

City of Lake Alfred
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Community Development

Building | Code Enforcement | Planning | Zoning

AGENDA

PLANNING BOARD MEETING

**CITY COMMISSION CHAMBERS
CITY HALL**

**JANUARY 9, 2018
REGULAR MEETING 6:00 P.M.**

CALL TO ORDER: CHAIR JOSEPH HULTS

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL: MAMIE DRANE, ADMINISTRATIVE ASSISTANT

APPROVAL OF MINUTES: OCTOBER 13, 2017 MEETING

BUSINESS ITEMS - PUBLIC HEARING:

- 1) APPOINTMENT OF CHAIR AND VICE CHAIR
- 2) BYLAWS REVIEW
- 3) SCHEDULE
- 4) MEETING PROCEDURES
- 5) PROJECT LIST

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

ADJOURN

NEXT MEETING: FEBRUARY 13, 2018

Any person who decides to appeal any recommendation of the City Commission and/or Planning Board with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, 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. Persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk no later than five days prior to the proceeding at 291-5748.

DRAFT MINUTES
PLANNING BOARD MEETING

October 13, 2017
REGULAR MEETING 6:00 P.M.

CALL TO ORDER: CHAIR JOSEPH HULTS

INVOCATION AND PLEDGE OF ALLEGIANCE JOE HULTS

ROLL CALL: ADMINISTRATIVE ASSISTANT MAMIE DRANE

Those in attendance were Chair Joe Hults, Vice Chair Deborah Byrne, Karen Abdul-Hameed, Loretta Vittorio, Community Development Director Ameé Bailey, Administrative Assistant Mamie Drane and Jennifer Codo-Salisbury with the Central Florida Regional Planning Council.

Absent: Matthew Noone, Bette Biggar

APPROVAL OF MINUTES: September 26, 2017 MEETING

Board Member Vittorio made a motion to approve the minutes, seconded by **Board Member Abdul-Hameed** seconded the motion

BUSINESS ITEMS - PUBLIC HEARING:

Chair Hults turned the meeting over to **Community Development Director Ameé Bailey**

**1) PUBLIC HEARING: SOLAR POWER GENERATION FACILITIES
UNIFIED LAND DEVELOPMENT CODE (ULDC) TEXT AMENDMENT ISSUE**

The Planning Board is asked to consider an applicant initiated request by the Tampa Electric Company (TECO) for a text amendment to the Unified Land Development Code of the City of Lake Alfred, Florida relating to solar power generation facilities amending Article 2 Regulations for Specific Districts to including solar power generation facilities as a primary use in the Rural Residential District (RR), Residential Estate District (RE), Single Family Dwelling District (R-1AAA), Industrial District (M-1), Light Industrial District (I-1), Heavy Industrial District (I-2), and Public Buildings and Grounds (PB) Zoning Districts within the City of Lake Alfred; establishing Development Design and Improvement Standards in Article 3 for such facilities; and adding definitions in Article 9.

This hearing was advertised in the News Chief on October 6th, mail outs were not required. An applicant initiated text amendment is not something the Board is familiar with. Staff will present the request from the applicant, then go over the staff initiated changes, and finally the applicant will go over what they have requested and why. **Director Bailey** then stated, Pursuant to Section 163.04, Florida Statutes (F.S.), an ordinance, deed restriction, covenant, declaration, or similar binding agreement promulgated by local government or a homeowners' association effectively prohibiting renewable energy devices such as solar collectors is expressly prohibited. However the statute allows the City to regulate the location and installation of renewable energy devices and facilities within the Unified Land Development Code (ULDC). Land development regulations addressing solar are generally divided into two categories

- 1) Solar energy systems as an accessory use to a principal structure for on-site use or

2.) Solar Power Generation Facility to produce electricity for use off-site. The City has received a ULDC text amendment application from the Tampa Electric Company (TECO) to permit solar power generation facilities within the City of Lake Alfred. Solar power generation facilities, frequently referred to as solar farms, are large areas of ground mounted solar panels for the conversion of sunlight into electricity for use by off-site customers. TECO is currently evaluating several site options for this use in the City. This request does not include solar energy systems such as ground or roof mounted solar panels on a home or building for on-site consumption.

The proposed text amendments include amending the Table of Uses to permit solar power generation facilities through the site plan review process (D) in the RR, RE, R-1AAA, M-1, I-1, I-2, and PB zoning districts. Requirements for the solar power generation facilities (listed below) are included in Section 3.09.15. The landscaping and buffer requirements in Section 3.07 are expanded to address this use. Definitions are added to Article 9 for clarification.

