



# MINUTES

## City Commission Meeting

APPROVED 5/18/2023

6:00 PM – Thursday, March 16, 2023 – City Hall

**INVOCATION: ELDER ELIJAH PERRY, CHURCH OF GOD BY FAITH**

**PLEDGE OF ALLEGIANCE: COMMISSIONER ASHCRAFT**

**CALL TO ORDER: 6:30 P.M.**

### **ACKNOWLEDGE OF QUORUM AND PROPER NOTICE**

**PRESENT:** Commissioner Gary Ashcraft, Commissioner Nan Cobb, Commissioner Willie Hawkins, Vice Mayor Emily Lee and Mayor Michael Holland

#### **1. AGENDA UPDATE**

Tom Carrino, City Manager, noted changes to Ordinance 23-06, and the affiliated ordinances, due to action taken during the Local Planning Agency (LPA) meeting.

#### **2. APPROVAL OF MINUTES**

##### **2.1 Approval of Minutes**

February 13, 2023 City Commission Workshop - Joint Workshop with City Commission and Code Enforcement Board

February 16, 2023 City Commission Workshop - Organizational Grants

January 28, 2023 City Commission Retreat

Motion was made to approve the Minutes as submitted. Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee. Motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, and Mayor Holland

#### **3. PRESENTATIONS**

##### **3.1 Grants Development and Planning**

Mr. Carrino introduced the City's Building Official Matt Adair. Mr. Adair provided a brief history of his professional experience. He confirmed that he has been reviewing the City's processes to streamline things.

Nadine Mann, Grant Writing Specialist for Economic Development, provided an overview of their grants development and planning processes. She commented on how the City can position itself to be more successful in obtaining grants. She noted the City's limited funding available for its projects and many competing priorities. She commented on grant opportunities may be used to augment funding and close any potential funding gaps with the aid of the 1,000s of federal and non-federal grants available. Ms. Mann covered seven key points: Grant Management Lifecycle, Grant Management Framework, six key elements for Strategic Planning, Grant Application Statistics, City Departments' and Business Units' High Priority Projects/Grant Funding Goals, Examples of Potential Grant Funding Opportunities, and the Roadmap to Success with Next Steps. She discussed the need to streamline and



standardize the grant funding process. Ms. Mann reviewed the key resources and grant framework matrix including the role, responsibilities, and grant management including public and private sector factors and considerations to understand the deliverables. She stated the overall goal to strengthen the City's preparedness for the grant process, including the strategic planning to position the City to be successful for the grants available in an effort to respond not react to needs to build the grant pipeline with timelines to understand what is needed.

Ms. Mann provided a review of various grant application statistics including amount of time required for preparation, average number of awards and timeframe for various grant cycles. She cited the top three challenges in seeking grants including the following: 1) Lack of time and/or staff; 2) Difficulty in finding grant opportunities; and 3) Competition. She commented on the need for strategic planning and the grant process. She cited a number of possible grant projects for various City departments. She reviewed some potential grant research opportunities such as T-Mobile Hometown Grant for beautification.

Ms. Mann concluded stating that staff is recommending a workshop with the goal being to prioritize projects to align with the City's mission and goals.

Mr. Carrino indicated the workshop would probably not be held until May due to other workshops already scheduled. He indicated that grants will always be somewhat reactive. He indicated they can use the workshop to develop a more systematic approach to grants.

#### **4. AUDIENCE TO BE HEARD**

Cindy Newton, unincorporated Lake County resident, stated there was an issue regarding notifications for Estes Reserve. She noted the notification received was for that evening and it was not on the agenda. She asked that updates on notifications be sent out.

Commissioner Cobb asked Ms. Newton who was the developer who emailed her and called Eustis "useless". She asked to receive the developer's name and the person's name with Ms. Newton indicating she could provide the developer's name but that she did not have the individual's name.

Mr. Carrino explained that Estes Reserve was removed from the agenda at the request of the applicant who has withdrawn their application.

Darius Kerrison announced that the Eustis Hometown Comedy and Music Festival would be held in Ferran Park on April 1st. He cited various activities that would be included and thanked City staff for their assistance.

#### **5. CONSENT AGENDA**

Resolution Number 23-23: Recording Utility Liens

Resolution Number 23-28: Parks and Recreation ADA Kayak Launch Purchase

Resolution Number 23-29: Colonial Inn Motel

Commissioner Ashcraft asked to pull Resolution 23-28 and Vice Mayor Lee asked to pull Resolution 23-23 for discussion.

