



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

**April 27, 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: March 23, 2015

COMMISSION CONSIDERATION: None at this time

PUBLIC HEARINGS: Ivy Hawn Charter School Expansion Final Development Plan

COMMISSION DISCUSSION: None at this time

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

CALL TO ORDER: Meeting called to order by **Vice Chair Michael Woods** the March 23, 2015 Planning and Land Development Regulation Commission Regular Meeting at 7:02 pm.

Present:

Vice Chair Michael Woods	Secretary Ann E. Nehrig
Commissioner Robert G. Feather	Commissioner Florence Fowler
Commissioner Bill Irvine	City Clerk Becky Witte
City Administrator Jason Yarborough	

Not in attendance: Commissioner Roxann Goodman and Chair Tony Troy

APPROVAL OF MINUTES: February 23, 2015

MOTION by **Secretary Ann E. Nehrig** to approve the minutes of February 23, 2015. **SECOND** by **Commissioner Florence Fowler**.

MOTION CARRIED 4-1 with Commissioner Robert Feather voting no.

COMMISSION CONSIDERATION: None at this time

PUBLIC HEARINGS: None at this time

COMMISSION DISCUSSION:

A) Minor Replat for Mullen (242 Orange Ave)

Commission Discussion with input from City Clerk Becky Witte and City Administrator Jason Yarborough.

MOTION by **Secretary Ann E. Nehrig** to send the Minor Replat to the City Commission with PLDRC approval on April 9, 2015. **SECOND** by **Commissioner Bill Irvine**. **MOTION CARRIED UNANIMOUSLY.**

B) Ivy Hawn School Expansion Preliminary Plan

Commission Discussion with input from City Administrator Jason Yarborough, Irene Boyles from CPH Engineers (engineer of record for the applicant Lake Helen Limited Partners), as well as Alan Cooke (Oak Tree Lane).

STAFF COMMENTS/CHAIRPERSON AND MEMBER COMMENTS:

Vice Chair Michael Woods asked about the next step to the Comprehensive Plan Update with input from City Administrator Jason Yarborough.

Secretary Ann E. Nehrig discussed missing street signs with input from City Administrator Jason Yarborough.

PUBLIC COMMENTS: None

ADJOURNMENT: **Vice Chair Michael Woods** adjourned the March 23, 2015 Planning and Land Development Regulations Commission Regular Meeting at 7:22 pm.



City of Lake Helen

Volusia County, Florida

MEMORANDUM

April 16, 2015

To: PLDRC

From: Jason Yarborough, ICMA-CM
City Administrator

Subject: Ivy Hawn Final Development Plan

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

- Ivy Hawn Charter School Final Development Plan
- March 31, 2015 response letter from Irene Boyles, Project Manager

City staff has reviewed the preliminary plan according to City Codes 11.03.06 – Final Review of Development Plans and 11.03.07- Required and Optional Contents of Final Development Orders. A city consultant has reviewed the traffic study. The following major findings have been identified based on these reviews by City staff and consultant:

1) Impacts to Blake Park

Currently, students from the project site frequent Blake Park as part of their recess and physical education activities. The city is encouraged by this focus on childhood physical fitness. However, additional playground equipment is needed considering the number of students will double with this project. A user agreement is needed between the School and City regarding mitigation of impacts on the park by the School and ongoing maintenance responsibilities for Blake Park.

2) Lighting

During the conceptual plan review by the PLDRC, lighting for the school was a concern. Historical themed lighting has been installed in the rear of the building. However, the project owner is taking the position that no new lighting is required to the front of the building due to there being no evening activities at the project site.

Staff recommends that if any future outdoor lighting be added to the project site that it be historically themed. In addition, all existing outdoor lighting (mercury vapor) onsite will be retrofitted to historically themed lighting.

3) Sewer

Documentation from Volusia County Health Department is still needed regarding the capacity of the septic tank system to accommodate the change in use.

