



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR COUNCIL MEETING AGENDA

Tuesday, January 03, 2023 at 7:30 PM

Town Hall - 307 E Kennedy Blvd

I. CALL TO ORDER AND VERIFICATION OF QUORUM

II. INVOCATION AND PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

IV. CITIZEN PARTICIPATION (Three minutes strictly enforced)

V. PUBLIC HEARING

A. Approval of Public Hearing of the Rezoning Request at 200 S. Lake Destiny Drive (**Planning**)

VI. CONSENT AGENDA

1. Approval Town Council Meeting Minutes – December 20, 2022 (**Clerk Office**)

2. Approval of Plan Active Studio Planning Support Services Contract (**Administration**)

3. Approval of the hiring of a temporary CPA from a qualified Temp Agency
(**Administration/Finance**)

4. CPH Proposal E6611 (**Public Works**)

VII. COUNCIL DECISIONS - (*Content Agenda Items May be Moved To Council Decisions*)

VIII. REPORTS

CHIEF ADMINISTRATIVE OFFICER'S REPORT

TOWN ATTORNEY'S REPORT

TOWN COUNCIL REPORT/DISCUSSION ITEMS

MAYOR'S REPORT

IX. 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

JANUARY 3, 2023 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 Public Hearing of the Rezoning Request at 200 S. Lake Destiny Drive (**Planning**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1ST / 2ND READING	YES	Exhibits: <ul style="list-style-type: none"> Staff Report
CONSENT AGENDA		
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Town Council to hear staff recommendation of DEV 2022.06 Application to rezone 200 S. Lake Destiny Drive, parcel ID 35-21-29-3854-00-0070, from I-1 Zoning District (Industrial) to C-1 (Commercial) on approximately 3.70 acres; by **Ordinance no. 2022-13**, Amending the Town's Zoning Map By Ordinance 2022-13.

SUMMARY: On Thursday, December 8, 2022 at 6:30 p.m., the Planning and Zoning Board heard from applicant the request to rezone 200 S. Lake Destiny Drive, parcel ID 35-21-29-3854-00-0070, from I-1 Zoning District (Industrial) to C-1 (Commercial) on approximately 3.70 acres; by Ordinance no. 2022-13, Amending the Town's Zoning Map By Ordinance 2022-13. After review and careful consideration, the Planning and Zoning board is recommending Town Council to review for further consideration. One public hearing is required for the rezoning.

RECOMMENDATION: The planning board, on December 8th, recommended approval of the rezoning from I-1 to C-1 zoning district. The Town Council will need to provide one of the following for Ordinances 2022-13:

- (a) Recommendation of denial
- (b) Recommendation of approval
- (c) Recommendation of approval with conditions
- (d) Recommendation of approval in part, with or without conditions, and denial in part.

FISCAL & EFFICIENCY DATA: N/A



Town Council Staff Report

Town of Eatonville

APPLICATION INFORMATION

APPLICATION NUMBER: #DEV2022.06
OWNER: XWAY Inc, a Florida Corporation
APPLICANT: Logan Opsahl and Lowndes Law Firm
PREPARED BY: Tara Salmieri, AICP Town Planner
MEETING DATE: January 3, 2023

REQUEST:	A request to change the zoning classification from I-1 Industrial to C-1 Commercial for office and accessory uses.
LOCATION:	200 S. Lake Destiny, Parcel ID 35-21-29-3854-00-0070
ACREAGE:	3.7 +/- Acres
EXISTING ZONING	I-1
FUTURE LAND USE	Commercial
SURROUNDING ZONING and FUTURE LAND DESIGNATIONS:	North – Commercial/ C-1 South – Industrial/ I-1 East – Industrial/I-1 West – Commercial/C-3

STAFF EVALUATION AND FINDINGS

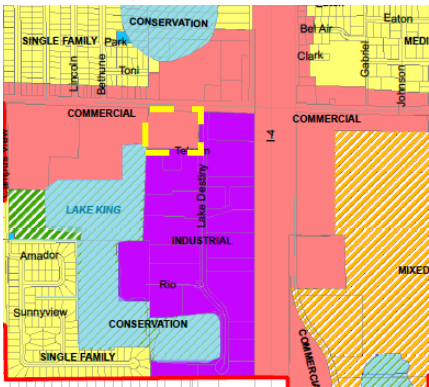
1. PROPOSAL



The proposal, from the application, is to rezone 3.7 +/- acres from I-1 Zoning to C-1 Zoning. The property is located on Lake Destiny with Kennedy roadway frontage.