Mayor Holland noted that Commissioner Hawkins would be recusing himself from the vote on Resolution 23-29.

Motion made by Commissioner Cobb, Seconded by Commissioner Ashcraft to approve the Consent Agenda with the two resolutions removed. Motion passed on the following vote:



Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Vice Mayor Lee and Mayor Holland

Abstaining: Commissioner Hawkins

## 6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

### 6.1 Resolution Number 23-23: Recording Utility Liens

Vice Mayor Lee questioned how the utility bills to be liened could reach such high amounts.

Mike Sheppard, Finance Director, explained that there is an availability charge that continues to accrue even after an account has been shut off for nonpayment. He said that accrues until the meter is pulled.

Discussion was held regarding allowing the bills to accrue with Mr. Carrino stating that staff is going to be more aggressive about monitoring the accounts so they don't get so high and they will be more aggressive in bringing forward the lien recordings.

Mr. Sheppard indicated they could more quickly remove the meters; however, the owner would have to pay to have the meter reinstalled.

Discussion was held regarding the need to address the issue and determine how to address the problem.

Attorney Sasha Garcia announced Resolution Number 23-23: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, approving the recording of water, wastewater and irrigation liens.

Attorney Garcia opened the public hearing at 7:07 p.m. There being no public comment, the hearing was closed at 7:07 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Resolution Number 23-23. Motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

### 6.2 Resolution Number 23-28: Parks and Recreation ADA Kayak Launch Purchase

Attorney Garcia announced Resolution Number 23-28: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, authorizing a purchase in excess of \$50,000 for the Parks and Recreation Department to purchase an ADA accessible kayak launch utilizing the Sales Tax Revenue allocated in the Public Works Department's approved fiscal year 2022/2023 budget.

Commissioner Ashcraft questioned whether or not the City would need to perform any work on the seawall or the lakewalk to install the kayak launch.

Craig Dolan, Parks and Recreation Director, explained the launch would be placed between the aquatic center and the lakewalk and would only require removing a few bolts and lifting up the lakewalk, doing some remediation on the seawall and then reversing the process.

Commissioner Ashcraft asked how hurricane resistant it would be with Mr. Dolan responding that it is a floating dock and would rise and lower with the lake.



Rick Gierok, Public Works Director, stated that Public Works would build a ramp up to the ledge and install a landing on the land side for ADA access so there would be no load bearing on the wall. He confirmed it is a floating dock and would be relatively stable.

Mr. Dolan confirmed they would be seeking grant funding after fact.

Attorney Garcia opened the public hearing at 7:10 p.m. There being no public comment, the hearing was closed at 7:10 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Cobb to approve Resolution Number 23-28. Motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

### 6.3 Resolution Number 23-24: Site Plan with Waiver to Garages Requirement for a Tiny Homes Community on East Woodward Avenue

Attorney Garcia announced Resolution Number 23-24: A Resolution of the City Commission of the City of Eustis, Florida; approving a site plan with waiver (to Section 110-5.8 Garage Requirement) for a tiny homes community for the Forward Paths organization on approximately 1.2 acres located on the north side of East Woodward Avenue, the west side of S. Grove St., the east side of S. Eustis St., and the south side of E. Key Ave. (Alternate Key Number 1190321).

Heather Croney, Senior Planner, reviewed the requested site plan with waivers for the Forward Paths Tiny Homes Community on East Woodward Avenue. She stated the property owner is Forward Paths Foundation, Inc. and the applicant is Charles C. Hiatt, Half Associates Inc. Ms. Croney reviewed the waiver request for LDR Section 110-5.8, which requires a garage for all newly constructed single-family dwellings. She indicated the site location and reviewed the existing future land use and design district designations and the proposed site plan with alternate parking and storage. She stated staff's recommendation for approval.

The Commission questioned where a fire truck would be able to turn around within the development.

Chuck Hiatt, Half Engineers and Supervisors, responded there will be fire breaks in the fence rather than accessing through the existing roads. He noted it has been reviewed and approved by the Fire Department. He added that there are small storage units at the back of each of the homes.

Greg Beliveau, LPG Urban & Regional Planners, explained that City staff required changes to their landscaping plan in order to allow fire access. He indicated this was advised during the DRC process.

Mike Swanson, Fire Chief, confirmed the access was approved by the Fire Department. He also confirmed the development would have a chain link fence around it.

