

**MINUTES OF THE SPECIAL MEETING
OF THE LADY LAKE TOWN COMMISSION
LADY LAKE, FLORIDA
February 3, 2009 3:00 P.M.**

The Special Meeting of the Lady Lake Town Commission was held in the Town Hall Commission Chambers, 409 Fennell Blvd., Lady Lake, Florida, with Mayor James Richards presiding. The meeting convened at 3:00 p.m.

CALL TO ORDER: Mayor/Commissioner James Richards

- 1. ROLL CALL:** Tony Holden, Commissioner, Ward 2
Paul Hannan, Commissioner, Ward 4
Ruth Kussard, Commissioner, Ward 1
James Richards, Mayor/Commissioner, Ward 5

ABSENT: Ty Miller, Commissioner, Ward 3

STAFF MEMBERS PRESENT: Bill Vance, Town Manager; Lt. Lori Davis, Police Department; Thad Carroll, Senior Planner; Wendy Then, Growth Management Technician; C.T. Eagle, Public Works Director; Butch Goodman, Utilities Supervisor; Kevin Hendry, IT Administrator; Aubrey Cash, Town Manager's Assistant; Guy Shields, Human Resource Director; Kristen Kollgaard, Town Clerk and Jayne York, Staff Assistant to Town Clerk

Note: Presentations were given out of order.

4. Commercial Design Standards Update Presentation – Questions and Answers Session (Tracy Crowe, LDI)

Thad Carroll, Senior Planner, introduced Tracy Crowe and Pat Tyjeski with Land Design Innovations and stated that they have been working with the Town the past couple of years in regard to the Town's Commercial Design Standards which were implemented in December of 2005. He stated that this presentation was to update the Commission on what commercial design is, why it is implemented and some of the successes in the Town using the commercial design standards. Mr. Carroll also stated that this is a cooperative effort between the Town Manager, Growth Management and LDI.

Pat Tyjeski stated that she was a senior planner with Land Design Innovations and also mentioned that Ms. Crowe was the owner and principal planner of the company.

Ms. Tyjeski stated that the Town originally contacted LDI when a wave of development was about to happen in Lady Lake and the Town was concerned that the development was going to be low quality and basic low-cost development and Staff wanted something that was more compatible with The Villages. In December of 2005, the Town adopted the standards – first it was a booklet called The Guidelines (mostly pictures) which was a

guide for the developer – then the code language was developed – after that, development review was started in conjunction with Town Staff.

Ms. Tyjeski stated that the purpose of the commercial design standards was architecture along with the human component which is called the urban form – it's not only how pretty the building is but also how it fits in the Town. The four preferred architectural styles selected for Lady Lake were Florida Vernacular, Craftsman, Mediterranean and Mission but they were also flexible in regard to good design and style that did not fall into these 4 styles. LDI and Town Staff also had to deal with building orientation, circulation, access, big box development, outparcels and drive-thru establishments. Standards for all types of development were established and setbacks were determined by location in relation to the traffic. Ms. Tyjeski showed photos of examples of poor design versus good design in regards to giving more prominence to the pedestrian and making buildings more accessible and stated that many companies have different building prototypes for different locations depending on the design standards of a community. She commented that “if you demand quality, you get quality.”

Ms. Tyjeski stated that there are several concerns that LDI has noticed or has heard from Town Staff including alternatives for connectivity in order to disperse traffic in different directions versus limited facilities such as highways (US Hwy 27/441 and County Road 466 in this area). Another concern is waivers and allowing flexibility.

Bill Vance, Town Manager, commented that in regards to some of the lots that people are looking to maximize to the best possible use, there is not the realistic possibility to acquire more land to provide additional space. One of the positives that the Commercial Design Standards give to the Commission is that there is a tremendous amount of flexibility to negotiate the best development possible for just about any commercial lot in Lady Lake. He stated that he sees this as a plus even though things don't always work out the way you want them to but you do the best with what you have to work with.

Ms. Tyjeski agreed that it is a matter of individual circumstances.

Mr. Vance stated that when the Commission retains flexibility, it is definitely on a case-by-case basis.

Ms. Tyjeski discussed suburban versus urban site design (where there are buildings and plazas along the road) and showed different examples. She also stated that there has been discussion about whether the design of churches, libraries, schools and public institutional buildings in general should be regulated or not and this decision has been left up to each community because institutional buildings should be the landmarks of the community and the most visible but, typically, these buildings are the ones that have the hardest times finding the money to build them. Even though the standards are suppose to apply to non-residential buildings including institutional, it was decided at the time that these standards would not be applied to churches.

