon submittal of a Final Plat Application.
2. Upon approval of the Preliminary Plat, the applicant shall complete a City of Clearwater Final Plat Application.
3. The plat fee for the final plat is set in Community Development Code Appendix A - Schedule of Fees, Rates and Charges, Section VIII. The Plat fee shall be paid prior to review by the Engineering Department.
4. All required forms may be obtained from the City of Clearwater Engineering Department. In accordance with Development Code Section 4-703, the final plat shall be suitable for recording at the office of the Clerk of the Circuit Court. It shall be prepared and signed and sealed by a Professional Surveyor and Mapper and shall conform with the requirements of any local or City ordinances as well as Chapter 177 of Florida Statutes.
5. The developer should notify the City Surveyor of the intent to provide the final plat to ensure that their packet will be complete.
6. The Title Certification or Owner Encumbrance in the Owner's name shall accompany the plat. In addition, a document entitled Consent to Platting of Lands and Partial Release of Mortgage shall be filed together with the final plat for each person or corporation holding a mortgage on all land included on the plat; where such person has not signed the final plat, Easements shall be shown and dedicated to the City on the plat as per the latest edition of Chapter 177 of Florida Statutes.
7. Any existing or proposed private restrictions and trusteeship and their periods of existence shall be filed as a separate instrument and reference to such instrument shall be noted on the final plat.
8. Underlying rights of way changes by the new plat must be vacated by separate action of the governing entity.



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TELEPHONE (727) 562-4567

**Parks and Recreation Review**    **Mark Parry**    **mark.parry@myclearwater.com**    **727-444-8768**

Parks and Recreation Review  
For Detached Dwelling Plat/Subdivision Proposals w/o Specific Building Footprints or GFAs. Fees will range between \$3,021 and \$3,762 for market rate/non-age restricted units.

Please be aware that a Parks and Recreation Impact Fee based on the GFA of each dwelling unit will be required prior to the issuance of any Certificate of Occupancy.

NO FEES ARE DUE AT THIS POINT THIS IS JUST A NOTIFICATION.

Please acknowledge this comment prior to CDB.

**Planning Review**    **Isabel Winget**    **isabel.winget@myclearwater.com**    **727-444-8704**

Completeness Review 7-8-2024  
Met

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Completeness Review 7-3-2024  
A legal description must be provided for each of the new lots. The provided legal description details only the existing lot configuration and the proposed project will change this.

**Planning Review**    **Isabel Winget**    **isabel.winget@myclearwater.com**    **727-444-8704**

Completeness Review 7-8-2024  
Met

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Completeness Review 7-3-2024  
While not specifically required, a Site Data Table detailing each of the proposed lot specifications related to the items on pages 2-3 of the Preliminary Plat Application document.

**Planning Review**    **Shahrzad Takaloo**    **sherri.takaloo@myclearwater.com**    **727-444-7961**

Planning - Acknowledge:

Prior to DO

The Preliminary Plat must provide the entire existing parcels and each of the proposed lots, including a legal description for each new lot.

Please submit a flash drive with one pdf on it which will need to include all required documents for a Preliminary Plat application and ensure that everything is consistent with the companion flexible development application.

**Plan Room Issues:**

No Plan Room Issues on this case.

**Plan Room Conditions:**

No Plan Room Conditions on this case.

**Plan Room Notes:**

No Plan Room Notes on this case.