

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**

**JULY 10, 2018  
REGULAR MEETING 6:00 P.M.**

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**CALL TO ORDER: CHAIR JOSEPH HULTS**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF MINUTES: JUNE 5, 2018 MEETING**

**BUSINESS ITEMS - PUBLIC HEARING:**

- 1) EVALUATION AND APPRAISAL REPORT (EAR)-BASED AMENDMENTS
- 2) RECREATION OPEN SPACE AMENDMENT
- 3) CAPITAL IMPROVEMENTS PLAN

**PUBLIC COMMENTS**

**BOARD MEMBER COMMENTS**

**ADJOURN**

**NEXT MEETING: AUGUST 14, 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 291-5747.*

**DRAFT MINUTES**  
**PLANNING BOARD MEETING**  
**JUNE 05, 2018**  
**6:00 P.M.**

**CALL TO ORDER: CHAIR JOSEPH HULTS**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**ROLL CALL: MAMIE DRANE, DEPUTY CITY CLERK**

**Members in Attendance**, Chairman Joseph Hults, Board Member Karen Abdul Hameed, Board member Loretta Vittorio, Board Member Bette Biggar

Also in attendance: Community Development Director Ameé Bailey, Deputy City Clerk Mamie Drane, and CFRPC Marissa Barmby

Members not in attendance: Matthew Noone, Vice Chair Deborah Byrne and Board Member Wanda Daley

**APPROVAL OF MINUTES:** January 9, 2018 Meeting

**Board Member Vittorio** moved to approve the minutes from January 09 meeting seconded by **Board Member Abdul Hameed**. The motion was approved by unanimous voice call vote.

**BUSINESS ITEMS - PUBLIC HEARING:**

**1) BASE BUILDING LINE REQUIREMENTS**

**Marisa Barmby** Central Florida Regional Planning Council presented a City initiated text amendment to the City of Lake Alfred Unified Land Development Code relating to the base building line requirements to provide consistency with the development standards of the Downtown Overlay District. Working with staff Ms. Barmby presented the base building line requirements, with the intent to make sure no building is so close to the road that it impedes pedestrians or traffic. Requirements are based on Arterial roads requiring 150 feet right of way with a base building line of 75 feet from the center of the road. Collector roads require a 100 feet right of way with a base building line of 50 feet from the center of the road. If a collector road has only 60 feet of right of way now the City wants to make sure that if the road is widened in the future the building baseline has been accounted for and respected now. She also explained what this meant In the Downtown Overlay District which requires structures to be set back a maximum of 15 feet. Since 17/92, through the Downtown Overlay District, has already been widened the base building line of 25 feet may be removed.

**Board Member Vittorio** asked if that includes sidewalks on roads that have been widened.

**Board Member Abdul-Hameed** asked if the proposed amendment included the transitional district as well as the Downtown Overlay District.

**Ms. Barmby** stated the CFRPC went with the Downtown Overlay District which is both the transitional and the core.

**Community Development Director Bailey** stated the only roads affected by this amendment change are the Arterial and Collector roads.

**Board Member Bette Biggar** stated that her building is on Hwy 17/92 and her tenants cannot put an awning on their side window because the building is too close to the sidewalk. What happens to buildings already in place. Since there's nothing allowed over the sidewalk, the buildings don't really have a front.

**Community Development Director Bailey** stated this will not affect existing building located on Hwy 17/92, the right of way is not wide enough yet. The provisions are in place to allow future widening of the road easier as there will not be a building located in the space needed to develop the roads. In downtown Lake Alfred the road has been widened and has already met these requirements.

**Board Member Loretta Vittorio** asked if businesses coming into the downtown district of the City will have will be impacted by the setbacks.

**Community Development Director Bailey** stated the City has a conflict within the provisions in the code. The City is requiring the three new businesses coming into the Downtown District to have the maximum setback from Hwy 17/92. The road has already been widened in the area they are coming into.

**Chair Hults** stated there are also contributory roads that should be discussed at a later date.

**Chair Hults** opened the public hearing.

Seeing no one **Chair Hults** closed the public hearing.

**Board Member Abdul-Hameed** moved to recommend approval with amendments to the City Commission of the City initiated the text amendment to the City of Lake Alfred Land Development Code relating to the base building line requirements to provide consistency with the Downtown Overlay District within the City of Lake Alfred. The motion was seconded by **Board Member Biggar**. The motion was approved by unanimous voice call vote.

## 2) HOME OCCUPATIONS DISCUSSION

**Marisa Barmby** stated this item is a City initiated text amendment to the City of Lake Alfred Unified Land Development Code relating to the definition, regulation and approval process for home occupations within the City of Lake Alfred. She then asked the Board Members what they thought of when they heard the term home occupations.