Conclusions

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



City of Lake Helen

Volusia County, Florida

MEMORANDUM

April 16, 2015

To: PLDRC

From: Jason Yarborough, ICMA-CM
City Administrator

Subject: Certificate of Concurrency – Ivy Hawn

Potable Water

The City of Lake Helen provides potable water to all city residents and to some customers in the community of Cassadaga. The geographic service area is the City of Lake Helen plus part of Cassadaga. The predominant usage is for household purposes. The present design capacity of the system is 1.5 MGD gallons per day; however, the effective operating capacity is somewhat less due to noncompatibilities that exist between the three pumping stations.

The level of service (calculated on the basis of average daily consumption for 1986 divided by the estimated population of the city at the end of 1986) is 95 gallons per day per capita.

Currently, the average daily potable water demand is approximately 0.25 MGD. The project is expected to put an additional 2,500 to 5,700 gallons a day of additional demand on the potable water system, which the system can easily accommodate.

Solid Waste

Solid waste is handled by a franchised hauler which is monitored and approved for the area by the County of Volusia. All collected solid waste is transported to the Volusia County landfill located on Tomoka Farms Road for disposal. There is no proportional capacity of the county landfill that is allocated to a particular local government. Rather the historical data as to quantity of solid waste and population estimate for the county as a whole is used by the county to determine a county-wide level of service standard. It follows that those communities with a large industrial or commercial demand upon the landfill would have a higher level of service standard than a city which is essentially residential. The county-wide level of service standard has been established at 8.6 pounds per capita per day while the City of Lake Helen uses a level of service standard of 6.6 pounds per capita per day.

Staff with Volusia County Solid Waste have confirmed that there the county has ample solid waste disposal capacity to accommodate this project.

Parks and Recreation

The City of Lake Helen has adopted the Volusia County standard of eight acres of recreational area per 1000 population. Included within this standard is the need to provide two acres of recreational facilities devoted to active recreational activities. Table VII-1 indicates that there are some 36 acres of recreational area within the city at the present time. Within that 36 acres are some 28 acres which are devoted to active recreational activities. This is more than adequate to meet the standards specified in DNR publication "Outdoor Recreation in Florida - 1987."

Nonetheless, the Future Land Use Plan recognizes the need for additional recreational area and facilities to accommodate the needs of the residents of the city. The most significant element of this plan, insofar as recreational needs are concerned, is the development of the Mitchell Recreational Complex.

Due to the current level of use of Blake Park by Ivy Hawn School, Blake Park will experience an additional impact that should be mitigated with additional playground equipment and amenities. A user agreement is needed between the School and City regarding mitigation of impacts on the park by the School and ongoing maintenance responsibilities for Blake Park.

Roads and Streets

Current traffic circulation does not indicate any major road and street deficiencies within 0.5 miles of the project site. Available average daily traffic counts for points located in the City of Lake Helen show that all streets and roads meet Level of Service "C" Capital improvements needed are primarily paving and resurfacing of local streets.

The project is not anticipated to have a negative impact on the streets and roads level of service.

Stormwater Management

The project plan conforms to the City of Lake Helen and St. Johns River Water Management District stormwater management regulations.

RECOMENDATION:

Staff is recommending a written Concurrency Determination be issued stating that infrastructure capacity is available to accommodate the proposed project contingent on the City and School executing an agreement regarding the Schools use of Blake Park. The Concurrency Determination shall constitute a temporary reservation of that capacity for the project for a period of 30 days. During this temporary reservation period, a Concurrency Certificate shall be issued upon payment of fees as established by the City.

CITY OF LAKE HELEN DEVELOPMENT
(IVY HAWN CHARTER SCHOOL)

On _____, 2015, the City of Lake Helen issued this Development Order relating to and touching and concerning the following described property: (See Composite Exhibit "A" to this Development Order)

FINDINGS OF FACT:

Property Owner: Lake Helen Limited Partnership (Fred Steudler, Owner)

Project Name: Ivy Hawn Charter School (Development)

Requested Approval: Final Development Plan (Site Improvements Plan)

The Development Approval sought is consistent with the City of Lake Helen Comprehensive Plan and development of the property will be subject to and consistent with and in compliance to applicable land development regulations and all other applicable regulations and ordinances as set forth in the Code of Ordinances of the City of Lake Helen.

