

City of Lake Alfred  
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**Community Development**

Building | Code Enforcement | Planning | Zoning

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**PLANNING BOARD  
AGENDA**

**CITY COMMISSION CHAMBERS  
SEPTEMBER 08, 2020  
6:00 P.M.**

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**CALL TO ORDER**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Ameé Bailey, City Clerk

**APPROVAL OF MINUTES:** August 11, 2020

**BUSINESS ITEMS:**

1. ULDC Text Amendments
2. Comprehensive Plan Amendments
3. Capital Improvement Plan

**PUBLIC COMMENTS:**

**BOARD MEMBER COMMENTS:**

**NEXT MEETING:**

- Regular Meeting – October 13, 2020

**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 291-5748.*

**DRAFT MINUTES  
CITY OF LAKE ALFRED  
PLANNING BOARD MEETING  
TUESDAY, AUGUST 11, 2020  
CITY HALL**

**Call to Order:** Chair Joe Hults

**Invocation and Pledge of Allegiance:** Chair Joe Hults

Board Members in attendance were Chair Joe Hults, Attending via Zoom: Board Members Wanda Daley, Karen Abdul-Hameed, and Matthew Noone

Board Members Absent/Excused, Loretta Vittorio, Herb Nigg, and Betty Biggars

Staff in attendance: Community Development Director Ameé Bailey, and Planner Felicia Hutchinson,

**Board Member Abdul-Hameed** made a motion to approve the minutes from the June 23, 2020 meeting, seconded by **Board Member Daley**. A unanimous voice call vote approved the motion.

**Board Member Abdul-Hameed** made a motion to approve the minutes from the June 30, 2020 meeting, seconded by **Board Member Daley**. A unanimous voice call vote approved the motion.

**Chair Hults** asked Director Bailey to lead the discussion.

1. Unified Land Development Code (ULDC) Process and Procedure Discussion

**Director Bailey** stated that during the stakeholders' meeting, there were discussions about streamlining the permit process and making it more straightforward for the citizens to understand the Code. Another point of discussion was clear and concise goals and objectives as it relates to the procedures. The Board will review Chapter 9, and there will not be a meeting on Article 6 and 8; they will remain as they are for now.

In Chapter 9, the Administrative Staff is outlined, who they are and what they do. The most significant change in this chapter is the role of the Fire Official. They are involved with the approval of site plans and building permits and inspections. The second change is with the Technical Review Committee. Which departments are involved, who within those departments and other resources such as the City Attorney and Engineer. There is more detail about when the Technical Review Committee will preside over the approval. There have been changes to The Planning and Zoning Board, The Development Review Special Magistrate, and the Code Enforcement Special Magistrate. There has been a recommendation from the City Attorney to disband the Board of Adjustment and divide the tasks of that Board. After reviewing the two boards, it was found that the Planning Board can act as the Board of Adjustments. It will serve several purposes; it opens up the possibility for residents to serve on a more active board. The Development Review Special Magistrate is being used more frequently. It's similar to the Code Enforcement Magistrate. There will be an attorney that rules over that Board, serving the same purpose, and the attorney will make sure that staff has followed the administrative procedures.

Each application type has been grouped, Legislative, Site Plan, Subdivision, Development Permit, or Relief, and the review criteria have been explained for each. The approval process for each group is similar depending on the type of application and the level of review needed.

**Director Bailey** explained what each group encompasses.

The next issue is when which is timing and how which is the public notices. The Code defines the timing from the Florida Statutes' maximum requirements. The City's internal administrative processes have a quicker review time. It was left in the Code for the statutory requirements. Chapter 9 also conveys the public notice requirements. The table in Chapter 9 details the type of review needed, who will review the submitted request, and who will approve the request.

Staff is continuing to gather information from everyone and make the revisions. The goal is to have the completed Code for a hearing in September.

**Board Member Abdul-Hameed** asked if the disbandment of the Board of Adjustments will go before the Commissioners.

**Director Bailey** stated as part of the Code process, the new process for the Boards would be established through Chapter 9.

Tonight the discussion is about the processes and procedures with the Planning Board, next Monday the discussion will be with the City Commission. The policy decisions will come from them at that time.

She continued explaining the type of special exception cases that would be entertained by the Planning Board. One example dealt with temporary placement of a mobile home to allow the property owners to rebuild the primary residence due to storm damage, or to care for a disabled family member.

**Board Member Daley** asked what is defined as temporary.

**Director Bailey** stated the situations would have limitations set by the nature of the need for the additional room, which would require renewal on a specified time frame.

**Board Member Abdul-Hameed** asked if the finished online ULDC would include links to take the user to the particular section.

**Director Bailey** stated that there would be that capability in some sections of the document.

**Chair Hults** asked if there was a zoning issue and the Planning Board denies the request, and the request goes in front of the City Commission, and the Commission disagrees with the Planning Board, where does the request go after that.

**Director Bailey** stated if the Planning and Zoning Board become one Board, the By-Laws would have to be reviewed. Part of that revision would be a clear definition of what is a Quasi-Judicial Hearing, which is held more-so with the Board of Adjustment. The procedures will be outlined in the By-Laws, and also, there will be a training session to make sure everyone knows the difference between the planning side and the zoning side.

**Board Member Abdul-Hameed** asked if the procedure for presenting a case is the same as a presentation for the Planning Board.

**Director Bailey** stated there are ten questions the Board will have to answer to determine whether or not a variance applies to that site. Staff goes through the same ten questions and gives their recommendation.

**Board Member Noone** stated the property owner has to meet requirements, and the request must be applicable.

Discussion continued regarding the combining of the Boards.

**Director Bailey** asked if there were any questions seeing none.

**Board Member Abdul-Hameed** made a motion to adjourn the meeting, seconded by **Board Member Noone**. A unanimous voice call vote approved the motion.

**Next Meeting:** September 8, 2020

The meeting was adjourned at 7:05 pm.

Respectfully submitted,

Mamie Drane  
Deputy City Clerk

**CITY OF LAKE ALFRED  
PLANNING BOARD  
SEPTEMBER 08, 2020**

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**BUSINESS ITEM NO. 1:** ULDC Text Amendments

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**ISSUE:** The Planning Board will consider text amendments to the Unified Land Development Code (ULDC).

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**BUSINESS ITEM NO. 2:** Comprehensive Plan Text Amendments

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**ISSUE:** The Planning Board will consider text amendments to the Comprehensive Plan in support of the changes to the Unified Land Development Code (ULDC).

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**Business Item No. 3:** Capital Improvement Plan (CIP) Amendment

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**ISSUE:** A city-initiated text amendment to the City of Lake Alfred Comprehensive Plan relating to the 5-Year Schedule of Capital Improvement Plan (CIP).

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There are two general types of Plan Amendments: text amendments and map amendments. The Planning Board shall review every Plan Amendment. In reviewing and formulating recommendations to the City Commission on proposed Amendments to the Comprehensive Plan, and particularly, the Future Land Use Element and Future Land Use Map, the Planning Board shall specifically consider and evaluate the proposed amendments against the following standards.

