

## M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, DECEMBER 3, 2024  
COMMISSION CHAMBERS - 9:08 A.M.

Mayor Penny called the meeting to order at 9:08 A.M. immediately following the Agenda Meeting and dispensed with opening formalities.

ROLL CALL: COMMISSIONERS BEN THOMAS, LYNDIA THOMPSON, THOMAS REID, VICE MAYOR GAIL NEIDINGER, AND MAYOR ARTHUR PENNY. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY JULIA MANDELL, FINANCE DIRECTOR JAMES GRAHAM, PUBLIC SAFETY DIRECTOR DAVID MIXSON, PUBLIC WORKS DIRECTOR SHAWN SHIMKO, COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN, AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topics scheduled for discussion were Storm Recovery Activity Update, Post Disaster Permit Fees, and Site Address at Curb Line Request.

The first topic for discussion was Storm Recovery Activity Update.

Public Works Director Shimko spoke regarding debris removal, facility repairs, and upcoming events. He said the final pass of debris removal is expected to begin tomorrow. He reported that staff will be meeting with insurance representatives about damage to City buildings. He noted that construction of the pavilion should not be delayed.

City Clerk Lewis spoke regarding damage to City Hall. She stated that staff is working to put together options for how to address the flooding that occurred on the first floor.

The next topic for discussion was Post Disaster Permit Fees.

Mayor Penny spoke regarding City permitting activity following Hurricane Helene and Hurricane Milton and reviewed a previously distributed handout (attached to Minutes as Exhibit A). He explained how permit fees are calculated. He reported that he believes the City is ahead of many other jurisdictions in terms of issuing permits following the recent storms. He questioned if the draft resolution had been reviewed by the City's legal counsel.

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Commissioner Thompson stated that she provided the draft resolution in order to propose reducing permit fees. She noted that it had not yet been reviewed.

Mayor Penny suggested waiving permit fees rather than reducing them by 50%. He noted that those who have already paid permit fees following the recent storms be eligible for refunds.

Discussion ensued regarding waiving permit fees in response to Hurricane Helene and Hurricane Milton.

The consensus of the Commission was to pursue waiving permit fees in response to Hurricane Helene and Hurricane Milton and to add the item to the December 10, 2024 Regular Commission Meeting agenda.

Community Improvement Director Sullivan questioned if permit fees are being waived for all permit applications or just for those related to storm damage.

Mayor Penny stated that only those permits related to storm damage should have the fees waived.

Vice Mayor Neidinger questioned how long the proposed permit fee waiver would be in place.

Discussion ensued regarding the timeframe and eligibility requirements for the waiver of permit fees.

The consensus of the Commission was that the proposed waiver of permit fees be in place until March 31, 2025 and that only permits for storm-related damage would be eligible.

In response to Ms. Sullivan, City Attorney Mandell stated that she would have to research how statutory surcharges would be affected by the proposed waiver.

In response to Vice Mayor Neidinger, Ms. Sullivan reviewed the substantial damage assessment process.

The next topic for discussion was Site Address at Curb Line Request.

Ms. Sullivan stated that while doing damage assessments it was sometimes difficult to identify street numbers for damaged properties. She suggested that street numbers be stenciled onto the curb line at residential properties to help first responders and future damage assessment processes.

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Discussion ensued regarding stenciling street numbers onto the curb lines throughout the city.

The consensus of the Commission was to pursue adding street numbers to the curb line in front of residential properties.

City Attorney Mandell announced that she is leaving GrayRobinson, P.A. and is taking a position with Hillsborough County. She thanked the City for the opportunity to serve.

There being no further discussion, the meeting was adjourned at 9:53 A.M.

*Arthur Penny*

Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

Carley Lewis, City Clerk  
12-03.24a

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TO VIEW ORIGINAL SIGNED MINUTES,  
PLEASE CONTACT THE CITY CLERK'S OFFICE.**