



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR COUNCIL MEETING AGENDA

Tuesday, May 05, 2026, at 7:30 PM

Town Hall - 307 E Kennedy Blvd

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

- I. CALL TO ORDER AND VERIFICATION OF QUORUM
- II. INVOCATION AND PLEDGE OF ALLEGIANCE
- III. APPROVAL OF THE AGENDA
- IV. PRESENTATIONS AND RECOGNITION
 - A. PRESENTATION – Winter Park Health Foundation Investments (**Administration**)
- V. CITIZEN PARTICIPATION (Three minutes strictly enforced)
- VI. PUBLIC HEARINGS
 - B. Approval of Ordinance 2026-3 Dissolving the Board of Adjustment Board and Transferring Powers to the Planning Board. (**Planning**)
 - C. Approval of Ordinance 2026-2 Certified Recovery Residences Ordinance. (**Planning**)
- VII. CONSENT AGENDA
 1. Approval of Town Council Meeting Minutes (**Clerk Office**)
 2. Approval of Resolution 2026-24 Reappointment to the Police Retirement Trust Board (**Clerk Office**)
 3. Approval of Resolution 2026-28 Approving The Chief Administrative Officer As An Authorized Reviewing Agent For All Bank Accounts For The Town Of Eatonville. (**Finance**)
 4. Approval of Selection of Contractor for the Vereen Lift Station (**Public Works**)
- VIII. COUNCIL DECISIONS
 5. Approval of Resolution 2026-25 Appointment of three (3) individuals to the Board of Adjustment as a regular board member (**Clerk Office**)
- IX. REPORTS
 - CHIEF ADMINISTRATIVE OFFICER'S REPORT
 - TOWN ATTORNEY'S REPORT
 - TOWN COUNCIL REPORT/DISCUSSION ITEMS
 - MAYOR'S REPORT
- X. ADJOURNMENT

The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26



HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
MAY 5, 2026, AT 7:30 PM
Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: PRESENTATION – Winter Park Health Foundation Investments
Launching soon in Eatonville (Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS	YES	Department: ADMINISTRATIVE
PUBLIC HEARING 1ST / 2ND READING		Exhibits: • N/A
CONSENT AGENDA		
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Request a presentation on the Winter Park Health Foundation Investments Launching soon in Eatonville.

SUMMARY: The Winter Park Health Foundation currently has three investments underway or launching soon in Eatonville and will be sharing a brief update to the town council and the public. The presentation would be informational only, with no action required.

They will be inviting their grantees for a brief photo moment and planning to bring members of their board to highlight the impact and the importance of strengthening relationships with the Town.

The current projects include:

- A partnership with the Boys and Girls Club and Grace Counseling (\$125K) to provide weekly group counseling and individual therapy scholarships (Starting April 6th)
- A partnership with Grace Medical, Macedonia Missionary Baptist Church, and Hebni Nutrition (\$125K) to deliver quarterly mobile medical visits and nutrition education (Started 1st Quarter 2026)
- Support for a school-based health office with a nurse practitioner at Hungerford Elementary (\$80K+) (Starting in August for new school year).

RECOMMENDATION: Recommend a presentation on the Winter Park Health Foundation Investments Launching soon in Eatonville.

FISCAL & EFFICIENCY DATA:N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
MAY 5, 2026, AT 7:30 PM
Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Ordinance 2026-3 Dissolving the Board of Adjustment Board and Transferring Powers to the Planning Board. (Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK OFFICE)
PUBLIC HEARING 1ST / 2ND READING	YES	Exhibits: <ul style="list-style-type: none">Ordinance 2026-3 Dissolving the Board of Adjustment
CONSENT AGENDA		
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Request approval of the **first reading** of Ordinance 2026-3 Dissolving the Board of Adjustment Board and Transferring Powers to the Planning Board.

SUMMARY: The Town does not currently have an active Board of Adjustment board due to inefficient board members. Under the current Land Development Code, the Board of Adjustment’s powers and duties include hearing and deciding various appeals and variances. This Ordinance is being presented to consider dissolving the Board of Adjustment Board and transferring these powers to the Planning Board. This will ensure that any appeals and variances can be heard and decided in a timely manner.

This Ordinance was presented to the Planning and Zoning board on Thursday, March 12th. The board voted 3/1 in favor of this ordinance.

RECOMMENDATION: Recommend approval of the **first reading** of Ordinance 2026-3 Dissolving the Board of Adjustment Board and Transferring Powers to the Planning Board.

FISCAL & EFFICIENCY DATA:N/A

ORDINANCE NO. 2026-3

AN ORDINANCE OF THE TOWN OF EATONVILLE, FLORIDA, DISSOLVING THE BOARD OF ADJUSTMENT ESTABLISHED BY CHAPTER 44, ARTICLE III, DIVISION 3 OF THE LAND DEVELOPMENT CODE AND TRANSFERRING POWERS OF THE BOARD OF ADJUSTMENT TO THE PLANNING BOARD BY AMENDING CHAPTER 44, ARTICLE III, DIVISION 2; REMOVING REFERENCES TO BOARD OF ADJUSTMENT IN THE LAND DEVELOPMENT CODE AND REPLACING WITH PLANNING BOARD; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council finds that the dissolution of the Board of Adjustment and transfer of its power to the Planning Board will enhance and improve the Town’s decision making process by providing for more efficient processing of requests and reducing the duplication of efforts regarding decisions; and

WHEREAS, transferring powers will create consistency in planning and zoning by implementing a more uniform and consistent application of policies and procedures; and

WHEREAS, the Town Council recognizes dissolving the Board of Adjustment will ensure resources are more efficiently managed, including but not limited to reducing expenses; and

WHEREAS, the Planning Board considered this Ordinance on March 12, 2026, and recommended that the Town Council adopt this Ordinance; and

WHEREAS, the Town Council finds that the adoption of this Ordinance is necessary for the preservation of the public peace, health, safety, and welfare of the citizens of Eatonville, Florida.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA, AS FOLLOWS:

[Words in ~~strike through~~ type are deletions; words in underline type are additions; asterisks (* * * *) indicate an omission from the existing text which is intended to remain unchanged.]

SECTION 1. Recitals. The recitals set forth above are hereby adopted as the legislative findings of the Town Council of the Town of Eatonville, Florida.

SECTION 2. Repeal. Chapter 44, “Board of Adjustment,” of the Town Code is hereby repealed as follows:

ARTICLE III. – BOARDS, COMMITTEES, COMMISSIONS

* * * *

~~DIVISION 3 — BOARD OF ADJUSTMENT~~

~~Sec. 44-108 — Established.~~

~~Pursuant to the provisions of the applicable state statutes, as amended, a board of adjustment, hereinafter referred to as the board of adjustment, is hereby established in the town.~~

~~Sec. 44-109 — Appointment.~~

~~The board of adjustment shall consist of five residents who shall be appointed by the town council. In addition to the regular members of the board of adjustment, the town council shall be authorized to appoint two alternate members. Said alternate members may be called upon to sit upon said board of adjustment in the temporary absence or disability of any regular member, or may act when a member is otherwise disqualified in a particular case, and during such participation, shall have the rights and responsibilities of a regular member. No member or alternate member of the board of adjustment shall be a paid or elected official or employee of the town.~~

~~Sec. 44-110 — Term of Office; removal for cause; vacancies.~~

- ~~(a) The term of office shall be for three years and shall be staggered so that not more than two terms expire within any one year by applying the procedure for appointing planning board members referenced in division 2 of this article. Alternate members shall be appointed for a term of three years.~~
- ~~(b) Members of the board of adjustment shall be removable for cause after filing of written charges, a public hearing, and a majority vote of the town council.~~
- ~~(c) Appointments to fill vacancies shall be for the unexpired term or term of the member whose term becomes vacant. Such appointments to fill vacancies shall be made in the same manner as the original appointment and shall be made within 30 days after the vacancy occurs.~~

~~Sec. 44-111 — Procedures.~~

- ~~(a) The board of adjustment shall establish rules and regulations for its own operation consistent with the provisions of applicable state statute and this chapter.~~
- ~~(b) The board of adjustment shall elect a chairperson and vice chairperson. The chairperson shall be the presiding member of the board of adjustment and the vice-chairperson shall be the presiding member in the chairperson's absence or disqualification. The board of adjustment shall appoint a secretary who may be a member of the board of adjustment or an employee of the town. The terms of all officers~~

~~elected and appointed shall be for one year with eligibility for reelection or reappointment.~~

- ~~(c) The board of adjustment shall meet at regular intervals, at the call of the chairperson, at the written request of three or more regular members or within 30 days after receipt of a matter to be acted upon by the board of adjustment. Three members of the board of adjustment shall constitute a quorum.~~
- ~~(d) The chairperson, or in his absence the acting chairperson, may administer oaths and compel the attendance of witnesses.~~
- ~~(e) All meetings of the board of adjustment shall be public. A record of all its resolutions, transactions, findings and determinations shall be made, which shall be a public record on file with the office of the town clerk.~~

Sec. 44-112—Decisions.

~~The concurring vote of a majority of the members of the board of adjustment shall be necessary to reverse any order, requirement, decision, or determination of the planning director or to decide in favor of the appellant in respect to any matter upon which it is required to pass under the terms of this chapter or to effect any variations of this chapter.~~

Sec. 44-113—Powers and Duties.

~~The board of adjustment shall have the following powers and duties:~~

- ~~(1) To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the planning director in the enforcement of this chapter.~~
- ~~(2) To authorize upon appeal in specific cases such variance from the terms of this chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship.~~

Sec. 44-114—Appeals.

~~Appeals to the board of adjustment may be taken by any person aggrieved by any officer, board or commission of the town affected by any decision of the administrative official under any provision of this chapter.~~

- ~~(1) *Staying of work on premises.* An appeal to the board of adjustment stays all work on the premises and all proceedings in furtherance of the action appealed, unless the official from whom the appeal was taken shall certify to the board of adjustment, by reason of acts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings or work shall not be stayed except by a restraining~~

~~order which may be granted by the board of adjustment to a court of record on application, on notice of the officer from whom the appeal is taken and on due cause shown.~~

~~(2) Procedure~~

~~a. Any person appealing any decision of an administrative official shall make such appeal within 30 days after rendition of the order. Requirement, decision or determination appealed from in writing to the board of adjustment and file the same, and ten copies thereof, with supporting facts and data with the planning director. This does not, however, restrict the filing of a request for a variance by any person at any time as provided for elsewhere in this article.~~

~~b. Upon receipt of the appeal, the planning director shall forthwith examine such appeal or request application and endorse his recommendation thereon together with all documents, plans, papers or other materials constituting the record upon which the action appealed was taken and transmit same to the board of adjustment. Concurrently, the planning director shall transmit a copy of said appeal together with all documents, plans, papers, or other materials constituting the record to the town attorney for his review and opinion. The town attorney shall present his opinion to the board of adjustment with respect to two items as follows:~~

- ~~1. As to whether the appeal is, in fact, an appeal and within the province of the board of adjustment.~~
- ~~2. The merits of the appeal proper if requested by the board of adjustment.~~

~~(3) Hearing of appeal. Before rendering a decision upon an appeal, the board of adjustment shall hold a public hearing. The board of adjustment shall fix a reasonable time of day for the hearing, give public notice thereof, as well as due notice to the parties involved. Upon the hearing, any party may appear in person or by agent or by attorney.~~

~~Sec. 44-115. Variances.~~

~~(a) The board of adjustment shall authorize upon appeal such variance from the terms of this article as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this article would result in unnecessary and undue hardship. In order to authorize any variance from the terms of this article, the board of adjustment must and shall find:~~

- ~~(1) That the variance is in fact, a variance as set forth within this article and within the province of the board of adjustment upon the opinion of the town attorney.~~
 - ~~(2) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district.~~
 - ~~(3) That the special conditions and circumstances do not result from the actions of the applicant.~~
 - ~~(4) That granting the variance requested will not confer on the applicant any special privilege that is denied by this article to other lands, buildings, or structures in the same zoning district.~~
 - ~~(5) That literal interpretation of the provisions of this article would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this article and would work unnecessary and undue hardship on the applicant.~~
 - ~~(6) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.~~
 - ~~(7) That the granting of the variance will be in harmony with the general intent and purpose of this article, and that such variance will not be detrimental to the public welfare.~~
- ~~(b) In granting any variance, the board of adjustment may prescribe appropriate conditions and safeguards in conformity with this article. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this article. The board of adjustment may prescribe a reasonable time limit within which the action for which the variance is required shall be begun or completed or both. Under no circumstances shall the board of adjustment grant a variance to permit a use not generally or by special exception permitted in the zoning district involved or any use expressly or by implication prohibited by the terms of this article on the zoning district. No nonconforming use of neighboring lands, structures or buildings in the same zoning districts shall be considered grounds for the authorization of a variance.~~

~~Sec. 44-116. Judicial remedy by circuit court.~~

~~Any person jointly or severally aggrieved by any decision of the board of adjustment or any officer, department, board of commission of the town may apply to the circuit court in the judicial circuit where the board of adjustment is located for judicial relief within 30 days after rendition of the decision by the board of adjustment. The proceedings in the circuit court shall consist either by trial de novo, which shall be governed by the state rules of civil procedure, and~~

~~by petition for writ or certiorari which shall be governed by the state appellate rules. The election of remedies shall lie with the appellant.~~

SECTION 3. Amendment. Chapter 44, “Planning Board”, of the Town Code is hereby amended as follows:

ARTICLE III. – BOARDS, COMMITTEES, COMMISSIONS

* * * *

DIVISION 2 – PLANNING BOARD

Sec. 44-81. – Duties.