Requirements:

- Must be ground mounted.
- Minimum lot size of 10 acres.
- Solar panels must be placed a minimum of 50 feet from lot lines.
- Maximum height of 15 feet. All other structures meet zoning district height requirements.
- Require security fence 6 foot to 8 foot high fence.
- Must be opaque when immediately adjacent to single and multi-family residential uses, community uses and commercial uses.
- Require glare reducing panels.
- Internal access roads do not have to meet street design standards.
- Provide proof of ability to interconnect with the power grid
- Must be removed within 120 days of abandonment.
- Abandonment occurs if energy has not been produced in a one-year period.

STAFF RECOMMENDATIONS:

The proposed use of solar power generation is consistent with the City's Comprehensive Plan and the Unified Land Development Code. While solar power generation is a use that would be allowed by the Comprehensive Plan, locating the use within residential zoning categories is not consistent with the overall growth vision of the City. Staff has proposed limiting the zoning categories similar to the electric power generation category and suggested the following additional/modified development provisions:

- Restricting placement in wetlands or other environmentally sensitive areas.
- On-site power lines and interconnections to electric grids placed underground when possible.
- Requiring opaque fencing when adjacent to residential, commercial, or community uses.
- Buffering requirements similar to industrial uses with the ability to reduce therequirements based on existing landscaping and the type of fencing provided.
- Requiring an emergency access and submit an emergency response plan.
- Site must be maintained.
- Permitting solar power generation facilities in the same manner as an electric power plant utilizing the conditional use process (C) rather than the site plan review process (D) in most categories and limiting the use in residential categories. (See Table 2.04.01)

Staff reviewed the solar policies of other jurisdictions as part of this policy review. The development policies provided by staff are in line with other jurisdictions. There is also general consensus regarding the placement of solar power generation facilities within industrial areas. However, very few jurisdictions

allow these facilities within residential districts. When they were allowed it was limited to rural districts with limited residential allowances. For example, Polk County allows solar power generation facilities in their Agricultural Residential/ Rural District (1unit/5ac-20ac) or the Residential Suburban district (1unit/5ac). The County requires a public hearing process to allow solar power generation facilities in these Districts. The City's most similar district is the Rural Residential zoning district (RR) with a minimum lot size of 10 acres. These properties generally have little or no access to urban services such as water, wastewater, or paved roads. The Residential Estate (RE) zoning district allows limited agricultural uses on property with a dwelling unit and public uses compatible with residential uses. This zoning category allows 1unit/ac. Electric power generation is currently conditional in this category, but staff is suggesting the removal of this use in the RE zoning category due to the higher density allowance and infrastructure present as compared to the RR zoning category. Nor was the requested R-1AAA zoning category included due to the higher density allowance. Both the RR and the RE are located within the lowest density land use designation and often serve as a transitional zoning category within the land use designation. Newly annexed properties with current agricultural uses would be assigned to one of these zoning categories with the understanding that the agricultural use is permitted to continue so long as there are no infrastructure improvements installed. The primary function of these categories is to permit agricultural activities, rural density residential development, and to also serve as a reserve for future urban development. As urban services become available, the zoning category would transition to another zoning category to allow the highest and best use of the property. "The Very Low Density Land Use designation consists primarily of single family detached dwellings and agricultural uses. This Low Density residential designation shall meet Lake Alfred's housing needs for the lower density housing, promote efficient use of infrastructure, protect existing single family neighborhoods and promote compatible land uses. This classification shall permit densities up to three (3) units per acre, depending on the development suitability of the site, and availability of public facilities and services" (CP Policy 1.1.7).

Staff is recommending that the solar and electric power generation be a conditional use in the RR only due to the limited residential and larger lot size requirement. In addition the proposed development criterion for solar power generation requires a minimum of 10 acres. Lastly, the definitions were modified and additional definitions were provided to differentiate between solar power for on-site (accessory) and off-site (primary) uses

Nick Plott, Tampa Electric, Community and Government Relations Representative for Polk County stated this is an exciting time for Tampa Electric; eighteen months ago Tampa Electric was bought out by Emera a Canadian company. Emera has been aggressive in solar projects, the Tampa International Airport and Lego Land solar projects have received wonderful feedback.

Darrin Stowe Environmental Consulting Technology, Certified Planner representing Tampa Electric stated Lake Alfred's Land Development Code and the Comprehensive Plan are silent to solar generation. It has been difficult to ask for a permit, they would like to add to the City's Land Development Code that would allow solar power generation facilities. They are consistent with the Comprehensive Plan, the applications in not tied to any property at this time. There was a meeting and they agreed the changes were consistent with the company as a plan. They are looking at other sites in other counties; they are looking for land of lower value. They would like to see the addition of two other zones. They can live with all the criteria the City has stated, he then asked about a variance. They would like flexibility on the buffer. He requested the board consider a hybrid of the recommendation, to accept everything with the exception of the Table of Land Uses, he asked the board to accept their changes.

