

**PLANNING AND ZONING BOARD
MINUTES
CITY COMMISSION CHAMBERS
THURSDAY, SEPTEMBER 15, 2022
6:00 P.M.**

Chair Fountain called the Planning and Zoning Board to order at 6:02 p.m. in the City Hall Chambers located at 120 E. Pomelo Street, Lake Alfred, Florida.

Chair Fountain provided the invocation followed by the Pledge of Allegiance.

Board Members in Attendance: Chair Ike Fountain, Board Member Herb Nigg, Board Member Charles Lake, Board Member Loretta Vittorio, Board Member Scott Gearhart, and Alternate Board Member John Reinert. A quorum was present.

Board Members Absent: Vice-Chair Brenda Arnold, Alternate Board Member Cathy Long, and Board Member Wanda Daley.

Staff: Community Development Director Ameé Bailey, Assistant City Attorney Seth Claytor, City Planner Erika Tulloch, and City Clerk Linda Bourgeois.

Chair Fountain presented the minutes from July 14, 2022, Planning and Zoning Board meeting for approval. (There was not a meeting in August)

Board Member Lake made a motion to approve the July 14, 2022, meeting minutes. The motion was seconded by **Alternate Board Member Reinert**. The motion was unanimously approved.

There were no members of the public in attendance for any testimony or public hearings.

Chair Fountain presented the business item for consideration.

- 1.) Comp Plan Amendment – 5-Year Capital Improvement Element.

Community Development Director Bailey said Florida Statutes require local governments to review the 5-Year Schedule of Capital Improvements Plan (CIP). This update of the Capital Improvements Plan includes fiscal years 2022/2023 through 2026/2027. The 5-Year Schedule of Capital Improvements consists of items identified in the Capital Improvements Plan portion of the City’s Operating Budget that implement specific objectives and policies contained in the Comprehensive Plan. The CIP includes significant expenses greater than \$20,000 and is planned for purchase and implementation within a five-year period.

She provided an overview of the Comprehensive Plan Amendment and said every other year we amend the Comprehensive Plan as required by Florida Statutes. This is due to potential grant opportunities for awards. She explained the funding legend. She continued and reviewed each category speaking about city vehicles, the fire engine, public works, and utilities. She spoke about specific projects for this upcoming fiscal year such as the wastewater plant upgrade, the Buena Vista master lift station, and the CR 557 sewer main bypass, and stated most of the funding for those projects was with American Rescue Plan Act (ARPA) funding.

She continued and said this year, the City Manager also provided a 10-year Facility Plan. Due to the large-scale growth expected, there are significant implications for large-scale and long-term capital improvements and facility needs. The creation of a 10-year “Facility Plan” is designed to provide focus and clarity on the large-scale (\$250,000+), long-term (10 years) needs in addition to the regular CIP. The inclusion of the ten-year facilities plan provides another layer in the budget

process and allows for a better planning and forecasting tool.

She explained that this sets the city up for success in the future. She spoke about the SouthState bank building, the city hall complex, and the redevelopment of the streets. She continued and spoke about the Police Department portion of the city hall complex, a fire station in the northern section of town, the Parks and Recreation Master plan programs, negotiation with Growers Fertilizer for acquisition, a library expansion, a community center, and facility upgrade for public works. In addition, there are plans for a secondary water plant and the removal of the water tower.

A further presentation was on the sewer and the sanitary sewer process with the rapid infiltration basins (RIBS), and land purchase for a new plant on the north side. She said the city was currently working on a water and wastewater master plan as well as a transportation master plan. She went on to say the plan is flexible and is based on future growth.

She said the proposed draft 10-year facilities plan is also being presented to the City Commission for consideration and approval on September 22, 2022.

Staff Recommendation: Based on the analysis provided in this staff report, the 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.

The overview which was presented on the Capital Improvements Element and the 10-year Facilities Plan is attached hereto and made a part thereof.

Board Member Vittorio asked about the percentage of the 10-year facility projects that were grant funded.

Community Development Director Bailey explained the Florida Department of Environmental Protection's 50% loan forgiveness program for the water and wastewater plants and that the parks and recreation department applies for the Florida Recreational Development Assistance Program (FRDAP) funding.

Alternate Board Member Reinert asked about the 25M price for the sewer plant and **Community Development Director Bailey** said those prices were based on recent construction costs with contingency and an escalator factored in.

A brief discussion ensued regarding the 1.5M for the sewer expansion design line item which incorporates the engineering services and the other services they provide as well.