- A. The proposed Plan Amendment is consistent with the goals of the City of Lake Alfred Comprehensive Plan. Objectives and policies of the Plan may be proposed for modification by the Amendment.
- B. The proposed Plan Amendment contains an analysis of the Levels of Service for all public facilities and services; identifies the timing of improvements to maintain Levels of Service established by the Comprehensive Plan; and estimates the cost of such improvements to the City and to the developer.
- C. In the case of a proposed Plan Amendment to the Future Land Use Map, the proposed Land Use Classification at the proposed location has been analyzed to identify adverse impacts to adjacent land uses, the character of the neighborhood, parking, or other matters affecting land use compatibilities and the general welfare of the City. Said analysis must address land uses as they now exist, **and as they may exist in the future**, as a result of the implementation of the goals, objectives and policies of the Comprehensive Plan; and contains objectives and policies to mitigate or eliminate adverse impacts.
- D. The proposed Plan Amendment contains an analysis of community need for the development associated with the Amendment. The analysis is based on existing and proposed uses of a similar nature in the City, and an assessment of the need to provide or maintain a proper mix of uses both within the City of Lake Alfred and also in the immediate area in Polk County or another municipality.
  1. The proposed Plan Amendment shall not result in either a detrimental over concentration of a particular use within the City or within the immediate area.
  2. The Plan Amendment contains sufficient proof to convince the Planning Board and the City Commission that the proposed Plan Amendment and Land Use Classification supplants the analysis that supported the establishment of the existing Land Use Classification.

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**STAFF REPORT**

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**APPLICANT:** CITY OF LAKE ALFRED

**REQUEST:** UNIFIED LAND DEVELOPMENT CODE UPDATE &  
COMPREHENSIVE PLAN AMENDMENT IN SUPPORT OF  
ULDC UPDATE

A City-initiated request to update the City of Lake Alfred Unified Land Development Code (ULDC) and the Comprehensive Plan amendments to support of the ULDC update.

**AGENDA DATES:**

September 08, 2020	Planning Board Meeting
September 24, 2020	City Commission-First Reading
TBD	City Commission-Adoption

**ATTACHMENTS:**

- ULDC Draft Text Amendments
- Comprehensive Plan Text Amendments

**OVERVIEW:**

The Lake Alfred Unified Land Development Code (ULDC) was originally adopted in 1993. The structure, standards, and procedures in the ULDC are typical of codes commonly found in similarly sized jurisdictions throughout Florida. In addition, the ULD is approximately 450 pages with a patch-work of amendments over the years that have left the code difficult to read. The writing style employed throughout Lake Alfred's LDC resembles "legalese," the formal and technical language of legal documents that is often difficult for people, including planners, to understand. Legalese does not lend itself to clear and concise communication and can be in-and-of itself an impediment for development.

The existing zoning districts and standards resemble a "Euclidean Zoning" style with exclusionary regulations such as minimum lot and dwelling size requirements. The ULDC specifies 26 zoning

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districts, six of which do not apply to any property currently. Eight of the zoning districts pertain to single-family residential uses, varying primarily by minimum lot and dwelling size requirements. Recent amendments to the ULDC have added Downtown Overlay standards that incorporate form-based elements; promoting walkable, compact, and mixed-use development.

New residential developments demonstrate the bare minimum design standards and are care dependent. These developments lack a human scale public realm and walkable access to a neighborhood center. Newer development is less connected and block sizes are larger than older, established neighborhoods. There is greater variation in the number of Single Family zoning districts than the number of existing housing types in Lake Alfred.

Lake Alfred's built form and development pattern is low-density with mostly single-family uses. As the City continues to grow, development pressure within the Green Swamp Critical Area of State Concern is mounting. Today, the Comprehensive Plan and ULDC allows up to 70% of the Green Swamp to develop as very low density residential with the remaining 30% of area under conservation.

The ULDC provides procedures for comprehensive plan amendments, rezonings, planned urban developments (PUD), site development plan, subdivisions, cluster developments, conditional use permits, special exceptions, home occupations, variances, and nonconformities. These procedures are generally consistent with procedures found in municipalities statewide. The Chief Planning Official and Chief Building Official can conduct Administrative Reviews. The Planning Board will hear Comprehensive Plan amendments, rezonings, conditional use permits, major subdivisions, and plats. All Planning Board recommendations require final approval by the City Commission. Variances, Special Exceptions, Home Occupations, and Nonconformities require approval by the Board of Zoning Adjustments.

The proposed ULDC is a complete restructuring of the Code with some new and existing elements. The ULDC is a work-in-progress and after restructuring more sections will be updated. The sections that were first amended were based on feedback from staff, the City Commission, the Planning Board, the Board of Adjustment, and stakeholder comments during several community workshops. During the spring of 2019 several kick-off meetings were held to get initial feedback regarding the areas of focus for the ULDC amendments.

City staff has expressed a desire to modernize, simplify, and strengthen the Land Development regulations, particularly as development percolates into the Green Swamp Area of Critical State Concern. Staff indicated an expectation of superior site design within the Green Swamp. Recognizing a looming water supply crisis throughout Polk County and an evolving demographic, staff believes that the ULDC should respond to future opportunities and challenges rather than conform to past trends. The staff also identified many inconsistencies between areas of the Code and with the Comprehensive Plan.

A roundtable discussion with local developers and landowners who are actively developing land in Lake Alfred. Their focus was on residential development in the Green Swamp Area of Critical State Concern (Green Swamp) and the current development processes. Commercial and industrial development was also briefly discussed. The residential conversation discussed Lake Alfred's location and potential for residential development along the I-4 corridor. There was a lot of discussion regarding lot sizes, density, and housing products. A significant portion of the future residential may lay within the Green Swamp. Stakeholders desired consistency of regulations,

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certainty in development rights, and fair environmental standards within the City and those portions in the Green Swamp.

A joint workshop was held with the Planning Board and the City Commission to discuss the initial feedback and opportunities. Both boards echoed staff's need and excitement for a more modernized code. The Southwest Florida Water Management District (SWFWMD) presented information on the Florida Water Star Program. Extensive conversation ensued about water supply/conservation concerns, as did discussion about new urbanist neighborhood development. The Green Swamp discussion focused on the no development below the 135-ft MSL contour requirement and the potential use of property outside of wetlands and floodplains that is below the 135-ft MSL contour. The group discussed clustering as it is currently allowed in the Green Swamp. A concern is that areas designated as open space may someday be converted to houses if the open space is all "shoved in a corner of the development site." The City wants to ensure open space will remain as open space.

Lastly, a workshop was held specifically to discuss development in the Green Swamp. Participants at the meeting discussed the reason behind the requirement that no development can occur below the 135-ft MSL contour. The group discussed the fact that the requirements are there to protect more than just wetlands. They also expressed their desire that the City have a consistent buffering requirement. The City requires a 50-ft buffer from wetlands and floodplains in the Green Swamp and a 30 ft to 200-ft buffer from wetlands outside of the Green Swamp. It was pointed out that the Southwest Florida Water Management District requires a 25-ft buffer from wetlands. The City also requires a 50-ft buffer from lakes and a 100-ft upland buffer from the 135-ft MSL contour.