The Commission asked for clarification about the use of the large storage facility if each home has its own storage unit.

Mr. Hiatt responded that the small individual units are for storage of smaller items such as bicycles and the larger facility would be for items such as lawn mowers.

The Commission confirmed that the little garage attached to the homes would be done at build out.



The Commission questioned how many people would be intended per home with Mr. Hiatt indicating there would be two people in each home with one person per bedroom.

The Commission asked if there would be onsite management with Mr. Hiatt responding that there would not be a manager living there; however, there would be individuals monitoring the residents. He also confirmed that all residents would be over 18.

Attorney Garcia opened the public hearing at 7:23 p.m.

The following individuals spoke in support of the project and explained the purpose of the project to provide assistance to young adults aging out of the foster care system: 1) Cindy Griffin; 2) Karen Frank; 3) Lauren Ritchie; 4) Jay Kowalski; 5) Jimmy Burry; 6) Patrick Thomas (Forward Paths board member); 7) Sylvana Ostredor; and 8) John Treadway.

Comments made included the following: 1) Who the residents are; 2) Requirements for the participants including school enrollment and employment; 3) How well the Forward Paths program is run and how it will be an asset to the community; 4) Transportation issues for the participants; 5) How the local technical school will benefit the participants to become productive members of society; 6) Participants are the same as local high school graduates except they lacked a stable home environment; 7) How the development will benefit the community; 8) How little the participants own which minimizes the amount of storage space required; 9) The short amount of time each participant will be in the program; 10) The residents are U.S. citizens and the issue is not about them but about the garages; 11) Lack of problems created by the current participants at the Leesburg program; and 12) Need to waive the garage requirement.

The following individuals expressed opposition to the development: 1) Scott Ansbaugh; 2) David Mischia; 3) Destiny Mischia; 4) Judy Collins Mischia; and 5) Brec Tambo.

Concerns expressed included the following: 1) Lack of parking; 2) Need for onsite management; 3) Need for comprehensive background checks to be completed on residents; 4) Possible public safety issues; 5) Possibility of property becoming a homeless camp; 6) Increased crime within the community and shootings; 7) Concern regarding lack of on-site oversight, possible affect on home values and recent drug-related crimes; and 8) Concern for personal safety, need for background checks and rules for visitors.

Police Chief Craig Capri commented on the safety of the neighborhood and how the police department has addressed homeless problems and crime. He indicated that anyone that causes problems within the development will be held accountable.

Sylvanna Ostredor, a member in the Leesburg program, spoke in support of the program. She noted that she currently works at Lifestream in the crisis stabilizing center and is in school for nursing. She stated most of the participants are on their path to do well and be stable and are not criminals.

Commissioner Hawkins agreed it is a great program but they don't want to minimize the concerns of the citizens.

Jacob Bonning, President of Forward Paths Board, explained how the community was decided upon. He noted they had also considered an apartment complex which would not have needed Commission approval and would have resulted in more units. He explained they wanted a beautiful community and the residents are young people that may have been abandoned by their families and deserve to live a decent life.



Robert Miatt commented on his experience growing up in the foster care system and expressed support for the tiny home community. He added that the residents can't control who moves into the neighborhood. He indicated that in this case, they will have someone they can call if there are problems.

Attorney Garcia closed the public hearing at 8:14 p.m.

Denise Burry, Forward Paths executive director, acknowledged there was an incident; however, they have been on the site for four years and there has been only one incident that resulted in action. She explained the young man in question had only been with them six days when the incident occurred. She explained further about his background and what resulted in the arrest. She indicated he has been released and is being housed in Leesburg rather than Eustis and cited his plans for the future. She emphasized the lack of support that their clients have received in the past. She announced they have hired their own therapist who would become Dr. Dank in a short time. She noted Dr. Dank has been working with Camp Challenge. She discussed their program and explained that all of the participants are required to go to work and to school. She stated they have been housing for nine years in Leesburg and have had few problems. She explained they have an older student in each house to provide guidance. She provided an overview and cited specific students and their accomplishments particularly in the medical field. She stated they have both staff and house parents available and the house parents visit the homes regularly.

Ms. Burry explained how the therapist works with the participants and stated their hope to expand that part of the program. She commented on the location and stated they are bordered by the church, police department and armory. She cited they have security cameras installed and noted that visitors are not allowed for the participant's first two months. She emphasized that over their nine years, they have had far more done to them than has occurred.

