

**TOWN OF INTERLACHEN  
TOWN COUNCIL & PLANNING COMMISSION  
WORKSHOP MINUTES  
MONDAY, OCTOBER 21, 2024 – 6:30 P.M.  
DICKERMAN BUILDING**

**CALL TO ORDER:**

Chairperson Meadows called the workshop to order at 6:30 pm and led the pledge and invocation.

**ROLL CALL:**

Council members present were Chairperson Carolyn Meadows, Vice-Chairperson Joni Conner, Beverly Bakker, and Mayor Ken Larsen. Carolyn Bennett and Attorney George Young zoomed in. Planning Commission members present were Judi Costanzo, and Gail Guinta.

**COUNCIL CHAIRPERSON – CAROLYN MEADOWS**

Chairperson Meadows welcomed everyone and introduced the new project manager for JBPro Rachel Mandell and returning intern Carrigan Allison. Due to the meetings in January and February being on holidays, discussion and decision was made that they be rescheduled to January 21, 2025 and February 18, 2025 at 6:30 PM. The meeting was turned over to Rachel Mandell from JBPro.

**COUNCIL AGENDAED DISCUSSION:**

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

The following was discussed :

- 1) **INTRODUCTION & PROJECT STATUS:** Ms. Mandell introduced herself and a brief description of her land and development background. Carrigan Allison will be helping with this project. Ms. Ebaugh will be the principal planner overseeing the project.
- 2) **VISION STATEMENT & GUIDING PRINCIPLES RECAP:** Due to the feedback from the September workshop, the year was removed, and the statement has been shortened. A vision statement should focus on outcomes to guide planning efforts and set the stage for developing planning policies, such as Comprehensive Plans and Land Development Regulations.

**THE NEW VISION STATEMENT IS:**

The Town of Interlachen is a charming, inviting community that values its cultural history, agricultural heritage, natural landscapes and small-town character. The town supports managed residential development and attracts complementary commercial opportunities, enhancing economic vitality and fostering a sense of place.

As a steward of its lakes, parks and open spaces, the Town of Interlachen priorities recreational opportunities that connect residents and visitors to the natural environment. The town balances growth with the conservation of its most cherished assets, creating a sustainable community for current and future generations.

The guiding principles are:

- a) Manage smart residential growth
- b) Preserve historic resources
- c) Attract suitable commercial development
- d) Protect natural resources
- e) Provide public services and infrastructure

- f) Enhance Connectivity
- g) Promote small town charm and heritage

**3) LAND DEVELOPMENT REGULATIONS:** Land development regulations are the laws and standards that guide how land is developed. They include:

- a) How the land can be used (Zoning)
- b) What kinds of building can go where (Design Standards)
- c) How land is divided (Subdivision Standards)

Local government must adopt and enforce Land Development Regulations that are consistent with their comprehensive plans. The best practices for Land Development Code (LDC) or a Zoning Ordinance are:

- a) Clear and accessible organization
- b) Use of graphics and tables
- c) Flexibility and adaptability
- d) Simplicity and clarity of language
- e) Streamlined administrative procedures
- f) Inclusion of performance-based standards
- g) Policies that are enforceable

Drafting new regulations process: The process for updating the Land Development Regulations can be summarized by:

- a) Reviewing the Comprehensive Plan and local needs
- b) Stakeholder engagement and public participation
- c) Research and peer comparisons
- d) Drafting the policy framework
- e) Legal and technical review
- f) Public review and feedback
- g) Formal adoption by the Town Council
- h) Implementation and training

**4) REVIEW OF CURRENT ZONING ORDINANCE:** Land development regulations are required by Florida Statutes Chapter 163 and are to implement the comprehensive and the land development regulations

The Town’s LDR’s were adopted in 1968 and were updated in 2012. The current sections are;

1. Repealer.
2. In General
3. Administrative & Enforcement.
4. Zoning Districts .
5. Regulations.
6. Height Exceptions, Airport, Heliport Zoning.
7. Off-Street Parking & Loading.
8. Travel Trailer Parks & Campgrounds.
- 9-28. Zoning Districts.
29. Concurrency Management.
30. Flood Hazard Management & Protection.

The Proposed reorganization of the LDR’S will be as follows:

Section 2. General – Include purpose and intent statement. It should clarify the applicability and scope of the Zoning Ordinance and provide a summary of the document’s structure (ex. “roadmap”).

Section 3. Administration & Enforcement – Covers text amendments in the Zoning Ordinance as well as rezoning land, public notice requirements, review processes and steps for approval or disapproval. It will be clearly defined and consolidated and provide approval criteria, conditions for approval and thresholds for special exceptions, variances, and non-conformities.

Section 4. Zoning Districts & Permitted Uses – Incorporate the land use categories, permitted uses, and development standards in one section. Establish a clear purpose and intent for each zoning district and define permitted uses, conditional uses and special exemptions for each district and display in a table (or tables) to ensure the information is accessible and easily understood. Regarding tiny homes, it will depend on what the definition will be of what is adopted (lot size, regulation of square foot, standard of material, accessory structure standard).

