



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

**September 19, 2016**

**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:** Chairman Joseph Hammett

**APPROVAL OF MINUTES:** March 21, 2016

**PUBLIC COMMENTS**

**COMMISSION CONSIDERATION:**

- (a) Downtown Parking
- (b) Land Development Re-Write

**PUBLIC HEARINGS:** None at this time

**STAFF, CHAIRPERSON AND MEMBER 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 21, 2016 at 7:00 P.M.**

**CALL TO ORDER:** Meeting called to order by Chairman Joseph Hammett the March 21, 2016 Planning and Land Development Regulation Commission Regular Meeting at 7:02 pm.

**Present:** Chairman Joseph Hammett Secretary Ann E. Nehrig  
Commissioner Robert G. Feather Commissioner Camille Angeli  
Commissioner Florence Fowler (late arrival) Commissioner Roxann Goodman (late arrival)  
City Administrator Jason Yarborough City Clerk Becky Witte

**Not in attendance:** Vice Chair Tony Troy

**APPROVAL OF MINUTES:** February 15, 2016

**MOTION** by Commissioner Ann Nehrig to approve the minutes of February 15, 2016. **SECOND** by Commissioner Robert Feather. **MOTION CARRIED UNANIMOUSLY.**

*Commissioner Roxann Goodman, and Commissioner Florence Fowler were not in attendance during the vote.*

**PUBLIC COMMENT:**

Dennis Geyer (E. Kicklighter Road) regarding the Zoning and Classification for 920 Lake Helen Osteen Road.

*Arrival of Commissioner Florence Fowler.*

Cheryl Gotbaum (Pleasant Street) read from the proposed Residential Mixed Use around Lake Macy as well as the promotion of economic vitality.

Commissioner Discussion with input from Greg Beliveau, Consultant from LPG Urban & Regional Planners Inc. regarding Lake Macy designation as R3 as well as Downtown Commercial.

Janelle Henderson (W. New York Avenue) discussed the land use category around W. New York Avenue with input from Greg Beliveau, Consultant from LPG Urban & Regional Planners Inc.

Melissa Mong (Lakeview Drive) showed a picture of her daughter and discussed her concern with development as well as the Commercial Support Intersections.

Cheryl Gotbaum (Pleasant Street) discussed an article from 2005 in the Daytona Beach News Journal.

*Arrival of Commissioner Roxann Goodman.*

Discussion of Deltona Utility Service Area Map, Lake Helen Map and future growth with input from City Administrator Jason Yarborough, Greg Beliveau, Consultant from LPG Urban & Regional Planners Inc. as well as Melissa Mong (Lakeview Drive).

George Taylor (Church Street) discussed commercial zoning near I-4 and increase development for local jobs.

**COMMISSION CONSIDERATION:**

- a) Email Correspondence from Commissioner Robert Feather to be entered into the Official Record. Chairman Joseph Hammett explained that two (2) emails will be entered into the Official Record: Email 1 dated March 1, 2016, entitled "4 Major Comp Plan Concerns", Email 2 dated March 18, 2016, entitled "Comp Plan Draft Concerns Email #2".

**MOTION** by **Chairman Joseph Hammett** to enter the two emails from Commissioner Robert Feather into the official record and the minutes for March 21, 2016. **SECOND** by **Commissioner Robert Feather**.  
**MOTION CARRIED UNANIMOUSLY.**

b) City of Lake Helen Comprehensive Plan Update

Discussion led by Greg Beliveau, Consultant from LPG Urban & Regional Planners Inc with input from City Administrator Jason Yarborough, Cheryl Gotbaum (Pleasant Street), Melissa Mong (Lakeview Drive), Dennis Geyer (Kicklighter Road),

Removal of Cassadga Rd and Kicklighter Commercial Support Intersection.

**Vote on Commercial Support Intersections:**

*Main Street and Lakeview: Yes*

Chairman Joseph Hammett: Yes  
Secretary Ann E. Nehrig: Yes  
Commissioner Robert G. Feather: No  
Commissioner Camille Angeli: Yes  
Commissioner Florence Fowler: Yes  
Commissioner Roxann Goodman: Yes

*Lemon and Prevatt (Future): Yes*

Chairman Joseph Hammett: Yes  
Secretary Ann E. Nehrig: No  
Commissioner Robert G. Feather: No vote  
Commissioner Camille Angeli: Yes  
Commissioner Florence Fowler: Yes  
Commissioner Roxann Goodman: Yes

*Ohio and Prevatt: Yes*

Chairman Joseph Hammett: Yes  
Secretary Ann E. Nehrig: No  
Commissioner Robert G. Feather: No vote  
Commissioner Camille Angeli: Yes  
Commissioner Florence Fowler: Yes  
Commissioner Roxann Goodman: Yes

*Kicklighter and Prevatt: No*

Chairman Joseph Hammett: No  
Secretary Ann E. Nehrig: No  
Commissioner Robert G. Feather: No vote  
Commissioner Camille Angeli: No  
Commissioner Florence Fowler: Yes  
Commissioner Roxann Goodman: Yes

*Kicklighter and Macy: No*

Chairman Joseph Hammett: No  
Secretary Ann E. Nehrig: No  
Commissioner Robert G. Feather: No  
Commissioner Camille Angeli: No  
Commissioner Florence Fowler: No  
Commissioner Roxann Goodman: No

*Ohio and Macy: Yes*

Chairman Joseph Hammett: Yes  
Secretary Ann E. Nehrig: Yes  
Commissioner Robert G. Feather: Yes  
Commissioner Camille Angeli: Yes  
Commissioner Florence Fowler: Yes  
Commissioner Roxann Goodman: Yes

Chairman Hammett recapped that RMU was as set as SFR and modify DC, no Sewers in GED.

*Vote of Understanding:*

Chairman Joseph Hammett: Yes  
Secretary Ann E. Nehrig: Yes  
Commissioner Robert G. Feather: Yes  
Commissioner Camille Angeli: Yes  
Commissioner Florence Fowler: Yes  
Commissioner Roxann Goodman: Yes

Discussion of Wetland Credit.

**MOTION** by **Chairman Joseph Hammett** to approve the Comp Plan Update with changes noted at this meeting.

**SECOND** by **Commissioner Camille Angeli**.

*Discussion with input from Greg Beliveau, Consultant from LPG Urban & Regional Planners Inc with inclusion of RMU, commercial if its market supported.*

**MOTION CARRIED UNANIMOUSLY.**

**PUBLIC HEARING:** None at this time

**STAFF COMMENTS/CHAIRPERSON AND MEMBER COMMENTS:**

Chairman Joseph Hammett discussed the by laws and suggested review.

City Administrator Jason Yarborough discussed Vice Chair Tony Troy has missed 3 consecutive meetings and the vacancy will be brought to the City Commission in April.

Secretary Ann Nehrig thanked the input from the citizens of the community.

Alan Cooke (Oak Tree Lane) thanked the PLDRC for their work.

George Taylor (Church Street) discussed the sewer coming across I-4.

Camille Angeli encouraged more citizen participation.

**Next PLDRC Meeting set for Monday, April 25, 2016 at 7:00pm.**

**ADJOURNMENT:** **Chairman Joseph Hammett** adjourned the March 21, 2016 Planning and Land Development Regulations Commission Regular Meeting at 9:08 pm.

## Becky Witte

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**From:** Robert Feather <rfeather@cfl.rr.com>  
**Sent:** Tuesday, March 01, 2016 3:15 PM  
**To:** psnowden1@cfl.rr.com; earnnvernon@hotmail.com; Tura Schnebly; Tom Wilson; Michael Woods; moproman@aol.com; troybuilding@cfl.rr.com; aenehrig@gmail.com; ffowler3@cfl.rr.com; roxann.goodman@yahoo.com; crablady344@gmail.com; rfeather@cfl.rr.com; Jason Yarborough; Becky Witte  
**Cc:** gregb@lpgurp.com; rfeather@cfl.rr.com  
**Subject:** 4 Major Comp Plan Concerns

March 1, 2016

Re: Four Major Concerns - Proposed Lake Helen Comp Plan Draft 1

Dear City Commissioners, PLDRC Commissioners, & Staff;

Boy, we are going to know more about the grand City of Lake Helen than we ever wanted to know or ever dreamed of knowing! I'm proud to be able to participate in the forming of this very important document and thank you for asking me to do so.

I've tried very hard to approach this first draft with an open mind and while there are very many small corrections - from the correct distance from Lake Helen to Orlando - more like 30 than 35 miles (line 60 of p1-2 Future Land Use Data Element), to replacing "it is recommended" with "The City will" when talking about cooperating with other organizations when "involved in the acquisition and development of trail systems" (line 578 of p1-17 Rec & Open Space Data Element), - in my mind there are probably four major concerns.

