



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## COUNCIL WORKSHOP AGENDA

Tuesday, April 16, 2024, at 6:30 PM

Town Hall - 307 E Kennedy Blvd

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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

### II. CITIZEN PARTICIPATION (Three minutes strictly enforced)

### III. COUNCIL DISCUSSION

1. Discussion/Review of Revised Town Charter (Clerk's Office)

2. Discussion of Ordinance on Homelessness in the Town of Eatonville (Councilwoman Randolph)

3. Discussion of the Town of Eatonville Conceptual Master Planning Review and National Trust of Historic Preservation Collaboration (Administration / Planning)

4. Discussion of the Bruce and Winnie Mount Scholarship Program (Administration)

### IV. COMMENTS

5. Staff Comments

### V. 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 WORKSHOP

APRIL 16, 2024, 6:30 PM

### Cover Sheet

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

**ITEM TITLE:** Discussion/Review of Revised Town Charter (Clerk’s Office)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> Legislation (Clerk Office)  <b>Exhibits:</b>  <ul style="list-style-type: none"> <li>• Revised Town Charter (Post 2024 Election)</li> <li>• Election Results</li> </ul>
<b>INTRODUCTIONS</b>		
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** For Town Council to discuss and review the drafted Revised Town Charter (Post 2024 Election).

**SUMMARY:** On April 18, 2023, the Town Council approved a Charter Review by Resolution 2023 – 6. Since approval, several Charter reviews have been conducted by the Town Council who serves as the acting Charter Review Committee along with the Charter Review Advisory Committee (CRAC) consisting of residents within the Town of Eatonville. Presentation of a final report was presented to Town Council on September 7, 2023, with direction and preparation of a referendum through Ordinance 2023-8. The review resulted in six proposed amendments presented as referendums for a direct decision by the electorate. The first and second hearing was held September 19, 2023, and October 3, 2023, adopting Ordinance 2023-8. The election was held on March 19, 2024, and the electorate voted by majority to have all six amendments made to the Town Charter.

A draft of the Revised Charter (post-election) is being brought to the Town Council for review before presenting a final draft to Municode and for official record.

**RECOMMENDATION:** For Town Council to discuss and review the drafted Revised Town Charter (Post 2024 Election).

**FISCAL & EFFICIENCY DATA:** N/A

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## PART I CHARTER<sup>1</sup>

### PREAMBLE

We the people of the historic Town of Eatonville, Florida, the Oldest Incorporated Black Municipality in the United States, under the constitution and laws of the State of Florida, in order to provide the benefits of local government responsive to the will and values of our citizens, do hereby adopt this Charter to define the powers and structure of our government. By this action we enable our government to provide services and meet the needs of the people efficiently; allow fair and equitable participation of all residents in the affairs of the Town; provide for transparency, accountability, and ethics in governance; foster fiscal responsibility; promote prosperity and advance the quality of life; and, preserve our unique history for generations to come.

### ARTICLE I. POWERS OF THE TOWN

#### Sec. 1.01. Powers of the Town.

The Town shall have all powers possible for a Municipality to have under the constitution and Laws of the state of Florida as fully and completely as though they were specifically enumerated in this Charter.

#### Sec. 1.02. Construction.

The powers of the Town under this Charter shall be construed liberally in favor of the Town, and the specific mention of particular powers in the Charter shall not be construed as limiting in any way the general power granted in this article.

#### Sec. 1.03. Intergovernmental relations.

The Town may participate by contract or otherwise with any governmental entity of this State or any other State or States or the United States in the performance of any activity which one or more of such entities has the authority to undertake.

#### Sec. 1.04. Corporate boundaries.

The corporate boundaries of the Town of Eatonville remain as they exist on the date this amended Charter takes effect, provided that the Town shall have the power to change its boundaries in the manner prescribed by

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<sup>1</sup>Editor's note(s)—Printed herein is the revised Charter of the Town of Eatonville, adopted by Ord. No. 2016-14 on October 18, 2016. Amendments are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original. Obvious misspellings have been corrected without notation. Additions made for clarity are indicated by brackets. The previous Charter derived from referendum adopted on March 7, 1998.

State law reference(s)—Municipal home rule, F.S. § 166.01 et seq.

law. A dated description of the boundaries is posted on the Town's website, is on file at the Town Hall, and is available to the public.

**Sec. 1.05. Form of government.**

The Town of Eatonville is a Municipal Corporation with a Mayor-Council form of Government.

**ARTICLE II. TOWN COUNCIL**

**Sec. 2.01. General powers and duties.**

All powers of the Town shall be vested in the Town Council, except as otherwise provided by law or this Charter, and the Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the Town by law.

**Sec. 2.02. Eligibility, terms, and composition.**

- (a) *Eligibility.* Only registered voters of Orange County who have resided within the Town of Eatonville Town limits for twelve consecutive months prior to the date of qualifying shall be eligible to hold the office of Mayor or Council Member.
- (b) *Qualifying.* Any person who is eligible as set forth in Section 2.02(a) may become a candidate for nomination to the office of Mayor or to a Council seat by either: a) filing with the Town Clerk a petition subscribed to by not less than ten percent (10%) of the qualified electors of the Town who signed said petition not more than fourteen (14) days before the first day of qualifying; or b) paying the Town’s prescribed qualifying fee as set by resolution.

A candidate seeking to qualify by petition must also file the signed and subscribed candidate oath nonpartisan office form, Sec. 99.021 F.S. together with the petition with the Town Clerk at any time after noon on the 14th day prior to the start of qualifying period but no later than noon the 10th day prior to the start of qualifying period. The Town Clerk shall promptly submit all timely filed candidate petitions to the Orange County Supervisor of Elections for certification as to elector status and residency. Each candidate for whom the Orange County Supervisor of Elections certifies residency, elector status, and the required number of petition signatures shall be eligible to qualify for election.

A candidate seeking to qualify by paying the Town’s qualifying fee must pay same and file the signed and subscribed candidate oath nonpartisan office form, Sec. 99.021 F.S. with the Town Clerk before the qualifying period expires.

The first day of qualifying shall be any time after noon of the 50th day prior to the general Town election but not later than noon of the 46th day prior to the day of the general Town election. However, in any year which is a multiple of four and during which the general Town election is held concurrent with the Florida Presidential Preference Primary, the first day of qualifying shall be noon of the 80th day prior to the general Town election and the final day of qualifying shall be no later than noon of the 76th day prior to the election date. The Town Clerk shall post in Town hall notification of the date of the general Town election no later than ninety (90) days prior to the date of such general Town election.

- (c) *Terms.* The term of office of the Mayor and Council Members shall be four (4) years elected in accordance with Article V. The terms of all such persons shall commence at the first regularly scheduled Council meeting following the certification of election results by the Canvassing Board. All such elected officials shall hold office until their Successors have been elected and qualified or until their tenure of office has otherwise been terminated in accordance with law.

- (d) *Composition.* There shall be a Town Council composed of five (5) members, one of whom will qualify for and be designated as Mayor, elected by the voters of the Town, at large, in accordance with the provisions of Article V.

**Sec. 2.03. Mayor; general duties.**

The Mayor shall be the Chief Executive Officer of the Town and shall be responsible to the electorate for the Administration of all Town affairs placed in the Mayor's charge by or under this Charter. The Mayor shall:

- (a) Appoint and suspend or remove all Town employees and appointive Administrative Officers provided for by or under this Charter. Department heads shall be appointed by the Mayor within one hundred twenty (120) days of any vacancy and confirmed by the Town Council. If the appointee is not confirmed by the Town Council at the end of the one-hundred-twenty (120) days, the appointee may serve on an interim basis for no more than one-hundred-eighty (180) days total, during which time the Mayor shall propose three (3) candidates for the open position, one of which may be the interim appointee, for confirmation by the Town Council. If no candidate is confirmed by the Town Council within the one-hundred-eighty (180) day period, the Mayor may appoint and confirm a candidate from among the three (3) who will fill the position on a permanent basis. The Mayor may authorize any administrative officer who is subject to the Mayor's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office, or agency,
- (b) Direct and supervise the administration of all departments, offices, and agencies of the Town, except as otherwise provided by this Charter or law;
- (c) Chair and be a voting member of the Town Council;
- (d) See that all laws, provisions of this Charter and acts of the Town Council, subject to enforcement by the Mayor or by officers subject to the direction and supervision of the Mayor, are faithfully executed;
- (e) Prepare, or have prepared, and submit the annual budget, budget message, and capital program to the Town Council and implement the final budget approved by Council to achieve the goals of the Town;
- (f) Submit to the Town Council and make available to the public a complete report on the finances and administrative activities of the town as of the end of each fiscal year;
- (g) Make such other reports as the Town Council may require concerning operations;
- (h) Keep the Town Council fully advised as to the financial condition and future needs of the town;
- (i) Encourage and provide staff support for regional and intergovernmental cooperation; and
- (j) Promote partnerships among Council, staff, and citizens in developing public policy and building a sense of community.

**Sec. 2.04. Vice Mayor.**

A Vice Mayor will be elected by the Town Council annually from among its members no later than the second regular Council meeting in March. The Vice Mayor will assume the duties of Mayor in the Mayor's absence.

**Sec. 2.05. Compensation; expenses.**

The Town Council may determine the annual salary of the Mayor and Council Members by Ordinance, but no Ordinance. The Mayor and Council Members shall receive their actual and necessary expenses incurred in the performance of their duties of office.

**Sec. 2.06. Prohibitions.**

(a) *Holding other office.* Except where authorized by law, neither the Mayor nor any Council Member shall hold any other elected public office during the term for which the Mayor or Member was elected to the Council. No Council Member shall hold any other Town of Eatonville office or employment during the term for which the Mayor or Member was elected to the Council.

Nothing in this section shall be construed to prohibit the Council from selecting any current or former Council Member to represent the Town on the governing board of any regional or other intergovernmental agency.

(b) *Appointments and removals.* Neither the Town Council nor any of its Members shall in any manner control or demand the appointment or removal of any Town administrative officer or employee whom the Mayor or any subordinate of the Mayor is empowered to appoint, but the Council may express its views and fully and freely discuss with the Mayor anything pertaining to appointment and removal of such officers and employees.

(c) *Interference with administration.* The Council or its Members shall deal with town officers and employees who are subject to the direction and supervision of the Mayor solely through the Mayor, and neither the Council nor its Members shall give orders to any such officer or employee, either publicly or privately.

**Sec. 2.07. Vacancies; forfeiture of office; filling of vacancies.**

(a) *Vacancies.* The office of the Mayor or a Council Member shall become vacant upon the member's death, resignation, suspension, or removal from office or forfeiture of office in any manner authorized by law.

(b) *Forfeiture of office.* The Mayor and Council Members shall forfeit that office if the Mayor or Council member:

- (1) Fails to maintain the residency requirements as set forth in Section 2.02(a);
- (2) Violates any express prohibition of this Charter;
- (3) Is convicted of a crime involving a felony; or
- (4) Fails to attend four (4) consecutive regular meetings of the Council without being excused by the Council.
- (5) A member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand and notice of such hearing shall be published in a newspaper of general circulation in the town at least one calendar week in advance of the hearing.

(c) *Filling of vacancies.* Should a vacancy in the office of Town Council occur when there are (60) days or less left in the unexpired term, no appointment shall be made and that vacancy will be filled at the next regular municipal election. Should a vacancy occur when there are more than sixty (60) days left in the unexpired term that vacancy shall be filled by the Town Council within thirty (30) days of the date of the vacancy with any qualified resident so appointed to serve until a successor is elected at the next regular municipal election.

If a vacancy is not filled by the Town Council within thirty (30) days after the vacancy occurs as described above, a special election shall be held within ninety (90) days after such vacancy occurs or as soon thereafter as such election may be held; and the person so elected shall serve the remaining unexpired term of office.

Should a vacancy occur in the office of Mayor, the Vice Mayor will assume the office of Mayor until the next regular Municipal election. If there is time remaining in the term of the Vice Mayor after the election, the Vice Mayor shall return to the Council to fill the remainder of the term.

