

**MINUTES  
CITY OF LAKE ALFRED  
PLANNING BOARD MEETING  
TUESDAY, OCTOBER 13, 2020  
CITY HALL**

**Call to Order:** Chair Joseph Hults

**Pledge of Allegiance:** Chair Joseph Hults

**Invocation:** Vice Chair Loretta Vittorio

**Board Members in Attendance:** Chair Joseph Hults, Vice Chair Lorretta Vittorio, Board Member Herbert Nigg, Board Member Brenda Arnold. Attending via Zoom were Board Member Wanda Daley and Board Member Karen Abdul-Hameed.

**Board Members Absent:** Betty Biggar and Matthew Noone

**Staff in attendance:** Community Development Director Ameé Bailey and Planner Felicia Hutchinson. Assistant City Attorney Seth Benton Claytor was present for Public Hearing Items One and Two.

**Board Member Arnold**, a new member, introduced herself. She is a 26-year resident of Lake Alfred and an employee of Polk State College. She decided to join the Board after attending a public hearing. She mentioned her appreciation for fellow Board members and City staff.

**Vice Chair Vittorio** asked if the Board's unanimous preference for sidewalks on both sides of the street, as noted in the September 8, 2020 meeting minutes, would be forwarded to the City Commission. **Director Bailey** confirmed that the City Commission was informed of the Board's preference at their September 24, 2020 meeting.

**Vice Chair Vittorio** made the motion to accept the minutes as presented. The motion was seconded by **Board Member Nigg**. The motion was approved with a unanimous voice vote.

**Director Bailey** reviewed meeting procedures and swore in audience members who would be presenting to the Board.

1. **ILP Lake Alfred, LLC and ILP Lake Alfred, II LLC Future Land Use Map Amendment**
2. **ILP Lake Alfred, LLC and ILP Lake Alfred, II LLC Zoning Map Amendment**

**City Planner Felicia Hutchinson** presented Public Hearing Items 1 and 2, which were a future land use map amendment request and a zoning map amendment, respectively. The applicant is ILP Lake Alfred, LLC and ILP Lake Alfred II, LLC. The properties constitute the Sunset-by-the-Lake and Sunset-by-the-Lake II mobile home parks. On September 28, 2020, the public hearing was advertised in the Winter Haven News Chief. 141 letters were sent to notify property owners within 300 feet of the subject properties about the public hearing. No public comments were provided before the meeting commenced.

The three properties, located at 203 Sunset Drive NW, 170 Sunset Drive, and 1203 Lynchburg Road, were annexed into the City from the County on July 6, 2020, and the applicant has applied for the future land use classification of Medium Density Residential and the Multiple Family Dwelling, or R-2, zoning district. The requested future land use and zoning districts are

the only districts suitable for mobile home parks, per the Unified Land Development Code (ULDC).

One of the reasons that the Planning Board reviews future land use and zoning map amendments is to determine whether the requests, if approved, would degrade infrastructure level of service standards in the surrounding area. The requests would not degrade level of service standards in the area primarily because the mobile home parks are already existing and in operation. The City already provides water for all the mobile homes in the parks, and provides sanitary sewer services for the majority of the parks' residents. The request would not degrade traffic standards, as Lynchburg Road's capacity currently includes trips from the parks' residents. Because the western edge of the sites abuts Lake Mariana and is within the 'AE' floodplain, elevation certificates would be required upon redevelopment. There are no wetlands on the sites.

**Vice Chair Vittorio** asked about the traffic counts on Lynchburg Road and whether the City considered future developments on the road. **Ms. Hutchinson** clarified that the traffic counts for future developments would be assessed upon application.

**Board Member Nigg** questioned whether the City had considered the traffic impact of the future Florida Club development that abuts the sites. **Director Bailey** clarified that the traffic impacts associated with the parks are already existing and accounted for, and that the main entrance to the Florida Club will be located on US Highway 92 W, not Lynchburg Road.

**Board Member Nigg** asked whether the City would be installing sanitary sewer lines in the mobile home parks and whether it would be a requirement of the developer to connect to the lines upon installation. **Director Bailey** explained that the applicant requested annexation to receive additional City services, and that the goal is to connect all mobile homes in the parks to City sewer lines. The applicant has submitted construction plans to enable this.

**Board member Nigg** asked about future annexations. **City Attorney Claytor** clarified that potential future annexations are irrelevant for the future land use and zoning consideration. **Director Bailey** also explained that the three properties have already been annexed and that future annexations are not included in the request.

**Vice Chair Vittorio** asked about comments from residents, and whether any mobile home park residents were present in the audience. **Ms. Hutchinson** explained that no formal responses to public hearing notices were received, and **Director Bailey** explained that general comments regarding the annexation has been positive.

**Board Member Nigg** asked about the advantages of annexation to the developer. **Director Bailey** responded that the City assesses a water and sewer surcharge on unincorporated properties that receive City services. Discussion between Board members commenced on the benefits of annexation.