Before we get into the concerns, I first want to rave about the **"MOST IMPORTANT NEEDS"** (line 33 of p1-2 Future Land Use Data Element):

1. "preserve the existing quality of life"
2. "preserve small town charm"
3. "honor and build upon historical heritage"
4. "preserve existing residential and rural character".

In my opinion, there can be none better. The City Commissioners who came up with these and or who approved these I don't think could have done a better job. But, in this draft, a fifth has been added:

5. "promote economic vitality"(line 36).

Hey, I want to pay lower taxes too. It appears that the thought is that we need to encourage growth at Main Street and I-4. I agree. But I want to point out that there is little or no growth at the I-4/44 intersection adjacent to the north, or the one after that. To the south at 472 there is no growth. And I think that sewer is available for all of them. Why does someone think that providing central sewer will enhance growth? Especially when it's not needed in this particular commercial area because the soils are acceptable for individual septic systems?!

Number "5", "promote economic vitality" does not belong in a City of Lake Helen Comprehensive Land Use Plan. It belongs in a Chamber of Commerce Mission Statement.

Look at what happened when the City opened the Creative Arts Cafe in a park. We're stuck with grants and we lost \$200,000.00 before the Commission gained the courage to close it down.

Becoming a part of our Comp Plan, Number 5 can be devastating to numbers 1 - 4. It is very important that each of the changes and additions being proposed in this draft be examined with regard to how it will affect **NEEDS 1-4.**

1. By designating the Gateway Employment District and requiring central sewer hook up in this area we will preclude small (Mom & Pop like) businesses from locating in this area (They won't because they can't afford to hook up.).

So, the question is, What will go there? Do you want manufacturing and office type buildings like in DeLand Crossings (NE corner of I-4 and 44) on these 66 acres? How many stories? A hotel only takes up a couple acres. Same with a restaurant. What will the traffic count generated from what type of uses be? The traffic impact fee? A trip generation rate has to be established in order to compute the impact fee. The residents can't get out of town now during certain times of the day because of the schools traffic. We can't just keep lowering our traffic levels of service, like proposed in this draft, to zero. Somebody is going to have to pay for this development.

How much will it take to pay for the improvements? How much will it cost to pay for the needed improvements today (if we didn't lower our level of service)? How much will it cost to pay for the needed improvements based upon our current comprehensive plan? How much more will it cost to pay for the increase in required improvements as a result of this proposed comprehensive plan?

A complete analysis needs to be completed so that we know what we are and are not voting for to the best of our ability. My own feeling is to keep Lake Helen quaint as it relates to 1-4 above.

2. RMU (Residential Mixed Use) adjacent to and around Lake Macy is absurd!

Right now the Land Use calls for a maximum of 1 home to 1 1/4 acres on the east side of lake and a maximum of 3 homes to 1 acre on the west side of lake. To encourage Planned Unit Developments (line 140 p1-4 Housing Element) with commercial (offices and retail) and up to 4 homes to 1 acre around the lake will be devastating to our quality of place and quality of life, and completely contrary to Lake Helen's Comp Plan Needs 1-4 above.

3. DC (Downtown Commercial) on the north shore of Lake Macy is absurd.

There are two occupied lakefront homes there now. This is in direct conflict with 1-4 above.

We discussed this at a joint work shop in the conference room at City Hall and it appeared everyone agreed that the same residential zoning that protects the homes around lake Lake Helen should protect the homes all the way around Lake Macy. Just include 200 to 300 feet back from the lakeshore (Enough distance to include the homes in the zoning) in the new residential zoning category (SFLD).

If we might be serious regarding approving this we have to send out rezoning notices to all the people affected (including those adjacent and across the street) so that everyone knows that their neighbor can put 4 houses and a commercial building on their property if it's over 1 1/4 acres, as most of them are, before we vote.

4. "Provide Adequate And Affordable Housing" (line 9 p1-1 Housing Element)

"The City **shall** ensure that adequate land is available to accommodate affordable housing units." (line 27)

"The City **shall** further housing opportunities for very low, low and moderate income households" (line 34).

"The City **will** grant a 33 percent density bonus for development affordable to households earning very low or low income"(line 134).

"The City **shall** reduce the minimum floor area requirements up to 20 percent per unit for all residential units affordable to households earning very low or low income" (line 137)

"The City **shall** require all subdivisions to construct or set aside 30 percent of all units included within the approved site plan as housing affordable to households earning very low or low income"(line 162).

No! This would be very costly. We are a small town. We have too many untaxable properties already. We want to increase the tax base. That's why we want to protect the resident's higher property values in the Woods of Lake Helen by not reducing the standards that made the community so great in the first place. The City can't afford to allow cheaper homes. There are too few quality homes projected for the future that can be built in our small City.

The only new homes built in Lake Helen recently are I believe in excess of \$300,000.00 each! We need more like them. And we'll get them because of high standards set according to Needs 1-4 of our Comprehensive Plan.

Thank you for listening to my concerns. I look forward to discussing them, and your concerns, with you. I look forward to finding out with you the answers to all your and my questions before approving this critically important document. I hope we take our time to do it right.

Thank you for all you do for Lake Helen and our future.

Robert

625 Macy Ave, Lake Helen, FL 32744, Ph: 386-228-2825, rfeather@cfl.rr.com

## Becky Witte

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**From:** Robert Feather <rfeather@cfl.rr.com>  
**Sent:** Friday, March 18, 2016 8:48 PM  
**To:** psnowden1@cfl.rr.com; earnnvernon@hotmail.com; Tura Schnebly; Tom Wilson; Michael Woods  
**Cc:** Jason Yarborough; Becky Witte; moproman@aol.com; troybuilding@cfl.rr.com; aenehrig@gmail.com; ffowler3@cfl.rr.com; roxann.goodman@yahoo.com; crablady344@gmail.com; gregb@lpgurp.com; 'Scott Simpson'; rfeather@cfl.rr.com  
**Subject:** Comp Plan Draft Concerns Email #2

Dear Honorable Lake Helen Commissioner,

Three reasons for another email: 1) To learn about concerns asap so that answers can be obtained asap in order not to hold things up; 2) The City Commissioner can not learn about the concerns PLDRC members have because the minutes details are almost non-existent and the only way to find out is to listen to the tape and who is going to do that; 3) I care about Lake Helen and this is a critical task we have because in this decade, no matter what we do, Lake Helen will experience more growth than Lake Helen experienced in its days of the railroad and the brick factory and the saw mill and its own power company.

You all know, according to our attorney, PLDRC MEMBERS CAN NOT RESPOND TO THIS EMAIL EXCEPT AT A PUBLISHED PUBLIC MEETING. ALL OTHERS MAY RESPOND - although I'm not expecting it.

1. Regarding central sewer: At the last PLDRC meeting our planner told us that there was a law that will make commercial business connect to a central sewer system if it is available. I wanted to find out the specifics of this law so I went to the County Health Department in DeLand and spoke with Laura Kramer, Environmental Specialist III, who issues septic tank permits for Lake Helen. Ms. Kramer cited FI Statute 381.00655(1)(a) that says:

"The owner of a properly functioning onsite sewage treatment and disposal system, excluding an approved onsite graywater system, must connect the system or the building's plumbing to an available publicly owned or investor owned sewerage system within 365 days after written notification by the owner of the sewerage system that the system is available for connection."

In other words, she says it applies equally to business and homes and if sewer was brought into Lake Helen on the east side of I-4 the State would force everyone in Lake Helen to connect. Everyone would connect - old, because of the law above. New, because she will be prohibited from issuing any new septic tank permits and there is no other choice.

Please have our administrator and/or attorney check this out. If this is true, I think you - the City Commission - should be obtaining the accurate cost estimates for each property owner for completing this requirement.

Also, Ms. Kramer suggested that homeowners and businesses are billed according to what their water meters say. So Lake Helen may be required to provide City water lines to all properties that need sewer. Better get that estimate too. How much will our taxes go up to do it?



What will water lines running on one side of every street and sewer lines running on the other side of every street do to our trees? There go the trees! Lake Helen WILL NEVER BE THE SAME. This is contrary to what every sincere resident of Lake Helen wants and expects.

I have not read the latest draft given us. Hopefully these concerns have already been addressed:

2. Wrong/Outdated Material; But i glanced at the material haphazardly opening it to page 71 of 180. It talks about the Cassadaga Utility as well as Lake Helen providing water to that area. The water there now is provided by the County of Volusia. It also talks about the Volunteer Fire Department located in Lake Helen providing firefighting protection for the Cassadaga area. Couldn't someone with the City go over this stuff for accuracy before it is printed and presented to us?

