

City of Lake Alfred  
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**Community Development**

Building | Code Enforcement | Planning | Zoning

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**AGENDA**

**PLANNING BOARD MEETING**

**CITY COMMISSION CHAMBERS  
CITY HALL**

**FEBRUARY 18, 2015**  
**TRAINING TO BEGIN AT 6:00PM**  
**REGULAR MEETING AT 7:00 P.M.**

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**CALL TO ORDER: CHAIRMAN RICK ROACH**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**ROLL CALL: MAMIE DRANE, ADMINISTRATIVE ASSISTANT**

**APPROVAL OF MINUTES: DECEMBER 17, 2014 MEETING**

**BUSINESS ITEMS**

- 1) TRAINING SESSION – 21<sup>st</sup> Century Planning Commission**
  - a. Overview of the Planning Process**
  - b. Defensible, Ethical Decision Making**

**PUBLIC COMMENTS**

**BOARD MEMBER COMMENTS**

**ADJOURN**

*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 291-5747.*

**MINUTES  
PLANNING BOARD MEETING  
CITY COMMISSION CHAMBERS, CITY HALL  
DECEMBER 17, 2014  
7:00 P.M.**

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**CALL TO ORDER:** Chairman John Dame

**Pledge of Allegiance and Invocation**

**Roll Call:** Those in attendance were Chair John Dame, Vice Chair Rick Roach, Bette Biggar, Deborah Hoffman, Irving Spokony, Karen Abdul-Hameed, Joe Hults, Administrative Assistant Mamie Drane, and Community Development Director Valerie Ferrell.

**APPROVAL OF MINUTES: OCTOBER 15, 2014 MEETING**

**Board Member Spokony** moved to approve the Planning Board Meeting minutes for the October 15, 2014 regular meeting; seconded by **Vice Chair Roach** and motion was approved by unanimous voice call vote:

<b>CHAIR DAME</b>	<b>AYE</b>
<b>VICE CHAIR ROACH</b>	<b>AYE</b>
<b>BOARD MEMBER BIGGAR</b>	<b>AYE</b>
<b>BOARD MEMBER HOFFMAN</b>	<b>AYE</b>
<b>BOARD MEMBER SPOKONY</b>	<b>AYE</b>
<b>BOARD MEMBER ABDUL-HAMEED</b>	<b>AYE</b>
<b>ALTERNATE MEMBER HULTS</b>	<b>AYE</b>

**BUSINESS ITEMS**

**1) APPOINTMENT OF 2015 CHAIR AND VICE CHAIR.**

**Board Member Abdul-Hameed** made a motion to appoint Rick Roach as Chair; seconded by **Board Member Biggar** and the motion was approved by unanimous voice call vote:

<b>CHAIR DAME</b>	<b>AYE</b>
<b>VICE CHAIR ROACH</b>	<b>AYE</b>
<b>BOARD MEMBER BIGGAR</b>	<b>AYE</b>
<b>BOARD MEMBER HOFFMAN</b>	<b>AYE</b>
<b>BOARD MEMBER SPOKONY</b>	<b>AYE</b>
<b>BOARD MEMBER ABDUL-HAMEED</b>	<b>AYE</b>
<b>ALTERNATE MEMBER HULTS</b>	<b>AYE</b>

**-Draft-**

**Board Member Abdul-Hameed** made a motion to appoint Irving Spokony as Vice Chair; seconded by **Board Member Biggar** and the motion was approved by unanimous voice call vote:

<b>CHAIR DAME</b>	<b>AYE</b>
<b>VICE CHAIR ROACH</b>	<b>AYE</b>
<b>BOARD MEMBER BIGGAR</b>	<b>AYE</b>
<b>BOARD MEMBER HOFFMAN</b>	<b>AYE</b>
<b>BOARD MEMBER SPOKONY</b>	<b>AYE</b>
<b>BOARD MEMBER ABDUL-HAMEED</b>	<b>AYE</b>
<b>ALTERNATE MEMBER HULTS</b>	<b>AYE</b>

## **2) APPROVE 2015 MEETING SCHEDULE**

**Community Development Director Ferrell** reviewed the 2015 meeting schedule, and specifically mentioned a training series to be held prior to the February, April and June meetings.

The Board was in consensus with the 2015 Meeting Schedule and training series to be held at 6:00pm prior to regular meetings in February, April and June.

## **3) PUBLIC HEARING: CONSIDER MAKING A RECOMMENDATION TO THE CITY COMMISSION TO AMEND SECTION 2.02.07 OF THE CITY OF LAKE ALFRED UNIFIED LAND DEVELOPMENT CODE, RELATING TO LIMITATIONS ON ANIMALS.**

**Director Ferrell** stated this amendment was prepared as a part of a comprehensive review of the City Charter, City codes, and policies, city staff has identified an opportunity to clean-up and improve Section 2.02.07 in the Unified Land Development Code relating to limitations on animals as it relates to zoning. Staff also presented a companion Ordinance to the City Commission amending Chapter 10 of the Code of Ordinances related to animals providing clarity on nuisance animals and preemption of Florida Fish and Wildlife laws as well as the Polk County Animal Control Ordinance. The existing provisions within Section 2.02.07 provide for prohibitions to breed or maintain wild animals in the City, however Florida Fish and Wildlife is the regulatory agency who oversees permitting captive wildlife. Also, the limitation on adult dogs per residence is arbitrary and difficult to enforce by city staff. The Florida Fish and Wildlife already have definitions and procedures in place for addressing nuisance wildlife. Additionally, the county animal control ordinance that we previously adopted by reference already provides regulations and penalties related to dogs and other animals. The proposed amendment removes these provisions within our code and better aligns it with state law and county ordinances related to the regulation of animals within the City.