Some of the participants are also interested in opportunities for transfers of development rights due to the limitation of the different buffer requirements. The group also discussed density requirements. The participants are in favor of increasing development potential for their sites.

Starting in the spring of 2020, staff began presenting and discussion drafts of the ULDC. Several more workshops were held with the Planning Board and City Commission to gauge progress and determine if the policies were headed in the right directions. Staff discussed processes and procedures in addition to development standards.

**PROPOSED ULDC TEXT AMENDMENTS:**

As discussed in previous workshops the ULDC has been completely restructured and reformatted. The goal was to make the code easier to read and easier to find specific information. Sections have been renumbered and reformatted to allow for future expansion within each section. Graphic have been added to many sections and as other sections are amended in the future, the structure will allow for future graphics to be included.

Article 1 Provides the general provisions for the ULDC. While there is some updates to the formatting, there have been minimal changes to the content.

Article 2 is completely restructured and includes both old and new text elements. The Article begins with the Rules for all Districts which provides clarity on standards and how they are measured or evaluated. Graphics and tables add to the narrative and provide details. The zoning districts have been consolidated and simplified leading to four broad categories of residential,

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mixed use, commercial/industrial, and special purpose. There are 3-4 specific zoning districts within each category. This leads to a reduction from 39 specific districts to 13.

Article 2 also incorporates the concept of overlay districts. While the concept was previously included in the ULDC they were not together or labeled as such. Compiling and locating the overlay districts in the same chapter as the zoning districts provides one location for development standards. The Downtown Overlay District was moved almost completely as-is from the current code. The Green Swamp Overlay District was consolidated and received a lot of attention to allow for more density while conserving and protecting the sensitive areas of the Green Swamp. The Historic Overlay District was relocated. The Planned Unit Developments were relocated to allow them to serve as an overlay rather than a stand alone district. Stakeholders found the PUD designation on the zoning map confusing. The Joint Planning Areas were added as an overlay with the Joint Airport District policies being consolidated from sections of the code to create the first joint planning area. The nonconformities section was moved to the end of Article 2 and was completely restructured and revised to meet current statutory requirements.

Article 3 blends old and new policies based on the proposed use. Like the zoning districts, many use types were consolidated into broader categories. The broad categories include agriculture, industrial, commercial, residential, utilities, accessories, and temporary uses. The consolidation creates more equity in the review of similar uses. While the standards for many uses resembles the existing text other categories received more updates such as lodging, restaurants, retail, artesian, live/work, multi-unit residential, accessory and temporary uses. The amendment also contemplates clarity to the review process by standardizing the language between the Articles as related to the types of review. Uses clearly identify if administrative staff, the Planning and Zoning Board, or the City Commission would finalize the review.

Article 4 details the site development criteria regarding access, creation of blocks and lots, parking, landscape and buffering, and site lighting. The majority of this section is new and revised text. Additionally graphics have been added for clarity. Similar to the Downtown Overlay District standards have been included to improve walkability and safety for pedestrians. The landscaping standards have been modified and provide more options for meeting the intent of landscaping while adding flexibility for site-specific designs. Guidelines for subdivision layouts and fences has been expanded to local streets from becoming walled tunnels. The site development standards have also been separated from the public improvements which were placed in Article 5.

Article 5 provides standards for streets, utilities, storm water, waste and emissions. There is new text in this section related to the creation, classification, and design standards for streets.

Article 6 has been reformatted but there is very little change to the sign standards.

Article 7 addresses resource protections such as flood prone areas, wellfield protection, hazardous materials, wetland protections, lake protections, upland buffers, erosion controls, and conservation easements. Amendments to this section focus on creating consistency among the protection standards and buffers.

Article 8 has been reformatted and sections moved to other others. The remaining text dealing with facility monitoring and concurrency remains unchanged at this time.

Article 9 included the administration of the ULDC and the procedures to be followed. This Article has been completely re-envisioned to streamline process and provide clear roles and

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responsibilities. The Technical Review Committee has been formalized and included in the review process and the Development Review Special Magistrate has been created. The Board of Adjustments has been disbanded and the tasks have been split between the Planning and Zoning Board and the Development Review Special Magistrate. In addition, appeal process have been expanded and Special Exceptions have been added.

**PROPOSED ULDC TEXT AMENDMENTS:**

In order to be consistent with the Lake Alfred Comprehensive Plan, text amendments have also been proposed to the Comprehensive Plan. Within the Future land Use element, land use classifications have been group in a nature similar to the ULDC, focusing on residential, mixed use, commercial/industrial, and specialty uses.

Additionally, policies addressing the 1996 agreement with the Department of Community Affairs now Department of Economic Opportunity have been removed since the agreement was terminated.

**STAFF RECOMMENDATION:**

Based on the analysis provided in this staff report, staff finds that the proposed ULDC updates are **CONSISTENT** with the proposed updates to the Lake Alfred Comprehensive Plan and recommends **APPROVAL** to the City Commission of the City-initiated text amendments to the ULDC and the Comprehensive Plan.

## FUTURE LAND USE ELEMENT

**Policy 1.1.5:** The City shall depict generalized land uses on the Future Land Use Map and Map Series. The City has determined it appropriate to depict educational uses, public buildings and grounds and other public facilities as one land use category on the Future Land Use Map. The City will depict the following natural resources or conditions on the Future Land Use Map or Map Series: 1) existing and planned public potable waterwells and wellhead protection areas; 2) rivers, lakes and floodplains; 3) wetlands; and, 4) minerals and soils. The City has determined that an additional classification, that of Preservation, is appropriate and is hereby added to the Future Land Use Map.

The following Future Land Use classifications are established:

- I. Residential
  - a) ~~Rural Residential/Agriculture~~
  - b) ~~Very Low Density Residential~~
  - c) ~~Low Density Residential~~
  - d) Medium Density Residential
  
- II. Commercial and Employment Centers
  - a) Neighborhood Convenience Center
  - b) Specialty Center
  - c) Downtown Mixed Use
  - d) Mixed Use
  - e) Commercial
  - f) Industrial
  
- III. ~~Other Special Use~~
  - a) Public Buildings and Grounds
  - b) Recreation and Open Space
  - c) Conservation
  - d) Preservation

**Policy 1.1.6:** ~~The primary function of the **Rural Residential/Agricultural** classification is to permit agricultural activities, rural density residential development, and to also serve as a reserve for future urban development. Development criteria: Agricultural uses and rural residential development at a density of **one (1) unit per ten (10) acres (1 du/10 ac)** **one (1) unit per acre (1 du/1 ac)**.~~

**Policy 1.1.7:** ~~The primary function of the **Very Low Density Residential** classification is to accommodate very low density residential development consisting~~