Mark Ward, Tampa Electric Director of Solar Projects gave an overview of Tampa Electric's solar projects. They have been working with Tampa Electric's residential, retail, industrial and commercial rate payers. As a result the commercial companies are interested in building closer to the solar projects. Tampa Electric is looking at Lake Alfred because the City is on the edge of the service area. Tampa

Electric has promised their users they would not develop solar on wet lands, they do like to locate plants as close to transmission lines as possible. Solar is a low impact infrastructure, they are quite and there will be buffers to limit the impact. The power that is produced here will flow here first. The solar power from Lake Alfred will be about seven percent of the power that Tampa Electric produces. They are focused on providing solar for their rate payers.

Board Member Abdul Hameed if the solar power that is generated here will be used here and will the billing be mostly for the solar. Also, are you in agreement with the changes Staff has made, and if not, why. The R1-AAA has the three to five per acre, would the proposed solar plant back up the the property on 557 on Cass Rd.

Board Member Vittorio asked if there is potential to go beyond Lake Alfred.

Director Bailey, in response to the request by **Darrin Stowe**, she stated; Mr. Stowe is asking the Board to add back the R-E and the R1-AAA as a conditional use in the Table of Land Use. The text amendment is to establish which zoning category solar would be allowed in and what the standards are that they have to adhere to. Staff is suggesting keeping solar in the more rural areas not in the R1-AAA, solar farms would not be allowed in the residential areas.

Chair Hults asked what would keep anyone with land leasing their property to a company for solar purposes. What if the City has a text amendment? The statement in the recommendation that states it may fit the City's overall Comprehensive plan it's not in the City's growth plan. If the Planning Board isn't careful how they change things, it's possible this could prohibit residential growth.

Chair Hults opened the public hearing.

Bart Allen, Land Use Attorney, Peterson and Meyers Law Firm, on behalf of the property owner stated, the owner is in complete support of what TECO has presented. Taking out the R1AAA will limit the available land for TECOs development usage. Adding the R1AAA as a conditional use would be the appropriate measure.

Board Member Abdul Hameed To add the R1AAA is not conducive to Lake Alfred; we have the industrial area where solar would be more appropriate

Board Member Byrne asked if this would lower property value.

Director Bailey stated your neighbors always have an impact on your property. The City Staff can look into how Solar Farms impacted the property around them.

Chair Hults closed the public hearing.

He stated residents are asking why doesn't Lake Alfred have a grocery or why doesn't other retail stores build here. The groceries and other retail stores tell the City that we have to have a certain amount of people and traffic. Going in the Solar Farm direction is the direct opposite of where we want to go in as a City. The Comprehensive Plan states clearly, the City is not against Solar Power and Wind Power is good. There should be limited use in residential areas. He asked **Director Bailey** to point out, on the map, other properties that would be more suitable for Solar Power Farms. He then asked if the Board had any more questions.

Director Bailey stated that the recommendations are listed on the screen, however, the Board can make a motion to change the recommendations as they see fit.

Board Member Abdul Hameed stated she agreed with **Chair Hults**, any change to R1AAA is not conducive to Lake Alfred, saying homes could be in this area, there are other areas for Solar Farms.

Vice Chair Byrne moved the Planning Board recommend approval with the staff recommended changes to the City Commission of the applicant-initiated text amendment to the City of Lake Alfred Land Development Code relating to the solar power generation facilities, amending Article 2, 3, and 9. The motion was seconded by **Board Member Abdul Hameed**. Motion carried by unanimous vote.

CHAIR HULTS	AYE
VICE CHAIR BYRNE	AYE
BOARD MEMBER VITTORIO	AYE
BOARD MEMBER ABDUL-HAMEED	AYE

2) THE LAKES TRACT 8 DEVELOPMENT AGREEMENT

Community Development Director Anee Bailey read the LAKE ALFRED LAND PARTNERS II, LLC is requesting approval of a development agreement amendment to the existing agreement previously approved in 2013. This amendment will recognize rights and obligations of the new Owner and the City concerning the Development of the Property.

