

**MINUTES OF THE LOCAL PLANNING AGENCY  
LADY LAKE, FLORIDA  
January 19, 2011**

The Local Planning Agency Meeting was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida with Chairperson Jim Richards presiding. The meeting convened at 5:30 p.m.

**CALL TO ORDER:** Chairperson Jim Richards

**ROLL CALL:** Member Tony Holden  
Member Ty Miller  
Member Paul Hannan  
Member Ruth Kussard  
Chairperson/Member Jim Richards

**STAFF MEMBERS PRESENT:** Kris Kollgaard, Town Manager/Town Clerk; Derek Schroth, Town Attorney; Thad Carroll, Growth Management Director; Lt. Vern Wherry, Police Department; and Jayne York, Deputy Town Clerk

Roseanne Brandeburg, Lake County School Board Representative (District 2), was also present.

**1. Approval of Minutes**

October 4, 2010 Local Planning Agency Meeting (on file in the Town Clerk's office)

*Upon a motion by Member Miller and seconded by Member Hannan, the Board approved the Minutes of the Local Planning Agency Meeting for October 4, 2010 as Presented, by a vote of 4 -0-1 (Member Kussard abstained since she was not present at that meeting).*

**2. Small Scale Comprehensive Plan Amendment – 18.18± Acres Located South of County Road 466 and West of Rolling Acres Road – Requesting Change from Lake County Urban Expansion to Town of Lady Lake Commercial General - Retail Sales & Services (RET) – LPG Urban & Regional Planners on Behalf of Larry M. and Linda S. Phillips (Ordinance No. 2011-02) (Thad Carroll)**

Thad Carroll, Growth Management Director, read a letter from Tiffany Kapner with LPG Urban & Regional Planners, Inc. (Applicant) requesting to postpone this hearing until February 7, 2011.

**It was the consensus of the Local Planning Agency to postpone this hearing until February 7, 2011.**

**3. Capital Improvements Plan Update (2011-2015) of Lady Lake Comprehensive Plan, Chapter 8 (Ordinance No. 2011-04) (Thad Carroll)**

Thad Carroll, Growth Management Director, gave the background summary from the agenda item cover sheet (on file in the Town Clerk's office). He stated that the Capital Improvements Element focuses on capital infrastructure planning for the time-period covered by the comprehensive plan and based upon the public facility needs identified in the other elements of the Comprehensive Plan. The Capital Improvements Element must provide a five-year schedule of capital improvements, which must include specific capital projects necessary to achieve and maintain level-of-service standards identified in the other elements of the Comprehensive Plan, reduce existing deficiencies, provide for necessary replacements and meet future demand during the time period covered by the schedule (2011-2015).

Mr. Carroll stated that the Capital Improvements Element is important in setting direction for the Town of Lady Lake for several reasons. It sets policy to coordinate the provision of infrastructure with the land use plans of the community over the timeframe of the Comprehensive Plan. It provides a five-year schedule of capital improvements that are aimed at achieving and maintaining the Town's adopted levels of service and it identifies sufficient revenues to fund the identified capital improvements.

Mr. Carroll stated that, pursuant to §163.3177 (3)(b)1 of the Florida Statutes, the capital improvements element must be reviewed on an annual basis and modified as necessary in accordance with §163.3187 or §163.3189 in order to maintain a financially feasible 5-year schedule of capital improvements. An amendment to the comprehensive plan is required to update the schedule on an annual basis or to eliminate, defer, or delay the construction for any facility listed in the 5-year schedule. All public facilities must be consistent with the capital improvements element. A local government may not amend its future land use map, except for plan amendments to meet new requirements under this part and emergency amendments pursuant to §163.3187(1)(a), after December 1, 2008, and every year thereafter unless and until the local government has adopted the annual update and it has been transmitted to the state land planning agency.

Mr. Carroll stated that, in order for the Florida Department of Community Affairs (FDCA) to consider any land use changes and amendments to the Future Land Use Map of the Town of Lady Lake, FDCA must review and find in compliance a financially feasible Capital Improvement Plan in accordance with §163.3187(1)(a) of the Florida Statutes. "Exhibit A" provides the necessary amendments to reflect a financially feasible plan for the five-year planning period.

Mr. Carroll stated that the Planning & Zoning Board reviewed the ordinance on January 10, 2011 and recommended approval, by a vote of 5-0. He noted that only one reading of the ordinance before the Town Commission is required as per Florida Statute in order to adopt the Comprehensive Plan Update and that is scheduled for January 19, 2011.