3. Providing commercial zoning at major intersections: will slow down traffic, cause congestion, increase need for more law enforcement, necessitate stop lights, interfere with surrounding residential enjoyment that Lake Helen is proud of. And the biggie is It Will Detract From Downtown's Becoming a Real Downtown. Deltona is going through this unwanted result now. They've got commercial all around and no downtown. Lake Helen doesn't want to be like Deltona.

4. Tree City important: Emphasizing our being, and having been, a Tree City should be included and stressed.

5. Mother-in-law apartments: At either the 1st presentation to the PLDRC or the workshop in the conference room, i thought the planner said that permission for these on properties would be addressed but i haven't found it as yet.

6. Parks poorly incorporated in plan: The Lake Helen Equestrian and Environmental Education Center is not even named. The descriptions are inadequate and incomplete. Even though Colby Park is not in the actual City limits because it is adjacent to the City limits and adjacent to our Lake Macy Park, (and is so large and provides so many amenities) it should be mentioned. Are the neighborhood parks, like in the Woods, and in The Villas, etc. included anywhere?

7. Horses and Bicycles: I was so disappointed that i found almost nothing regarding horses and/or bicycles, especially after i thought the planner told us he was going to incorporate and emphasis this. Horse trails should be included in the planning for the property on the west side of I-4 as well. And for the trails to get over there.

8. Annexations: The Comp Plan should incorporate the annexations of the approximately 15 parcels still in the County and comprising approximately 44 acres contiguous to the Lake Helen City limits on the north side of the property west of I-4. It should also incorporate the annexations of the approximately 14 parcels comprising the approximately 90 acres contiguous to the western boundary of Lake Helen west of I-4. (Other areas should be considered as well.)

This would provide about 135 more acres of the highest intensive use providing for the most taxable income to the City. And you could leave the Gateway 60+ acres alone - except for making them easier to use. And maybe you wouldn't have to 4 lane, or 6 lane, Main Street.

9. The report and premise that Lake Helen has lost more than 100 houses since the last count and is in a declining population mode from now through this Comp Plan planning period is absurd. Can someone come up with a way to accurately find out how many homes are presently in Lake Helen?

I hope all this has already been addressed.

Thank you for allowing me to be of service to you.

Thank you for doing all you do.

Hav a BEAUTIFUL day

Robert

PS: Ms. Witte, please provide a copy for the PLDRC records.



## *City of Lake Helen*

# *Planning & Land Development Regulation Commission*

## **AGENDA MEMORANDUM COMMISSION CONSIDERATION**

**MEETING DATE:** September 19, 2016

**SUBJECT:** Consideration of Downtown Parking

**SYNOPSIS:**

During the review of the City Comprehensive Plan the discussion of adding flexibility to meet the needs of businesses locating to our downtown corridor especially in terms of parking. For example, Brocks plaza has retail/office space available. However, the parking spaces within the plaza are consumed by the existing businesses. This could limit/hinder the opening of a new business.

Staff is asking for input and discussion from the Planning and Land Development Regulation Commission. Research and alternate policies/solutions for downtown parking can be done by members of the Commission. After discussion and composition of a solution, the Planning and Land Development Regulation Commission can make a recommendation to the City Commission.

**OTHER POLICIES:**

The City of Deland uses the following policy to help with downtown parking:

Special parking districts. The city commission may designate special parking districts where parking or transit facilities may be provided by the city, thus lessening the demand for on-site parking. For development proposed in these districts, the city commission may allow the developer to pay a fee in lieu of providing some or all of the spaces required by this section. The fee shall be a one-time, nonrefundable fee per parking space avoided, paid to the city prior to the issuance of a certificate of occupancy. The amount of the fee shall be determined by the city commission and shall be equal to the land acquisition, construction and maintenance costs of parking spaces that are deferred by this provision. These fees shall be used by the city solely for the purchase, construction, operation and maintenance of parking or transit facilities serving the area of the development. The city commission may, at the time of accepting the fee, enter into an agreement with the developer to construct or provide parking or transit facilities.

There may be an opportunity for the City to provide downtown parking at City Hall.

**RECOMMENDATION(S):**

Staff and PLDRC members research best practices to address downtown parking and return for discussion at the next PLDRC meeting.

**ATTACHMENT(S):**

City of DeLand Code of Ordinance 33-91 Off-Street Parking and Loading  
Draft of Parking Layout for City Hall

Sec. 33-91. - Off-street parking and loading.

33-91.01. *Generally.*

- (a) *Applicability.* Off-street parking facilities shall be provided for all development within the city pursuant to the requirements of this section. The facilities shall be maintained as long as the use exists that the facilities were designed to serve.
- (b) *Plans submitted to city.* All plans for improvement to, enlargements of and additions to off-street parking or loading areas shall first be submitted to the city as part of a site plan and approved in writing before construction commences. The city shall confirm the plans meet the terms of the off-street parking and loading zone requirements, specifications are satisfactory in every respect and adequate access and egress is provided.
- (c) *Computation.*
  - 1. When determination of the number of off-street spaces required by this section results in a fractional space, the fraction of one-half or less may be disregarded, and a fraction in excess of one-half shall be counted as one parking space.
  - 2. In stadiums, sports arenas, churches and other places of assembly in which those in attendance occupy benches, pews or other similar seating facilities, and/or which contain an open assembly area, the occupancy shall be based on the maximum occupancy rating given when the determination of the number of off-street spaces required by this section results in a building by the fire marshal.
  - 3. The required number of parking spaces shall be determined by the factors listed in section 33-91.02. If the area of a structure is used to determine the number of parking spaces, the net square footage of the structure, excluding halls, rest rooms, elevators and other such areas, shall be used. The square footage of waiting rooms, areas of offices, pedestrian areas of malls and other similar areas shall be counted in determining the number of required parking spaces.
- (d) *Parking study.* A parking study shall include, but not be limited to:
  - 1. Estimates of parking requirements based on recommendations in studies such as those from ULI, ITE, or the Traffic Institute, and based on data collected from uses or combinations of uses which are the same or comparable to the proposed use. Density, scale, bulk, area, type of activity, and location shall determine comparability. The study shall document the source of data used to develop recommendations.
  - 2. An analysis of the extent to which a transportation system management program and/or use of alternative forms of transportation lessen the need for parking.

33-91.02 *Special parking restrictions applicable to certain districts. (Formerly chapter 33, article II, section 33-20.)*

33-91.021 *Parking restrictions for commercial vehicles.*

- (a) *Residential and professional-residential districts.* Within the R-R, R-R1, R-1AA, R-1A, R-1B, R-1, R-2, R-8, R-12, R-16, R-M, and P-1 zoning districts:
  - 1. Commercial vehicles shall not be parked at any time within the hours of 8:00 p.m. to 7:00 a.m.
  - 2. Commercial vehicles shall not be parked at any time within the hours of 7:00 a.m. to 8:00 p.m. unless the vehicle is engaged in the delivery of goods or services to the subject property.
- (b) *Commercial districts.* Within the BR, C-1, C-2 (unless approved by special exception), C-2A, C-2AC and C-2A and H zoning districts, no commercial vehicle shall be parked for an uninterrupted period that exceed 24 hours.

- (c) *Planned Developments.* The restrictions in [subsection] (a) above shall apply Planned Developments, unless the restrictions in [subsection] (b) above are specifically approved by the city commission.

33-91.022. *Parking restrictions for recreational vehicles.* Within the R-R, R-R1, R-1AA, R-1A, R-1B, R-1, R-2, R-8, R-12, R-16 and R-M zoning districts, and for residential uses within the P-1, C-1, C-2, C-2A, C-3, C-4 and M-1 zoning districts, recreational vehicles shall be subject to the following restrictions:

- (a) They shall have a current license plate or validation sticker and shall be parked or stored in full compliance with all yard requirements for accessory structures. The ground area beneath such vehicles shall be kept free of debris, including excessive weed growth.
- (b) They may be temporarily parked in the driveway of the primary structure for trip preparation, loading, unloading, and cleanup, for a maximum of 36 hours per week.
- (c) They shall not be parked either within a street or within that portion of the lot lying across the full width of the lot between the front lot line and the front most part of the primary structure, except on driveways.
- (d) No sewage shall be permitted to escape from such vehicles on to a lot or street.
- (e) They shall not be connected to water, sewer, or electrical lines or be used for residential purposes.

