



City of Lake Helen

Volusia County, Florida

Mayor Buddy Snowden
Vice Mayor Vernon J. Burton
Commissioner Tom Wilson
Commissioner Michael Woods
Commissioner Jim Connell

Regular Meeting
Lake Helen City Commission
April 13, 2017
MINUTES

CALL TO ORDER: Mayor Buddy Snowden called to order the April 13, 2017 Regular Meeting of the Lake Helen City Commission at 7:12 pm after the CDBG Public Input Meeting.

Present: Mayor Buddy Snowden Vice Mayor Vernon Burton
Commissioner Tom Wilson Commissioner Michael Woods
Commissioner Jim Connell City Clerk Becky Witte
City Attorney Scott Simpson City Administrator Jason Yarborough

CALL TO ORDER: Mayor Buddy Snowden
BUSINESS OF THE COMMISSION:

DELETIONS OR MODIFICATIONS TO AGENDA:
Commission Tom Wilson to request pulling of Policy and Procedure Book
Removal of Circle K Sign.

COMMISSION ANNOUNCEMENTS: None

CONSENT AGENDA:

- Item 4a: Approval of Minutes for March 9, 2017 (Regular Meeting)
- Item 4b: Bills paid through March 31, 2017
- Item 4c: Adoption of Resolution 2017-01 Mutual Aid Agreement Signature Authority
- Item 4d: Adoption of Resolution 2017-02 Policy and Procedure Book – removed from Consent Agenda
- Item 4e: Gateway Corridor Historic Style Review for sign at 446 S. Lakeview Drive for the Circle K – removed from Consent Agenda
- Item 4f: Gateway Corridor Historic Style Review to replace of the shed at 130 W. Pennsylvania Ave
- Item 4g: Adoption of Resolution 2017-03 Calling for Municipal Elections

Discussion with input given from City Administrator Jason Yarborough.

MOTION by **Commissioner Tom Wilson** to approve items 4a, 4b, 4c, 4f and 4g on the consent agenda.
SECOND by **Vice Mayor Vernon Burton. MOTION CARRIED UNANIMOUSLY.**

Item 4d: Adoption of Resolution 2017-02 Policy and Procedure Book – pulled from Consent Agenda
MOTION by **Commissioner Tom Wilson** table this item until the first budget workshop. **SECOND** by **Vice Mayor Vernon Burton.**

Discussion with input from City Administrator Jason Yarborough and City Clerk Becky Witte
MOTION CARRIED 4-1 with Commissioner Michael Woods voting NO.



City of Lake Helen

Volusia County, Florida

Mayor Buddy Snowden
Vice Mayor Vernon J. Burton
Commissioner Tom Wilson
Commissioner Michael Woods
Commissioner Jim Connell

Item 3: PRESENTATIONS TO THE COMMISSION: Water Conservation Month read by Mayor Snowden

Item 4e: Gateway Corridor Historic Style Review for sign at 446 S. Lakeview Drive for the Circle K – pulled from Consent Agenda

Discussion with input from City Attorney Scott Simpson

MOTION by Commissioner Tom Wilson to approve the Gateway Corridor Historic Style Review for sign at 446 S. Lakeview Drive for the Circle K. **SECOND by Commissioner Michael Woods.**

MOTION CARRIED UNANIMOUSLY.

ITEM 5: MONTHLY REPORTS:

ITEM 5A: Planning and Land Development Regulation Commission: **Chairman Joe Hammett** recapped the March Regular PLDRC Meeting.

ITEM 5B: City Administrator/City Engineer: **City Administrator Jason Yarborough** introduced Sharde Slaw intern from Stetson University. He discussed a meeting with the Garden Club and the future of Asa Gray Park. He also discussed the ECHO grant request for the Creative Arts Café as well as Virginia Drive improvements. Mr. Yarborough discussed the Fire Assessment.

Discussion regarding the West Volusia Saddle Club March 31st event, Lake Macy update and FEMA reimbursement as well as the Creative Arts Café.

