



**REGULAR MEETING
LOCAL PLANNING AGENCY (PLDRC)
CITY COMMISSION CHAMBERS**

**March 23, 2015
7:00 P.M.**

AGENDA

Any individual wishing to speak before the Commission regarding any item on the agenda must be recognized by the Chair, approach the podium and identify himself/herself and limit his/her remarks to three minutes.

CALL TO ORDER: Chairperson Tony Troy

APPROVAL OF MINUTES: February 23, 2015

COMMISSION CONSIDERATION: None at this time

PUBLIC HEARINGS: None at this time

COMMISSION DISCUSSION:

- A) Minor Replat for Mullen (242 Orange Ave)
- B) Ivy Hawn Charter School Expansion Preliminary Plan

STAFF COMMENTS/CHAIRPERSON AND MEMBER COMMENTS

PUBLIC COMMENTS

ADJOURNMENT

The PLDRC may discuss other issues related to this matter or any other issues relating to city business or take action on any matters relating to city government at the aforementioned meeting. If any person decides to appeal any decision by the Planning and Land Development Regulation Commission (PLDRC) with respect to any matter considered at the above meeting, he/she will need a record of the proceedings, including all testimony and evidence upon which the appeal is based. To that end, such person will need to ensure that a verbatim record of the proceedings is made. The City of Lake Helen does not provide this record. Individuals with disabilities needing to participate in any of these proceedings should contact the City Administrator at least three (3) working days in advance of the meeting date and time at (386) 228-2121.



PLANNING AND LAND DEVELOPMENT
REGULATION COMMISSION (PLDRC)
REGULAR MEETING
Lake Helen City Hall – 327 S. Lakeview Drive
February 23, 2015 at 7:00 P.M.

CALL TO ORDER: Meeting called to order by **Chair Tony Troy** the February 23, 2015 Planning and Land Development Regulation Commission Regular Meeting at 7:02pm.

Present: Chair Tony Troy Vice Chair Michael Woods
Secretary Ann E. Nehrig Commissioner Robert G. Feather
Commissioner Roxann Goodman (late arrival) City Clerk Becky Witte
City Administrator Jason Yarborough

Not in attendance: Commissioner Florence Fowler and Commissioner Bill Irvine

APPROVAL OF MINUTES: November 17, 2014

MOTION by **Vice Chair Michael Woods** to approve the minutes of November 17, 2014 . **SECOND** by **Secretary Ann E. Nehrig**.

Commission Discussion with input from City Administrator Jason Yarborough.

MOTION CARRIED UNANIMOUSLY.

COMMISSION CONSIDERATION: None at this time

PUBLIC HEARINGS: None at this time

COMMISSION DISCUSSION:

A) Right of Way Vacation for portion of Cassadaga Road

Commission Discussion with input from City Administrator Jason Yarborough, Garmie and Molly Perry (applicants).

MOTION by **Ann E. Nehrig** that without a concept plan the request be denied at this time. **SECOND** by **Vice Chair Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

Chair Tony Troy submitted Form 8B Memorandum of Voting Conflict (see attached) and passed the gavel to Vice Chair Michael Woods for the Item of Ivy Hawn School Expansion Concept Plan.

B) Ivy Hawn School Expansion Concept Plan

Commission Discussion with input from City Administrator Jason Yarborough, City Clerk Becky Witte, Irene Boyles from CPH Engineer (engineer of record for the applicant Lake Helen Limited Partners), as well as Dan McFall (Applicant of Lake Helen Limited Partners).

Vice Chair Michael Woods passed the gavel back to Chair Tony Troy.

C) Comprehensive Plan Review and Update

Commission Discussion with input from City Administrator Jason Yarborough, Greg Beliveau (Consultant from LPG Urban and Regional Planners, Inc), City Clerk Becky Witte, Dan McFall (Lake Helen Limited Partners, Rick Tamburro (Tangerine Avenue) as well as Alan Cooke (Oak Tree Lane).

Selection of Chair Tony Troy with alternate of Vice Chair Michael Woods to attend City Commission Meetings to present the PLDRC report.

PUBLIC COMMENTS: None

ADJOURNMENT: **Chair Tony Troy** adjourned the February 23, 2015 Planning and Land Development Regulations Commission Regular Meeting at 8:54pm.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Troy, Anthony	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Lake Helen Planning and Land Development Regulation Commission
MAILING ADDRESS 421 Roseville Lane	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Lake Helen	COUNTY Volusia
DATE ON WHICH VOTE OCCURRED February 23, 2015	NAME OF POLITICAL SUBDIVISION: City of Lake Helen
MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 183.358 or 183.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Anthony Troy, hereby disclose that on February 23, 2015.


(a) A measure came or will come before my agency which (check one)

- Inured to my special private gain or loss;
- Inured to the special gain or loss of my business associate, _____;
- Inured to the special gain or loss of my relative, _____;
- Inured to the special gain or loss of Lake Helen Limited Partners by whom I am retained; or
- Inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am in a contracted relationship with Lake Helen Limited Partners who will be bringing forth the Ivy Hawn Expansion Concept Plan at PLDRC this evening.