* * * *

(7) To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the planning director in the enforcement of this chapter.

(8) To authorize upon appeal in specific cases such variance from the terms of this chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship.

~~(7)~~ (9) To perform such other duties as may from time to time be assigned to the planning board by the town council. Those duties and responsibilities shall be performed in the same manner and with the same procedures except where changed herein or in future acts of the town council.

Sec. 44-83. - Appeals.

Appeals to the planning board may be taken by any person aggrieved by any officer, board or commission of the town affected by any decision of the administrative official under any provision of this chapter.

(1) Staying of work on premises. An appeal to the planning board stays all work on the premises and all proceedings in furtherance of the action appealed, unless the official from whom the appeal was taken shall certify to the planning board, by reason of acts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings or work shall not be stayed except by a restraining order which may be granted by the planning board to a court of record on application, on notice of the officer from whom the appeal is taken and on due cause shown.

(2) Procedure

a. Any person appealing any decision of an administrative official shall make such appeal within 30 days after rendition of the order. Requirement, decision or

determination appealed from in writing to the planning board and file the same, and ten copies thereof, with supporting facts and data with the planning director. This does not, however, restrict the filing of a request for a variance by any person at any time as provided for elsewhere in this article.

b. Upon receipt of the appeal, the planning director shall forthwith examine such appeal or request application and endorse his recommendation thereon together with all documents, plans, papers or other materials constituting the record upon which the action appealed was taken and transmit same to the planning board. Concurrently, the planning director shall transmit a copy of said appeal together with all documents, plans, papers, or other materials constituting the record to the town attorney for his review and opinion. The town attorney shall present his opinion to the planning board with respect to two items as follows:

1. As to whether the appeal is, in fact, an appeal and within the province of the planning board.

2. The merits of the appeal proper if requested by the planning board.

(3) Hearing of appeal. Before rendering a decision upon an appeal, the planning board shall hold a public hearing. The planning board shall fix a reasonable time of day for the hearing, give public notice thereof, as well as due notice to the parties involved. Upon the hearing, any party may appear in person or by agent or by attorney.

Sec. 44-84. – Variances.

(a) The planning board shall authorize upon appeal such variance from the terms of this article as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this article would result in unnecessary and undue hardship. In order to authorize any variance from the terms of this article, the planning board must and shall find:

(1) That the variance is in fact, a variance as set forth within this article and within the province of the planning board upon the opinion of the town attorney.

(2) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district.

(3) That the special conditions and circumstances do not result from the actions of the applicant.

- (4) That granting the variance requested will not confer on the applicant any special privilege that is denied by this article to other lands, buildings, or structures in the same zoning district.
- (5) That literal interpretation of the provisions of this article would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this article and would work unnecessary and undue hardship on the applicant.
- (6) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.
- (7) That the granting of the variance will be in harmony with the general intent and purpose of this article, and that such variance will not be detrimental to the public welfare.
- (b) In granting any variance, the planning board may prescribe appropriate conditions and safeguards in conformity with this article. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this article. The planning board may prescribe a reasonable time limit within which the action for which the variance is required shall be begun or completed or both. Under no circumstances shall the planning board grant a variance to permit a use not generally or by special exception permitted in the zoning district involved or any use expressly or by implication prohibited by the terms of this article on the zoning district. No nonconforming use of neighboring lands, structures or buildings in the same zoning districts shall be considered grounds for the authorization of a variance.

Sec. 44-85. – Judicial remedy by circuit court.

Any person jointly or severally aggrieved by any decision of the planning board or any officer, department, board of commission of the town may apply to the circuit court in the judicial circuit where the planning board is located for judicial relief within 30 days after rendition of the decision by the planning board. The proceedings in the circuit court shall consist either by trial de novo, which shall be governed by the state rules of civil procedure, and by petition for writ or certiorari which shall be governed by the state appellate rules. The election of remedies shall lie with the appellant.

SECTION 4. Other References in Land Development Code to Board of Adjustment.
Other references in the Land Development Code to the Board of Adjustment shall be amended as follows:

Sec. 42-4. – Definitions.

* * * *

~~*Board of adjustment* means a body of the town created in section 44-108, authorized to hear and decide administrative appeals, and requests for variances from the strict application of this Land Development Code as herein provided for within this chapter.~~

* * * *

Variance means a relaxation granted by the ~~board of adjustment~~ planning board as provided for herein of the area or dimensional requirements or other provisions of this Land Development Code, but not including use regulations where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this Land Development Code would result in unnecessary and undue hardship.

* * * *

Sec. 44-149. – Voting.

(a) This is not a decision making body. It is an advisory group to the planning board, ~~board of adjustment~~ and town council. Each member will make written recommendations based solely on their area of expertise with this Land Development Code, town ordinances and resolutions, operating departmental policies, federal, state, county, and water management district rules and regulations and other written rules and regulations that may be applicable to a project. Action will be recommended based on consensus that all applicable town regulations are satisfied by the application for development approval.

* * * *

Sec. 44-177. – ~~Board of Adjustment~~ Planning Board to authorize; procedure.

(a) The ~~board of adjustment~~ planning board shall authorize upon appeal such variance from the terms of this chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter would result in unnecessary and undue hardship. In order to authorize any variance from the terms of this chapter the ~~board of adjustment~~ planning board must and shall find:

- (1) That the variance is, in fact, a variance as set forth within this chapter and within the province of the ~~board of adjustment~~ planning board upon the opinion of the town attorney.
- (2) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district.
- (3) That the special conditions and circumstances do not result from the actions of the applicant.
- (4) That granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings, or structures in the same zoning district.

- (5) That literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this chapter and would work unnecessary and undue hardship on the applicant.
- (6) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.
- (7) That the grant of the variance will be in harmony with the general intent and purpose of this chapter, and that such variance will not be detrimental to the public welfare.

(b) In granting any variance, the ~~board of adjustment~~ planning board may prescribe appropriate conditions and safeguards in conformity with this chapter. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this chapter. The ~~board of adjustment~~ planning board may prescribe a reasonable time limit within which the action for which the variance is required shall be begun or completed or both. Under no circumstances shall the ~~board of adjustment~~ planning board grant a variance to permit a use not generally or by special exception permitted in the zoning district involved or any use expressly or by implication prohibited by the terms of this chapter on this zoning district. No nonconforming use of neighboring lands, structures, or buildings in the same zoning district and no permitted use of lands, structures or buildings in the same zoning districts shall be considered grounds for the authorization of a variance.

Sec. 44-178. – Judicial remedy by circuit court.

Any person jointly or severally, aggrieved by any decision of the ~~board of adjustment~~ planning board or any officer, department, board or commission of the town may apply to the circuit court in the judicial circuit where the ~~board of adjustment~~ planning board is located for judicial relief within 30 days after rendition of the decision by the ~~board of adjustment~~ planning board. The proceedings in the circuit court shall consist either by trial de novo, which shall be governed by the state rules of civil procedure, and by petition for writ or certiorari, which shall be governed by the state appellate rules. The election of remedies shall lie with the appellant.

* * * *

Sec. 44-252. – General sequence of steps.

All persons desiring to undertake any new construction, structural alteration, or changes in the use of a building or lot shall apply with the planning director for a building permit and certificate of occupancy or statement of zoning compliance by filling out the appropriate form and by submitting the required fee. The planning director will then either issue or refuse the building permit or refer the application form to the ~~planning board or board of adjustment~~ planning board. After the building permit has been received by the applicant, he may proceed to undertake the action permitted in the building permit. If the planning director finds that the action of the applicant has been taken in accordance with the building permit, he will then issue a certificate of occupancy or a statement of zoning compliance allowing the premises to be occupied and/or utilized.

* * * *

Sec. 44-283. – Required.

No building or structure shall be erected and no existing building shall be removed, altered, added to, or enlarged until a permit has been issued by the planning director. Except, upon a written order of the ~~board of adjustment~~ planning board, no building permit, certificate of occupancy or statement of zoning compliance shall be issued for any structure where the construction, addition, alteration or use would be in violation of any of the provisions of this Land Development Code.

Sec. 44-284. – Classes of permits.

Under the provisions of this chapter, the following classes of building permits exist and may be issued:

- (1) *Permitted use.* A building permit for a permitted use may be issued by the planning director on his own authority as provided by this chapter.
- (2) *Permitted uses with site plan review.* A building permit for a permitted use or approved special exception use requiring site plan review may be issued by the planning director upon the order of the planning board after their review in accordance with the provisions of this chapter. Said site plan, upon approval, shall become a part of the construction plans submitted for issuance of a building permit.
- (3) *Special exception uses.* A building permit for a special exception use may be issued by the planning director upon the order of the town council after the applicable procedures and provisions of this chapter are complied with.
- (4) *Building permit after an appeal or a request for a variance.* A building permit may be issued by the planning director upon the order of the ~~board of adjustment~~ planning board after the applicable procedures and provisions of this chapter have been complied with.

* * * *

Sec. 46-41. – General.

The ~~board of adjustment~~ planning board shall hear and decide on requests for appeals and requests for variances from the strict application of this chapter. Pursuant to F.S. § 553.73(5), the ~~board of adjustment~~ planning board shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the Florida Building Code.

Sec. 46-42. – Appeals.

The ~~board of adjustment~~ planning board shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the administration and enforcement of this chapter. Any person aggrieved by the decision may appeal such decision to the circuit court, as provided by Florida Statutes.

Sec. 46-43. – Limitations on authority to grant variances.

The ~~board of adjustment~~ planning board shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in section 46-47 of this chapter, the conditions of issuance set forth in section 46-48 of this chapter, and the comments and recommendations of the floodplain administrator and the building official. The ~~board of adjustment~~ planning board has the right to attach such conditions as it deems necessary to further the purposes and objectives of this chapter.

* * * *

Sec. 46-47. – Considerations for issuance of variances.

In reviewing requests for variances, the ~~board of adjustment~~ planning board shall consider all technical evaluations, all relevant factors, all other applicable provisions of the Florida Building Code, this chapter, and the following:

- (1) The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
- (2) The danger to life and property due to flooding or erosion damage;
- (3) The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
- (4) The importance of the services provided by the proposed development to the community;
- (5) The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
- (6) The compatibility of the proposed development with existing and anticipated development;
- (7) The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
- (8) The safety of access to the property in times of flooding for ordinary and emergency vehicles;
- (9) The expected heights, velocity, duration, rate of rise and debris and transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
- (10) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.

