

# CITY OF LAKE WALES CITY COMMISSION WORKSHOP MEETING

**Official Agenda  
March 15, 2023  
2:00 p.m.**

**City Administration Building  
Commission Chambers  
201 W. Central Avenue  
Lake Wales, FL 33853**

1. CALL TO ORDER & ROLL CALL
2. City Manager Comments
3. Planning And Engineering Services At Lake Wales Municipal Airport  
The City Commission will consider awarding Hoyle, Tanner and Associates, Inc the contract for Professional Planning Services and Professional Engineering Services at the Lake Wales Municipal Airport.

Documents:

[COMMISSION MEMO RFQ 22-518 AND 23-522.PDF](#)  
[RANKING TABULATION RFQ 22-518.PDF](#)  
[RANKING TABULATION RFQ 23-522.PDF](#)

4. Parks Master Planning Agreement With Catalyst Design Group  
Staff is requesting commission approval to enter into agreement with Catalyst Design Group for professional design and planning services to develop detailed master plans for seven (7) existing parks in Lake Wales

Documents:

[LAKE WALES - PARKS MASTER PLANNING 1-12-23.PDF](#)  
[PROPOSED PARKS MASTER PLANNING AGREEMENT MEMO.PDF](#)

5. Task Order Authorization: ZVA Residential Market Potential Analysis

To authorize Dover, Kohl & Partners (DK&P) to proceed with a new Task Order to engage Zimmerman/Volk Associates, Inc (ZVA) to provide an analysis of Residential Market Potential for Traditional Neighborhood Development in Lake Wales; this work will be done in coordination with the Lake Wales Envisioned project.

Documents:

[LAKE WALES TASK ORDER\\_ZVA RESIDENTIAL MARKET POTENTIAL ANALYSIS.PDF](#)

6. Ordinance 2023-06 Annexation – 1st Reading And Public Hearing 9.37 Acres Of Land South Of Waverly Drive And East Of US Highway 27

*Ordinance 2023-06 proposes the voluntary annexation of approximately 9.37 acres of land south of Waverly Drive and east of US Highway 27, and contiguous to the incorporated City limits.*

Documents:

[CC MEMO ORD 2023-06 WAVERLY ROAD ANNEXATION 3.21.2023.PDF](#)  
[ORD 2023-06 WAVERLY RD ANNEXATION 3.21.2023.PDF](#)  
[UTILITY MAPS - ANNEXATION 2023-06.PDF](#)

7. Ordinance 2023-07 Large Scale Future Land Use Amendment For 51.18 Acres Of Land South Of Waverly Road And East Of US Highway 27. 1st Hearing And Public Hearing – Notice Requirements Have Been Met.

*360 Lake Wales LLC, owner, requests approval of City Commission to amend the Future Land Use Map of the Comprehensive Plan on parcels of land totaling approximately 51.18 acres.*

Documents:

[CC MEMO ORD 2023-07 WAVERLY LS CPA 3.21.2023.PDF](#)  
[ORD 2023-07 WAVERLY LS CPA 3.21.2023.PDF](#)

8. Ordinance 2023-08 Zoning Map Amendment For 51.18 Acres Of Land South Of Waverly Road And East Of US Highway 27. 1st Hearing And Public Hearing – Notice Requirements Have Been Met.

*360 Lake Wales LLC, owner, requests approval of City Commission to amend the Zoning Map of the Comprehensive Plan on parcels of land totaling approximately 51.18 acres.*

Documents:

[CC MEMO ORD 2023-08 WAVERLY ZONING AMENDMENT 3.21.2023.PDF](#)  
[ORD 2023-08 WAVERLY ZONING AMENDMENT 3.21.2023.PDF](#)  
[SECTION 23-421 PERMITTED USE TABLE.PDF](#)

9. ORDINANCE 2023-09 Vacation Of A Portion Of Harding Avenue Right-Of-Way 1st Reading And Public Hearing

Manwello Brown, property owner, has petitioned for the vacation of a portion of Harding Avenue located north of Harding Avenue, west of D Street, and south of 415 D Street.

