



# MINUTES

## City Commission Meeting

APPROVED 3/02/2023

6:00 PM – Thursday, February 02, 2023 – City Hall

**INVOCATION: PASTOR RENEE HILL, W.I.N. 1 MINISTRIES**

**PLEDGE OF ALLEGIANCE: COMMISSIONER COBB**

**CALL TO ORDER: 6:03 p.m.**

**ACKNOWLEDGE OF QUORUM AND PROPER NOTICE**

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

**1. AGENDA UPDATE: None**

**2. APPROVAL OF MINUTES**

December 1, 2022 City Commission Workshop

December 13, 2022 City Commission Meeting

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

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

**3. PRESENTATIONS**

Mayor Holland asked Police Chief Craig Capri to report on a recent homicide in the City.

Chief Capri reported on the homicide as requested noting it was a targeted incident and there was no ongoing threat to the citizens. He commented on how safe the City and County are to live in. He thanked the staff and Lake County Sheriff's Office for their support.

Mayor Holland asked the public to keep the victim's family in their thoughts and prayers.

3.1 Proclamation: Black History Month and the 29th Annual African-American Heritage Committee and Celebration

Mayor Holland presented a proclamation to Carla Mitchell, representing the Eustis African-American Heritage Committee, in recognition of Black History Month and the 29th Annual African-American Heritage Celebration.

Carla Mitchell thanked the City of Eustis for their support and introduced members of the Committee. She distributed some flyers for the event and invited the public to come out and enjoy the activities.

Commissioner Cobb commented on the 30th anniversary of the tragic event that resulted in the beginning of the festival. She noted that she was contacted by Sheriff's Deputy Bud Hart who had gone by the memorial to place flowers on the memorial. He discovered that the memorial needed some maintenance and the plaque needed to be re-attached. Therefore, she contacted the City's Public Works Department and they will reweld the plaque on the memorial. She then noted that Deputy Hart had discussed with her doing something more

significant in memory of the girls. She indicated he would contact the girls' mother when he got back in town.

Mayor Holland thanked Ms. Mitchell and the organization for their work on the celebration.

### 3.2 Events Update: Miranda Muir, City Events & Tourism Manager

Miranda Muir, Events and Tourism Manager, provided an overview of upcoming events including the February First Friday event, 121st GeorgeFest celebration and 2022 events. She acknowledged her Events and Tourism staff including full timers Carl Saenger and Christine Guiffre and part timers Stacey Heinemann and Lori Henderson. Ms. Muir reported on the increased revenues from events, the growing number of vendors attending the events, increased sponsorships, in-kind donations to help reduce expenses and partnering with local businesses and organizations.

Ms. Muir reported on their goals for 2023 and "wish list" for coming years including the following: 1) Expanding GeorgeFest to eight days; 2) Continue to make an effort to improve connections within the community; 3) Increasing volunteerism for events; 4) Adding programming to help layout vendors for events; 5) Be able to do online registrations and credit card payments; 6) Expanding staff to be able to do more things; and 7) Focusing on the quality of the events.

Mayor Holland and the rest of the Commission thanked the Events staff and Ms. Muir and congratulated them on the quality of the events and how they benefit the community.

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

Richard King, Pastor of St. James AME Church and President/CEO of Reformed Ministries, greeted the Commission and commented on his sadness on the loss of the homicide victim. He commended the Police Department and Chief Capri for their quick action. He challenged the Commission, the community and the Eustis Police Department to find ways to make sure something like that does not happen again.

Pastor King announced that he is working with Chief Capri to plan a community workshop to develop a community safety and engagement action plan specific to the City of Eustis. He welcomed anyone to participate on April 15th at St. James AME Church, 725 E. McDonald Ave., 9 a.m. to 12 p.m.

Pastor King also thanked Senator Dennis Baxley and Rep. David Smith for their funding and support to Florida Economic Consortium to enable communities to develop strategies to increase the safety of their community. He asked that everyone work together and stated they must be proactive rather than reactive.

Mayor Holland thanked Pastor King for his leadership within the community.