~~primarily of single family detached dwellings; and to allow for agricultural uses on property without a dwelling unit, and to allow agricultural uses accessory to residential uses. This Low Density residential designation shall meet Lake Alfred's housing needs for the lower density housing, promote efficient use of infrastructure, protect existing single family neighborhoods and promote compatible land uses. This classification shall permit densities up to **three (3) units per acre** ~~four (4) units per acre~~, depending on the development suitability of the site, and availability of public facilities and services. The density for any use in this district shall not exceed **one unit per 10 acres** (1 du/ 10 ac) where paved roads, municipal water and sanitary sewer service are not available.~~

~~Ordinance 1276 10: Sites 2 and 3 of the 2010 EAR Based Amendments shall be limited to one dwelling unit per 10 acres until such time as the Capital Improvements Element and 5 Year Schedule of Capital Improvements are revised to provide for central water and wastewater services and paved roads to these areas of the City. At such time, this policy shall be amended to provide for a density greater than 1 dwelling unit per 10 acres and consistent with the Very Low Density Residential Future Land Use designation. (Ordinance 1276 10, October 18, 2010 adoption)~~

**Policy 1.1.8:**

The primary function of the **Low Density Residential** classification is to accommodate low density residential development consisting primarily of single family detached dwellings. This Low Density residential designation shall meet Lake Alfred's housing needs for the lower density housing, promote efficient use of infrastructure, protect existing single family neighborhoods and promote compatible land uses. This classification shall allow for agricultural uses on property without a dwelling unit, and to allow agricultural uses accessory to residential uses for properties transitioning to urban uses. This classification shall permit densities up to **six (6) units** per acre, depending on the development suitability of the site, and availability of public facilities and services. The density for any use in this district shall not exceed **one unit per 10 acres** (1 du/ 10 ac) where paved roads, municipal water and sanitary sewer service are not available.

**Policy 1.1.9:**

The primary function of the **Medium Density Residential** classification is to accommodate higher density residential uses, typically consisting of townhouses, duplexes, or mobile home parks. This Medium Density residential designation shall meet Lake Alfred's housing needs for the higher ranges of residential densities, promote efficient use of existing infrastructure and promote affordable housing. Densities in this classification may range up to a maximum of ~~twelve units (12) per net acre~~ **from six (6) to twenty-four (24) units per net acre**, depending on the development suitability of the site, and availability of public facilities and services.

**Policy 1.1.10:**

The primary function of the **Neighborhood Convenience Center** classification is to provide for low impact, low intensity commercial, office and institutional uses such as convenience stores, gas stations, offices, restaurants, and drug stores to serve the residents of the City including the Green Swamp Area of Critical State Concern. ~~Neighborhood Convenience Centers shall not exceed 10 acres in size and shall not be located closer than 1 mile from another Neighborhood Convenience Center or City Commercial Future Land Use. Neighborhood Convenience Centers shall be located at the intersections of arterials and/or collector roads and must be served by central water and wastewater services.~~

~~If located within the Green Swamp Area of Critical State Concern, the floor area ratio in the Neighborhood Commercial Center shall not exceed 0.25 without special approval as a Planned Unit Development. If located outside of the Green Swamp Area of Critical State Concern, the floor area ratio shall not exceed 0.35 without special approval as a Planned Unit Development. Neighborhood Convenience Center shall not exceed a 0.50 floor area ratio with approval as a Planned Unit Development if located outside of the Green Swamp Area of Critical State Concern and shall not exceed a 0.35 floor area ratio with approval as a Planned Unit Development if located within the Green Swamp Area of Critical State Concern.~~

~~Planned Unit Development approvals for the Neighborhood Convenience Center shall require:~~

- ~~1) The site to be reviewed for environmental suitability and evidence to show that environmental impacts have been avoided;~~
- ~~2) Central potable water and wastewater are provided to the site;~~
- ~~3) There is adequate roadway capacity to sustain the development; and~~
- ~~4) Capital improvements required to support the development are committed within the Five Year Schedule of Capital Improvements.~~

~~Ordinance 1276-10: The 10+/- acres (Site 1 of the 2010 EAR-Based FLU Amendments) shall be limited to 10,000 square feet of development; and shall be subject to other applicable Land Development Regulations in the City. Wetland buffers shall be provided on the site consistent with the requirements of the Conservation Element and the Land Development Regulations. (Ordinance 1276-10, October 18, 2010 adoption)~~

**Policy 1.1.11:**

~~The primary function of the **Specialty Center** classification is to provide for residential, commercial, office, and employment center uses to serve the City including the Green Swamp Area of Critical State Concern and surrounding areas. No outdoor storage shall be allowed in this Future Land Use~~

~~classification. Residential uses shall not exceed a gross density of 3 dwelling units per acre but may have a higher net density if developed through the City's Conservation Development Program. A minimum of 30 percent open space shall be provided within a Specialty Center. Specialty Centers shall be located at the intersections of arterials and/or major collector roads and must be served by central water and wastewater services. If located within the Green Swamp Area of Critical State Concern, the floor area ratio for Specialty Center shall not exceed 0.75. If located outside of the Green Swamp Area of Critical State Concern, the floor area ratio in the Specialty Center shall not exceed 1.00.~~

**Policy 1.1.12:**

The primary function of the ~~Downtown~~ **Mixed Use** classification is to provide support economic development by providing a specific, defined location where multiple opportunities may occur for working, shopping, entertainment, lodging and living. ~~for a gradual transition during the planning horizon from residential and commercial uses to a mix of interconnected residential, commercial, office, institutional, and civic uses within the City's Downtown.~~

The ~~Downtown~~ Mixed Use classification shall encourage pedestrian friendly and transit oriented design especially within the "core area" between the northbound and southbound sides of the US 17/92 one-way pair split.

The ~~Downtown~~ Mixed Use classification shall be served by central water and wastewater services. Residential uses shall be consistent with the densities allowed in the ~~Low Density and Medium Density Future Land Uses~~. Residential densities shall not exceed a gross density of ~~12 dwelling units per acre~~ 24 dwelling units per acre. Floor area ratios for non-residential uses shall not exceed 2.5. Through the City's Land Development Regulations, the City shall establish a master plan for the ~~Downtown~~ Mixed Use area including but not limited to public parking areas, pedestrian access; architectural standards; and signage.

~~As the Downtown Mixed Use area of Downtown Lake Alfred redevelops, the following percentage distribution of land uses shall be implemented:~~

- ~~(a) Residential 15 to 35%~~
- ~~(b) Commercial 40 to 65%~~
- ~~(c) Office 10 to 40%~~
- ~~(d) Public/Civic (Institutional) 10 to 20%~~
- ~~(e) Public parks and open space 5 to 10%~~

**Policy 1.1.13:** ~~The intent of **Mixed Use (MU)** Future Land Use classification is to support economic development by providing a specific, defined location where multiple opportunities may occur for working, shopping, entertainment, lodging and living. This Future Land Use may only be applied outside of the Green Swamp Area of Critical State Concern.~~

~~Mixed Use areas will have their own identity and are focused around unique land uses.~~

Mixed Use developments require different development approaches and strategies to achieve the best possible build-out. A mix of land uses, both non-residential and residential should be contained in these areas. Adequate pedestrian connections between non-residential and residential development should be provided. Even though these areas have a specific land use focus, steps should be taken to ensure a mixture of uses that result in a live-work-play environment.