Commissioner Hawkins asked how they will address the concerns of the neighbors. He further asked if they do background checks.

Ms. Burry responded they do backgrounds and noted that many are just 18 when they enter the program. She explained they review their cases with Kids Central and indicated they have turned down some students. She commented on the issues the young person that was arrested has experienced. She explained that the youth are afraid to be in the community just as the community is afraid of them. She commented on a similar program being developed in Jacksonville and cited the difficulty in young people finding housing and transportation.

Commissioner Ashcraft asked if they had explored multiple house options with Ms. Burry explaining they are trying to maximize space while teaching life and job skills such as how to take care of a home. She noted it is easier for two roommates to get along rather than more.

Commissioner Cobb asked about the length of stay with Ms. Burry indicating approximately one year to 18 months. Commissioner Cobb asked about the rate of recidivism with Ms. Burry indicating that if they are kicked out or leave prematurely, they can reapply after 90 days. If there are any violent issues then there is no second chance. Commissioner Cobb asked about the screening process with Ms. Burry confirming they do drug testing; however, they don't do it prior to admitting to the housing.

Ms. Burry further explained they use "housing first" principles. She stated that means if you meet their housing needs first some of the other issues go away. She added they can't expect somehow to be at their best if they are barely surviving. She indicated they work closely with independent living and the school system. She confirmed they do random drug and alcohol



testing. She then confirmed that the therapist is there at least once per week but there are almost daily house check-ins by the house parents.

The Commission asked where they get their food and who does the cooking with Ms. Burry responding that Lake Cares food pantry and volunteers bring in food twice a month and that food stamps is also an option. She stated that who cooks is determined by the clients.

The Commission asked if they have a mother with a child they can use the second bedroom with Ms. Burry explaining if the child is young they may share a bedroom. She commented on their experience in allowing a pregnant client and noted they work with KidCentral.

Mr. Ansbaugh commented on the requested waiver noting that they would not have needed to come before the Commission if they did not need the waiver. He emphasized they will not need garages due to the low number of participants who will have cars. He stated the parking lot will primarily be used by those people going in and out to check on the clients. He noted the changes made based on comments from the Development Review Committee.

Commissioner Hawkins cited the possibility of other single family home owners not wanting a garage due to not driving and how the City would have to address that for future residents.

Mr. Ansbaugh noted they have provided documentation that this type of use and operation qualifies for the waiver. He suggested they put a qualifier in the waiver that, should the program close and another use takes over that is not doing the same type of service, they have to first construct garages in the parking lot.

Commissioner Ashcraft noted one of the buildings already has a garage and one has a covered parking area with Mr. Ansbaugh indicating those are not tiny homes and attaching a garage to the tiny homes would double the size of the homes.

The Commission discussed whether or not approving the waiver would create an unfair situation. It was noted that the program is an excellent program.

Following the motion and second, further discussion was held regarding future projects in the City as well as the concerns expressed by the neighbors.

The Commission questioned what is the longest someone has been in the program with Ms. Burry indicating a couple of years. Concern was expressed regarding the participants obtaining cars in the future.

Mr. Carrino asked if the waiver currently is specific to the use and whether or not it would be legal to restrict to this specific use.

Ms. Croney responded that the waiver cites the specific organization with Attorney Garcia stating the Commission can restrict the use to a tiny home community. She indicated waivers are typically done on a case by case basis so it would have to be a continued use.

Ms. Croney stated she has seen conditions placed on conditional use permits; however, she has not seen a condition placed on a site plan with waiver.

Vice Mayor Lee expressed her endorsement for the program. She added her concerns for the residents and how to address their issues. She suggested that the organization meet with the residents to consider how to address their concerns.

Commissioner Ashcraft noted he lives across the street. He expressed concern regarding having a chain link fence around a residential area and stated he would prefer that they look more like regular homes.



Commissioner Hawkins agreed he does not like the fence.

Commissioner Cobb noted that the only issues predate this organization. She added that the one young man has been dealt with and relocated to Leesburg. She commented on how issues will be addressed by the Police Department. She indicated that what is actually before the Commission is a waiver for the garages.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Resolution Number 23-24. The motion passed on the following vote:

Voting Yea: Mayor Holland, Vice Mayor Lee, Commissioner Cobb, Commissioner Hawkins

Voting Nay: Commissioner Ashcraft

6.4 Resolution Number 23-25: Lease Agreement with the Eustis Community Alliance, Inc. for 1128 Clifford Avenue authorizing the City Manager to execute a lease agreement with the Eustis Community Alliance Inc. (ECA) for the building located at 1128 Clifford Avenue

Mayor Holland confirmed that the Commission wanted to continue the meeting since they were past the two hour mark.