## **5. CONSENT AGENDA**

Commissioner Cobb stated that, while she is supportive of Resolution Number 23-17, she would request that, in the future, no code enforcement items, particularly reductions of fines, be placed on the Consent Agenda.

Manager Carrino confirmed that would not happen in the future.

### 5.1 Resolution Number 23-12: Parks and Recreation Vehicle Purchase

### 5.2 Resolution Number 23-13: Parks and Recreation Playgrounds Purchase

5.3 Resolution Number 23-14: Approval of IAFF Collective Bargaining Agreement

5.4 Resolution Number 23-15: Amending Fiscal Year 2022-2023 Fire Department Use of Fire Impact Fees

5.5 Resolution Number 23-17: Reduction of Fine for 203 East Lakeview Avenue, Code Case 22-00105

Motion made by Vice Mayor Lee, Seconded by Commissioner Cobb, to approve the Consent Agenda as submitted. The motion passed on the following vote:

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

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

6.1 Resolution Number 23-05: Chelsea Square Station Preliminary Subdivision Plat with Waiver

Sasha Garcia, City Attorney, announced Resolution 23-05: A Resolution of the City Commission of the City of Eustis, Florida; approving a preliminary subdivision plat, with a waiver request to allow lot depth dimensions less than required for House Lots (LDR Section 110-4.2), for the Chelsea Square Station Subdivision, a 74-lot single-family residential subdivision, on approximately 28.62 acres of real property located on the north side of State Road 44, between Rust Road and Estes Road (Alternate Key Numbers 1069301 and 3881312).

Jeff Richardson, Deputy Director of Development, reviewed the applicant's request for Chelsea Square Station Preliminary Subdivision Plat for a proposed 74-lot single-family residential subdivision with waivers on 21.47 acres with 7.15 acres as commercial out parcel. He reviewed the general location map and site aerial. He indicated the site has a future land use designation of Suburban Residential and MCR with Suburban Neighborhood and Suburban Corridor Design Districts. He reviewed the background of the project and compared the original preliminary site plan with the proposed site plan. He explained they are requesting a waiver to the House Lot dimensional standards to reduce the lot sizes to 60 by 110 feet and 60 by 90 feet. He stated staff's recommendation for approval. He added that staff suggests that, prior to requesting approval of the final plat, that they have all of the infrastructure corrected or on its way to being corrected.

The Commission confirmed that when the development was approved by Lake County it included 74 or 75 lots.

Attorney Garcia opened the public hearing at 6:53 p.m.

Cindy Newton expressed concern regarding the amount of required open space. She asked whether or not the stormwater pipes would be relocated so they do not flow into the wetlands and, if not, what types of filters would be used. She commented on how the water flows through the wetland and on a large sinkhole related to it.

Nancy (no last name provided) cited flooding on nearby properties following the development of adjoining property and expressed concern regarding noise pollution from the proposed development.

Amber Zinn, expressed concern regarding the commercial aspects of the development and about potential future flooding. She questioned who would be responsible for any flooding.

Kim Booker, Booker and Associates, spoke on behalf of the developer. She cited the changes made to the plan based on the Commission's previous comments. Regarding the community's concerns, she assured them that they are required to complete the repairs to the infrastructure. She further stated that all of the stormwater would be retained on the site so there would be no flooding concerns. She added there would be a stormwater plan that would be part of the final site plan. Regarding the wetlands, she stated that they would not be impacting the wetlands and all of that area would be designated conservation. She noted there is an existing drainage pipe that is underground. She indicated there would also be an additional five acres of open space. Regarding the difference in open space between 2009 and the current submittal, she cited changes to the City's code in the interim and indicated they are meeting all of the City's current code for open space.

Ms. Booker stated that the density of the project is significantly below the allowed five units per acre at 3.45. She added that the commercial aspect is consistent with the comments made by the Commission in July. She commented on the requested waiver noting that the sizes are actually wider than the minimum requirements. She added that the depth of the lots had to be reduced due to the City wanting the easements removed from inside the lots.

The Commission questioned the amount of acreage, the number of retention ponds, the location of the conservation/park space and the number of units with Ms. Booker responding the project has 28.62 acres and there are several retention ponds which will retain all of the stormwater on site. She stated the park space/conservation area is just over 1.32 acres. She stated that since July, they have reduced the number of units from 113 down to 74 lots.