Ms. Tyjeski also mentioned that older cities and towns that have highways going through the middle of them have kept their character because the buildings are there already. If the roads are widened and widened, pretty soon there will be an interstate going through

the community and dividing the community. There has to be a balance between transportation and quality of life.

Ms. Tyjeski then opened the presentation up for discussion.

Commissioner Hannan commented that the design standards in Lady Lake are magnificent and credited Town Manager Bill Vance with initiating these standards for the Town.

Mr. Vance stated that this was a team effort and that Lady Lake was in a position to ask for a lot from developers who wanted to locate here. The Villages had done such a fantastic job with their good-looking development and Staff wanted to make sure that the continuation of that took place as it developed south. The Commercial Design Standards were put in place to give developers a sense of confidence that they could invest millions and millions of dollars in this community and that investment would be protected because whoever located next to them would be asked to do the same thing they had to do. Development on US Hwy 27/441 has been so successful and now, essentially, everything south of County Road 466 is a blank canvas for this Commission to install their vision in coordination with future development interests.

Commissioner Kussard stated that she thinks the design standards are beautiful and have made Lady Lake unique but her biggest concern is the maximum setback and buildings being too close to the road.

Mr. Vance stated that to the southwest of Lady Lake, higher Future Land Uses have been negotiated with the County. Staff is going to be focused on grids and connectivity of the different subdivisions and there will be opportunities for additional main street areas where the traffic will be removed from the busier C.R. 466 and the Town can control speed limits headed towards those areas.

Commissioner Holden stated that he agreed completely with Commissioner Kussard and would take it a step further. The green medians will be lost down the center of the highway; there is also an assumption that people should be walking from building to building. He doesn't think people want to spend time walking and sitting around; he also stated that when he is driving down the street, he is not looking at buildings – he is looking at the road and traffic and pedestrians. He likes to see the greenery, trees and shrubbery and thinks that the Town needs more of that versus putting the buildings next to the streets. The Town needs bigger setbacks.

Mayor Richards stated that the first area where the setbacks were only 10' was along Griffin Avenue which left no way to widen the road. The second time was RaceTrac when they wanted the building back but the Town codes were 10' maximum setbacks. The third location was in the south part of Town where the developers were allowed to not build a sidewalk along the road but required to put up a bond in order to build a sidewalk in the future, if necessary. The Mayor stated that what he is concerned about is how the Town develops and where the nucleus is; the whole idea is to have a master plan as to the development and the nucleus; and that is where the standards are inputted.

Ms. Tyjeski commented that the Town needs alternative roads because you can't keep widening and widening and widening; in some cases there is no more room to widen. When do you stop? Sometimes in older communities, there are roads that have reached capacity and that then forces the community to create alternative routes. She also stated that a town can get lost in the transportation network and one of the things that planners are currently talking about at conferences is how to make pedestrians the main focus again.

Mayor Richards stated that Old Dixie Highway was created as an alternative road and the town received impact fee funds from the County to install water and sewer in this area; the idea was to get the people off of US Hwy 27/441.

Mr. Vance stated that, in respect to the master plan, this first wave of development came upon the Town when Staff was trying to get everything in place as quickly as possible to be sure that the Town guaranteed that the developments would be complimentary. He stated that a master plan can really come into play as far as the County Road 466 development and potential overlay districts. He added that there will be more talk of master planning on County Road 466 in the future.

Tracy Crowe with LDI stated that they did a redevelopment plan for Apoka to help them get a variety from housing to retail to commercial. There was a plan for connectivity to get pedestrians across US Hwy 441 and there is a lot of coordination with FDOT to get stormwater ponds turned into amenities which hasn't happened yet but Apoka has designs for that. They have the potential for 2 more town centers and they have an image of where the building placement would be in the future and that gives the city the opportunity to negotiate with the developers. Ms. Crowe stated that it helps to have a master plan in order to develop a true vision of the layout and orientation that Staff and Commission would like to see. If the Town wants more medians and landscaping, then that needs to be decided now.

Mr. Vance stated that the Planning & Zoning Commission is going to be actively talking about County Road 466 in the next few months as the 4-laning of that road successfully continues. Staff will be stimulating things at that level and also will be having some visioning sessions with the Commission, etc.

Ms. Tyjeski stated that it has been helpful to some communities to take tours of other cities and towns to see how they have developed and some of the cities that she suggested the Commission might want to take a look at are Apoka, Osceola County, Winter Park, Lake Nona, Harmony, Selavita and Ybor City in Tampa.

The tape was changed to Side "B" at 3:45 p.m.

Ms. Tyjeski also suggested looking at a variety of different types of communities.

A break was taken at 3:50 p.m. and the meeting resumed at 4:00 p.m.

