

**TOWN OF INTERLACHEN  
TOWN COUNCIL & PLANNING COMMISSION  
WORKSHOP MINUTES  
TUESDAY, JUNE 24, 2025 - 6:30 P.M.  
DICKERMAN BUILDING**

**CALL TO ORDER**

Chairperson Beverly Bakker called the workshop to order at 6:30 p.m. She led the pledge, and Council Member Carolyn Meadows gave the invocation.

**ROLL CALL**

Council Members present were Chairperson Beverly Bakker, Vice-Chairperson Joni Conner, and Carolyn Meadows. Council Members Carolyn Bennett and David Yonts were absent. Mayor Hanes arrived at 6:36 and Attorney Young was absent. Planning Commission members present were; Judy Costanzo, Gail Guinta, Mike Rodgers, Raymond Baxter, Randy Donaldson, and Tonya Whitehurst.

**COUNCIL CHAIRPERSON: BEVERLY BAKKER**

Chairperson Bakker welcomed new Planning Commission member Randy Donaldson and reminded the council that the float decorating will be July 3<sup>rd</sup> at 8:30am. She then turned the meeting over to JBPro representatives, Eryn Mertens and Tara Howell.

**Discussion and Consideration of the Town's Land Development Regulations..**

The following was discussed:

- 1) Application types and procedures.
- 2) The Planning Commission make recommendations to the Town Council on zoning matters.
- 3) The Town Council renders the final decision pertaining to the Comprehensive Plan and LDR's.
- 3) The Zoning official administers the Code, receives and processes all zoning, special exception and variance applications.
- 4) The Town Clerk or designee steps into the role of the Zoning Official in the event of a vacancy.
- 5) The Zoning Board of Adjustment renders final decisions pertaining to variances and appeals of decisions made by the Town Clerk.
- 6) Special Use and Special Exceptions are now combined under Special Exception.
- 7) It is the burden of the variance applicant to prove hardship.
- 8) Type 1 Division of Land is the division of a single parent parcel into 3 or more new parcels, subject to plat requirements.
- 9) Type 2 Division of Land is the division of a single parent parcel divided into 3-6 new parcels, which are exempt from plat requirements.
- 10) Type 3 Division of Land is the division of a single non-residential parcel of more than 5 acres or exceeds 50,000 sf.
- 11) Type 4 is the Division of Land is the division of a single parent parcel for a family subdivision.
- 12) Plats or replats are now done by the Zoning Official or designee.
- 13) Application requirements for development plans include; (1) vicinity map, (2) site plan, (3) Storm water management.
- 14) Review procedures for development plans include; (1) pre-application meeting, (2) community meeting, (3) completeness review (*by the Zoning Official or their designee*), (4) staff review (*by the Zoning Official or their designee*).
- 15) Small-Scale Map Amendments amend the Future Land Use Map for land that is less than 50 gross acres.
- 16) Large-Scale Map Amendments amend the Future Land Use Map for land that is 50 gross acres or more.
- 17) Text Amendments amend the text, maps or other materials of the Comprehensive Plan.
- 18) A Completeness Check List is used for review of applications.

- 19) Applicants must receive approval, approval with conditions or denial within 120 days of completeness determination.
- 20) Denials must be in writing and state the reason for the denial.
- 21) Applicants are responsible for posting signs, publishing the notice of hearings and notification of surrounding property owners.
- 22) If the applicant does not provide evidence of due public notice the item will be automatically continued at the scheduled hearing and shall not be heard.
- 23) Costs incurred as a result of the applicant's failure to provide noticing requirements shall be the applicant's responsibility.
- 24) Special Exceptions must be consistent with the Comprehensive Plan and be compatible with the surrounding area, so as not to adversely affect the public interest.
- 25) Compatibility will be based on adjacent land use, development design, traffic, density and intensity.
- 26) Alcohol vendors shall cease operation at midnight Monday-Thursday, and 2:00 am on Fridays & Saturdays and New Year's Eve.
- 27) Alcoholic establishments shall not be located within 500 feet of a school, church or public park.
- 28) The sale of alcoholic beverages is permitted in the Commercial, Industrial and Mixed-Use zoning districts.
- 29) Violation of the alcoholic section shall be subject to penalties as outlined in *F.S. Chapter 562* and is a 3<sup>rd</sup> degree felony, unless the violation involves a provision of the beverage law where no penalty has been provided, then it is a 2<sup>nd</sup> degree misdemeanor.
- 30) A mobile home is built on an integral chassis and is transported in one or more sections, and includes plumbing, heating, air conditioning and electrical systems within the structure. (*outdated term as referring to units fabricated on or after June 15, 1976*) *F.S. 320.01(2)(a)*
- 31) A manufactured home is a mobile home manufactured on or after June 15, 1976 in an offsite facility for assembly at the building site with each section bearing a seal certifying it complies with the Federal Manufactured Home Construction and Safety Standard Act. If HUD approved, then it is considered a permanent residence, if not and built on a chassis, then it is considered an RV, not a permanent residence. *F.S. 320.01(2)(b)*
- 32) Both structures refer to the same structure, the biggest difference is the manufactured date.
- 33) A modular home is designed, built and inspected to the Florida Building Code and must be installed on a permanent foundation (*e.g., poured footers, stem wall & poured piers engineered slabs, just like site-built homes*).
- 34) It is a violation of Florida Statutes for a mobile home installer to install a modular home.
- 35) A modular home must bear the insignia of the Florida Department of Community Affairs (*DCA*) on the inside cover of the home's electrical panel.
- 36) *F.S. 320.01* defines Recreational Vehicle (*RV*) "A recreational vehicle-type unit primarily designed as temporary living quarters for recreational camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. Recreational Vehicle-type units, when traveling on the public roadways must comply with the applicable length and width provision. The basic entities are defined as; "travel trailer," "camping trailer," "truck camper," "motor home," "private motor coach," "van conversion," "park trailer," "fifth-wheel trailer."
- 37) Recreational Vehicles are registered with the DHSMV and are recommended for short term use only.
- 38) *F.S. 509.102(1)(b)* defines Food Truck, aka "mobile food dispensing unit" as "any vehicle that is a public food service establishment that is self-propelled or otherwise movable from place to place and includes self-contained utilities, including, but not limited to, gas, water, electricity or liquid waste disposal.
- 39) Municipalities may not prohibit food trucks from operating within their jurisdiction.

The next workshop will be on July 22, 2025.

#### **ADJOURNMENT:**

The meeting adjourned at 8:50pm.