

**MINUTES
CITY OF LAKE ALFRED
PLANNING BOARD MEETING
TUESDAY, NOVEMBER 10, 2020
CITY HALL**

Call to Order: Chair Joseph Hults

Pledge of Allegiance: Chair Joseph Hults

Invocation: Chair Joseph Hults

Board Members in Attendance: Chair Joseph Hults, Vice Chair Lorretta Vittorio, Brenda Arnold and Herbert Nigg.

Board Members Absent: Betty Biggar, Wanda Daley, Karen Abdul-Hameed and Matthew Noone.

Staff in attendance: Community Development Director Ameé Bailey. Assistant City Attorney Seth Benton Claytor was present for the first agenda item.

Board Member Nigg made the motion to accept the October 13, 2020 meeting minutes as written. The motion was seconded by **Vice Chair Vittorio**. The motion was approved with a unanimous voice vote.

Chair Hults noted that the swearing-in procedure was unnecessary as no members of the public were present.

Assistant City Attorney Claytor asked the chair to reverse the order of the agenda items to discuss the 2021 schedule first, followed by the Brownfields discussion.

1. 2021 Schedule

Director Bailey and **Assistant City Attorney Claytor** are proposing that the Planning Board meeting dates be moved from the second Tuesday of the month to either the first or second Thursday of the month. On second Tuesdays, the Assistant City Attorney attends Town of Dundee Town Commission meetings at 6:30 PM and is unable to attend the entire Planning Board meeting. Additionally, when the City Commission meeting falls on a Monday and the Planning Board meeting falls on the Tuesday of the same week, staff has difficulty juggling both agendas.

Discussion commenced about the proposed change.

Chair Hults found Thursdays acceptable. **Board Member Arnold** asked whether the meeting frequency would increase. **Director Bailey** explained that meetings would still be held once a month on Thursdays, with the possible exception of September, when the City Commission has budget hearings. **Vice Chair Vittorio** will discuss the schedule change with her employer to determine conflicts.

Discussion continued about the date and a possible change of time.

Director Bailey explained that the schedule change, if any, will be presented to the City Commission at their December 7, 2020 meeting.

Assistant City Attorney Claytor proposed a motion-contingent upon verifying with each committee member's schedule that the second Thursday of each month will not present a conflict-that the meeting time be changed to the second Thursday of each month at 6:00 PM. The motion was made by **Board Member Arnold**. The motion was seconded by **Board Member Nigg**. The contingent motion was approved with a unanimous voice vote.

Assistant City Attorney Claytor exited the meeting.

2. Brownfields Discussion

Director Bailey presented the second agenda item. Brownfields are a state designation that are processed through cities and counties. There are federal benefits that can be gained from the designation. Brownfields are properties that have real or perceived environmental contamination. Examples include dry cleaners, junkyards, mined lands, and landfills, and properties adjacent to potential brownfields. In order to be designated as a brownfield, local governments must consider several criteria, including potential for economic development. Incentives to clean up brownfields include the Voluntary Clean-up Tax Credits (VCTC), and job bonuses for locating in a designated brownfield area. The brownfields designation provides liability protection for developers in order to help them obtain financing.

In 2013, the city designated several properties in the northeast, south, center and in the Downtown Core area of the City as Economic Enhancement Districts, or brownfields. These districts include the site of the future Polk County Government Center. Two adjoining properties-505 S Lakeshore Way and 0 Shinn Blvd-were the site of a fruit-packing warehouse and an auto repair shop, and are adjacent to a railway. The City received grants from the Central Florida Regional Planning Council's (CFRPC) Heartland Brownfields Revitalization Partnership (HBRP) which helps counties and municipalities secure assistance from the federal and state governments to cleanup brownfields. The phase I and phase II work was funded by the grant. Phase I determines the potential for contamination, while phase II determines actual contamination. Phase II does not involve detailed testing, but random sampling. Contamination was found on one property, the former auto repair property.

Vice Chair Vittorio asked whether the property owner was involved in phase I, or whether the City was in charge. **Director Bailey** and **Chair Hults** clarified that a property swap involving the University of Florida and the City had occurred, with the City receiving the subject property

Director Bailey continued that the City compiled several documents and agreements in order to receive the funds, first from the CFRPC, and then from the state. The money was used to conduct detailed contamination assessment, analysis and remediation. The city signed an agreement with the Florida Department of Environmental Protection (FDEP) in 2019, and held a community meeting in 2020 to present remediation options to the community.

Vice Chair Vittorio asked whether the City prepared the reports, agreements and documents. **Director Bailey** explained that the grants funded a consultant who performed most of the work. **Chair Hults** asked about land use changes and lot splits on remediated brownfields, and **Director Bailey** explained that the land development regulations would still be applicable.

Director Bailey explained the sources and amounts of the funds that the City has received yearly, and the financial cost to the City for remediation. The City can use the tax credits it receives for remediation to lure developers to brownfields.

Vice Chair Vittorio asked about the frequency of reports, and **Director Bailey** explained that reports are sent to FDEP based on contamination levels and type. **Board Member Nigg** asked about properties where remediation is complete, and **Director Bailey** provided a brief overview of properties that are undergoing or have completed the process. **Director Bailey** explained the process of site remediation, and the role of the Board in determining brownfields.

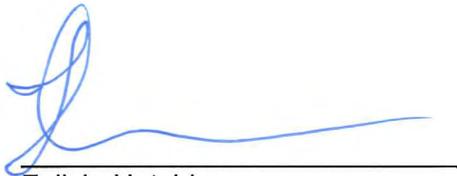
Chair Hults commented on the City's progress in converting brownfields into profitable property. **Director Bailey** explained that the City is looking into hiring an economic development consultant to better market the city's downtown properties to developers. Discussion continued about attracting businesses such as Publix or CVS to the City.

Vice Chair Vittorio made the motion to adjourn the meeting, seconded by **Board Member Nigg**.

The meeting was adjourned at 7:27 pm.

Next Meeting: Thursday, January 14, 2021

Respectfully submitted,



Felicia Hutchinson,
City Planner.