There were no comments or questions from the members of the agency or the public.

***Upon a motion by Member Hannan and seconded by Member Holden, the Local Planning Agency approved the Capital Improvements Plan Update (2011-2015) of the Lady Lake Comprehensive Plan, Chapter 8 (Ordinance No. 2011-04), by a vote of 5-0.***

**4. Small Scale Comprehensive Plan Amendment – 0.33± Acres Located on West Lady Lake Blvd. in the Vicinity of County Road 466 and Rolling Acres Road – Requesting Change from Lake County Urban Expansion to Town of Lady Lake Religious Facilities (RF) – Church of St. Albans (Anglican) Inc. (Ordinance No. 2011-06) (Thad Carroll)**

Thad Carroll, Growth Management Director, gave the background summary from the agenda item cover sheet (on file in the Town Clerk's office). He stated that the Applicant, Church of St. Albans (Anglican) Inc., has filed applications to amend the Future Land Use designation for property located on West Lady Lake Blvd. (AK# 1610958) in the vicinity of CR 466 and Rolling Acres Road which includes 0.33± acres currently in unincorporated Lake County, from Lake County Urban Expansion to Lady Lake Religious Facilities. The subject parcel is currently vacant and is proposed to be developed as a 3,020 sq. ft. church parish/worship hall.

Mr. Carroll stated that the Small Scale Future Land Use Map Amendment application was received on November 29, 2010 and has been reviewed and determined to be complete satisfying the necessary criteria as required to meet the requirements of the Land Development Regulations (LDRs) as well as the adopted Comprehensive Plan and is ready for transmittal to the Florida Department of Community Affairs (DCA).

Mr. Carroll stated that notices to inform the surrounding property owners within 150' of the property of the proposed amendment were mailed on December 22, 2010. The property was posted on December 30, 2010.

Mr. Carroll stated that the Applicant would be required to file a site plan(s) for any structures and obtain all necessary permits from outside agencies provided the annexation, small-scale comprehensive plan amendment and rezoning ordinances are approved for the property.

Mr. Carroll stated that applications have been reviewed and determined to be complete. The Applicant has submitted all appropriate material in compliance with the Land Development Regulations (LDRs) and the applications are in compliance with the directives of the adopted Comprehensive Plan in accordance with the sought designation. A justification statement has also been included as part of the Small Scale Comprehensive Plan Amendment Application, which the applicant submitted for justifying why the Future Land Use should be amended for the development proposed. Appropriate legal descriptions, a survey, a Memorandum of Agreement and a Bubble Plan of the proposed development have been included with the submitted applications.

Mr. Carroll stated that the Technical Review Committee (TRC) reviewed the application on January 4, 2011 and determined the application to be complete and ready for transmittal to the Planning & Zoning Board by a vote of 5-0; the Planning & Zoning Board reviewed the ordinance on January 10, 2011 and recommended approval, by a vote of 5-0; the First Reading before the Town Commission is scheduled for January 19, 2011; the Second/Final Reading before the Town Commission is scheduled for February 7, 2011.

Mr. Carroll noted that the Applicant was present to answer any questions.

Mayor Richards commented that he is concerned about the drainage going off-site because it is a 1/3 acre lot with a building and parking and he didn't see a retention area on the conceptual plan.

Mr. Carroll stated that will be addressed during the site plan phase. When the Applicant comes forward for site plan and construction, all of the development criteria will have to be met.

Mayor Richards stated that he wanted the Applicant to be aware that when the lot is covered with an 80% impervious surface, sometimes it is hard to find a way to take care of the water.

Mr. Carroll stated that the Applicant has been made aware of that and it will be addressed in the site plan.

There were no comments or questions from the public.

***Upon a motion by Member Hannan and seconded by Member Miller, the Local Planning Agency approved the Small Scale Comprehensive Plan Amendment – 0.33± Acres Located on West Lady Lake Blvd. – Change from Lake County Urban Expansion to Lady Lake Religious Facilities (RF) – Church of St. Albans (Anglican) Inc. (Ordinance No. 2011-06), by a vote of 5-0.***

**ADJOURN:** There being no further discussion, the meeting was adjourned at 5:40 p.m.

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Kristen Kollgaard, Town Clerk

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James Richards, Chairperson

Minutes transcribed by Jayne York, Deputy Town Clerk