Zoning Map



Future Land Use Map

The property has a future land use designation of Commercial and an industrial zoning district. The subject parcel should have a commercial zoning district to be consistent with the Town’s Comprehensive Plan. The table, below is from the Town’s Comprehensive Plan. As highlighted, a parcel with commercial land use designation consistent zoning assignment would be: C-1, C-2, or C-3. The parcel is zoned I-1, which is not consistent with the Town’s Comprehensive Plan and Zoning as outlined in the table.

TABLE 1.6.8 (A): FUTURE LAND USE DESIGNATIONS AND ALLOWABLE USES		
FUTURE LAND USE DESIGNATIONS	CONSISTENT ZONING	ALLOWABLE USES/MAXIMUM INTENSITY
Conservation (Con)	Environmental Conservation (EC)	Lakes and adjacent wetlands and environmentally fragile resources. Limited controlled access only for passive use. There are no uses currently permitted in this category. Maximum Intensity is a Floor Area Ratio (FAR) of 0.05.
Industrial (I)	Planned Industrial (I-1)	Light manufacturing, wholesale, warehousing and similar uses identified in the Town's Land Development Code. Maximum Intensity: 48 feet in height.
Commercial (C)	Planned Commercial District (C-1) Planned Office (C-2) General Commercial (C-3)	Retail, professional offices, hotels & motels, shopping centers and similar uses identified in the Town's Land Development Code. Maximum Intensity: Up to 40 feet Up to 60 feet Up to 48 feet
Residential (R) Low Density (RLD) Medium Density (MD) High Density (RHD)	R-1 R-2, PUD R-3, PUD	Maximum Density up to 5 dwelling units per acre up to 8 dwelling units per acre up to 17 dwelling units per acre
Public Institutional	PU, R-1, R-2, PUD	Public services. Institutional including municipal, county, state or federal land use, medical, semi-public uses and religious worship facilities. Maximum Intensity: 40 ft. in height.
Recreational (REC)	R-1, R-2	Public parks and recreation areas and related open space for recreation or performing arts. Maximum Intensity: 40 ft. in height.
Medium Mixed Use (MMU)**	Lake Weston Overlay Planned Commercial District (C-1) PUD	Up to 13 dwelling units per acre Commercial .45 FAR
Mixed-Use (MU)	Planned Development Hungerford-Planned Redevelopment	Planned development or redevelopment featuring mixed land use. See Table 1.6.8(B) for Land Uses in the Hungerford Mixed Use designation.

Zoning District Dimensional Standards:

The following standards are the requirements for commercial zoning districts. The highlighted column is C-1 Zoning.

C-1 Planned Office	100 ft.	20,000	15 ft.	20 ft.	30 ft.	5 ft.	20 ft.	None	40%	40 ft.
C-2 Planned Office	100 ft.	1 acre	15 ft.	20 ft.	30 ft.	15 ft.	20 ft.	None	40%	60 ft.
C-3 General Commercial	50 ft.	5,000	None	20 ft. (3)	None	None	15 ft.	None	65%	48 ft.

Zoning District Uses Permitted:

The following table provides the uses, by commercial district. The table identifies: permitted (P) uses, special exception (SE) and a blank cell is prohibited use.

	C-1	C-2	C-3
PRIMARY USE			
Retail store.	P	SE	P
Personal service store.	P	SE	P
Business and professional office.	P	P	P
Business and financial service facilities.	P	P	P
Restaurant.	P	P	P
Liquor lounge, package store, or night club.	P		P
General government facilities.	P		P
Essential services.	P	P	P
Pharmacy		P	
Plant nursery.			P
Hotel or motel.			P
Day Care			P
Shopping Center, min lot 1 acre	SE		
Pool hall or game room (when in a shopping center)	SE		
Convenience Store			P
Mobile Homes intended to house business activities			SE
Short duration residential lodging			SE
Businesses that sell alcoholic beverages for on and off premise consumption			SE
ACCESSORY USES			
Off-street parking and loading.	P	P	P
Other accessory uses customarily incidental to a permitted use	P	P	P

2. Findings and Planner Recommendation

The parcel of land does not have a zoning district that is consistent with the FLU assigned for Commercial. The three zoning categories that are consistent with Commercial Land Use are: C-1, C-2, and C-3. The applicants request is for the lowest intensity and use for commercial zoning. By approving the rezoning, the parcel of land will be consistent with the land use that is assigned to the parcel. Section 44-19, Relationship to the comprehensive plan, states **“In accordance with F.S. § 163.3194, all applications made as provided for in this Land Development Code shall be consistent with the town's adopted comprehensive plan. Where desired development activities are not consistent with the plan,**

the issuance of any permits or the granting of any approvals shall be preceded by a plan amendment as provided in section 44-21.”