**Board Member Abdul-Hameed** said she read in the handout that the person that lives there should be the person that works there, and there shouldn't different equipment. She asked how does this rule work for daycare, in some cases there will be others that come to work there.

**Ms. Barmby** stated the current definition from Article 2 of the Unified Land Development Code currently states that a home occupation is an activity conducted in a residential dwelling unit that employs only members of the immediate family residing there. The activity may not occupy more than 500 square feet of the dwelling nor may it display anything that will indicate from the exterior that the building is

being utilized for any purpose other than that of a dwelling. Specific regulations are contained in Section 7.10.00 of this Code.

The definition in Article 9 is similar but does include some differences from the policies stated above. It includes that no mechanical equipment used except such as is permissible for purely domestic or household purposes are allowed. It does allow for an unlighted nameplate not more than one (1) square foot in area.

**Community Development Director Bailey** stated as the staff is looking over the Code for home occupations regarding businesses in residential areas and what can the City do to avoid conflict.

**Board Member Abdul-Hameed** stated she had read that power consumption or surges could also be a problem with home occupations.

**Ms. Barmby** stated the City is trying to meet the needs of the people residing in Lake Alfred so they can make their living here.

**Board Member Abdul-Hameed** asked what are the surrounding cities doing and how does the County treat Business Tax Receipts. Do they have the language in their ordinances that we could use as a guideline?

**Chair Hults** asked what is the definition of conducting business in a city and which Business Tax comes first, the City or the County. He stated the Home Owners Association (HOA) rules may have jurisdiction over what goes on in their subdivision. In addition, when he applied for a BTR he was required to have signatures from residents within a proximity to his house, which was more than was required by the HOA.

**Community Development Director Bailey** stated that the Community Development Department will be administrating Business Tax Receipts (BTR). Previously it had been the responsibility of the City Clerk before moving to Finance. As staff reviews the code we realize that there are potential conflicts between the code and Business Tax Receipts. There are provisions that state that any business operating within the City should have a Business Tax Receipt. Some businesses are obvious, others have not been. She then asked the Board what they thought about Business Tax Receipts and how should that relate to home occupations. Staff wants to use the BTR process as an opportunity to evaluate the business. Home occupations should fall in line with the Business Tax Receipt provisions. The City either wants to change provisions, if they are unclear, and enforce them in a fair and equitable manner for the businesses in the community. Staff will be able to qualify zoning and use more efficiently with BTR process located in Community Development. The county has the same provisions as do most surrounding cities. Staff is researching what departments are responsible for the Business Tax Receipt and how do they coordinate with other departments. The City's code states if a business is operating or advertising within the City you are required to obtain a BTR. The business does not have to be physically in the City to require a BTR. Presently the City requires the business to have their state license and the county business tax receipt before a City Business Tax Receipt will be issued. In response to Chair Hults comment, she stated she has seen the opposite after gaining approval from the Home Owners Association businesses will forgo a City BTR. The City requirement of signatures of neighbors is not necessarily as acceptable as it once was. If there is a notification requirement it will be administrated by the staff.

**Board Member Vittorio** asked if there was a percentage of homeowners running businesses out of their homes that the City is unaware of. Also, how do craft and hobbies fit into the categories, some people

make and sell crafts all year round. Also, what is the cost of a BTR and in order to obtain a BTR do you have to be the owner of the business.

**Community Development Director Bailey** stated staff believes there are a lot of unregistered businesses in Lake Alfred. Through code enforcement visiting businesses staff is finding some that haven't renewed or new businesses have moved into an old business' place and we look at Google and Sun Biz you can see new business' popping up in the residential neighborhood.

**Chair Hults** stated he would like to see language in the code that would exempt in home business from having to post their license on the wall

**Ms. Barmby** stated in researching the different classifications she found some were defined by what type of business. Staff thought that defining by minor and major, some classifications would require approval on a staff level, running an office out of your home, baking cakes or teaching piano as examples. More intense business would require a different approval. Some options are already in the code, it must be secondary to your principal residential use,

**Community Development Director Bailey** stated another code for consideration is the one that requires 500 square feet set aside, within your house, for a business, some places list the requirement as 20% of the structure. There are many different ways to look at the standards we need to find what's best for the City.

**Board Member Abdul-Hameed** asked if the code requiring 20% of the home for a business came from the federal tax code used to claim write-offs for a home office.

**Community Development Director Bailey** stated she didn't think that the 20% code was still in practice, but the primary concern for staff is that the house being used for a business must stay, first and foremost, a home. Also, BTR is not just a one-time fee there is also a renewal every year and is used as a provision enabling the City to monitor the business. The cost of the original and the renewal is based on the type of business. Another factor to consider is should the City allow accessory storage structure for a home business and should that type of request be placed into a different approval procedure.