This category shall apply to developments that are not singular in their uses but comprised of multiple or mixed uses which require specific or selected land uses in order to implement them. Fundamental elements within the Mixed Use category should be present such as compact development, mixed uses, provision for multiple modes of transportation and responsiveness to the environmental and cultural attributes of the development site or community.

~~Non-residential mixed use development may not exceed the floor area ratio of 0.50 and the impervious surface ratio of 0.70. Residential including single family and multi-family shall not exceed 12 dwelling units per acre.~~

**Policy 1.1.14:** The primary function of the **Commercial** classification is to meet the City's need for retail goods and services, and shall promote efficient use of infrastructure. The City shall direct future commercial development to areas which are well integrated into the transportation network and surrounding land uses. Residential uses are permissible within this category, and shall not exceed a gross density of ~~12 dwelling units per acre~~ 24 dwelling units per acre, provided that they are compatible with surrounding land uses, are connected to central potable water and wastewater, and are appropriately integrated, such as apartment complexes and residential units above commercial storefronts. The floor area ratio in the Commercial classification shall not exceed 2.5.

**Policy 1.1.15:** The primary function of the **Industrial** classification shall be to accommodate the facilities necessary for the processing, fabrication, manufacturing, and distribution of goods. Industrial areas shall be compatible with adjacent land uses, promote a variety of employment opportunities and facilitate a diversified economic base, and promote

efficient use of public facilities and services. New industry shall be located in areas with existing industrial land uses and amenities. Floor area ratios for industrial structures in this category shall not exceed 1.5.

~~Ordinance 1246-09: The 177.73 +/- acres located in Sections 26 and 27, Township 27 South, Range 26 East; generally located at the eastern edge of the city limits, south of Lake Lowry, North of U.S. Highway 17/92, and north and south of the CSX rail line, shall be designated "Industrial" on the Future Land Use Map; and identified by reference to Ordinance 1246-09 on the Future Land Use Map, shall be limited to 2.5 million square feet of development; and shall be subject to other applicable land development regulations within the City (Ordinance 1246-09, May 18, 2009, adoption)~~

~~Ordinance 1276-10: The 21 +/- acres (Site 6 of the 2010 EAR-based FLU Amendments) shall be limited to 500,000 square feet of development; and shall be subject to other applicable land development regulations within the City. Wetland buffers shall be provided on the site consistent with the requirements of the Conservation Element and the Land Development Regulations (Ordinance 1276-10, October 18, 2010 adoption).~~

**Policy 1.1.16:** The primary function of the **Public Buildings and Grounds** classification is to provide areas for existing or future government owned buildings or grounds, parks, or open space. Floor area ratios for structures in this category shall not exceed 2.0.

~~**Policy 1.1.17:** The primary function of the **Recreation and Open Space** classification is to indicate areas of existing or future government and/or privately owned parks and open space areas. The Floor Area Ratio is 0.01 public parks.~~

**Policy 1.1.18:** The primary function of the **Conservation** designation is to protect natural resources, lake water quality and groundwater quality. The conservation designation includes land within wetlands and the 100 year floodplain; however, wetlands and floodplains may also be designated Preservation. Residential, commercial and industrial land uses are not permissible on lands designated Conservation. Recreational land uses, such as boat docks, trails, parks, and public beaches are permissible, provided that as little of the land as possible is disturbed during construction; and provided that the activity will not degrade or harm the natural resource. A residence for a park ranger or caretaker is permissible at one unit per twenty acres. The Floor Area Ratio is 0.001 for public conservation areas.

~~**Policy 1.1.19:** The primary function of the **Preservation** designation is to protect and preserve natural resources in their native or natural state. Preservation land uses principally include floodplains and wetlands with associated lakes and swamps, and low land habitat with native plant communities, both wetland and upland. No development is allowed on lands designated Preservation.~~

~~When access is granted, only minimum site disturbance to establish access by natural trail ways shall be allowed, with no paving or structures allowed. Under special circumstances, access may be granted to Preservation areas by construction of unpaved roadways and boat ramps. Special circumstances may include roadways that remain dry year round, or roadways and boat ramps that can be stabilized against periodic flooding.~~

- Policy 1.1.22:** Public schools are allowed in all land use classifications except the City of Lake Alfred's Future Land Use ~~classification~~ classifications of Conservation and Industrial. When annexing undeveloped land, the City shall classify sufficient land proximate to residential development to meet the projected needs for schools in coordination with the Polk County School Board, and may establish differing criteria for schools of different type or size. The City hereby classifies lands contiguous to existing school sites within all land use categories except the City's Conservation and Industrial ~~classification~~ classifications for future expansion of public schools. Further, the City hereby encourages the collocation of public facilities such as parks, libraries, and community centers, with schools, when planning and reviewing a proposed site for new or expanded facilities, and shall adopt criteria for collocation in the Unified Land Development Code. [163.3177(6)(a), F.S.]
- Policy 1.1.23:** The City shall support the use of lands for agricultural purposes by allowing such uses within the City limits. Such uses shall be classified ~~Very Low~~ Density Future Land Use classification. [187.201 (23), F.S.]
- Policy 1.1.28:** In support of the ~~2035 Polk County Mobility Plan~~ 2045 Long Range Transportation Plan (LRTP),
- Policy 1.1.29:** The City shall, through its ~~Downtown~~ Mixed Use and non-residential Future Land Use categories, promote infill, mixed-use, and higher density development, and provide incentives to support the creation of affordable housing in mixed-use zones.
- GOAL 2:** **IT SHALL BE A GOAL OF THE CITY OF LAKE ALFRED TO PROTECT THE NATURAL REGIONAL RESOURCE KNOWN AS THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; AND TO GOVERN DEVELOPMENT OF THE GREEN SWAMP AS IS THE INTENT OF STATE LAW REGARDING THIS RESOURCE; AND MANAGE THE DEVELOPMENT OF THE RESOURCE SO IT IS COMPATIBLE WITH THE DEVELOPMENT OF THE CITY; AND ENHANCE, CONSERVE, AND APPROPRIATELY MANAGE THE NATURAL RESOURCE FOR EXISTING AND FUTURE RESIDENTS.**

**OBJECTIVE 2.1:** ~~ANNEXATION IN COMPACT MANNER~~

~~THE CITY OF LAKE ALFRED SHALL ABIDE BY THE CONTENTS OF THE CHAPTER 380.032, F.S., AGREEMENT (HEREINAFTER REFERRED TO AS THE "AGREEMENT") MADE BETWEEN THE DEPARTMENT OF COMMUNITY AFFAIRS (DCA), CURRENTLY THE DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO), AND THE CITY OF LAKE ALFRED, ON SEPTEMBER 13, 1996, REGULATING DEVELOPMENT OF LAND IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN (ACSC) THAT WILL BE ANNEXED INTO THE CITY'S CORPORATE LIMITS.~~