Given the Florida Statute requirements and the Town’s Land Development Code, the Town Planner recommends approval of the rezoning so the parcel of land is consistent with the Comprehensive Plan.

3. Planning Board Recommendation

The planning board, on December 8th, recommended approval of the rezoning from I-1 to C-1 zoning district.

RECOMMENDATION

The Town Council will provide one of the following for **Ordinances 2022-13:**

- (a) Recommendation of denial
- (b) Recommendation of approval
- (c) Recommendation of approval with conditions
- (d) Recommendation of approval in part, with or without conditions, and denial in part.

ORDINANCE NO. 2022-13
(Rezoning Ordinance for 200 S. Lake Destiny Drive)

TAX PARCEL ID: 35-21-29-3854-00-0070

AN ORDINANCE OF THE TOWN OF EATONVILLE, FLORIDA, CHANGING THE ZONING CLASSIFICATION FROM I-1 (INDUSTRIAL) TO C-1 (COMMERCIAL) ON CERTAIN REAL PROPERTY CONTAINING APPROXIMATELY 3.70 ACRES; FINDING SUCH ZONING TO BE CONSISTENT WITH THE EATONVILLE COMPREHENSIVE PLAN; PROVIDING FOR AN AUTHORIZING THE REVISION OF THE OFFICIAL TOWN ZONING MAP; REPEALING INCONSISTENT ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the agent of owner (the “Applicant”) of certain real property, as hereinafter described, located within the corporate limits of the Town of Eatonville, Florida (“has submitted an application to the Town Council of the Town of Eatonville, Florida (the “Eatonville Town Council”) to rezone said real property (the “Rezoning”); and

WHEREAS, the Applicant seeks to rezone certain real property containing approximately 3.70 acres, more particularly described in Exhibit “A” attached hereto and by this reference made a part hereof, from I-1 (Industrial) to C-1 (Commercial); and

WHEREAS, said Rezoning application was scheduled for review and recommendation by the Planning and Zoning Board of the Town of Eatonville, Florida (the “Planning and Zoning Board”); and

WHEREAS, on December 8, 2022, the Planning and Zoning Board held a public hearing and reviewed said Rezoning application for consistency with the Eatonville Comprehensive Plan and determined that the Rezoning is consistent with the Eatonville Comprehensive Plan and is in the best interest of the Town, and recommended to the Eatonville Town Council that the zoning classification of said real property be rezoned as requested by the Applicant and that the Eatonville Town Council find the Rezoning requested by the Applicant to be consistent with the Eatonville Comprehensive Plan; and

WHEREAS, on December 20, 2022, the Eatonville Town Council held a de novo advertised public hearing with respect to the proposed Rezoning of said real property and determined that the Rezoning is consistent with the Eatonville Comprehensive Plan; and

WHEREAS, this Ordinance has been considered by the Eatonville Town Council in accordance with the procedures set forth in Section 166.041(3)(a), Florida Statutes.

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

SECTION 1. AUTHORITY. The Eatonville Town Council has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapters 163 and 166, Florida Statutes.

SECTION 2. REZONING. The zoning classification, as defined in the Eatonville Town Code, of the Property described in **Exhibit “A”** containing approximately 3.70 acres located within the corporate limits of the Town of Eatonville, Florida, is hereby changed from I-1 (Industrial) to C-1 (Commercial). A map of said land herein described which clearly shows the area of the Rezoning is attached hereto as **Exhibit “B”** and by this reference is made a part hereof.

SECTION 3. COMPREHENSIVE PLAN. The Eatonville Town Council hereby finds the Rezoning of the land described in this Ordinance to be consistent with the Eatonville Comprehensive Plan.

SECTION 4. ZONING MAP. The Town Clerk is hereby authorized and directed to revise the Official Zoning Map of the Town of Eatonville in order to incorporate the Rezoning enacted by this Ordinance, and the Mayor and Town Clerk are hereby authorized to execute said revised Official Zoning Map in accordance with the Eatonville Town Code.

SECTION 5. CONFLICTING ORDINANCES. All ordinances or parts of ordinances in conflict herewith are hereby repealed and rescinded.

SECTION 6. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion hereto.

SECTION 7. EFFECTIVE DATE. This ordinance shall become effective upon passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2022.