- (d) *Extraordinary vacancies.* In the event that all council members are removed by death, disability, resignation, or forfeiture of office, or any combination thereof, the governor shall appoint interim Council Members who shall call a special election within not fewer than thirty (30) days or more than sixty (60) days after such appointment. Such election shall be held in the same manner as the elections under this Charter. Appointees must meet the all requirements for candidates as provided in this Charter.

**Sec. 2.08. Judge of qualifications.**

The Town Council shall be the judge of the election and qualifications of its members and of the grounds for forfeiture of their office.

**Sec. 2.10. Procedure.**

- (a) *Meetings.* The Town Council shall meet regularly at least once in every month at such times and places as the Council may prescribe by rule. Special meetings may be held on the call of the Mayor or of two (2) or more Members and, when practicable, upon no less than twenty-four (24) hours' notice to each Member. *Emergency Meetings:* The Mayor or any two (2) members of the council may convene an emergency council meeting upon reasonable notice of such meeting given to each council member. The first order of business at an emergency council meeting shall be the determination, by affirmative vote of at least three (3) members of the Council that an emergency situation involving health, safety, or public welfare warranting council action exists. Only matters relating to the emergency may be considered at the emergency meeting and any action taken at such meeting must be approved by at least three (3) members of the Council, except for emergency ordinances which shall be adopted in accordance with state law.
- (b) *Rules and minutes.* The Town Council shall determine its own rules and order of business and shall provide for keeping digital minutes of its proceedings.
- (c) *Quorum.* Three (3) members of the Council shall constitute a quorum. No action of the Council shall be valid or binding unless adopted by the affirmative vote of three (3) or more members of the Council.

**Sec. 2.11. Ordinances in general.**

All ordinances, including emergency ordinances shall be adopted pursuant to Section 166.041, Florida Statutes, as amended. Every adopted ordinance shall become effective as provided in the body of the ordinance.

**ARTICLE III. DEPARTMENTS, OFFICES, AND AGENCIES**

**Sec. 3.01. General provisions.**

- (a) *Creation of departments.* The Town Council may establish Town departments, offices, or agencies in addition to those created by this Charter, and may prescribe the functions of all departments, offices, and agencies. No function assigned by this Charter to a particular department, office, or agency may be discontinued or, unless this Charter specifically so provides, assigned to any other.
- (b) *Direction by mayor.* All Departments, offices, and agencies under the direction and supervision of the Mayor shall be administered by an officer appointed by and subject to the direction and supervision of the Mayor.
- (c) *Grievance process.* The Town Council shall establish and maintain a written grievance process for all town employees.

**Sec. 3.02. Town Clerk.**

The Town Council shall appoint an officer of the town who shall have the title of Town Clerk. The Town Clerk shall not be in the classified service of the Town and shall not be subject to the civil service laws affecting the Town. The Town Clerk shall be appointed without regard to political affiliation and shall serve at the pleasure of the Town Council. The Clerk shall be appointed and may be removed by a simple majority vote of the Council.

The Town Clerk shall:

- a. Keep the records of the Council and perform all duties which are assigned by the Charter or by law.
- b. Maintain the offices and conference rooms of the Town Council.
- c. Provide clerical, secretarial, or administrative assistance to Council committees and advisory boards that function as an extension of the Town Council, either directly or through delegation.
- d. Provide, maintain, and update the office legislative files, committee calendars, and other documents necessary to the conduct of legislative business, and be responsible for all official records of the Legislative branch of Government.
- e. Be the custodian of all Town Council records.
- f. Give notice of Council meetings to its members and the public, keep minutes of its proceedings, and perform such other duties as are assigned by this Charter or the Town Council.

The Town Clerk shall be responsible for all matters of staff support for the Council.

The Town Clerk shall be responsible for the divisions and functions of the office of the Town Clerk and shall exercise direct control and supervision and/or support for all employees and staff of the office of the Town Clerk. The Town Council may appoint an Administrative Assistant to the Town Clerk who shall serve at the pleasure of the Town Clerk and who may be assigned by the Town Clerk to assist Council members individually. The Administrative Assistant to the Town Clerk shall not be in the classified service of the Town and shall not be subject to the civil service laws affecting the Town.

**Sec. 3.03. Town Attorney.**

There shall be a Town Attorney appointed by the Town Council. The Attorney shall be appointed and may be removed by a simple majority vote of the Council; and, shall be a member in good standing of the Florida Bar. The Town Attorney shall serve as chief legal advisor to the Council, the Mayor, and all town departments, offices, and agencies; shall represent the Town in legal proceedings; and shall perform any other duties prescribed by state law, by this Charter, or by ordinance.

**Sec. 3.04. Chief Administrative Officer.**

The Mayor shall appoint a Chief Administrative Officer on the basis of education and experience in the accepted practices of local government management. The Town Council shall confirm the appointment. The Chief Administrative Officer will assist the Mayor in carrying out executive responsibilities and will provide central coordination of administrative functions.



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## ARTICLE IV. FINANCIAL MANAGEMENT

### Sec. 4.01. Fiscal year.

The fiscal year of the Town shall begin on the first day of October and end on the last day of September.

### Sec. 4.02. Submission of budget.

On or before the first day of August of each year, the Mayor shall submit to the Town Council a budget for the ensuing fiscal year and an accompanying message.

### Sec. 4.03. Budget message.

The Mayor's budget message shall explain the budget both in fiscal terms and in terms of the work programs, linking those programs to organizational goals and community priorities. It shall outline the proposed financial policies of the Town for the ensuing fiscal year and the impact of those policies on future years. It shall describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the Town's debt position, including factors affecting the ability to raise resources through debt issues, and include such other material as the Mayor deems desirable.

### Sec. 4.04. Budget.

The budget shall provide a complete financial plan of all Town funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the Mayor deems desirable or the Town Council may require for effective management.

### Sec. 4.05. Town Council action on budget.

The Town Council shall adopt an annual budget in accordance with all applicable state statutory provisions including but not limited to Sections 166.241, 200.001, 200.065, and 200.068, Florida Statutes, as amended.

### Sec. 4.06. Amendments after adoption.

Budget amendments after adoption of an annual budget shall be processed according to Sections 166.241, 200.065, and 218.503, Florida Statutes, as amended.

### Sec. 4.07. Administration and fiduciary oversight of the budget.

The Town Council shall provide by Ordinance the procedures for administration and fiduciary oversight of the budget.

### Sec. 4.08. Independent audit.

Pursuant to the provisions of Sections 11.45, 119.07, 163.31801, 166.021, 218.39, and 218.391, Florida Statutes, as amended, the Town Council shall provide for an independent annual audit of all Town accounts and may provide for more frequent audits as it deems necessary.

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## ARTICLE V. ELECTIONS

### Sec. 5.01. Nonpartisan elections.

All qualifications and elections for the offices of Town Council and Mayor shall be conducted on a nonpartisan basis without regard for designation of political party affiliation of any candidate, nominee, or any nomination petition or ballot.

### Sec. 5.02. Town council seats.

Town council seats are hereby designated as seats 1,2,3,4, and 5 for the purposes of identification. The Mayor shall hold seat 1. Each candidate for the office of council shall declare at the time of qualifications the seat to which such candidate seeks election. No person shall run for more than one council seat in an election. Candidates for Town Council seats shall be elected at large. If more than two candidates qualify for the same seat, the candidate receiving the most votes shall be deemed elected. In the event of a tie vote, such office shall be filled by the drawing of lots among the candidates receiving the same number of votes. Such determination by lot shall be made under the direction of the Town Council in existence prior to the election, no later than seven (7) days after the certification of the election. The candidates shall be notified of the time and place of the drawing of lots and have the right to be present.

### Sec. 5.03. Elections.

Town elections shall be conducted in accordance with the general election laws of the State of Florida, Chapters 97—106 Florida Statutes, as amended. Regular town elections shall be held on the first Saturday in March of each election year. All elections will be held in even years except for the first election following the adoption of this revised Charter. In 2017, seats 4 and 5 will be elected for three (3) terms of office, but beginning with the 2020 election and every four (4) years after that, the terms of office for seats 4 and 5 will be four (4) years. Beginning in 2018, and every four (4) years after that, Council seats 1, 2, and 3 will run for election. If a regular election occurs in the same month a Presidential Preference Primary is conducted, the Town Council may choose to hold the Town election on the same date as the primary.

### Sec. 5.04. Canvassing board.

A town canvassing board shall be established for the purposes of canvassing ballots and election results. The canvassing board shall be composed of the Town Clerk and two (2) citizens who shall be selected by majority vote of the Town Council at the time the election is called.

### Sec. 5.05. Recall.

The registered voters of the Town shall have power to recall elected officials of the Town pursuant to Section 100.361, Florida Statutes, as amended.

### Sec. 5.06. Initiative and citizen referendum.

*Initiative.* The registered voters of the Town shall have power to propose ordinances to the Town Council and, if the Council fails to adopt an ordinance so proposed without any change in substance, to adopt or reject it at

a Town election, but such power shall not extend to the budget or capital program or any ordinance relating to appropriation of money, levy of taxes, or salaries of town officers or employees, or ordinances pertaining to comprehensive planning or zoning.

*Citizen referendum.* The registered voters of the Town shall have power to require reconsideration by the Council of any adopted ordinance and, if the Council fails to repeal an ordinance so reconsidered, to approve or reject it at a town election, but such power shall not extend to the budget or capital program or any ordinance relating to appropriation of money, levy of taxes or salaries of Town officers or employees, or ordinances pertaining to comprehensive planning or zoning.

- (a) *Commencement of proceeding; petitioners' committee; affidavit.* Any five (5) registered voters may commence initiative or citizen referendum proceedings by filing with the Town Clerk an affidavit stating they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form, stating their names and addresses and specifying the address to which all notices to the committee are to be sent, and setting out in full the proposed initiative ordinance or citing the ordinance sought to be reconsidered.
- (b) *Petitions.*
  - (1) *Number of signatures.* Initiative and citizen referendum petitions must be signed by registered voters of the town equal in number to at least ten percent (10%) of the total number of registered voters as of the last general election.
  - (2) *Form and content.* All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink or indelible pencil and shall be followed by the address of the person signing. Initiative and citizen referendum petitions shall contain or have attached thereto throughout their circulation, the full text of the ordinance proposed or sought to be reconsidered.
  - (3) *Affidavit of circulator.* Each paper of a petition shall have attached to it when filed, an affidavit executed by the person circulating it stating that he or she personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his or her presence, that he or she believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.
  - (4) *Time for filing referendum petitions.* Referendum petitions must be filed within thirty (30) days after adoption by the Town Council of the ordinance sought to be reconsidered.
- (c) *Procedure after filing.*
  - (1) *Certificate of Clerk; amendment.* Within twenty (20) days after the petition is filed, the Town Clerk, with the assistance of the Supervisor of Elections, shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners' committee by registered mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the Clerk within two (2) days after receiving the copy of his or her certificate and files a supplementary petition upon additional papers within ten (10) days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of paragraphs (2) and (3) of Section 5.06 (b) above, and within five (5) days after it is filed, the Clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the petitioners' committee by registered mail as in the case of an original petition. If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request Council review

under paragraph (2) of this subsection within the time required, the Clerk shall promptly present his or her certificate to the Council and the certificate shall then be a final determination as to the sufficiency of the petition.

