

City of Lake Alfred
120 E. Pomelo Street
Lake Alfred, FL 33850



Phone: (863) 291-5748
Fax: (863) 298-5403
www.mylakealfred.com

Community Development

Building | Code Enforcement | Planning | Zoning

AGENDA

PLANNING BOARD MEETING

**CITY COMMISSION CHAMBERS
CITY HALL**

APRIL 15, 2015

**TRAINING TO BEGIN AT 6:00PM
REGULAR MEETING AT 7:00 P.M.**

CALL TO ORDER: CHAIRMAN RICK ROACH

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL: MAMIE DRANE, ADMINISTRATIVE ASSISTANT

APPROVAL OF MINUTES: FEBRUARY 18, 2015 MEETING

TRAINING SESSION

1) 21st Century Planning Commission – How to Conduct a Planning Board Meeting

REGULAR MEETING BUSINESS ITEMS

1) Discussion on street widths and design standards.

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
FEBRUARY 18, 2015
7:00 P.M.**

CALL TO ORDER: Chairman Rick Roach

Pledge of Allegiance and Invocation

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

APPROVAL OF MINUTES: December 17 2014 MEETING

Vice Chair Spokony moved to approve the Planning Board Meeting minutes for the December 17, 2014 regular meeting; seconded by **Board Member Biggar** and motion was approved by unanimous voice call vote:

CHAIR ROACH	AYE
VICE CHAIR SPOKONY	AYE
BOARD MEMBER BIGGAR	AYE
BOARD MEMBER HOFFMAN	AYE
BOARD MEMBER DAME	AYE
BOARD MEMBER ABDUL-HAMEED	AYE
ALTERNATE MEMBER HULTS	AYE

BUSINESS ITEMS

After Chairman Roach called the meeting to order, the meeting was turned over to **Community Development Director Ferrell**. **Director Ferrell** explained that the Board would start a training session from the 2013 American Planning Association Conference held in Chicago. The topics for the February 18th meeting were: Overview of the Planning Process and Defensible, Ethical Decision Making. This is the first two of six training sessions the Planning Board will be viewing. A Copy of the session is attached.

Chair Roach adjourned the meeting at 8:30pm.

Respectfully Submitted,

Mamie Drane
Administrative Assistant

**CITY OF LAKE ALFRED
PLANNING BOARD MEETING
APRIL 15, 2015**

Training Session:

**21st Century Planning Commission – How to
Conduct a Planning Board Meeting**

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

C. How to Conduct a Planning Commission Meeting

Learn the nuts and bolts of the decision-making process. This session focuses on how commissions and boards can better make fair, reasonable, and defensible decisions. It discusses decision-making practices for planning and zoning commissions and covers the ways in which large and contentious crowds can be managed in a public hearing environment, the legal principles underlying decision making, how to encourage appropriate testimony, how to deliberate fairly, how to make motions, and tips for running meetings. The speaker provides perspectives from both a planning and legal perspective. Practical application of legal due process is emphasized.

**CITY OF LAKE ALFRED
PLANNING BOARD MEETING
APRIL 15, 2015**

Business Item No. 1

Discussion on street widths and design standards

ISSUE: The Planning Board will discuss street width requirements within the City and whether these requirements should be reduced for projects within the Green Swamp.

ATTACHMENTS:

- Developable Area in the Green Swamp Area of Critical State Concern (ACSC)

REFERENCE MATERIAL:

- Polk County Complete Streets Handbook <http://polktpo.com/plans/polk-county-complete-streets-handbook-%28reduced-file-size%29.aspx>

ANALYSIS:

Background:

On June 2, 2014, the City Commission received a presentation regarding the Green Swamp ACSC potential developable area (see attached map). The potential developable area within the study area is 2,047 acres. The potential developable area within the existing city limits is 955 acres, which includes the area at or above 135-foot minus the 100-foot upland development buffer and areas generally outside of any high-hazard flood zones and wetland areas.

The limitations on development within the Green Swamp ACSC reduce the amount of developable land available for land owners. Efficiently utilizing the available developable land provides the best use of available developable land while providing the land owner with the greatest opportunities for their property. Examples of possible opportunities for more efficient use of the developable land include the following:

- Provision for:
 - additional residential units – townhomes, etc.
 - mixture of uses on one site.
- Reduction, Removal, or Amendment of the following:
 - minimum lot sizes.
 - minimum housing sizes.
 - lot coverage requirements.
- Adjustment to Design Standards
 - street width and right-of-way requirements – 18 to 20 feet.
 - Promotion of Low Impact Design guidelines.
 - Inclusion of design standards to lessen impacts of development.
- Development or Identification
 - Incentives for property owners/developers.
 - Areas of scenic, historic, or cultural importance.

