

**MINUTES  
CITY COMMISSION  
MONDAY, FEBRUARY 7, 2022  
7:30 PM  
CITY HALL**

**Call to Order:** Mayor Nancy Z. Daley called the City Commission meeting to order at 7:30 p.m. in the City Commission Chambers located at 120 E. Pomelo Street, Lake Alfred, FL 33850.

**Senior Pastor Kim DuBreuil** of the First United Methodist Church of Lake Alfred provided the invocation and **Mayor Daley** led the Pledge of Allegiance.

**Roll Call:** City Clerk Linda Bourgeois

**City Commissioners in attendance:** Mayor Nancy Daley, Vice Mayor Jack Dearmin, Commissioner Mac Fuller, Commissioner Albertus Maultsby, and Commissioner Brent Eden.

**Staff in attendance:** City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, City Clerk Linda Bourgeois, Fire Chief Wallace Nix, Public Works Director John Deaton, Parks and Recreation Director Richard Weed, Community Development Director Ameer Bailey, and Lieutenant Jennifer Gillette.

**Assistant City Attorney Claytor** said he remained grateful to represent the great City of Lake Alfred.

**City Manager Leavengood** announced the following:

1. The Ridge League of Cities Dinner will be held by Lake Wales on Thursday, February 10, 2022, at the Lake Ashton Clubhouse. The event begins at 6 PM with dinner at 7:00 PM
2. On February 24, 2022, at 10 a.m. the Polk Transportation Planning Organization will host a virtual community forum to discuss "The Future of Public Transportation" for the mobility needs in Polk County.
3. The 3<sup>rd</sup> Annual Heritage Day will be held on Saturday, February 26, 2022, near City Hall (tennis courts) from 10:00 a.m. until 5:00 p.m. There will be a marketplace with craft vendors, food trucks, and fun for the whole family.
4. An update on the Wells Fargo Building was provided. The construction material prices are high and the return on investment is not there so the owner is on hold with the project.
5. The Residential Facade Grant applications are being mailed out to the targeted areas. The city is pleased to get the program started.
6. City Planner Erika Tulloch was introduced to City Commission.

Recognition of Citizens:

There were no audience members that came forward to speak to the Mayor and City Commission.

**Mayor Daley** presented the Black History Month proclamation to Commissioner Albertus Maultsby. Commissioner Maultsby said he was honored to receive the proclamation, spoke about his 91-year history with the City of Lake Alfred, and thanked the City Commission.

**Mayor Daley** presented the consent agenda for consideration of approval.

**Consent Agenda:**

- 1.) City Commission Meeting Minutes for January 24, 2022
- 2.) City Commission Announcements

**Vice Mayor Dearmin** made a motion to approve the consent agenda. The motion was seconded by **Commissioner Fuller**. The motion was unanimously approved.

**Mayor Daley** introduced the first business item for consideration.

- 1.) Ordinance 1472-22: Adams Estate PUD Modification

**Assistant City Attorney Claytor** read the title of the Ordinance into the record.

**City Manager Leavengood** read the analysis into the record. He said the City Commission approved the Mixed-Use Planned Unit Development (PUD-MU) for the Adams Estate property in January of 2017 (Ordinance 1375-16). The PUD-MU created three (3) phases of development for the property. Phase 1 consisted of the special event facility for weddings, conferences, and similar events including 26 cottages. Phases 2-3 were future phases without a site plan but generally described as residential and commercial.

The PUD-MU was approved based on the standards in the old Unified Land Development Code (ULDC) from 1993. The updated Unified Land Development Code (Ord 1444-20) was adopted in February of 2021. At that time all PUDs were converted to an overlay and base zoning was re-assigned. The Adams Estate Property now has a future land use category of Mixed Use and a zoning district of Mixed-Use Corridor (C-2). The new ULDC provides new development standards to address mixed-use development that was lacking in the old ULDC.

The property owner has requested that the undeveloped portion of the PUD-MU (mostly Phase 2 and 3) be removed from the PUD-MU. Removing the PUD-MU on the remaining phases allows the development to follow the provisions of the underlying mixed-use Corridor (C-2) zoning district.

He concluded by saying the staff was recommending approval of Ordinance 1472-22 on the first reading.

**Mayor Daley** asked about the need for road improvements with the potential for commercial development on the site, and City Manager Leavengood said traffic studies would have to be conducted depending on the site plans submitted.

**Community Development Director Bailey** said the City Manager was correct. She explained about the site plan evaluation, a traffic study that would need to be conducted, a proportional fair-share agreement with any roadway improvements, and the potential to realign Adams Barn Road with Lynchburg Road.



OBJECTIVE 1: ENSURE ACCESS TO FACILITIES

THE CITY OF LAKE ALFRED SHALL ENSURE THE CONSIDERATION OF PROPERTY RIGHTS DURING LOCAL DECISION-MAKING PROCESSES.

Policy 1.1: The right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.

Policy 1.2: The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.

Policy 1.3: The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.

Policy 1.4: The right of a property owner to dispose of his or her property through sale or gift.

He concluded by saying the staff was recommending approval of Ordinance 1473-22 on the first reading.