Sec. 46-48. – Conditions for issuance of variances.

Variances shall be issued only upon:

- (1) Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the

- site limit compliance with any provision of this chapter or the required elevation standards;
- (2) Determination by the ~~board of adjustment~~ planning board that:
- a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;

* * * *

Sec. 50-44. – Right of appeal; hearings.

(a) Any person affected by any notice which has been issued in connection with the enforcement of any provision of this Land Development Code or of any rule or regulation adopted pursuant thereto may request and shall be granted a hearing on the matter before the ~~board of adjustment~~ planning board. Such appeal must be filed in writing with the building official within 30 days from the date of service and must contain at least the following information:

- (1) Identification of the building or structure concerned by street address or legal description;
- (2) A statement identifying the legal interest of each appellant;
- (3) A statement identifying the specific order or section being appealed;
- (4) A statement detailing the issues on which the appellant desires to be heard; and
- (5) The legal signature of all appellants and their official mailing addresses.

(b) Upon receipt of an appeal, the ~~board of adjustment~~ planning board shall as soon as practicable fix a date, time and location for the hearing. The hearing date shall not be more than 30 days from the date the appeal was filed with the building official. Written notice of the time and location of the hearing shall be delivered personally or mailed to each appellant at the address on the appeal by certified mail, postage, prepaid and receipt requested. Failure of any person to appear at the hearing set in accordance with the provisions of this chapter shall constitute a waiver of his right to an administrative hearing on the notice. Except for a vacation order issued in accordance with section 303, Standard Housing Code, enforcement of any notice issued by the building official under the provisions of this Land Development Code shall be held in abeyance during the course of an appeal. A code enforcement hearing officer hearing, however, may be scheduled and noticed during this time period.

* * * *

Sec. 60-19. – Power of ~~board of adjustment~~ planning board.

The ~~board of adjustment~~ planning board may authorize upon appeal in specific cases any variance from the terms of this chapter that will not be contrary to the public interest where, owing to specific conditions, a literal enforcement of the provisions of this chapter would result in

unnecessary hardship. A variance from the terms of this chapter shall not be granted by the ~~board of adjustment~~ planning board unless and until the following requirements are met:

- (1) A written application for a variance is submitted demonstrating the following:
 - a. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district.
 - b. Literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter.
 - c. The special conditions and circumstances do not result from the actions of the applicant.
 - d. Granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures or buildings in the same district. No nonconforming use of neighboring land, structures or buildings in other districts shall be considered grounds for the issuance of a variance.
- (2) Notice of public hearing shall be given to the public by publishing a notice thereof in a newspaper of general circulation in the town at least 15 but not more than 30 days prior to the hearing.
- (3) The public hearing shall be held. Any party may appear in person, or by agent or attorney at the hearing.
- (4) The ~~board of adjustment~~ planning board shall make factual findings that the requirements of this chapter have been met by the applicant for a variance.
- (5) The ~~board of adjustment~~ planning board shall further make a finding that the reasons set forth in the application justify the granting of the variance and that the variance and that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure.

* * * *

Sec. 60-85. – Nonconforming fences.

Any fence which existed and is maintained at the same time this chapter becomes effective may be continued, although such fence does not conform to all the provisions contained herein. However, all such nonconforming fences shall be completely removed from the premises or brought into conformance no later than January 1, 1997 ~~except by review by the board of adjustment~~. No nonconforming fence shall be altered, repaired, or extended unless brought into conformance with the requirements of this chapter. No fence shall be considered to be a conforming fence if it was erected without the approval of the planning department and without a building permit having been obtained, or if the fence was constructed contrary to the provision of a building permit. Any such fence shall be considered unlawful and shall be a subject to removal.

* * * *

Sec. 60-465. – Review of communication towers.

(a) *Site plan review.* All communication towers shall comply with the site plan review requirements of this Land Development Code. Any request to deviate from any of the requirements of this section shall require a variance approval from the ~~board of adjustment~~ planning board. In addition to the submittal requirements contained therein, the following information shall be required:

* * * *

Sec. 60-617. – Administrative actions, town council decisions.

Appeals of administrative actions shall be directed to the ~~board of adjustment~~ planning board pursuant to chapter 44, pertaining to administration. Decisions of the town council shall be appealed to the circuit court. Review of a development order or permit application for property containing or abutting wetlands shall not commence until conclusion of the appeal process.

* * * *

SECTION 5. Codification. It is the intent of the Town Council that the provisions of this Ordinance shall be codified. The codifier is granted broad and liberal authority in codifying the provisions of this Ordinance.

SECTION 6. Conflicts. All Town ordinances or parts thereof in conflict with this Ordinance are, to the extent of such conflict, repealed.

SECTION 7. Severability. If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unenforceable, unlawful, or unconstitutional by a court of competent jurisdiction, then all remaining provisions of this Ordinance shall remain in full force and effect.

SECTION 8. Effective Date. This Ordinance shall become effective upon its adoption.

Upon motion duly made and carried, the foregoing Ordinance was approved upon its first reading on _____, 2026.

Upon motion duly made and carried, the foregoing Ordinance was approved upon its second reading on _____, 2026.

TOWN OF EATONVILLE

Attest:

Ruthi Critton, Mayor

Veronica King, Town Clerk

Approved as to form:

Trinetta Fisher, Interim Town Attorney



HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
MAY 5, 2026, AT 7:30 PM
Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Ordinance 2026-2 Certified Recovery Residences Ordinance.
 (Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK OFFICE)
PUBLIC HEARING 1ST / 2ND READING	YES	Exhibits: <ul style="list-style-type: none"> • Ordinance 2026-2 Certified Recovery Residences Ordinance
CONSENT AGENDA		
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Request approval of the **first reading** of Ordinance 2026-2 Certified Recovery Residences Ordinance.

SUMMARY: In accordance with Section 397.487, Florida Statutes, the planning department has reviewed the Land Development Code to establish a process for the review of reasonable accommodation requests for certified recovery residences and has determined that there is a requirement to amend the City’s Land Development Code in order to comply with Section 397.487, Florida Statutes.

This Ordinance was presented to the Planning and Zoning board on Thursday, March 12th. The board voted 4/0 in favor of this ordinance.

RECOMMENDATION: Recommend approval of the **first reading** of Ordinance 2026-2 Certified Recovery Residences Ordinance.

FISCAL & EFFICIENCY DATA:N/A

ORDINANCE NO. 2025-2__

AN ORDINANCE OF THE TOWN OF EATONVILLE, FLORIDA, RELATING TO THE LAND DEVELOPMENT CODE; AMENDING CHAPTER 60 TO ADD ARTICLE XX, ESTABLISHING A PROCESS FOR THE REVIEW OF REASONABLE ACCOMMODATION REQUESTS FOR CERTIFIED RECOVERY RESIDENCES PURSUANT TO FLORIDA STATUTES SECTION 397.487; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 397.487(15)(a), Florida Statutes, mandates that by no later than January 1, 2026, each municipality and county in the State of Florida must adopt an ordinance establishing procedures for the review and approval of certified recovery residences; and

WHEREAS, Section 397.487(15)(a), Florida Statutes, further mandates the inclusion within such ordinance of a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence; and

WHEREAS, Section 397.487(15)(b), Florida Statutes, provides that the regulation of the establishment of certified recovery residences must be consistent with the Fair Housing Amendments Act of 1988 (42 U.S.C. §§ 3601 et seq.) and Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131 et seq.); and

WHEREAS, the Town of Eatonville Planning and Zoning Board held a public hearing, with all required public notice, on [redacted] to provide recommendations to the Town Council on this Ordinance to amend the Land Development Code and recommend that the Town Council adopt the Ordinance; and

WHEREAS, adoption of this Ordinance ensures that the Town of Eatonville complies with Section 397.487(15), Florida Statutes, and that the best interest of the public health, safety, and welfare is served.

NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA:

(Note: additions indicated by underline; deletions indicated by ~~strikethrough~~; and text that shall remain unaltered that is not reproduced here is indicated by ellipses (***)

SECTION 1. The recitals set forth above are hereby adopted as the legislative findings of the Town Council of the Town of Eatonville, Florida.

SECTION 2. Chapter 60, Article XX, *Requests for Accommodations by Certified Recovery Residences*, of the Town of Eatonville Land Development Code, is hereby created to read as follows:

Sec. 60-862. - REQUESTS FOR ACCOMMODATIONS BY CERTIFIED RECOVERY RESIDENCES.

- (1) *Purpose and applicability.* The purpose of this section is to establish procedures for review and approval of reasonable accommodation requests to the Town’s land use and zoning ordinances, rules, regulations, policies, and procedures that may prohibit establishment of certified recovery residences pursuant to section 397.487, Florida Statutes. Facilitating reasonable accommodation requests ensures that individuals with a disability and/or handicap have equal opportunity to use and enjoy dwellings, buildings or structures, or to provide accessibility in another manner, as provided by the Federal Fair Housing Amendments Act (42 U.S.C. §§ 3601 et seq. (“FHA”) and Title II of the Americans with Disabilities Amendments Act (42 U.S.C. §§ 12131 et seq. (“ADA”). For purposes of this section, a “disabled” person is an individual who qualifies as disabled and/or handicapped under the FHA and/or ADA. Any person who is disabled (or qualifying entities) may request a reasonable accommodation with respect to the Town’s Land Development Code, Code of Ordinances, rules, regulations, policies, or procedures as provided by the FHA and the ADA pursuant to the procedures set out in this section.

- (2) *Applicant.* Any person who is disabled or a provider of services to disabled individuals qualifying for a reasonable accommodation, collectively referred to as “Applicant” in this subsection, may request a reasonable accommodation to the Town’s land use and zoning ordinances, rules, regulations, policies, and procedures that prohibit establishment of certified recovery residences. It is the responsibility of the Applicant to establish that they, or those who are being provided recovery services, are protected individuals under the FHA and/or ADA by demonstrating that the proposed accommodation is reasonable and necessary to afford the Applicant, or those who are being provided services, an equal opportunity to use and enjoy a residential dwelling.

- (3) *Application Procedure.* A request for reasonable accommodation shall be made to the Planning Director of the Planning and Zoning Department. An application for reasonable accommodation must, at a minimum, provide the following:
 - a. Name and contact information of the Applicant or the Applicant’s authorized representative;
 - b. Property address and parcel identification number of where the reasonable accommodation is being requested. If the Applicant is not the owner of the property, then the contact information for the owner and an owner’s authorization form is also required;

- c. A description of the accommodation and the specific regulation(s) and/or procedures from which the accommodation is sought;
- d. Reasons the accommodation may be necessary for the Applicant or those who are being provided services;
- e. A description of the qualifying disability or handicap;
- f. A certification signed by the Applicant stating: I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IN THIS REQUEST IS TRUE AND CORRECT. I UNDERSTAND THAT IF I KNOWINGLY PROVIDE FALSE INFORMATION WITH THIS REQUEST, MY REQUEST SHALL BECOME NULL AND VOID;
- g. A verification of disability status form executed by someone with personal knowledge of the Applicant's, or those who are being provided services', disability, such as a medical or social services professional;
- h. Any additional information or documentation the Applicant feels is necessary to supplement the request for reasonable accommodation.
- i. Signature of the Applicant and date.

The Planning Director of the Planning and Zoning Department will date-stamp the application upon receipt and notify the Applicant, in writing, within 30 days if additional information is required. The Applicant must provide the additional information within 30 days. Failure of the Applicant to provide a response within 30 days will result in the application being denied, unless the Applicant requests an extension of time in writing.