C.T. Eagle, Public Works Director, stated that he was very excited to bring the next 2 presentations to the Commission. He stated that anyone in his position would be very

lucky to be able to implement both the GIS and SCADA systems and bring new technologies to the Town that are both cost-effective and very efficient.

3. Presentation of Flygt Telemetry System (SCADA) Proposal (ITT Water & Wastewater)

Mr. Eagle stated that John Dale and Vince Eck from ITT Water & Wastewater were present and have submitted a proposal to the Town for a 90-day trial of the implementation of the SCADA system which is a telemetry system on the lift stations.

Mr. Dale stated that the division of ITT that he and Mr. Eck work for is Flygt which is a global leader in the water and wastewater industry with a primary focus on submersible pumps and related accessories and controls. He stated that, for quite some time, Lady Lake has utilized their submersible wastewater pumps and controls in its pumping system which handles moving all the sewage from the collection system in the various neighborhoods and commercial areas over to the treatment plant. The controls that the Town is currently using are a key component of the SCADA system or telemetry system which is designed basically to provide remote monitoring or remote control of the lift stations' equipment.

Mr. Eck gave a brief Power Point presentation detailing the SCADA system. He stated that the value of using their company would be the provision of having one supplier for everything and they also have a branch office in Apoka for support service. The Town would receive the same support on the SCADA system as it is receiving on the pumps and the controls. He added that they not only can move and control the water but with the SCADA system, they can monitor the water as well. The functionality of the SCADA system will allow Staff to know how the entire wastewater system is working. One person can overview all operations from the central computer rather than sending many individuals to different locations to report back how those stations are reacting.

Mr. Eck stated that the software will be downloaded on a 90-day trial basis for a 3-station set-up and radios will be supplied so the transmission can be brought back to the central computer. This will allow fewer visits to a lift station and things can be done remotely; this is where the Town will see the most value of this system and the Town will be proactive rather than reactive and can maintain optimum pump station operation while trying to cut costs at the same time. Mr. Eck also stated that the software doesn't handcuff the Town into the size of the utility now; the SCADA system is not limited to the number of current lift stations – the system can grow as the community grows.

Bill Vance, Town Manager, stated that there are sufficient funds budgeted for these investments and that these investments are designed to create returns and will allow the Town to do more with less in the coming years as the utility infrastructure continues to expand. In addition to saving manpower hours, it will also help with the cost of the maintenance and stay ahead of the curve in replacing and tweaking the machinery as needed in order to extend its lifetime.

Commissioner Hannan confirmed that there is going to be a trial set-up and asked if there was something that the Commission could visually look at.

Mr. Eck stated that they proposed a 90-day trial giving the Town full access to SCADA for 3 lift stations because those 3 stations are already online with controls that are ready to go.

Mr. Vance stated that currently there is some SCADA setup at Public Works that the Commission can take a look at. What ITT is proposing is to first expand the sewer side and then eventually go to the water side. Currently, if an alarm goes off, someone has to physically get in a truck and go to Town to investigate; with this infrastructure, there will be laptops available to the employees on-call to immediately see what the problem is and quite possibly will have the ability from their home to discontinue the operation of whatever is causing trouble and reroute flows, etc. without physically having to get in the truck and come to town, thereby avoiding overtime.

Mr. Eagle stated that it will save all-around including gas, overtime and maintenance on the stations.

Mr. Vance stated that this provides the foundation to allow the Town to keep its costs as low as possible throughout the life of the utility system. He added that this is a very progressive investment.

Mr. Eagle stated that the cost for this system is \$12,900 for the 3 stations plus the software. On the 90-day trial, it won't cost anything if Staff doesn't like it. He added that there is also money budgeted this year to be able to implement more stations.

Mr. Vance stated that the monies for this equipment would come from the utility fund which is distinct from the general fund – this has nothing to do with tax money. The Utility Fund revenues are derived from water and sewer sales and that money needs to be reinvested back into the Town's infrastructure.

Commissioner Kussard asked if the use of the system would eliminate any positions.

Mr. Vance stated that as the Town's infrastructure expands, it means that the Town won't immediately have to hire more people. It is going to allow the Town to do more with the number of employees the Town currently has and, in the future, avoid additional hiring that won't be needed because the operational capacity has been enhanced with the use of this system.

Commissioner Kussard stated that she likes the fact that the Town is already using ITT products; therefore, whatever is brought in will be compatible to that.

Mr. Eagle stated that Staff is very happy with Flygt products – they have a 5-year warranty on them and are part of the LDRs and are standardized.