33-91.03 *Number and type of parking spaces required.*

- (a) *Requirements in matrix.* The matrix below specifies the required minimum number of off-street automobile parking spaces and, in the notes, any special requirements that may apply.
- (b) *Uses not specifically listed in matrix.* The number of parking spaces required for uses not specifically listed in the matrix shall be determined by the city commission, or its designee. The commission shall consider requirements for similar uses and appropriate traffic engineering and planning data, and shall establish a minimum number of parking spaces based upon the principles of this section.
- (c) *When parking study required.* For several uses listed in the matrix the parking requirement is to be determined by the commission. These uses have a large variability in parking demand, making it impossible to specify a single parking requirement. A developer proposing to develop or expand one of these uses must submit eight copies of a parking study, as described at section 33-91.01(d) of this section, to the planning department that provides justification for the requirement proposed. The commission will review this study along with any traffic engineering and planning data that are appropriate to the establishment of a parking requirement for the use proposed.
- (d) *Treatment of mixed uses.* Where a combination of uses is developed, the required parking shall be calculated for each of the uses as prescribed by the matrix in subsection (f) below. Except for emergency vehicle access, loading zone and employee parking, where customer parking is shared between co-located buildings with separate business operations, the customer parking required for each individual operation may be reduced up to 20 percent.
- (e) *Tandem parking spaces.* The term "tandem parking space" used in the matrix means a parking space that abuts a second parking space in such a manner that vehicular access to the second space can be made only through the abutting (tandem) space.
- (f) *Matrix.*

Residential Uses	Minimum Off-Street Parking Requirement	Notes
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Conventional detached and duplex	1, 2, 3, and 4 bedrooms: 2 spaces/unit	Single-family residential parking spaces may be tandem. Parking is prohibited on front lawns.
Cluster/multifamily development	Resident parking: Studio: 1 space/unit, 1 bedroom: 1.5 spaces/unit, 2, 3, or more bedrooms: 2 spaces/unit, visitor parking: .5 space/unit	Resident parking spaces may be tandem. On-street parking provided in accordance with the dimensions required for parallel spaces may count toward visitor parking requirements. These spaces must be located within the minimum distance specified in section 33-91.05. Parking is prohibited on front lawns.
Mobile home parks	Resident parking:* 2 spaces/unit, visitor parking:** .25 space per unit	*Resident parking spaces may be tandem **On-street parking provided in accordance with the dimensions required for parallel spaces may count toward fulfilling visitor parking requirements. These spaces must be located with the maximum distance specified in section 33-91.05 below.
Bed and breakfast homestays and bed and breakfast inns (accessory and nonaccessory)	Minimum of two parking spaces, plus one parking space per guestroom.	Parking spaces may be compacted mulch or gravel, if approved by city engineer.
Commercial and Service Uses	Minimum Off-Street Parking Requirement	Notes
All such uses not otherwise listed	1 space/250 square feet of net floor area*	For any individual permitted uses that are enumerated in this matrix, the minimum number of parking spaces shall be figured separately *Computations per section 33-91.01(c)3.

Reserved		
Auto sales	1 space/400 square feet of net floor area*	*Computations per section 33-91.01(c)3.
Auto service station and auto repair	2 spaces plus 2 for each service bay	
Auto washing	2 spaces/washing area or bay	
Bank, savings and loan	1 space/ 300 square feet of net floor area*	*Computations per section 33-91.01(c)3.
Hotel/motel	1 space per unit and 1 space for each 3 employees	Accessory uses will require additional spaces dependent upon use.
Lumberyards/nurseries/home improvement	1 space/400 square feet of net floor area* for retail sales plus 1 space/1,000 square feet of outdoor area devoted to display storage	*Computations per section 33-91.01(c)3.
Administrative, business and professional offices	200 square feet of net floor area*	*Computations per section 33-91.01(c)3.
Governmental offices	1 space/200 square feet of net floor area*	For on-site parking facilities containing 1,000 or more parking spaces, the parking requirement shall be 1 space per 500 square feet of net floor area for parking spaces required in excess of 1,000. For an office building of 6 or more stories in height and which contains less than 250,000 square feet of net floor area of office uses, the parking requirement shall be 1 space per 300 square feet of net floor area

		*Computations per subsection 33-91.01(c)3.
Restaurants except fast food	1 space/75 net square feet of floor area* up to 6,000 net square feet plus 1 space/55 net square feet of floor area over 6,000 net square feet	*Computations per section 33-91.01(c)3.
Fast food restaurant	1 space/100 square feet of net floor area*	*Computations per section 33-91.01(c)3. Fast food restaurants dispense food items that are typically prepared in quantity by a standardized method and dispensed quickly frequently utilizing a drive through window.
Retail general (i.e., department stores, markets, etc.)	3 spaces/300 square feet of net floor area* and 1 space/every additional 250 square feet	*Computations per section 33-91.01(c)3.
Retail furniture and appliances	1 space/400 square feet of net floor area*	*Computations per section 33-91.01(c)3.
Educational	Minimum Off-Street Parking Requirement	Notes
Elementary and junior high schools	2 spaces/classroom	
Senior high schools	1 space/faculty member and employee, plus 1 space/3 students	
Colleges	1 space faculty member and employee, plus 1 space/3 students	



Health Services	Minimum Off-Street Parking Requirements	Notes
Convalescent, elder housing and nursing homes	1 space/4 beds	Reduction may be proposed through submittal of a parking study.
Medical and dental offices and clinics, hospitals, veterinary hospitals and clinics.	1 space/150 square feet of net floor area*	*Computations per section 33-91.01(c)3.
Industrial uses	Minimum off-street parking requirement	Notes
Manufacturing, research and development	1 space/625 square feet of net floor area* devoted to manufacturing plus the required parking for square footage devoted to other uses	*Computations per section 33-91.01(c)3.
Warehouse	1 space/1,000 square feet of net floor area * for the first 20,000 square feet devoted to warehousing plus the required parking for square footage devoted to other uses 1 space/2,000 square feet for the second 20,000 square feet 1 space/4,000 square feet for floor area in excess of 40,000 square feet	* Computations per section 33-91.01(c)3.
Entertainment and Recreation	Minimum off-street parking requirement	Notes
Arcades, games	1 space/200 square feet of net floor area *	* Computations per section 33-91.01(c)3.

Bowling alleys/billiard halls	4 spaces/alley plus 2 for each billiard table plus required parking for other uses on site	
Commercial stables	1 space/5 horses boarded on site	
Driving range (golf)	1 space/tee plus required parking for other uses on the site	
Golf course (regulation)	6 spaces/hole plus required parking for any other uses on the site	
Miniature golf	3 spaces/hole plus required parking for any other uses on the site	
Parks (public and private)	To be determined by city commission	Parking study to be provided by developer.
Skating rinks	1 space/100 square feet of net floor area*	Skating rink shall be counted as floor area. *Computations per section 33-91.01(c)3.
Tennis, handball, and racquetball facilities	2 spaces/court plus required parking for additional uses on the site	
Health club	1 space/150 square feet of net floor area*	Swimming pool shall be counted as floor area. *Computations per section 33-91.01(c)3.
Theaters, movie, single screen	1 space/2 seats plus 5 spaces for employees	
Theaters, movie, multiscreen	1 space/3 seats plus 5 spaces for employees	

Miscellaneous	Minimum off-street parking requirement	Notes
Auditoriums	1 space/3 seats or 1 space/35 square feet of floor area where there are no fixed seats	
Churches and other spaces of public assembly	1 space/4 seats within the main auditorium or, if there are no fixed seats, 1 space/45 square feet of net floor area* within the main auditorium	*Computations per section 33-91.01(c)3.
Day care, preschools, and nursery schools.	1 space/staff member plus 1 space/5 children or 1 space/10 children if adequate drop-off facilities are provided	Drop-off facilities must be designed to accommodate a continuous flow of passenger vehicles to load and unload children safely. The adequacy of drop-off facilities proposed shall be determined by the transportation engineer on standard traffic safety principles. Parking is prohibited on front yards.
Model home	3 spaces/model home plus 1 space/salesperson	Salesperson space may be a vacant garage space in the model home. On-street parking adjacent to the site's frontage may count toward fulfilling required parking if doing so does not produce a shortage of residential parking or obstruct traffic.
Utilities	To be determined by city commission	Developer must submit a parking study.
Libraries	2 spaces/300 square feet of net floor area*	*Computations per section 33-91.01(c)3.

(g) *Special parking spaces.*

1. Any parking area to be used by the general public shall provide suitable, marked parking spaces for handicapped persons. The number, design, and location of these spaces shall be consistent with the requirements of sections [in] chapter 553, Florida Statutes and the requirements of the current edition of the Florida Accessibility Code.
2. A portion of the parking spaces required by this section may be designated as exclusively for motorcycle parking if the following conditions are met:
  - a. The spaces be so designated, based upon projected demand for them and a significantly decreased lessened demand for automobile spaces.
  - b. The designated spaces are shown on the Final Development Plan.
  - c. The designated spaces are suitably marked and striped.
  - d. The designation does not reduce the overall area devoted to parking so that if the motorcycle spaces are converted to automobile spaces the minimum requirements for automobile spaces will be met.

