

City of Clearwater

Main Library - Council Chambers
100 N. Osceola Avenue
Clearwater, FL 33755



Meeting Minutes

Tuesday, November 18, 2025
1:00 PM

Main Library - Council Chambers

Community Development Board

Rollcall

Present 8 - Chair Michael Boutzoukas, Board Member Andrew Park, Board Member Diane Achinelli, Board Member Aubrey Haudricourt, Board Member Kurt Hinrichs (Alternate), Board Member Andrew Hupp, Board Member Michael Mastruserio, and Board Member Michelle Chenault

Also Present – Jay Daigneault – Attorney for the Board, Matthew Mytych – Assistant City Attorney, Lauren Matzke – Planning & Development Director, and Rosemarie Call – City Clerk

To provide continuity for research, items are listed in agenda order although not necessarily discussed in that order.

Draft

1. Call to Order, Invocation, Pledge of Allegiance – Chair Boutzoukas

The meeting was called to order at 1:00 p.m.

2. Approval of Minutes

2.1 Approve the minutes of the October 21, 2025 CDB meeting.

Board Member Haudricourt moved to approve the minutes of the October 21, 2025 CDB meeting. The motion was duly seconded and carried unanimously.

3. Citizens to be Heard Regarding Items Not on the Agenda – None.

4. Consent Agenda: The following cases are not contested by the applicant or city staff. If no objections are raised by a member of the public, and member(s) of the Board do not request to remove an item from the Consent Agenda, items will be approved by a single vote at the beginning of the meeting.

4.1 TA2025-09002: Amendments to the Community Development Code to update the city's platting process to address statutory changes pursuant to Senate Bill 784 (2025), An Act Relating to Platting. (Level Three Application)

Case: TA2025-09002 - Citywide

Applicant: City of Clearwater, Planning and Development Department

Request: Amendments to the Community Development Code to update the city's platting process to address statutory changes pursuant to Senate Bill 784

(2025), An Act Relating to Platting.

Associations: Board of County Commissioners, Clearwater Neighborhoods Coalition, Pinellas County School Board

Assigned Planner: Lauren Matzke, Planning & Development Director; email: lauren.matzke@myclearwater.com; phone: 727-444-8702

Board Member Mastruserio requested the item be pulled from the Consent Agenda.

In response to questions, Planning and Development Director Lauren Matzke said the Community Development Board makes a recommendation to City Council, who ultimately approves the ordinance. The Garden Avenue matter would not be impacted by the proposed platting process as it involved the vacation of a right-of-way. She said the Community Development Coordinator is the code's term for the Planning and Development Director. Staff does not anticipate changing the platting process; the process should be shorter as staff may sign off on requests that meet all code requirements, avoiding the cue for a public hearing. Staff estimates the platting process to be completed within 90 days or sooner. She said items coming before the Board that have an associated preliminary plat will be noted in the agenda pack but not read into the record.

Board Member Chenault moved to recommend approval of Case TA2025-09002 based on the evidence and testimony presented in the application, the Staff Report and at today's hearing, and hereby adopt the Findings of Fact and Conclusions of Law stated in the Staff Report. The motion was duly seconded and carried unanimously.

4.2 TA2025-09003: Amendments to the Community Development Code to update certain development review processes and timeframes reflect current processes and address statutory changes pursuant to Senate Bill 1080 (2025), An Act Relating to Local Government Land Regulation. (Level Three Application)

Case: TA2025-09003 - Citywide

Applicant: City of Clearwater, Planning and Development Department

Request: Amendments to the Community Development Code to update certain development review processes and timeframes reflect current processes and address statutory changes pursuant to Senate Bill 1080 (2025), An Act Relating to Local Government Land Regulation.

Associations: Board of County Commissioners, Clearwater Neighborhoods Coalition, Pinellas County School Board

Assigned Planner: Lauren Matzke, Planning & Development Director; email: lauren.matzke@myclearwater.com; phone: 727-444-8702

Board Member Haudricourt moved to recommend approval of Case TA2025-09003 on today's Consent Agenda based on evidence in the record, including the application(s) and the Staff Report(s), and hereby adopt the Findings of Fact and Conclusions of Law stated in the Staff Report(s). The motion was duly seconded and carried unanimously.

5. Director's Report

Planning and Development Director Lauren Matzke introduced Rebecca Mulder, the new Planning and Development Assistant Director.

6. Board Members to be Heard – None.

7. Adjourn

The meeting adjourned at 1:18 p.m.

Chair, Community Development Board

Attest:

City Clerk