

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 16, 2014
7:00 P.M.**

CALL TO ORDER: CHAIRMAN JOHN DAME

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL: MAMIE DRANE, ADMINISTRATIVE ASSISTANT

APPROVAL OF MINUTES: DECEMBER 11, 2013 REGULAR MEETING

BUSINESS ITEMS

1) UPDATE FROM CITY STAFF ON CURRENT PROJECTS AND EVENTS.

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.

**PLANNING BOARD MEETING
CITY COMMISSION CHAMBERS, CITY HALL
Minutes
December 11, 2013
7:00 P.M.**

Call To Order: Chairperson John Dame

Invocation: Chairperson John Dame

Pledge of Allegiance

Roll Call: Those who were in attendance are Chairperson John Dame, Vice Chairperson Karen Abdul-Hameed, Board Members Rick Roach, Irving Spokony, Deborah Hoffman, Alternate Board Member Judy Schelfo, and Alternate Board Member Joseph Hults.

Also in attendance were Community Development Director Valerie Way and Administrative Assistant Mamie Carr.

Those who weren't in attendance are Board Members Ted Anthony and Bette Biggar.

Approval of Minutes

Board Member Spokony made a motion to approve the minutes from the October 16, 2013 Regular Planning Board Meeting

Board Member Schelfo seconded the motion and it was approved by voice call vote.

Chairperson John Dame	Aye
Vice Chairperson Karen Abdul-Hameed	Aye
Board Member Rick Roach	Aye
Board Member Irving Spokony	Aye
Board Member Deborah Hoffman	Aye
Alternate Board Member Judy Schelfo	Aye
Alternate Board Member Joseph Hults	Aye

BUSINESS ITEMS

1) REVIEW THE REVISED PLANNING BOARD HEARING PROCEDURES AND BYLAWS.

Community Development Director Way presented the draft of the bylaws and ULDC amendment discussed at the last meeting. She stated that the majority of the changes were either for clarification or to identify the responsibilities of the alternates. She then asked how the board would like to review the changes.

Vice Chairperson Abdul-Hameed stated there were a few things she would like to go over and discuss from the ULDC 8.03.01. The first was from Article B #2 which states "each member of the Planning Board shall reside in the City". Rule 2 section A in the bylaws has "any resident or

property owner of the City of Lake Alfred". She asked if the ordinance should also list the term "property owner" in describing one of the requirements of membership.

Director Way said this was probably a mis-statement and the bylaws should be changed to omit "property owner".

Vice Chairperson Abdul-Hameed asked if the Planning Board bylaws should explain "regular member" with more clarity because the ordinance explains regular members better than the by-laws. Discussion ensued

Director Way explained that the ordinance is like an umbrella and it's the law. The by-laws are adopted by the board on how to preside over meetings, how to conduct the hearings, how to delineate officers and how to designate board meetings. If we need clarification in the bylaws we would refer back to the ordinance.

Vice Chairperson Abdul-Hameed then pointed out Article C # stated that the planning board shall meet at least once a month. Also the decision to cancel a meeting of the Planning Board should be a decision of the board at a regular meeting and the Chairperson. She asked if the City Staff should have the option to cancel as well.

Director Way said at the staff level we do not have enough activity to schedule every month we could clean up the meeting dates in the ordinance if the board was comfortable with the every other month schedule.

Discussion followed and the board concurred.

Chairperson Dame asked if there were any more questions concerning the ordinance or bylaws, and also asked if an action is required at this time.

Board Member Roach made a motion to approve the bylaws and ordinance as presented with changes as noted.

Board Member Spokony seconded the motion and it was approved by voice call vote.

Chairperson John Dame	Aye
Vice Chairperson Karen Abdul-Hameed	Aye
Board Member Irving Spokony	Aye
Board Member Rick Roach	Aye
Board Member Deborah Hoffman	Aye
Alternate Board Member Joseph Hults	Aye

2) NOMINATE AND APPOINT A CHAIRPERSON AND VICE CHAIRPERSON FOR 2014.

Board Member Hoffman nominated John Dame for Chairperson and Karen Abdul Hameed for Vice Chairperson

Vice Chair Abdul-Hameed asked if anyone else would like to serve as Vice Chair as she was not interested in serving another term. Board Member Roach accepted and the nomination was altered to; John Dame for Chairperson and Rick Roach for Vice Chairperson.

Vice Chair Abdul-Hameed seconded the motion and it was approved by voice call vote.

Chairperson John Dame	Aye
Vice Chairperson Karen Abdul-Hameed	Aye
Board Member Irving Spokony	Aye
Board Member Rick Roach	Aye
Board Member Deborah Hoffman	Aye
Alternate Board Member Joseph Hults	Aye

3) CONSIDER APPROVAL OF THE PROPOSED MEETING SCHEDULE FOR 2014.

Board Member Roach made a motion to approve the schedule provided, to meet every other month and should there be a meeting that needs to be interjected as a special meeting it would fall on the third Wednesday.

Board Member Spokony seconded the motion and it was approved by voice call vote.

Chairperson John Dame	Aye
Vice Chairperson Karen Abdul-Hameed	Aye
Board Member Irving Spokony	Aye
Board Member Rick Roach	Aye
Board Member Deborah Hoffman	Aye
Alternate Board Member Joseph Hults	Aye

There was no further discussion.

Meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Mamie Carr
Administrative Assistant