Advertised Oct 6th in the paper

Before CC November 6th

Under Florida Statutes Sections 163.3220-163.3243, The City has the authority to enter into development agreements with property owners to encourage a stronger commitment to comprehensive and capital facilities planning and reduce the economic cost of development. The Lakes of Lake Alfred was first approved in concept in 2004. The total development encompasses 8 individual tracts totaling approximately 589 homes. Tracts 1-3 have been completely developed. The City acknowledged a new owner for Tracts 4, 5, 6 and 7 as a separated development project with an amended Development Agreement for The Lakes II in 2015. A Second Amendment was approved in September for The Lakes II Tracts 4 and 4A to acknowledge the recent re-zonings. Tracts 5 and 6 are vacant with some infrastructure improvements complete. Tract 7 is only an access road and lift station that serves the second half of The Lakes subdivision. Tract 8 infrastructure improvements were completed in 2006. In September of 2013, the previous owner of Tract 8 adopted Master Development Agreement and Master Homeowners Association documents to distinguish Tract 8 as a separate development (Water's Edge at The Lakes). Tract 8 was previously designed for attached multi-family units (townhomes). The development had preliminary platting and the infrastructure (roads, water, sewer, and stormwater) are in place. The new owners have proposed single-family detached units and received a zoning of Planned Unit Development – Residential (PUD-R) in August 2017. The PUD zoning allows for greater flexibility than the standard zoning districts. This flexibility is needed in order to accommodate the change from multi-family-attached units to single-family detached units within the existing infrastructure. The PUD-R request proposes the following development standards. • A change in housing product from townhomes to single family detached dwelling units for a total of 59 units on 59 residential lots. (previously approved for 105 units)

- Side yard setbacks of 5 feet.
- Rear yard setbacks of 15 feet.
- A minimum lot size of 6,400 square feet.
- A minimum lot width of 65 feet.
- Dedication Tract A to the City of Lake Alfred.

Respectfully submitted,

Mamie Drane

October 13, 2017 Planning Board Meeting (Public Hearing)

November 6, 2017 City Commission (First Reading)

November 20, 2017 City Commission (Public Hearing, Second Reading)

CITY OF LAKE ALFRED, FLORIDA

PLANNING BOARD BYLAWS

**To supplement Section 8.03.01 of the
Lake Alfred Unified Land Development Code**

As Adopted November 9, 2005

Revised December 11, 2013

DRAFT Changes 2018

Lake Alfred Planning Board Bylaws

Table of Contents

Rule 1: Board Name and Definitions.....	page 1
Rule 2: Membership.....	page 1
Rule 3: Jurisdiction.....	page 1
Rule 4: Officers and Their Duties.....	page 1
Rule 5: Meetings and Schedules.....	page 2
Rule 6: Public Hearing Procedural Rules.....	page 3
Rule 7: Authority for Review.....	page 5
Rule 8: Staff Role.....	page 6
Rule 9: Amendment of Bylaws.....	page 6

Lake Alfred Planning Board Bylaws

Rule 1. Board Name and Definitions

- A. **Name.** The name of the Board is the “Lake Alfred Planning Board” enacted by Ordinance 742-93, The Lake Alfred Unified Development Code, Article 8, Section 8.03.01.
- B. **Definitions.** Unless stated to the contrary, the following words shall have the meanings stated below.
 - 1. **Citation** shall refer to these rules, which shall be cited as the “By-Laws of the Lake Alfred Planning Board.”
 - 2. **Code** shall refer to the Unified Land Development Code (ULDC) of the City of Lake Alfred, Florida.
 - 3. **Board** shall refer to the City of Lake Alfred Planning Board.
 - 4. **City Commission** shall refer to the City Commission for the City of Lake Alfred, Florida.

Rule 2. Membership

- A. ~~For all new members appointed to the Planning Board after September 31, 2005, any resident of the City of Lake Alfred desiring to serve on the Planning Board~~ Prospective members should complete an Appointment Information Form, which may be obtained from the City Staff. As positions on the Board become vacant, the City Staff will notify the City Commission of the need for appointments. It is the sole responsibility of the City Commission to make nominations and appointments to the Planning Board.
- B. ~~All~~ Members shall be are generally appointed for terms of three years each, however the terms may vary as outlined in set forth in Section 8.03.01 (B), of the Lake Alfred Unified Land Development Code. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

Rule 3. Jurisdiction

The Board shall have jurisdiction over those matters set forth in Section 8.03.01, of the Lake Alfred Unified Land Development Code.

Rule 4. Officers and Their Duties

The officers are the Chair and the Vice-Chair shall follow the minimum procedures as outlined in set forth in Section 8.03.01 (C), of the Lake Alfred Unified Land Development Code and as outlined below.

