

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**

**JUNE 17, 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: APRIL 15, 2015 MEETING**

**TRAINING SESSION**

**1) 21<sup>st</sup> Century Planning Commission – Legal Framework for the Planning Board**

**REGULAR MEETING BUSINESS ITEMS**

**1) PUBLIC HEARING: CONSIDER MAKING A RECOMMENDATION TO THE CITY COMMISSION TO AMEND SECTION 3.02.03 OF THE CITY OF LAKE ALFRED UNIFIED LAND DEVELOPMENT CODE, RELATING TO PAVEMENT WIDTHS AND ROAD RIGHT-OF-WAY REQUIREMENTS.**

**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.**

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**CALL TO ORDER:** Chairman Rick Roach

**Pledge of Allegiance and Invocation**

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

The Planning Board observed a moment of silence for the passing of John Dame Sr., long time Planning Board Member.

**APPROVAL OF MINUTES: February 18<sup>th</sup> 2015 MEETING**

**Vice Chair Spokony** moved to approve the Planning Board Meeting minutes for the February 18, 2015 regular meeting; seconded by **Board Member Hoffman** and motion was approved by unanimous voice call vote:

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

**TRAINING SESSION**

The Planning Board Members watched the third installment from the American Planning Association, titled "Conducting the Planning Commission Meeting".

**REGULAR MEETING BUSINESS ITEMS**

**1) Discussion on street widths and design standards**

**Community Development Director Valerie Ferrell** explained some of the history behind the different street widths in Lake Alfred and more specifically in the Green Swamp area. She introduced Marisa Barmby from the CFRPC.

**Ms. Barmby** was at the meeting to review the CFRPC study regarding the pros and cons concerning the different street widths and design standards. What the impact on the Green Swamp would be and what effect it would have on Lake Alfred and the services that Lake Alfred provides for the Green Swamp area.

The Board Members discussed and asked questions then returned to the last of the training session.

Chair Roach asked if there were any more comments. There were none

**Vice Chair Spokony** made a motion to adjourn motion to adjourn and it was second by **Board Member Schelfo**.

Meeting adjourned at 8:22pm.

Respectfully Submitted,

Mamie Drane  
Administrative Assistant

**CITY OF LAKE ALFRED  
PLANNING BOARD MEETING  
June 17, 2015**

**Training Session: 21<sup>st</sup> Century Planning Commission – Legal Framework for the Planning Board**

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**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**

D. Legal Framework for the Planning Board

The planning board conducts its work within the framework of state law and specific federal statutes. It makes decisions within the context of local plans, codes and guidelines. Learn what the framework is and how it applies to your community and commission. You will also explore pertinent case law that has influenced the way planning is implemented. It is critical for all board members to understand their authority and responsibility and to know how the landscape of planning and land-use changes over time.

**CITY OF LAKE ALFRED  
PLANNING BOARD MEETING  
June 17, 2015**

**Business Item No. 1**

**PUBLIC HEARING: CONSIDER MAKING A  
RECOMMENDATION TO THE CITY  
COMMISSION TO AMEND SECTION 3.02.03 OF  
THE CITY OF LAKE ALFRED UNIFIED LAND  
DEVELOPMENT CODE, RELATING TO  
PAVEMENT WIDTHS AND ROAD RIGHT-OF-  
WAY REQUIREMENTS**

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**ISSUE:** The Planning Board will consider whether to make a recommendation to the City Commission to amend Section 3.02.03 relating to pavement widths and road right-of-way requirements.

**ATTACHMENTS:**

- Proposed Amendments to Section 3.02.03 Street Design Standards

**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 Area of Critical State Concern (ACSC) potential developable area. 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-feet 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 landowners. Efficiently utilizing the available developable land provides the best use of available developable land while providing the landowner with the greatest opportunities for their property. 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 pavement 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:

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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.		

The City of Lake Alfred Land Development Regulations does not include requirements for rights-of-way except for alleys. Section 3.02.03(D) requires alleys to have a right-of-way width of 24 feet.

Section 3.08.03 of the Land Development Regulations addresses development standards within the Green Swamp ACSC. Section (P) requires all streets within the Green Swamp ACSC to comply with Section 3.02.03 of the Code.