ATTEST:

**APPROVED:
TOWN OF EATONVILLE, FLORIDA**

Town Clerk

Mayor

**FOR USE AND RELIANCE ONLY BY
THE TOWN OF EATONVILLE,
FLORIDA; APPROVED AS TO FORM
AND LEGALITY**
this ____ day of _____, 2022

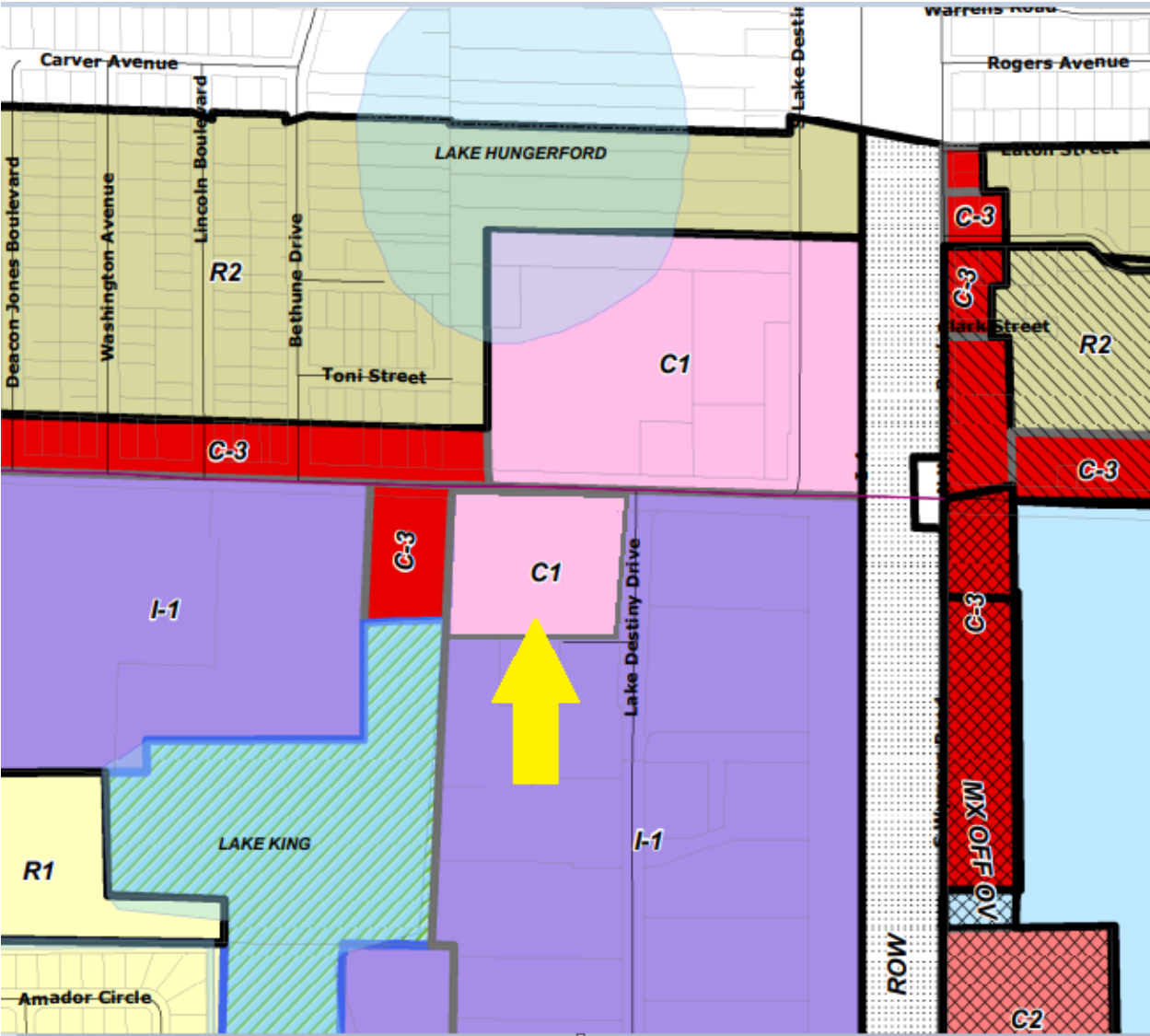
By: _____
Town Attorney

EXHIBIT "A"**LEGAL DESCRIPTION OF PROPERTY**

A portion of Tract 7, INTERSTATE PARK PHASE I, according to the plat thereof as recorded in Plat Book 14, Pages 72 and 73 of the Public Records of Orange County, Florida, being more particularly described as follows:

Begin at the intersection of the West line of INTERSTATE PARK PHASE I, according to the plat thereof as recorded in Plat Book 14, Pages 72 and 73 of the Public Records of Orange County, Florida with the Southerly right-of-way line of Kennedy Boulevard as it now exists, said Point of Beginning being South 02°20'10" West, 20.00 feet from the original Northwest corner of said INTERSTATE PARK PHASE I; thence run South 02°20'10" West along the West line of said INTERSTATE PARK PHASE I, 349.53 feet; thence leaving said West line run South 89°51'36" East, 474.18 feet to a point on the Westerly right-of-way line of the re-alignment of LAKE DESTINY DRIVE; thence run along said Westerly right-of-way line of the re-alignment of LAKE DESTINY DRIVE the following four courses; North 2°18'33" East, 95.12 feet; North 88°23'17" West, 8.00 feet; North 2°18'33" East, 217.22 feet; North 43°15'00" West, 32.65 feet to a point on the Southerly right-of-way line of Kennedy Boulevard as it now exists; thence leaving said Westerly right-of-way lines run North 87°51'36" West along said Southerly right-of-way line, 201.52 feet; thence run North 88°23'17" West along said Southerly right-of-way line, 240.87 feet to the Point of Beginning.

EXHIBIT “B”
AREA OF REZONING





HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

JANUARY 3, 2023 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 Town Council Meeting Minutes – December 20, 2022 (Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none"> Meeting Minutes – December 20, 2022
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Approval of meeting minutes for the Town Council Meeting held on December 20, 2022.

SUMMARY: The Town Council Meeting was held on the 3rd Tuesday, December 20, 2022, 7:30 p.m. and minutes were transcribed from the audio archive for approval for the public records.

RECOMMENDATION: Approval of December 20, 2022 meeting minutes.

FISCAL & EFFICIENCY DATA: N/A

TOWN COUNCIL
REGULAR MEETING
MINUTES
December 20, 2022

Section VI. Item #1.

PRESENT: Mayor Angie Gardner, Vice Mayor Rodney Daniels, Councilman Marlin Daniels, Councilwoman Wanda Randolph, and Councilman Theo Washington. **STAFF:** Jacob Schumer, **Town Attorney**, Randy Singh, **Chief Administrative Officer**, Veronica King, **Town Clerk**, Eric McIntyre, **Lieutenant**, Albert English, **Public Works Director** and Katrina Gibson, **Finance Director**

CALL TO ORDER & VERIFICATION OF QUORUM

Mayor Gardner called meeting to order at 7:30pm with a verification of quorum through Mrs. King

INVOCATION & PLEDGE OF ALLEGIANCE

Pastor Critton led the Prayer of Invocation, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion for approval of agenda with noted change; Under Reports, Chief Administrative Officer should not be identified as Interim; **moved by Councilman Washington; second by Councilwoman Randolph AYE: ALL, MOTION PASSES.**

PRESENTATIONS AND RECOGNITIONS:

Mayor Gardner presented a Resolution of Recognition to Pastor Ronald Critton for his 17th Pastoral Anniversary; also verbally recognized and appreciated him as the Chaplain for the Town of Eatonville (A picture was taken with Town Council). In Addition, Mayor Gardner read into the record a Resolution of Recognition in celebration of the 50th Anniversary for the Florida Association of City Clerk (FACC); also verbally recognized and appreciated Ms. King for her improvements and commitment to getting the job done since acclimating into the role as Town Clerk.

CITIZEN PARTICIPATION - THREE (3) MINUTES STRICTLY ENFORCED.

Mayor Gardner called for Citizen Participation; with (4) participating citizens.

JOHN BEACHAM – (Hungerford Property) Want land back, not against development. Desire developments where people can deposit money in the town without having to live in Eatonville; through cultural, history, and art. Everyday people come to visit PEC.

CHRISTI ROMEY (*OPTED TO NOT SPEAK*)

MILLIARD LIVATT JR. – (Hungerford Property) Trying to learn things to better assist the town. Concerning the contract between Orange County Public School and the Town of Eatonville, it appears out of the 4 million dollars the town will receive, some of the money will have to be paid back for maintenance of the property. How much will we actually receive once the land is sold, if profits are expected to be paid back for maintenance. Seeking answers and clarity.

RYAN NOVAK – (Hungerford Property) Want to understand further about what happened with the Hungerford property. After research, there is no case of taking back the land. In 1951, the land was sold legally, 1974 part of the land was sold for highway and retention pond, 2009 the trust was compensated \$1 million to lift the final deed restrictions of the property. Maybe consider coming up with a way to purchase the land back. (Pickleball) – Request for review of the previously pickleball proposal; six (6) total to be installed on the current tennis courts. Spoke with Mr. English about the mountainous speed bumps that are scrapping vehicles; ask to reassess them speed bumps.