**Board Member Biggar** stated that a lot of small businesses started in the owners home. She doesn't see added employees as a problem right now, nor does she see a problem with how much room a home business needs as long as it does not interfere with the neighbors. As long as they have a license, they're registered and they are operating legally the City shouldn't be concerned. A lot of people have offices in their home and use it as a tax write-off. The City should be careful not to stifle new businesses.

**Community Development Director Bailey** stated as soon as you start bringing in employees you may not qualify as a home occupation. If the Board want to allow other employees, that may be the time to start a public hearing process for approval versus approval by administrative staff.

**Ms. Barmby** said part of the reasoning behind the measured office size is to prevent the entire house becoming a business in a residential area. Size may be one of the factors to dictate which type of approval the owner would go through. She also noted there are provisions in the parking code allowing trucks, under a specific size, to park in the driveway.

**Chair Hults** stated there has been a home occupation license issued for a business but none of the business is conducted at that property the business is by internet or phone. Corporations are scaling down their cost and more directors are working from home. He said another problem would arise if the garage is used for storage. The code states its 500 square feet total, not in addition to the garage.

**Board Member Abdul-Hameed** asked if a cleaning service worked out of a home but no one came to that house, the supplies were mailed, the payroll checks were mailed how would classification be made.

**Board Member Vittorio** stated what starts out with a friend helping, leaving their car, wherever, and picking up a trailer, out could end up being ten extra workers.

**Community Development Director Bailey** stated another issue being researched is when does a home occupation license become invalid. Should their license be revoked if they out-grow the original approval for the business or when the owner fails to renew their BTR. Another issue staff is considering is should a home business be allowed 500 square feet in the garage and an accessory building.

**Community Development Director Bailey** stated currently there is conflict in the code about signage, the primary section says no signage while the definition reads that a very small attached sign is allowed. This will be addressed in the rewrite.

**Ms. Barmby** said not just thinking about home occupations she asked the board what they think about signs in front yards. There could be a provision in the code addressing temporary signs, how big, where they can be located and how long they can be in the yard.

**Board Member Abdul-Hameed** asked if temporary signs are allowed and how can you regulate that.

**Chair Hults** stated there is no appropriate sign for a home occupation if you have a business you put a sign-out. If you have a home occupation, you don't want anyone to know it's there so there should not be signage. You are now allowing customers in the subdivision, does that conflict with the current definition of home occupation.

**Ms. Barmby** stated another issue for home occupation consideration is the use of mechanical devices. There should be language addressing increasing auto trips what is the normal and what is excessive.

**Board Member Biggar** stated if a business has 3 or 4 cars coming and going, should neighbors have approval options.

**Community Development Director Bailey** stated if the home business relies on delivery's, not the regular small truck but the larger semi-truck, what type of occupations would be allowed that have the service beyond the traditional delivery methods.

**Ms. Barmby** said the code could allow only one client, patron or customer time. The time could be set and not allow business before 8:00 am or 9:00 am on weekends or after 8:30 pm any day of the week. Home Occupation is an activity carried out for gain by a resident, conducted entirely within a dwelling unit, which occupation is clearly incidental and secondary to the use of the lot for residential purposes.

Proposed locations:

- dwelling units within residential zoning districts
- zoning districts that allow accessory residential uses
- nonconforming residential

Proposed Process:

- Application to Development Director
- Special Exception Application
- Criteria for Director Approval
  - Resident only person employed
  - No sign
  - Within primary structure
  - No specialized equipment
  - No traffic generation
- Criteria for Planning Board or Board of Adjustment Approval
  - Secondary employee
  - Sign request
  - Use of accessory structure for use or storage
  - Specialized equipment

**Community Development Director Bailey** asked which board should be responsible for deciding on home occupations, the Planning Board or the Board of Adjustment. Does the Board consider the question on home occupations zoning or would the change be considered by the Board of Adjustment.

Discussion followed regarding which board should be responsible for governing home occupations. Staff will work on the suggestions and bring the changes back to the board for their approval.

### 3) GRANT APPLICATIONS AND ULDC AMENDMENTS

**Director Bailey.** The City has been applying for grants with the RPC staff or additional consultants. She presented the highlights of the following projects

17/92 Lane repurpose  
ULDC re-write  
Outline of Amendments  
Green Swamp  
Data and analysis  
Infrastructure Grants

Discussion followed.

#### 4) SCHEDULE

- EAR amendments
- Ongoing text amendments
- Home occupations
- Dwelling units in non-residential districts
- Alcohol sales
- Notice requirement
- The Lakes tract 8 plat
- Lynchburg PUD

A brief question and answer period ensued.

Also, several board members went to training since the last meeting. There will be more training opportunities in the fall.