**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.

**PROPOSED AMENDMENTS:**

**Reduced Pavement Width:**

To provide opportunities for reduced pavement widths for projects in the Green Swamp ACSC, it is proposed to add Section 3.02.03(B)(2), which provides applicability requirements and a procedure for approval. The proposed language would allow an applicant to apply for a reduction in road width requirements to 22 feet under the following circumstances:

- The road is functionally classified as a local road.
- The 20-year projected ADT is less than 750 vehicles per day and the design year projected peak hourly volume is 100 vehicles per hour or less. Note: The design year

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may be any time within a range of the present to 20 years in the future, depending on the nature of the improvement.

- The road has no foreseeable probability of changing to a higher functional classification through changes in land use, extensions to serve new developing land areas, or any other use which would generate daily or hourly traffic volumes greater than those listed above.
  
- Design speed 40 mph or less
  
- Intersection capacity not adversely affected
  
- Truck volume 10% or less

A reduction in road width would require staff review, planning Board action, and City Commission action. The City would have the authority to require conditions to ensure the continued safe and efficient operation of the road system if the request for a reduction is granted. Approved reductions would remain valid if a building permit for construction of the road is obtained within two years after final approval or as long as the associated subdivision plat and/or site development plan remains valid.

Right-of-way Widths:

To incorporate right-of-way width requirements into the City of Lake Alfred Land Development Code, it is proposed to add Section 3.08.03(C). The following table would be added to the section.

<b>Type of Street</b>	<b>Right-of-Way Width</b>
Principal Arterial	As specified by FDOT
Minor Arterial	150 feet
Major Collector	100 feet
Minor Collector	80 feet
Local	60 feet
Alley	24 feet

The 24-foot wide right-of-way requirement currently exists in Section 3.02.03(D).

Language Clarification:

Section 3.02.03(A)(6) addresses private ownership of streets in multifamily complexes, RV campgrounds or parks or mobile home subdivisions. To provide clarity, it is proposed to add "RV or mobile home" before "parks" to recognize those uses as well.

Section Renumbering:

All sections below the added 3.05.03(C) would be renumbered.

## **Proposed Amendments to Section 3.02.03 Street Design Standards**

*Language being added is shown in underline format, any language being deleted is shown in ~~strikethrough format~~.*

### (A) General Design Standards

- (1) All streets in a new development shall be designed and constructed pursuant to all engineering design standards adopted by the City of Lake Alfred. Streets shall be dedicated to the City upon completion, inspection, and acceptance by the City.
- (2) The street system of the proposed development shall, to the extent practicable, conform to the natural topography of the site, preserving existing hydrological and vegetative patterns, and minimizing erosion potential, runoff, and the need for site alteration. Particular effort should be directed toward securing the flattest possible grade near intersections.
- (3) Streets shall be laid out to avoid environmentally sensitive areas.
- (4) No public street shall be dedicated within 40 feet of the high water elevation of any lake, except where public access to the lake is to be provided.
- (5) Private streets may be allowed within any development, provided they are designed and constructed pursuant to all engineering standards applicable to public roads of the same functional classification.
- (6) Private ownership of streets may be permitted with approval by the City Commission and are particularly encouraged within multifamily complexes, RV campgrounds or RV or mobile home parks or mobile home subdivisions, if the developer, in writing, assures the City that these private improvements shall be kept in a satisfactory state of repair and maintenance by the developer or by legally established homeowners association, which shall be clearly stated on the face of the final plat.
- (7) The street layout in all new development shall be coordinated with and interconnected to the street system of the surrounding area.
- (8) Streets in proposed subdivisions shall be connected to rights-of-way in adjacent areas to allow for proper inter-neighborhood traffic flow. If adjacent lands are unplatted, stub-outs in the new development shall be provided for future connection to the adjacent unplatted land.
- (9) When a new subdivision adjoins unsubdivided land susceptible to being subdivided, then the new streets shall be carried to the boundaries of the tract proposed to be subdivided.
- (10) Street jogs with center line off-sets of less than one hundred and twenty-five feet (125') shall be avoided.