- (4) Review. Within 60 days of receiving a completed application, the Planning Director of the Planning and Zoning Department, or designee, shall review the request for reasonable accommodation and make a determination consistent with the FHA and/or ADA, after considering all of the following:
 - a. Whether the Applicant has established that they are protected under the FHA and/or ADA by demonstrating that they or those being provided recovery services, are handicapped or disabled, as defined in the FHA and/or ADA. To do this, the following must be shown:
 - 1. A physical or mental impairment which substantially limits one (1) or more major life activities;
 - 2. That they are regarded as having such impairment; and
 - 3. A record of having such impairment.
 - b. Whether the requested accommodation is reasonable and necessary to afford the Applicant an equal opportunity to use and enjoy the dwelling, building or structure, or provides accessibility in another manner.
 - c. Whether the requested accommodation would impose an undue financial or administrative burden on the Town.
 - d. Whether the requested accommodation would require a fundamental alteration in the nature of the land use and zoning regulations of the Town.

If the Planning Director of the Planning and Zoning Department, or designee, finds that the requested accommodation will impose an undue financial or administrative burden on the Town or will require a fundamental alteration in the nature of the Town's land use and zoning regulation, they may consider whether an alternative reasonable accommodation exists which would effectively meet the disability-related need. An alternative reasonable accommodation may be the requested accommodation with conditions. In conducting the review, the Planning Director of the Planning and Zoning Department, or designee, may make a site visit to the property where the reasonable accommodation is being requested.

- (5) Determination. Once review of the request is complete, the Planning Director of the Planning and Zoning Department, or designee, will make a determination in writing to:
 - a. Approve the reasonable accommodation request in whole or in part, with or without conditions; or
 - b. Deny the reasonable accommodation request, in accordance with state and federal law, and state the objective evidence-based reasons for denial and identify any deficiencies or actions necessary for reconsideration.

The written determination by the Planning Director of the Planning and Zoning Department, or designee, shall also include the Applicant's right and method to appeal the determination. If the written determination is not issued within 60 days after receipt of the completed application, the reasonable accommodation request is deemed approved unless the parties agree in writing to a reasonable extension of time.

- (6) Appeals. Applicant shall have 30 days from the date of the Planning Director of the Planning and Zoning Department, or designee's, written determination to appeal the determination or any conditions included therein, to the City Council. Appeals must be made in writing and include the name of the Applicant, address and contact information, a written summary of the reason for the appeal, and an explanation of why the determination or condition is in error. Appeals shall be submitted to the City Council. The City Council shall issue a final decision on the appeal within 45 days of submitting the appeal to City Council.
- (7) No Fee. There shall be no fee imposed by the Town for the reasonable accommodation request process outlined in this section.
- (8) Stay of Enforcement. While a request for reasonable accommodation, or its appeal, is pending, the Town will not enforce any applicable land use and zoning ordinances, rules, regulations, policies, and procedures against the Applicant.
- (9) Expiration of Approvals. Approval of requests for reasonable accommodation shall expire within one hundred eighty (180) days if not implemented.

- (10) Revocation of Reasonable Accommodation. Any reasonable accommodation received shall be deemed revoked if the Applicant or the property upon which the accommodation is granted is found in violation of any conditions of the approval granting the reasonable accommodation by a court of law or by the code enforcement board hearing code enforcement cases. Failure to obtain state certification or a required state license, or failure to maintain state certification or a required state license or alternate certification permitted by this section, shall result in revocation of the reasonable accommodation and cessation of operations within sixty (60) days of termination of the license or certification.
- (11) Confidential Information. Should the information provided by the Applicant to the Town include medical information or records, including records indicating the medical condition, diagnosis, or medical history of the disabled individual(s), such individual(s) may, at the time of submitting such medical information, request that the Town, to the extent allowed by law, treat such medical information as confidential information of the disabled individual(s).
- (12) General Provisions. The following general provisions are applicable to all reasonable accommodation requests:
- a. The Applicant may apply for a reasonable accommodation on their own behalf or may be represented at all stages of the reasonable accommodation process by an attorney, legally appointed guardian, or other person designated by Applicant as a power of attorney.
 - b. In the event that a reasonable accommodation is granted, the Applicant shall continue to comply with any and all other applicable building and/or permitting processes required by the Town's Code of Ordinances and Land Development Code and all other state and federal laws.
 - c. A reasonable accommodation is specific to the Applicant and does not run with the subject property.

* * *

SECTION 3. All Town ordinances or parts thereof in conflict herewith are, to the extent of such conflict, repealed.

SECTION 4. It is the intent of the Town Council of the Town of Eatonville that the provisions of this Ordinance shall be codified. The codifier is granted broad and liberal authority in codifying the provisions of the Ordinance.

SECTION 5. If any section, subsection, clause, or provision of this Ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this Ordinance.

SECTION 6. This Ordinance shall become effective upon its adoption.

Upon motion duly made and carried, the foregoing ordinance was approved upon its first reading on _____, 2007.

Upon motion duly made and carried, the foregoing ordinance was approved upon its second reading on _____, 2007.

TOWN OF EATONVILLE

Ruthi Critton

Attest:

Veronica L. King, Town Clerk

Trinetta Fisher, Interim Town Attorney

Approved as to form:



**HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
MAY 5, 2026, AT 7:30 PM
Cover Sheet**

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Town Council Meeting Minutes (Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK OFFICE) Exhibits: <i>**Forthcoming on or before scheduled meeting</i> COUNCIL MEETING MINUTES:
PUBLIC HEARING 1ST / 2ND READING		
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Request approval of meeting minutes for the Town Council Meetings

SUMMARY: The Town Council Meetings are held on the 1st and 3rd Tuesdays at 7:30 p.m. and are transcribed from the audio archive for approval for the public records.

RECOMMENDATION: Recommend approval of Town Council meeting minutes

FISCAL & EFFICIENCY DATA:N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

MAY 5, 2026, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Resolution 2026-24 Reappointment to the Eatonville Police Officers Retirement Trust Board (Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK OFFICE)
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none">• Resolution 2026-24
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Request approval of Resolution 2026-24 Reappointing Eddis Dexter to the Eatonville Police Officers Retirement Trust Board.

SUMMARY: According to Florida Statutes Chapter 185, the Membership of the Board of Trustees for Chapter plans consist of five (5) members, (A) two (2) of whom unless otherwise prohibited by law, must be Legal Residents of the Municipality and must be appointed by the legislative body of the municipality for a two (2) year staggered term, and (B) two (2) of whom must be police officers as defined in Statute who are elected by a majority of the active police officers who are members of such plan.

Staff desire to reappoint Eddis Dexter to the Eatonville Police Officers Retirement Trust Board for a two (2) year term.

RECOMMENDATION: Recommend approval of Resolution 2026-24 Reappointing Eddis Dexter to the Eatonville Police Officers Retirement Trust Board. Last reappointment took place in 2024.

FISCAL & EFFICIENCY DATA:N/A

RESOLUTION #2026-24

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA TOWN COUNCIL TO APPROVE RE-APPOINTMENT OF EDDIS DEXTER TO THE EATONVILLE POLICE OFFICERS RETIREMENT TRUST BOARD, FOR A TWO (2) YEAR TERM, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, According to Florida Statutes Chapter 185, the Membership of the Board of Trustees for Chapter plans consist of five (5) members, (A) two (2) of whom unless otherwise prohibited by law, must be Legal Residents of the Municipality and must be appointed by the legislative body of the municipality for a two (2) year staggered term, and (B) two (2) of whom must be police officers as defined in Statute who are elected by a majority of the active police officers who are members of such plan.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, ORANGE COUNTY, FLORIDA AS FOLLOWS:

SECTION ONE: the Town Council re-appoint Eddis Dexter to the Eatonville Police Officers Pension Board; one (1) member shall be re-appointed for a two (2) year period.

SECTION TWO: CONFLICTS: All Resolutions or parts of Resolutions in conflict with any other Resolution or any of the provisions of the Resolution is hereby repealed.

SECTION THREE: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional, it shall be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

SECTION FOUR: EFFECTIVE DATE: This Resolution will take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 5th day of May 2026.

Ruthi Critton, Mayor

ATTEST:

Veronica L King, Town Clerk



HISTORIC TOWN OF EATONVILLE, FLORIDA TOWN COUNCIL MEETING

MAY 5, 2026, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Resolution 2026-28 Approving Marlin Daniels, The Chief Administrative Officer As An Authorized Reviewing Agent For All Bank Accounts For The Town Of Eatonville. **(Finance)**

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: FINANCE
PUBLIC HEARING 1ST / 2ND READING		Exhibits: • Resolution 2026-28
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Request approval of Resolution 2026-28 Approving Marlin Daniels, The Chief Administrative Officer As An Authorized Reviewing Agent For All Bank Accounts For The Town Of Eatonville.

SUMMARY: The Town Council desires to have the Town bank accounts maintained in an orderly fashion with the proper fiduciary oversight by the administrative staff; ensuring that the town’s bank accounts have ongoing management with consistent monitoring to safeguard the town against financial liability and to ensure compliance with financial requirements and auditing standards.

RECOMMENDATION: Recommend approval of Resolution 2026-22 Approving Marlin Daniels, The Chief Administrative Officer As An Authorized Reviewing Agent For All Bank Accounts For The Town Of Eatonville.

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION #2026-28

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA, APPROVING MARLIN DANIELS, THE CHIEF ADMINISTRATIVE OFFICER AS AN AUTHORIZED REVIEWING AGENT FOR ALL BANK ACCOUNTS FOR THE TOWN OF EATONVILLE, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the Town Council desires to have the Town bank accounts maintained in an orderly fashion with the proper fiduciary oversight by the administrative staff; and

WHEREAS, , the Town Council desires to ensure that the town’s bank accounts have ongoing management with consistent monitoring to safeguard the town against financial liability and to ensure compliance with financial requirements and auditing standards; and.

WHEREAS, the Town Council desires to establish the Chief Administrator officer as an authorized agent to review all bank accounts for the Town of Eatonville.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA THE FOLLOWING:

SECTION ONE: The Town Council of the Town of Eatonville designates MARLIN DANIELS the Chief Administrative Officer as an authorized agent to review all banks accounts for the Town of Eatonville providing administrative review, monitoring, and accountability for fiduciary requirements and compliance within the Finance Department.

SECTION TWO: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION THREE: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

SECTION FOUR: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 5th day of MAY 2026.

Ruthi Critton, Mayor

ATTEST:

Veronica L King, Town Clerk



HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
MAY 5, 2026, AT 07:30 PM
Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Selection of Contractor for the construction of the Vereen Lift Station
(Public Works)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: PUBLIC WORKS
PUBLIC HEARING 1ST / 2ND READING		Exhibits: 1. Award recommendation letter by CPH 2. Bid tabulations 3. Approval by EPA 4. Draft contract
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Staff request for the Council to approve contract for Sanpik, Inc. as the Contractor for the Vereen Lift Station

SUMMARY: In 2022, the Town was awarded funds for the replacement of the Vereen Lift Station. This was through appropriations from Congresswoman Val Demings. Engineering plans for this project has been completed and permitted. The project was bid and the apparent low bidder is Sanpik. This selection has been approved by EPA, who is administering the grant.

RECOMMENDATION: Staff recommend for the Council to approve the selection and contract with Sanpik., Inc

FISCAL & EFFICIENCY DATA: Funded thru grants.