- A. **Chair.** The Chair shall be elected by and from the regular members of the Planning Board and shall preside at all meetings. The term of the Chair shall be effective for one (1) year and shall have no term limit.
- B. **Vice-Chair.** The Vice-Chair shall, after election of the Chair, be elected by and from the regular members of the Planning Board. Whenever the Chair is absent, the Vice-Chair shall preside at the meeting. If both are absent, a temporary Chair shall be elected by nomination, motion, and vote. The term of the Vice-Chair shall be effective for one (1) year and shall have no term limit.
- C. **Election of Officers.** At the first regular meeting of the Board on or after November 1, the members of the Planning Board shall elect a Chair and Vice-Chair from among its regular members to serve in that capacity until the next election or until said officers resign or are removed. A majority vote of the membership shall elect said officers.
- D. **Removal.** Any officer may, at any meeting, be removed for cause. Removal by the Board shall be by majority vote of the members. In event of such removal or in the event of resignation of any officer, the Board shall, within 30 days, elect a member to serve as a replacement for the remainder of the unexpired term of the officer.

Rule 5. Meetings and Schedules

The Board shall follow the minimum procedures as outlined in set forth in Section 8.03.01 (C), of the Lake Alfred Unified Land Development Code and as outlined below.

- A. **Monthly Meetings.** Regular meetings shall be held in the Lake Alfred City Hall Commission Chamber, on the ~~third Wednesday~~second Tuesday of the month at ~~7~~6:00 P.M. as needed. If the ~~third Wednesday~~second Tuesday of the month is a holiday, then the meeting shall be scheduled for the ~~first Wednesday~~fourth Tuesday.
- B. **Notification and Attendance.** It shall be the responsibility of City Staff to contact Board members and confirm attendance. While every effort shall be made to have attendance confirmed no later than three days prior to a meeting, all members are responsible for contacting the City Staff at least

twenty-four hours in advance of an unexpected absence.

1. The Planning staff shall provide an agenda to all members at least seven (7) days prior to each regular meeting.
 2. Any Board member who fails to attend three consecutive meetings without notification to the City Staff shall resign or be removed from the Board by the City Commission.
- C. **Quorum.** A quorum of the seven (7) member Planning Board shall consist of four (4) members. The Planning Board will retain up to two (2) alternate Planning Board members to serve in the anticipated absence of any regular member. A majority vote of the members of the Board at any meeting is required for positive action. No meeting shall commence unless a quorum is present. Fifteen minutes after the scheduled meeting time has elapsed, if a quorum is not present, the meeting shall be rescheduled. The full notification process will be required to hear rescheduled cases, but no fee will be required of the petitioner.
- D. **Special Meetings.** The Chairperson or the members of the Planning Board collectively may, at a regular meeting, request a special assembly, but not outside of the scope of a regular convened meeting of the Planning Board. The Chairperson or the Planning Board members calling a special meeting shall notify the City's Planning Official at least seven (7) business days in advance of the time and place, and the purpose of the special meeting.
1. The City Staff shall notify all members by correspondence.
 2. Special meetings may be called so long as requirements for public notice are met.
- E. **Workshops.** Planning Board members may hold a workshop to discuss any matters of interest to the Planning Board and may be called from time to time by the Chair, who shall give at least seven (7) business days notice. All members are strongly encouraged to attend. At no time during workshops shall a member announce or indicate his/her position regarding a decision to be made at the public meeting.
- F. **Training.** The Planning Board shall be encouraged to attend one (1) session in the State of Florida per year to further individual knowledge of planning principles. A session can include, but is not limited to, local workshops, city-sponsored workshops, regional seminars, state conferences, etc. Planning staff will be responsible for informing Board members about educational opportunities. Planning Board members may also bring educational opportunities to the attention of planning staff. The City will pay for travel, lodging, food, materials, and the education session, if approved by the City

Manager. If a Planning Board member does not attend the educational session, once paid for by the City, said Board member will be required to reimburse the City. Additionally, City Staff will keep the Board updated on planning-related issues.

Rule 6. Public Hearing Procedural Rules.

- A. **Decorum.** Business before the Board should be conducted in accordance with the up-to-date edition of *Robert's Rules of Order*.
- B. **Order of Business.** The standard agenda form which delineates the order of business to come before the Board during the regular meeting shall be as follows:
 - i. Call to order
 - ii. Roll call
 - iii. Invocation
 - iv. Pledge of allegiance
 - v. Approval of minutes
 - vi. Hearings
 - vii. Other business
 - viii. Adjournment
- C. **Public Hearing.** Public hearing petitions shall be conducted in accordance with the following prescribed procedures:
 - 1. The Chair may explain the rules and procedures of the Board to the audience.
 - 2. The Chair announces each petition as stated on the agenda.
 - 3. City Staff gives the factual background and states the issues, questions, and concerns for the Board to consider in each case, and states recommendations.
 - 4. The Chair then asks the petitioner making the request to come forward, state their name and address for the record, and explain their request. The Board may at this time question the presenter or his/her representatives.
 - 5. At this point, any person in the audience requesting clarification concerning the nature of the request, but not in support or in opposition, may come forward.