Recess: 8:53 p.m. Reconvene: 9:01 p.m.

Attorney Garcia announced Resolution Number 23-25: A Resolution of the City Commission of the City of Eustis, Florida; authorizing the City Manager to execute a lease agreement with the Eustis Community Alliance Inc. (ECA) for City-owned property at 1128 Clifford Avenue.

Pandora Jackson, Director of Operations for ECA, explained the mission of the ECA to provide services for children, families and individuals and noted the presence of Board members at the meeting. She provided a list of services they offer and reviewed their planned projects for 2023. She noted they also will be offering some additional services in conjunction with other entities including basic computer program classes, GED classes with Lake Tech, job search with Career Resource, boys and girls mentor program, reading program, and teen credit awareness program to assist them with information about money management. She reviewed other programs and giveaways they are providing in connection with other agencies as well. She thanked the City for their partnership and support.

The Commission asked to be included on their email list so they are aware of their programs and events with Vice Mayor Lee suggesting they contact the Early Learning Coalition so they could participate in some of their events.

Attorney Garcia opened the public hearing at 9:09 p.m. There being no public comment, the hearing was closed at 9:09 p.m.

Mr. Carrino indicated that the only substantive change to the lease is the extension from a one year lease to a three year lease. He noted there are provisions in the lease in case either of the parties need to cancel before the end of the lease.

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee to approve Resolution Number 23-25. The motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

6.5 Resolution Number 23-26: 44 Sharps Circle (Sharps Mobile Home Park)



Attorney Garcia announced Resolution Number 23-26: A Resolution of the City Commission of the City of Eustis, Florida; approving a Code Enforcement Board action to authorize the City Attorney to foreclose on an outstanding code enforcement lien recorded against 44 Sharps Circle LLC.

Eric Martin, Code Enforcement Supervisor, reviewed the lien for roads, driveways, and similar areas not being maintained in a proper state of repair and free of hazardous conditions. He noted that the lien has now accrued to \$127,000. On August 8, 2022, the Code Enforcement Board issued a Final Affect and Conclusion of Law and Order requiring repair and restoration of any and all damaged, worn or otherwise defective sidewalks, walkways, driveways, parking spaces and similar areas to a proper state of repair, free of hazardous conditions, by September 7, 2022, or a fine of \$500 per day of occurrence would be assessed retroactive to July 5, 2022. He stated staff's recommendation for approval.

Mr. Carrino stated that this item has not been addressed as of yet although the owner has addressed other issues. He stated the fines are continuing to accrue. He explained approval would authorize the City Attorney to proceed with foreclosure.

Attorney Garcia opened the public hearing at 9:13 p.m. There being no public comment, the hearing was closed at 9:13 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Resolution Number 23-26. The motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

#### 6.6 Resolution Number 23-27: Bates Avenue WWTP Expansion – CMAR Services

Attorney Garcia announced Resolution Number 23-27: A Resolution of the City Commission of the City of Eustis, Florida, approving a purchase in excess of \$50,000 for construction management at risk (CMAR) services for the Bates Avenue Wastewater Treatment Facility expansion project and authorizing the City Manager to execute all related agreements and contracts with Wharton-Smith, Inc.; and authorizing budget transfers in the amount of \$2,822,953.

Rick Gierok, Public Works Director, reviewed the Bates Avenue WWTP Expansion - CMAR Services. He explained the project has been in process for five years. He reviewed the history of the plant with a current 2.3 MGD reserved capacity and indicated the current facility is in need of expansion to address future development. He stated Wright Pierce Engineering (WPE) was contracted in 2021 to provide a study for future demands and engineering design of the required expansion with a computer model of the plant that was generated and checked against actual conditions.

Mr. Gierok explained the need for a minimum 600,000 gpd expansion and projection of future neighborhoods in a 20 year look ahead adding that the required expansion is closer to 1,000,000 gpd. He stated Wharton Smith (WS) Construction was awarded in 2021 for the Construction Management at Risk (CMAR) services for the expansion and to work with staff to help value engineer the design, helping to ensure cost certainty and competitive pricing. He reviewed the project cost history, budget, and finance costs including utilization of ARPA funds. He reviewed the bid process utilized and what was included in the base bid. He reviewed the alternates for a Clarifier and a Master Pump Station.