Chairperson Meadows advised she would rather have a policy in place regarding the tiny homes. Ms. Mandell suggested tiny homes could be added as a special use or conditional use under mobile homes district according to the zoning district and maps.

Section 5. General Supplemental – Includes yard modifications, mobile homes, parking of heavy vehicles, and landscaping requirements. Establishes rules for buffers between zoning districts, screening standards and requirements for walls, fences and hedges. The airport regulation could be put in this zoning section.

Section 6. Height Exceptions and Airport, Heliport, etc. - Defined height restrictions for building and exceptions, particularly related to airport and heliport uses.

Section 7. Off-Street Parking and Loading – Establishes off-street parking standards, including design, number of spaces required, location, requirements for landscaping, and stormwater management. Can be incorporated into Supplemental Regulations or a standalone chapter. It promotes efficient land use by reducing excessive parking and encourage alternative transportation modes.

Section 8. Travel Trailer Park & Campgrounds – Establishes location restrictions and access requirements, as well as internal circulation and buffering. Requires temporary occupancy and minimum space sizes. Ensure adequate sanitary facilities and waste management, road design and shared amenities with additional focus on green infrastructure.

Section 9-14. Residential Zoning Districts - Covers all residential zoning districts (lower density to higher density). Ms. Mandell recommended a formal housing study would be very helpful to preserve heritage and culture and incorporate with conservation and subdivision use.

Section 15-19. Commercial Zoning Districts – Establishes the uses permitted in progressively more “intense” commercial zoning districts. Utilizes current zoning districts to encourage small-scale, context sensitive commercial development using architectural design guidelines and landscape requirements that preserve size and scale of surrounding areas. Allow mixed-use and pedestrian friendly development in appropriate areas and limit highway oriented commercial development by incorporating activity centers.

Section 20-21. Industrial Zoning Districts – Establishes the uses and structure types permitted in both zoning districts. Provides dimensional standards, building restrictions and lot design regulations. Implement buffer zones and design standards that shield rural communities from the impacts of industrial development. This will place industrial zoning districts strategically as to allow for efficient transportation and access while minimizing disruption to residential and rural areas.

Section 23-24. Agricultural Zoning Districts – Encourages low-impact, clean industry with minimal environmental and visual impact. The town does not have any properties currently zoned for this district.

Section 25. Planned Unit Development (PUD) – Establish strong environmental and open space management. Preserve open space and natural features in rural areas by implementing cluster developments and conservation type subdivisions to reduce the overall footprint. Provide flexibility in lot sizes and setbacks. Allow for phased developments and encourage community participation.

Section 27. Mining – Implement strong environmental standards that prioritize reclamation and restoration of mined lands. Establish buffer zones and setback requirements. Implement phased mining operations.

Section 28. Public Lands Institutional (PLI) – PLI is designated for public lands and institutions, including government, civic, cultural, religious, educational and recreational uses. It applies only to land owned or reserved for public use. PLI Zoning should prioritize strategic placement of public facilities for ease of access and maintaining the town’s context. The policies should be flexible for multi-use spaces.

Section 29. Conservation (CON) – Conservation district is designated to protect natural resources, focusing on preserving natural habitats, wetlands, floodplains and creek corridors while allowing for conservation – focused land use. Zoning policies should prioritize floodplain management, focus on recreation, eco-tourism and public use. Master planning infrastructure upgrades (identify phases) for controlled growth and minimal environmental impacts. The Comprehensive Plan designates the restrictions for clearing properties and will need to review.

Town Clerk Payne advised that the Conservation Lakes district was added into the Comprehensive Plan due to a property on Grassy Lake was not “technically considered” conservation since it was dried up but was still designated as conservation. The Northeast Florida Regional Council created Conservation Lakes District for this issue in the town Comprehensive Plan.

**5) PROPOSED MODIFICATIONS:**

**A. IDENTIFIED IMPROVEMENTS -**

1. Improve readability and accessibility.
2. Improve consistency throughout language and format
3. Cultivate desired development through policy
4. Reflect changes in Florida Statutes and case law
5. Improve development review process
6. Incorporate best practices from similar communities
7. Enhance enforcement procedures.

**B. DRAFT UPDATED TABLE OF CONTENTS-**

1. Improve readability and accessibility
2. Administration and Enforcement
3. Zoning Districts & Dimensional Standards
4. General Supplemental Regulations
5. Development Review Procedures
6. Concurrency Management
7. Flood Hazard Management and Floodplain Protection

**6) ANTICIPATED WORK PLAN:**

**November: Residential Zoning Districts / Table of Contents**

Draft a Table of Contents  
Residential Uses  
Land Development Standards

**7) NEXT STEP.**

Ms. Mandell is going to create a checklist for data needed for informed policy and database for the Town Council and Planning Commission for review. She is going to provide a more detailed table of contents for the next meeting.

**ADOURNMENT:**

The workshop adjourned at 7:56 pm.