6. After hearing the petitioner and clarifying the facts, the Chair then explains that the Board will listen to and may ask questions of persons appearing in favor of or in opposition to the case.
 7. The Chair then asks those who wish to speak in favor of a request to come forward, state their name and address, then state their views.
 8. Upon conclusion of hearing those in support, the Chair then asks those in opposition to the request to come forward, state their name and address, then state their views.
 9. The person(s) making the request then may make a brief rebuttal if they wish to do so.
 10. The Chair may in accordance with applicable law limit the amount of time any speaker may have during the aforementioned public hearing process.
 11. The Board then conducts a discussion period. The Board does not normally allow comments from the audience during this period, but may ask questions of either side. The Chair may permit Board members to discuss the subject matter without a motion. When considering Comprehensive Plan amendments, the discussion should evolve around the standards for evaluating amendments set forth in Section 7.02.03 (See Attachment "A"). When considering rezoning amendments, the discussion should evolve around the standards for evaluating rezonings set forth in Section 7.03.03 (See Attachment "B").
- D. **Motions.** Any member may move a motion. The Chair shall require a second before entertaining discussion or calling for a vote on the motion. The alternates may make a motion only if they are filling in for a regular planning board member.
- E. **Voting.** Voting may be by voice vote whereby the Chair will ask those in favor of the motion to so indicate by saying "aye"; those opposed, "no". At the discretion of the Chair, or the majority of the Board, a "roll call" vote may be called on any matter.
- F. **Abstention.** No Board member may vote on any measure in which he/she has a personal, private, or professional interest that inures to a special gain or the special gain of any principal by whom he/she is retained. Prior to public discussion of the measure, the member shall disclose the nature of his/her interest. Voting conflicts shall be handled in accordance with the provisions of section 112.3143 of the Florida Statutes.

- G. **Final Action.** The Board shall by motion approve, approve with conditions or modifications, or disapprove the request before it, and by so doing make its recommendation to the City Commission. Each motion shall contain a recital of the decision of the Board, including any modifications and/or conditions made as part of the Board's recommendation. The Chair may, when instructed by the majority of the Board, convey a memorandum to the City Commission explaining any matter having come before the Planning Board.
- H. **Minutes.** Minutes of the Board shall be recorded and kept by City Staff. The minutes shall serve as a complete, but not verbatim description of the meeting. The City Staff designated to record the meeting shall act as parliamentarian. Each member of the Board will be responsible for reviewing the minutes prior to each meeting.

Rule 7. Authority for Review.

- ~~A.~~ The Planning Board has the authority to hold public hearings and meetings to review requests for certain actions by the City of Lake Alfred, and to make recommendations to the City Commission after study, discussion, and a formal vote on the matter. The authority of the Planning Board extends to the following matters, which shall be in the form of an application and a fee, where appropriate:
 - ~~1.A.~~ **Comprehensive Plan:** Authority and guidance for review of comprehensive plan amendments are contained in section 7.02.00 of the Lake Alfred Unified Land Development Code.
 - ~~2.B.~~ **Zoning Review:** Authority and guidance for review of zoning requests and recommends for approval are contained in Section 7.03.00 of the Lake Alfred Unified Land Development Code.
 - ~~3.C.~~ **Development Review:** Authority and guidance for review of development requesting recommendation for approval are contained in Sections 7.04.00, 7.05.00, 7.06.00, and 7.07.00 of the Lake Alfred Unified Land Development Code.
 - ~~4.D.~~ **Revisions to the Text of Zoning Ordinances:** The Planning Board reviews, drafts, and holds a public hearing before making recommendations on revisions to the Lake Alfred Unified Land Development Code to the City Commission.
 - ~~E.~~ ~~5.~~ **Conditional Use Approval:** Authority for reviewing proposed conditional uses as indicated by Section 7.08.00 of the Lake Alfred Unified Land Development Code.

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Rule 8. Staff Role

~~A.~~ **Proposal and Plans Review:** The Planning Official shall make copies of each application submitted for formal review by the Planning Board and shall distribute such copies to the Public Works Department and Utilities Department for comments concerning the application. When appropriate, he/she shall summarize the comments and recommendations on the Planning Board Analysis, prepared for each application.

Notification: Notification requires various actions depending on the type of proposal or review requested of the Board, on the part of the City ~~Clerkstaff~~, in order to insure complete disclosure and early notice to the public meetings and public hearings to be conducted by the Planning Board. These actions are set forth in section 8.06.00 of the Lake Alfred Unified Land Development Code.

Rule 9. Amendment of These By-laws.