~~*Measurable Target: Map Series updated for every annexation; development regulations adopted.*~~

**Policy 2.1.1:** ~~For each annexation of land within the Green Swamp ACSC, the City shall amend the Future Land Use Map series, the environmental map series (wetlands, floodplains, soils and habitat), and the infrastructure map series (transportation facilities, water and sewer facilities, stormwater management facilities and recreation facilities) to include the newly annexed land.~~

**Policy 2.1.2:** ~~No land shall be annexed from within the Green Swamp ACSC unless and until provisions for paved roads, centralized sanitary sewer and centralized potable water services are addressed. Prior to annexation one of the following conditions must be satisfied:~~

~~1. The aforementioned services must be determined to be currently available and constructed to meet the maximum development density and intensity of the site at three units per acre four (4) units per developable acre and any proposed commercial development;~~

~~— or~~

~~2. If under construction, secured with a bond ensuring completion of the facilities;~~

~~— or~~

~~3. Are included in a capital improvements budget showing the concurrent provision of these public services as required by the development, providing for the timing of said improvements and the source of funds for the public portion of the investment, and the capital improvement budget is incorporated into the 5 year Capital Improvements Program (CIP) adopted by the City;~~

~~— or~~

~~4. Will be provided for within an adopted development agreement prepared based upon the provisions of Sections 163.3220 through 163.3243, Florida Statutes.~~

~~Water and sewer capacity to meet the development needs of the parcel annexed from within the Green Swamp will be reserved for the development according to Section 6.01.05 of the Lake Alfred Unified Land Development Code (Ord. # 742-93). No development on the annexed parcel shall obtain final approval unless and until one of these provisions for paved roads, centralized sewer and centralized potable water services have been fulfilled.~~

~~**Policy 2.1.3:** The City of Lake Alfred shall establish development standards to ensure the protection and conservation of environmentally sensitive land within the City and within the Green Swamp ACSC. The City shall amend the Unified Land Development Code by adopting Land Development Regulations that are consistent with the Green Swamp Agreement between the City and the DCA DEO and which implement the provisions of the Comprehensive Plan.~~

~~**Policy 2.1.4:** No residential development at a density greater than one unit per ten acres shall occur in the annexed area within the Green Swamp ACSC until the City has extended municipal services to the area, including paved roads, potable water service and sanitary sewer service. Within the Green Swamp ACSC, all residential development at a density greater than one dwelling unit per 10 acres and all commercial development shall be on municipal sewer and water and served by paved roads.~~

**OBJECTIVE 2.2 PROTECTION OF THE RESOURCE**

**THE CITY SHALL PROTECT ALL FLOODPLAIN AREAS AND WETLAND AREAS OF THE GREEN SWAMP ACSC BY PROHIBITING DEVELOPMENT WITHIN THESE AREAS AND BY ESTABLISHING BUFFERS AROUND THESE AREAS.**

*Measurable Target: Wetland and floodplain areas are designated as Conservation or Preservation; buffers enforced.*

**Policy 2.2.1:** The City shall prohibit any development in floodplains and wetlands within the Green Swamp ACSC.

**Policy 2.2.2:** The City shall ensure that a minimum of 30% of the land within the Green Swamp ACSC that annexes into the City of Lake Alfred will be held in permanent open space: including land located within the 100-year floodplain, all wetlands and areas largely characterized by wetlands, but

excluding all surface water courses and lakes. Said lands shall be classified as Conservation or Preservation on the Future Land Use Map (FLUM) and on all other maps.

**Policy 2.2.3:** Wetland systems shall not be used for stormwater treatment or storage within the Green Swamp ACSC.

**Policy 2.2.4:** No parcel within the Green Swamp ACSC shall be created ~~after the date of this amendment~~ which consists entirely of 100-year floodplains, unless accompanied by a deed restriction which prohibits any future development on the parcel.

**Policy 2.2.5:** The City hereby establishes within the Green Swamp ACSC a fifty (50) foot wide upland buffer from wetlands and floodplains ~~the 135-foot elevation contour~~ in which no structure may be placed.

**Policy 2.2.6:** The City shall prohibit any and all use of package plants within the Green Swamp ACSC. A package plant is defined as having less than 100,000 gallons per day capacity.

**Policy 2.2.7:** The City shall prohibit any and all placement of wastewater sludge within the Green Swamp ACSC.

**Policy 2.2.8:** The City shall prohibit all ~~Industrial development~~, peat and lime rock mining and sand mining.

**Policy 2.2.9:** The City shall require a 75 foot minimum setback between the drain field and all wetlands when onsite sewage disposal systems are used. Inspection and pump-out at five year intervals is required.

**OBJECTIVE 2.3: RESIDENTIAL AND COMMERCIAL DEVELOPMENT STANDARDS**

**THE CITY SHALL LIMIT DEVELOPMENT BY REQUIRING 30% OF THE GREEN SWAMP ACSC TO BE LEFT UNDEVELOPED AND CLASSIFIED AS OPEN SPACE, IN ORDER TO PROTECT THE NATURAL AQUIFER RECHARGE FUNCTIONS OF THE GREEN SWAMP ACSC AND TO PRESERVE THE RESOURCE FOR FUTURE GENERATIONS TO ENJOY.**

*Measurable Target: All development meets criteria of these policies.*

**Policy 2.3.1:** All development in the Green Swamp ACSC shall be agricultural, residential, commercial or recreational in nature. Commercial Uses permitted in this area shall be low impact, low intensity, commercial and institutional uses intended to serve residents within the Green Swamp ACSC of the City. All recreation uses, other than passive recreation uses, shall be limited to low impact, low intensity public or private recreation

uses that do not require impervious surface coverage of more than 10% of the lot. Alternative paving techniques shall be used to achieve this goal.

**Policy 2.3.2:** Within the Green Swamp ACSC, the City shall allow residential development on uplands at an overall site density no greater than ~~three (3)~~ four (4) dwelling units per ~~gross~~ developable acre.

