



# City of Lake Helen City Commission Agenda

Mayor Daisy Raisler  
Vice Mayor Vernon J. Burton  
Commissioner Tom Wilson  
Commissioner Rick Basso  
Commissioner Jim Connell

*August 8, 2019 at 7:00pm*  
*City Hall City Commission Chambers*  
*327 S. Lakeview Drive, Lake Helen, Florida 32744*

**CALL TO ORDER:** Mayor Daisy Raisler

**CEREMONIAL MATTERS:** Legislative Prayer and Pledge to the Flag

**BUSINESS OF THE COMMISSION:**

**ITEM 1: Additions, Deletions and Modifications to the Agenda**

**ITEM 2: Presentations, Recognitions, and Proclamations:**  
**Presentation:** Peter Brown, Lake Helen American Legion Membership

**ITEM 3: Monthly Reports:**

**Item a:** Police Chief and Code Compliance      **Item b:** City Attorney      **Item c:** City Administrator

**ITEM 4: Commission Reports**

**ITEM 5: Quasi-Judicial – Certificate of Appropriateness:**

The Historic Preservation Board at its regular meeting on July 23, 2019 used the criteria set forth in the City of Lake Helen Land Development Code to review the completed applications and accompanying submittals.

Staff requests the City Commission execute the attached Certificate of Appropriateness for each application. All parties shall be given the opportunity to present evidence through documents, exhibits, testimony, or other means. All parties shall be given the opportunity to rebut evidence through cross-examination or other means. The applicants will be responsible for recording the executed Certificate of Appropriateness with the Volusia County Clerk of Court.

- a. New Roof at 126 E Washington Ave – Hopton Roofing
- b. New Fence at 134 N Euclid Ave – Blake Christian Academy
- c. New Shed at 390 W Park Ave – Richard Stock
- d. New Shed at 491 Harlan Ave – Patricia Campbell
- e. Remodel at 167 W Main St – William Chase
- f. New Single-Family Residence at 350 W Washington Ave – Trayton Homes
- g. New Single-Family Residence at 275 W Michigan Ave – Alan Joyce
- h. New Single-Family Residence at 411 W Main St – Chinelli Design (Reddick)
- i. New Single-Family Residence at 425 W Pennsylvania Ave – Vintage Estate Homes (Miley)
- j. New Single-Family Residence at 460 W Pennsylvania Ave - Vintage Estate Homes (McKenzie)
- k. New Single-Family Residence at 459 W Delaware Ave – Vintage Estate Homes (Mack)
- l. New Single-Family Residence at 490 W Delaware Ave – Vintage Estate Homes (McKenzie)

**ITEM 6: Public Forum:** *This time has been allocated for public comment on any item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers must approach the podium, give name and address.*

**ITEM 7: Public Hearing:**

**Item a: Quasi-Judicial – Variance at 540 McCracken Road (Location & Size of Accessory Dwelling Unit:**  
Commission Consideration of Variance at 540 McCracken Road. Variance from LDC 4.01.01 (3) and (4) – Location and Size of Accessory Dwelling Unit. (Allow for placement of the accessory dwelling unit south of the main home which is adjacent to McCracken Road. Allow for the Accessory Dwelling Unit to be up to 2,700 square feet which is 47% of the original dwelling total floor space).

**Item b: Second and Final Reading of Ordinance 2019-01 Ballot Referendum for 2019: City Charter:**  
Consideration of adopting Ordinance 2019-01 Ballot Referendum for 2019: City Charter.

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- Item c:** **First Reading of Ordinance 2019-03 Tree Permits:** Consideration of adopting Ordinance 2019-03 Tree Permits to match recent Florida Legislative Changes.
- Item d:** **First Reading of Ordinance 2019-04 Duke Energy Franchise Agreement:** Consideration of adopting Ordinance 2019-04 Duke Energy Franchise Agreement.

**ITEM 8: Commission Consideration**

- Item a:** **Consideration of Butler's Express Train Event Application:** Request the Commission consider approving the 2019 Butler's Express Train Event Application.
- Item b:** **Consideration of Utilizing State Contract for FY 18/19 Truck Purchase:** Request the Commission waive formal bidding, utilize the State Contract to purchase a Truck from Coggin Ford.
- Item c:** **Consideration of hiring Stephen Condell for Public Works:** Request the City Commission consider Stephen Condell for General Maintenance Worker for Public Works at \$14.00 per hour.
- Item d:** **Consideration of Sale of 141 W. Main Street:** Request the City Commission consider selling 141 W. Main Street to Ron Semans.

**ITEM 9: Consent Agenda:** *The action proposed is stated for each item on the Consent Agenda. 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.*

- Item a:** **Approval of Board Meeting Minutes:** July 11, 2019 Regular Meeting
- Item b:** **Acceptance of Bills paid through July 31, 2019:** Bills paid report through July 31, 2019.
- Item c:** **Consideration of Submeter Agreement:** Request the Commission approve the Submeter Agreement with Lake Helen Villa.
- Item d:** **Consideration of Memorandum of Understanding with Waste Pro for FY 19/20:** Request the Commission approve the Memorandum of Understanding with Waste Pro for Recycling Cost for FY 19/20.
- Item e:** **Consideration of the Second Amendment to the Lake Helen Fire Services Agreement:** Request the Commission approve the Second Amendment to the Lake Helen Fire Services Agreement.
- Item f:** **Consideration of Agreement with OnSolve LLC for CodeRED services for FY 19/20**  
Request the Commission approve the Agreement with OnSolve LLC for CodeRED services for FY 19/20.
- Item g:** **Consideration of Agreement with OpenEdge for Tyler Financial**  
Request the Commission approve the Agreement with OpenEdge for Tyler Financial.
- Item h:** **Consideration of West Volusia Saddle Club dates for PA System use until 11:00pm.**  
Request the Commission approve West Volusia Saddle Club dates for PA System use until 11:00pm.
- Item i:** **Consideration of excused absence request from Vice Mayor Vernon Burton**  
Request the Commission approve the absence request from Vice Mayor Vernon Burton.
- Item j:** **Consideration of Agreement for Services and Materials for Municipal Election**  
Request the City Commission authorize the City Administrator to sign the attached agreement with Volusia County Supervisor of Elections for Services and Materials for Municipal Election.

**ITEM 10: Commission Discussion**

- Item a:** **Discussion of Impact Fee Study**

**ITEM 11: COMMISSION AND STAFF DISCUSSION**

**ITEM 12: Closing Remarks / Adjournment**

**NOTICE:** *In accordance with Section 284.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk prior to the beginning of the meeting. These forms are available at the front table or through the City Clerk for your convenience.*

*In accordance with the Americans with Disabilities Act and Section 284.24, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (384) 228-2358, no later than one business day before the meeting.*