



# 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**  
City Commission Chambers, 327 S. Lakeview Drive  
October 12, 2017  
*following the Final Budget Hearing at 7:00pm*

## MINUTES

**CALL TO ORDER:** Mayor Buddy Snowden called to order the October 12, 2017 Regular Meeting of the Lake Helen City Commission at 7:17 pm. Meeting began following the Final Budget Hearing at 7:00pm.

**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**

### **DELETIONS OR MODIFICATIONS TO AGENDA:**

**City Attorney Scott Simpson** asked for addition of Resolution 2017-17 Authorizing Mayor or City Administrator to execute the sale of 165 W. Ohio Avenue.

**City Clerk Becky Witte** asked for addition of Proclamation, read by Mayor Buddy Snowden:

Proclamation for the Lake Helen Crafty Ladies

*Whereas, one of the privileges of Mayor is to recognize and honor the outstanding organizations within our city; and*

*Whereas, the City of Lake Helen is the Gem of Florida, described as such because of its small town old Florida style and its residents who cherish the quality of life that Lake Helen provides; and*  
*Whereas, there are churches, civic organizations, clubs and groups that assemble regularly to add to the quality of life in Lake Helen; and*

*Whereas, there are many unsung heroes who work behind the scenes, encouraging that certain traditions continue; and*

*Whereas, these groups encourage and inspire others as well as provide a helpful hand when needed; and*

*Whereas, the Crafty Ladies are a non-formal group of ladies, not encumbered by formality, race, religion, background, education or political correctness, and*

*Whereas, The Lake Helen Crafty Ladies desire only to provide a skill, art, craft or a helping hand to enrich the lives of our citizens; and*

*Whereas, over the last several decades, the crafty ladies have accomplished many projects that would have otherwise been left undone, most notably: the curtains and window dressings at Hopkins Hall, Quilt at Hopkins Hall, Patchwork Quilt at City Hall, Afghans quilted and crocheted for Boggy Creek Camp, Baby items and premie boxes crafted; Assistance with the annual Easter Celebration, Assistance with the annual Christmas Tree Lighting, and most notably their attendance at all*



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*traditional holiday celebration and events often helping with, volunteering with judging and more importantly never saying no when asked to help;*

**Now Therefore**, the City Commission of the City of Lake Helen hereby expresses our sincere appreciation and gratitude to the Lake Helen Crafty Ladies who enhance the quality of life of times past and well into Lake Helen's future. The true heroes of Lake Helen.

**In Testimony Whereof**, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Lake Helen in the State of Florida this 14th day of October, 2017.

### COMMISSION ANNOUNCEMENTS: None

### PRESENTATIONS TO THE COMMISSION:

Item 3a: Abby Johnson, St. Johns Water Management District Intergovernmental Coordinator introduced herself to the City Commission and the citizens of Lake Helen.

City Clerk Becky Witte announced upcoming events.

Item 3b: Public Input for Land Development Code Re-Write

Doug Young (Lake Pearl Drive) discussed penalties.

Kelley Mullen (Prevatt Avenue) discussed Barn Wedding Venues.

### CONSENT AGENDA:

*The action proposed is stated for each item on the Consent Agenda in the Agenda Packet. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items. The Mayor will ask if there is anyone in the audience who wishes to speak on any item on the Consent Agenda.*

Commissioner Jim Connell asked to remove Item 4d: Approval of Task Order from the East Central Florida Regional Planning Council

Item 4a: Approval of Minutes: September 6, 2017 (First Budget Hearing), September 14, 2017 (Final Budget Hearing), September 14, 2017 (Regular Meeting), September 20, 2017 (Special Meeting)

Item 4b: Acceptance of Bills paid through September 30, 2017

Item 4c: Resolution Number 2017-08 Update Policy Procedure (Retiree Benefits)

~~Item 4d: Approval of Task Order from the East Central Florida Regional Planning Council removal~~

City Attorney Scott Simpson read title of RESOLUTION 2017-08: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN AMENDING THE POLICIES AND PROCEDURES MANUAL TO INCLUDE RETIREE BENEFITS, AND PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE.

**MOTION** by **Commissioner Michael Woods** to approve the consent agenda Item 4a: Approval of Minutes: September 6, 2017 (First Budget Hearing), September 14, 2017 (Final Budget Hearing), September 14, 2017



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(Regular Meeting), September 20, 2017 (Special Meeting); Item 4b: Acceptance of Bills paid through September 30, 2017 and Item 4c: Resolution Number 2017-08 Update Policy Procedure (Retiree Benefits) as presented. **SECOND** by **Commission Tom Wilson**.

**MOTION CARRIED UNANIMOUSLY.**

**Commissioner Jim Connell** discussed the task order and project area, stakeholder meeting, public art, architectural look for downtown properties as well as amendments to the Land Development Code and pedestrian aspects with input from City Administrator Jason Yarborough.

