

**MINUTES
PLANNING BOARD MEETING
OCTOBER 26, 2016
REGULAR MEETING 6:00 P.M.**

**CALL TO ORDER
INVOCATION
PLEDGE OF ALLEGIANCE**

ROLL CALL: Those in attendance were Board Members Deborah Hoffman, Joe Hults, Matthew Noone, Bette Biggar, Administrative Assistant Mamie Drane, Community Development Director Valerie Vaught, and Marisa Barmby with the Central Florida Regional Planning Council.

Those not in attendance were Board Members Karen Abdul-Hameed and Board Member Rene Ferrer.

APPROVAL OF MINUTES: SEPTEMBER 21, 2016 MEETING

Board Member Hoffman made a motion to approve the Planning Board Meeting minutes for the August 21, 2015 regular meeting: seconded by **Board Member Biggar** motion was approved by unanimous voice call vote.

BUSINESS ITEMS

1) APPOINTMENT OF 2016-2017 CHAIR AND VICE CHAIR.

Nominations were opened and **Board Member Biggar** made a nomination to appointment **Board Member Joe Hults** as Chair. The motion was seconded by **Board Member Hoffman**. Motion passed by unanimous vote.

Nominations were then opened for Vice Chair. **Board Member Biggar** made a nomination to appoint **Deborah Hoffman** for Vice Chair. Motion was seconded by **Board Member Noone**. Motion passed by unanimous vote.

The meeting was turned over to the new Chair Joe Hults.

2) PUBLIC HEARING: FLOODPLAIN MANAGEMENT LAND DEVELOPMENT CODE TEXT AMENDMENT

Chair Hults announced the next item on the agenda which was the public hearing for the Floodplain Management Land Development Code Text Amendment. He turned the meeting over to staff to present the issue.

Marissa Barmby, Central Florida Regional Planning Council explained this was a text amendment to the Land Development Code relating to floodplain management and adopting the December 22, 2016 Flood Insurance Rate Maps (FIRM). In 2012, the City adopted the Ordinance 1315-12 based on a model ordinance that Federal Emergency Management Agency (FEMA) provided. The maps from FEMA were effective at the time for the eastern part of the county only the 2016 maps include the rest of the county. FEMA recently requested local municipalities to update floodplain ordinances to match the revised state model ordinance from

2014. Adopting this keeps the City of Lake Alfred active in the National Flood Insurance Program.

Chair Hults opened the public hearing and asked if anyone would like to comment. No one came forward. **Chair Hults** closed the public hearing

Board Member Biggar made a motion that the Planning Board recommend approval with the changes of a proposed amendment to the City Commission to adopt the updated FIRM maps and update the City's floodplain management regulations to ensure they are fully consistent with the National Flood Insurance Program requirements by the effective date of the revised Flood Insurance Rate Maps. Motion was seconded by **Board Member Noone**. Motion passed by unanimous vote.

3) PUBLIC HEARING: COMPREHENSIVE PLAN FUTURE LAND USE ELEMENT TEXT AMENDMENT

Ms. Barmby explained this item, includes a City-initiated text amendment to the Future Land Use Element of the Lake Alfred Comprehensive Plan to add the "Mixed Use" Future Land Use designation. This type of flexible land use category, outside of the downtown and Green Swamp area, is not set forth by the City's existing Future Land Use designations. Mixed Use will allow for developments that are comprised of multiple or mixed uses which require specific or selected land use districts.

Board Member Biggar asked if this was similar to the amendment made for the Downtown area. **Ms. Barmby** said it was similar but with different guidelines for the specific areas.

Chair Hults opened the public hearing and asked if anyone would like to comment. No one came forward.

Chair Hults closed the public hearing

Board Member Noone made a motion that the Planning Board recommends approval to the City Commission for A City-Initiated text amendment to the Future Land Use Element of the City of Lake Alfred Comprehensive Plan to add a new Future Land Use category titled Mixed Use. **Vice Chair Hoffman** seconded the motion. Motion passed by unanimous vote

Business Items 4 and 5 were presented and discussed together as each item concerns the same property and project by Gapway Groves.

4) PUBLIC HEARING: FUTURE LAND USE MAP AMENDMENT FOR GAPWAY GROVES CORPORATION PROPERTY**

A request by Gapway Groves Corporation, to amend the Future Land Use designation for property located in the City of Lake Alfred from Low Density Residential (LDR) and Conservation (CON) to Mixed Use (MU) and Conservation (CON) on approximately ±91.51 acres of land, located adjacent to the southwestern shore of Lake Alfred, north of Lake Alfred Road and east of Adams Barn Road, further described as parcels: 262731-000000-023010 and 262731-000000-032010.