**Board Member Abdul-Hameed** stated at one of the training sessions she attended the speaker warned about using your personal email. She does not like getting information from the City to her email.

**Ms. Barmby** said a public record request does not require everything on someone's personal email but the specific item. She suggested setting up another email that is designed just for City business.

#### PUBLIC COMMENTS

**Eric Terrell** 215 W Haines came to observe and learn what's going on in the City, would like to see traffic slowed down. From a business point of view, slowing traffic down would improve street visibility. Regarding home businesses, what if a family has two businesses in a house.

#### BOARD MEMBER COMMENTS

**Board Member Abdul-Hameed** stated staff has outdone themselves our city is growing and she appreciates all the work. Also, Mamie has moved up to Deputy City Clerk, and she offered congratulation.

**Board Member Vittorio** stated she appreciates the slides and explanations of acronyms.

**Chair Hults** said if there is any way the board can help he would be willing to start a committee.

**Board Member Biggar** no comment.

**Board Member Vittorio** made a motion to adjourn, **Board Member Abdul-Hameed** seconded the motion.

The meeting was adjourned at 8:30 pm

Respectively Submitted,

Mamie Drane  
Deputy City Clerk

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**Business Item No. 1            PUBLIC HEARING:   EVALUATION AND APPRAISAL REPORT  
(EAR)-BASED AMENDMENTS COMPREHENSIVE PLAN TEXT  
AMENDMENT**

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**ISSUE:** A city initiated text amendment to the City of Lake Alfred Comprehensive Plan relating to the Evaluation and Appraisal Report Letter from 2017.

**ATTACHMENTS:**

- Staff Report
  - Proposed Text Amendment
- 

**STAFF REPORT:**

**PREPARED BY:**                      Central Florida Regional Planning Council

**BACKGROUND:**

The City's Comprehensive Plan provides a framework for managing the growth and development of the city. At least once every 7 years, each local government must evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in State Statutes, and then notify the state land planning agency of its evaluation and determination. In 2011 Florida Statutes were changed regarding the review process of Comprehensive Plans for the State of Florida. The changes to F.S. 163.3191 shifts the evaluation and appraisal process from a formal mandated audit report analyzed by the state land planning agency, to a less formal review of whether changes are needed to meet state law and to reflect the local assessment of needed changes.

The proposed amendments to the Comprehensive Plan (Plan) are based on a review of changes in Florida Statutes since the last time the Plan was updated. These amendments were identified in the City's November 27, 2017 EAR Letter and include:

- Adding a policy in the Future Land Use Element to address airport compatibility.
- Adding a policy in the Intergovernmental Coordination Element to address Lake Alfred's participation in the Polk County Joint Airport Zoning Board.
- Update the Definitions Section to incorporate changes to definitions to be consistent with State Statutes, or which are no longer referenced in the Comprehensive Plan.
- Removing all references to Rule 9J-5 which has been repealed by the Florida legislature.

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- Updating required time frames.
- Changes in name from The Department of Community Affairs to the State Land Planning Agency.
- Changes references to the “Local Government Comprehensive Planning and Land Development Regulation Act” to “Community Planning Act.”

**PROPOSED TEXT AMENDMENTS:**

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

The text below is not an all-inclusive list of the changes. Changes to names of the elimination of reference are show below as examples since they are in a sections that also includes substantive changes to the text.

**FUTURE LAND USE ELEMENT:**

**OBJECTIVE 1.5: ELIMINATION OF INCOMPATIBLE USES**

**THE CITY OF LAKE ALFRED SHALL REDUCE EXISTING LAND USES, CONDITIONS, AND ZONING THAT ARE INCONSISTENT WITH THIS COMPREHENSIVE PLAN AND THE PROPOSED FUTURE LAND USES AS DEPICTED ON THE FUTURE LAND USE MAP SERIES. ~~{9J-5.006(3)(B)2,3}~~**

*Measurable Target: Number of nonconforming uses eliminated during the planning period.*

**Policy 1.5.1:** Land Development Regulations shall specify criteria for determining nonconforming uses, including damage or destruction to structures or cessation of activity, and the appropriate action to regulate or eliminate nonconforming uses. ~~{9J-5.006(3)(e)4}~~

**Policy 1.5.2:** The City will continue to identify and eliminate any existing zoning that is inconsistent with this Comprehensive Plan. ~~{9J-5.006(3)(e)2}~~

**Policy 1.5.3:** The City will ensure that land uses which are potentially incompatible due to type of use or intensity of use, shall be buffered from one another through the provision of open space, landscaping, berms, alternative site design or other suitable means. Land Development Regulations shall establish criteria for appropriate buffering between adjacent land uses. ~~{9J-5.006(3)(e)2}~~

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**Policy 1.5.4:** The City will ensure that continuation of existing agricultural uses within all Future Land Use categories be permitted, and shall not be deemed incompatible with existing or future residential uses. The conversion of existing agricultural land uses to uses of greater intensities shall take place only if public services and facilities, consistent with established levels of service, are available concurrent with the impacts of development.