December 18, 2025

Ms. Valerie Mundy, P.E.
Public Works Director
Town of Eatonville
307 East Kennedy Boulevard
Eatonville, FL 32751

1117 East Robinson Street
Orlando, Florida 32801
Phone: 407.425.0452
Fax: 407.648.1036
www.cphengineers.com

Re: Town of Eatonville Vereen Lift Station Improvements
Invitation to Bid No. 00020-0-2025
Engineer's Bid Review and Recommendation
CPH Project No. 2400941

Dear Ms. Mundy:

Project Description

The Town of Eatonville received eight (8) bid packages for the Town of Eatonville Vereen Lift Station Improvements Bid No. 00020-0-2025 on December 4, 2025. The project includes the following:

- Demolish existing lift station site including existing wet well, valve vault, electrical instrumentation and controls system, fencing, generator pad, one (1) manhole, 45 LF of gravity sewer, and 45 LF of existing force main.
- Remove existing sidewalk, of one (1) storm inlet, and RCP pipe.
- Install one (1) temporary bypass system.
- Install sanitary sewer including approximately 52 LF of 8" PVC gravity main, lining of one (1) existing sanitary sewer manhole, and one (1) doghouse manhole.
- Line one (1) existing sanitary sewer manhole.
- Install one (1) duplex pump station with wet well, above ground valve assembly, lift station pumps and appurtenances, 4-inch emergency pump-out connection, electrical and controls equipment, site fencing, water service, and hoist.
- Install one (1) new 5' x 11' concrete generator pad and one (1) 40KW Diesel Generator. Existing Generator to be salvaged. (Additive Alternate)
- Install 45 feet of 4" PVC force main.
- Install one (1) concrete flume.
- Test installed systems.
- Restore and site clean-up.

Bid Tabulation

CPH prepared a bid tabulation of three (3) lowest responsive Contractor's bids and the engineer's opinion of probable construction cost (OPCC) (see attached Bid Tabulation). The Bid appears reasonable for the work effort necessary to complete the project. Note that Sequoia Construction Group LLC was deemed unresponsive as they were not able to meet the financial requirements and US Water Services Corporation was deemed unresponsive as the signed Florida Trench Safety Statement was not provided with the bid package.

Apparent Rank	Contractor	Base Bid	Bid with Additive Alternate
	Sequoia Construction Group LLC	\$854,730.00	\$855,730.00
1	SanPik, Inc	\$962,350.00	\$1,052,350.00
2	AMCON Development Group LLC	\$978,056.00	\$1,072,953.00
	US Water Services Corporation	\$999,768.00	\$1,161,890.00
3	Midsouth, Inc.	\$1,070,602.50	\$1,183,372.50

	Engineer's Opinion of Probable Construction Costs	\$848,400.00	\$983,400.00
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The bidder was responsive in submitting the following:

- Bid Form
- Bid Security
- Florida Trench Safety

Recommendation

The apparent lowest bidder was responsive in submitting requested evidence of Responsibility Requirements and Bidder Evaluation Submittal Requirements.

SanPik, Inc. is the apparent responsive low bidder. SanPik, Inc. has submitted the required documents with their bid and has been deemed responsive. CPH attempted to contact up to three (3) references to determine the quality of work previously provided by the contractor (see attached Reference Check table).

Based on review of the proper licenses, experience as a prime contractor, and references, SanPik, Inc. appears to be a qualified and responsible contractor to perform the construction of the subject project. Therefore, we recommend the Town award the Project to SanPik, Inc..

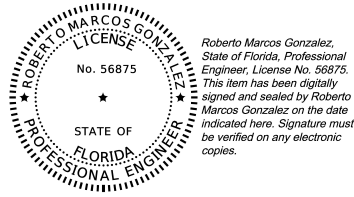
Please note that we have not reviewed any financial data as we are not accounting professionals. If such a review is required, we recommend either a review by your Finance Department, or your financial adviser/accountant. Also, the contractor bonds and insurance should be reviewed prior to execution of the agreement.

Closing

We appreciate the opportunity to assist the Town on this important project. If you have any questions, or if you require any additional information please contact Roberto M. Gonzalez, P.E. at (407) 425-0452.

Sincerely,

CPH Consulting, LLC



Roberto M. Gonzalez

Roberto M. Gonzalez, P.E.
Senior Project Manager

Marisha Provan

Marisha E. Provan, P.E.
Senior Project Engineer

Attachments

Town of Eatonville
Vereen Lift Station Improvements
Bid Tabulation

Section VII. Item #4.

11

Town of Eatonville Vereen Lift Station Improvments Bid Tabulation December 18, 2025									
	Sequoia Construction Group	SanPik	AMCON Development Group	U.S. Water Services Corporation	Midsouth	Prime Construction Group	Gregori Construction	Danus Utilities	Engineers Estimate
Line Items									
General Requirements (5%)	\$ 41,000.00	\$ 49,000.00	\$ 68,817.00	\$ 57,633.00	\$ 47,050.00	\$ 52,000.00	\$ 40,000.00	\$ 58,000.00	\$ 39,400.00
Maintenance of Traffic	\$ 12,285.00	\$ 5,000.00	\$ 2,643.00	\$ 44,571.00	\$ 22,170.00	\$ 12,000.00	\$ 10,000.00	\$ 7,500.00	\$ 11,000.00
Record Drawings and Project Closeout	\$ 8,800.00	\$ 25,000.00	\$ 15,296.00	\$ 46,926.00	\$ 10,250.00	\$ 12,000.00	\$ 10,000.00	\$ 20,000.00	\$ 11,000.00
Demolition and Site Work	\$ 190,270.00	\$ 85,000.00	\$ 187,683.00	\$ 120,197.00	\$ 130,666.60	\$ 90,500.00	\$ 45,000.00	\$ 125,000.00	\$ 120,500.00
Sanitary Sewer	\$ 50,290.00	\$ 30,000.00	\$ 59,537.00	\$ 64,892.00	\$ 41,810.90	\$ 64,000.00	\$ 205,000.00	\$ 85,000.00	\$ 35,500.00
Force Main	\$ 39,880.00	\$ 55,000.00	\$ 27,978.00	\$ 70,609.00	\$ 34,220.00	\$ 18,000.00	\$ 50,000.00	\$ 80,000.00	\$ 23,400.00
Lift Station	\$ 512,205.00	\$ 713,350.00	\$ 616,102.00	\$ 594,940.00	\$ 784,435.00	\$ 830,872.00	\$ 798,000.00	\$ 788,465.00	\$ 607,600.00
Total Base Bid	\$ 854,730.00	\$ 962,350.00	\$ 978,056.00	\$ 999,768.00	\$ 1,070,602.50	\$ 1,079,372.00	\$ 1,158,000.00	\$ 1,163,965.00	\$ 848,400.00
Additive Alternate: Diesel Generator Replacement	\$ 1,000.00	\$ 90,000.00	\$ 94,897.00	\$ 162,122.00	\$ 112,770.00	\$ 78,000.00	\$ 77,500.00	\$ 53,100.00	\$ 135,000.00
Total Base Bid with Additive Alternate	\$ 855,730.00	\$ 1,052,350.00	\$ 1,072,953.00	\$ 1,161,890.00	\$ 1,183,372.50	\$ 1,157,372.00	\$ 1,235,500.00	\$ 1,217,065.00	\$ 983,400.00

REFERENCE CHECKLIST

Section VII. Item #4.

**TOWN OF EATONVILLE - IFB NO. 00020-0-2025
TOWN OF EATONVILLE VEREEN LIFT STATION IMPROVEMENTS
SANPIK, INC.**

Item	Reference for:		
	No. 1	No. 2	No. 3
Project Name	Lift Station 53 at Round Lake Road	Lift Station #1 Relocation	TOHO LS 18 Scott Blvd. Sewer Rehabilitation
Owner / Client	City of Mount Dora	City of Maitland	TOHO Water Authority
Contact Name	George Marek	Karen McCullen	Lauren Shields
Contact Email	marekg@mountdora.gov	kmccullen@itsmymaitland.com	lshields@tohowater.com
Contact Phone	(352)-455-5547	407-875-2829	407-269-7750
Owner/Client Address	-	-	-
Contract Amount	\$2,231,021.00	\$6,000,000.00	\$5,300,000.00
Change Orders	-	-	-
Completed on Schedule/Date	Yes, January 2021-January 2022	Yes, September 2021-February 2023	Yes, April 2022-December 2024
Project Description	Construction of Lift Station 53	Relocation of Lift Station #1	Rehabilitation of LS 18 and associated sewer infrastructure
Comments –	<ol style="list-style-type: none"> 1. How was their quality of work? <ul style="list-style-type: none"> ❖ Excellent 2. Did the Contractor self-perform the work or did they subcontract a lot of it? <ul style="list-style-type: none"> ❖ Self-perform 3. Was the job finished on schedule? <ul style="list-style-type: none"> ❖ Yes 4. Were they generally cooperative? <ul style="list-style-type: none"> ❖ Very Cooperative 5. Did they constantly request “extras” to the contract? <ul style="list-style-type: none"> ❖ No 6. Were there any financial claims for unpaid bills through the subcontractors? <ul style="list-style-type: none"> ❖ No 7. Were pay requests in accordance with work completed? <ul style="list-style-type: none"> ❖ Yes 8. Who was the Superintendent and did he do a good job? <ul style="list-style-type: none"> ❖ Cannot remember name, but did a good job 9. What is the overall evaluation of the company? <ul style="list-style-type: none"> ❖ Excellent. Would do business with Sanpik again given the chance. 	<ol style="list-style-type: none"> 1. How was their quality of work? <ul style="list-style-type: none"> ❖ Very Good 2. Did the Contractor self-perform the work or did they subcontract a lot of it? <ul style="list-style-type: none"> ❖ Self-Perform 3. Was the job finished on schedule? <ul style="list-style-type: none"> ❖ Yes, to an agreed upon modified schedule 4. Were they generally cooperative? <ul style="list-style-type: none"> ❖ Yes 5. Did they constantly request “extras” to the contract? <ul style="list-style-type: none"> ❖ No 6. Were there any financial claims for unpaid bills through the subcontractors? <ul style="list-style-type: none"> ❖ No 7. Were pay requests in accordance with work completed? <ul style="list-style-type: none"> Yes 8. Who was the Superintendent and did he do a good job? <ul style="list-style-type: none"> ❖ Tom Shipman and yes 9. What is the overall evaluation of the company? <ul style="list-style-type: none"> ❖ They are a competent and acceptable contractor and would be able to perform work in the city of Maitland as a low bidder 	<ol style="list-style-type: none"> 1. How was their quality of work? <ul style="list-style-type: none"> ❖ Toho was satisfied with the quality of the work performed 2. Did the Contractor self-perform the work or did they subcontract a lot of it? <ul style="list-style-type: none"> ❖ Combination of both self and sub - very common and no issues to report 3. Was the job finished on schedule? <ul style="list-style-type: none"> ❖ yes, job was even extended by Toho adding additional scope of work 4. Were they generally cooperative? <ul style="list-style-type: none"> ❖ I have never had an issue with SanPik – always very responsive and helpful 5. Did they constantly request “extras” to the contract? <ul style="list-style-type: none"> ❖ No 6. Were there any financial claims for unpaid bills through the subcontractors? <ul style="list-style-type: none"> ❖ No 7. Were pay requests in accordance with work completed? <ul style="list-style-type: none"> ❖ Yes 8. Who was the Superintendent and did he do a good job? <ul style="list-style-type: none"> ❖ Tyler Eldon 9. What is the overall evaluation of the company? <ul style="list-style-type: none"> ❖ Very happy with SanPik and its employees.

REFERENCE CHECKLIST

Section VII. Item #4.