2. Presentation of GIS Professional Services Proposal (GIS Associates)

C.T. Eagle, Public Works Director, stated that he is very excited about this GIS Professional Services Proposal and added that he, Senior Planner Thad Carroll and IT Administrator Kevin Hendry have put many months of coordinated effort into this.

Currently, the Town has no GIS at all; although, there are maps available through the Growth Management Department. Mr. Eagle also stated that anything can be put on this system including zoning parcels, water lines, sewer lines, aerial photos, road center lines, stop signs, etc. He stated that he has implemented GIS systems in 2 other cities where he has worked and commented that this is probably the best system. Mr. Eagle introduced Rich Doty with GIS Associates out of Gainesville who gave the presentation.

Mr. Doty explained that GIS (Geographic Information System) is an organized collection of computer hardware, software, data and people that are designed to efficiently capture, store, organize, update, manipulate, analyze, etc. all forms of geographic information. He added that GIS enables better decision-making, cost savings, operational efficiencies, better data management and enhanced capabilities.

Mr. Doty stated that GIS would benefit Lady Lake by providing the Town with a framework for the departments of the municipal government to collect, share, collaborate and conduct cross departmental analysis in order to become efficient and informed about the population, resources, infrastructure and activities that are affecting the Town. It doesn't make sense to have the departments' information separate – it makes sense to easily share the information and have all of the information integrated. This information could be put on the Town's intranet internally and on the internet so it could be available to all of the citizens of Lady Lake in order to save Staff time in responding to requests.

Bill Vance, Town Manager, stated that one of the biggest priorities that Staff has for the GIS is to continue to enhance the Town's customer service especially to people who want to come to Lady Lake and invest in the community and create jobs and enhance the tax base.

Mr. Doty stated that the GIS information that municipalities typically collect and link together includes mapping, zoning, location of infrastructure and city maintained roads, identification of parcels and property owners, infrastructure maintenance, meter readings, mowing of public lands, analysis of crime patterns, land use availability, population and water demand projections, routing of vehicles and personnel, and analysis of service areas all to assist in providing public information. He also stated that this information can be built incrementally over time using the entity's own Staff so this does not have to be done all at once.

The tape was changed to Tape #2 at 4:45 p.m.

Mr. Doty stated that the GIS team would consist of Penobscot Bay Media that specializes in web applications and data visualization; Manion Geo Systems that specializes in documentation, database technology and performance optimization; and his company GIS Associates that specializes in managing GIS projects and developing GIS-based models.

Mr. Vance stated that Mr. Eagle has a tremendous amount of experience with GIS and the SCADA system; Thad Carroll, Senior Planner, has a tremendous amount of computer capabilities including GIS; and Kevin Hendry, IT Administrator, also has a tremendous amount of experience and talents associated with computers and GIS. The Town has a

very good team in place to maximize the potential in getting the most out of these investments.

Mr. Doty stated that the goal is to be able to turn over to Town Staff a very useful scalable project that will be relevant 5 - 10 - 15 years from now. The proposal will include:

- an assessment of needs and a plan that will be partially implemented by consultants and partially by Town Staff
- setting up the database
- setting up the Web GIS
- development of a Public Works data model
- on-site GIS support

Mr. Doty then opened the floor to questions and discussion.

Commissioner Hannan asked if the server would be located on-site.

Mr. Doty responded yes and stated that he doesn't think there are any plans of having a server off-site. He added that the Town would not be leasing anything; the Town will own everything and there will be documents explaining how to do things and how to maintain things.

Commissioner Kussard asked if this item was budgeted.

Mr. Vance stated that there is \$150,000 in the Utility Fund budgeted for improvements in the utility system.

Commissioner Kussard stated that she likes the fact that some of the Staff is already familiar with this type of system.

Mr. Vance stated that the Town is not talking about \$150,000 right now for the first phase but that amount of resources is available to dedicate to this purpose. Staff wants to maximize the returns on that investment but this will be done phase-by-phase in close coordination with the Commission.

Mr. Eagle stated that the \$150,000 is not just for consulting but will also include hardware, software, wireless networking, some data collection costs and data conversion costs. Every step of the way the Commission will be involved and will know what is being done.

Mr. Doty stated that this system is state of the art and what everyone is using; this system uses the ESRI-based software which will also enable the Town to be able to hire very capable staff with focuses on urban planning, geography and engineering since most of the universities across the country are using this software.

Mayor Richards stated that he is all in favor of this.

Mr. Vance stated that the proposal will be coming before the Commission at the February 23, 2009 Commission meeting.

M. ADJOURN: There being no further discussion, the meeting was adjourned at 5:00 p.m.

Kristen Kollgaard, Town Clerk

James Richards, Mayor

Minutes transcribed by Jayne York, Staff Assistant to Town Clerk