**Policy 1.5.5:** Consistent with the Polk County Airport Regulations established by the Polk County Airport Board pursuant to Chapter 333, Florida Statutes, the City shall work to eliminate incompatible uses and address the compatibility of lands near public use airports including Winter Haven Municipal Airport and Brown Seaplane Base.

**INTERGOVERNMENTAL COORDINATION ELEMENT:**

**OBJECTIVE 1: CONSIDER OTHER AGENCY PLANS**

**CONSIDER THE PLANS OF OTHER AGENCIES, SPECIAL DISTRICTS  
AND ALL LEVELS OF GOVERNMENTS.**

*Measurable Targets: Number of plans reviewed; number of  
meetings held.*

**Policy 1.1:** The City will review the plans and independent special district facility reports of the Lakeland Area Mass Transit District (LAMTD), the Southwest Florida Water Management District (SWFWMD), Polk Transportation Planning Organization (PTPO), any airport master plans and any college and/or university master plans presented to the City, and identify and resolve conflicts with the City of Lake Alfred Comprehensive Plan, including concurrency related items.

**Policy 1.2:** The City will coordinate with other agency staff and governing boards in order to resolve issues raised in Policy 1.1.

**Policy 1.3:** The City will consider amending its Comprehensive Plan based upon the review of plans and discussions identified in Policy 1.2.

**Policy 1.4:** The City shall coordinate with the Polk County Emergency Management Department to locate hurricane shelters and evacuation routes in Lake Alfred.

**Policy 1.5:** The City shall continue to participate in and coordinate with the Polk County Airport Board pursuant to Chapter 333, Florida Statutes,

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**DEFINITIONS SECTION:**

**AFFORDABLE HOUSING:** Housing for which monthly rents or monthly mortgage payments, including taxes, insurance and utilities, do not exceed 30 percent of that amount which represents the percentage of the median adjusted gross annual income for households or persons indicated in s. 420.0004(3), F.S. Affordable housing definitions that are prescribed by other affordable housing programs administered by either HUD or the State may be used by local governments if such programs are implemented by the local government to provide affordable housing. (~~s. 9J-5.003 F.A.C.~~)

**FARM:** The land, buildings, support facilities, machinery, and other appurtenances used in the production of farm or aquaculture products.

**GOVERNMENTAL ENTITY:** A governmental Entity includes local and regional governmental entities. Local governmental entities include municipalities, counties, school boards, special districts, and other local entities within the jurisdiction of one county created by general or special law or local ordinance. Regional governmental entities include regional planning councils, metropolitan planning organizations, water supply authorities that include more than one county, local health councils, water management districts, and other regional entities that are authorized and created by general or special law that have duties or responsibilities extending beyond the jurisdiction of a single county. The term does not include a water control district or a special district created to manage water.

**GROWTH MANAGEMENT ACT:** Chapter 163, Part II, Florida Statutes, known and cited as the "~~Local Government Comprehensive Planning and Land Development Regulation Act~~ Community Planning Act."

**INTERNAL TRIP CAPTURE:** Trips generated by a mixed-use project that travel from one onsite land use to another onsite land use without using the external road network.

**PUBLIC FACILITIES:** ~~Transportation systems or facilities, sewer systems or facilities, solid waste systems or facilities, drainage systems or facilities, potable water systems or facilities, educational systems or facilities, parks and recreation systems or facilities and public health systems or facilities. (§9J-5.003 F.A.C.)~~ Major capital improvements, including transportation, sanitary sewer, solid waste, drainage, potable water, educational, parks and recreational facilities.

**SEASONAL POPULATION:** Part-time inhabitants who use, or may be expected to use, public facilities or services, but are not residents and includes tourists, migrant farmworkers, and other short-term and long-term visitors.

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**SUITABILITY:** The degree to which the existing characteristics and limitations of land and water are compatible with a proposed use or development.

**TRANSIT-ORIENTED DEVELOPMENT:** A project or projects, in areas identified in a local government comprehensive plan, that is or will be served by existing or planned transit service. These designated areas shall be compact, moderate to high density developments, of mixed-use character, interconnected with other land uses, bicycle and pedestrian friendly, and designed to support frequent transit service operating through, collectively or separately, rail, fixed guideway, streetcar, or bus systems on dedicated facilities or available roadway connections.