The approval may later be withdrawn, and the spaces returned to car spaces, if the city finds that the purposes of this section would be better served thereby, based upon actual demand for motorcycle and automobile parking.

(h) *Parking deferral.*

1. To avoid requiring more parking spaces than actually needed to serve a development, the city commission may defer the provision of some portion of the off-street parking spaces required by this section if the conditions and requirements of subsections 2. through 7. below are satisfied.
  2. As a condition precedent to obtaining a partial deferral by the city commission, the developer must show any one or more of the following:
    - a. A parking study as described in section 33-91.01(d) of this section indicates that there is not a present need for the deferred parking.
    - b. Public transportation satisfies transportation demands for a portion of the users of the facility that corresponds to the amount of parking sought to be deferred.
    - c. The developer has established or will establish an alternative means of access to the use that will justify deferring the number of parking spaces sought to be deferred. Alternative programs that may be considered by the city commission include, but are not limited to:
      - (1) Private and public car pools and van pools.
      - (2) Charging for parking.
      - (3) Subscription bus services.
      - (4) Flexible work-hour scheduling.
      - (5) Capital improvement for transit services.
      - (6) Ride sharing.
      - (7) Establishment of a transportation coordination position to implement car pool, van pool, and transit programs.
- (a) *Nonmotorized transportation.* The percentage of parking spaces sought to be deferred corresponds to the percentage residents, employees, and

customers who regularly walk, use bicycles and other nonmotorized forms of transportation, or use mass transportation to come to the facility.

- (b) *On-street parking.* The percentage of parking spaces sought to be deferred corresponds to the percentage of vehicles that may be accommodated by on-street parking within 200 feet of the development.
  - (c) *Transportation system management.* An alternative method of transportation designed to address the short term transportation system needs through more efficient use of existing transportation facilities.
  - (d) *Transportation demand management.* A transportation planning process that is aimed at relieving congestion on highways by following several types of actions: (1) actions that promote alternative automobile use; (2) actions that encourage more efficient use of alternative transportation systems; and (3) action that discourages automobile use.
- 3. If the developer satisfies one or more of the criteria in [subsection] 2., the city commission may approve a deferred parking plan submitted by the developer. The number of parking spaces deferred shall correspond to the estimated number of parking spaces that will not be needed because of the condition or conditions established.
- 4. A deferred parking plan:
  - a. Shall be designed to contain sufficient space to meet the full parking requirements of this section, shall illustrate the layout for the full number of parking spaces, and shall designate which are to be deferred.
  - b. Shall not assign deferred spaces to areas required for landscaping, Buffer Zones, setbacks, or areas that would otherwise be unsuitable for parking spaces because of the physical characteristics of the land or other requirements of this chapter.
  - c. Shall include a landscaping plan for the deferred parking area.
  - d. Shall include a written agreement with the city that, one year from the date of issuance of the certificate of occupancy, the deferred spaces will be converted to parking spaces that conform to this section at the developer's expense should the city commission determine from experience that the additional parking spaces are needed.
  - e. Shall include a written agreement that the developer will cover the expense of a traffic study to be undertaken by the city to determine the advisability of providing the full parking requirement.
- 5. When authorized by the city commission upon a preliminary finding that the parking is inadequate, but not sooner than one year after the date of issuance of the certificate of occupancy for the development, the city shall undertake a study to determine the need of providing the full parking requirement to satisfy the proven demand for parking.
- 6. Based upon the recommendations of the study, the city engineer, the planning director, and the planning board shall determine if the deferred spaces shall be converted to operable parking spaces by the developer or retained as deferred parking area.
- 7. The developer may at any time request that the planning department approves a revised development plan to allow converting the deferred spaces to operable parking spaces.
- (i) *Reduction for mixed or joint use of parking spaces.* The planning board shall authorize a reduction in the total number of required parking spaces for two or more uses jointly providing off-street parking when their respective hours of need of maximum parking do not normally overlap. Reduction of parking requirements because of joint use shall be approved if the following conditions are met:
  - 1. The developer submits sufficient data to demonstrate that hours of maximum demand for parking at the respective uses do not normally overlap.

2. The developer submits a legal agreement approved by the city legal department guaranteeing the joint use of the off-street parking spaces as long as the uses requiring parking are in existence or until the required parking is provided elsewhere in accordance with the provisions of this section.
- (j) *Reduction for low percentage of leasable space.* The requirements of section 33-91.03(f)5. of this section assume an average percentage of gross leasable building to total gross building area (approximately 85 percent). If a use has a much lower percentage of leasable space because of cafeterias, athletic facilities or covered patios; atriums; conversion of historic residential structures to commercial use; or for other reasons; the city may reduce the parking requirements if the following conditions are met:
1. The developer submits a detailed floor plan describing how all of the floor area in the building will be used.
  2. The developer agrees in writing that the usage of the square footage identified as not leasable shall remain as identified; unless and until additional parking is provided to conform fully with this section.
- (k) *Special parking districts.* The city commission may designate special parking districts where parking or transit facilities may be provided by the city, thus lessening the demand for on-site parking. For development proposed in these districts, the city commission may allow the developer to pay a fee in lieu of providing some or all of the spaces required by this section. The fee shall be a one-time, nonrefundable fee per parking space avoided, paid to the city prior to the issuance of a certificate of occupancy. The amount of the fee shall be determined by the city commission and shall be equal to the land acquisition, construction and maintenance costs of parking spaces that are deferred by this provision. These fees shall be used by the city solely for the purchase, construction, operation and maintenance of parking or transit facilities serving the area of the development. The city commission may, at the time of accepting the fee, enter into an agreement with the developer to construct or provide parking or transit facilities.
- (l) *Bicycle parking.* To facilitate the lessening of car-related congestion in the city and to promote the use of alternative modes of transportation, to provide for general health and fitness and to promote air quality and reduce pollution, the accommodation of bicycle commuting is required through the provision of adequate and safe facilities for the storage of bicycles. Further, as specified by this section, a reduction in required automobile parking spaces is allowed when bicycle parking is provided, creating an incentive for providing bicycle parking in accordance with the provisions of this chapter.
1. *Locations and facilities.*
    - a. Bicycle parking shall be provided in a well-lighted area.
    - b. Bicycle parking shall be at least as conveniently located as the most convenient automobile spaces, other than those spaces for persons with disabilities. Safe and convenient means of ingress and egress to bicycle parking facilities shall be provided. Safe and convenient access shall include, but is not limited to, stairways, elevators and escalators.
    - c. Bicycle parking facilities shall not interfere with accessible paths of travel or accessible parking as required by the Americans with Disabilities Act of 1990.
    - d. Protected and unprotected bicycle racks shall be located in highly visible areas to minimize theft and vandalism.
    - e. In cases of structured automobile parking, protected bicycle parking spaces shall be used.
    - f. In the event compliance with location requirements set forth above is not feasible because of demonstrable hardship, the technical review committee may approve an alternative storage location as guided by the following criteria:

- (1) Such alternative facilities shall be well-lighted and secure.
  - (2) All bicycle parking spaces outside of a building shall be located within 100 feet of the primary building entrance.
2. *Layout of spaces.* Bicycle parking spaces or alternative spaces approved by the technical review committee shall be laid out according to the following:
  - a. A bicycle parking space shall be four feet by six feet and shall provide for locking up to two bicycles to a bicycle rack or a bicycle locker that can store up to two bicycles per unit.
  - b. At a minimum, bicycle racks shall consist of a stationary device with a base that can wedge anchors for surface mounting, provides steel tubing one inch to four inches outside diameter, containing locking points between one foot and three feet off the ground and a gap near the bottom for pedal clearance, enabling one to lock a bicycle frame and one of the wheels with a standard U-lock. Such a rack must be able to accommodate at least two bicycles upright by rack frame. Bicycle racks within Historic Overlays shall reflect the historic nature of the area in design aesthetic and finish.
  - c. At a minimum, protected bicycle parking spaces shall be secure facilities which protect the entire bicycle, its components and accessories against theft and against inclement weather, including wind-driven rain. This type of facility includes, but is not limited to, bicycle lockers, check-in facilities, monitored bicycle parking, restricted access parking, and personal storage.
  - d. All bicycle parking areas shall afford a four-foot-wide access aisle to ensure safe access to spaces.
  - e. Bicycle parking and automobile parking shall be located so as to protect bicycles from damage.
  - f. Where bicycle parking spaces are not visible from the primary street, signage shall be used to direct cyclists safely to bicycle parking areas.
  - g. All bicycle racks and lockers shall be securely anchored to the ground or building structure.
  - h. Bicycle parking spaces shall not interfere with pedestrian circulation and shall adhere to ADA requirements.
  - i. Bicycle parking shall be an integral part of the overall site layout and designed to minimize visual clutter. In any designated Historic District, the design shall compliment the surrounding structures.
3. *Off-street parking reduction for bicycle parking.*
  - a. A reduction in the number of off-street parking spaces required (excluding parking spaces for persons with disabilities) shall be permitted for the provision of bicycle parking provided that:
    - (1) No fee is required for using the bicycle parking made available;
    - (2) When calculation of the maximum number of reduced parking spaces results in a fraction, the resulting number shall be rounded to the next highest integer.
    - (3) Complies with the bicycle parking spaces table below.
  - b. The reduction in the number of automobile parking spaces shall be reduced by no more than one space for each bicycle parking space, but by no more than 30 percent of the total required spaces.
  - c. This provision cannot be applied to single-unit residential, animal care, car wash, salvage yard, service station, and vehicle/equipment repair uses.

