



# City of Lake Helen

Volusia County, Florida

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

**City Commission Special Meeting  
Blake Christian Academy Final Site Plan  
June 19, 2017**

Immediately following Joint Workshop with  
Planning and Land Development Regulation Commission (PLDRC)

**City Chambers**

**MINUTES**

**Present:**

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

**CALL TO ORDER:** Mayor Buddy Snowden called to order the June 19, 2017 Special Meeting at 7:31 pm.

**DELETIONS OR MODIFICATIONS TO AGENDA:** None

**PUBLIC FORUM:** None

**DISCUSSION:** Blake Christian Academy Final Site Plan

City Attorney Scott Simpson discussed the procedure for the Quasi-Judicial Proceedings.

**Disclosure of Ex-Parte Communications:**

Commissioner Tom Wilson: No disclosure

Vice Mayor Vernon Burton: No disclosure

Commissioner Michael Woods: Disclosed email on June 15, 2017.

Commissioner Jim Connell – Disclosed a phone call which he did not return.

Mayor Buddy Snowden – Disclosed conversation with Lewis Long on June 18, 2017 and that he delivered said letter from Mr. Long to City Commission.

Applicant Christie Locklin requested to withdraw former final site plan and submit a new final site plan (attached). The new site plan includes access ingress and egress on W. Main Street with relocation of current drive closer to N. High Street. The site plan also includes handicap accessibility from Harlan Avenue as well as concrete sidewalk to connect drop off point to new building. Drainage and parking will be addressed during building permit application.

**MOTION** by **Vice Mayor Vernon Burton** to incorporate the entire record of the workshop between the City Commission and the Planning and Land Development Regulation Commission immediately before



# City of Lake Helen

Volusia County, Florida

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

this meeting into the record. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

*Recording on "CD" has been attached to the official record file.*

Discussion with input from City Attorney Scott Simpson, City Clerk Becky Witte, City Administrator Jason Yarborough.

**MOTION** by **Commissioner Michael Woods** to approve final site plan for Blake Christian Academy at 134 N. Euclid as recommended by the PLDRC with the following changes:

- a. *Stacked car loop with approximately 32 cars stacked on property. Ingress and Egress from W. Main Street*
- b. *In the interest of better traffic control and public safety, the property owner will notify the City of any special events (special events include events not part of the normal daily curriculum for example School Plays, Parent Breakfast, Ceremonies, etc.) on the project site 30 days in advance of the proposed event.*
- c. *In the interest of better traffic control and public safety, the property owner may request changes or modifications to start and/or dismissal times to the City Administrator or his/her designee at least 30 days in advance of the proposed change (Original Start Time: 8:15am / Original Dismissal Time: 2:45pm). Authorization from the City Administrator or his/her designee is required.*
- d. *Compliance with all applicable Land Development Regulations*
- e. *Final approval from SJRWMD, Volusia County, and all applicable agencies to be reviewed at Building Permit Application by City Administrator*
- f. *Orientation and design as reviewed by the Historic Preservation board with addition of brackets on the East and West sides of the building.*
- g. *Handicap parking access from Harlan Avenue.*
- h. *Addition of Sidewalk from car loop to new building entrance.*

**SECOND** by **Vice Mayor Vernon Burton**.

**MOTION AMENDED** to eliminate the specific number of cars stacked on property.

**AMENDED MOTION** by **Commissioner Michael Woods** to approve final site plan for Blake Christian Academy at 134 N. Euclid as recommended by the PLDRC with the following changes:

- a. *Stacked car loop on property. Ingress and Egress from W. Main Street*
- b. *In the interest of better traffic control and public safety, the property owner will notify the City of any special events (special events include events not part of the normal daily curriculum for example School Plays, Parent Breakfast, Ceremonies, etc.) on the project site 30 days in advance of the proposed event.*
- c. *In the interest of better traffic control and public safety, the property owner may request changes or modifications to start and/or dismissal times to the City Administrator or his/her designee at least 30 days in advance of the proposed change (Original Start*



# City of Lake Helen

## Volusia County, Florida

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

*Time: 8:15am / Original Dismissal Time: 2:45pm). Authorization from the City Administrator or his/her designee is required.*

- d. Compliance with all applicable Land Development Regulations*
- e. Final approval from SJRWMD, Volusia County, and all applicable agencies to be reviewed at Building Permit Application by City Administrator*
- f. Orientation and design as reviewed by the Historic Preservation board with addition of brackets on the East and West sides of the building.*
- g. Handicap parking access from Harlan Avenue.*
- h. Addition of Sidewalk from car loop to new building entrance.*

**AMENDED SECOND by Vice Mayor Vernon Burton.**

Commissioner Tom Wilson requested his concern with Gateway Corridor Compliance be on the record.  
*Discussion with input from applicant.*

**Roll Call Vote:**

- Zone 1, Commissioner Tom Wilson- no
- Zone 2, Vice Mayor Vernon Burton- yes
- Zone 3, Commissioner Michael Woods - yes
- Zone 4, Commissioner Jim Connell - yes
- Mayor, Mayor Buddy Snowden- yes

**MOTION CARRIED 4-1 with Commissioner Tom Wilson voting NO.**

**ADJOURNMENT:** Mayor Buddy Snowden called to order the June 19, 2017 Special Meeting at 7:54 pm.