**URBAN SERVICE AREA:** Areas identified in the comprehensive plan where public facilities and services, including, but not limited to, central water and sewer capacity and roads, are already in place or are identified in the capital improvements element. The term includes any areas identified in the comprehensive plan as urban service areas, regardless of local government limitation.

~~***URBAN SPRAWL:*** Urban development or uses which are located in predominantly rural areas, or rural areas interspersed with generally low intensity or low density urban uses, and which are characterized by one or more of the following conditions: (a) The premature or poorly planned conversion of rural land to other uses; (b) The creation of areas of urban development or uses which are not functionally related to land uses which predominate the adjacent area; or (c) The creation of areas of urban development or uses which fail to maximize the use of existing public facilities or the use of areas within which public services are currently provided. Urban sprawl is typically manifested in one or more of the following land use or development patterns: leapfrog or scattered development; ribbon or strip commercial or other development; or large expanses of predominantly low intensity, low density, or single use development. (*§9J-5.003 F.A.C.* Urban sprawl means a development pattern characterized by low density, automobile-dependent development with either a single use or multiple uses that are not functionally related, requiring the extension of public facilities and services in an inefficient manner, and failing to provide a clear separation between urban and rural uses.~~

**STAFF RECOMMENDATION:**

Based on the analysis provided within this staff report, staff finds that the proposed request IS **CONSISTENT** with the Lake Alfred Comprehensive Plan and recommends **APPROVAL** to the City Commission of the City-initiated text amendments to the City of Lake Alfred Comprehensive Plan consistent with the 2017 EAR Letter.



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NEEDS AND DESIRES OF CURRENT AND FUTURE RESIDENTS  
OF THE CITY.

**OBJECTIVE 1:** ENSURE ACCESS TO FACILITIES

THE CITY OF LAKE ALFRED SHALL ENSURE PUBLIC ACCESS TO CITY OWNED RECREATIONAL SITES AND FACILITIES THROUGH AN ONGOING MAINTENANCE PROGRAM.

~~*Measurable Targets: Survey for opinions of users as to level of accessibility. Percent increase in signage for parks. Any improvement in accessibility during the planning period.*~~

**Policy 1.1** The City shall continue to maintain and upgrade, where appropriate, existing open space, green spaces, parks and recreational facilities to satisfy existing and future recreational needs.

**Policy 1.2:** The City will ensure that crosswalks and pedestrian signals are placed at arterial streets that lead to parks and recreation facilities.

**Policy 1.3:** ~~The City will ensure that the current level of access to the City's lakes is maintained. Additionally, the City shall identify and prioritize for acquisition new and/or enhanced points of access and park related facilities adjacent to the City's lakes.~~

The City will ensure that all parks and recreational facilities provide access for pedestrians, bicyclist, and those with disabilities.

**Policy 1.4:** The City will ensure that public access to all lakes within the City limits will be maintained through continued implementation of its park maintenance program.

**Policy 1.5:** The City will provide appropriate signs to clearly indicate the location of City owned and maintained recreational sites.

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**Policy 1.6:** The City shall continue to provide, as part of its land development regulations, that future development on Lake Cummings shall be required to set aside areas to be used for recreational purposes and to ensure public access to the Lake.

**Policy 1.7:** Through the development approval process, the City will require new development to provide pedestrian interconnectivity within the project and to areas external to the project such as the City's parks and recreation system including the trails.

**Policy 1.18:** The City will provide bicycle racks or parking areas at all City owned recreational sites.

**Policy 1.9:** The City will increase awareness of park and recreation facilities through use of the City's website, social media, and other mediums.

**OBJECTIVE 2: COORDINATION OF PUBLIC AND PRIVATE RESOURCES**

**THE CITY OF LAKE ALFRED SHALL COORDINATE PUBLIC AND PRIVATE RESOURCES TO IMPROVE RECREATIONAL OPPORTUNITIES FOR ITS CITIZENS.**

*~~Measurable Targets: Number of facilities with inter-local agreements in place. Increase in number of user days during the planning period.~~*

**Policy 2.1:** The City shall continue to encourage private golf course owners, churches, and others to maintain public usage of their recreational facilities by holding periodic meetings with such organization and assessing the use of their facilities by the public.

**Policy 2.2:** The City will work with the Polk County ~~Parks and Recreation Division~~ regarding the location and development of future county community and regional parks.

**Policy 2.3:** The City will ~~continue to establish interlocal~~ agreements between with the school facilities in Lake Alfred Polk County School Board and the City regarding the use of the ~~Career Development Center's recreational facilities by Lake Alfred residents~~ School Board facilities for recreational uses and after school hours access.