- (2) *Council review.* If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee may, within two (2) days after receiving the copy of such certificate, file a request that it be reviewed by the Council. The Council shall review the certificate at its next meeting following the filing of such request and approve or disapprove it, and the Council's determination shall then be a final determination as to the sufficiency of the petition.
  - (3) *Court review; new petition.* A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.
- (d) *Referendum petitions; suspension of effect of ordinance.* When a referendum petition is filed with the Town Clerk, the ordinance sought to be reconsidered shall be suspended from taking effect. Such suspension shall terminate when:
- (1) There is a final determination of insufficiency of the petition;
  - (2) The petitioners' committee withdraws the petition;
  - (3) The Council repeals the ordinance; or
  - (4) Thirty (30) days have elapsed after a vote of the Town on the ordinance.
- (e) *Actions on petitions.*
- (1) *Action by Council.* When an initiative or referendum petition has been finally determined sufficient, the Council shall promptly consider the proposed initiative ordinance in the manner provided in Article II of this Charter or reconsider the referred ordinance by voting its repeal. If the Council fails to adopt a proposed initiative ordinance without any change in substance within sixty (60) days or fails to repeal the referred ordinance within sixty (60) days after the date the petition was finally determined sufficient, it shall submit the proposed or referred ordinance to the voters of the Town.
  - (2) *Submission to voters of proposed or referred ordinances.* The vote of the Town on a proposed or referred ordinance shall be held not less than thirty (30) days and not later than one year from the date of the final Council vote thereon. If no regular town election is to be held within the period prescribed in this subsection, the Council shall provide for a special election; otherwise, the vote shall be held at the same time as such regular election, except that the Council may in its discretion provide for a special election at an earlier date within the prescribed period. Copies of the proposed or referred ordinance shall be made available at the polls.
  - (3) *Withdrawal of petitions.* An initiative or referendum petition may be withdrawn at any time prior to the fifteenth day preceding the day scheduled for a vote of the town by filing with the Town Clerk a request for withdrawal signed by at least two-thirds of the petitioners' committee. Upon the filing of such request, the petition shall have no further force or effect and all proceedings thereon shall be terminated.
- (f) *Results of election.*
- (1) *Initiative.* If a majority of the voters voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the Council. If

conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.

- (2) *Referendum*. If a majority of the registered voters on a referred ordinance vote against it, it shall be considered repealed upon certification of the election results.

## ARTICLE VI. CHARTER AMENDMENTS

### Sec. 6.01. Amendment.

Amendments to this Charter may be framed and proposed pursuant to Section 166.031 Florida Statutes, as amended.

### Sec. 6.02. Charter review.

There shall be a periodic review of this Charter by a Charter review advisory committee appointed by the Town Council in 2024 and every eight (8) years thereafter.

## ARTICLE VII. TRANSITION AND SEVERABILITY

### Sec. 7.01. General law.

All Town Ordinances, Resolutions, orders and regulations which are in force when this Charter becomes fully effective are repealed to the extent that they are inconsistent or interfere with the effective operation of this Charter or of ordinances or resolutions adopted pursuant thereto.

### Sec. 7.02. Severability.

If any provision of this Charter is held invalid, the other provisions of the Charter shall not be affected. If the application of the Charter or any of its provisions to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected.

Election-Summary Results Report (EL45A)

24PPP319 -

March 19, 2024

**Statistics**

	TOTAL	ED-DS300	AV-DS950	EV-DS300
Election Day Precincts Reporting	255 of 255	255	0	0
Precincts Complete	0 of 255	0	0	0
Registered Voters - Total	292,662			
Registered Voters - Republican Party	211,353			
Registered Voters - Nonpartisan	81,309			
Ballots Cast - Total	54,647	17,616	21,926	15,105
Ballots Cast - Republican Party	43,052	13,933	16,738	12,381
Ballots Cast - Nonpartisan	11,595	3,683	5,188	2,724
Ballots Cast - Blank	56	14	33	9
Voter Turnout - Total	18.67%			
Voter Turnout - Republican Party	20.37%			
Voter Turnout - Nonpartisan	14.26%			

**REP President**

Vote For 1

	TOTAL	VOTE %	ED-DS300	AV-DS950	EV-DS300
Ryan L. Binkley	81	0.19%	20	48	13
Chris Christie	433	1.01%	151	193	89
Ron DeSantis	1,884	4.38%	713	718	453
Nikki R. Haley	7,064	16.41%	1,241	4,477	1,346
Asa Hutchinson	62	0.14%	19	26	17
Vivek Ramaswamy	183	0.43%	59	79	45
Donald J. Trump	32,989	76.63%	11,590	11,045	10,354
Overvotes	25	0.06%	5	16	4
Undervotes	331	0.77%	135	136	60
Contest Totals	43,052	100.00%	13,933	16,738	12,381

**Eatonville - Council, Seat 4**

Vote For 1

	TOTAL	VOTE %	ED-DS300	AV-DS950	EV-DS300
Marlin Daniels	181	43.93%	126	30	25
Tarus C. Mack	225	54.61%	188	26	11
Overvotes	0	0.00%	0	0	0
Undervotes	6	1.46%	6	0	0
Contest Totals	412	100.00%	320	56	36

**Eatonville - Council, Seat 5**

Vote For 1

	TOTAL	VOTE %	ED-DS300	AV-DS950	EV-DS300
Wanda D. Randolph	211	51.21%	151	34	26
Crystal Short-Bertrand	193	46.84%	162	22	9
Overvotes	2	0.49%	2	0	0
Undervotes	6	1.46%	5	0	1
Contest Totals	412	100.00%	320	56	36

**Eatonville - Question 1**

Vote For 1	TOTAL	VOTE %	ED-DS300	AV-DS950	EV-DS300
Yes	286	69.42%	225	39	22
No	76	18.45%	53	15	8
Overvotes	0	0.00%	0	0	0
Undervotes	50	12.14%	42	2	6
Contest Totals	412	100.00%	320	56	36

**Eatonville - Question 2**

Vote For 1	TOTAL	VOTE %	ED-DS300	AV-DS950	EV-DS300
Yes	262	63.59%	203	38	21
No	92	22.33%	69	15	8
Overvotes	0	0.00%	0	0	0
Undervotes	58	14.08%	48	3	7
Contest Totals	412	100.00%	320	56	36

**Eatonville - Question 3**

Vote For 1	TOTAL	VOTE %	ED-DS300	AV-DS950	EV-DS300
Yes	257	62.38%	197	34	26
No	101	24.51%	82	16	3
Overvotes	1	0.24%	1	0	0
Undervotes	53	12.86%	40	6	7
Contest Totals	412	100.00%	320	56	36

**Eatonville - Question 4**

Vote For 1	TOTAL	VOTE %	ED-DS300	AV-DS950	EV-DS300
Yes	265	64.32%	199	43	23
No	101	24.51%	84	10	7
Overvotes	0	0.00%	0	0	0
Undervotes	46	11.16%	37	3	6
Contest Totals	412	100.00%	320	56	36

**Eatonville - Question 5**

Vote For 1	TOTAL	VOTE %	ED-DS300	AV-DS950	EV-DS300
Yes	300	72.82%	227	45	28
No	57	13.84%	50	5	2
Overvotes	0	0.00%	0	0	0
Undervotes	55	13.35%	43	6	6
Contest Totals	412	100.00%	320	56	36

**Eatonville - Question 6**

Vote For 1

	TOTAL	VOTE %	ED-DS300	AV-DS950	EV-DS300
Yes	315	76.46%	242	44	29
No	47	11.41%	38	7	2
Overvotes	0	0.00%	0	0	0
Undervotes	50	12.14%	40	5	5
Contest Totals	412	100.00%	320	56	36



Introduced by: Attorney Clifford Shepard  
1st Reading: September 19, 2023  
2nd Reading: October 3, 2023

**ORDINANCE NO. 2023-8**

**AN ORDINANCE OF THE TOWN OF EATONVILLE, FLORIDA, SUBMITTING TO THE ELECTORS OF EATONVILLE PROPOSED AMENDMENTS TO THE CHARTER OF THE TOWN OF EATONVILLE; PROVIDING BALLOT TITLES, SUMMARIES AND TEXT FOR THE PROPOSED AMENDMENTS; PROVIDING DIRECTIONS TO THE TOWN CLERK; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE FOR APPROVED AMENDMENTS; PROVIDING FOR AN EFFECTIVE DATE FOR THE ORDINANCE.**

**WHEREAS**, the members of the Town of Eatonville Town Council have, in public meetings, studied and reviewed the Town of Eatonville Charter (the "Charter") and received public input regarding proposed amendments to the Charter; and

**WHEREAS**, the Town Council has determined that the Charter should be updated and revised in various sections; and

**WHEREAS**, Section 166.031, Florida Statutes, provides that the governing body of a municipality may, by ordinance, submit to the electors of said municipality proposed amendments to its Charter, which amendments may be to any part or to all of its Charter except that part describing the boundaries of such municipality; and

**WHEREAS**, the Town Council held a series of public meetings over several months, beginning on June 13, 2023, and ending on September 7, 2023; and

**WHEREAS**, the Town Council has reviewed the entire Charter over that period and considered several changes which, if adopted by the electorate, would serve to clarify and modernize the language of the Charter in a manner consistent with state law and current practice; and

**WHEREAS**, the Town Council finds it to be in the best interests of its citizens to submit said proposed Charter amendments to the voters at the municipal election on March 19, 2024.

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

**Section 1.** The Town Council of the Town of Eatonville, pursuant to Section 166.031, Florida Statutes, hereby proposes and approves amendments to the Charter of the Town of Eatonville to be submitted to the electorate for consideration, which proposed amendments and the complete text thereof, as amended, is set forth in Section 3 below. Additions are shown with underlining, deletions are shown with ~~striketrough~~ type, and asterisks (\*\*\*) indicate an omission from the existing text which is intended to remain unchanged.

**Section 2.** Such election shall be held in conformity with the laws of the State of Florida  
Ordinance No. 2023-8

48 and the Charter and ordinances of the Town of Eatonville now in force relating to elections in the  
49 Town of Eatonville. The Supervisor of Elections of Orange County is hereby requested to  
50 coordinate all matters to said referendum election with the Town Clerk. The proposed Charter  
51 amendments shall be submitted to the voters at the March 19, 2024 election.  
52

53 **Section 3.** The proposed amendments, the ballot title, and the wording of the  
54 substance of the proposed amendments to the Charter, as contained in this Ordinance, shall  
55 appear on the ballot in the form of questions affixed to this Ordinance as Composite Exhibit 1.  
56

57 **Section 4.** The Town Clerk is hereby directed to ensure that all advertising, translation,  
58 and notice requirements are complied with and to coordinate all activities necessary to conduct  
59 the referendum election called for in Section 2 of this Ordinance with the Supervisor of Elections  
60 for Orange County.  
61

62 **Section 5.** If any section, subsection, sentence, clause, phrase, or portion of this  
63 Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction,  
64 such portion shall be deemed a separate, distinct, and independent provision and such holding  
65 shall not affect the validity of the remaining portion hereto. Further, the lack of approval by a  
66 majority of electors of one or more separate amendments to this Charter, as set forth in Section  
67 3 herein, shall not be deemed to affect the validity of any amendments that may be approved by  
68 a majority of the electors.  
69

70 **Section 6.** All ordinances and Charter provisions, or parts of ordinances and Charter  
71 provisions in conflict herewith are hereby repealed.  
72

73 **Section 7.** This Ordinance shall take effect immediately and pursuant to the Town's  
74 Charter. The revised Charter provisions proposed for approval in this Ordinance shall become  
75 effective upon their approval at a referendum election of the electors of the Town of Eatonville in  
76 accordance with Section 166.031, Florida Statutes. If the electors reject an amendment, the  
77 rejected amendment shall not take effect.  
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80 **AUTHENTICATED THIS 3 DAY OF October, A.D., 2023.**

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84 **Angie Gardner, Mayor**

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88 **Veronica King, Town Clerk**  
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**COMPOSITE EXHIBIT 1**

**Explanation, Ballot Title, Question, Summary, and Text References**

**Question 1 – Establishing Qualifying Periods and Methods**

**A. Explanation.**

This Charter amendment would provide a defined qualifying period for candidates and methods of qualifying for office.

**B. Ballot Proposal: The ballot title, question and summary for Question #1 are as follows:**

PROVIDING A DEFINED QUALIFYING PERIOD  
AND METHODS OF QUALIFYING FOR OFFICE.