ITEM 5C: City Attorney: **City Attorney Scott Simpson: None**

ITEM 5D: Police Chief and Code Compliance: **Officer Joseph Rushworth** discussed Code Compliance

ITEM 6: PUBLIC HEARINGS:

Item 6a: SECOND AND FINAL Reading of Ordinance 2017-04 Annexation of 901 and 915 E. Ohio Avenue (Hill)

City Attorney Scott Simpson read the title of ORDINANCE 2017-04: AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, ANNEXING BY VOLUNTARY PETITION PROPERTY LOCATED CONTIGUOUS TO THE CITY OF LAKE HELEN IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, FLORIDA STATUTES; REDEFINING THE BOUNDARIES OF THE CITY OF LAKE HELEN TO INCLUDE SAID PROPERTY; PROVIDING FOR FINDINGS; DIRECTING THE CITY CLERK TO RECORD THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICER OF VOLUSIA COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR PUBLICATION; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND THE TAKING OF ADMINISTRATIVE ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Buddy Snowden opened the Public Hearing

No Comments

Mayor Buddy Snowden closed the Public Hearing



City of Lake Helen

Volusia County, Florida

Mayor Buddy Snowden
Vice Mayor Vernon J. Burton
Commissioner Tom Wilson
Commissioner Michael Woods
Commissioner Jim Connell

MOTION by **Commissioner Jim Connell** to adopt the SECOND AND FINAL Reading of Ordinance 2017-04 Annexation of 901 and 915 E. Ohio Avenue (Hill). **SECOND** by **Commissioner Michael Woods**.

MOTION CARRIED UNANIMOUSLY.

ITEM 7: PUBLIC FORUM:

Veronica Anderson (S. Summit Avenue) regarding closing of Norwalk, relocation of mailboxes, 911 notification, student bus issues and fill dirt on the property.

Discussion with input from City Administrator Jason Yarborough.

Andrew Whitehouse (Norwalk Drive) discussed closing Norwalk Drive.

Todd Preston (W. Connecticut Avenue) regarding a wreath ceremony at the Cemetery in December.

MOTION by **Vice Mayor Vernon Burton** to approve the request of Mr. Preston regarding the Wreaths Across America program. **SECOND** by **Commissioner Tom Wilson**. **MOTION CARRIED UNANIMOUSLY.**

Discussion of Norwalk Drive with input from City Administrator Jason Yarborough and City Attorney Scott Simpson as well as Ann Robbins.

Item 8: COMMISSION CONSIDERATION:

Item 8a: Consideration of Appointment to Planning and Land Development Regulation Commission Nominations of:

Commissioner Jim Connell – Joy Taylor
Vice Mayor Vernon Burton – Joy Taylor
Mayor Buddy Snowden – Shane Gerfcheske

Commissioner Michael Woods – Joy Taylor
Commissioner Tom Wilson – Joy Taylor

MOTION CARRIED UNANIMOUSLY.

Item 8b: Consideration of Development Order for Recreation Vehicle Temporary Use Permit

Discussion with input from City Administrator Jason Yarborough and owner Mrs. Wright.

Alan Cooke (Oak Tree Lane) discussed the home.

MOTION by **Commissioner Michael Woods** to deny the request for the extension of the Recreation Vehicle Temporary Use Permit for Edward Wright at 850 Oak Tree Lane. **SECOND** by **Commissioner Tom Wilson**.

MOTION CARRIED 3-2 with Vice Mayor Vernon Burton and Mayor Buddy Snowden voting NO.

Item 8c: Consideration to Authorize the City Administrator to begin discussions with Volusia County regarding Interlocal Service Boundary Agreement

Discussion with input from City Administrator Jason Yarborough

Item 8d: Consideration to Authorize City Administrator to Begin FY 2017/2018 CDBG – action taken at CDBG Public Hearing at 7:00pm.



City of Lake Helen

Volusia County, Florida

Mayor Buddy Snowden
Vice Mayor Vernon J. Burton
Commissioner Tom Wilson
Commissioner Michael Woods
Commissioner Jim Connell

ITEM 9: COMMISSION DISCUSSION: None

ITEM 10: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE

Betty Doherty (Cypress Circle) discussed the Museum and Crafty Ladies.

ITEM 11: ADJOURNMENT: Mayor **Buddy Snowden** adjourned of the April 13, 2017 Regular Meeting of the Lake Helen City Commission at 9:44pm.