The Commission asked about the intended use of the commercial space with Ms. Booker responding they are currently considering an assisted living facility.

The Commission asked about the cottage lots with Ms. Booker indicating they are no longer going to have any cottage lots.

There being no further public comment, the public hearing was closed at 7:06 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Cobb to approve Resolution 23-05. The motion passed by the following vote:

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

## **6.2 SECOND READING**

Ordinance Number 23-01: Voluntary Annexation

Ordinance Number 23-02: Comprehensive Plan Amendment

Ordinance Number 23-03: Design District Assignment

**EXPLANATION OF ORDINANCES FOR ANNEXATION OF PARCELS ALTERNATE KEYS 2612533 and 2612517**

**Ordinance Number 23-01: Voluntary annexation of 9.37 acres generally located on the east side of State Road 44 opposite the intersection with Lake Joanna Drive**

Attorney Garcia read Ordinance Number 23-01 by title only on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 9.37 acres of real property at Lake County Property Appraiser's Alternate Key Numbers 2612533 and 2612517, generally located on the east side of State Road 44 opposite the intersection with Lake Joanna Drive.

Attorney Garcia opened the public hearing at 7:07 p.m.

Mark Bobick questioned whether or not the City has properly assessed the aggregate impact of the two developments on potable water, sanitary sewer and stormwater management. He further questioned whether or not the City can approve the Huddle 44 plan given the uncertain timeline of improvements to 44B and the requirements of Regulation Chapter 102-1(d)4 which pertains to the "prevention of traffic hazards and congestion". He expressed concern regarding adding another development impacting 44B.

Mr. Carrino noted that the developer David Klutz was in attendance to answer any questions.

There being no further public comment, the public hearing was closed at 7:09 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Ashcraft, to adopt Ordinance 23-01 on second and final reading. The motion passed on the following vote:

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

### **6.3 SECOND READING**

Ordinance Number 23-02: Assigning a future land use designation of Mixed Commercial Residential to approximately 9.37 acres generally located on the east side of State Road 44 opposite the intersection with Lake Joanna Drive

Attorney Garcia read Ordinance Number 23-02 by title on second and final 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 9.37 acres of recently annexed real property at Alternate Key Numbers 2612533 and 2612517, generally located on the east side of State Road 44 opposite the intersection with Lake Joanna Drive, from Urban Low in Lake County to Mixed Commercial Residential in the City of Eustis.

Attorney Garcia opened the public hearing at 7:10 p.m.

Cindy Newton requested that no dewatering occur on the property and noted there is approximately .6 acres of wetlands and over half of the property is in a floodplain. She cited the effects of dewatering.

There being no further public comment, the public hearing was closed at 7:11 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Ashcraft, to adopt Ordinance 23-02 on second and final reading. The motion passed on the following vote:

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

### **6.4 SECOND READING**

Ordinance Number 23-03: Assigning the Suburban Neighborhood design district designation to approximately 9.37 acres, generally located on the east side of State Road 44 opposite the intersection with Lake Joanna Drive

Attorney Garcia read Ordinance Number 23-03 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Neighborhood design district designation to approximately 9.37 acres of recently annexed real property at Alternate Key numbers 2612533 and 2612517, generally located on the east side of State Road 44 opposite the intersection with Lake Joanna Drive.

Attorney Garcia opened the public hearing at 7:12 p.m. There being no public comment, the hearing was closed at 7:12 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Ashcraft to adopt Ordinance Number 23-03 on second and final reading. The motion passed by the following vote:

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

## **7. OTHER BUSINESS**

### **7.1 Fire Department: Boat Motors**

Mr. Carrino explained that the request is to allow staff to trade in the old boat motors. They weren't sure if it needed Commission approval but decided to err on the side of caution.

Mike Swanson, Fire Chief, explained the existing boat's fuel tank has cracked open and destroyed the boat.

Scott Davis, Deputy Chief, explained they can trade in the two existing motors to repower the new boat. He stated the company that will be installing the new motors has agreed to take the old boat in trade in exchange for installation of the motors.

