

City of Lake Alfred
120 E. Pomelo Street
Lake Alfred, FL. 33850



Phone: (863) 291-5270
Visit: MyLakeAlfred.com

**AGENDA
CITY COMMISSION
MONDAY, DECEMBER 4, 2023
7:00 PM
CITY HALL**

Call to Order: Mayor Nancy Z. Daley

Invocation and Pledge of Allegiance

Roll Call: Linda Bourgeois, City Clerk

City Manager & City Attorney Announcements

Recognition of Citizens: Items that are not on the Agenda

Employee Recognition – Employee of the Year
Agricultural and Labor Program, Inc. Proclamation

Consent Agenda:

- 1.) City Commission Meeting Minutes for November 20, 2023
- 2.) City Commission Announcements
- 3.) Board Re-appointments
- 4.) 2024 Public Meeting and Holiday Schedule

Agenda:

- 1.) Public Hearing: Ordinance 1534-23: ULDC Text Amendments: Pools
- 2.) Ordinance 1535-23: ULDC Text Amendments - Planning and Zoning Board Composition
- 3.) Resolution 36-23: Complete Streets – Traffic Calming Component

Recognition of Citizens: Please Limit Your Comments to 5 Minutes.

Commissioner Questions and Comments:

Commissioner Lake
Commissioner Eden
Vice Mayor Fuller
Commissioner Dearmin
Mayor Daley

Adjourn

LAKE ALFRED CITY COMMISSION

DECEMBER 4, 2023

Consent Agenda:

All matters listed under this item are considered to be routine, and action will be taken by one motion without discussion. If a discussion is requested by a commissioner, that item(s) will be removed from the Consent Agenda and considered separately.

1.) City Commission Meeting Minutes for November 20, 2023

Attachments:

- Draft Minutes

Analysis: Please review the minutes at your earliest convenience, and if there are any questions, comments, or concerns, please contact City Clerk Linda Bourgeois at (863) 291-5270.

2.) City Commission Announcements

Analysis: Each of the meetings/events scheduled below may constitute a public meeting at which two or more City Commissioners or Board Members may attend and discuss issues that may come before the City Commissioners.

DATE	MEETING/ EVENT	LOCATION	TIME
12/5	Chamber of Commerce Christmas Social	SouthState Bank – Havendale Blvd	5:30 PM-7 PM
12/7	Employee Christmas Luncheon	Mackay Gardens and Lakeside Preserve	11:30 AM
12/8	Winter Haven /Auburndale Christmas Parade	Spring Haven	5:00 PM
12/9	Lake Alfred Christmas Parade	Central Park – Staging Area	5:30 PM Line-up
12/12	Cookies with Santa	Lake Alfred Chamber of Commerce	3:00 PM – 7:00 PM
12/14	Ridge League of Cities Dinner	Plant City	6:00 PM
12/25 & 12/26	Christmas Holidays Observed	City Offices Closed	N/A
1/1/24	New Year's Eve Holiday Observed	City Offices Closed	N/A
1/8/24	City Commission Meeting	City Hall	7:00 PM

**LAKE ALFRED CITY COMMISSION
DECEMBER 4, 2023**

3.) Board Appointment and Reappointments

Issue: The City Commission will consider approval of various City board appointment(s).

Attachments: Dianne Pereria Application

Analysis: The City maintains various boards that are both essential to and benefit the city, including Retirement, Planning and Zoning, and Parks & Recreation. Most members are appointed and approved by the City Commission. All board members up for consideration of re-appointment have been contacted and have agreed to serve a three (3) year term. The Parks and Recreation Board has an immediate opening.

Board appointments for the Planning and Zoning Board will be considered in January 2024.

Parks and Recreation

Ronald Long - Resigned

Dean Jones-Cain - Resigned

Sheilan Runnels

12/31/2026

Diane Pereria (From an Alternate to Regular Board Member)

12/31/2026

Regular Board Member - Vacant

12/31/2026

Police and Fire Retirement Board

Miguel Lopez – At-Large CC Appointed

12/31/2026

Employee General Retirement Board

William Frey – CC Appointed

12/31/2026

4.) 2024 Public Meeting and Holiday Schedule

Issue: The City Commission will consider approval of the 2024 Public Meeting and Holiday Schedule.

Attachments:

- Proposed 2024 Public Meeting & Holiday Schedule

Analysis: The Commission will consider approval of the schedule for the City Commission, Planning Board and Zoning Board, Parks and Recreation Board, Special Magistrate Code Enforcement Hearings, General Employees Retirement Board, and the Police and Firefighters Retirement Board. Any dates that differ from the normal schedule are highlighted and the September City Commission dates may change based on budget hearing requirements. The changes made in January to the second and fourth weeks were to accommodate the holiday schedule.