5) PUBLIC HEARING: ZONING MAP AMENDMENT FOR GAPWAY GROVES CORPORATION PROPERTY**

A request by Gapway Groves Corporation, to amend the Zoning designation for property located in the City of Lake Alfred from Single Family Dwelling District (R1-A) and

Conservation (CON) to Planned Unit Development-Mixed Use (MU) and Conservation (CON) on approximately ±91.51 acres of land, located adjacent to the southwestern shore of Lake Alfred, north of Lake Alfred Road and east of Adams Barn Road, further described as parcels: 262731-000000-023010 and 262731-000000-032010.

Mark Bennett, Ridge Professionals Group, introduced himself and the consulting team for the project. He gave an overview of the project, which will include a special events center & retreat facility to be used primarily for weddings, conferences and similar types of special events at the existing Adams family estate home located on the property. The site is currently surrounded by orange groves and is on the shores of Lake Alfred. The scenery is ideal for the proposed use. The owners will limit the maximum event size to 250 persons, with some possibly up to 300, however an average would be 150 persons. There are many benefits to a project in Lake Alfred, namely being an economic development opportunity for existing businesses to now have an influx of visitors to the area. Also, the owners feel strongly that this project will preserve the character of the land and existing structures. Also, he stated the proposed conditions to development are acceptable to the owners and will help to mitigate possible issues and concerns.

Ms. Barmby reviewed the staff's analysis of this project, covering both the Future Land Use request as well as the Zoning Planned Unit Development request. The property associated with both applications is located adjacent to the southwestern shore of Lake Alfred, north of Lake Alfred Road and east of Adams Barn Road. The subject property is in citrus and pastureland with two single family homes built in the 1920s and a pool built in the 1950s and a shed built in the 1990s. The surrounding area includes Lake Alfred to the east, submerged lands to the north, citrus lands to the east, and the CSX railroad to the south. There is a multi-family development on unincorporated land on the southeastern corner of the property. The land to the northwest of the property is currently vacant, but is platted 0.4-acre lots. The land north of the property on the other side of the swampy protrusion of Lake Alfred is the platted Water Ridge Subdivision, Phase II with ¼ to ½ acre lots. The majority of the lots are currently vacant. To the southwest of the property, on the other side of Lake Alfred Road and the CSX railroad, there is a mobile home park and the Agricultural and Labor Program, Inc headquarters.

The applicant would like to create a special events facility utilizing the existing structures (dating back to the 1940s) on site, and provide additional facilities on-site for reconfiguration as a facility for weddings, conferences, and similar special events on approximately 27 acres (Phase I). The remainder of the site will be used for the eventual development of the property for residential with accessory resort related commercial uses (Phases II and III).

Included in the special events area will be the following facilities:

- Estate House (existing) - The Estate House will be used as a ready (event preparation) area and for additional event services as needed.
- Event Lawn - Located next to the Estate House and overlooking Lake Alfred, this area will include a deck, and be designed to have tents set up as needed.
- Parking Area - Approximately 100 spaces are proposed.
- Boathouse (existing) - To be used for meetings, wedding preparation area, storage, etc.
- Wedding Garden - This site will be used for wedding ceremonies, with an expected maximum capacity of up to 250 seats.
- The Cottages - Twelve (12) cottages are proposed for Phase IA and 14 cottages are proposed for Phase IB. The estimated 1,500 square foot cottages will contain between 2 to 3 bedrooms per unit with full kitchen facilities and two parking spaces per unit. There is an anticipated maximum capacity of up to 8 persons per unit.

- Pre-Post Ceremony Area.
- Dock.

The Gapway Groves Corporation intends to maintain ownership of the property after development and will maintain common open space and facilities, including the existing entrance road.

The Future Land Use amendment is consistent with the City of Lake Alfred Future Land Use Element of the Comprehensive Plan (see companion Future Land Use text Amendment) and the zoning amendment is consistent with the existing Conservation Future Land Use designation and the proposed Mixed Use Future Land Use designation Amendment.

The proposal for a commercial component to the property is compatible with the adopted Neighborhood Activity Center Future Land Use for the neighboring property in Auburndale located at the intersection of Lake Alfred Road and Adams Barn Road. The CSX railroad location to the south of the property limits the development of adjacent residential.

The proposed Master Development Plan offers a design that is non-intrusive to neighboring properties that have existing or designated residential uses. The proposed PUD-MU Conditions help to alleviate potential off-site impacts (such as noise and traffic congestion) that may be created due to the proposed use. It is assumed that proposed weddings and other events which have music will have the greatest potential for adverse off-site impacts to neighboring properties with regards to noise generation. The proposed location for events (labeled "Special Event/Retreat Facility" on the Master Development Plan) is located over 1,000 feet away from the nearest developed residential multi-family structures to the east and more than 1,000 feet from the nearest platted vacant single-family residential lots to the north. The proposed distance separation, along with compliance with the City's Noise requirements (LDR Section 3.06.02.03) is believed to be a sufficient measure to mitigate the potential of offsite impacts due to noise.