**Mayor Daley** opened the floor to public comments. There were no members of the public that came forward to speak and she closed the floor to public comments.

A brief discussion ensued about the impact this would have on the Community Development Districts, the Home Owners Associations, or just the development of properties.

**Assistant City Attorney Claytor** said this was more of a statement of policy or a statement of intent.

**Commissioner Fuller** made a motion to approve Ordinance 1473-22 for Property Rights Element on the first reading. The motion was seconded by **Vice Mayor Dearmin**. The motion was unanimously approved.

**Mayor Daley** introduced the two next business items for consideration.

**Assistant City Attorney Claytor** read the title of the Ordinance 1474-22 into the record.

- 3.) Ordinance 1474-22: Waylanco Road Future Land Use Assignment
- 4.) Ordinance 1475-22: Waylanco Road Zoning Designation

**City Manager Leavengood** read the analysis into the record. He said on November 15, 2021, City Commission approved Ordinance 1467-21 annexing the Waylanco Road right-of-way and one parcel into the city limits. The staff has worked with the property owners regarding the proposed Future Land Use designations and Zoning district requests. The proposed Future Land Use designation is Heavy Commercial/Industrial, and Conservation, and the proposed zoning is Light Industrial (I-1) and Conservation (CN) zoning districts matching the surrounding area.

The access off Waylanco Road also provides a 1,000 ft buffer from any proposed activity on the site. The site has direct access to I-4 from CR 557 without impacting residential areas. The parcel is vacant with an existing citrus grove. The proposed use is Warehouse/Distribution, which is the only Industrial use currently allowed in the Green Swamp Area of Critical State Concern. Warehouse/Distribution is defined as establishments that store, ship and distribute goods and materials within completely enclosed structures. The warehouse uses may provide a range of services related to the distribution of goods, such as labeling, breaking bulk, inventory control, and management, assembly, order entry and fulfillment, packaging, pick and pack, price marking and ticketing, and transportation.

Uses that would generate emissions, discharge, or waste that may result in soil and/or groundwater contamination are also not permitted in the Green Swamp.

Future Land Use / Zoning	Proposed
Heavy Commercial/Industrial / Light Industrial -1	19.7 ± acres
Conservation	20.2 ± acres

On January 13, 2022, at their regular meeting, the Planning and Zoning Board unanimously voted to recommend that the City Commission approve the future land use and zoning district assignment requests. Aquifer recharge requirements (minimum 30% open space of developable land), low impact development standards, and dark sky preservation standards shall also apply.

If approved on first reading, the future land use and zoning amendment ordinances will be transmitted to the Department of Economic Opportunity (DEO) for review. The proposed amendments would be presented for the second reading in April of 2022.

He concluded by saying the staff was recommending approval of Ordinance 1474-22 on the first reading.

**Mayor Daley** opened the floor to public comments. There were no members of the public that came forward to speak and she closed the floor to public comments.

**Mayor Daley** asked if the adjacent CR557 parcel on the map was owned by the same property owner, and Community Development Director Bailey said the parcel had a different owner.

**Claire Clements** of HR Tampa Bay, LLC attended the meeting by Zoom. She shared there was the potential for 150-400 jobs to be created which would be nice for the people who live in Lake Alfred. She said the parcel was isolated and was close to the I-4 interchange. She concluded by saying while the traffic study did not indicate they needed to put in a turn lane, they were going to put in a southbound left-hand turn lane for safety.

**Vice Mayor Dearmin** commented on the conservation and said we had the right standards in place.

**Commissioner Eden** made a motion to approve Ordinance 1474-22- Waylanco Road Future Land Use Assignment as proposed on the first reading. The motion was seconded by **Vice Mayor Dearmin**. The motion was unanimously approved.

**Assistant City Attorney Claytor** read the title of the Ordinance 1475-22 into the record.

**City Manager Leavengood** said the staff was recommending approval of Ordinance 1475-22 on the first reading.

A brief discussion ensued regarding the sewer line extension project going to the intersection of CR557 and CR557A, the residential developments in the vicinity of the site, and the responsibility of the sewer lines being the developers past the extension project.

**Mayor Daley** opened the floor to public comments. There were no members of the public that came forward to speak and she closed the floor to public comments.

**Vice Mayor Dearmin** made a motion to approve Ordinance 1475-22- Waylanco Road Zoning Designation as proposed on the first reading. The motion was seconded by **Commissioner Eden**. The motion was unanimously approved.

**Mayor Daley** introduced the next two business items for consideration.

- 5.) Ordinance 1476-22: Florida Gas Future Land Use Assignment
- 6.) Ordinance 1477-22: Florida Gas Zoning Designation

**Assistant City Attorney Claytor** read the title of the Ordinance 1476-22 into the record.

**City Manager Leavengood** read the analysis into the record. He said On December 6, 2021, the City Commission approved Ordinance 1470-21 annexing property along County Road 557 into the city limits. One small parcel (0.09 ac) included the Florida Gas transmission facility. Staff proposes the Future Land Use designation and Zoning district assignment of Public Buildings and Grounds.

On January 13, 2022, at their regular meeting, the Planning and Zoning Board unanimously voted to recommend that the City Commission approve the future land use and zoning district assignment requests.