These By-laws may be amended from time to time by the vote of a majority of the regular members of the Planning Board. No special notice is required to make “errata changes” to these By-laws; however amendments that amount to substantive change in procedures or modification in the policies of the Board concerning membership, election of officers, removal of officers or members, or the criteria for review of applications shall require approval from the City Commission.

**City of Lake Alfred
2018 Public Meeting Schedule**

January

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	January 8	7:30pm	City Commission
Tuesday	January 9	6:00pm	Planning Board
Thursday	January 18	3:00pm	Code Enforcement Special Magistrate Hearing
Thursday	January 18	6:00pm	Parks & Recreation Board
Monday	January 22	7:30pm	City Commission

February

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	February 5	7:30pm	City Commission
Thursday	February 15	3:00pm	Code Enforcement Special Magistrate Hearing
Monday	February 19	7:30pm	City Commission
Tuesday	February 27	5:00pm	Board of Adjustment

March

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	March 5	7:30pm	City Commission
Tuesday	March 13	6:00pm	Planning Board
Thursday	March 15	6:00pm	Parks & Recreation Board
Thursday	March 15	3:00pm	Code Enforcement Special Magistrate Hearing
Monday	March 19	7:30pm	City Commission
Tuesday	March 20	3:00pm	General Employees Retirement Board
Tuesday	March 20	4:30pm	Police/Fire Retirement Board

April

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	April 2	7:30pm	City Commission
Monday	April 16	7:30pm	City Commission
Thursday	April 19	3:00pm	Code Enforcement Special Magistrate Hearing
Tuesday	April 24	5:00pm	Board of Adjustment

May

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	May 7	7:30pm	City Commission
Tuesday	May 8	6:00pm	Planning Board
Thursday	May 17	3:00pm	Code Enforcement Special Magistrate Hearing
Thursday	May 17	6:00pm	Parks and Recreation Board
Monday	May 21	7:30pm	City Commission

**City of Lake Alfred
2018 Public Meeting Schedule**

June

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	June 4	7:30pm	City Commission
Monday	June 18	7:30pm	City Commission
Tuesday	June 19	3:00pm	General Employees Retirement Board
Tuesday	June 19	4:30pm	Police/Fire Retirement Board
Thursday	June 21	3:00pm	Code Enforcement Special Magistrate Hearing
Tuesday	June 26	5:00pm	Board of Adjustment

July

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	July 9	7:30pm	City Commission
Tuesday	July 10	6:00pm	Planning Board
Thursday	July 19	3:00pm	Code Enforcement Special Magistrate Hearing
Thursday	July 19	6:00pm	Parks & Recreation Board
Monday	July 23	7:30pm	City Commission

August

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	August 6	7:30pm	City Commission
Thursday	August 16	3:00pm	Code Enforcement Special Magistrate Hearing
Monday	August 20	7:30pm	City Commission
Tuesday	August 28	5:00pm	Board of Adjustment

September 2017 ** CC Subject to change due to budget schedule

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Tuesday	Sept 4	7:30pm	City Commission
Tuesday	Sept 11	6:00pm	Planning Board
Monday	Sept 17	7:30pm	City Commission
Tuesday	Sept 18	3:00pm	General Employees Retirement Board
Tuesday	Sept 18	4:30pm	Police/Fire Retirement Board
Thursday	Sept 20	3:00pm	Code Enforcement Special Magistrate Hearing
Thursday	Sept 20	6:00pm	Parks and Recreation Board

October

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	Oct 1	7:30pm	City Commission
Monday	Oct 15	7:30pm	City Commission
Thursday	Oct 18	3:00pm	Code Enforcement Special Magistrate Hearing
Tuesday	Oct 23	5:00pm	Board of Adjustment

**City of Lake Alfred
2018 Public Meeting Schedule**

November

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	Nov 5	7:30pm	City Commission
Tuesday	Nov 13	6:00pm	Planning Board
Thursday	Nov 15	6:00pm	Parks and Recreation Board
Thursday	Nov 15	3:00pm	Code Enforcement Special Magistrate Hearing
Monday	Nov 19	7:30pm	City Commission Meeting

December

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	Dec 3	7:30pm	City Commission
Tuesday	Dec 18	3:00pm	General Employees Retirement Board
Tuesday	Dec 18	4:30pm	Police/Fire Retirement Board
Thursday	Dec 20	3:00pm	Code Enforcement Special Magistrate Hearing

MEETING PROCEDURE

GENERAL PROCEDURES.

The Staff will introduce the case and disclose any responses to the notification which were not already provided to the Planning Board. Staff will present their staff report and recommendation. Anyone in the audience who wishes to speak and present testimony on a case will be sworn in. The Applicant and others in support or opposition of the case will be given the opportunity to speak. The Applicant will have 30 minutes to speak; the opposition will have 30 minutes to speak; and members of the general public will have 3 minutes each to speak. The Applicant will be given the opportunity to respond to any opposition testimony. The Board will discuss the case and vote on the matter.