**Proposed Amendments to Section 3.02.03 Street Design Standards**

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- (11) Residential streets shall be arranged to discourage through traffic, but not eliminate it.
- (12) Streets shall intersect as nearly as possible at right angles and in no case shall be less than 75 degrees.
- (13) Where a tract is subdivided into larger parcels than ordinary building lots, such parcels shall be arranged so as to allow the opening of future streets and logical further resubdivision.
- (14) Reserve strips controlling access to streets shall be prohibited, except under conditions approved by the Commission.
- (15) In general provisions should be made for through streets at intervals not exceeding four blocks.

(B) Pavement Widths.

- (1) 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.	

- (2) Within the Green Swamp Area of Critical State Concern, a reduction in local road driving surface requirements to 22 feet may be sought pursuant to this section.

a. Applicability Requirements:

- 1. The road is functionally classified as a local road.
- 2. The 20-year projected ADT is less than 750 vehicles per day and the design year projected peak hourly volume is 100 vehicles per hour or less. Note: The design year may be any time within a range of the present to 20 years in the future, depending on the nature of the improvement.
- 3. The road has no foreseeable probability of changing to a higher functional classification through changes in land use, extensions to serve new developing land areas, or any other use which would

## Proposed Amendments to Section 3.02.03 Street Design Standards

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- generate daily or hourly traffic volumes greater than those listed above.
- 4. Design speed 40 mph or less
- 5. Intersection capacity not adversely affected
- 6. Truck volume 10% or less
- b. Procedure for Reviewing a Reduction in the Driving Surface Requirement Request

The following process shall be followed when a reduction in the driving surface requirement is sought.

1. Preliminary Assessment. The purpose of the preliminary assessment is to determine the validity of the reduction request based upon applicability requirements. A preliminary assessment meeting with Public Works, City Engineer, or other city staff may be required to ensure that the applicant understands reduction request process, and to ensure that staff understand the nature of the requested reduction.
2. Application: After any required preliminary assessment has been completed, an application for a driving surface reduction may be submitted for review with the applicable fee. Supporting materials must demonstrate consistency with requirements. City staff will review the application for completeness. If additional information is needed from the applicant, the City shall request the information in writing within 14 days of application and fee submittal. Additional materials may be requested of the applicant, including written information to address issues of concern that may be related to the request. The application for a driving surface reduction may be considered in conjunction with preliminary subdivision plats and/or site development plans.
3. Review and Decision:
  - a. Staff Review
  - b. Planning Board Action: At its regular monthly or a noticed meeting, the Planning Board shall review exhibits, staff reports, and comments by reviewing agencies and individuals and shall recommend, recommend with conditions, or not recommend approval to the City

**Proposed Amendments to Section 3.02.03 Street Design Standards**

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Commission of the reduction in driving surface requirement request.

- c. City Commission Action: The City Commission shall review the recommendations of City staff and the action of the Planning Board and take action to approve, approve with conditions, or disapprove the reduction in driving surface requirement request. Approval of the preliminary plat authorizes the developer to prepare construction plans for public infrastructure improvements. The City Commission may assign conditions to ensure the continued safe and efficient operation of the road system if the request for a reduction is granted.

c. Effect of Approval

Applications shall be properly submitted and approved by the City Commission prior to incorporation of design features into final project plans and/or related documents. Any required conditions of approval and mitigation shall be incorporated into final project plans and related documents. Approved local road driving surface reductions shall remain valid if a building permit for construction of the road is obtained within two years after final approval or as long as the associated subdivision plat and/or site development plan remains valid.

(C) Right-of-Way Widths.

The minimum right-of-way width for each street classification shall be as provided in the following table:

<u>Type of Street</u>	<u>Right-of-Way Width</u>
<u>Principal Arterial</u>	<u>As specified by FDOT</u>
<u>Minor Arterial</u>	<u>150 feet</u>
<u>Major Collector</u>	<u>100 feet</u>
<u>Minor Collector</u>	<u>80 feet</u>
<u>Local</u>	<u>60 feet</u>
<u>Alley</u>	<u>24 feet</u>

(H) Private Streets.

Private Streets shall have a minimum driving surface width applicable to public roads of the same functional class, but no less than a driving surface width according to the local road construction. One-way streets must have a minimum paved surface width of twelve (12) feet plus ribbon curbs. The clear area must be a minimum of sixteen (16) feet.