**TOWN OF EATONVILLE - IFB NO. 00020-0-2025
TOWN OF EATONVILLE VEREEN LIFT STATION IMPROVEMENTS
AMCON DEVELOPMENT GROUP LLC**

Item	Reference for:		
	No. 1	No. 2	No. 3
Project Name	Lift Station No. 1 Replacement	Lift Sation No. 12 Rehabilitation	Bill Frederick Park Station Upgrades
Owner / Client	City of Palm Bay	City of Daytona Beach	City of Orlando
Contact Name	Peter Carr	Frank O'Keefe	Michael Vinson
Contact Email	321-952-3410 ext. 7336	386-671-8886	
Contact Phone	Peter.carr@palmbayflorida.org	OKeefeFrank@Daytonabeach.gov	michael.vinson@cityoforlando.net
Owner/Client Address	Palm Bay Fl 32907	125 Basin Street, Suite 131 Daytona Beach, FL 32114	400 S. Orange Ave Orlando, FL 32801
Contract Amount	\$1,643,981.96	\$950,831.71	\$1,812,900.07
Change Orders			
Completed on Schedule/Date	No, 02/2024-07/2025	Yes, 04/2024-09/2025	06/2022 – 09/2024
Project Description	Replacement of lift station 1	Rehabilitation of lift station 12	Rehabilitation of six (6) lift stations
Comments –	<ol style="list-style-type: none"> 1. How was their quality of work? <ul style="list-style-type: none"> ❖ The finished product turned out good, but the project took longer than expected. 2. Did the Contractor self-perform the work or did they subcontract a lot of it? <ul style="list-style-type: none"> ❖ 85% of the work performed was done by subcontractors 3. Was the job finished on schedule? <ul style="list-style-type: none"> ❖ The final completion date was June 12th, 2025 and we had to grant them more time for some difficulty dealing with ground water on the site, the lift station was put into service in September 4. Were they generally cooperative? <ul style="list-style-type: none"> ❖ Communication was a little rough in the beginning of the project but got better as the project progressed 5. Did they constantly request “extras” to the contract? <ul style="list-style-type: none"> ❖ Yes – to add more time to the project 6. Were there any financial claims for unpaid bills through the subcontractors? <ul style="list-style-type: none"> ❖ No 7. Were pay requests in accordance with work completed? <ul style="list-style-type: none"> ❖ Yes 8. Who was the Superintendent and did he do a good job? <ul style="list-style-type: none"> ❖ Zach Amkraut & yes 9. What is the overall evaluation of the company? <ul style="list-style-type: none"> ❖ C 	<ol style="list-style-type: none"> 1. How was their quality of work? <ul style="list-style-type: none"> ❖ Their quality work was very good, no issues during installation of the lift station 2. Did the Contractor self-perform the work or did they subcontract a lot of it? <ul style="list-style-type: none"> ❖ They contracted out the electrical and some of the manhole lining. The manhole lining was completed by one of the few certified in the area 3. Was the job finished on schedule? <ul style="list-style-type: none"> ❖ Yes 4. Were they generally cooperative? <ul style="list-style-type: none"> ❖ Very much so, they communicated very well throughout the project 5. Did they constantly request “extras” to the contract? <ul style="list-style-type: none"> ❖ No 6. Were there any financial claims for unpaid bills through the subcontractors? <ul style="list-style-type: none"> ❖ No 7. Were pay requests in accordance with work completed? <ul style="list-style-type: none"> Yes 8. Who was the Superintendent and did he do a good job? <ul style="list-style-type: none"> ❖ Zach, did a great job, nothing but praise by the City inspectors and Field Operation crews. 9. What is the overall evaluation of the company? <ul style="list-style-type: none"> ❖ I have told AMCON that I would like them to bid on future lift station projects for the City of Daytona Beach 	<ol style="list-style-type: none"> 1. How was their quality of work? <ul style="list-style-type: none"> ❖ 2. Did the Contractor self-perform the work or did they subcontract a lot of it? <ul style="list-style-type: none"> ❖ 3. Was the job finished on schedule? <ul style="list-style-type: none"> ❖ 4. Were they generally cooperative? <ul style="list-style-type: none"> ❖ 5. Did they constantly request “extras” to the contract? <ul style="list-style-type: none"> ❖ 6. Were there any financial claims for unpaid bills through the subcontractors? <ul style="list-style-type: none"> ❖ 7. Were pay requests in accordance with work completed? <ul style="list-style-type: none"> ❖ 8. Who was the Superintendent and did he do a good job? <ul style="list-style-type: none"> ❖ 9. What is the overall evaluation of the company? <ul style="list-style-type: none"> ❖ <p align="center">NO RESPONSE RECEIVED</p>

REFERENCE CHECKLIST

Section VII. Item #4.

**TOWN OF EATONVILLE - IFB NO. 00020-0-2025
TOWN OF EATONVILLE VEREEN LIFT STATION IMPROVEMENTS
MIDSOUTH, INC.**

Item	Reference for:		
	No. 1	No. 2	No. 3
Project Name	Sumter Co Us 301 and Cr 470 Office Site Utility Expansion	Rainbow Springs WRF	Commerce 429
Owner / Client	Sumter County BOCC	FGUA	Earthmovers
Contact Name	Deborah Snyder	Arnel Santos	Denver Lee
Contact Email	-	-	-
Contact Phone	352-689-4400	407-629-6900	352-266-8826
Owner/Client Address	319 E Anderson Ave, Bushnell Fl 33513	280 Wekiva Springs Rd, Longwood, Fl 32708	5606 N US Hwy 441, Ocala, Fl 34475
Contract Amount	\$1,960,000	\$1,900,000	\$5,400,000
Change Orders			
Completed on Schedule/Date	Yes	Yes	Yes
Project Description	Offsite utility extension for new government complex	Decomission WRF Install LS and FM Directional Drill	Sanitary System & LS/Off-Site FM
Comments –	<ol style="list-style-type: none"> 1. How was their quality of work? <ul style="list-style-type: none"> ❖ Good 2. Did the Contractor self-perform the work or did they subcontract a lot of it? <ul style="list-style-type: none"> ❖ Mostly Self-Performed 3. Was the job finished on schedule? <ul style="list-style-type: none"> ❖ Yes 4. Were they generally cooperative? <ul style="list-style-type: none"> ❖ Yes, 1 minor issue, more work was needed than the plans and there was some push back with the number of change orders 5. Did they constantly request “extras” to the contract? <ul style="list-style-type: none"> ❖ Just the one Issue 6. Were there any financial claims for unpaid bills through the subcontractors? <ul style="list-style-type: none"> ❖ No 7. Were pay requests in accordance with work completed? <ul style="list-style-type: none"> ❖ Yes 8. Who was the Superintendent and did he do a good job? <ul style="list-style-type: none"> ❖ Don't know but Yes 9. What is the overall evaluation of the company? <ul style="list-style-type: none"> ❖ Good 	<ol style="list-style-type: none"> 1. How was their quality of work? <ul style="list-style-type: none"> ❖ Acceptable 2. Did the Contractor self-perform the work or did they subcontract a lot of it? <ul style="list-style-type: none"> ❖ Self-perform 3. Was the job finished on schedule? <ul style="list-style-type: none"> ❖ Yes 4. Were they generally cooperative? <ul style="list-style-type: none"> ❖ Yes 5. Did they constantly request “extras” to the contract? <ul style="list-style-type: none"> ❖ No 6. Were there any financial claims for unpaid bills through the subcontractors? <ul style="list-style-type: none"> ❖ No 7. Were pay requests in accordance with work completed? <ul style="list-style-type: none"> ❖ Yes 8. Who was the Superintendent and did he do a good job? <ul style="list-style-type: none"> ❖ Don't remember but Yes 9. What is the overall evaluation of the company? <ul style="list-style-type: none"> ❖ Good, one of the better companies to work with 	<ol style="list-style-type: none"> 1. How was their quality of work? <ul style="list-style-type: none"> ❖ Good 2. Did the Contractor self-perform the work or did they subcontract a lot of it? <ul style="list-style-type: none"> ❖ Self-perform 3. Was the job finished on schedule? <ul style="list-style-type: none"> ❖ Yes 4. Were they generally cooperative? <ul style="list-style-type: none"> ❖ Yes 5. Did they constantly request “extras” to the contract? <ul style="list-style-type: none"> ❖ No 6. Were there any financial claims for unpaid bills through the subcontractors? <ul style="list-style-type: none"> ❖ No 7. Were pay requests in accordance with work completed? <ul style="list-style-type: none"> ❖ Yes 8. Who was the Superintendent and did he do a good job? <ul style="list-style-type: none"> ❖ Arron, yes 9. What is the overall evaluation of the company? <ul style="list-style-type: none"> ❖ Good, not perfect but better than most, is working with again soon.

Town of Eatonville
Vereen Lift Station Improvements
Bid Tabulation

Section VII. Item #4. 11

Town of Eatonville Vereen Lift Station Improvments Bid Tabulation December 18, 2025									
	Sequoia Construction Group	SanPik	AMCON Development Group	U.S. Water Services Corporation	Midsouth	Prime Construction Group	Gregori Construction	Danus Utilities	Engineers Estimate
Line Items									
General Requirements (5%)	\$ 41,000.00	\$ 49,000.00	\$ 68,817.00	\$ 57,633.00	\$ 47,050.00	\$ 52,000.00	\$ 40,000.00	\$ 58,000.00	\$ 39,400.00
Maintenance of Traffic	\$ 12,285.00	\$ 5,000.00	\$ 2,643.00	\$ 44,571.00	\$ 22,170.00	\$ 12,000.00	\$ 10,000.00	\$ 7,500.00	\$ 11,000.00
Record Drawings and Project Closeout	\$ 8,800.00	\$ 25,000.00	\$ 15,296.00	\$ 46,926.00	\$ 10,250.00	\$ 12,000.00	\$ 10,000.00	\$ 20,000.00	\$ 11,000.00
Demolition and Site Work	\$ 190,270.00	\$ 85,000.00	\$ 187,683.00	\$ 120,197.00	\$ 130,666.60	\$ 90,500.00	\$ 45,000.00	\$ 125,000.00	\$ 120,500.00
Sanitary Sewer	\$ 50,290.00	\$ 30,000.00	\$ 59,537.00	\$ 64,892.00	\$ 41,810.90	\$ 64,000.00	\$ 205,000.00	\$ 85,000.00	\$ 35,500.00
Force Main	\$ 39,880.00	\$ 55,000.00	\$ 27,978.00	\$ 70,609.00	\$ 34,220.00	\$ 18,000.00	\$ 50,000.00	\$ 80,000.00	\$ 23,400.00
Lift Station	\$ 512,205.00	\$ 713,350.00	\$ 616,102.00	\$ 594,940.00	\$ 784,435.00	\$ 830,872.00	\$ 798,000.00	\$ 788,465.00	\$ 607,600.00
Total Base Bid	\$ 854,730.00	\$ 962,350.00	\$ 978,056.00	\$ 999,768.00	\$ 1,070,602.50	\$ 1,079,372.00	\$ 1,158,000.00	\$ 1,163,965.00	\$ 848,400.00
Additive Alternate: Diesel Generator Replacement	\$ 1,000.00	\$ 90,000.00	\$ 94,897.00	\$ 162,122.00	\$ 112,770.00	\$ 78,000.00	\$ 77,500.00	\$ 53,100.00	\$ 135,000.00
Total Base Bid with Additive Alternate	\$ 855,730.00	\$ 1,052,350.00	\$ 1,072,953.00	\$ 1,161,890.00	\$ 1,183,372.50	\$ 1,157,372.00	\$ 1,235,500.00	\$ 1,217,065.00	\$ 983,400.00

Roberto Marcos Gonzalez,
State of Florida, Professional
Engineer, License No. 56875.
This item has been digitally
signed and sealed by Roberto
Marcos Gonzalez on the date
indicated here. Signature must
be verified on any electronic
copies.



RE: DBE Solicitation activities

From Varma, Mohit <varma.mohit@epa.gov>

Date Tue 4/21/2026 10:35 AM

To Valerie Mundy <vmundy@townofeatonville.org>

Cc Katrina Gibson <kgibson@townofeatonville.org>; Roberto Gonzalez <rgonzalez@cphcorp.com>

Good morning,

Thank you for sharing Town of Eatonville's bidding documents for the Town of Eatonville Vereen Lift Station/ Quadrant Rehabilitation project. In developing the solicitation, we trust you consulted the procurement resources contained on the EPA Community Grants website, including "[Community Grants: Guidance on Competitively Procuring a Contractor](#)" and the "[Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#)." We also conducted a high-level "red flag" review of the solicitation and have the following recommendation:

EPA approves this solicitation. Please provide a copy of the signed contract when that is ready. Please make sure any contract amendment are submitted to EPA for review.