**Chair Hults** opened the floor for public comments on Public Hearing Item 1.

**Board Member Nigg** made the motion to recommend approval of the future land use map amendment request. The motion was seconded by **Vice Chair Vittorio**. The motion was approved with a unanimous voice vote.

**Chair Hults** opened the floor for public comments on the Public Hearing Item 2.

**Vice Chair Vittorio** made the motion to approve the zoning map amendment request. **Board Member Nigg** seconded the motion. The motion was approved with a unanimous voice vote.

**3. Polk County Future Land Use Map Amendment**

**4. Polk County Zoning Map Amendment**

**City Planner Hutchinson** presented Public Hearing Items 3 and 4, a future land use map amendment request and a zoning map amendment request from the Polk County Board of County Commissioners. The public hearing requests were advertised in the News Chief on September 28, 2020, and 6 notices were mailed to property owners within 300 feet of the subject property. The City received no responses to the notices.

The property is located at 200 Government Center Boulevard and currently has the future land use classification of Industrial-limited and is in the Light Industrial, or I-1, zoning district. The total developable area of the property was limited because City water and sanitary sewer lines had not been extended to the property when the land use was assigned. The County requests that the future land use classification be changed to Public Buildings and Grounds and that the zoning district be changed to the Public Buildings and Grounds, or P-B, zoning district. The county intends to construct a government center to replace the current Gill Jones Government Center.

The requests are not expected to degrade the level of service standards for the surrounding area. Infrastructure improvements, including a road and stormwater facilities, were previously installed on the site. In 2020, the City extended potable water and sanitary sewer lines in the right-of-way abutting the property. The City has the capacity to meet the expected water and sanitary sewer demands that would be generated by the amendments. The site is accessed from Old Haines City Lake Alfred Road and from US Highway 17/92. Both roads have the capacity to meet the expected trips that the use would generate. There are no wetlands or floodplains on the site.

**Vice Chair Vittorio** asked for clarification on the use of the building, and **Ms. Hutchinson** clarified that the government offices currently located at the Gill Jones Government Center would be relocated to the site.

**Chandra Frederick, Polk County**, stood for questions from the Board.

**Keith Tate, Polk County**, explained that the site is expected to house the County's constitutional offices, including a Tax Collector's satellite office. Site work is expected to be completed in July 2022.

**Vice Chair Vittorio** asked about planned road widening. **Mr. Tate** explained that some widening is expected, and **Director Bailey** clarified that the county would widen the part of Old Haines City Lake Alfred Road that abuts the Gapway Groves Corporation properties, not the entire length of the road.

**Board Member Nigg** asked about protected species on the site and the result of a protected species survey mentioned in the staff report. **Director Bailey** and **Mr. Tate** explained that site improvements, including stormwater systems and the installation of Government Center Boulevard, occurred before the county's purchase of the site. Protected species evaluation was completed before the site improvements occurred.

**Board Member Nigg** asked about site distance from airports. **Director Bailey** explained that the site is not within an airport buffer zone.

**Board Member Arnold** asked whether the site would include a school. **Mr. Tate** and **Ms. Frederick** explained that the site would only include county constitutional offices.

**Vice Chair Vittorio** mentioned traffic impacts. **Director Bailey** explained that development according to the existing use would create more traffic than development as County government offices.

**Board Member Arnold** asked about the county's plans to ease traffic flows at the existing Gill Jones center. **Ms. Frederick** explained that the county would be vacating the Gill Jones center upon completion of the proposed site.

**Chair Hults** opened the floor for public comments on Public Hearing Item 3.

**Vice Chair Vittorio** made the motion to recommend approval of the future land use map amendment request. **Board Member Nigg** seconded the motion. The motion passed with a unanimous voice vote.

**Chair Hults** opened the floor for public comments on Public Hearing Item 4.

**Board Member Arnold** made the motion to recommend approval of the zoning map amendment. **Board Member Nigg** seconded the motion. The motion passed with a unanimous voice vote.

##### **5. Comprehensive Plan Map Series Amendments**

##### **6. Unified Land Development Code Map Series Amendments**

**Director Bailey** noted that all audience members present at the beginning of the meeting had since left.

**Director Bailey** presented Public Hearing Items 5 and 6. The public hearing was advertised in the News Chief on September 28, 2020. The City received no responses to the notice.

The city will reduce the existing 39 zoning districts to 13. The City intends to assign multiple zoning districts per future land use district. The current map amendments include properties that were never assigned a zoning district after annexation, and properties that retained the county's land use classification after annexation.

**Board Member Nigg** asked about the density of the Residential land use. **Director Bailey** explained that the maximum density in the Residential use is 6 dwelling units per acre. However, each zoning district associated with a land use would have its own density regulations.