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**Policy 2.4:** The City shall attend and participate in meetings with the Polk Leisure Services Association (LSA) to develop a comprehensive Parks and Open Space Master Plan for Polk County. The City will coordinate recreation programs and the use of facilities with surrounding municipalities and the County in order to maximize the recreation opportunities available to Lake Alfred residents. This shall be accomplished through discussions with the County and nearby municipalities. The City shall also suggest that the use and provision of recreation facilities in the County annually be an agenda item at the monthly Polk County City Managers meetings.

**Policy 2.5:** The City shall coordinate with the Lake Region Lakes Management District to provide additional access to the City's lakes for recreational opportunities.

**Policy 2.6:** In 2018, the City adopted a Parks and Recreation Master Plan. The City will continue to implement the Parks and Recreation Master Plan and update the Parks and Recreation Master Plan every five years.

**Policy 2.7:** The City will continue agreements with Polk County Library Cooperative to provide library services within the City of Lake Alfred.

**OBJECTIVE 3: PROVISION OF RECREATIONAL FACILITIES**

**THE CITY OF LAKE ALFRED SHALL ENSURE THAT PARKS AND RECREATIONAL FACILITIES ARE ADEQUATELY AND EFFICIENTLY PROVIDED FOR THE EXISTING AND FUTURE RESIDENTS OF THE CITY BY ESTABLISHING AND MAINTAINING LEVEL OF SERVICE STANDARDS FOR SUCH FACILITIES.**

*~~Measurable Targets: Number of acres of recreation land increase and any other levels of service established for facilities.~~*

**Policy 3.1:** The City establishes a level of service of 5.5 acres per 1,000 residents to be used for provision of recreational facilities a publically-accessible neighborhood park within a fifteen (15) minute walk (or approximately 0.75 miles) of all new residencies within the city-limits.

**Policy 3.2** The City establishes a neighborhood park development standard which requires all new neighborhood parks to provide sidewalk access, meet or exceed ADA requirements, include a playground, provide shaded passive amenities, and provide a minimum of a half-acre of upland open space which is not also used for stormwater.

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**Policy 3.3:** The City ~~establishes~~ will maintain a minimum level of service of 5.5 acres per 1,000 residents to be used for the provision of lands dedicated to passive and active outdoor recreational uses and facilities.

**Policy 3.4** The City shall also adhere to the Level of Service standards established in this Element to private developers providing recreation facilities in subdivisions or Planned Unit Developments.

**Policy 3.5** Guidelines for private developers to provide recreation facilities shall include but not be limited to the following strategies: park land dedication for on or off site dedication; fees in lieu of dedication of land; mitigation of impacts on public facilities; consider the addition of park impact fees for redevelopment dollars to enhance parks; and maintenance plans or private development funding to ensure upkeep.

**Policy 3.46:** Greenways and blueways shall be incorporated into the City's recreational program to include appropriate uses such as nature trails, bicycle trails, opens pace parks and related facilities.

**Policy 3.27:** The City will add recreation equipment to sites that need additional recreation facilities, based on service area needs, age of equipment, etc., and these needs shall be programmed into the Five Year Schedule of Capital Improvements.

**Policy 3.8** The City will identify and prioritize funding sources for the acquisition or enhancement of facilities to serve as a nature center and/ or community center.

**OBJECTIVE 4: PROVISION OF OPEN SPACE**

**THE CITY OF LAKE ALFRED SHALL ENSURE THE PROVISION OF ADEQUATE OPEN SPACE.**

~~*Measurable Targets: Any addition to base year acres of 135.90 acres permanently classified as Conservation or Recreation.*~~

**Policy 4.1:** The City will continue to enforce land development regulations which define open space and standards addressing open space protection, natural vegetation, landscape and signage as well as the provision and use of open space for buffering and for greenbelts.

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**Policy 4.2:** The City will depict the Recreation and Open Space Future Land Use category on the Future Land Use map in order to inform landowners and developers of those areas which will be actively protected by the City.

**Policy 4.3:** The City shall continue to enforce, as part of the land development regulations, provisions that require developers to provide adequate open space (buffers or visual breaks) within all new developments.

**Policy 4.4:** The City shall work with Polk County, the Regional Planning Council, Florida Department of Environmental Protection, and Southwest Florida Water Management District to implement and extend the Integrated Habitat Network, the Greenways System and Rails to Trails.

**Policy 4.5:** The City shall identify, and prioritize for acquisition, lands that provide needed open space for passive and active outdoor recreational uses and facilities.

**Policy 4.6:** The City will coordinate with the County and municipalities to coordinate future trails connecting Lake Alfred to other parts of the county.

**Policy 4.7:** The City may work to identify and establish incentives, guidelines, and potential funding for the development of community gardens.

**STAFF RECOMMENDATION:**

Based on the analysis provided within this staff report, staff finds that the proposed request IS **CONSISTENT** with the Lake Alfred Comprehensive Plan and recommends **APPROVAL** to the City Commission of the City-initiated text amendment to the Recreation and Open Space Element of City of Lake Alfred Comprehensive Plan consistent with Parks and Recreation Master Plan.