Please note that our review is intended to assist Town of Eatonville in developing a solicitation that is consistent with EPA guidance on competitive procurement for Community Grants. Whether Town of Eatonville actually conducts the procurement in a full and open manner will determine compliance. For example, Town of Eatonville must ensure that no potential contractor obtains an unfair competitive advantage by influencing the content of the solicitation (i.e., by providing any assistance in preparing the solicitation document if they intend to bid on the work) or through a personal or organizational conflict of interest described in 2 CFR 200.318(c). Also, if an audit or other review questions Town of Eatonville's compliance with the procurement requirements in 2 CFR Part 200, 2 CFR Part 1500, and/or 40 CFR Part 33 or the General Terms and Conditions of EPA Grants, an EPA Grants Management Officer or Award Official will be responsible for making the official determination of Town of Eatonville complied with applicable requirements.

Please keep this approval for your project documentation. Please let me know if you have any further questions or concerns.

Thank you,

Mohit Varma
Environmental Engineer
U.S. EPA Region 4, Water Division

Grants and Infrastructure Branch
Sam Nunn Atlanta Federal Center
61 Forsyth Street SW
Atlanta, Georgia 30303
404.562.8361 | Varma.Mohit@epa.gov

Section VII. Item #4.



From: Valerie Mundy <vmundy@townofeatonville.org>
Sent: Monday, April 20, 2026 5:10 PM
To: Varma, Mohit <varma.mohit@epa.gov>
Cc: Katrina Gibson <kgibson@townofeatonville.org>; Roberto Gonzalez <rgonzalez@cphcorp.com>
Subject: Re: DBE Solicitation activities

Caution: This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Mohit, of the participants who attended the Mayor's Business Development Academy, there were four firms who are DBE. This includes the following:

1. Dion Moore - Demore Construction
2. Shariff and Tatra Thomas with Everything H2O
3. Judson Gambles LLC
4. Kevin Layne with Utility Management Group.

As part of the class, we notified everyone of the Vereen Lift Station solicitation. These 4 firms did not bid, nor did they subcontract.

Let me know if you have additional questions.

Thank you.

Valerie W. Mundy, P.E.
Public Works Director
Town of Eatonville/Town Hall

307 E. Kennedy Boulevard
Eatonville, Florida 32751
Main: 407-623-8900 | Direct: 407-623-8901 | Fax: 407-623-8919
vmundy@townofeatonville.org

From: Varma, Mohit <varma.mohit@epa.gov>
Sent: Tuesday, April 14, 2026 10:58 AM
To: Valerie Mundy <vmundy@townofeatonville.org>
Cc: Katrina Gibson <kgibson@townofeatonville.org>; Roberto Gonzalez <rgonzalez@cphcorp.com>
Subject: RE: DBE Solicitation activities

Good morning Valerie,

Thank you for providing the attendees of this training academy. Based off my review of the document, I see 3 businesses designated as WMBE attending the training.

Can the community confirm how many DBEs were in attendance if that is available and confirm that they were notified of this Vereen Lift Station contracting opportunity?

Once I receive the revised bid document with the incorporated missing contract provisions and the wage rate table, I will send over the procurement approval.

Please let me know if you have any further questions or concerns.

Thank you,

Mohit Varma

Environmental Engineer
U.S. EPA Region 4, Water Division
Grants and Infrastructure Branch
Sam Nunn Atlanta Federal Center
61 Forsyth Street SW
Atlanta, Georgia 30303
404.562.8361 | Varma.Mohit@epa.gov



From: Valerie Mundy <vmundy@townofeatonville.org>
Sent: Monday, April 13, 2026 3:36 PM
To: Varma, Mohit <varma.mohit@epa.gov>
Cc: Katrina Gibson <kgibson@townofeatonville.org>; Roberto Gonzalez <rgonzalez@cphcorp.com>
Subject: DBE Solicitation activities

Caution: This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Mohit, we performed community engagement and provided outreach to local DBE's in preparation for the construction portion of this project. This effort was called the Mayor's Business Development Academy or MBDA. Please find attached the roster of participants.

Let me know if you have any questions.

Thank you.

Valerie W. Mundy, P.E.
Public Works Director
Town of Eatonville/Town Hall
307 E. Kennedy Boulevard
Eatonville, Florida 32751
Main: 407-623-8900 | Direct: 407-623-8901 | Fax: 407-623-8919
vmundy@townofeatonville.org

CONSTRUCTION CONTRACT

Lift Station Project

This Construction Contract (the "**Contract**") is made and entered into as of _____, **20** (the "**Effective Date**"), by and between:

Owner: Town of Eatonville, a Florida municipality, having its principal offices at _____ (the "**Owner**")

and

Contractor: _____, a _____, having its principal offices at _____ (the "**Contractor**").

Owner and Contractor may be referred to individually as a "**Party**" and collectively as the "**Parties.**"

ARTICLE 1 – CONTRACT DOCUMENTS

1.1 The Contract Documents consist of this Agreement, all Exhibits and Attachments, the General Conditions, Supplementary Conditions (if any), Technical Specifications, Drawings, Addenda issued prior to execution, and approved Change Orders (collectively, the "**Contract Documents**").

1.2 In the event of conflict, the order of precedence shall be: (1) Change Orders; (2) This Agreement; (3) Supplementary Conditions; (4) General Conditions; (5) Technical Specifications; (6) Drawings.

ARTICLE 2 – SCOPE OF WORK

2.1 Contractor shall furnish all labor, materials, equipment, supervision, permits, fees, and incidentals necessary to construct a complete and fully operational **FDEP-permitted wastewater Lift Station with force main tie-in**, including but not limited to:

- Site preparation, clearing, grading, and earthwork
- Wet well, valve vault, and appurtenance construction
- Submersible pumps, motors, rails, valves, and fittings
- Force main piping, fittings, restrained joints, and tie-in to existing system
- Electrical service, controls, generator interface (if applicable), and SCADA/telemetry integration
- Temporary and permanent bypass pumping to maintain continuous wastewater service
- Testing, start-up, commissioning, and training of Owner personnel
- Site restoration and demobilization

2.2 Contractor shall perform all Work in strict accordance with the approved **Florida Department of Environmental Protection (FDEP) permit**, permit conditions, approved plans, specifications, and applicable regulations.

2.3 Contractor shall coordinate all force main shutdowns, tie-ins, and bypass pumping activities with the Town of Eatonville and shall provide written schedules and contingency plans for approval.

ARTICLE 3 – CONTRACT TIME

3.1 **Commencement.** The Work shall commence within _____ calendar days after issuance of the Notice to Proceed (NTP).

3.2 **Substantial Completion.** Substantial Completion shall be achieved within _____ calendar days after NTP.

3.3 **Final Completion.** Final Completion shall be achieved within _____ calendar days after Substantial Completion.

3.4 **Liquidated Damages.** Contractor agrees that time is of the essence. For each calendar day Substantial Completion is delayed beyond the Contract Time, Contractor shall pay Owner liquidated damages in the amount of \$_____ **per day**, which the Parties agree is a reasonable estimate of damages and not a penalty.

ARTICLE 4 – CONTRACT PRICE AND PAYMENT

4.1 **Lump Sum Contract Price.** Owner shall pay Contractor a firm **Lump Sum** amount of \$_____ (the "**Contract Price**") for full performance of the Work described in the Contract Documents, including all labor, materials, equipment, overhead, profit, permits, testing, start-up, and commissioning.

4.2 **No Adjustment for Quantities.** Contractor acknowledges that the Contract Price is not subject to adjustment due to actual quantities differing from estimated quantities.

4.3 **Schedule of Values.** Contractor shall submit a detailed Schedule of Values acceptable to Owner prior to the first Application for Payment.

4.4 **Progress Payments and Retainage.** Owner shall make monthly progress payments based on approved Applications for Payment. Retainage shall be withheld in accordance with Section 255.078, Florida Statutes, and shall not exceed five percent (5%) unless otherwise authorized by law.

4.5 **Final Payment.** Final payment shall be made upon Final Completion, acceptance by Owner, receipt of all closeout documents, FDEP approvals, and release of liens.

ARTICLE 5 – CHANGES IN THE WORK

5.1 Owner may order changes in the Work by written Change Order or Construction Change Directive.

5.2 Adjustments to the Contract Price or Contract Time shall be made only by written Change Order executed by both Parties.

ARTICLE 6 – CONTRACTOR’S RESPONSIBILITIES

6.1 Contractor shall supervise and direct the Work and be solely responsible for construction means, methods, techniques, sequences, and safety.

6.2 Contractor shall obtain and maintain all required licenses and permits.

6.3 Contractor shall comply with all OSHA requirements and maintain a safe job site.

6.4 Contractor shall coordinate with utilities and maintain continuous wastewater service unless otherwise approved.

ARTICLE 7 – OWNER’S RESPONSIBILITIES

7.1 Owner shall provide information and approvals reasonably required for the Work.

7.2 Owner shall make payments in accordance with this Contract.

ARTICLE 8 – SUBCONTRACTORS

8.1 Contractor may engage subcontractors but shall remain fully responsible for their acts and omissions.

ARTICLE 9 – INSURANCE AND BONDS

9.1 **Insurance.** Contractor shall maintain insurance coverage meeting or exceeding the following minimum limits:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Workers’ Compensation: Statutory limits

9.2 **Public Construction Bond.** Contractor shall furnish a Performance Bond and Payment Bond each in the amount of one hundred percent (100%) of the Contract Price in accordance with Section 255.05, Florida Statutes.

ARTICLE 10 – INDEMNIFICATION

10.1 Contractor shall indemnify and hold harmless the Town of Eatonville and its officers, employees, and agents from claims, damages, losses, and expenses arising out of the Work, to the extent caused by the negligence or wrongful acts of Contractor or its subcontractors.

ARTICLE 11 – WARRANTY

11.1 Contractor warrants that the Work shall be free from defects and in compliance with the Contract Documents for a minimum period of one (1) year from the date of Final Completion, or longer if required by manufacturer warranties or permit conditions.

11.2 Warranties shall include pumps, electrical components, controls, coatings, and force main materials.

ARTICLE 12 – TERMINATION AND SUSPENSION

12.1 **Termination for Cause.** Owner may terminate this Contract for cause upon written notice if Contractor fails to perform in accordance with the Contract Documents.

12.2 **Termination for Convenience.** Owner may terminate this Contract for convenience upon written notice. Contractor shall be entitled to payment for Work properly performed in accordance with Section 255.082, Florida Statutes.

12.3 **Suspension of Work.** Owner may suspend the Work for its convenience or as required by permitting authorities. Contractor shall protect the Work during suspension.

ARTICLE 13 – DISPUTE RESOLUTION

13.1 The Parties shall attempt to resolve disputes through good-faith negotiations.

13.2 If unresolved, disputes shall be resolved in accordance with Florida law, with venue in Orange County, Florida.

ARTICLE 14 – MISCELLANEOUS

14.0 **Construction Lien Law.** Contractor shall comply with Chapter 713, Florida Statutes. Prior to Final Payment, Contractor shall furnish a Contractor’s Final Affidavit, releases of lien, and any other documentation required by Florida law.

14.1 Governing Law and Venue.

14.1 **Governing Law and Venue.** This Contract shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any legal action shall lie exclusively in the state courts located in Orange County, Florida.

14.2 **Public Records (Florida Statutes Chapter 119).** Contractor acknowledges that the Town of Eatonville is subject to the Florida Public Records Law. Contractor agrees to comply with Section 119.0701, Florida Statutes, including but not limited to:

- (a) Keeping and maintaining public records required by the Town to perform the service;
- (b) Providing the public with access to public records on the same terms and conditions that the Town would provide;
- (c) Ensuring public records that are exempt or confidential are not disclosed except as authorized by law; and
- (d) Meeting all requirements for retaining public records and transferring them to the Town upon termination of the Contract.

14.3 Sovereign Immunity. Nothing in this Contract shall be construed as a waiver of the Town of Eatonville's sovereign immunity beyond the limits set forth in Section 768.28, Florida Statutes.