Mr. Gierok indicated the price for the construction plus an additional \$300,000 for Construction Administration & Engineering Support is \$12,487,000 which includes a 2.5% contingency



carried by the Contractor to cover the project's unforeseen costs. He provided a breakdown of the funding. He added that generation of impact fees would increase the budget numbers. He indicated that initially there was a \$1.2 million deficit for the project. He cited several projects with funds left that could be transferred to the project. He then noted a project currently in the budget for an eastern area reuse tank. He stated there is already a reuse tank at the eastern water plant. He suggested pushing the reuse tank out two years and that money be re-allocated to the wastewater plant expansion. He noted that in the two years impact fees will be generated to fund that reuse tank later on. He indicated it would result in a total of \$12,672,000 to cover the project leaving a balance of \$184,000.

The Commission indicated they had previously directed Mr. Gierok to proceed with the project. It was noted that the project is on Rep. Truenow's legislative priority list which could help underwrite a portion of the project.

Mr. Carrino commented on how staff had reviewed the project and considered cutting the project in order to meet budget but it was determined that wasn't viable.

Attorney Garcia opened the public hearing at 9:32 p.m. There being no public comment, the hearing was closed at 9:32 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Resolution Number 23-27. The motion was approved on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

## **6.7 FIRST READING**

### **Ordinance Number 23-05: Voluntary Annexation**

Explanation of Ordinances 23-05, 23-06 and 23-07 pertaining to Parcels with Alternate Keys 1784077, 1784140, 1444756, 2585153 and 2535628

Attorney Garcia read Ordinance Number 23-05 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 30.24 acres of real property at Alternate Key Numbers 1784077 and 1784140, generally located at 19702 Eustis Airport Road, east of Lake Joanna and north of Loch Leven.

Jeff Richardson, Deputy Director of Development Services, explained the ordinance was revised due to revisions made by the Local Planning Agency. He indicated that one presentation would be given to cover all three ordinances. He provided an aerial showing the location and explained most of the tree line is on the Lakes of Mount Dora property. He stated the existing land use is Public Facilities and Infrastructure in Lake County and the proposed land use is Mixed Commercial Residential which is consistent with the surrounding land uses. He noted the increase in density is appropriate due to the area urbanizing and being located where two municipalities are coming together. He reviewed the evaluation of the request indicated there is a minor portion of the property within the 100-year floodplain as well as the Wekiva Study Area and the moderate recharge area. He commented on the planned improvements to SR 44 by FDOT. He confirmed the location of utilities and confirmed availability.

Mr. Richardson stated the requested design district is Suburban Neighborhood and is the major design district in that area. He stated the request is consistent with the JPA and statutory requirements and the designations are compatible and consistent for the area. He stated staff's recommendation for approval.



The Commission asked what the plans are for the site with applicant Yasamin Rahmanparast responding they do not yet have any concrete plans. They indicated they need to do a market study to determine the amount of commercial to include. She stated they would anticipate it would be primarily residential due to the surrounding uses. She confirmed the airport use would continue for the time being.

Commissioner Cobb requested that the majority of the tree line be maintained with Ms. Rahmanparast noting that over 75% of the tree line boundary is owned by the other property owner.

Attorney Garcia opened the public hearing at 9:42 p.m. It was confirmed that most of the speakers from the LPA meeting had already left. There being no public comment, the hearing was closed at 9:42 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Ordinance Number 23-05 on first reading with Alternate Key Numbers 1784077 and 1784140. The motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

## **6.8 FIRST READING**

### **Ordinance Number 23-06: Comprehensive Plan Amendment**

Attorney Garcia read Ordinance Number 23-06 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the Future Land Use designation of approximately 30.24 acres of recently annexed real property at Alternate Key Numbers 1784077 and 1784140, generally located at 19702 Eustis Airport Road, east of Lake Joanna and north of Loch Leven, from Urban Low in Lake County to Mixed Commercial Residential in the City of Eustis.