APPROVAL OF CONSENT AGENDA: Approving Town Council Meeting Minutes for December 6, 2022 and November 28, 2022; also approving the extension for the Utilization of Vacation Accumulations for Employees. **Motion for approval Consent Agenda;** moved by Councilman Theo Washington; second by Vice

Mayor R. Daniels with correction on the minutes (for December 6, 2022 Meeting). Correct Bets to read Gussie Mae Johnson; **AYE: ALL, MOTION PASSES.**

COUNCIL DECISIONS:

Motion for approval of Resolution 2022-68 for Appointment of TOECRA Chair (The Preamble was read by Clerk); **Discussion:** Vice Mayor R. Daniels recommends Angie Gardner as the Chair. **Motion for approval of Resolution 2022-68 naming Mayor Angie Gardner as the TOECRA Chair;** moved by Councilman Washington; second by Vice Mayor R. Daniels; **AYE: ALL, MOTION PASSES.**

Motion for approval of Resolution 2022-69 for Appointment of TOECRA Vice Chair (The Preamble was read by Clerk); **Discussion:** Councilman Washington recommends Rodney Daniels as the Vice-Chair. **Motion for approval of Resolution 2022-69 naming Vice-Mayor Rodney Daniels as the TOECRA Vice- Chair;** moved by Councilwoman Randolph; second by Councilman Washington; **AYE: ALL, MOTION PASSES.**

CHIEF ADMINISTRATIVE OFFICER: (Randy Singh) Have many challenges before us. (Finance/Infrastructure) Observations: no financial strategy for addressing the town's needs, no sufficient funding for crisis, and no sufficient human resources to address needs. Grant funding to address short falls; there are no guarantees with the condition of the town's finances. There have been audit deficiencies for decades. Intend to bring solutions; want to bring to the board for consideration to hiring a temporary CPA before the next audit begins. Objective is to have a clean audit. Developments are coming; town's water, sewer, and wastewater is unable to accommodate some of the major developments. Received notification from the city of Altamonte that there will be a cap on the volume we provide for processing of wastewater and sewer; they are running out of capacity. How do we fund, not by grants alone but through impact fees to developers as another source of revenue. The fire service contract is escalating at a rate that is not sustainable. EPF need additional officers; the current rate makes up about 50% of the operating budget. We need reliable sources of revenue. There are no service fees for police and fire. The amount the residents pay should be subsidized by the developers fees. A fair fee study was done and after review, it is with hopes to bring back at a future date. (Town Hall) building has no A/C or heat, roof is leaking, and concerned about the air quality; need to provide a safe environment for employees. (Boards) Need to reactivate the Code Enforcement Board; was deactivated prior to covid. (Solutions) To develop short- and long-range financial model, develop a five-year capital improvement plan, develop a funding stream to support the capital plan and the growth of the organization; through impact and user fees, not raise taxes. Met with Integrity Group, not impressed with presentation. However, this group is well connected with D.C. and the state to bring certain types of grants to the town. Would like to bring the Integrity Group back for a more formal presentation to discuss their offerings at no cost to the town. If we want grants, we have to go after them versus waiting on a notification; must be proactive. Before any full contract is executed, it will come before council to discuss the details. Bottomline, we have a revenue and infrastructure issue that needs addressing.

LEGAL COUNSEL REPORT: (Jacob Schumer) No Report

COUNCIL REPORTS:

Councilwoman Wanda Randolph – Deepest sympathy to Town Clerk in the passing of her mother; acknowledge her continued work under the circumstances (Card were provided). Reflecting on the CAO's report, it can not be business as usual; need to do things on a different level. Referenced Waypoint development; town is unable to support with insufficient income. As a town person, we need to be better informed and trained concerning ordinances, readings, special exceptions, and land use developments in order to be prepared to vote. Mr. Tommy Dixon passed; keep family in prayer. Merry Christmas.

Councilman Theo Washington – Condolences to the King family. (Developments) We have to be a strong body when it comes to developments; they will impact our waterlines, fire services, police services and streets. If people want to build in the town, they must pay the price. Have to implement impact fees. Need a water rate study; rates should go up (pay for what you use). Happy Holidays.

Councilman Marlin Daniels – Happy Holidays. Acknowledged the thoroughness of the CAO's report having facts. We all want the best for the town; have to get our house in order. (Hungerford) Had many opportunities to

purchase the land; unable to buy due to decades of financial problems in the town. (Impact Fees) fees. Policy, Procedures and Accountability is needed. CAO has been turning around document requests quickly; need competent people in place. There are major IT issues to be addressed; should be automatic. Requesting update on the Chief of Police; public safety is important. This weekend, there will be additional toys, bikes, and gift cards to give out. Requesting an update on the Zora Fest 2023.

Vice Mayor Rodney Daniels – Condolences to the Clerk and family. Met with Mr. Singh and was amazed at the conversation; encouraged to know that the newly hired CAO is putting the town on the right track. We are passionate about the town and must show the public that we can get along. The Vice Mayor appointment is made by the Mayor and that Vice Mayor should be the Vice Chair of the CRA board. Merry Christmas.