SITE PLAN REVIEWS.

Pursuant to §7.05.05 of the Unified Land Development Code the Planning Board shall review and approve or disapprove the Applicant's site development plan. The Planning Board shall review and evaluate the site development plan with specific regard to the Comprehensive Plan, applicable City codes, and the advisory recommendations of City staff. The Planning Board shall approve, approve with conditions, or deny the site plan.

In the alternative, the Planning Board may, for the purpose of allowing the applicant an opportunity to address unresolved issues, continue consideration of the site development plan. In the event a site development plan is denied, the reason(s) for the denial shall be noted.

The Applicant or any "*substantially affected interest*" may appeal the final decision of the Planning Board to the City Commission by filing a letter with the City Clerk. ***The appeal must be filed with within 7 calendar days of the Planning Board hearing.*** The City Commission shall set a date and time for a De Novo hearing.

COMPREHENSIVE PLAN REVIEW; REZONING, CONDITIONAL USES, AND PLANNED UNIT DEVELOPMENTS.

Pursuant to §7.02 of the Unified Land Development Code, the Planning Board's decision on a Plan Reviews is a recommendation to the City Commission, which will ultimately decide the matter.

SWEARING IN OF THOSE TO TESTIFY.

If you're going to address the Planning Board on any case today please stand up, raise your right hand and answer out loud to the following question. Again, this is for if you're going to speak to the Planning Board today on any case. (Pause). Do you swear or affirm that the testimony you provide to the Planning Board today is the truth, the whole truth and nothing but the truth? Thank you.

NOTE: If you have someone who will be interpreting (example, interpreting for a Spanish speaking person), administer them the following oath: Do you swear or affirm that you will truly and correctly translate English into Spanish and Spanish into English here today?



Community Development

Building | Code Enforcement | Planning | Zoning

PROJECT LIST

CASES:

1. Solar Planned Development
2. EAR Based Amendments to Comprehensive Plan
 - a. Future Land Use Element, Intergovernmental Coordination Element and Definitions Section needs to be updated consistent with changes in Florida Statutes
 - b. October 1, 2018 deadline
3. Annexations
 - a. Process
 - i. Voluntary
 - ii. Process FLUM and Zoning concurrently
 - b. Targets
 - i. Enclaves
 - ii. Roads
 - iii. SAP for Utility Service Area with Polk County
4. Zoning Assignments

POTENTIAL LAKE ALFRED LDC AMENDMENTS

1. Reorganization of sections and addition of illustrations
2. Address F.S. changes
3. Remove language that is duplicated by the Code of Ordinances
4. Update associated with the Parks and Rec Master Plan – Special events and recreational uses

Article 2 Regulations for Specific Districts

1. 2.02.08 Fence Height Regulations
2. 2.04.01 Table of Uses
 - a. Includes Permitted, Site Plan, Special Exception, and Conditional Use evaluation.
 - b. Special exception cross referenced in Article 2 and Article 7 includes Special Exceptions but does not have any conditions.
 - c. Minimum density
 - d. Antiquated terms
 - e. Updated to RULIPA requirements
 - f. Reorganize / combining some of the zoning districts and how to address “Cluster” zoning
 - g. Tiny Houses
3. 2.04.02.01 RR Residential in two FLU Categories
4. 2.03.01 Sale of Alcohol Beverages – SE



Community Development

Building | Code Enforcement | Planning | Zoning

5. 2.03.03 Temporary Tents – registration of companies and model
6. 2.04.03 Downtown Overlay
 - a. Fence Requirements
7. Solar for Residential Use
8. Storage Containers

Article 3 Development Design and Improvement Standards

1. 3.03 Update off-street parking and loading standards and requirements
2. 3.09.04 Mobile Home Parks age of MH replacements
3. 3.07 Landscaping section to address more than buffering and reduction option with fence
4. 3.08 Green Swamp ACSC updated based on DEO review
5. 3.09.07 Development Standards for Mini-warehousing—width of drive aisles, etc. Address outdoor storage.
6. 3.09 and 3.10 Site Development Plan vs Conditional Use standards

Article 4 Sign Regulations

1. Content neutrality
2. Residential Subdivision sign classification

Article 5 Resource Protection.

1. CRS provisions

Article 6 Public Facility Monitoring and Permitting

1. 6.01 Concurrency – update requirements

Article 7 Development Approval Process

1. Update processes – streamlining processes (required items and steps for approvals)

Article 8 Administration and Enforcement

1. Update Advertising requirements similar to FS

Article 9 Definitions

1. update definitions