Amending the Charter to provide a defined qualifying period for candidates for Mayor or Council and providing alternative methods of qualifying to run for office.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**C. Text References: Article II, Section 2.02 of the Town of Eatonville Charter to be amended as set forth in that section in the “All Proposed Changes” document below. (Underline text is added to the Charter; ~~striketrough~~ text is deleted; unmarked text is existing).**

**Question 2 – Confirmation of Mayoral Appointments**

**A. Explanation.**

This Charter amendment would provide a revised method for confirming Mayoral appointments and avoiding deadlock so that vacant positions can be filled.

**B. Ballot Proposal: The ballot title, question and summary for Question #2 are as follows:**

AMENDING THE METHOD FOR CONFIRMING  
MAYORAL APPOINTMENTS TO AVOID  
DEADLOCK.

Amending confirmation of Mayoral appointments providing interim appointees not confirmed by Council within 120 days, may continue to serve no more than 180 days, during which time the Mayor shall propose 3 candidates, one of which may be the interim appointee, for confirmation by Council. If no candidate is confirmed within the 180-day period, the Mayor may appoint a candidate from among the 3 who will fill the position on a permanent basis.

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\_\_\_\_\_ No

**C. Text References:** Article II, Section 2.03 of the Town of Eatonville Charter to be amended as set forth in that section in the "All Proposed Changes" document below. (Underline text is added to the Charter; ~~strikethrough~~ text is deleted; unmarked text is existing).

**Question 3 – Selection of Vice Mayor**

**A. Explanation.**

This Charter amendment would change the method for selecting the Vice Mayor to provide for election by the Town Council.

**B. Ballot Proposal:** The ballot title, question and summary for Question #3 are as follows:

AMENDING THE METHOD FOR SELECTING THE VICE MAYOR.

Amending the method for the selection of the Vice Mayor to provide for election by the Town Council.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**C. Text References:** Article II, Section 2.04 of the Town of Eatonville Charter to be amended as set forth in that section in the "All Proposed Changes" document below. (Underline text is added to the Charter; ~~strikethrough~~ text is deleted; unmarked text is existing).

**Question 4 - Clarification the Effective Date of Salary Increases for Mayor and Council**

**A. Explanation.**

This Charter amendment would allow Council to include the effective date of any increase in the Mayoral or Council salaries in the ordinance implementing the increase.

**B. Ballot Proposal:** The ballot title and question for Question #4 are as follows:

ALLOWING COUNCIL TO ESTABLISH THE EFFECTIVE DATE OF ANY MAYORAL OR COUNCIL SALARY INCREASE

Amending the Charter by allowing the Town Council to establish the effective date of any Mayoral or Council salary increases in the ordinance adopting such increases.

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\_\_\_\_\_ Yes

\_\_\_\_\_ No

**C. Text References:** Article II, Section 2.05 of the Town of Eatonville Charter to be amended as set forth in that section in the “All Proposed Changes” document below. (Underline text is added to the Charter; ~~strikethrough~~ text is deleted; unmarked text is existing).

**Question 5 – Relocating Right to Hearing before Forfeiture of Office**

**A. Explanation.**

This Charter amendment relocates the existing section providing a right to hearing for an official facing potential forfeiture of office to the section governing forfeiture of office, where it more correctly belongs.

**B. Ballot Proposal:** The ballot title and question for Question #5 are as follows: for an official

RELOCATING SECTION PROVIDING RIGHT TO  
HEARING BEFORE FORFEITURE OF OFFICE

Relocating from Section 2.08 to Section 2.07 of the Charter the right to a hearing for elected officials charged with an offense that could result in forfeiture of office.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**C. Text References:** Article II, Sections 2.07 and 2.08 of the Town of Eatonville Charter to be amended as set forth in those sections in the “All Proposed Changes” document below. (Underline text is added to the Charter; ~~strikethrough~~ text is deleted; unmarked text is existing).

**Question 6 – Clarifying and Supplementing the Powers and Duties of the Town Clerk**

**A. Explanation.**

This Charter amendment clarifies the powers of and adds supplemental responsibilities to the Town Clerk.

**B. Ballot Proposal:** The ballot title and question for Question #6 are as follows:

CLARIFYING AND SUPPLEMENTING THE  
POWERS AND DUTIES OF THE TOWN CLERK

Amending the Charter by clarifying the duties of the Town Clerk and adding certain responsibilities to the position.

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\_\_\_\_\_ Yes

\_\_\_\_\_ No

C. **Text References**: Article 3, Section 3.02 of the Town of Eatonville Charter to be amended as set forth in that section in the “All Proposed Changes” document below. (Underline text is added to the Charter; ~~strikethrough~~ text is deleted; unmarked text is existing).



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL WORKSHOP

### APRIL 16, 2024, AT 06:30 PM

### Cover Sheet

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

**ITEM TITLE:** Discussion of Ordinance on Homelessness in the Town of Eatonville (**Councilwoman Randolph**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> LEGISLATIVE
<b>INTRODUCTIONS</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>• Sample Ordinances for Consideration.</li></ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** To discuss Ordinances on Homelessness within the Town of Eatonville.

**SUMMARY:** The Town of Eatonville has recently been experiencing an increase in homelessness. In a wooded area just barely outside of the Town of Eatonville boundaries, homelessness is prevalent. The individuals were displaced by the owner having equipment to clean up the area. Sources stated that there were approximately 20 or more residing in the wooded area along Forest City Road and business districts living in deplorable and unsanitary conditions. Homelessness has an effect on mental illnesses, crime, and housing. It is important to provide critical resources in understanding the needs and characteristics of people experiencing homelessness in the Town of Eatonville. An ordinance will help our community with addressing related to instability among homeless individuals within the Town.

The topic on Homeless in Eatonville was discussed at the Town Council meeting in May and September of 2023. It is being brought back to further discuss adopting an Ordinance for addressing the homeless situation in the Town. Sample ordinances are being provided for the Council to review and offer feedback on ordinances for the Town. The samples are only a guide and may or may not present language that will not be relevant to the town’s needs.

**RECOMMENDATION:** Recommend Town Council discuss Ordinances on Homelessness within the Town of Eatonville.

**FISCAL & EFFICIENCY DATA:** N/A

**Sec. 42-4. Camping.**

- (a) It shall be unlawful for any person to erect, construct, maintain or use any tent, lean-to or other temporary shelter customarily used for camping purposes within the territorial limits of the town except in a place approved by the town council for such purpose.
- (b) It shall be unlawful for any person to park, leave or store a motor vehicle, recreational vehicle, tractor trailer or trailer within the territorial limits of the town during nighttime hours, for use as sleeping accommodations or for camping, except in a place approved by the town for such purpose.
- (c) It shall be unlawful for any person to sleep out-of-doors on public property except as otherwise authorized by the Town of Ponce Inlet by law or permit. Prior to citing or otherwise commencing prosecution against an individual who violates this provision, the town employee or law enforcement officer enforcing this provision shall provide the violator with an opportunity to state whether they are homeless. If the violator responds in the affirmative, the violator shall be provided an opportunity to relocate to a homeless shelter or alternative shelter, such as First Step Shelter, if available. If the individual refuses to relocate to an available shelter, the town may prosecute the violator. If there are no shelters available, the town shall not prosecute or otherwise punish the individual for a violation of this section.
- (d) Violators of this section shall be subject to noncriminal prosecution, criminal prosecution, or code enforcement board prosecution and subject to the penalties provided in section 1-11(a)(1) or 1-11(a)(3), respectively.

(Code 1984, § 12-4; Ord. No. 2004-25, § 15, 11-17-2004; Ord. No. 2007-02, § 1, 1-17-2007; Ord. No. 2021-07, § 2, 5-20-2021)

**Sec. 42-32. Nudity and sexual conduct prohibited in public.**

- (a) *Exposure prohibited.* It shall be unlawful and an offense for any person to appear nude under any one or more of the following conditions:
  - (1) While in or at any public place.
  - (2) While serving any food or beverage in or at any place where the public is admitted or, in the case of a private club, where the members are admitted.
- (b) *Definitions.*
  - (1) *Nude* means to display or expose the male or female genitals, pubic area, or the female breast with no covering or less than a fully opaque covering. A female breast is considered exposed if any part of the areola and nipple is not covered by an opaque covering. For purposes of this definition, body paint, body dye, a tattoo, latex, or any similar substances shall not be considered an "opaque covering."
  - (2) *Public place* means any location open to the common and general use, participation or enjoyment of the public where the public is present or likely to be present, or any location where the public is invited and is free to go upon special or implied invitation, or any location where a person may reasonably be expected to be observed by the public. A public place includes, but is not limited to, a street, sidewalk, park, business or commercial establishment.
- (c) *Procuring or assisting violation.* It shall be unlawful and an offense for any person to procure, employ, counsel or aid or assist any person in violating any of the provisions of this section.
- (d) *Penalty.* Violators of this section shall be subject to criminal prosecution or code enforcement board prosecution and subject to the penalties provided in section 1-11(a)(2) or 1-11(a)(3), respectively.
- (e) *Exceptions.* This section shall not apply to the following:



- (1) Nudity during breastfeeding of a child.
- (2) Nudity in portions of public places specifically set aside for privacy, such as restrooms, locker rooms, motel rooms, and hotel rooms.

(Code 1984, § 12-52; Ord. No. 2002-08, § 1, 4-17-2002; Ord. No. 2002-30, § 7, 10-16-2002; Ord. No. 2021-11, § 2, 5-20-2021)

**Sec. 42-33. Urinating or defecating in public.**

- (a) It shall be unlawful for any person to urinate or defecate in a public place other than one set aside and designated for that particular purpose.
- (b) Violators of this section shall be subject to criminal prosecution or code enforcement board prosecution and subject to the penalties provided in section 1-11(a)(2) or 1-11(a)(3), respectively.

( Ord. No. 2021-10 , § 2, 5-20-2021)



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL WORKSHOP

### APRIL 16, 2024, AT 06:30 PM

### Cover Sheet

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

**ITEM TITLE:** Discussion of the Town of Eatonville Conceptual Master Planning Review and National Trust of Historic Preservation Collaboration (**Administration / Planning**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> ADMINISTRATION / PLANNING
<b>INTRODUCTIONS</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>• Conceptual Master Planning</li> <li>• NTHP Action Funds</li> </ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** The Administration is requesting to update the Town Council a Conceptual Master Planning between Baker and Barrios Architects, Inc. (BBA) National Trust of Historic Preservation and Town of Eatonville (TOE) - REVIEW IMPLEMENTATION

**SUMMARY:** The Administration is pleased to present the progress on the Eatonville Conceptual Master Plan, developed in collaboration with Baker and Barrios Architects, Inc. (BBA) and the National Trust for Historic Preservation (NTHP). The Eatonville Conceptual Master Plan will be a collaborative effort to develop a comprehensive vision for the future of our town. Historic Preservation: Ensuring our heritage is protected and celebrated:

- Land Development:** Shaping our town's growth in a sustainable way.
- Economic Development:** Creating a thriving and inclusive economy.
- Wellness:** Promoting a healthy and vibrant community.
- Infrastructure Needs:** Preserving while modernizing our infrastructure to meet residents' needs.
- Resident Engagement:** Empowering residents to be active participants in shaping Eatonville's future.

The Administration will begin to transition the plan from the conceptual phase to the implementation phase. **This will involve:**

**-Public engagement:** Continuing to involve residents in the development and implementation of the plan.

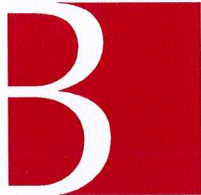
**-Resource allocation:** Developing a strategy to secure resources needed to implement the projects.

**-Prioritization of projects:** Identifying the most critical projects to address first.

The Eatonville Conceptual Master Plan represents a significant step forward in shaping the future of our town. Implementing this plan will ensure that Eatonville thrives while preserving its unique character and history.