FEB 23, 2015
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



City of Lake Helen

Volusia County, Florida

MEMORANDUM

March 17, 2015

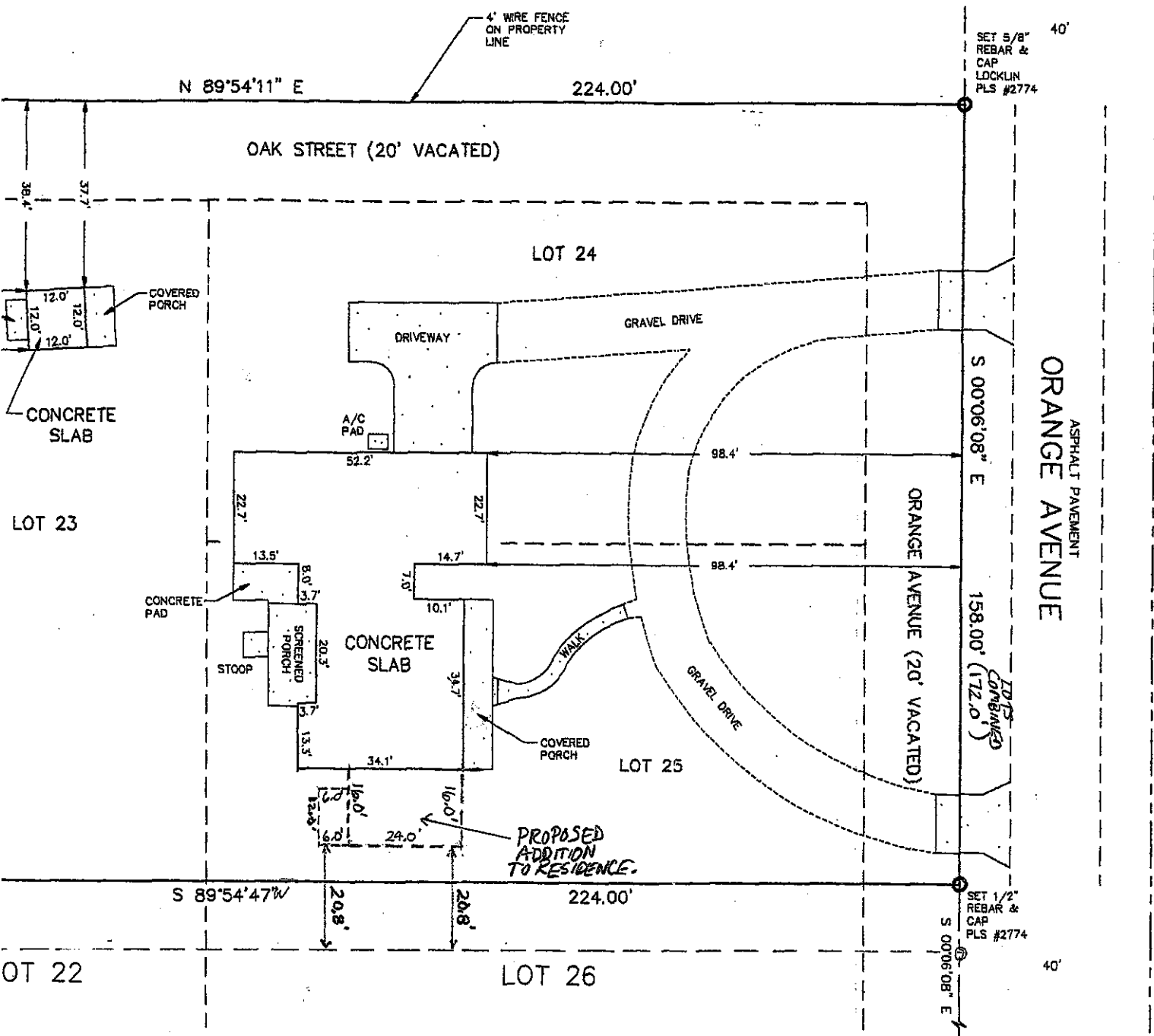
To: PLDRC Members
From: Jason Yarborough, ICMA-CM
City Administrator
Subject: Minor Replat for 242 Orange Avenue

Attached for your review and discussion on Monday, March 23, is a minor replat for Peter Mullen of 242 Orange Avenue, Lake Helen. Mr. Mullen is planning a 16 by 24 addition to his residence. The setback requirement is 10 feet to the side property line. Currently Mr. Mullen has 7.8 feet with the proposed addition. Since he owns the adjacent lot he has requested to add 14 feet to provide a 20.8 foot setback.

Section 11.07 of the Land Development Code says the PLDRC may hear an application for a Minor Replat and make recommendations to the City Commission.

Staff recommends approval of the minor replat by the PLDRC so that it may be placed on the April 9, 2015 City Commission Agenda.

