

**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 were Board Members Wanda Daley, Karen Abdul-Hameed, and Matthew Noone

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

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 permitting process and making it more straightforward for the citizens to understand the Code. Another point of discussion was clear and concise goals and objectives for ULDC procedures. The Board will review Article 9. There will not be a workshop on Articles 6 and 8-the articles will remain as they are for now.

Article 9 outlines the administrative staff and their functions. The most significant change is the role of the Fire Official. They are involved in the approval of site plans, building permits and inspections. The second major change is the Technical Review Committee. Article 9 details the departments, resources and personnel involved in the committee, such as the City Attorney and City Engineer. More details are provided on the Technical Review Committee approval process. 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 its tasks. Upon review, it was determined that the Planning Board can be combined with the Board of Adjustment to form a joint Planning and Zoning Board. This Board will serve several purposes and opens the possibility for residents to serve on a more active board. In many municipalities and counties, a Development Review Special Magistrate is being used in place of a Board of Adjustment. The role is like the Code Enforcement Special Magistrate. An attorney will preside in the role, and the attorney will make sure that staff has followed administrative procedures when decisions are appealed.

Each application type has been grouped into either Legislative, Site Plan, Subdivision, Development Permit, or Relief, and the review criteria for each has been explained. 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 (timing) and how (public notices). The Code defines the timing from the Florida Statutes' maximum requirements. The City's internal administrative processes have a quicker review time. Chapter 9 also details public notice requirements. The table in Chapter 9 lists 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 to make revisions. The goal is to take the completed Code to hearing in September.

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

Director Bailey responded that as part of the Code rewrite, the new processes for the Boards would be established through Chapter 9. Tonight, the discussion is with the Planning Board, and 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 a property owner to rebuild their primary residence that suffered storm damage, or to provide for a disabled family member.

Board Member Daley asked what is defined as temporary.

Director Bailey stated that the situations would have limitations set by the nature of the need for the additional room, and 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 referenced section when clicked.

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

Chair Hults asked about a situation in which the Planning Board denies a zoning request, the request goes to the City Commission, and the Commission disagrees with the Planning Board.

Director Bailey stated that if the Planning Board and Board of Adjustment are combined, the By-Laws be reviewed. Part of that revision would be a clear definition of what a quasi-judicial hearing is, which is held by the Board of Adjustment. The procedures would be outlined in the By-Laws, and there would 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 Board of Adjustment case is the same as for a presentation before the Planning Board.

Director Bailey stated that there are ten questions the Board will have to answer to determine whether a variance applies to a site. Staff goes through the ten questions and gives their recommendation.

Board Member Noone stated that the property owner's request must meet certain requirements for approval.

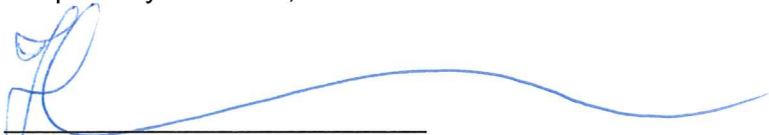
Discussion continued regarding the combination of the Boards.

Director Bailey asked if there were any other 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.

The meeting was adjourned at 7:05 pm.

Next Meeting: September 8, 2020

Respectfully submitted,



Felicia Hutchinson,
City Planner.