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**PROPOSED TEXT AMENDMENTS:**

Attached.

**STAFF RECOMMENDATION:**

Based on the analysis provided within this staff report, staff finds that the proposed request IS **CONSISTENT** with the Lake Alfred Comprehensive Plan and recommends **APPROVAL** to the City Commission of the City-initiated text amendment to the Capital Improvement Plan of City of Lake Alfred Comprehensive Plan.

**CITY OF LAKE ALFRED**

CAPITAL IMPROVEMENTS PROGRAM (CIP)

FY 2018/2019 - FY 2022/2023

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	Funding
	1st Year	2nd Year				
	Budget	Budget				

**General Government**

Replacement Vehicles			\$30,000	\$30,000	\$30,000	
<b>Total:</b>	\$0	\$0	\$30,000	\$30,000	\$30,000	

**Police Department**

Replacement Patrol Vehicle	\$70,000	\$35,000	\$35,000	\$35,000	\$35,000	
<b>Total:</b>	\$70,000	\$35,000	\$35,000	\$35,000	\$35,000	

**Fire Department**

Replacement Fire Engine	\$50,000	\$50,000	\$450,000	\$50,000	\$50,000	300k GF R.
Refurbish Tanker Truck					\$100,000	
Replacement Rescue Truck				\$50,000		
<b>Total:</b>	\$50,000	\$50,000	\$450,000	\$100,000	\$150,000	

**Community Redevelopment Agency**

Projects		\$30,000	\$30,000	\$30,000	\$30,000	
Fruitland Park Playground	\$150,000					70k CRA R.
Lions & Central		\$50,000	\$50,000	\$50,000	\$50,000	
Façade Grant		\$20,000	\$20,000	\$20,000	\$20,000	
<b>Total:</b>	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000	

**Parks and Recreation**

Echo Terrace Playground	\$100,000					50k R./30k CDBG
Lions & Central Park	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Library Expansion			\$50,000	\$50,000	\$50,000	
Mackay (Nature Center)		\$50,000	\$150,000			Impact/P&R R.
Gardner House Restoration			\$150,000	\$450,000		Hist. Pres. Grant
Lake Rochelle Park				\$80,000		
Twin Lake Park					\$50,000	
Vehicle Replacement	\$30,000	\$30,000				
Fruitland & Twin Lake Dock	\$80,000					
Lake Echo Boat Ramp Dock		\$35,000				
<b>Total:</b>	\$260,000	\$165,000	\$400,000	\$630,000	\$150,000	

**Facility Operations & Maintenance**

Projects	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	
<b>Total:</b>	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	

Funding Reserves
  External Funding
  Restricted Funding

**CITY OF LAKE ALFRED**

CAPITAL IMPROVEMENTS PROGRAM (CIP)

FY 2018/2019 - FY 2022/2023

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	Funding
	1st Year	2nd Year				

**Public Works**

Replacement Service Vehicles		\$30,000		\$30,000		
Lightning Loader Replacement		\$160,000				Sanitation R.
Garbage Truck Replacement					\$300,000	Sanitation R.
Street Resurfacing	\$180,000		\$180,000		\$180,000	Local Gas Tax
<b>Total:</b>	\$180,000	\$190,000	\$180,000	\$30,000	\$480,000	

**Public Utilities**

Replacement Service Vehicles		\$30,000		\$30,000		
CR 557 Sewer Extension	\$100,000	\$400,000	\$1,000,000			Sewer Impact
Sewer Infill Project	\$100,000			\$2,000,000		80% SRF Forgive
New Water Plant	\$100,000			\$3,000,000		80% SRF Forgive
Storage Building	\$60,000					
Line Replacement	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
<b>Total:</b>	\$410,000	\$480,000	\$1,050,000	\$5,080,000	\$50,000	

 Funding Reserves

 External Funding

 Restricted Funding

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Total General Fund Capital	\$620,000	\$500,000	\$1,155,000	\$885,000	\$905,000
Total Enterprise Fund Capital	\$410,000	\$480,000	\$1,050,000	\$5,080,000	\$50,000
Total CRA Capital	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>Total Capital</b>	\$1,180,000	\$1,080,000	\$2,305,000	\$6,065,000	\$1,055,000
Total Operating GF Capital	\$360,000	\$340,000	\$425,000	\$435,000	\$425,000
Total Operating EF Capital	\$110,000	\$80,000	\$50,000	\$80,000	\$50,000
Total Operating CRA Capital	\$80,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>Total Oper/Unres Capital</b>	\$550,000	\$520,000	\$575,000	\$615,000	\$575,000