**MOTION** by **Commissioner Jim Connell** to approve the Task Order from the East Central Florida Regional Planning Council. **SECOND** by **Vice Mayor Vernon Burton**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

### ITEM 5: MONTHLY REPORTS:

**ITEM 5A:** Planning and Land Development Regulation Commission: **Chairman Joe Hammett** discussed the Land Development Code ReWrite and recent PLDRC meetings.

**ITEM 5B:** City Administrator/City Engineer: **City Administrator Jason Yarborough** discussed debris pick-up and FEMA reimbursement for Hurricane Matthew with input from Finance Manager Jason Lawrence.

*Commission Discussion*

**ITEM 5C:** City Attorney: **City Attorney Scott Simpson** thanked Mayor Snowden for his service.

**ITEM 5D:** Police Chief and Code Compliance: **Police Chief Michael Walker** discussed the volunteer dinner held on Wednesday, October 11, 2017, discussed the Park Street home as well as the Turkey Shoot on November 17 and 18.

### ITEM 6: PUBLIC HEARINGS: Final Development Plan for 230 N. Summit Avenue (Ryan Wilkins)

City Attorney Scott Simpson provided an overview of the quasi-judicial hearing.

#### *Disclosure of Ex Parte Communications:*

**Commission Michael Woods** disclosed a meeting with the applicant in August regarding easement within the Gateway Commercial District.

Swearing In: City Clerk Becky Witte

**Mayor Buddy Snowden** read the recommendation of the Planning and Land Development Regulation Commission.

Applicant Presentation: **Applicant Ryan Wilkins** discussed the project.

**Commissioner Michael Woods** discussed the Development Order and waivers noted as well as storage yards.

**Commissioner Jim Connell** discussed the waivers included in the Planning and Land Development Regulation Commission (PLDRC ) recommendation.



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Staff Recommendation: **City Clerk Becky Witte** presented the staff report.

Public Comment: None

*Commission Discussion*

**MOTION** by **Commissioner Tom Wilson** to approve the Final Development Plan for 245 OHIO LLC at 230 N. Summit Ave as recommended by the Planning and Land Development Regulation Commission (PLDRC).

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

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 7: PUBLIC FORUM: None**

**Item 8: COMMISSION CONSIDERATION:**

**Item 8a:** Consideration of Resolution 2017-10 Texting while Driving

**City Attorney Scott Simpson** read the Title of RESOLUTION 2017-10: A RESOLUTION OF THE CITY OF LAKE HELEN URGING THE FLORIDA LEGISLATURE TO ENACT LEGISLATION THAT WOULD MAKE TEXTING WHILE DRIVING A PRIMARY OFFENSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING AN EFFECTIVE DATE.

**Commissioner Jim Connell** discussed the importance of this resolution.

**MOTION** by **Commissioner Jim Connell** to adopt Resolution 2017-10 Texting while Driving. **SECOND** by **Commissioner Michael Woods**.

*Discussion*

*Commissioner Tom Wilson asked to copy the Florida Sheriffs Association and Florida Chief of Police Association.*

**MOTION CARRIED WITH UNANIMOUSLY.**

**Ryan Wilkins**, President of the Lake Helen Business Alliance updated the City Commission. Next Meeting November 14, 2017 at 6:30pm at Decker's LH Grill in the Meeting Room.

**Item 8b: Consideration of Resolution 2017-17** Authorizing Mayor or City Administrator to execute the sale of 165 W. Ohio Avenue.

**City Attorney Scott Simpson** read the Title of RESOLUTION 2017-17: A RESOLUTION OF THE CITY OF LAKE HELEN, FLORIDA, APPROVING THE SALE AND AUTHORIZING THE MAYOR or CITY ADMINISTRATOR TO EXECUTE THE NECESSARY CLOSING DOCUMENTS TO TRANSFER THE PROPERTY LOCATED AT 165 W. OHIO AVENUE PURSUANT TO THE TERMS AND CONDITIONS OF THE PREVIOUSLY APPROVED PURCHASE AND SALE AGREEMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.



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**MOTION** by **Commissioner Jim Connell** to adopt Resolution 2017-17. **SECOND** by **Commissioner Michael Woods**.

**MOTION CARRIED WITH UNANIMOUSLY.**

### **ITEM 9: COMMISSION DISCUSSION:**

**Item 9a:** Discussion of Land Development Code Proposed Article 5 and Gateway Corridor Map  
Alan Cooke (Oak Tree Lane)

*Discussion of Residential Garages, Gateway Corridor to be renamed Gateway Overlay as well as Historic Preservation with input from City Clerk Becky Witte, City Administrator Jason Yarborough and City Attorney Scott Simpson.*

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

**Commissioner Jim Connell** discussed the Gateway Corridor Historic Style Guide and noted his pleasure serving with Mayor Snowden.

**Vice Mayor Vernon Burton** discussed text alerts.

**Mayor Buddy Snowden** discussed the Council on Aging and need for donations.

**ITEM 11: ADJOURNMENT:** **Mayor Buddy Snowden** adjourned of the October 12, 2017 Regular Meeting of the Lake Helen City Commission at 10:32 pm.