If approved on first reading, the future land use and zoning amendment ordinances will be transmitted to the Department of Economic Opportunity (DEO) for review. The proposed amendments would be presented for the second reading in April of 2022.

He concluded by saying the staff was recommending approval of Ordinance 1476-22 on the first reading.

**Mayor Daley** opened the floor to public comments. There were no members of the public that came forward to speak and she closed the floor to public comments.

A discussion ensued about this parcel being an involuntary annexation, the Polk County enclave on Creek Road, and annexation letters were sent out to the property owners in the area with some interest however there were not enough owners to bring them all into the City limits. Further discussion surrounded the property south of the school and the potential buyers of the Polk Training Center property considering a residential development.

**Vice Mayor Dearmin** made a motion to approve Ordinance 1476-22- Florida Gas Future Land Use Assignment as proposed on the first reading. The motion was seconded by **Commissioner Fuller**. The motion was unanimously approved.

**Assistant City Attorney Claytor** read the title of the Ordinance 1477-22 into the record.

**City Manager Leavengood** said the staff was recommending approval of the ordinance on the first reading.

**Mayor Daley** opened the floor to public comments. There were no members of the public that came forward to speak and she closed the floor to public comments.

**Vice Mayor Dearmin** made a motion to approve Ordinance 1477-22- Florida Gas Zoning Designation as proposed on the first reading. The motion was seconded by **Commissioner Maulsby**. The motion was unanimously approved.

**Mayor Daley** introduced the next business item for consideration.

7.) Wright-Pierce Task Order No. 2: Street Technical Design Standards

**City Manager Leavengood** read the analysis into the record. He said on July 18, 2019, the City Commission approved negotiations with Wright-Pierce for a continuing service agreement to deliver engineering and consultant services to the City of Lake Alfred. The city executed the Master Professional Engineering Services Agreement with Wright-Pierce on December 2, 2019.

The City has recently updated portions of the Unified Land Development Code (ULDC), including Article 5 - Public Improvement Standards. Article 5 provides guidance on street design standards for development including landscaping, pedestrian, parking, and design speed considerations. The proposed task order will generate the engineering specifications and technical standards to support the design concepts of the various types of streets identified within the land development code.

The current fiscal year FY 2021/2022 budget set aside \$50,000 to perform this task. The excess expense will come from funding in other engineering line items or fund balance.

He concluded by saying that the staff was recommending approval of Task Order No. 2 with Wright-Pierce a cost not to exceed \$60,000.

**Mayor Daley** opened the floor to public comments. There were no audience members that came forward to speak and she closed the floor to public comments.

City Commission discussion surrounded the task order is to set the technical and design standards for the types of roads and streets but would not be a specific study of each street, a Masterplan for streetscapes and traffic calming implementation is to be created, and the Home Owners Associations are enforcing the roadway parking within their neighborhoods.

**Fire Chief Wallace Nix** said the City's ordinances set the roadway widths at between 9 and 12 feet. He said the fire trucks normally do not have an issue maneuvering the roadways, especially within the new developments.

**Vice Mayor Dearmin** made a motion to approve Task Order No. 2 with Wright-Pierce for engineering services at a cost not to exceed \$60,000. The motion was seconded by **Commissioner Fuller**. The motion was unanimously approved.

**Mayor Daley** recognized Ms. Joyce Schmidt in the audience.

## Recognition of Citizens

There were no citizens that came forward to speak to the Mayor and City Commission.

**Vice Mayor Dearmin** shared about going to the Polk County Day in Tallahassee with Commissioner Fuller and City Manager Leavengood. He said he got to visit the Florida League of Cities office and they were doing a great job for the cities. He concluded by saying he was looking forward to the upcoming Heritage Days.

**Mayor Daley** said she attended the Teacher of the Year ceremony at Karen Siegel Academy. She shared Ashley Brannon was also chosen as Teacher of the District for all of Polk County and would now be competing on the state level. She said it is a really busy time with the election season coming up, the upcoming Transportation Planning Organization meeting, and the Ridge League of Cities Dinner. She concluded by saying don't let your guard down and stay safe.

**Commissioner Fuller** said it was a great opportunity to meet our representatives in Tallahassee and shared it was great to have that face-to-face conversation with those doing the work for us at the state level. He said he would be attending the Ridge League of Cities dinner this Thursday and concluded by sharing about just returning from the mountains for his anniversary.

**Commissioner Eden** said he was glad to see the residential facade grant program up and running. He congratulated the City Planner for joining the Lake Alfred team. He mentioned a community experiencing break-ins and suggested having increased policing in the area. He concluded by thanking the first responders and city staff for doing a great job.

**Commissioner Maultsby** asked the City Manager if he had any inquiries about a hotel at the I-4 interchange.

**City Manager Leavengood** said we had inquiries in the past and the challenge is getting the utilities up in that area. He said with the development in the area, the closer we get the line to I-4 the more reasonable it will be.

At 8:47 p.m., the City Commission Meeting was adjourned.

Respectfully Submitted,



Linda Bourgeois, BAS, MMC,  
City Clerk