**Chair Roach** opened the public hearing.

There were no public comments.

**Chair Roach** closed the public hearing.

After brief discussion, **Board Member Spokony** made a motion to recommend approval of changes to Section 2.02.07 in the Unified Land Development as presented; seconded by **Board Member Hoffman** and the motion was approved by unanimous voice call vote:

<b>CHAIR DAME</b>	<b>AYE</b>
<b>VICE CHAIR ROACH</b>	<b>AYE</b>
<b>BOARD MEMBER BIGGAR</b>	<b>AYE</b>
<b>BOARD MEMBER HOFFMAN</b>	<b>AYE</b>
<b>BOARD MEMBER SPOKONY</b>	<b>AYE</b>
<b>BOARD MEMBER ABDUL-HAMEED</b>	<b>AYE</b>
<b>ALTERNATE MEMBER HULTS</b>	<b>AYE</b>

**4) PUBLIC HEARING: CONSIDER MAKING A RECOMMENDATION TO THE CITY COMMISSION TO AMEND SECTIONS 4.03.00 AND 4.05.02 OF THE CITY OF LAKE ALFRED UNIFIED LAND DEVELOPMENT CODE, RELATING TO EXEMPTED SIGNS AND SPECIAL EVENT SIGNS.**

**Director Ferrell** stated as a part of a comprehensive review of the City Charter, City codes, and policies, city staff has identified an opportunity to clean-up and improve Sections 4.03.00 and 4.05.02 in the Unified Land Development Code relating to signs. The existing provisions restrict sandwich signs to be on-site with the business advertised on the sign. Also, it requires that all special event signs must be located on site of the business which is advertising the event. According to Article 4 definitions, commercial signs are defined as “any sign protected by the First Amendment of the U.S. Constitution which proposes a commercial transaction and is solely related to the economic interest of the user of the sign.” With the message of the sign being protected by the First Amendment, the city cannot regulate content within the sign unless it is obscene, offensive and can cause confusion or safety concerns for motorists and pedestrians. Therefore, the City cannot regulate that the content of a sandwich sign must be placed on-site with the business being advertised, because the owner of the sign and property may choose to advertise another business. Also, special event signs are intended to be of general public interest, and is not effective on-site of the property where the event is hosted. The proposed amendment provides for content-neutrality, protecting First Amendment rights.

**Chair Roach** opened the public hearing.

There were no public comments.

**Chair Roach** closed the public hearing.

After brief discussion, **Board Member Dame** made a motion to recommend approval of changes to Sections 4.03.00 and 4.05.02 in the Unified Land Development as presented; seconded by **Board Member Abdul-Hameed** and the motion was approved by unanimous voice call vote:

<b>CHAIR DAME</b>	<b>AYE</b>
<b>VICE CHAIR ROACH</b>	<b>AYE</b>
<b>BOARD MEMBER BIGGAR</b>	<b>AYE</b>
<b>BOARD MEMBER HOFFMAN</b>	<b>AYE</b>
<b>BOARD MEMBER SPOKONY</b>	<b>AYE</b>
<b>BOARD MEMBER ABDUL-HAMEED</b>	<b>AYE</b>
<b>ALTERNATE MEMBER HULTS</b>	<b>AYE</b>

There were no further public comments.

There were no further board comments.

**Board Member Biggar** thanked the City for the invitation to the Lake Alfred employee's holiday dinner, and asked that staff please relay the Board's gratitude for being invited to the event.

With there being no further business to discuss, **Chair Roach** adjourned the meeting at 7:43pm.

Respectfully Submitted,

Mamie Drane  
Administrative Assistant

## 21st Century Planning Commission

A panel of presenters — including the authors of the new Planning Commissioners Guide — gives diverse perspectives and practical pointers for new planning commissioners and veterans alike.

Planning commissioners help drive the future of their communities. Need help getting up to speed? Turn to this daylong training program from APA's 2013 National Planning Conference. Part one looks at what planning commissioners do and the ethics of how they do it. Part two maps out vital issues on the planning landscape. A panel of presenters — including the authors of the new Planning Commissioners Guide — gives diverse perspectives and practical pointers for new commissioners and veterans alike.

### Presentation Details

#### **A. Overview of the Planning Process**

An overview of roles and responsibilities and an introduction to the documents, tools, and procedures that planning commissioners use in carrying out their responsibilities.

Topics include:

- (1) Roles and responsibilities of a planning commissioner • Long-range planning • Development review • Planning commission authority • Staff roles and responsibilities
- (2) Long-range planning – Imagining the Future • Why do we plan? • What is a comprehensive plan? • How a plan is prepared • Other types of plans • Planning commissioners role in plan-making
- (3) Development Review • How the process works • Role of the planning commission • Role of staff and other participants • Unraveling the development application
- (4) Tools and Building Blocks of Planning • Plans • Zoning ordinance • Subdivision regulations • Design standards
- (5) Engaging the Community • Role of the public in the planning process
- (6) Putting the Pieces Together

#### **B. Defensible, Ethical Decision Making**

Defensible and ethical decisions do not occur simply by the way a commission votes on a particular application. Learn how to ensure you have a framework in place to guide your actions and decisions in a manner that leads to fair and reasonable actions. Examine how appropriate rules, regulations and procedures can shape your final decisions. Review the significance of meeting conduct, the creation of the record and the importance of findings of fact.

Gain knowledge from experienced planning commissioners and planners on key points that will assist commissioners to write and vote on clear, fair and defensible decisions. This includes criteria that should be included in your zoning regulations and commissioner rules and regulations, consideration of appropriate conditions to impose in the decision and writing tips for the decision itself.