14.4 E-Verify. Contractor shall comply with Section 448.095, Florida Statutes, and shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. Contractor shall require its subcontractors to do the same.

14.5 Scrutinized Companies. Contractor certifies compliance with Sections 215.4725, 215.473, and 287.135, Florida Statutes, regarding scrutinized companies that have business operations in Sudan, Iran, or Syria, and regarding companies that boycott Israel.

14.6 Drug-Free Workplace. Contractor shall comply with Section 287.087, Florida Statutes, if claiming a drug-free workplace preference.

14.7 Local Business and Minority Participation. To the extent applicable, Contractor shall comply with any Town of Eatonville ordinances or policies regarding local business participation, small business enterprises, or minority/women-owned business participation.

14.8 Prevailing Wage / Davis-Bacon (If Applicable). If the Project is funded in whole or in part by state or federal funds requiring prevailing wage compliance, Contractor shall comply with all applicable wage rate requirements.

14.9 Cone of Silence. Contractor acknowledges compliance with any applicable Cone of Silence ordinance adopted by the Town of Eatonville during the procurement process.

14.10 Severability. If any provision of this Contract is held invalid or unenforceable, the remainder of the Contract shall remain in full force and effect.

14.11 No Third-Party Beneficiaries. This Contract is for the sole benefit of the Parties and does not create rights in any third party.

14.12 Entire Agreement. This Contract constitutes the entire agreement between the Parties and supersedes all prior negotiations or agreements.

SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Contract as of the Effective Date first written above.

OWNER: Town of Eatonville

By: _____
Name/Title: _____
Date: _____

CONTRACTOR: _____

By: _____
Name/Title: _____
Date: _____

-
- EXHIBIT A – SCOPE OF WORK (Detailed)**
 - EXHIBIT B – DRAWINGS AND SPECIFICATIONS**
 - EXHIBIT C – SCHEDULE OF VALUES**
 - EXHIBIT D – INSURANCE REQUIREMENTS**



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

APRIL 21, 2026, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Resolution 2026-25 Appointment of three (3) individuals to the Board of Adjustment as a regular board member (**Clerk Office**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK OFFICE)
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none">• Resolution 2026-25
CONSENT AGENDA		
COUNCIL DECISION	YES	
ADMINISTRATIVE		

REQUEST: Request approval of Resolution 2026-25 Appointment of three (3) individuals to the Board of Adjustment as a regular board member for a 3 year term.

SUMMARY: The Board of Adjustment shall consist of five residents who shall be appointed by the Town Council. In addition to the regular members of the Board of Adjustment, the Town Council shall be authorized to appoint two alternate members. Three members of the board of adjustment shall constitute a quorum. All meetings of the board of adjustment shall be public. A record of all its resolutions, transactions, findings, and determinations shall be made, which shall be a public record on file with the office of the Town Clerk.

Staff desire to appoint Linder Greathouse, Cathy Mills, and Marcus Antonio Davis to the Board of Adjustment for a term of three (3) years from April 21, 2026, until April 21, 2029.

RECOMMENDATION: Recommend approval of Resolution 2026-24 Resolution 2026-25 Appointment of three (3) individuals to the Board of Adjustment as a regular board member for a 3 year term.

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION #2026-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA, TO APPOINT THREE (3) BOARD MEMBERS TO THE BOARD OF ADJUSTMENT, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS the Administration wishes to recommend to Town Council the appointment of three (3) individuals to the Board of Adjustment as a regular board member; and

WHEREAS the Board of Adjustment shall consist of five residents who shall be appointed by the Town Council. In addition to the regular members of the Board of Adjustment, the Town Council shall be authorized to appoint two alternate members. Three members of the board of adjustment shall constitute a quorum; and

WHEREAS All meetings of the board of adjustment shall be public. A record of all its resolutions, transactions, findings, and determinations shall be made, which shall be a public record on file with the office of the Town Clerk.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA THE FOLLOWING:

SECTION ONE: APPOINTMENTS: the persons recommended for appointment as a regular board members of the Board of Adjustment is Linder Greathouse, Cathy Mills, and Marcus Antonio Davis for a term of three (3) years from April 21, 2026, until April 21, 2029.

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION FOUR: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful, or unconstitutional it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

SECTION FIVE: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 21st day of April 2026.

ATTEST:

RUTHI CRITTON, Mayor

VERONICA KING, Town Clerk

TOWN OF EATONVILLE, FLORIDA



BOARD APPOINTMENT INFORMATION FORM

APPLICATION FOR: Board of Adjustments

The Town Council of the Town of Eatonville is seeking citizens to serve on duly constituted Town Boards and Commission which have been established to assist and advise the Town Council on specific matters for consideration which have been assigned to the respective Commission/Boards. Please complete this application and attach a brief resume or any additional information which you feel will assist the Town Council in their selection. The application should be typed or clearly printed and filed with the Town Clerk.

- 1. Name: LINDER GREATHOUSE Home Phone: 409-931-3384
- 2. Address: 531 KATHERINE AVE Orlando FL 32810
- 3. Are you employed by the Town? Yes _____ No:
- 4. Business Address: _____
- 5. Business Phone: _____ email: _____
- 6. Brief Resume' of Education and Experience: _____
- 7. Are you a Resident of the Town? Yes: No: _____
- 8. Are you a Registered Voter? Yes: No: _____

MEMBERSHIP IN THE COMMUNITY ORGANIZATONS OR PROFESSIONAL GROUP: yes
SENIOR CITIZENS

- 9. Have you previously served on a Town Board? Yes: No: _____
- 10. Please indicate other Town Council and/or Boards for which you wish to be considered for appointment by the Town Council: NO

Please indicate briefly why you would like to be appointed to serve on a Board or Committee: Want serve my community

Do you attend Council meetings on a regular basis? Yes: No: _____

Thank you for your interest in serving the Historic Town of Eatonville. Please indicate below your first, second and third preference below. Please carefully consider your obligations before choosing which board you would like to serve. A description of each board is included in this application. Please note that in

addition to the regular scheduled board meetings, members may be required to attend training, work sessions, and joint meeting.

Nuisance Abatement Board
 Board of Adjustment
 Code Enforcement Board
 CRA Advisory Committee

Planning Board
 Historic Preservation Board
 Arts Advisory Committee

Would you be interested in serving on a Special Events Committee? Yes No

I am aware of the meeting dates and time of the Board/Committee I have applied and if appointed. I agree to serve on the Board/Committee which I have applied or would consider an alternate appointment to a second or third service preference.

Completed applications should be returned to the Office of the Town Clerk, P.O. Box 2163, Eatonville, Florida 32751

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

Signature of Applicant: Linda Pheasant Date: 4/1/2026

For Office Use Only

APPOINTED to: _____ Date Appointed: _____
Term Expires: _____

All Boards must function in accordance with Florida Laws regarding **GOVERNMENT IN THE SUNSHINE**.

TOWN OF EATONVILLE, FLORIDA



BOARD APPOINTMENT INFORMATION FORM

APPLICATION FOR: Board of adjustment

The Town Council of the Town of Eatonville is seeking citizens to serve on duly constituted Town Boards and Commission which have been established to assist and advise the Town Council on specific matters for consideration which have been assigned to the respective Commission/Boards. Please complete this application and attach a brief resume or any additional information which you feel will assist the Town Council in their selection. The application should be typed or clearly printed and filed with the Town Clerk.

- 1. Name: CATHY MILLS Home Phone: 407 269 9935
- 2. Address: 318 Greensend ST
- 3. Are you employed by the Town? Yes _____ No:
- 4. Business Address: N/A
- 5. Business Phone: N/A email: CATHAN53@gmail.com
- 6. Brief Resume' of Education and Experience: _____
- 7. Are you a Resident of the Town? Yes: No: _____
- 8. Are you a Registered Voter? Yes: No: _____

MEMBERSHIP IN THE COMMUNITY ORGANIZATONS OR PROFESSIONAL GROUP: _____

- 9. Have you previously served on a Town Board? Yes: _____ No:
- 10. Please indicate other Town Council and/or Boards for which you wish to be considered for appointment by the Town Council: _____

Please indicate briefly why you would like to be appointed to serve on a Board or Committee: To serve my community

Do you attend Council meetings on a regular basis? Yes: _____ No:

Thank you for your interest in serving the Historic Town of Eatonville. Please indicate below your first, second and third preference below. Please carefully consider your obligations before choosing which board you would like to serve. A description of each board is included in this application. Please note that in

addition to the regular scheduled board meetings, members may be required to attend training, work sessions, and joint meeting.

- Nuisance Abatement Board
- Board of Adjustment
- Code Enforcement Board
- CRA Advisory Committee

- Planning Board
- Historic Preservation Board
- Arts Advisory Committee

Would you be interested in serving on a Special Events Committee? Yes No

I am aware of the meeting dates and time of the Board/Committee I have applied and if appointed. I agree to serve on the Board/Committee which I have applied or would consider an alternate appointment to a second or third service preference.

Completed applications should be returned to the Office of the Town Clerk, P.O. Box 2163, Eatonville, Florida 32751

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

Signature of Applicant: Cathy Mills Date: 3/31/26

For Office Use Only

APPOINTED to: _____ Date Appointed: _____
Term Expires: _____

All Boards must function in accordance with Florida Laws regarding **GOVERNMENT IN THE SUNSHINE.**

TOWN OF EATONVILLE, FLORIDA



BOARD APPOINTMENT INFORMATION FORM

APPLICATION FOR: Board of Adjustment

The Town Council of the Town of Eatonville is seeking citizens to serve on duly constituted Town Boards and Commission which have been established to assist and advise the Town Council on specific matters for consideration which have been assigned to the respective Commission/Boards. Please complete this application and attach a brief resume or any additional information which you feel will assist the Town Council in their selection. The application should be typed or clearly printed and filed with the Town Clerk.

- 1. Name: Marcus Antonio Davis Home Phone: 407-284-2952
- 2. Address: 246 Greens End St Orlando Florida 32817-6207
- 3. Are you employed by the Town? Yes No: _____
- 4. Business Address: _____
- 5. Business Phone: _____ email: _____
- 6. Brief Resume' of Education and Experience: Some College Legal Studies
- 7. Are you a Resident of the Town? Yes: No: _____
- 8. Are you a Registered Voter? Yes: No: _____

MEMBERSHIP IN THE COMMUNITY ORGANIZATONS OR PROFESSIONAL GROUP: N/A

- 9. Have you previously served on a Town Board? Yes: No: _____
- 10. Please indicate other Town Council and/or Boards for which you wish to be considered for appointment by the Town Council: Planning and Zoning

Please indicate briefly why you would like to be appointed to serve on a Board or Committee: TO serve my community

Do you attend Council meetings on a regular basis? Yes: Have Not Been; But plan on it No:

Thank you for your interest in serving the Historic Town of Eatonville. Please indicate below your first, second and third preference below. Please carefully consider your obligations before choosing which board you would like to serve. A description of each board is included in this application. Please note that in

addition to the regular scheduled board meetings, members may be required to attend training, work sessions, and joint meeting.

_____ Nuisance Abatement Board
_____ Board of Adjustment
_____ Code Enforcement Board
_____ CRA Advisory Committee

_____ Planning Board
_____ Historic Preservation Board
_____ Arts Advisory Committee

Would you be interested in serving on a Special Events Committee? Yes No

I am aware of the meeting dates and time of the Board/Committee I have applied and if appointed. I agree to serve on the Board/Committee which I have applied or would consider an alternate appointment to a second or third service preference.

Completed applications should be returned to the Office of the Town Clerk, P.O. Box 2163, Eatonville, Florida 32751

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

Signature of Applicant: *M. A. DeLo* Date: *April 6, 2020*

For Office Use Only

APPOINTED to: _____ Date Appointed: _____
Term Expires: _____

All Boards must function in accordance with Florida Laws regarding **GOVERNMENT IN THE SUNSHINE.**