4. *Bicycle parking standards.* If bicycle parking spaces are provided, they shall be provided in accordance with the following tables:

a. For all non-single-family residential uses except, hotel/motel, commercial parking, parking structure, and low occupancy facilities with limited customer or non-employee contact and less than one employee per every 10,000 square feet of gross floor area:

Gross Floor Area	Required Minimum Number of Bicycle Parking Spaces
0—6,000 square feet	0
6,001—20,000 square feet	1
Over 20,000 square feet	1 per every 10,000 square feet or fraction thereof

b. For multi-unit residential:

Number of Dwelling Units	Required Minimum Number of Bicycle Parking Spaces
Less than 12	0
12 or more	1 per every 4 dwelling units or a fraction thereof

(1) At least 60 percent of all bicycle parking spaces provided must be protected bicycle parking spaces.

c. For commercial parking and parking structure uses:

Number of Automobile Spaces	Required Minimum Number of Bicycle Parking Spaces
0—4	0
4—20	1
21—40	2
Over 40	1 per every 20 spaces or a fraction thereof



d. For low occupancy facilities and hotel/motel uses:

Number of Employees	Required Minimum Number of Bicycle Parking Spaces
0—5	0
6—20	1
21—80	2
Over 80	1 per every 20 employees or a fraction thereof

(1) To certify a building or use as a low occupancy facility, the building owner or applicant shall attach to any zoning permit application, an affidavit attesting to the number of employees required for the use.

- e. When calculating the minimum number of protected and/or unprotected parking spaces required results in a fractional number, a fraction of less than one-half shall be disregarded and a fraction of one-half or more shall be rounded to the next highest whole number.
- f. Bicycle parking shall be included as part of the parking study performed for public parks and recreation facilities.

(m) *Historic preservation exemption.* The preservation of any property that has been placed on the Local Register of Historic Places or that is located in a Historic District and contributes to the historic character of the district shall be grounds for a grant by the city commission of a reduction in, or complete exemption from, the parking requirements in section 33-91.02(a) of this section. Such exemption shall not apply to residentially zoned property. The reduction or exemption needed to allow a viable use of the historic structure shall be granted unless a severe parking shortage or severe traffic congestion will result.

(n) *Increase in requirements.* The number of required parking spaces may be increased by the city commission if a parking study demonstrates that the proposed use would have a parking demand in excess of the requirements in section 33-91.02(a) of this section. The city commission may require the developer to provide a parking study, as described in section 33-91.01(d) of this section, when the city staff presents preliminary data indicating that an increase in the number of parking spaces may be warranted.

(o) *[Use of parking lots.]* Except for special events as permitted by the city, parking lots may not be utilized for outdoor display of merchandise or merchandise examples or for the establishment of temporary housing unauthorized by the city, county, state and/or federal government as part of a declared disaster.

33-91.04. *Off-street loading.*

(a) *Generally.* Spaces to accommodate off-street loading or business vehicles shall be provided as required below:

1. Every hospital, institution, hotel, commercial or industrial building or similar use having a floor area in excess of 5,000 square feet requiring the receipt or distribution by vehicle of materials and merchandise shall have at least one permanently maintained off-street loading space for the first 5,000 square feet and one additional space for each 20,000 square feet of gross floor area, or fraction thereof, over and above the first 5,000 square feet.
  2. Retail operations, wholesale and industrial operations with a gross floor area of less than 5,000 square feet shall provide sufficient spaces (but not necessarily a full berth) so as not to hinder the free movement of vehicles and pedestrians over a sidewalk, street or alley.
- (b) *Adjustments to requirements.* The city commission may, upon the recommendation of the city staff, require that a study be done to determine the actual number of loading spaces needed for a proposed use. Staff shall recommend the need for a study when it appears that the characteristics of the proposed use require a greater or lesser number of loading spaces than that required or proposed.

33-91.05. *Alteration of conforming development.*

- (a) *Decreased demand for parking or loading.* The number of off-street parking or loading spaces may be reduced if the city commission finds that a diminution in floor area, seating capacity, or other factor controlling the number of parking or loading spaces would permit the site to remain in conformity with this section after the reduction.
- (b) *Increased demand for parking or loading.* The number of off-street parking or loading spaces must be increased to meet the requirements of this section if the city commission finds that an increase in floor area, seating capacity, or other factor controlling the number of parking or loading spaces required by this section causes the site not to conform with this section.

33-91.06. *Design standards for off-street parking and loading areas.*

(a) *Location.*

1. Except as provided herein, all required off-street parking spaces and the use they are intended to serve shall be located on the same parcel.
2. Minimum separation between vehicle use areas (driveways and parking areas) and property lines.
  - a. In the C-2A zoning district, vehicular use areas shall have a minimum separation of five feet from any property line, unless determined by the city that the vehicular use areas cannot be practically separated from the property line, then the distance may be reduced to zero.
  - b. Except for all one- and two-family residences, which shall have a minimum one-foot separation between the vehicular use areas and the property line, and except within the C-2A zoning district, all other zoning districts shall have a minimum separation of ten feet from any property line.
  - c. If shared vehicular use areas are proposed between adjacent properties, staff may waive the minimum separation requirement upon presentation by the applicant of a shared access agreement in a form and content acceptable to the city.
3. The city commission may approve off-site parking facilities for nonresidential uses as part of the parking required by this section if:
  - a. The location of the off-site parking spaces will adequately serve the use for which it is intended. The following factors shall be considered:
    - (1) Proximity of the off-site spaces to the use that they will serve.
    - (2) Ease of pedestrian access to the off-site parking spaces.

- (3) Whether or not off-site parking spaces are compatible with the use intended to be served, e.g., off-site parking is not ordinarily compatible with high turnover uses such as retail.
  - b. The location of the off-site parking spaces will not create unreasonable:
    - (1) Hazards to pedestrians.
    - (2) Hazards to vehicular traffic.
    - (3) Traffic congestion.
    - (4) Interference with access to other parking spaces in the vicinity.
    - (5) Detriment to any nearby use.
  - c. The developer supplies a written agreement, approved in form by the city attorney, assuring the continued availability of the off-site parking facilities for the use they are intended to serve.
- (b) *Size.*
1. Parking spaces in surface parking lots shall be sized according to Figure 33-91.06(b). All parking spaces in multistory parking garages shall be 8½ feet in width, and 18 feet in length. The parking striping dividing perpendicular parking spaces shall be double-lined and set on center every 8½ feet.
  2. Parallel parking spaces shall be a minimum of 8½ feet wide and 20 feet long. If a parallel space abuts no more than one other parallel space, and adequate access room is available, then the length may be reduced to 18 feet.
  3. Tandem parking spaces must be a minimum of nine feet wide and 19 feet long.
  4. A standard motorcycle parking space shall be 4¼ feet wide and 9¼ feet long.
  5. Spaces for handicapped parking shall measure 12 feet wide by 20 feet long and shall be located adjacent to handicap access ramps.
  6. The standard off-street loading space shall be ten feet wide, 25 feet long, provide vertical clearance of 15 feet, and provide adequate area for maneuvering, ingress and egress. The length of one or more of the loading spaces may be increased up to 55 feet if full-length tractor-trailers must be accommodated. Developers may install spaces that are larger than the standard, but the number of spaces shall not be reduced on that account.
  7. The city commission may modify these requirements where necessary to promote a substantial public interest relating to environmental protection, tree protection, or drainage. The city shall certify that the modification does not create a serious hazard or inconvenience.