Attorney Garcia opened the public hearing at 9:43 p.m. There being no public comment, the hearing was closed at 9:43 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Ordinance Number 23-06 on first reading with Alternate Key Numbers 1784077 and 1784140. The motion passed by the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

## **6.9 FIRST READING**

### **Ordinance Number 23-07: Design District Assignment**

Attorney Garcia read Ordinance Number 23-07 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Neighborhood Design District designation to approximately 30.24 acres of recently annexed real property at Alternate Key Numbers 1784077 and 1784140, generally located at 19702 Eustis Airport Road, east of Lake Joanna and north of Loch Leven.

Attorney Garcia opened the public hearing at 9:44 p.m. There being no public comment, the hearing was closed at 9:44 p.m.



Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Ordinance Number 23-07 on first reading with Alternate Key Numbers 1784077 and 1784140. The motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

## 7. OTHER BUSINESS

### 7.1 Audit Report Presentation

Mike Sheppard, Finance Director, presented an update regarding the annual comprehensive financial report for fiscal year ending September 30, 2022 (ACFR). He explained the difference between the Annual Comprehensive Financial Report (ACFR) and the Budget indicating that the budget is the roadmap and the ACFR is the destination. He stated it is required by GASB accounting standards. He indicated that everyone in the State of Florida is required to do one. He commented that as of the meeting date, the GFOA had not completed its review of the previous year's audit. Mr. Sheppard provided a brief overview of the audit and explanation of the various funds, fund transfers, noncash donations of infrastructure and other miscellaneous items. He indicated that once the audit is finalized the auditor would be giving a brief presentation.

### 7.2 Department Updates: Economic Development Parks and Recreation Library Development Services

Mr. Carrino was asked to reschedule the department updates.

## 8. FUTURE AGENDA ITEMS: None

## 9. COMMENTS

### 9.1 City Commission

Commissioner Ashcraft asked about the recovery of Code Enforcement funds with Commissioner Cobb noting she sat in on meetings and has asked for quarterly updates.

Chief Capri indicated they are getting the personnel in place to do collections once the City Attorney green lights the project. He noted they already mitigated one large fine. He commented on their goal to clear out a lot of the cases.

Commissioner Ashcraft asked what could be done at the intersection of Lake Shore and Bay Street. He asked if the stop line could be moved back.

Mr. Gierok indicated that the FDOT project may address some of the issues and stated he would send information regarding the project to the Commission.

Commissioner Cobb asked for an update on the islands with Mr. Gierok indicating they did receive the DOT permits and they should receive the plans next Thursday so they can go out to bid.

Commissioner Cobb asked about the Lake Lincoln lookout project. She expressed concern regarding the number of trees removed. She commented on the need to increase the fine for removal of trees without a permit. She indicated they would only be fined \$3200.



Mike Lane, Development Services Director, stated they would also be requiring them to replant either 128 2" caliper trees or 64 at 4" caliper.

Commissioner Cobb noted that some of the trees removed were 100-year old oaks and that is not sufficient. She stated her desire to increase the fine to \$1,000 per tree.

**CONSENSUS:** It was a consensus of the Commission for Mr. Lane to bring back an ordinance to increase the fine to \$1,000 per tree.

Commissioner Hawkins thanked everyone for their support following the death of his father. He then asked if the paperwork has been completed for the DEA task force agent spot with Chief Capri indicating they are all set. Commissioner Hawkins explained what the program involves regarding the DEA and the City.

Commissioner Hawkins asked about a drainage issue on Liberty Circle and asked Public Works to check on it prior to doing the paving.

Mr. Gierok responded he would reach out to the resident as he thought the issue was resolved.

## **9.2 City Manager**

Mr. Carrino confirmed that the grant workshop would be May 4th at 5 p.m. prior to the regular City Commission meeting. He indicated that the workshop would probably consist of a summary of what they have heard from the departments with the Commission providing input regarding priorities.

Al Latimer, Economic Development Director, confirmed that Nadine Mann, the City's grantwriter, had submitted applications for the legislative appropriations, the DEA, Waste Management, SECO and they are working on a submittal to Duke Energy.

Mr. Carrino explained staff is looking at options to install a timer for the public speakers.

## **9.3 City Attorney**

None

## **9.4 Mayor**

Mayor Holland commented on the high school band concert. He encouraged everyone to get involved with the different events in the City and thanked those still watching the meeting.

## **10. ADJOURNMENT: 10:07 p.m.**

*\*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to [www.eustis.org](http://www.eustis.org) and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*



CHRISTINE HALLORAN  
City Clerk



MICHAEL L. HOLLAND  
Mayor/Commissioner