



# 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**  
January 12, 2017  
**MINUTES**

**CALL TO ORDER:** Mayor Buddy Snowden called to order the January 12, 2017 Regular Meeting of the Lake Helen City Commission at 7:00 pm.

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

**Not Present:** Vice Mayor Vernon Burton

**CALL TO ORDER: Mayor Buddy Snowden**

**CEREMONIAL MATTERS:** Legislative Prayer led by **Commissioner Tom Wilson** followed by the Pledge of Allegiance.

**BUSINESS OF THE COMMISSION:**

**ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA:** None

**Item 2: COMMISSION ANNOUNCEMENTS:** None

**Item 3: PRESENTATIONS TO THE COMMISSION:** None for this meeting

**Item 4: CONSENT AGENDA:**

Item 4a: Approval of Minutes for December 8, 2016 (Regular Meeting), December 14, 2016 (Special Meeting)

Item 4b: Bills paid through December 31, 2016

Item 4c: Approval of Agreement with George Gideon Auctioneers Inc (as piggyback)

Item 4d: Approval of Agreement with Paul, Elkind, Branz & Kelton, Attorneys at Law as Special Magistrate

**MOTION** by **Commissioner Tom Wilson** to approve the Consent Agenda. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 5: MONTHLY REPORTS:**

**ITEM 5A:** Planning and Land Development Regulation Commission: **Chairman Joe Hammett** discussed an upcoming meeting on Monday, January 23, 2017.

**ITEM 5B:** City Administrator/City Engineer:

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**City Administrator Jason Yarborough** discussed the Facility Policy to be put onto the February meeting, introduced Ben Cashman who is interning with the City from Stetson University, discussed the circus planned for February 17, 2017 as well as the retirement of Michael Wright (Finance Manager). Mr. Yarborough discussed the Historic Board request regarding a Fence Contractor, City of DeLand request for participation with Homeless Program at the Neighborhood Center, State Budget Appropriations Process request for Virginia Drive, as well as the upcoming Strategic Planning Session on February 3, 2017.

Consensus to send letter to Dave's Fence.

Consensus to approve \$1,500 request to City of DeLand for participation with Homeless Program at the Neighborhood Center.

Discussion of Finance Manager Hiring Process.

**ITEM 5C: City Attorney: City Attorney Scott Simpson** discussed Strategic Planning Meeting and the Appeal for the Woods of Lake Helen.

**ITEM 5D: Police Chief and Code Enforcement Officer: Police Chief Mike Walker** discussed Code Enforcement.

**Item 6: PUBLIC FORUM:**

**Sarah Thomas** (Cypress Lane) discussed cell phone reception.

**ITEM 7: PUBLIC HEARINGS:**

**ITEM 7A: First Reading of Ordinance 2017-01 Amending the City's Comprehensive Plan**

**City Attorney Scott Simpson** read the title of ORDINANCE 2017-01: AN ORDINANCE OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, STATE OF FLORIDA, PURSUANT TO THE PROVISIONS OF SECTIONS 163.3184 AND 163.3191, FLORIDA STATUTES; AMENDING THE CITY'S COMPREHENSIVE PLAN (ATTACHED AS EXHIBIT A); ADDING OR ADOPTING REVISIONS TO THE FUTURE LAND USE, TRANSPORTATION, HOUSING, PUBLIC FACILITIES, CONSERVATION, RECREATION AND OPEN SPACE, INTERGOVERNMENTAL COORDINATION, AND CAPITAL IMPROVEMENTS ELEMENTS OF THE COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE COMPREHENSIVE PLAN ARISING FROM CHANGES FROM THE 2010 CENSUS; UPDATING THE FUTURE LAND USE MAP; CREATING NEW LAND USE DESIGNATIONS; ELIMINATING LEVEL OF SERVICE REQUIREMENTS FOR RECREATION AND OPEN SPACE ELEMENTS; ELIMINATING MONITORING, UPDATING AND EVALUATION PROCEDURES ELEMENT OF THE FORMER COMPREHENSIVE PLAN; ADOPTING THE 10 YEAR WATER SUPPLY FACILITIES WORK PLAN BY REFERENCE; DIRECTING THE CITY TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, THE VOLUSIA COUNTY MANAGER AND THE SECRETARY OF STATE OF THE STATE OF FLORIDA; PROVIDING FOR CONFLICTS AND SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.