**RECOMMENDATION:** Review and clarification on collaboration of all parties involving the Conceptual Master Plan

**FISCAL & EFFICIENCY DATA:** N/A



Baker Barrios

ORLANDO  
189 S. ORANGE AVE.  
SUITE 1700  
ORLANDO, FLORIDA  
32801  
407.926.3000  
AP0902381 | LC24009427  
  
COMMERCIAL  
CORPORATE  
EDUCATION  
ENTERTAINMENT  
HEALTHCARE  
HOSPITALITY  
INDUSTRIAL  
MIXED-USE  
RESIDENTIAL  
RETAIL  
SENIOR LIVING  
SPORTS & RECREATION

November 20, 2023  
**Revised December 22, 2023**  
**Revised January 25, 2024**  
**Revised January 29, 2024**

Mr. Demetris Pressley, CSM  
Chief Administrative Officer  
The Historic Town of Eatonville  
307 E. Kennedy Blvd.  
Eatonville, FL 32751

Re: Conceptual Master Planning Proposal  
I-4 / Wymore Blvd. & Kennedy Blvd. – Town of Eatonville  
BBA Project Number: 230349.00

Dear Demetris:

Baker Barrios Architects, Inc. (BBA) is pleased to submit this proposal to provide Conceptual Master Planning services to support your community engagement effort led by the Polis Institute in the Town of Eatonville. We look forward to the opportunity to work with you and your project team. BBA proposes to employ a conceptual master planning process for the project which we have successfully used on many similar projects. This planning process consists of the following steps:

1. Community Engagement
2. Site Due Diligence
3. Design Charette
4. Conceptual Master Planning
5. Town of Eatonville Stakeholder Presentations

These steps anticipate presentations to the various project stakeholders and the community, as necessary. Below is a preliminary list:

- Neighborhood Groups
- Planning Board
- Town Council
- Historic Preservation
- CRA/Chamber of Commerce
- Education – Cradle to Career
- Health & Wellness
- Jobs & Economic Vitality

We have outlined below a brief project description, scope of services, project schedule, and compensation for your review and approval. At the completion of the Conceptual Master Planning Phase, Baker Barrios can prepare a separate proposal for ongoing master planning services, which typically include landscape architectural design, preparation of a final master plan, design

ARCHITECTURE + INTERIOR DESIGN + PLANNING + LANDSCAPE ARCHITECTURE

BAKERBARRIOS.COM



Mr. Demetris Pressley, CSM  
The Historic Town of Eatonville  
I-4 / Wymore Blvd. & Kennedy Blvd. - Eatonville  
Master Planning Proposal  
BBA Project Number: 230349.00  
November 20, 2023

**Revised December 22, 2023, January 25, 2024  
and January 29, 2024**

Page 2 of 11

guidelines, branding assistance, development entitlements, planning approvals, and architectural and engineering services for the vertical development.

## **I. PROJECT DESCRIPTION**

The project is referred to as the Incorporated Town of Eatonville, comprised of approximately 1.1 square miles, including the 70ac OCPS property (Hungerford Site).

The 70ac OCPS site is envisioned to be a large-scale Placemaking Mixed-Use development to include Eatonville cultural venues, public spaces, multi-family, hospitality, lifestyle, retail, and neighborhood services.

## **II. SCOPE OF SERVICES**

Baker Barrios will provide Conceptual Master Planning and Project Envisioning services for the project described above. It is understood additional consultants may be retained during the process by the client. Consultants include:

- Civil Engineer & Survey
- Environmental Consultant
- Transportation / Traffic Consultant
- Geotechnical Engineering
- Land Use Attorney
- Economic Consultant
- Master Developer Partner
- Utility Infrastructure Engineer

A strong partnership between our team, the community, and the town leadership will be critical to the plan's success. Our experience on other master plans, as well as on plans led by a client partnership, will ensure we lead a clear and coordinated effort. We suggest working closely with a subset of individuals that form a Steering Committee – referred to as the Core Team – who will serve as our primary contacts. It is recommended we consult with this entity on a bi-monthly basis. We understand the Steering Committee will include representation from the town, the Community, and Consulting Team. We recommend the town form an Executive Committee that the Steering Committee presents to on a monthly basis to present findings and receive feedback. Materials will always be reviewed and vetted with the Executive Committee before any public meetings with our local office in Orlando.

Baker Barrios can assist the client in assembling the project team. Additional consultants may need to be added to the team as the project planning efforts evolve.



Mr. Demetris Pressley, CSM  
The Historic Town of Eatonville  
I-4 / Wymore Blvd. & Kennedy Blvd. - Eatonville  
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**A. Steps 1 & 2: Community Engagement and Site Due Diligence**

Public engagement and sustained dialogue will be critical during this process. We will work closely with the Polis Institute who will lead this process. Polis will define the process, but we have anticipated in this proposal the following: The first is outreach with neighborhood clusters, in which the neighborhood is grouped into smaller clusters of two to three subject matter teams. Working in smaller groups will allow close focus on key issues and enable cross dialogue and development of a shared understanding. This would allow for more detailed outreach with specific stakeholders. The second layer speaks to the town as a whole, enabling comprehensive dialogue across all neighborhoods. The final layer is that of specific, targeted outreach, which can take on many forms including focus groups, stakeholder interviews, etc.

**Stakeholder Interviews and Focus Groups**

Stakeholder insight is critical throughout all stages of the planning process, but especially at the beginning. BBA will work with the Polis Institute and the Core Team to determine the list of appropriate stakeholders or focus groups to consult and will provide a set of interview questions to distribute and review in advance of the meetings. At minimum, we would anticipate meeting with entities represented by the Steering Committee, along with key community organizations. Focus groups will be facilitated with approximately 10 individuals per group and may include residents, seniors or youth, employees, environmental groups, institutional leaders, and community and neighborhood leaders.

**Cultural and Social Resources**

The Town of Eatonville has a rich and varied building stock with multiple conservation and historic districts that house buildings of significant cultural and historical value. Historic preservation regulations and historic district ordinances will be analyzed to better understand their long-term implications on the overall urban fabric. Detailed research will be conducted to better understand the underlying history of the Eatonville community so that it may properly inform the master plan. These studies will be augmented by the mapping of social resources (homeless shelters, special needs programs, schools, religious centers, community learning centers, recreation centers, etc.), commercial centers or squares, and landmarks, which will be mapped against parameters of accessibility, demographics, and income distribution. Public art will be catalogued as well.

**Site Due Diligence**

BBA will research local jurisdictions for any historic records, permits, and/or approvals for the town. The project planning team will review and analyze the geography, the town history, the town’s vision for the





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property, zoning criteria, land use policies, and the development program scenarios and program. Together, this discovery will inform the branding for the town to assist in the formulation of the conceptual master plan.

During this step, the project team will analyze the physical conditions of the town, both natural systems and man-made improvements, such as the zoning districts, property's boundaries, topography, vegetation, wetlands, ponds and lakes, drainage facilities, buildings, roads, and other existing site improvements. Working with Polis, BBA will study income distribution and demographics to inform the overall Development Program.

Baker Barrios will visit the town to become familiar with the various districts, neighborhoods, and parcels, as well as photograph existing conditions relative to this planning assignment. We will also attend meetings as required to review and discuss, in detail, the physical aspects of the property, opportunities and constraints, connectivity requirements, etc. We anticipate two to three working sessions with the planning staff at the Town of Eatonville to better understand the existing and proposed infrastructure, zoning district, overlays, reports, etc.

As part of this step, Baker Barrios will prepare a zoning analysis for the town and OCPs property and will assist the team in developing an understanding of the local municipality's development review and approval process. Services include attending meetings as required during this step with local governmental officials and municipal planning and zoning managers to discuss the planning and development review and approval process.

### **B. Step 3: Design Charette**

The intent of this step is to begin defining the development program and objectives in addition to the program information collected in the community workshops. Often, the development program is created in response to an Economic Consultant's Market Report identifying real estate needs and opportunities in the local and regional marketplace. Typically, the market study, formal or informal, will also provide specific recommendations for specific types of real estate development, size and amounts, absorption, phasing, revenue potential, etc.

### **Visioning and Outreach**

To better understand the needs of the neighborhoods and to disseminate findings, the BBA team will conduct a series of neighborhood forums. The neighborhoods will be grouped into smaller clusters of two to three adjacent neighborhoods, allowing for more site-specific conversations. The neighborhood forums will include a visioning session and a condensed presentation of the analysis findings, which will lead to an interactive



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exercise focused on defining the ideas and variables to be tested in the development of scenarios that follows.

After completing all the neighborhood forums, the planning team will host a town-wide public meeting to present synthesized feedback on the visioning, key analysis findings, and identification of variables. The goal for this meeting is to leave with a unified understanding of the shared vision, variables, and ideas to be explored in Step 4.

Once the program information is understood Baker Barrios will conduct a design charette with the town, project team, and stakeholders to kick off the project. The purpose of the charette is to build consensus on the preferred planning approach and development program for the project. Services will include conducting a one (1) day planning workshop in Baker Barrios' office. The intent of the workshop is to review conceptual "bubble" diagram concepts and the influences that drove the concepts and modify these ideas into placemaking strategies that define the brand and story, the program, the phasing, the zoning parameters, and the project timeline. The goal will be to define one (1) to three (3) ideas to advance into the conceptual placemaking phase.

It is assumed BBA will work with the project team and develop an initial program. As the concept is further defined, the program will be updated at each milestone throughout the design process, with one final program at the completion of the Concept Design Phase.

### **C. Step 4: Conceptual Master Planning**

After the design charette/workshop with the project team, BBA will refine a series of conceptual level master plan alternatives based on the site and market analysis, jurisdictional requirements, the project's opportunities and challenges, and the project development program.

#### **Shared Vision Plan**

Based upon the outreach conducted in Step 3, we will advance and develop the preferred town plan in greater detail, breaking down the plan into system frameworks that address each topic area identified in Step 3, such as community health, community venues, public spaces, mobility, open space, urban design, affordable housing, commercial resources, placemaking, and more. The team will develop a comprehensive plan and narrative for the community with the goal to embrace its history and celebrate the future. The preferred plan will embody the shared vision for the neighborhood and anticipate it to include programs around Health and Wellness, Cradle to Career Education, Arts and Culture, Child and Youth programs, Economic Vitality and Mobility, Basic Needs and Social Services.



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These conceptual level diagrams will illustrate alternative land use relationships, arrangement of the various development program elements on the site and building massing. BBA will also prepare story boards to illustrate a variety of ideas to describe the architecture, place, and brand.

The Master Plan will demonstrate a clear vision for the future of our town, addressing key areas such as:

- **Economic Development:** The plan outlines strategies to attract new businesses and create jobs, which will boost the local economy and improve the overall quality of life for residents.
- **Infrastructure:** The plan addresses the need for upgrades to our roads, public safety hubs, and other utility infrastructure, ensuring the Town of Eatonville will have the foundation in place to support future growth.
- **Housing:** The plan recognizes the need for a variety of housing options to meet the needs of all residents, including affordable housing for low and middle-income families.
- **Environment:** The plan emphasizes the importance of protecting our natural resources and includes measures to address climate change and promote sustainable development.
- **Community Facilities:** The plan calls for the development of cultural spaces, historic landmarks throughout the town, recreation facilities, and other community amenities that will enhance the quality of life for all residents.

The Master Plan will serve as a valuable roadmap for the future of our town and will lead to a more vibrant, prosperous, and sustainable community for the Historic Town of Eatonville.

Utilizing the preferred conceptual plan (or combination of the conceptual plan components), Baker Barrios will prepare a final conceptual master plan for the design. The plan will be illustrative and colored, suitable for presentation and consensus-building efforts, etc. In addition, Baker Barrios will prepare 3D perspective sketches as required (7 renderings are anticipated) to illustrate design intent, scale, and massing.