Staff Recommendation: Approval of the Consent Agenda

LAKE ALFRED CITY COMMISSION
DECEMBER 4, 2023

1.) Public Hearing: Ordinance 1534-23: ULDC Text Amendments – Pools; Section 3.8.12.A

Issue: The City Commission will consider text amendments to the Unified Land Development Code.

Attachment:

- Ordinance 1534-23 with the exhibit
- Staff Report
- Minutes Excerpt

Analysis: In 2021, the City Commission approved Ordinance 1440-20, adopting a new and restated Unified Land Development Code (ULDC) repealing the previous code adopted in 1993 as amended. The development of an entirely new code created new criteria for staff and developers and through implementation, through implementation staff has documented areas for clarification.

The proposed amendment is designed to provide clarification regarding the location and setbacks for swimming pools and enclosures.

On October 12, 2023, the Planning and Zoning Board unanimously voted to recommend changes to Section 3.8.12.A Swimming pool and enclosures (setbacks) to the City Commission. This ordinance was approved on first reading at the November 20, 2023, City Commission meeting. A courtesy notification will be transmitted to the Department of Economic Opportunity.

Staff Recommendation: Approval of Ordinance 1534-23 on the second and final reading.

LAKE ALFRED CITY COMMISSION
DECEMBER 4, 2023

2.) Ordinance 1535-23: ULDC Text Amendments – Planning and Zoning Board Composition

Issue: The City Commission will consider text amendments to the Unified Land Development Code.

Attachment:

- Ordinance 1535-23 with exhibit
- Staff Report
- Minutes Excerpt

Analysis: In 2021, the City Commission approved Ordinance 1440-20, adopting a new and restated Unified Land Development Code (ULDC). Prior to the current ULDC, the city had two separate boards: The Planning Board and the Board of Adjustment. The Planning Board served strictly as the local planning agency reviewing amendments to the Comprehensive Plan and Unified Land Development Code. The Board of Adjustment reviewed all variances. The Board of Adjustment consisted of seven (7) members and the Planning Board consisted of seven (7) members and two (2) alternates. Therefore, when merged into one Board the membership of seven (7) members and two (2) alternates was utilized with a few members from each Board moving to the new Board. Since the creation of the Planning and Zoning Board, there have been new members who had not previously served on either of the previous Boards.

Based on the research and analysis provided, staff recommended changes to Section 9.2.2.C to modify the membership of the Planning and Zoning Board reducing the membership appointments, and retaining the use of alternates, with no changes to the length of the term.

On October 12, 2023, the Planning and Zoning Board voted (4:3) to recommend changes to Section 9.2.2.C Planning and Zoning Board (Appointment) to the City Commission to increase the regular members and eliminate the use of alternates.

On November 20, 2023, the City Commission tabled the item until December 4, 2023. City staff has worked with the City Attorney to draft the proposed language as recommended by the City Commission that will provide for a transition schedule that will result in a 5 member board that will allow for alternates. A courtesy notification will be transmitted to the Department of Economic Opportunity.

Staff Recommendation: Approve Ordinance 1535-23 on first reading.

LAKE ALFRED CITY COMMISSION
DECEMBER 4, 2023

3.) Resolution 36-23: Complete Streets: Traffic Calming Component

Issue: The City Commission will consider adopting the traffic calming components of the Complete Streets strategy.

Attachment:

- Resolution 36-23 with Exhibit “A”

Analysis: With the adoption the new Unified Land Development Code in 2021 the City created guidance on street design standards for development including landscaping, pedestrian, on-street parking, and design speed standards. In 2022, the City Commission approved a task order with Wright-Pierce to generate engineering specifications and technical standards to support the design concepts of the various street types identified within the ULDC.

The proposed Traffic Calming Guidelines identify various traffic calming designs (i.e. raised intersections, chicanes, bulb-outs, speed tables, etc.) and also identifies on which types of roads the respective designs are appropriate to use on. The Traffic Calming Guidelines will provide direction for both new development and City initiated refurbishment.

The Traffic Calming guidelines focuses on design speed and intersections. This is one component of the “Complete Streets” strategy which is compromised of: traffic calming, multimodal transportation, ADA accessibility, stormwater, and landscaping/signage.

Staff Recommendation: Approve Resolution 36-23.