**Director Bailey** detailed further changes to the Residential and Urban Residential land use classifications. The density for the Urban Residential use would range from 6 to 24 dwelling units per acre. The Neighborhood Convenience Center use will be assigned to the Mixed-Use district and the Specialty Center use is being eliminated. The Downtown Mixed Use and Mixed-Use districts will be combined into the Mixed-Use district, with further regulations provided for the Mixed-Use district within the Downtown Core. Transitional properties in the Downtown Overlay District (DOD), with single-family residences but within the Retail Commercial, or C-2, zoning district will be assigned to the Vintage Residential Neighborhood (VRN) zoning district, in anticipation of future development with higher densities.

**Board Member Nigg** asked for clarification on land use categories in the DOD. **Director Bailey** clarified that the properties mentioned are existing properties that have been identified for transition from low to higher densities.

**Director Bailey** resumed her presentation, explaining the existing distinctions between the commercial zoning districts. The Limited Commercial (C1) and Retail Commercial (C2) zoning districts will be assigned to the Mixed-Use land use district. The General Commercial (C3) zoning district will be included in the Heavy Commercial/Industrial land use district. The Public Buildings and Grounds use will include the Parks and Recreation and the Public Buildings and Grounds zoning districts. The Preservation use will be eliminated, because no lands in the City have been assigned to the use. The Conservation use will continue to exist.

**Director Bailey** explained the changes shown on the draft map that was issued to Board members. Several properties have been identified as having incongruous land use and zoning districts and will be changed. Several City-owned properties will be changed from their existing uses to the Public Buildings and Grounds use. Properties in the Green Swamp that did not have an assigned zoning district will be added to the Residential land use and Vintage Residential Neighborhood zoning district.

**Director Bailey** moved on to the zoning map amendments. Currently, the Unified Land Development Code (ULDC) has one associated map, the zoning map. However, with the inclusion of the overlay districts, several maps will be added to the ULDC map series.

**Board Member Nigg** asked about potential development in Conservation land uses. **Director Bailey** explained that the goal is not to develop the Conservation district, and that this is reflected in the 0.001 Floor Area Ratio.

**Director Bailey** summarized the proposed changes to the ULDC's zoning districts. Residential districts will be grouped because of minimal differences that led to developers requesting Planned Unit Developments (PUDs). In most cases, owners have gained-not lost-rights.

**Board Member Nigg** commented on stylistic improvements to make the maps more easily understandable for developers, and asked whether the Parks and Recreation zoning district permits development. **Director Bailey** explained that map changes will also benefit residents, citing the PUD overlay. Residents are confused as to the meaning of the PUD when it is represented as a zoning district, not an overlay. The Director also explained that the Parks and

Recreation district permits developments such as parks, golf courses, and community centers, but prohibits residential development.

**Director Bailey** explained the proposed overlay district maps. The Green Swamp Overlay Map shows the utility service map and properties that the City may eventually be able to annex within the Green Swamp. The Development Limitation Map identifies undevelopable areas of the City, including wetlands, floodplains, and endangered species.

**Board Member Nigg** asked about a specific property on South Ilakee. **Director Bailey** stated that she is unsure why the property was assigned to the Conservation land use, and that she is investigating whether to change it to the Residential use. **Board Member Nigg** mentioned his opposition to any potential change.

**Chair Hults** discussed historical cases where developers used PUDs to bypass City regulations and noted that the Planning Board also constitutes the Economic Enhancement District Advisory (Brownfields) Board. **Director Bailey** defined 'brownfields' for Board members. Discussion on contaminated City sites ensued.

**Director Bailey** explained that the Historic Overlay Map is a work-in-progress in conjunction with the Historical Society's Ms. Connie White. The PUD Map will be overlaid onto existing zoning and land use maps. The Joint Airport Zoning Overlay Map will allow staff to consider development limitations on properties close to airports. The Roadway Classification map will identify local and collector roads, and identify, using overlays, roads that the City plans to retrofit.

**Board Member Arnold** noted Auburndale streets on which she has seen effective traffic calming elements, and asked whether there were negative ingress/egress effects on residents of the streets on which these elements had been installed. **Director Bailey** is unsure but will inquire.

Discussion commenced on traffic in the City. **Director Bailey** noted that the Roadway Classification Map will allow the City to apply for grants to fund roadway changes.

**Board Member Nigg** made the motion to recommend approval of the changes to the Comprehensive Plan map series, with staff recommended changes. **Vice Chair Vittorio** seconded the motion. The motion passed in a unanimous voice vote.

**Board Member Arnold** made the motion to recommend approval of the changes to the Unified Land Development Code map series, with staff recommended changes. **Vice Chair Vittorio** seconded the motion. The motion passed with a unanimous voice vote.

**Chair Hults** made the motion to adjourn the meeting, seconded by **Vice Chair Vittorio**.

The meeting was adjourned at 8:08 pm.

**Next Meeting:** November 17, 2020

Respectfully submitted,

A handwritten signature in blue ink, consisting of a large, stylized initial 'H' followed by a long, sweeping horizontal line that ends in a slight upward curve.

Felicia Hutchinson,  
City Planner.