**Comprehensive Outreach**

Like Steps 1 & 3, we will leverage neighborhood forums to solicit feedback on the scenarios, highlighting tradeoffs, and collectively evaluating each option. Additionally, we will work with the Core Team to identify a range of creative outreach tactics for further feedback. Scenario outreach will culminate in a town-wide public meeting where the planning team will report back on input and feedback received at all outreach avenues. The goal for the meeting is to arrive at a preferred plan in support of the shared vision for the neighborhood.



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**D. Step 5: Town of Eatonville and  
Community Stakeholder Presentations**

Upon the completion of the final conceptual master plan, Baker Barrios will meet with the Town of Eatonville, the Consultant Team, and interested stakeholders to present the conceptual plans and image boards. Additionally, the intent of these meetings is to build consensus on the preferred design approach and development program.

**Comprehensive Outreach**

Using methods and tactics like Step 4, we will conduct comprehensive outreach across the neighborhood to solicit feedback on the shared vision plan. This comprehensive outreach will culminate in another neighborhood-wide public meeting where the preferred plan, along with all feedback received to date, will be presented. Based upon feedback received during the outreach process, we will work closely with the Core Team and others as appropriate to iteratively refine the shared vision plan. Additional public meetings can be conducted until we reach a consensus on all elements of the plan.

In conjunction with the Town of Eatonville representatives, Baker Barrios will attend a public meeting to present the conceptual design. It is anticipated the meeting will be 2 to 3 hours in duration. The intent of the meeting is to gain insight into potential stakeholder needs.

This phase includes meetings as required with the Town of Eatonville, public, and/or community stakeholders.

**Draft Plan**

Once consensus on both the shared vision plan and actionable recommendations is achieved, we will create the draft plan report. After ample vetting of the report with the Core Team and Steering Committee, the report will be distributed to the community for review and posted to the project website, with opportunities to comment online and in person. We will work with the Town of Eatonville to determine the desired format for the final plan documentation, which may include print or web-based components. We believe the plans should be highly accessible and graphic. We often supplement technical documentation with creative solutions such as graphic maps, brochures, or web materials.





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At the completion of this initial project phase, Baker Barrios will prepare a booklet to document the preliminary design process, drawings, sketches, and images. The booklet will be produced in "11x17" format and is intended to document the planning and design process to use as a basis to begin detailed design and project implementation.

**Final Plan**

After the completion of the Draft Plan, we will continue to engage in outreach sessions for final refinement and comments. During this state, we will develop compelling graphics and diagrams that convey the vision, ideas, and proposed strategies of the plan in both 2D and 3D formats. Illustrative drawings, eye-level perspectives, and aerial renderings combined with key diagrams and detailed narrative will help convey the message of the plan to the Town of Eatonville and its constituents. These deliverables will be made available to the broader community and will serve as a guiding document for future development of the neighborhood. A technical appendix will accompany the final plan and will include detailed analysis findings, technical information and data, community outreach input, etc.

**Outreach: Making the Plan Visible**

As part of the development of the final plan, we will work with the Town of Eatonville to develop pilot projects that engage and inspire the broader community and garner support for the adoption of the plan. Community events will showcase the final plan to create enthusiasm and excitement and showcase the breadth of the planning effort.

**Optional Service: National African American Museum**

BBA will support the Town of Eatonville to develop the design criteria and deliverables to support the application process for the National African American Museum. It is anticipated that a site plan, floor plans, and 3-D renderings will be requested for this submittal.

**III. SCHEDULE**

Based on our experience with similar conceptual master planning projects, we anticipate the conceptual planning process described above to take approximately 6 months, depending on the project's complexities and availability, and the schedule of the team members and other project stakeholders.



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Please note some of the steps listed above will occur concurrently to maintain progress.

**IV. COMPENSATION**

**A. Proposed Fees:**

Baker Barrios has estimated compensation based on the scope outlined above by estimating the number of man-hours required to perform the tasks. Based on these estimates, Baker Barrios is proposing a lump sum fee as follows:

Step 1	\$35,000
Step 2	\$15,000
Step 3	\$15,000
Step 4	\$125,000
Step 5	\$15,000
<b>TOTAL</b>	<b>\$205,000</b>
Donation & Gift	<u>\$205,000</u>
<b>TOTAL PROPOSAL</b>	<b>\$0</b>

**Optional Service:**

National African American Museum	\$25,000
Donation & Gift	<u>\$25,000</u>
<b>TOTAL PROPOSAL</b>	<b>\$0</b>

\* Included in the fee above are seven (7) renderings. For additional renderings, a charge of \$3,000/rendering will be charged as an additional service.

**REIMBURSABLE EXPENSES**

Reimbursable expenses including, but not limited to, 3D-colored renderings, 3D project scale models, printing and reproduction costs, postage and shipping, travel expenses, and consultant additional services, if they are required, will be billed in addition to the above-listed professional fees at 1.15 times the actual expenses. Additionally, a technology fee equal to one and one-half percent (1.5%) of the above-listed professional fees will be billed with each progress billing. The following services are also offered at the following fees: \$3,000 per additional rendering and executable file; and \$7,500 per minute of animation. Reimbursable expenses are estimated at \$3,500.



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**ADDITIONAL SERVICES**

All Additional Services shall be based on time spent and billed on an hourly basis at the following rates or may be a negotiated fixed lump sum. All Additional Services shall be approved in advance and in writing by the Owner prior to commencement of services. It is assumed this is a full-service proposal and we do not anticipate additional services.

Architectural Design Services

Executive / President / Vice President	(AR7)	\$350
Managing Partner/ Managing Principal	(AR6)	\$300
Practice Leader / Principal	(AR5)	\$250
Sr. Architect / Sr. Designer / Sr. Project Manager	(AR4)	\$200
Architect / Sr. Drafter / Project Manager	(AR3)	\$160
Project Architect	(AR2)	\$145
Drafter / Graduate Architect	(AR1)	\$100
Intern Architect (Internship)	(AR0)	\$90

Landscape Architectural Design Services

Practice Leader / Principal	(LA5)	\$250
Sr. Architect / Sr. Designer / Sr. Project Manager	(LA4)	\$190
Project Architect / Sr. Drafter / Project Manager	(LA3)	\$155
Architect	(LA2)	\$130
Drafter	(LA1)	\$90
Intern Architect (Internship)	(LA0)	\$85

Interior Design Services

Practice Leader / Principal	(ID5)	\$250
Sr. Interior Designer	(ID4)	\$200
Interior Designer	(ID3)	\$165
Project Designer	(ID2)	\$130
Drafter / Graduate Interior Designer	(ID1)	\$100
Intern Interior Designer (Internship)	(ID0)	\$90

Quality Assurance

Sr. Quality Assurance Specialist	(QA2)	\$175
Quality Assurance Specialist	(QA1)	\$140

Other

Director of Special Projects	(DSP)	\$250
Branding	(MA3)	\$200
Computer Support	(IT1)	\$130
Graphics	(GD1)	\$90
Administrative Support	(AM1)	\$100
Business Development	(BD4)	\$250
Marketing	(MA4)	\$250



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**AGREEMENT BETWEEN OWNER AND ARCHITECT**

If this proposal meets with your approval, please indicate your acceptance by signing below and returning a copy to this office. We are prepared to begin this work immediately upon receipt of your written authorization to proceed.

Thank you for your interest in our firm. We look forward to working with you on this exciting project. If you have any questions or comments, please do not hesitate to call us.

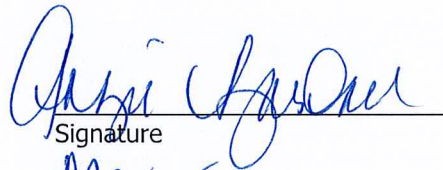
Sincerely,

Accepted by:

**Baker Barrios Architects, Inc.**



Timothy R. Baker, AIA  
CEO + Architect



Signature

Mayor

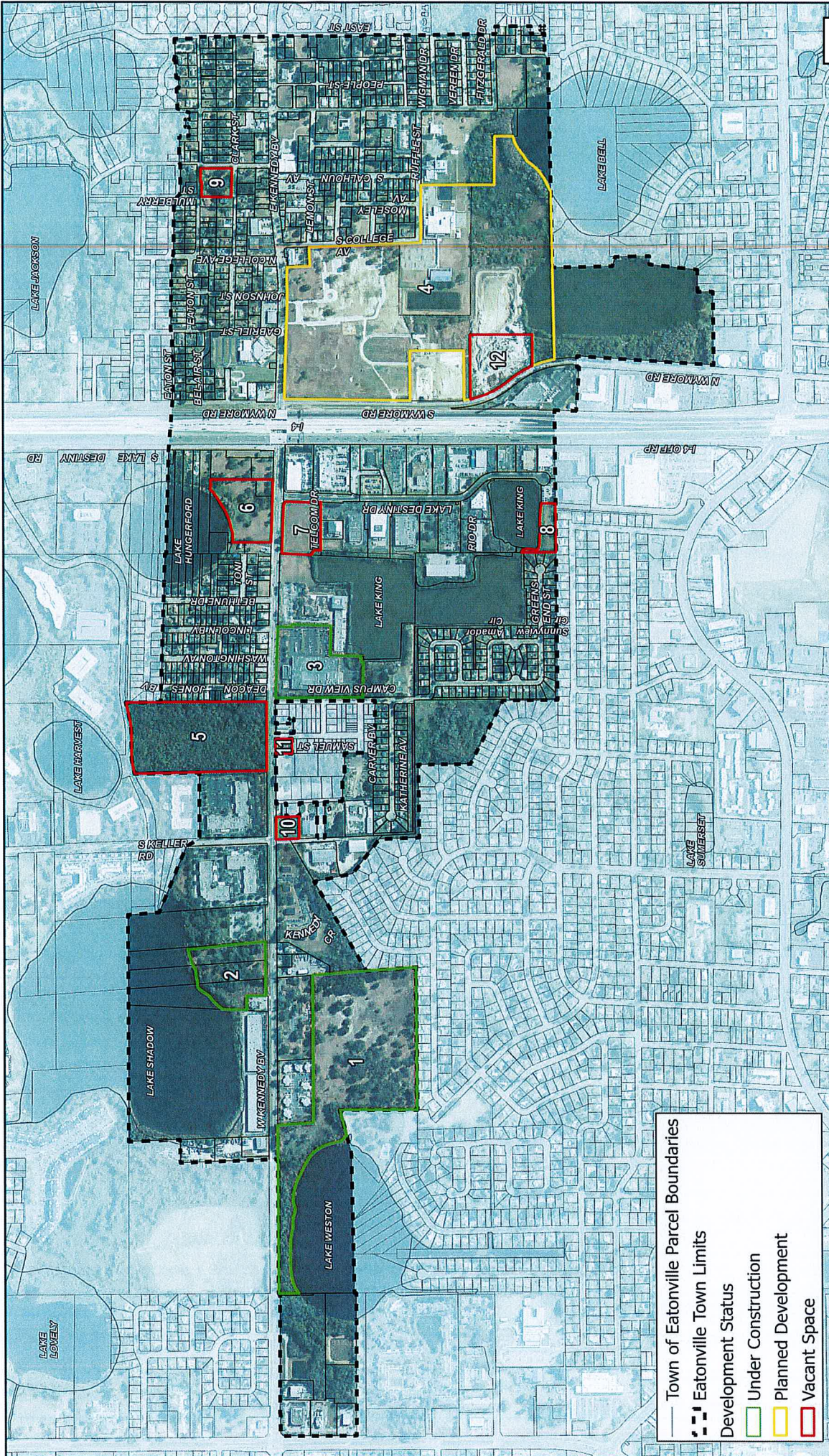
Title

2/22/24

Date







TOWN OF EATONVILLE PLANNED DEVELOPMENT

TOWN OF EATONVILLE  
ORANGE COUNTY, FLORIDA



- Town of Eatonville Parcel Boundaries
- - - Eatonville Town Limits
- Development Status
- Under Construction
- Planned Development
- Vacant Space

Scale: 1 inch = 800 feet  
 Date: 1/18/2024  
 Photo Date: 2021  
 Project No. E6614  
 GIS: LEC







National Trust for Historic Preservation®

March 15, 2024

Hon. Angie Gardner  
Town of Eatonville  
307 E Kennedy Blvd  
Eatonville, FL 32751

Re: Master Planning Support from the National Trust for Historic Preservation’s African American Cultural Heritage Action Fund

Dear Mayor Gardner,

The National Trust for Historic Preservation (“National Trust”) would like to support and assist the Town of Eatonville’s historic preservation efforts through its African American Cultural Heritage Action Fund because Eatonville’s history is nationally significant and worthy of preservation. The National Trust would be honored to help preserve its unique heritage and historic character – a legacy imbued in the history of Black Towns, literary arts, racial equality, and citizenship. With this letter, we aim to begin formalizing a supportive relationship between the National Trust and the Town of Eatonville, and we look forward to working with you to identify how our commitment can benefit and positively impact your planning efforts.