**Policy 2.3.3:** For all single family, detached dwellings within the Green Swamp ACSC, ~~lot coverage and impervious surface are~~ is restricted in order to achieve the overall goal of 60% open space on the development sites situated on the high sand hills in the Green Swamp ACSC. ~~Lot coverage by the principal dwelling shall not exceed 30%. Impervious surface coverage of a lot shall not exceed 40%, which shall include the principal dwelling, all paved areas, accessory structures and swimming pools.~~

**Policy 2.3.4:** For all single family, detached cluster development within the Green Swamp ACSC, ~~combined lot coverage and impervious surface shall not exceed 40%. As~~ as an incentive to leaving large areas open and natural, ~~an~~ additional 10% of impervious surface and lot coverage may be permitted depending on lot size and density. Each proposal will be assessed on an individual basis, and as part of the entire Selected Area, so that the 30% minimum amount of overall open space is never compromised. ~~All criteria set forth in the Land Development Regulations must be met to permit the additional 10% impervious surface and lot coverage.~~

**Policy 2.3.5:** The City shall adopt regulations for all commercial development within the Green Swamp ACSC; to limit the intensity of development, to establish locational standards to limit areas where commercial development can occur, and to establish development standards that strictly regulate the commercial uses allowed as well as sets limits for size, setbacks and ~~lot coverage~~ of commercial uses. Specific regulations for commercial development within the Green Swamp ACSC are adopted in the Unified Land Development Code of the City. Commercial development is only allowed on land assigned the Future Land Use classification of “Commercial”, per Policy ~~2.10~~ 1.1.14 of the Future Land Use Element. For all vacant, annexed land, owners seeking the Commercial classification must file for an amendment to the Future Land Use Map of the City and undergo review by both the City and the ~~DCA~~ DEO.

**Policy 2.3.6:** Golf Courses within the Green Swamp ACSC shall be approved on a case by case basis pursuant to specified approval criteria.

**Policy 2.3.7:** Gross impervious surfaces within the Green Swamp ACSC shall be kept to a minimum by limiting paved areas and encouraging alternatives to impervious paving surfaces.

**Policy 2.3.8:** Stormwater retention facilities must retain the first three inches of runoff from substantially paved areas.

**Policy 2.3.9:** Pollution abatement requirements shall be the first inch (or 2.5 times the impervious area) of run off for the developed site, or as per the Water Management district, with this volume being recovered within 72 hours.

**Policy 2.3.10:** Xeriscaping, the use of Florida native plants and the use of irrigation systems that conserve water shall be encouraged within the Green Swamp ACSC for all landscaped areas including residential and commercial development, golf courses and publicly owned spaces.

**CONSERVATION ELEMENT**

**~~OBJECTIVE 1: ABIDE BY THE AGREEMENT~~**

~~THE CITY OF LAKE ALFRED SHALL ABIDE BY THE CONTENTS OF THE CHAPTER 380.032, F.S., AGREEMENT (HEREINAFTER REFERRED TO AS THE “AGREEMENT”) MADE BETWEEN THE DEPARTMENT OF COMMUNITY AFFAIRS (DCA), CURRENTLY THE DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO), AND THE CITY OF LAKE ALFRED, ON SEPTEMBER 13, 1996, REGULATING DEVELOPMENT OF LAND IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN (ACSC) THAT WILL BE ANNEXED INTO THE CITY’S CORPORATE LIMITS.~~

~~**Policy 1.01:** The City has conducted a survey of endangered species within the Green Swamp ACSC, both vegetative and animal, and mapped probable areas of habitat within the agreed upon area of the Selected Area Plan, in order to establish a basis for habitat management.~~

~~**Policy 1.02:** The City shall classify all floodplain areas and wetlands areas, and areas largely characterized by wetlands, within the Green Swamp ACSC as Conservation or Preservation on the Future Land Use Map (FLUM) and on all other maps of the City.~~

~~**Policy 1.03:** The City shall prohibit any and all use of package plants within the Green Swamp ACSC. A package plant is defined as having less than 100,000 gallons per day capacity.~~

~~**Policy 1.04:** The City shall prohibit any and all placement of wastewater sludge within the Green Swamp ACSC.~~

~~**Policy 1.05:** The City shall prohibit all Industrial development, peat and lime rock mining and sand mining.~~

~~**Policy 1.06:** The City shall require a 75 foot minimum setback between the drain field and all wetlands when onsite sewage disposal systems are used, in order to protect the resource. Inspection and pump-out at five year intervals is required.~~

~~**Policy 1.07:** Based on the high probability of wetlands, floodplains, endangered species and habitat, and historic archeological sites below the 135 foot elevation line, the City has established a base development line at the 135 foot elevation line, and no development shall occur below this elevation within the Green Swamp ACSC.~~

**OTHER MINOR CHANGES**

**Title changes will be made through out the Comp Plan as shown in the first citing below.**

**Policy 1.4.2:** The City shall request that the Polk County ~~Community Planning and~~ Development Department make available Community Development Block Grant funds to correct substandard or inadequate housing within the City limits.

**Policy 1.5.5:** Consistent with the Polk County Airport Regulations established by the Polk County Joint Airport Zoning 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 Regional Airport and Brown Seaplane Base.

**Policy 1.7.1:** Historic structures or areas so designated by the City Commission shall be used to define the Historic ~~Preservation Area~~ Overlay District (HOD) for the Future Land Use Map Series.

**OBJECTIVE 1.9:** **COORDINATION WITH THE OBJECTIVES AND PROGRAMS IN THE POLK COUNTY ~~HAZARD MITIGATION STRATEGY~~ LOCAL MITIGATION STRATEGY; AND COORDINATION WITH CHAPTER 380 PLANS**

**Policy 1.11.1:** The City shall participate in the Polk-~~Unified~~ Greenways System (~~PUGS~~) program. Those greenways and blueways identified through this effort shall comprise the City’s greenways and blueways network.

**Policy 1.12.2:** ~~By December 2011, the~~ Details of the Conservation Development Program shall be provided in the City’s Unified Land Development Code. The Program shall be incentive-based and voluntary. It shall be applicable to new residential construction and limited commercial uses as may be needed to serve the residents of a Conservation Development.

**Housing Element**

**Policy 1.2:** ..., such as the regional Housing Task Force, the ~~Florida Low Income Housing Coalition~~ Florida Housing Coalition, or the Polk County ~~Community Planning and~~ Development Department .

**Conservation Element**

**Policy 1.3:** The City shall establish the following water conservation measures and practices to achieve the conservation standards set forth in Policy ~~4.3~~ 1.1 above:

**Recreation and Open Space Element**

**Policy 2.4:** The City shall attend and participate in meetings with the ~~Polk Leisure Services Association (LSA)~~ Polk County Parks and Natural Resources Division to develop a comprehensive Parks and ~~Open Space~~ Recreation Master Plan for Polk County.

**Capital Improvement Element**

**Policy 1.3:** The City of Lake Alfred hereby adopts, by reference, the Polk County School District’s ~~2010/2011 through 2014/2015~~ 2017/2018 through 2021/2022 5-Year Work Program,...

**Policy 2.1:** As established in the various elements of the City of Lake Alfred Comprehensive Plan, the City will use the following level of service standards in reviewing the impacts of new development and redevelopment.