Should you have any questions regarding the plan please feel free to call me or stop by the office. I look forward to seeing you on the 23rd.



TYP	TYPICAL
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
PRC	POINT OF REVERSE CURVATURE
PCP	PERMANENT CONTROL POINT
PRM	PERMANENT REFERENCE MONUMENT
PI	POINT OF INTERSECTION
RP	RADIUS POINT
A/C	AIR CONDITIONER
R	RADIUS
Δ	CENTRAL ANGLE
L	ARC LENGTH
CB	CHORD BEARING
CH	CHORD LENGTH
ORB	OFFICIAL RECORD BOOK
PG	PAGE
POC	POINT OF COMMENCEMENT
POB	POINT OF BEGINNING
NGVD 29	NATIONAL GEODETIC VERTICAL DATUM OF 1929

GENERAL NOTES:

1. THE SURVEYOR HAS NOT ABSTRACTED THE LANDS SHOWN HEREON FOR EASEMENTS AND/OR RIGHT-OF-WAY RECORDS.
2. THE BEARINGS SHOWN HEREON ARE BASED ON THE WEST RIGHT OF WAY LINE OF ORANGE AVE., BEING S 00°06'08" E, AN ASSUMED DATUM.
3. NO UNDERGROUND IMPROVEMENTS HAVE BEEN LOCATED EXCEPT AS SHOWN. UNLESS IT BEARS THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORID LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY.
4. DIRECTIONS AND DISTANCES SHOWN HEREON ARE PER RECORDED INSTRUMENT AND FIELD MEASUREMENT. UNLESS SHOWN OTHERWISE



City of Lake Helen

Volusia County, Florida

MEMORANDUM

March 23, 2015

To: PLDRC

From: Jason Yarborough, ICMA-CM
City Administrator

Subject: Ivy Hawn Preliminary Development Plan

The concept plan for the Ivy Hawn Charter Schools expansion was presented to the PLDRC on February 23, 2015. Attached for your review and consideration are the following documents:

- Ivy Hawn Charter School Preliminary Development Plan
- Traffic Analysis
- St. Johns River Water Management District Letter

City staff has reviewed the preliminary plan according to City Codes 11.03.03 – Plan Submittal Requirements and 11.03.05- Required and Optional Contents of Preliminary Development Orders. A city consultant has reviewed the traffic study. The following major and minor findings have been identified based on these reviews by City staff and consultant:

Minor

- 1) The plans are not drawn to a scale of one (1) inch equals fifty (50) feet.
- 2) The plans do not contain the total number of sheets per sheet.
- 3) The vicinity or location map is not drawn to scale of one (1) inch equals 2,000 feet.
- 4) The plans do not list storage area square footage and gross floor area ratio.
- 5) A soil classification map as an overlay is not provided.
- 6) The locations of wells within 1,000 feet of the boundary of the site are not shown on the plans.
- 7) The identification of historic and archaeological sites on site or within 1,000 feet of the boundary of the site is not addressed in the plans.

Major

- 1) The plans do not state the type of review.
- 2) The plans do not address the additional impact of the School's use of Blake Memorial Park.
- 3) The project address is not listed in the plans.
- 4) The plans do not list the adjacent land uses.



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- 5) The plans do not demonstrate bicycle parking.
- 6) The plans do not state the number of square feet for the sidewalk areas.
- 7) Fire lane details and locations are not shown in the plans.
- 8) The flood elevation for 100-year flood is not indicated on the plans. In addition, the actual acreage above and below the 100-year flood elevation, plus that area below the antecedent water level are not listed on the plans.
- 9) The size, material and location of water mains, valves and fire hydrants are not shown on the plans.
- 10) The plans do not indicate any other utilities such as gas, power, telephone and cable television.
- 11) A letter of approval or other documentation of sufficiency from the Volusia Department Health is needed regarding the septic tank and drain field system for the proposed number of people on the project site.
- 12) An agreement for solid waste collection and disposal services is need.
- 13) The name, location and right-of-way of all existing streets, rights-of-way and platted streets within 500 ft. in each direction of the proposed entrance has not been provided.
- 14) During the concept plan review for the project, the PLDRC identified historical lighting as an issue that needs to be addressed. This preliminary plan does not address historical themed lighting for the project site.
- 15) Regarding the traffic analysis, the assignment of project trips to/from the site does not appear to be consistent with the site plan in terms of access as the site plan shows an exit lane to Lakeview. Additionally, within the site plan the southern driveway is labeled as both bus and staff, yet the study did not assign any trips to this driveway. Clarification is needed regarding the assignment of project trips and inconsistencies with the site plan. Additionally, assumptions regarding the reassignment of existing trips in Figure 6 need to be clarified. This is particularly critical as it relates to Ohio Avenue between Lakeview and Pleasant as Table 6 shows the projected volume to be 1 trip below the adopted capacity.

Conclusions

Staff would recommend approval of the preliminary plans for this project contingent upon the property owner understanding that all of the findings will be addressed in the final plans.

Jason Yarborough, ICMA-CM
City Administrator