The National Trust’s engagement with Eatonville began on October 25th-26th, 2023, when staff from the National Trust’s African American Cultural Heritage Action Fund (“AACHAF”) and Law Division visited Eatonville at the invitation of the Association to Preserve the Eatonville Community (PEC). That visit, organized by N.Y. Nathiri of PEC, showcased the tremendous community spirit and rich cultural heritage of Eatonville. The National Trust is convinced that our engagement with Eatonville is both warranted and urgent, and our positive interactions with the Town of Eatonville’s staff both during our visit and subsequently have encouraged us to seek a more direct partnership with the Town of Eatonville.

During our conversations with the Town of Eatonville’s Chief Administrator, Demetris Pressley and staff, Brent Leggs, Executive Director of the AACHAF and Senior Vice President of the National Trust, shared the opportunity for the Town of Eatonville to receive a grant, through the *Descendent and Family Stewardship Initiative*, to support its master planning process in partnership with community stakeholders. This letter re-affirms that offer. As part of the direct partnership with the Town of Eatonville, the AACHAF proposes the following:

- The AACHAF will fund a preservation consultant to work in tandem with the Town’s selected planning contractor (Baker Barrios Architects,

Orlando, FL) to develop and implement an integrated scope that embeds historic preservation into the Eatonville Master Plan. The consultant will assist the firm with historical documentation and interpretation of findings to deeply inform the Master Plan. As part of this process, the consultant would be tasked with:

- Updating Eatonville's historic resources and landscape surveys and reviewing existing historic preservation plans, ordinances, and practices to devise policies that ensure the integrity of authentic historic and cultural resources are maintained using ordinances that support the preservation of cultural landscapes through sensitive development processes for the Town of Eatonville's contributing buildings and vacant lots.
- Producing a written methodology to identify descendant-and-family-owned or occupied properties with developing local strategies to assist descendant residents and family stewards in sustaining ownership and building capacity.
- Drafting an outline for amending the existing Eatonville Historic District National Register of Historic Places nomination (1998) to include an illustrated historic and cultural landscape report and to identify endangered historic sites for direct preservation action.
- The AACHAF will provide an initial \$25,000 in grant support to the Town of Eatonville to engage a consultant to reinforce the selected planning contractor's community engagement of Eatonville residents, the African American community, and descendant leadership in the master planning process. The selected consultant will be determined in consultation with the AACHAF.
- The AACHAF will make available \$125,000 in grant funding to support the comprehensive field survey of built and natural resources and landscapes under the master planning process to supplement any remaining scope parameters identified by the Town of Eatonville in consultation with the AACHAF, the selected planning contractor and technical preservation consultant.

The National Trust's AACHAF will also commit significant staff time to assist the Town of Eatonville. Our staff possesses expertise in historic preservation, community engagement, planning, and law. They will support the successful stewardship of the AACHAF's financial commitment to the Town of Eatonville and nurture the vital partnership between the National Trust and the Town of Eatonville. In this regard, we want to meet with representatives from the Town of Eatonville as soon as possible to discuss this grant opportunity and to arrange an introduction to your planning contractor, Baker Barrios firm, in Orlando, FL, to identify specific parameters for our pending assistance.

In addition, our organization is aware of the challenges that the Town of Eatonville currently faces with the Hungerford Tract. We want to assist in resolving that matter, independent of the abovementioned opportunity. We have expertise in resolving complex situations involving cultural resources and historic communities, and we believe that we can help ensure that the Hungerford Tract's potential to benefit the community of Eatonville is fully realized.

We appreciate your consideration of these offers. If you are agreeable to these terms, we will initiate our grant award process. We hope this letter is the first step in a long and fruitful relationship between the Town of Eatonville, the National Trust, and the AACHAF. We reiterate that it would be an honor to assist with the preservation of your community's unique and nationally significant heritage. As the next step, please email our colleague, Tiffany Tolbert, Senior Director of Preservation for the African American Cultural Heritage Action Fund, at [ttolbert@savingplaces.org](mailto:ttolbert@savingplaces.org).

Sincerely,



Brent Leggs  
Executive Director, African American Cultural Heritage Action Fund, and Senior Vice President, National Trust for Historic Preservation



Chris Cody  
Associate General Counsel

cc: Demetrius Pressley, Town of Eatonville Chief Administrator  
NY Nathiri, Association to Preserve the Eatonville Community  
Kirsten Andersen, Southern Poverty Law Center



Presented by
ASSOCIATION TO PRESERVE THE EATONVILLE COMMUNITY, INC. (P.E.C.)
344 E. Kennedy Blvd. Eatonville, FL 32751
E-mail: ny@preserveeatonville.org Website: www.zorafestival.org
Phone: (407) 647-3307 Fax: (407) 539-2192

February 16, 2024

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Howard University

Public Comment Request by N. Y. Nathiri, N.Y. Nathiri
Re: Conceptual Master Planning Proposal submitted by Baker Barrios

1. The proposal item summary states the following:
"The Town Attorney, Administration, Planning, and National Trust of Historic Preservation have reviewed the proposal and after several revision we have the final revision attached for consideration."

Can the Town provide an overview of the specific timeline and steps in the review process? Was the proposal solicited as an "exclusive" executive request, or were requests for proposals (RFP) solicited through public open market advertisement? Can the Town indicate which representative, or office, of the National Trust for Historic Preservation (NTHP) reviewed and approved the proposal?

2. The online "experience portfolio" of Baker and Barrios Architects, Inc. (BBA) does not include historic preservation. There is no indication that they have the necessary expertise, or experience to engage a significant historic preservation project of the scope and sensitivity of the Town of Eatonville.

3. The proposal itself is "generic in nature." The work and outcomes are not specifically tailored to the context or conditions that are unique to Eatonville. Inclusion of a "Master Developer Partner" dismisses opportunities to create local enterprises, cultural sensitivity, and physical sensitivity. "Interior Design" (ID) is listed as an "additional service." A tailored proposal should not include disciplines such as these.

4. The "project description" specifically identifies the "70ac OCPS property (Hungerford Site) as an element to be included in the "master planning" work. It is presumptuous to even mention the Hungerford parcel since it has not been formally, or legally, transferred back to the Town. Starting a public planning process without having legal custody of the property could jeopardize good faith negotiations with OCPS.

5. Proposal "key issues" list (page 10) does not include historic preservation. This is another indication that this is not a coordinated and tailored proposal to meet the critical needs of Eatonville.

6. Landscape architecture is not included in the basic scope of services in the proposal. The landscape is one of the primary historic resources in Eatonville. The basic concept plan could not be considered comprehensive, authentic, or legitimate if landscape architecture must be addressed as an "additional service." The overall approach should be an integrated interdisciplinary methodology.

7. The proposed 6-month schedule does not include legitimate community capacity building. This will not be enough time for the community to absorb and process concepts which are presented.

8. Inclusion of the "Optional Service: National African American Museum" seems to be the ulterior motive of the proposal. If that is the case, the entire process will sacrifice the integrity of the entire town for a future bid for the "national museum."

9. The proposal is structured so that the "additional services" will be very expensive. The representation that the cost will be "\$0" is highly misleading.

At the request of P.E.C., this analysis was provided by a licensed professional architect, and licensed professional landscape architect with 44 years of experience with local municipal, state agency, federal agency, national organizations, commercial and historic preservation projects.

2024 ZORA! Festival Season (January - October)
"The Reunion"



# TOWN OF EATONVILLE

*"THE OLDEST BLACK INCORPORATED MUNICIPALTY IN AMERICA"*

February 20, 2024

## MEMORANDUM

To: N.Y. Nathiri, Executive Director

From: Demetris Pressley, Chief Administrative Officer 

Re: Conceptual Master Planning Proposal Submitted by Baker Barrios Architects, Inc.

Thank you for your thoughtful and well-intended memorandum regarding the Conceptual Master Planning Proposal submitted by Bake Barrios Architects. We appreciate your valuable feedback and commitment to preserving the unique character of the Eatonville community.

We acknowledge and understand your concerns about the firm, the process and revision of the proposal along with the subject expert you have consultant. Town Planner -Tara Salmieri, AICP, NTHP – Christopher Cody, Attorney (Focus in Preservation Planning), Town Attorney – Clifford Shepard, board certified - city, county & local government law, Town Staff: Cobbin Magee, Valerie Mundy, and Demetris Pressley, CPM. (Our team along with the Baker Barrios Architects, Inc. (BBA) bring well over 50 years of experience with local/state/federal agency with major planning for communities.) To address these, we propose the following:

- **Was the proposal solicited as an “exclusive” executive request, or was request for proposal (RFP) solicited through open market advertisement?** This proposal was formulated through the administration conversation with desiring a master plan and reaching out to pass firms who have assisted the community with prior projects. No RFP was completed due to no cost for services.
- **Historic Preservation Scope:** The Firm along with the collaboration of the master plan team, will have a chance to ensure the unique and rich heritage is covered in the planning exercise. We will collaborate with the P.E.C. to ensure this specific area is included.
- **OCPS Property (Hungerford Site) & Museum:** While these areas are not explicitly complete it was included in the current proposal to ensure we capture the potential of this site in the planning staging. We recognize its importance and plan to continue communication with OCPS District / State of Florida to find a resolution for this matter. (The National Museum in our opinion is not jeopardize by the Town’s pursuit of property and museum)
- **Additional Services:** This matter was discussed in the revisions and several of the additional services such as: (utilities updates, comp plan, zoning, civil engineering & surveys, attorney, transportation, etc..) are covered in our current contractual continue services agreements.