Board Member Lake asked where all these millions were coming from, and if this would cause a millage rate increase. It was shared by the Community Development Director that a variety of projects were funded by various sources. American Rescue Plan Act (ARPA) funding, building funds, impact fees, loans, Community Redevelopment Agency funds, and grants. There is not an expected millage rate increase because a lot of the projects would be funded by growth-driven impact fees and other sources.

A brief discussion ensued about the location of the north fire station complex not being decided yet and the impact fees collected will be used to support the services in that area.

City Attorney Claytor said if the improvements are brought upon by growth, then you would want the growth to pay for those capital projects. Water connection and Impact fees are ratably portioned pursuant to the methodology which the rate consultants used during the study, and those fees would be spread across all new development. It would not impact current residents.

Board Member Lake commented about the current growth in that area and by the time we are ready to build the fire station, there may not be a place to put it.

A discussion ensued about evaluating the area now, the 10-year Facility Plan is a more fluid document than the five-year Capital Improvement Program, the 10-year Facility Plan is a planning document for future needs.

Board Member Vittorio asked for additional information on the Grower Fertilizer acquisition.

Community Development Director Bailey explained there were approximately six acres of land with additional fingers of land on the east side. The area is large enough for a potential city hall complex on the shores of Lake Alfred and it would also provide better access to Lions Park. She spoke about the railroad improvements and the County Road 557 road widening project. She continued and spoke about the expansion of the workforce space with the bank, the opportunities for more annexations, and having conversations with the owners while we are looking for land purchases that fit the bill for the projects listed in the planning document. This helps us identify what our needs are so that when we have those discussions, we can evaluate the opportunities and apply them to our future needs.

Board Member Nigg suggested moving up the community center in priority due to the growth we have now. He said there are very few recreational areas in this town, particularly for older people. He said he would like to see it three years from now, but it would depend on money. He suggested also moving up the library expansion in priority because the library is used by a lot of people, particularly the computer component of the library. The third suggestion is for bike paths, and he said the sidewalks we are putting in are not ADA compliant, in other words, a wheelchair and a bicycle could not pass on the sidewalks side-by-side. He thinks we should have bike paths throughout the city. He spoke about the potential for grants for the bike paths and mentioned the sidewalk on Cummings.

Community Development Director Bailey shared she would provide the minutes to the City Commission as they were scheduled to vote on this at the next meeting. She said as for the bike paths the transportation master plan would address those multimodal paths. In addition, the City Clerk is working on an ADA Transition Plan, so we have already been talking about the road accesses, crossings, and sidewalks being ADA accessible. The bike paths and paths of travel are being evaluated in both the Transportation Plan and will be in ADA Transition Plan. We will have more specific details in the next month or two.

A brief discussion ensued about going after grants, having the master plan as a guiding document, and the opportunity available for the Planning and Zoning Board members to speak at the next City Commission meeting.

Board Member Vittorio asked what the timeline for writing grants is.

Community Development Director Bailey said it is very dependent upon the grant and their timeframes. Each one is very individualized with the timelines and requirements. She provided an example of the Growers Fertilizer Plant with the Brownfield grant opportunity.

Board Member Lake asked about the Retail Strategies Company and requested an update. He was referred to speak with the City Manager. He then commented that we were losing businesses.

Board Member Nigg moved that the Planning and Zoning Board forward the request of the city-initiated text amendments to the Capital Improvements Elements of the City of Lake Alfred Comprehensive Plan with a recommendation of approval with the following modifications:

- Move up the community center in priority
- Plan for bicycle paths
- Move up the library expansion

Alternate Board Member Reinert seconded the motion.

City Attorney Claytor clarified the motion was for moving up in priority the community center and the library expansion project and initiating some priority for multimodal bicycle paths.

There were no members in the audience.

With a motion and a second on the floor, **Chair Fountain** called for board discussion. There was no further discussion. He called for a voice-call vote, and the motion was unanimously approved.

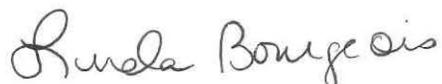
Community Development Director Bailey reviewed the upcoming cases for the October and November Planning and Zoning Board Meetings. She reminded everyone to bring their ULDC books for updates.

A discussion ensued regarding an incoming business with a pre-application, the pharmacy being a myth, and the Harvest Meat Market owner moving to Auburndale.

The next Planning and Zoning Board meeting is scheduled for October 13, 2022.

Without any further business, the Planning and Zoning Board meeting was adjourned at 6:55 PM.

Respectfully submitted,



Linda Bourgeois, BAS, MMC,
City Clerk