**CITY OF LAKE ALFRED
PLANNING BOARD MEETING
APRIL 15, 2015**

The result of the discussion was the submittal of a Community Planning Technical Assistance Grant application to the Florida Department of Economic Opportunity to assist the City in an

- Evaluation of Improved Land Use Options
- Code Updates
 - Comprehensive Plan
 - Land Development Code
- Green Swamp Instructional Guide

The Florida Department of Economic Opportunity did not award the grant application to the City for this project. City Staff has been asked to review street widths in the Green Swamp.

Land Development Regulations

Section 3.02.03(B) of the City of Lake Alfred Land Development Regulations requires minimum payment widths based on the type of road. At this time, local roads are required to be 24 feet wide.

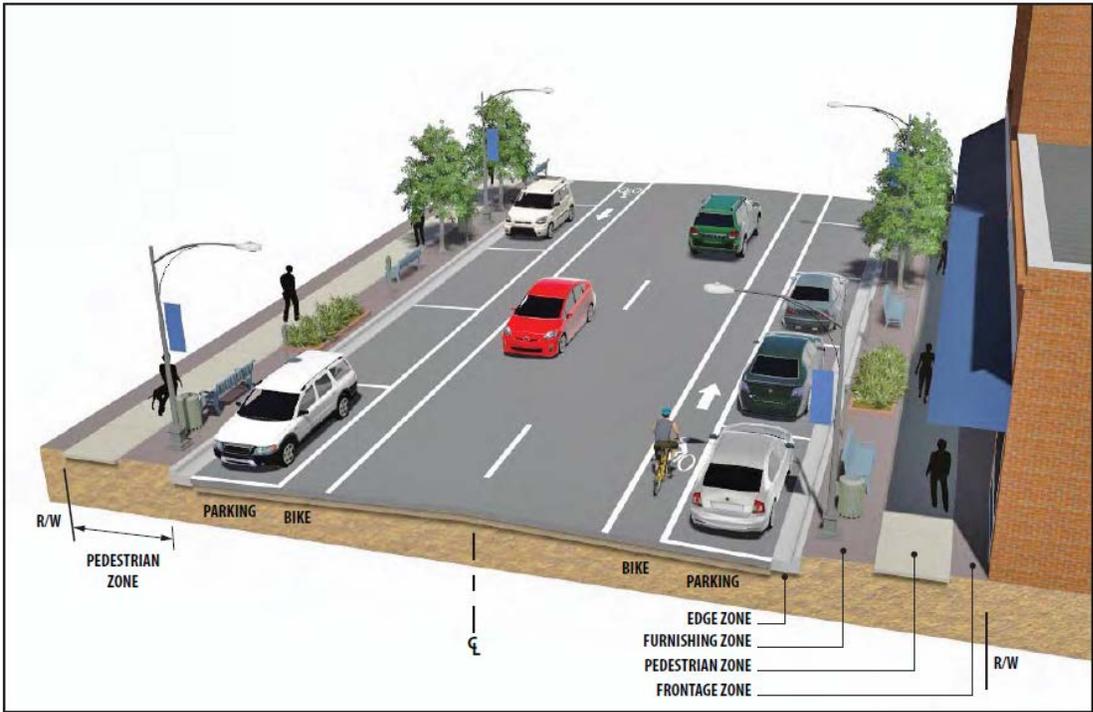
Section 3.02.03(B): *Pavement Widths:* Pavement widths for each street classification shall be as provided in the following table:

Type of Street	Driving Surface	Curbs
Principal Arterial	58 feet	18-24 inches
Minor Arterial	48 feet	18-24 inches
Collector	30 feet	18-24 inches
Local Road	24 feet with 4' sidewalk on at least one side	18-24 inches
1 Driving surface may include an 18" ribbon curb on each side, but no other type curbs may be used to meet the driving surface width requirement. 2 When ribbon curb is used, vegetated swales must be used to treat stormwater and/or road runoff.		