Recreation and Open Space - f15 minute walk (or approximately 0.75 miles) from all new residences within the city-limits

**Policy 2.7:** Consistent with the Interlocal Agreement for Public School Facilities, the uniform, district-wide level-of service standards are established as a percent of permanent Florida Inventory of School Houses (FISH) capacity as determined by the Polk County School Board.. ~~The LOS standards are set as follows:~~

<b>TIERED LEVEL OF SERVICE – SCHOOL YEAR 2011-2015</b>					
<b>Facility Type</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
	<b>2020</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Elementary</b>	115%	100%	100%	100%	100%
<b>Middle</b>	110%	100%	100%	100%	100%
<b>High School</b>	105%	100%	100%	100%	100%

**Public School Facilities Element**

**Policy 2.2.2:** Consistent with the Interlocal Agreement, the uniform, district-wide level-of service standards are established as a percent of permanent Florida Inventory of School Houses (FISH) capacity. Permanent capacity cannot be increased by adding relocatables. The LOS standards are set by the Polk County School Board. ~~as follows:~~

<b>Facility Type</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
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Elementary	122%	122%	115%	100%	100%
Middle	113%	113%	110%	100%	100%
High School	110%	110%	105%	100%	100%

City of Lake Alfred  
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Lake Alfred, FL 33850



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**Community Development**

Building | Code Enforcement | Planning | Zoning

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**STAFF REPORT**

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**APPLICANT:** CITY OF LAKE ALFRED

**REQUEST:** 5-YEAR CAPITAL IMPROVEMENT PLAN (CIP) UPDATE

A City-initiated request to update the 5-Year Capital Improvement Plan (CIP) in the Capital Improvements Element of the City of Lake Alfred Comprehensive Plan.

**AGENDA DATES:**

September 08, 2020	Planning Board Meeting
September 24, 2020	City Commission-First Reading
TBD	City Commission-Adoption

**ATTACHMENT:**

- 5-Year CIP

**OVERVIEW:**

Florida Statutes require local governments to update and adopt a 5-Year Schedule of Capital Improvements Plan. This update of the Capital Improvements Plan includes fiscal years 2020/2021 through 2024/2025. The 5-Year Schedule of Capital Improvements consists of items identified in the Capital Improvements Program portion of the City's Operating Budget that implement specific objectives and policies contained in the Comprehensive Plan.

The City's Annual Operating Budget process includes the preparation and adoption of a five-year Capital Improvements Plan (CIP). Updates to the CIP and inclusion of the Plan into the budget process allows City staff to forecast and financially plan for high-expenditure projects and purchases over the long-term. Projects included in the CIP will ultimately be added into the balanced second year budget, followed by the third year operating budget, where the project will be funded and completed.

**PLANNING BOARD**  
**SEPTEMBER 10, 2020**

The proposed CIP is conceptual in nature and will be included in the final budget for consideration with any changes determined by the Commission or staff due to unexpected changes in City revenue or expenditures. The draft CIP, included in the Fiscal Year 2020/2021 budget, will be presented to the City Commission at their regular meeting on September 10, 2020. Additions to the Plan include the maintenance and replacement of City machinery and equipment; redevelopment of City Parks and Recreation facilities; preservation and restoration of historic buildings; additions to and improvement of City facilities; and, extension of City utility services.

The Proposed CIP is consistent with current funding levels and expected revenue. Proposed additions to the currently adopted are highlighted in yellow. Projects without a dedicated funding source, or projects that are proposed to be grant funded, were delayed, but remain in the CIP. They can be advanced when funding becomes available.

**PROPOSED TEXT AMENDMENTS:**

Attached.

**STAFF RECOMMENDATION:**

Based on the analysis provided in this staff report, staff finds that the proposed Capital Improvements Plan updates are **CONSISTENT** with the Capital Improvements Element of the Lake Alfred Comprehensive Plan and recommends **APPROVAL** to the City Commission of the City-initiated text amendments to the Capital Improvements Element of the City of Lake Alfred Comprehensive Plan.

**CITY OF LAKE ALFRED**

CAPITAL IMPROVEMENTS PROGRAM (CIP)

FY 2020/2021 - FY 2024/2025

	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Funding
	1st Year	2nd Year				
	Budget	Budget				

**General Gov. / Finance / Community Development**

Replacement Vehicles			\$30,000	\$30,000	\$30,000	
Accounting/Permit Software			\$150,000			50k Gen Imp?
City Hall Conference Room					\$400,000	Impact / Permit
Technical Standards	\$25,000					
City Website Replacement		\$40,000				
<b>Total:</b>	\$25,000	\$40,000	\$180,000	\$30,000	\$430,000	

**Police Department**

Replacement Patrol Vehicle	\$45,000	\$50,000	\$50,000	\$50,000	\$100,000	
Evidence Building					\$300,000	Public Safety Imp
<b>Total:</b>	\$45,000	\$50,000	\$50,000	\$50,000	\$400,000	

**Fire Department**

Replacement Fire Engine	\$50,000	\$450,000	\$50,000	\$50,000	\$50,000	350k GF Asg.
Replace Tanker Truck		\$50,000	\$100,000			
Replacement Rescue Truck			\$50,000			
<b>Total:</b>	\$50,000	\$500,000	\$200,000	\$50,000	\$50,000	

**Community Redevelopment Agency**

Downtown Streetscaping					\$50,000	
P&R Master (Lions & Central)	\$220,000	\$110,000	\$220,000	\$110,000	\$220,000	110k CRA Asg.
Façade Grant	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
<b>Total:</b>	\$270,000	\$160,000	\$270,000	\$160,000	\$320,000	

**Parks and Recreation**

P&R Master Plan	\$100,000	\$50,000	\$100,000	\$50,000	\$100,000	50k GF Asg.
Gardner House Restoration		\$25,000	\$150,000	\$75,000	\$350,000	Hist. Pres. Grant
Vehicle Replacement				\$30,000		
<b>Total:</b>	\$100,000	\$75,000	\$250,000	\$155,000	\$450,000	

**Facility Ops. & Maint.**

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

**Public Works**

Replacement Service Vehicles		\$30,000		\$30,000		
Lightning Loader Replacement				\$160,000		Sanitation R.
Garbage Truck Replacement		\$250,000			\$250,000	Sanitation R.
Sidewalk Projects	\$10,000	\$50,000	\$50,000	\$50,000	\$50,000	
Street Resurfacing	\$150,000		\$200,000		\$200,000	Local Gas Tax
<b>Total:</b>	\$160,000	\$330,000	\$250,000	\$240,000	\$500,000	

**CITY OF LAKE ALFRED**

CAPITAL IMPROVEMENTS PROGRAM (CIP)

FY 2020/2021 - FY 2024/2025

2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Funding
1st Year	2nd Year				

**Public Utilities**

Replacement Service Vehicles		\$30,000		\$30,000	
CR 557 Sewer Extension		\$1,500,000			Sewer Impact
Sewer Infill Project				\$2,000,000	Partial Grant Offset
557 Widening: Main Relocate		\$1,000,000			Water Impact
New Water Plant	\$800,000		\$4,000,000		Partial Grant Offset
Polk Cooperative Rate Study					Water Impact
Buena Vista Master Lift Station			\$600,000		1/2 Impact
Stormwater Master Plan	\$40,000				Stormwater R.
Stormwater/Trail Project				\$100,000	
Vac Trailer	\$90,000				40k EF Asg.
<b>Total:</b>	\$930,000	\$2,530,000	\$4,600,000	\$2,130,000	\$0

 Funding Reserves

 External Funding

 Restricted Funding