Documents:

[CC MEMO ORD 2023-09 HARDING AVE ROW VACATION.PDF](#)  
[ORD 2023-09 HARDING AVE ROW VACATION.PDF](#)  
[415 D STREET HARDING ROW BOUNDARY AND DESCRIPTION.PDF](#)

10. ORDINANCE 2023-10 Vacation Of A Portion Of Findley Drive Right-Of-Way 2nd Reading & Public Hearing

*Kendall Phillips, authorized agent for owner, has petitioned for the vacation of a portion of Findley Drive located east of Scenic Highway North.*

Documents:

[CC MEMO ORD 2023-10 PAMLICO FINDLEY DR ROW VACATION.PDF](#)  
[ORD 2023-10 2ND R FINDLEY DRIVE ROW VACATION.PDF](#)  
[FINDLEY DR ROW VACATION EXHIBIT AND DESC..PDF](#)

11. ORDINANCE 2023-12 Zoning Map Amendment For 37.2 Acres South Of Sessoms Avenue, East Of Wetmore Street, North Of Tillman Avenue, And West Of 3rd Street. 1st Hearing And Public Hearing

*Approval of City Commission to amend the Zoning Map on parcels of land totaling approximately 37.2 acres reflecting the text amendments made to establish a Downtown Mixed-Use district.*

Documents:

[CC MEMO ORD 2023-12 DOWNTOWN DMU ZONING 3.21.23.PDF](#)  
[ORD 2023-12 DMU REZONING 3.21.2023.PDF](#)  
[ATTACHMENT B DMU ZONING.PDF](#)  
[MAIN STREET LETTER OF SUPPORT DMU REZONING.PDF](#)  
[SECTION 23-421 PERMITTED USE TABLE.PDF](#)  
[SECTION 23-423 DOWNTOWN MIXED-USE DESIGN STANDARDS.PDF](#)

12. ORDINANCE 2023-13 - Amendments To Ch 23 Proposed Amendments To Land Development Regulations – Crystal Lake Overlay – 1st Reading And Public Hearing  
Staff proposes amendments to the following sections of the Land Development Regulations (LDRs) (Chapter 23, Lake Wales Code of Ordinances):

1) Section 23-423.d. Downtown Mixed-Use Design Standards: Crystal Lake Overlay

Documents:

[COMMISSION MEMO ORDINANCE 2023-13 - CRYSTAL LAKE OVERLAY AMENDMENTS 03.21.2023.PDF](#)  
[ORDINANCE 2023-13 CRYSTAL LAKE OVERLAY AMENDMENT\\_03.21.2023.PDF](#)  
[CRYSTAL LAKE OVERLAY TEXT AMENDMENT\\_02282023.PDF](#)  
[CRYSTAL LAKE OVERLAY AMENDMENTS POWERPOINT SUMMARY CITY COMMISSION 1ST READING 03.21.2023.PDF](#)  
[MAIN STREET LETTER OF SUPPORT CRYSTAL LAKE AMENDMENT\\_01.19.2023.PDF](#)  
[PLANTATION INN PROPERTY HISTORIC OVERLAY STATEMENT.PDF](#)

13. Ordinance 2022-27 Annexation – 2nd Reading And Public Hearing 67.73 Acres Of Land South Of Lake Bella Road And East Of US Highway 27.  
*Ordinance 2022-27 proposes the voluntary annexation of approximately 67.73 acres of land south of Lake Bella Road and east of US Highway 27, and contiguous to the incorporated City limits.*

Documents:

[CC MEMO ORD 2022-27 2ND R RAMA PROPERTY ANNEXATION 3.21.2023.PDF](#)  
[ORD 2022-27 2ND R RAMA PROPERTY ANNEXATION.PDF](#)  
[UTILITY MAPS - ANNEXATION 2022-27.PDF](#)

14. Ordinance D2022-28 Large Scale Future Land Use Amendment For 67.73 Acres Of Land South Of Lake Bella Road And East Of US Highway 27. 2nd Hearing And Public Hearing – Notice Requirements Have Been Met.  
*Property owners request approval of City Commission to amend the Future Land Use Map of the Comprehensive Plan on parcels of land totaling approximately 67.73 acres.*

Documents:

[CC MEMO D2022-28 2ND R RAMA LS CPA 3.21.2023.PDF](#)  
[ORD D2022-28 2ND R RAMA PROPERTY LS CPA 3.21.2023.PDF](#)

15. Ordinance D2022-29 Zoning Map Amendment For 67.73 Acres Of Land South Of Lake Bella Road And East Of US Highway 27. 2nd Hearing And Public Hearing – Notice Requirements Have Been Met.  
*Property owners request approval of City Commission to amend the Zoning Map on parcels of land totaling approximately 67.73 acres.*

Documents:

[CC MEMO D2022-29 2ND R RAMA ZONING AMENDMENT 3.21.2023.PDF](#)  
[ORD D2022-29 2ND R RAMA PROPERTY ZONING AMENDMENT 3.21.2023.PDF](#)  
[SECTION 23-421 PERMITTED USE TABLE.PDF](#)

16. ORDINANCE 2022-54 Annexation – 2nd Reading And Public Hearing 47.31 Acres Of Land South Of Hunt Brothers Road, West Of Scenic Highway South, And East Of US Highway 27  
*Ordinance 2022-54 proposes the voluntary annexation of approximately 47.31 acres of land south of Hunt Brothers Road, west of Scenic Highway South, and east of US Highway 27, and contiguous to the incorporated City limits.*

Documents:

[CC MEMO ORD 2022-54 2ND R HUNT BROTHERS BP PROPERTY ANNEXATION.PDF](#)  
[ORD 2022-54 2ND R HUNT BROTHERS PROPERTY ANNEXATION 3.21.23.PDF](#)  
[UTILITY MAP - ANNEXATION 2022-54.PDF](#)

17. ORDINANCE D2022-35 Small Scale Future Land Use Amendment For 47.31 Acres Of Land South Of Hunt Brothers Road, West Of Scenic Highway South, And East Of US Highway 27 - 2nd Reading And Public Hearing  
*Hunt Brothers, Inc., owner, requests approval of City Commission to*

*amend the Future Land Use Map of the Comprehensive Plan on parcels of land totaling approximately 47.31 acres.*

Documents:

[CC MEMO D2022-35 2ND R HUNT BROTHERS SS CPA 3.21.2023.PDF](#)  
[ORD D2022-35 2ND R HUNT BROTHERS PROPERTY SS CPA 3.21.2023.PDF](#)

18. ORDINANCE D2022-36 Zoning Map Amendment For 47.31 Acres Of Land South Of Hunt Brothers Road, West Of Scenic Highway South, And East Of US Highway 27. 2nd Reading And Public Hearing

*Hunt Brothers, Inc., owner, requests approval of the City Commission to amend the Zoning Map on parcels of land totaling approximately 47.31 acres.*

Documents:

[CC MEMO D2022-36 2ND R HUNT BROTHER ZONING AMENDMENT 3.21.2023.PDF](#)  
[ORD D2022-36 2ND R HUNT BROTHERS PROPERTY ZONING AMENDMENT 3.21.2023.PDF](#)  
[SECTION 23-421 PERMITTED USE TABLE.PDF](#)

19. Resolution 2023-03 Vacation Of A Drainage Easement

Kendall Phillips, authorized agent for owner, has petitioned for the vacation of a drainage easement, located south of Findley Drive and east of Scenic Highway North.

Documents:

[CC MEMO RES 2023-03 PAMLICO DRAINAGE EASEMENT VACATION 3.21.2023.PDF](#)  
[RESOLUTION 2023-03 PAMLICO DRAINAGE EASEMENT VACATION.PDF](#)  
[EXHIBIT A - PAMLICO DRAINAGE EASEMENT.PDF](#)

20. Steeple Chase Planned Development Project

21. CITY COMMISSION AND MAYOR COMMENTS

22. ADJOURN

**(The full staff memo will be incorporated into the official record)**

Minutes of the City Commissioner Workshop meetings can be obtained from the office of the City Clerk. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

Persons who wish to appeal any decision made by the City Commission with respect to any matter considered during this meeting will need a record of the proceedings, and for such purpose 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 based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the office of the City Clerk no later than 5:00 p.m. on the day prior to the meeting.