Mayor Angie Gardner – Condolences again to the clerk. Enjoyed the King of Glory event. Code Enforcement, Adjustment Board, and other boards need to be filled; asked residents to consider serving on a board. Reach out to the Town Clerk for more information. Watched the pickleball tournament; looks fun. The Waypoint Development previously mentioned is an old development; the company pulled out. Check through the CAO to verify accuracy of information to avoid miscommunication; there is no Waypoint development. Concerning CRA Vice Chair appointment, it is ok to float the seat where everyone can have experience as the Vice Chair. Protected the CRA because the grant was tied to the CRA and was reimbursable; there are no intentions on harming the town. Concerning the Police Chief, interviews have been conducted and we do have a plan in mind; requesting more time to provide an update. Yielded to Mr. Singh to communicate the Christmas holiday hours; town hall will be closed for business on Friday and Monday. (Council Washington) Concerning Mental Health, please get help.

ADJOURNMENT: Motion to adjourn, moved by Councilman M. Daniels; seconded by Councilman Washington; **AYE: ALL, MOTION PASSES. MEETING ADJOURNED** at: 8:37PM.

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Mayor



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

JANUARY 3, 2023 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 Plan Active Studio Planning Support Services Contract
(Administration)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: COMMUNITY DEVELOPMENT AND PLANNING
PUBLIC HEARING 1ST / 2ND READING		Exhibits: Town of Eatonville Planning Support Services Contract
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Approval of the Town of Eatonville Planning Support Services by Plan Active Studio

SUMMARY: Plan Active Studio will provide services from January 2023 - September 2023

- Planning and Zoning support services,
- Technical Review/Policy Updates
- Meetings (HPB, PB, any other boards as requested)

RECOMMENDATION: Staff recommends acceptance the Plan Active Studio Services Agreement, hourly rate of \$175.00 per hour not to exceed **\$40,000.**

FISCAL & EFFICIENCY DATA: The provided funds will be allocated from budget line item professional services 001-0515-515.3100

TOWN OF EATONVILLE PLANNING SUPPORT SERVICES December 14, 2022

Scope of Services

This scope outlines professional services to support the Town of Eatonville's Planning & Zoning Department from January 2023- September 2023. PlanActive Studio understand that the Town of Eatonville requires additional planning and development staff support on an 'as needed' basis and for specific projects. PlanActive will provide the following tasks/duties as outlined:

TASKS/DUTIES

Planning & Zoning Support Services

PlanActive will provide both as needed basis planning support and Policy Review as follows:

Tasks/duties:

Development Review

- As directed by the Town, PlanActive will provide professional planning services to review zoning applications, variance requests, amendments to the comprehensive plan and other potential planning related needs, as received by the Town on a "as needed" basis. PlanActive will follow the Town's established development review procedures, comprehensive plan, and other policies as provided by the Town's Chief Administrative Officer.
 - Application sufficiency review with the Town planner
 - Application technical review and preparation of comments
 - Follow up to applicant comment responses

Technical Review and Policy Updates

As directed by the Town, PlanActive may provide technical review(s) and assessments of the Town's policies, including Zoning Code and Comprehensive Plan updates. Prior to any comprehensive review, PlanActive Studio will provide an overall work plan and provide a fee for this type of work effort.

- Zoning Amendments
 - Review and assessment of Zoning Code
 - Updates to the Zoning Code
 - Zoning Map review and assessment to ensure consistency with the Comprehensive Plan
- Comprehensive Plan Updates
 - Evaluation and Appraisal Reports for the Comprehensive Plan
 - Town initiated amendments, policy changes, etc.

Meetings

As directed by the Town, PlanActive will attend meetings, summarized below, as needed:

- Attendance of planning and zoning meetings, Town Council, Board of Zoning Adjustment, and Historic Planning Board, and any other boards as requested by the Town.
- PlanActive will not contact any applicants without prior consent from the Town Project Manager.
- Meetings with members of boards, elected officials, staff as directed

DELIVERABLES

For each task assignment, PlanActive will prepare written comments in accordance with the Town's established development review protocols. For each public hearing application assignment, PlanActive will prepare written comments and prepare staff reports in accordance with the Town's established protocols. Additional tasks can be added, as needed, by the Town Project Manager. PlanActive Studio will provide updates monthly invoices that summarizes, by project, the hours and deliverables submitted to the Town.