The Owner of the property has expressly agreed to be bound by and subject to the Development conditions and commitments stated below and has covenanted and agreed to comply with the conditions set forth in Paragraph (C).

ORDER NOW, THEREFORE, IT IS ORDERED AND AGREED THAT:

(A) The aforementioned application for development approval is GRANTED.

(B) All development of the property shall fully comply with all of the codes and ordinances in effect in the City of Lake Helen at the time of issuance of a development order and/or development permit.

(C) The conditions upon this development approval and the commitments made as to this development approval, which have been accepted by and agreed to by the Owner of the property, are as follows:

(1) The development of the property shall be consistent with the Final Development Plan (Site Improvements Plan) approved by the City Commission of the City of Lake Helen on ___date___.

(2) All vegetated landscaped areas on the development site shall be irrigated with an automatic irrigation system equipped with automatic cut-off rain sensor devices.

(3) All Development-related infrastructure improvements, as described on the Final Development Plan, and a designated, striped pedestrian walkway, from the intersection of Ohio Avenue and Lakeview Drive to the school entrance, shall be completed by the developer, and approved by the City, prior to the issuance of a certificate of occupancy for the Development; classes shall not commence until said certificate of occupancy has been issued by the City.

(4) Potable and irrigation water for the Development shall be provided by the City. The City shall be responsible for performing the installation of any fire hydrants, wet taps, and tie-ins to City water lines required in the construction of the Development. The Owner shall coordinate construction activities requiring fire hydrants, wet taps, or tie-ins to City water lines with the City. The Owner shall make payment to the City for the cost of such work prior to the work being performed.

(5) Signposts and light posts within the Development shall be consistent with the style(s) selected by the City for installation in the City's Historic District; should classes be held at night, the OWNER shall install lighting in the parking area for the Development; said lighting shall be subject to approval by the City and shall be consistent, in style, with "historical-themed" lighting.

(6) Signage for the Development shall be representative of historical signage existing in the Lake Helen Historic District. Signage shall be subject to approval by the City.

(7) A user agreement will be executed within 90 days of execution of the development order between the School and/or Property Owner and City regarding what additional amenities will be added to Blake Park within 90 days. In addition, the agreement will address various maintenance responsibilities for the different amenities in Blake Park.

(8) In the interest of better traffic control and public safety, tenants of the property owner or the property owner will notify the City of any special events on the project site 30 days in advance of the proposed event.

(D) This Development Order touches and concerns the aforescribed property. The Owner of the said property has expressly covenanted and agreed to all terms and provisions of this Development Order,

(E) This Development Order shall be valid for a period of one (1) year from its date of approval.

Should the Owner not be able to initiate and proceed with development actively, and in good faith, within the one (1) year period, the Owner shall be able to submit a written request for an extension of the time period of the Development Order. Such extension request, which shall include the reason(s) the extension is required, shall be made to the City Administrator at least thirty (30) days prior to the expiration date of the Development Order. The City Commission shall review and act upon the request. Should the City Commission approve the request, the expiration date for the Development Order shall be extended for a period not to exceed six (6) months. No more than two requests for extension of the expiration date of the Development Order shall be granted.

(F) The terms and provisions of this Development Order are not severable and in the event any portion of this Development Order shall be found to be invalid or illegal then the entire Development Order shall be null and void.

Done and Ordered on the date first written above.

As approved and authorized for execution by the City Commission of the City of Lake Helen at its regular meeting of ___date___.

Buddy Snowden, Mayor

ATTEST:

Jason Yarborough, City Administrator

APPROVED AS TO FORM AND LEGALITY

Scott E. Simpson, City Attorney