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## Mayor Buddy Snowden opened the Public Hearing

Consultant Greg Beliveau discussed the process, noted the advertisement in the Beacon Newspaper, as well as the sign in sheet.

**Linda Garrett** (Prevatt Ave) discussed the Commercial Support Intersections on Prevatt Avenue.

**MOTION Commissioner Michael Woods** to retain the Commercial Support Intersection at Macy and Ohio but to remove the Commercial Support Intersections on Lemon and Prevatt as well as Ohio and Prevatt. Mayor passed the Gavel to Commissioner Tom Wilson. **SECOND** by **Mayor Buddy Snowden**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

**MOTION** by **Commissioner Tom Wilson** to remove retail use in the GED land use.

**SECOND** by **Commissioner Michael Woods**.

*Discussion with input from Greg Beliveau (consultant)*

**WITHDRAW** of **Motion** by **Commissioner Tom Wilson**.

**City Attorney Scott Simpson** read from a court case.

**MOTION** by **Commissioner Michael Woods** to approve the First Reading of Ordinance 2017-01 Amending the City's Comprehensive Plan subject to the revision made by the City Commission. **SECOND** by **Commissioner Tom Wilson**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 7B:** First Reading of Ordinance 2017-02 Annexation of 970 McKenzie Road (Zook)

**City Attorney Scott Simpson** read the title of ORDINANCE 2017-02: 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.



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**Mayor Buddy Snowden opened the public hearing.**

**MOTION** by **Commissioner Tom Wilson** to approve the First Reading of Ordinance 2017-02 Annexation of 970 McKenzie Road (Zook) and waive the mailing and placard notice provisions with regard to voluntary annexations. **SECOND** by **Commissioner Jim Connell**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

**Item 8: COMMISSION CONSIDERATION:**

**Item 8a:** Consideration of COA for Renovations at 261 N Lakeview Drive

Discussion with input from City Administrator Jason Yarborough.

**MOTION** by **Commissioner Tom Wilson** to grant the Certificate of Appropriateness for COA for Renovations at 261 N Lakeview Drive. **SECOND** by **Commissioner Jim Connell**.

**MOTION CARRIED UNANIMOUSLY.**

**Item 8b:** Consideration of the expenditure of \$1,500 for installation of a CCTV System at City Hall.

Discussion with input from City Administrator Jason Yarbrough and Commissioner Tom Wilson.

**MOTION** by **Commissioner Tom Wilson** to approve the expenditure of \$1,500 for installation of a CCTV System at City Hall (J&J Security Services). **SECOND** by **Commissioner Michael Woods**.

*Discussion*

**WITHDRAW OF MOTION BY COMMISSIONER TOM WILSON.**

**MOTION** by **Commissioner Tom Wilson** to table item until February. **SECOND** by **Commissioner Jim Connell**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 9: COMMISSION DISCUSSION**

**Item 9a:** Discussion of the City Commission to host a "Meet the Businesses" Meeting

Discussion and consensus to February 28, 2017 at 10am with input from Alan Cooke (Oak Tree Lane).

**Item 9b:** Discussion of Fence at 376 W. Michigan Ave

Discussion with input from City Administrator Jason Yarborough and consensus to support fence.

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

**ITEM 11: ADJOURNMENT:** Mayor Buddy Snowden adjourned of the January 12, 2017 Regular Meeting of the Lake Helen City Commission at 9:07 pm.