# TOWN OF EATONVILLE

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*"THE OLDEST BLACK INCORPORATED MUNICIPALTY IN AMERICA"*

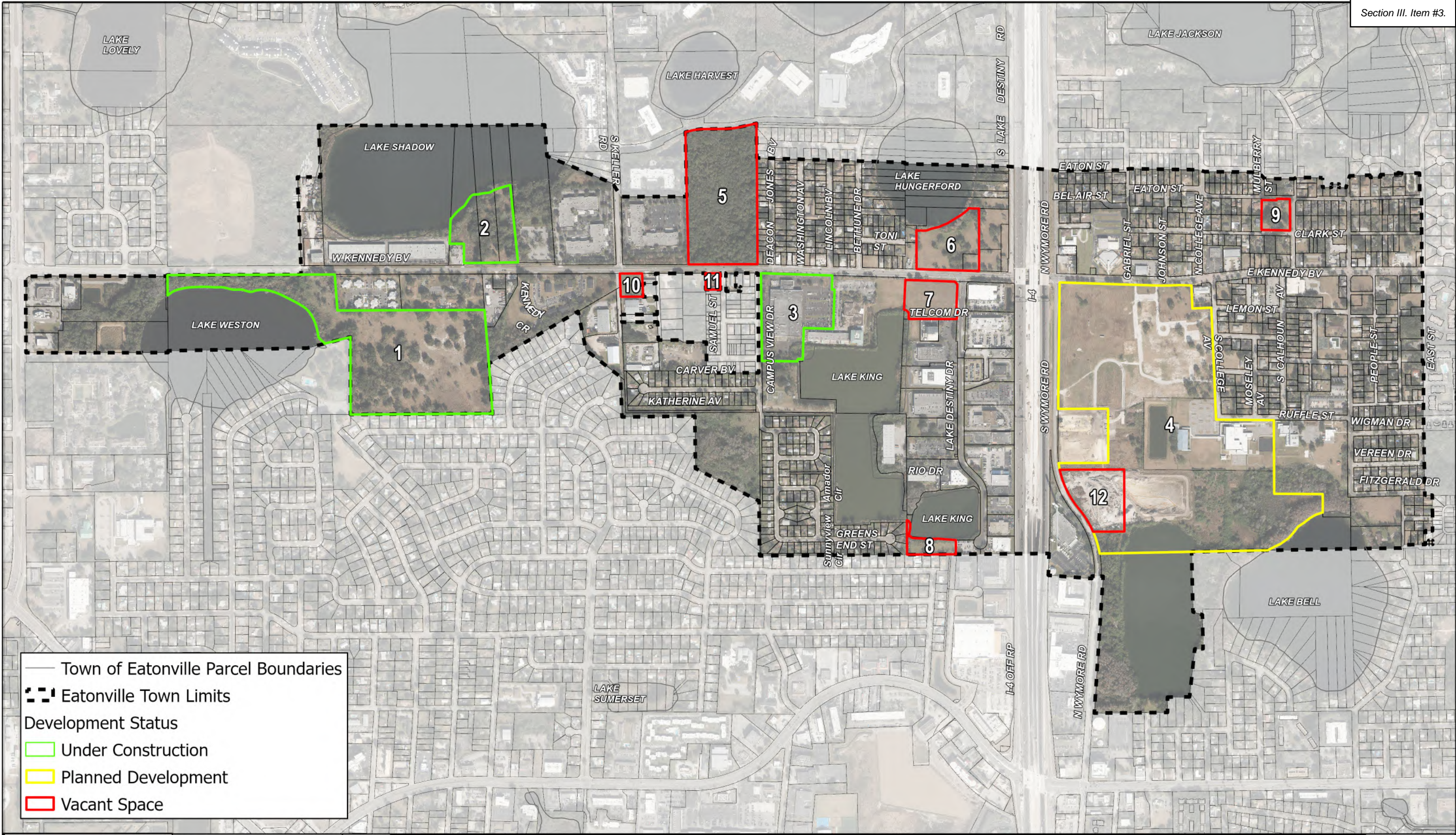
We understand that some of the specific items you mentioned are not directly outlined in the current proposal. However, please be assured that the strong and unique character of the Eatonville Community is at the heart of this project. Your concerns will be reflected in the following ways:

- **P.E.C. Representative:** We are happy to invite a P.E.C. representative to participate in meetings and workshops throughout the planning process. Please let us know who you would like to designate.
- **Proposal Update:** With your permission, we will attach your memorandum to the revised proposal to ensure all perspectives are considered.

We believe that open communication and collaboration with the community are essential for the success of this master plan. We value your input and look forward to working with you throughout this process.

**Regards,**  
*DCP/jr*

**CC:** *Mayor Angie Gardner, Mayor the Town of Eatonville*



— Town of Eatonville Parcel Boundaries  
 - - - Eatonville Town Limits

Development Status

- Under Construction
- Planned Development
- Vacant Space



Scale: 1 inch = 800 feet  
 Date: 1/18/2024  
 Photo Date: 2021  
 Project No. E6614  
 GIS: LEC



TOWN OF EATONVILLE PLANNED DEVELOPMENT

TOWN OF EATONVILLE  
 ORANGE COUNTY, FLORIDA

FIGURE  
 5-1



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL WORKSHOP

APRIL 16, 2024 AT 06:30 PM

### Cover Sheet

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

**ITEM TITLE:** Discussion of the Bruce and Winnie Mount Scholarship Program (**Administration**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> ADMINISTRATIVE
<b>INTRODUCTIONS</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Flyer and Scholarship Package</li></ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** To discuss how the Council would like to award the scholarship to eligible students.

**SUMMARY:** The Town of Eatonville Town Council wishes to award qualifying students a scholarship towards higher education honoring their accomplishments in graduating high school at a GPA of 2.5 or greater; as well as their efforts in giving back to community through volunteerism/community service.

In honor of the former and deceased Mayor Bruce Mount and his wife Winnie Mount, the Bruce and Winnie Mount Scholarship Program has been established to encourage and support new high school graduates, 1<sup>st</sup> year College Student (Freshman), and 2nd Year College Student (Sophomore) as they enter into the next phase of their academic experience beyond high school.

In considering the award amounts, new high school graduates will be given priority to scholarships awarded to selected recipients. The percentage of support will be determined as following:

- 100% High School Recipient (Senior)
- 75% 1st Year College Student (Freshman)
- 50% 2nd Year College Student (Sophomore)

**RECOMMENDATION:** Recommend a discussion of how the Council would like to award the scholarship to eligible students.

**FISCAL & EFFICIENCY DATA:** N/A



# Historic Town of Eatonville



## 2024 Bruce & Winnie Mount Youth Scholarship Program

# APPLY TODAY!!

The Town of Eatonville  
307 Kennedy Boulevard  
Eatonville, Florida 32751

407-623-8900 (Main) | 407-623-8910 (Clerk Office)

**Pick up scholarship package at Town Hall or at [www.townofeatonville.org](http://www.townofeatonville.org). Submission Deadline is July 31, 2024.**  
**\*\*Must be a current Senior in High School or an active College Student within 2 years of High School graduation.\*\***

### AWARD DETERMINATIONS

**\*\*ATTENTION\*\***

**New High School graduates will be given priority to scholarships awarded to selected recipients.**

- 100% High School Recipient (Senior)
- 75% 1<sup>st</sup> Year College Student (Freshman)
- 50% 2<sup>nd</sup> Year College Student (Sophomore)

### RETURN APPLICATION TO:

**HISTORIC TOWN OF EATONVILLE  
307 EAST KENNEDY BOULEVARD  
EATONVILLE, FLORIDA 32751**

**ATTENTION:**

**Veronica L. King, Town Clerk  
Winnie Mount Youth Scholarship Program**



2024

Historic Town of Eatonville

Bruce & Winnie  
Mount Youth  
Scholarship Program  
Guidelines

307 Kennedy Boulevard  
Eatonville, Florida 32751  
407-623-8900

TOWN COUNCIL

*Angie Gardner, Mayor  
Vice Mayor, Rodney Daniels  
Councilman, Theo Washington  
Councilwoman, Wanda Randolph  
Councilman, Tarus Mack*



2024

Historic Town of Eatonville  
Bruce & Winnie Mount Youth  
Scholarship Program

APPLICATION REQUIREMENTS

1. Must be a current Senior in High School or an active College Student within two (2) years of High School graduation.
2. Complete Scholarship Application
  - Return to Eatonville Town Hall
  - Application Deadline: Wednesday, July 31, 2024
3. Minimum 200 Word Essay is required.
4. Official Transcript or Proof of Graduation
5. GPA must be 2.5 or greater
6. Confirmation of Community Service Required
7. Confirmation of acceptance to College, University or Trade School Required
8. Correspondence to Scholarship Committee
9. CONTACT NUMBER: 407-623-8910

**\*\*ATTENTION\*\***

**New High School graduates will be given priority to scholarships awarded to selected recipients.**

***RETURN APPLICATION TO:***

*Historic Town of Eatonville  
307 East Kennedy Boulevard  
Eatonville, Florida 32751*

**ATTENTION:**

**Veronica L. King, Town Clerk  
Winnie Mount Youth Scholarship Program**



# 2024

## TOWN OF EATONVILLE Bruce & Winnie Mount Youth Scholarship Program

### APPLICATION CHECKLIST

Date Submitted: \_\_\_\_\_

**FOR OFFICE USE ONLY**

- 1. Application: \_\_\_\_\_
- 2. Essay: \_\_\_\_\_
- 3. Official Transcript: \_\_\_\_\_
- 4. GPA: \_\_\_\_\_
- 5. Community Service: \_\_\_\_\_
- 6. College Acceptance: \_\_\_\_\_

SECURITY CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_

INTERVIEW TIME: \_\_\_\_\_

#### AWARD DETERMINATIONS

**\*\*ATTENTION\*\***

**New High School graduates will be given priority to scholarships awarded to selected recipients.**

- 100%
- 75%
- 50%

- High School Recipient (Senior)
- 1<sup>st</sup> Year College Student (Freshman)
- 2<sup>nd</sup> Year College Student (Sophomore)



**Town of Eatonville  
Bruce & Winnie Mount  
Youth Scholarship Program**  
**SCHOLARSHIP APPLICATION**  
**(2023-2024)**

Please submit application to the Mayor’s Office,  
307 E Kennedy Blvd. Eatonville, Florida 32751 by **Wednesday, July 31, 2024.**

***Scholarship Applications can be returned to Town Hall  
from 8am and 5pm. Monday through Friday.***

**Name:** \_\_\_\_\_  
*(First Name) (Middle Name or Initial) (Last Name)*

**Street Address:** \_\_\_\_\_  
*(Note: Residency must be in the Town of Eatonville and must be a street address, not a post office box.)*

**Eatonville, Florida** \_\_\_\_\_  
*(Zip Code)*

**Phone:** \_\_\_\_\_  
*(Home) (Cell)*

**E-Mail Address:** \_\_\_\_\_

**High School Attending:** \_\_\_\_\_

**Date of Graduation or Anticipated High School Graduation:** \_\_\_\_\_

**Official Transcript Required**



Application Continued

Name & Address of Post-Secondary Institution (College, University, Trade School, or Vocational School) you are planning to attend:

(Attach Proof of Acceptance i.e., College Acceptance Letter)

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Verification of Community Service hours performed is required prior to receiving scholarship funds. Please submit verification of hours on the community service form attached to this application.

(A minimum of 30 hours of community service.)

Please attach an essay (Minimum 200, Maximum 300 Words) about an influential Eatonville Citizen (past or present) that has made an influential impact on your life.

I certify that the information provided herein is accurate and complete to the best of my knowledge. I am a resident of the Historic Town of Eatonville. I understand that any false statements may lead to disqualification from the Bruce & Winnie Mount Youth Scholarship Program.

Signature of Applicant

Date

Eligibility Requirements:

1. Resident of the Town of Eatonville
2. Must be a current Senior in High School or an active College Student within 2 years of High School graduation.
3. Minimum un-weighted Grade Point Average of 2.5
4. Have Graduated or graduating within twelve (12) months of the scholarship date.
5. Acceptance to an accredited trade/technical school; two (2) or four (4) year College or University.
6. Complete an essay (minimum 200 words).
7. Complete 30 hours of Community Service at a Non-Profit Organization in Eatonville. (Organization located in Eatonville may be waived.)

FINANCE USE ONLY

Security Code:



TOWN OF EATONVILLE  
BRUCE & WINNIE MOUNT YOUTH  
SCHOLARSHIP PROGRAM

Section III. Item #4.

**THE TOWN COUNCIL**

ANGIE GARDNER  
*Mayor*

RODNEY DANIELS  
*Vice-Mayor*

WANDA RANDOLPH  
*Councilwoman*

THEO WASHINGTON  
*Councilman*

TARUS MACK  
*Councilman*

Community Service Verification

FOR: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Contact's Phone Number: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

*Describe the volunteer services provided to your organization:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMISSION  
DEADLINE:**  
  
**Wednesday,  
July 31, 2024**

*I certify that \_\_\_\_\_ volunteered with our  
organization and completed a total of \_\_\_\_\_ hours from the time  
of \_\_\_\_\_ to \_\_\_\_\_ 2024.*

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

Historic Town of Eatonville  
307 E. Kennedy Boulevard  
Eatonville, Florida 32751  
407-623-8900 - Main  
407-623-8910 - Office