In coordination with City staff and the applicant, there were several development conditions proposed that address potential impacts and concerns that are inherent in this type projects. The City staff and applicant are in agreement on the following proposed development conditions to be adopted with the final PUD-MU zoning designation and Master Development Plan:

1. The Phase I Planned Unit Development approval shall be for a special event facility for weddings, conferences, and similar special events including 26 cottages. Outdoor amplified music may be played between 7:00 a.m. and 10:00 p.m. on any day of the week.
2. A detailed traffic study for Phases IA and IB shall be completed by the applicant prior to final site plan approval.
3. The development is required to connect to City of Lake Alfred water and wastewater utilities.
4. The Master Development Plan included herein together with the conditions of approval shall be considered the "Binding Site Plan." In addition to the requirements of Section 7.04.04, any modifications to access points, structures within 50 feet of the boundary, or intensification of uses within 100 feet of the boundary shall constitute a Major Modification to this approval for Phase I.

5. Events attracting more than 300 people are prohibited without special event approval by the City. There shall be a minimum of two (2) hours between events to limit the potential off-site traffic congestion along Adams Barn Road and Lake Alfred Road.
6. Parking within the public right-of-way shall be prohibited. The uses and parking shall be contained within the 27 acre Phase I boundary shown on the Master Development Plan.
7. There shall be no permanent alcohol or retail sales except in accordance with the Land Development Code and Comprehensive Plan requirements, including but not limited to obtaining the proper land use designation. With an approved Florida Division of Alcoholic Beverages and Tobacco alcohol license, this PUD approval permits the sale and/or service of alcohol for on-site consumption ancillary to and in conjunction with the approved activities permitted to operate on this property.
8. Prior to site plan approval, the applicant shall complete a jurisdictional wetlands determination (JD) by the SWFWMD consistent with Policy 1.8.2 of the Future Land Use Element. The JD will be used as the basis for determining the location of the wetlands protection and transitional zones. A preliminary environmental impact assessment shall also be conducted indicating any native vegetative species and wildlife habitat such as gopher tortoises, etc.
9. The applicant will obtain all necessary permits required related to wetland and floodplain development.
10. The location of the dock as illustrated on the Master Development Plan may be relocated to a more northern point upon submittal of a recorded easement agreement with the neighboring property owner.
11. To proceed to Phases II and III of the development, the applicant will be required to submit a detailed traffic study showing the impacts of the development, and mitigation.
12. The cottages included in Phase IA (12 cottages) are restricted to temporary rental use in conjunction with the special event facility use and therefore will not generate any impacts on the Polk County School Board. Per the Polk County School Board, these 12 cottages are exempt from school impact fees. If these 12 cottages ever convert to single-family homes, the impact fees would be due at that time. The 14 cottages in Phase IB, are subject to school concurrency requirements prior to site plan approval/construction plan approval.
13. Before Phase I can be utilized as a special events venue, the applicant shall prepare an event management plan consistent with major event management techniques for the City of Lake Alfred staff to review, approve, and keep on file. Should this plan need to be changed or modified for any reason, the City of Lake Alfred shall review and approve any changes or modifications in writing prior to any changes or modifications being commenced or enacted.
14. *The applicant is requesting an additional condition relating to wetland transitional zones to be added if the Commission determines the applicant provided sufficient evidence that a smaller transitional zone can protect the functions of the wetland. The condition will include the required wetland transitional zone (minimum 30 feet).*

Chair Hults opened the public hearing on the Future Land Use request and asked if anyone would like to comment. No one came forward.

Chair Hults closed the public hearing

Vice Chair Hoffman made the motion for the Planning Board recommend approval of a change in Future Land Use classification from Low Density Residential and Conservation to Mixed Use and Conservation on the property described; **Board Member Noone** seconded the motion. Motion carried by unanimous vote.

Chair Hults asked about how wide the road is leading to the house. Ms. Barmby stated part of the proposal is the widening of the road. Board Member Biggar asked if there were only going to be one entrance and exit. Mr. Bennett answered only one. Ms. Biggar was concerned about the resort road opening on to Lake Alfred Road on a curve and that would be dangerous to drivers. Ms. Barmby indicated the proposed conditions to the PUD designation will require a detailed traffic study that may indicate additional road improvements will be needed for the future Phases II and III. Polk County has jurisdiction over both Old Lake Alfred Road and Adams Barn Road, which their analysis of Phase I does not require any road improvements at this time.

Chair Hults opened the public hearing on the Zoning request and asked if anyone would like to comment. No one came forward.

Chair Hults closed the public hearing

Board Member Biggar then made the motion that the Planning Board recommends approval with changes of a change in zoning from R1-A and Conservation to PUD-MU and CON with the proposed conditions discussed this evening. Motion was seconded by Board Member Noone. Motion passed by unanimous vote.

Chair Hults asked for any additional PUBLIC COMMENTS. There were none.

Chair Hults called for any additional BOARD MEMBER COMMENTS. There were none.

With there being no further business to discuss, meeting was adjourned at 7:55pm.

Respectfully submitted,
Mamie Drane
Administrative Assistant