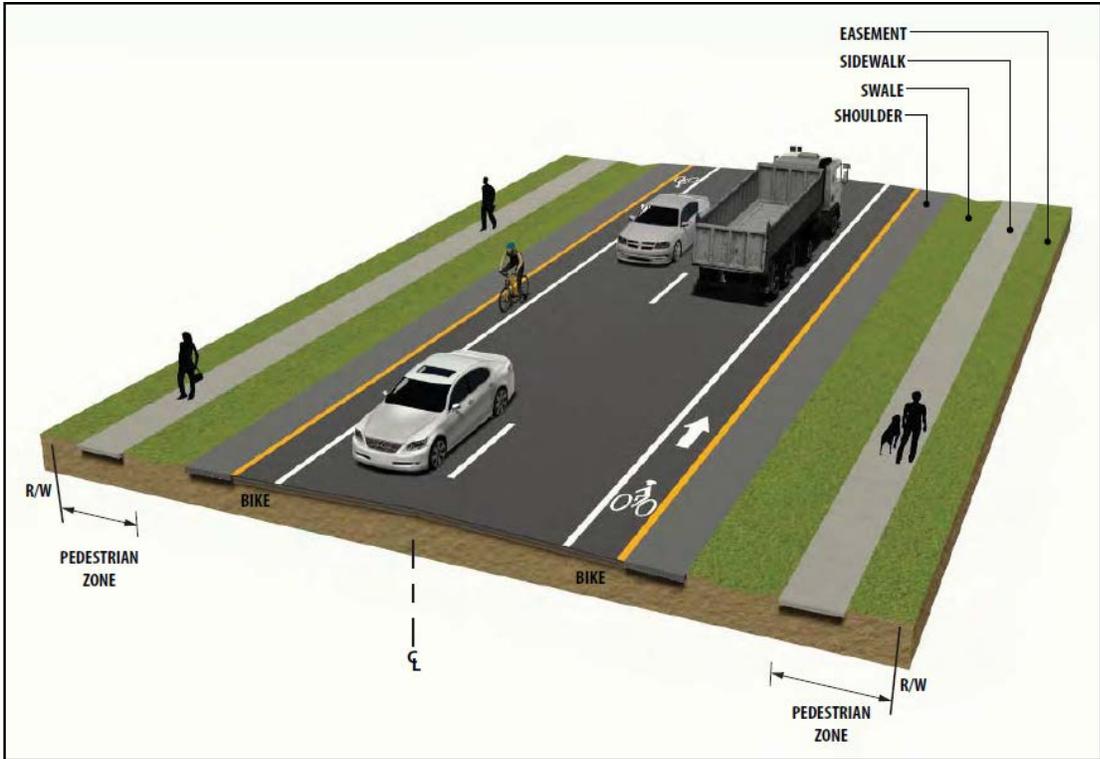
Standards:

- For emergency access, 20 feet is commonly accepted as a minimum width for two-way traffic.
- According to the American Association of State Highway and Transportation Officials (AASHTO) Green Book, for rural and urban arterials, lane widths may vary from 10 to 12 feet. It goes on to say that 12-foot lanes should be used where practical on higher speed, free flowing, principal arterials. However, for under interrupted-flow (roads with signals) conditions operating at low speeds (45 mph or less) the narrower lane widths are normally quite adequate and have some advantages.
- According to the Polk County Complete Streets Handbook (adopted by Lake Alfred), Minimum street widths (10 feet) are suitable only in locations with low truck traffic.

CITY OF LAKE ALFRED
PLANNING BOARD MEETING
APRIL 15, 2015



COMPLETE STREET SECTION – URBAN



COMPLETE STREET SECTION – SUBURBAN

**CITY OF LAKE ALFRED
PLANNING BOARD MEETING
APRIL 15, 2015**

DISCUSSION:

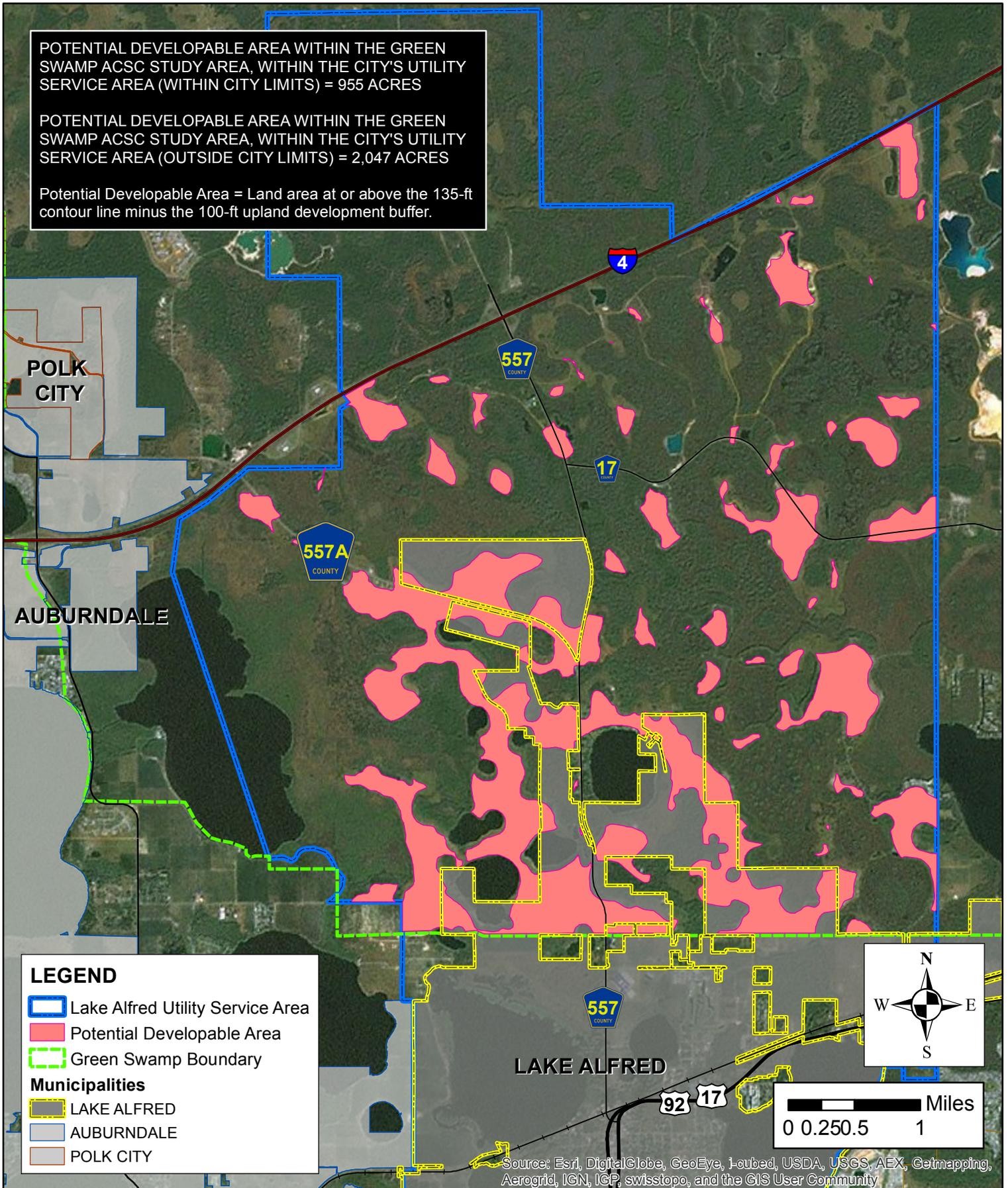
Determining road pavement width requires analysis of a variety of variables and decisions based on how these variables should be addressed. Some of these variables relate to safety and capacity of the roadway. The presentation to the Planning Board will provide the variables related to this issue.

CITY OF LAKE ALFRED POTENTIAL DEVELOPABLE AREA GREEN SWAMP STUDY AREA MAP

POTENTIAL DEVELOPABLE AREA WITHIN THE GREEN SWAMP ACSC STUDY AREA, WITHIN THE CITY'S UTILITY SERVICE AREA (WITHIN CITY LIMITS) = 955 ACRES

POTENTIAL DEVELOPABLE AREA WITHIN THE GREEN SWAMP ACSC STUDY AREA, WITHIN THE CITY'S UTILITY SERVICE AREA (OUTSIDE CITY LIMITS) = 2,047 ACRES

Potential Developable Area = Land area at or above the 135-ft contour line minus the 100-ft upland development buffer.

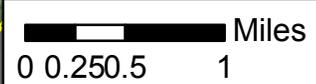
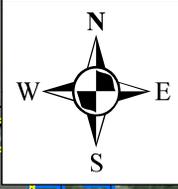


LEGEND

- Lake Alfred Utility Service Area
- Potential Developable Area
- Green Swamp Boundary

Municipalities

- LAKE ALFRED
- AUBURNDALE
- POLK CITY



Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community