Figure 33-91.06(b)

Parking Standards				
A (Degrees)	B (Feet)	C (Feet)	D (Feet)	E (Feet)
0	9.0	22.0		
30	9.0	17.0	12.0	46.0

45	9.0	18.0	12.0	48.0
50	9.0	20.0	16.0	56.0
60	9.0	21.0	18.0	60.0
90	9.0	19.0	24.0	62.0
A = Parking angle				
B = Stall width				
C = Stall depth				
D = Aisle width				
E = Lot width				

(c) *Layout.*

1. All parking layouts, traffic lanes and turnarounds shall be designed in accordance with technical construction standards maintained by the city engineer.
2. Pedestrian circulation facilities, roadways, driveways, and off-street parking and loading areas shall be designed to be safe and convenient, and shall be designed to provide for adequate police and fire protection and garbage and trash collection.
3. Parking and loading areas, aisles, pedestrian walks, landscaping, and open space shall be designed as integral parts of an overall development plan and shall be properly related to existing and proposed buildings.
4. Buildings, parking and loading areas, landscaping and open spaces shall be designed so that pedestrians moving from parking areas to buildings and between buildings are not unreasonably exposed to vehicular traffic. Sites shall be planned to accomplish a desirable transition between pedestrian and vehicular areas in order to provide for adequate landscaping and to provide for safe pedestrian and vehicular movement. Paving materials for pedestrian areas transecting vehicle use areas shall be contrasting or marked in a manner clearly identifying pedestrian cross access paths. Where possible, pedestrian walkways shall be buffered from vehicular areas by landscape material. Where greater than three rows of parking are created, and where the rows contain 15 or greater parking spaces per row, the required landscaped island area for every continuous 15 parking spaces, or, in the case where more than one landscape island is required, the set of islands creating the most direct path between the parking lot and building entrance shall be expanded to include a paved contrasting material or marked pedestrian cross parking pathway. The cross parking pathway shall be connected to the required pedestrian street access pathway either directly or by a contiguously and similarly marked cross property access pathway.

5. Landscaped, paved, and gradually inclined or flat pedestrian walks shall be provided along the lines of the most intense use, particularly from building entrances to streets, parking areas, and adjacent buildings. Pedestrian walks should be designed to discourage incursions into landscape buffer and conservation areas except at designated crossings.
6. Each off-street parking space shall open directly onto an aisle or driveway that, except for single-family and two-family residences, is not a public street. Where possible, parking lots between commercial and professional uses shall be joined in either the front or rear of the primary structures(s) to facilitate cross access. The required vehicle separation area between such conjoined parking lots may be waived by staff in accordance with section 33-91.06; however, the ability to install landscape islands between the lots to meet either the individual or combined interior vehicle use area landscaping requirements shall be retained.
7. Aisles and driveways shall not be used for parking vehicles, except that the driveway of a single-family or two-family residence shall be counted as a parking space for the dwelling unit, or as a number of parking spaces as determined by the planning director based on the size and accessibility of the driveway.
8. The design shall be based on a definite and logical system of drive lanes to serve the parking and loading spaces. A physical separation or barrier, such as vertical curbs, may be required to separate parking spaces from travel lanes.
9. Parking spaces for all uses, except single-family and two-family residences, shall be designed to permit entry and exit without moving any other motor vehicle.
10. No parking space shall be located so as to block access by emergency vehicles.

(d) *Paving.*

1. Except as provided in [subsections] 3. and 5. below, all areas reserved for off-street parking spaces, loading zones and/or vehicle use areas, in accordance with the requirements of this section, shall have one of the following surface treatments: (a) concrete; (b) asphalt concrete; or (c) an industry recognized porous paving system such as Turf Stone\*, porous concrete, Grass Pave\*, or other types of paver blocks. All surface treatments shall be installed to comply with all relevant industry standards and the standards of the City of DeLand. Manufacturer's data providing product details shall be submitted to the city engineer. The city engineer shall determine the percent impervious value of the proposed material accordingly.

\*Indicates specific proprietary paving system.

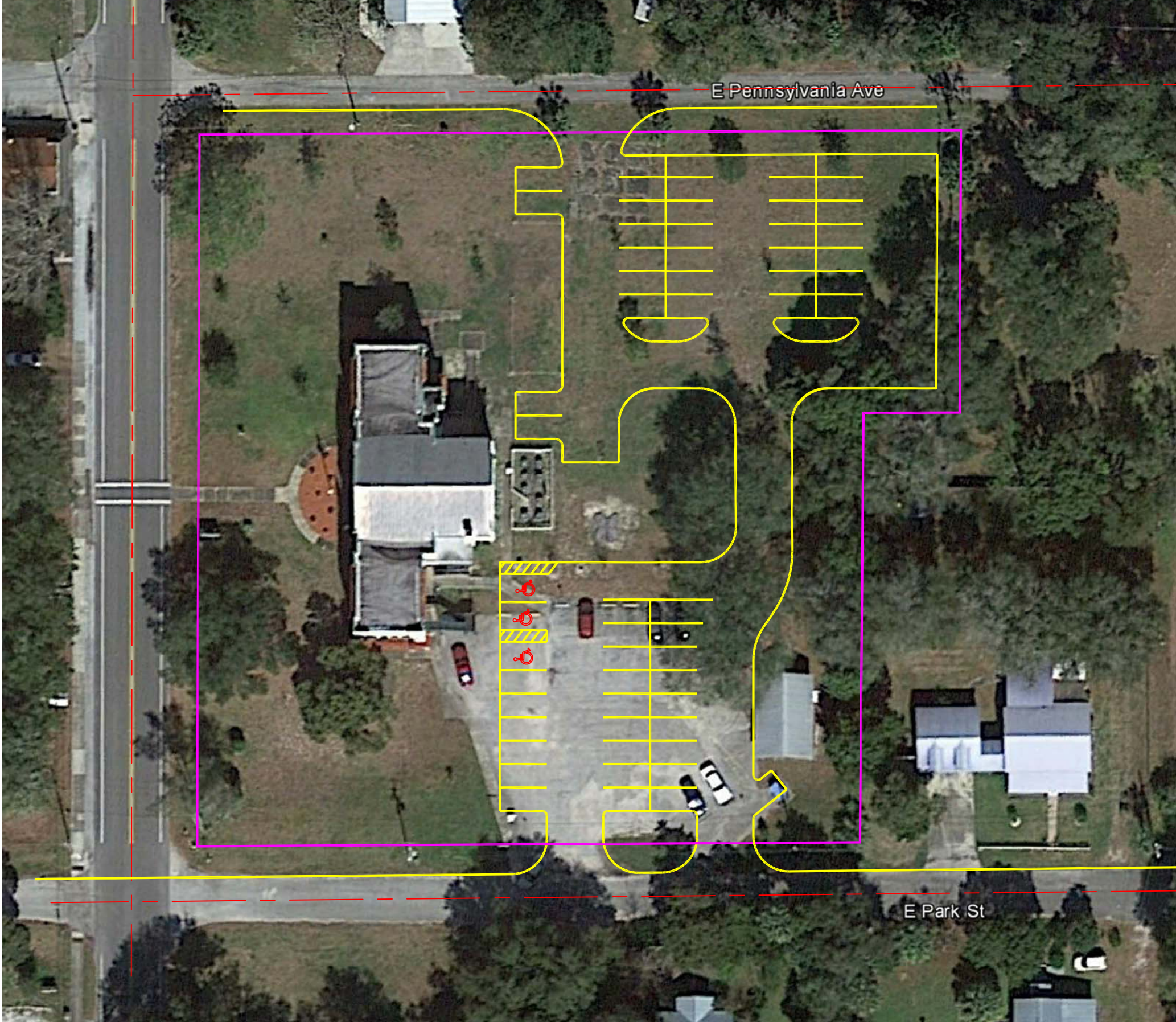
2. Parking spaces shall be delineated in accordance with the regulations of this section and arranged to allow ingress and egress to each space.
3. In the following circumstances, paving of parking spaces is not required:
  - a. In all zoning districts, 50 percent of the parking spaces in excess of the minimum number of parking spaces required by this section may be unpaved.
  - b. For all churches and places of public assembly, those spaces in excess of the sum of handicapped spaces and those spaces needed on a Monday-through-Friday basis may be unpaved.
  - c. When a residential dwelling is converted to an office use in the P-1 professional residential zoning district, with the exception of handicapped parking spaces, the parking spaces may be unpaved.
  - d. When the parking is solely for the purpose of long-term storage of vehicles, "long-term storage" shall mean that vehicles are left in place for periods exceeding seven days.
  - e. For all bed and breakfast homestays and bed and breakfast inns.