COMPENSATION

PlanActive Studio will perform the above services contained in this Agreement for an hourly rate of \$175.00 per hour, plus reimbursables (if applicable) not to exceed **\$40,000.**

PLANACTIVE STUDIO LLC Authorization**By:** _____**Title:** President_____**Date:**_____**CLIENT AUTHORIZATION****By:** _____**Title:**_____**Date:**_____



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

JANUARY 3, 2023 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 the hiring of a temporary CPA from a qualified Temp Agency (**Administration/Finance**)

TOWN COUNCIL ACTION:

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

REQUEST: Staff requests approval of the hiring of a temporary CPA from a qualified Temp Agency.

SUMMARY: This CPA professional will provide consulting services to assist in monitoring whether appropriate reconciliations have been performed and appropriate adjustments have been made, including limited assistance and communication of findings to designated Town management. The services will be performed in accordance with the statement on Standards for Consulting Services issued by the American Institute of Certified Public Accountants (AICPA).

RECOMMENDATION: Staff recommends the hiring of temp professional with (CPA) background in the efforts to assist the Finance Department. The Funds are not to exceed \$30,000.

FISCAL & EFFICIENCY DATA: The provided funds will be allocated from budget line item professional services 001-0515-515.3100



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

JANUARY 3, 2023 AT 7:30 PM

ITEM TITLE: CPH Proposal E6611 (**Public Works**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: PUBLIC WORKS
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none"> CPH Proposal E6611 – Eatonville Town Hall Roof Replacement & HVAC Renovation
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: The Public Works Department request approval to execute agreement with CPH for the recommended A/C roof modifications & upgrades to be completed in conjunction with the Town Hall roof repairs.

SUMMARY: The Town entered into an agreement with CPH for professional services to evaluate existing conditions, prepare construction documents and administrate the bidding & construction of the repairs associated with the Town Hall roof. After further examination it was determined that the Buildings seven A/C units which are located on the roof, three of which are currently not in operation needed to be included in the projects overall scope of work. The scope of work for the HVAC will cost \$19,900.

RECOMMENDATION: Staff recommends the approval of the proposal agreement between CPH & the Town of Eatonville

FISCAL & EFFICIENCY DATA: 400-0541-541-3100 (professional services) \$19,900

December 27 2022

Mr. Albert English
Public Works Director
Town of Eatonville
307 East Kennedy Blvd
Eatonville, Florida 32751

1117 East Robinson St.
Orlando, FL 32801
Phone: 407.425.0452
Fax: 407.648.1036

RE: E6611 - Eatonville Town Hall Roof Replacement and HVAC Renovation

Dear Albert:

This ADDITIONAL SERVICES proposal is being submitted in accordance with the MASTER AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES dated January 19, 2022, between the Town of Eatonville (TOWN) and the firm of CPH, LLC, (CPH).

SCOPE OF SERVICES

As follow-up to our call, the additional work recommended for the roof project is as follows:

1. Mechanical and Electrical demolition plans for existing roof top air conditioning units.
2. Mechanical and Electrical renovation plans for new roof top air conditioning units to include new roof curbs and connection to existing ductwork.
3. Air balance calculations.
4. COMcheck energy forms.
5. Structural review of roof support and repair recommendations

Exclusions:

1. Modification of ductwork beyond what is required to connect to new roof top air conditioning units.
2. Fire protection and plumbing plans.
3. Any scope of work not explicitly stated in scope of work.

Billing Basis

This Task Authorization will be issued as a lump sum payment method for a total project amount of **\$19,900.00**. The man-hour and fee breakdown table is provided in **Exhibit I**.

CPH's hourly rates and miscellaneous expenses are based on the "2022 Agreement" with the Town, and miscellaneous expenses for mileage, reproduction, postage, FEDEX, etc. will be billed in the normal course of completing the project. Expenses have been included in the costs listed above.

CPH, Inc. appreciates this opportunity to provide our services to the Town of Oakland. If the Town is in agreement with the terms and fees proposed, please execute this proposal where provided below, and return a copy for our use and records.

ALL TERMS AND CONDITIONS OF THE MASTER AGREEMENT ARE HEREBY INCORPORATED HEREIN. IN THE EVENT THAT THE LANGUAGE OF THIS PROPOSAL IS CONSTRUED TO BE IN CONFLICT WITH THE LANGUAGE IN THE MASTER AGREEMENT, THE LANGUAGE OF THE MASTER AGREEMENT SHALL CONTROL.

Made and executed by and between the Town and the CPH on this EXECUTED date HEREIN.

Town:

**TOWN OF EATONVILLE, a Florida
municipal corporation**

By:

Angie Gardner
Title: Mayor

DATE: _____

Consultant:

CPH, LLC,



By:

Scott A. Breitenstein, P.E.
Title: Vice President/Associate