Commission Ashcraft asked about how the trade will be tracked with Deputy Chief Davis explaining they have quotes on the labor and the motors and Finance will appropriately track the trade.

CONSENSUS: It was a consensus of the Commission for staff to proceed with the trade-ins as requested.

## **8. FUTURE AGENDA ITEMS: None**

## **9. COMMENTS**

### **9.1 City Commission**

Commissioner Ashcraft reported on his attendance at the Florida League of Cities training for newly elected city officials. He then reported on his attendance at the Florida Office of Greenways and Trails meeting in Winter Park and noted the importance of getting more trails to the area. He asked for an update on the status of the North Lake Trail.

Mr. Carrino reported that the City has approved an interlocal agreement with Umatilla, Tavares and Lake County for their portion of the North Lake Trail. He explained that a corridor/location study will need to be undertaken with their partners.

Commissioner Ashcraft then announced the Clean Up Eustis event scheduled for the following Saturday which he would be attending and invited everyone to participate.

Commissioner Cobb asked Mike Sheppard, Finance Director, about getting new awnings for City Hall, pressure washing and paint.

Mr. Sheppard indicated he would have to contact Public Works on the status. He added that funds are budgeted for all of the awnings on City Hall and the Annex, painting and the City Hall hallway. He indicated there may also be funds for landscaping.

The Commission questioned whether or not the City should look at the security changes prior to doing any renovations to the hallway with Mr. Carrino concurring. He indicated they could probably proceed with the exterior improvements.

Mr. Sheppard noted they still need to discuss the organizational grants.

It was a consensus to do a workshop to hear presentations at 4:30 p.m. on February 16th.

Commissioner Cobb noted they had also discussed the benches at Bennet Park and emphasized how bad they are. She announced the community cleanup would be on February 10th in advance of the African-American Heritage Festival. She encouraged everyone to volunteer for the cleanup and noted Coach Johnny would be serving hamburgers and hot dogs to the volunteers. She reported that she met with Rick Gierok and Tom Carrino regarding doing an Arbor Day event. She noted the City has been a Tree City USA for 29 years. She indicated the Arbor Day event will be April 22nd at the Carver Park Annex. She stated she is working on sponsorships for the event since it is unbudgeted. She reminded everyone that the Chili Cook-off would be held Saturday. She announced that Eustis' Fire Department won the food drive again.

Commissioner Hawkins thanked the City for its support of the African-American Heritage Festival. He announced the banquet would be held on February 17th at the community center. He then announced the high school Jazz Review would be held March 10th.

Mayor Holland announced that he was working on a proclamation recognizing the music director on his retirement.

Vice Mayor Lee announced that Chief Capri was donating the hamburgers and hot dogs for the clean up. She commented on the Chamber breakfast and meeting Miss Florida. She noted that the Clifford House lease is up for renewal and asked that they come and give a presentation to the Commission regarding their activities. She also asked the lease be for a longer term but that they provide an annual presentation.

## **9.2 City Manager**

Mr. Carrino announced that the code enforcement workshop would be held February 13th no earlier than 5 p.m. following the Code Enforcement Board meeting. He indicated staff would be providing them with information regarding open liens and other code issues as well as information regarding signage requirements.

The Commission asked if the City Attorney could be in attendance at the workshop with Attorney Garcia indicating if she couldn't be there she would ask Cheyenne Dunn the Board attorney to attend.

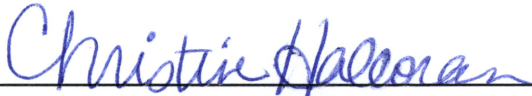
## **9.3 City Attorney: None**

## **9.4 Mayor**

Mayor Holland commented on how the community comes together in February to push the City forward. He encouraged everyone to continue to work together and to strive to be the best they can be. He commented on the recent Commission retreat and expressed thanks to the department heads for their work with the City. He commended all of the City staff and City Manager for their work. He encouraged everyone to be involved in GeorgeFest and to attend the African-American Heritage Festival.

## **10. ADJOURNMENT: 7:33 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