- f. Overflow parking as determined by the city during the site plan design and review process. Overflow parking stalls may be unpaved where the traffic movement lanes servicing the unpaved parking are paved. The unpaved parking needs to be stabilized in a manner allowing for both private vehicle use and access and use by emergency vehicles. Stalls shall be planted with grass or sod of a variety durable under such use and may be fitted with wheel stops designating individual spaces. Overflow parking shall be segregated from regular parking by landscaping or other divider (fencing, berms, gates, etc.) and curbs and wheel cuts need to be installed and secured in a manner which discourages casual use of these areas. Stormwater management for overflow and holiday parking must be included and addressed in the site's stormwater permit. Examples of overflow parking include parking for sports events and parking for holiday peak utilization.
4. All redevelopment projects that require Class II, III or IV site plans shall be required to meet the paving requirements of Section 3903 to the fullest extent possible. Due to site limitations the technical review committee, planning board or the city commission, depending on the type of site plan may allow modifications that still meet the intent of the regulations. For redevelopment, alternative pavement may be proposed for a portion of the required off street parking where:
    - a. The alternative pavement is crushed concrete or equivalent, excludes mulch and other vegetative and/or readily degraded material, is approved by the city engineer and is accessed by a paved drive lane.
    - b. Acceptable applications may include: pick up and drop off travel lanes for schools and day care facilities; continued use of existing gravel parking that is currently well maintained and in good repair; in the rear of buildings for employee parking; overflow and overnight fleet parking; conversion of a historic residential building to nonresidential; and where low traffic volume uses such as appointment only beauty salons and similar personal service facilities with three or less stations are proposed (excluding such uses as medical offices, utility collection services and other high traffic turnover uses).
    - c. In the event a land use change(s) is proposed at a site utilizing approved alternative pavement for on-site parking, and the proposed new use does not meet the criteria in [subsection] b. above and/or the new use requires additional parking not currently provided, the previously allowed alternative pavement parking needs to be upgraded to meet the general pavement requirements in effect at that time.
  5. The city must approve the design of unpaved parking areas and stormwater must be based upon the assumption that all parking spaces, drives, and aisles are paved. All plans for unpaved parking and all stormwater calculations shall be properly signed and sealed by a Florida registered professional engineer.
  6. Vehicle overhang areas may be paved or unpaved, but, if unpaved, may not be counted as landscape area. The vehicle overhang area is that area, not to exceed two feet in depth, between the wheel stop and end of the parking space.
- (e) *Covered parking.* Covered parking may be provided either within or outside of the principal structure. If provided outside a principal structure, it may be considered as open landscaped area provided it has a landscaped periphery and the top is utilized for recreation.

33-91.07. *Central business district regulations.*

- (a) *Where applicable.* The regulations in this section are applicable within the C-2A zoning district.
- (b) *When parking required.* Parking shall be required in the C-2A zoning district in conformance with the requirements of this section only when there is an expansion of an existing structure. The applicant shall provide parking spaces as required by section 33-91.03(f) to accommodate the additional square footage, employees or other factors affecting parking which may be created by the expansion. (Ord. No. 2013-11, § 1, 8-5-13)





E Pennsylvania Ave

E Park St





## *City of Lake Helen*

# *Planning & Land Development Regulation Commission*

## **AGENDA MEMORANDUM COMMISSION CONSIDERATION**

**MEETING DATE:** September 19, 2016

**SUBJECT:** Consideration of Land Development Regulations Update Scope

**SYNOPSIS:**

In conjunction with the review and update to the City's comprehensive plan, the City's land development regulations need to be updated. Moreover, some sections and text have been identified in the comprehensive plan that would be more appropriate in the land development regulations. The City is using the services of an experienced consultant to assist with the Comprehensive Plan Update. It is being proposed that consulting services for the land development regulations update be secured by Request for Proposal (RFP).

Staff is requesting feedback from the PLDRC regarding the proposed scope of services for the (RFP) with a recommendation to the City Commission to move forward with the RFP for the Land Development Regulations Update.

**SUGGESTED MOTION:**

Motion to make a recommendation to the City Commission to move forward on an RFP for the Land Development Regulations Update in preparation of the Comprehensive Plan transmittal with the attached scope of work as modified.

**ATTACHMENT(S):**

Scope of Services for the Land Development Regulations Update



## **SECTION 7 – SCOPE OF SERVICES**

**INTRODUCTION** – The purpose for this Request for Proposals (RFP) is to solicit competitive sealed bids from qualified firms to provide a rewrite of City of Lake Helen’s Land Development Code (LDC) consistent with the Comprehensive Plan. The approach shall be meant to create a zoning ordinance and supersede the entire local land development regulations that apply to the City. The City is most interested in preserving the existing quality of life that is afforded to its residents and visitors; preserving its small town charm; honoring and building upon its historical heritage; preserving its existing residential and rural character; and promoting economic vitality.

**PRIMARY WORK PRODUCT** – This contract will result in a rewrite of the City’s Land Development Code (LDC) consistent with the Comprehensive Plan. The approach shall be a proposal, meant to create a zoning ordinance along with other land development regulations and supersede the entire local land development regulations that apply to the City. The City is most interested in preserving the existing quality of life that is afforded to its residents and visitors; preserving its small town charm; honoring and building upon its historical heritage; preserving its existing residential and rural character; and promoting economic vitality.

### **BACKGROUND**

#### **a. INITIAL REVIEW AND ANALYSIS**

- 1. Interviews.** The Consultant will interview appropriate stakeholders involved with the project. These interviews will include, but are not limited to, groups and individuals including elected officials, property owners, and municipal staff.
- 2. Site Analysis.** The Consultant will become familiar with the physical layout of the City and its historic patterns of development and architecture. Existing geographic information will also be provided to assist the Consultant with this analysis.
- 3. Initial Outcome.** The Consultant shall make a recommendation based on the interviews and site analysis as to what approach will be taken to rewrite the LDC to accomplish its goals and implement the Comprehensive Plan.

#### **b. PUBLIC AWARENESS**

- 1.** The Consultant shall hold up to ten (10) Public Meetings including Planning and Land Development Regulation Commission and City Commission Board meetings

### **DRAFTING THE LAND DEVELOPMENT CODE**

- a.** The Consultant shall provide a matrix that shows how the LDC and the Comprehensive plan are linked, and focus on producing code that entirely replaces the LDC. The consultant shall review the entire LDC to ensure consistency throughout the LDC. The goal is to develop an LDC that is clear, concise, and predictable as to the form of development.
- b.** Additional consultant task:
  - 1.** Provide regulatory process diagrams as part of the update that will provide a clear graphic presentation of what the code requirements are and or what they seek to achieve.

### **DESIGN PARAMETERS FOR THE CODE**

- a. Incorporating the Comprehensive Plan.** The new code shall be consistent with the City Comprehensive Plan.

- b. Simplified Development Process.** Simplification to the greatest extent possible by which development is reviewed and approved. The simplification of the development standards shall encourage quality development in the City. The development process must be fair, open and understandable for all users.
- c. Include Innovative Planning Principals.** The City seeks the incorporation of innovative planning concepts to the new regulation. The goal of the new land development regulations is to make the City of Lake Helen a better community by improving the basic policies and rules that govern land development activities in the city. The focus should be on outlining a land development regulation that will result in a sustainable, high quality environment.
- d. User-Friendly Format.** The City seeks a concise, well-written, and easy to use tool. Developers, consultants and the public should be able to easily navigate the new regulations without referring to a variety of separate ordinances.
- e. Legal and Fair Document.** The regulations must be fair but highly defensible rules for land development in the City of Lake Helen. The regulations Constitution principals, recent court rulings and other applicable case law. It must also be framed in accordance with Florida statutory authority as it pertains to community planning and land development, with such issues as vested rights, appeal processes and rezoning.

#### **REFINING THE CODE**

- a. Presentation of First Draft.** The Consultant will present the first draft of the new code for the purpose of gathering comments. Copies of the first draft will need to be in hardcopy and digital form and posted on the website. The presentation may be made to a special audience of neighborhood residents or stakeholders, or may be presented before a joint gathering of municipal boards and committees, as determined by the City.
- b. Presentation of the Second Draft.** After making revisions in response to comments on the first draft, the Consultant will present the second draft of the new code at another meeting convened by the City.
- c. Meetings with Stakeholders.** The Consultant will attend and participate in up to five (5) additional meetings with key stakeholders and/or staff to explain the details of the new code and obtain further input and comments. At least one meeting will be a training session with the City staff that will be implementing the code.

#### **APPROVAL PROCESS**

- a. Public Hearing Presentations.** The Consultant will make formal presentations to the City Planning and Land Development Regulation Commission and the City Commission during the adoption hearing stage.
- b. Additional Revisions.** The Consultant will be responsible for two (2) rounds of revisions that may become necessary between presentations. City staff will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or responses.
- c. Final Work Product.** The final work product shall be provided in Microsoft Word 2007 and Adobe Acrobat formats.

#### **PRICE PROPOSAL**

Interested firms are asked to provide a "Not to Exceed" amount for this project with a breakdown of the overall cost into its constituent parts and the price for each one. In addition, please include the hourly rates (inclusive of overhead and profit) for personnel or personnel categories.