



AGENDA

City Commission Meeting

6:00 PM – Thursday, June 06, 2024 – City Hall

INVOCATION: MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE: VICE MAYOR EMILY LEE

CALL TO ORDER

ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

1. AGENDA UPDATE

2. APPROVAL OF MINUTES

2.1 Approval of Minutes

May 16, 2024 City Commission Meeting

3. PRESENTATIONS

3.1 Presentation by Continental Strategy

4. AUDIENCE TO BE HEARD

5. CONSENT AGENDA

5.1 Resolution Number 24-44: Speed Enforcement Grant from FDOT for overtime and motorcycle radar reimbursement

5.2 Resolution Number 24-46: Audit Services Extension

5.3 Resolution Number 24-48: Approving a Purchase in Excess of \$50,000 for Professional Services to Design the Replacement of a Section of Water Main Along Lakeshore Drive and Citrus Avenue

6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

6.1 **SECOND READING**

Ordinance Numbers 24-22, 24-23, and 24-24: Explanation of Ordinances for Annexation of Parcels with Alternate Key Numbers 1428360 and 1428386.

Ordinance Number 24-22: Voluntary Annexation

Ordinance Number 24-23: Comprehensive Plan Amendment

Ordinance Number 24-24: Design District Assignment

6.2 **SECOND READING**

Ordinance Number 24-23: Assignment of Future Land Use

Explanation of Ordinances for Annexation of Parcels with Alternate Keys 1428360 and 1428386

6.3 SECOND READING

Ordinance Number 24-24: Assignment of Design District

Explanation of Ordinances for Annexation of Parcels with Alternate Keys 1428360 and 1428386

6.4 FIRST READING

Ordinance Numbers 24-26, 24-27, and 24-28: Explanation of Ordinances for Annexation of Parcels with Alternate Key 1734193

Ordinance Number 24-26: Voluntary Annexation

Ordinance Number 24-27: Comprehensive Plan Amendment

Ordinance Number 24-28: Design District Assignment

6.5 FIRST READING

Ordinance Number 24-27: Future Land Use Assignment - Comprehensive Amendment for 2024-CPLUS-05 - Eagle Homes Zach Huebner - Alternate Key 1734193

6.6 FIRST READING

Ordinance Number 24-28: Design District Assignment for 2024-CPLUS-05 - Eagle Homes Zach Huebner - Alternate Key 1734193

7. FUTURE AGENDA ITEMS AND COMMENTS

7.1 City Commission

7.2 City Manager

7.3 City Attorney

7.4 Mayor

8. ADJOURNMENT

This Agenda is provided to the Commission only as a guide, and in no way limits their consideration to the items contained hereon. The Commission has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments to this Agenda may occur at any time prior to, or during the scheduled meeting. It is recommended that if you have an interest in the meeting, you make every attempt to attend the meeting. This Agenda is provided only as a courtesy, and such provision in no way infers or conveys that the Agenda appearing here is, or will be the Agenda considered at the meeting.

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Florida Statutes, 286.0105). In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the City Clerk 48 hours prior to any meeting so arrangements can be made. Telephone (352) 483-5430 for assistance.

“Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission and the public. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.”



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: June 6, 2024

RE: Approval of Minutes

May 16, 2024 City Commission Meeting

Introduction:

This item is for consideration of the minutes of the May 16, 2024 City Commission Meeting.

Recommended Action:

Approval of the minutes as submitted.

Prepared By:

Mary C. Montez, Deputy City Clerk

Reviewed By:

Christine Halloran, City Clerk



MINUTES

City Commission Meeting

6:00 PM – Thursday, May 16, 2024 – City Hall

INVOCATION: SHIKITA HILL, MRS. LAKE COUNTY

PLEDGE OF ALLEGIANCE: COMMISSIONER WILLIE HAWKINS

CALL TO ORDER: 6:02 P.M.

ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

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

1. AGENDA UPDATE: None

2. APPROVAL OF MINUTES

March 14, 2024 City Commission Workshop: Strategic Planning
April 18, 2024 City Commission Meeting

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

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

3. PRESENTATIONS

3.1 Acceptance of the 2022-2023 Annual Comprehensive Financial Report (ACFR)

Mike Sheppard, Deputy Finance Director, reviewed the Annual Comprehensive Financial Report for Fiscal Year ending September 30, 2023 (ACFR). He announced the City of Eustis was awarded the Certificate of Achievement for Excellence in Financial Reporting for the 2022 ACFR for the 34th consecutive year. He commented on recent changes in regulations pertaining to accounting principals. He explained what is contained in each year's ACFR and how it is reported. He reviewed the information contained for each fund: General, Special Revenue, Capital Projects, Enterprise, and Trust and Agency Funds.

Mr. Sheppard summarized the statement of income and expenditures/expenses. He provided an overview of the combined statement of revenues, expenditures and change in fund balances, including remaining governmental and special revenue funds thru September 30, 2023. He commented on the outstanding debt and noted the City is well-funded. Mr. Sheppard stated that the final audit is currently being reviewed by the auditors and the Commission will be notified if there are any material changes to the report and upon completion of the auditor's certification of the City's Annual Comprehensive Financial Report for 9/30/2023, Finance will submit the report to all required agencies with hard copies provided to all commissioners unless a PDF is preferred.

The Commission asked about the Sales Tax Revenue Fund with Mr. Sheppard indicating the current one will end in 2032 and the County will have to vote on retaining that additional one cent sales tax. He then reviewed the debt service by fund. He indicated that, once finalized, hard copies or pdf's will be provided to the Commission.

The Commission asked about the funding received from the School Board for the School Resource Officers with Mr. Sheppard indicating he could get them those figures.

Discussion was held regarding the Fines and Forfeitures with Mr. Sheppard explaining that does include the code enforcement fines. He then explained that police forfeitures are included in a separate fund. He stated that the City gets its share after the other agencies confirm if there is anyone else that has a claim on the funds. He confirmed that the fines and forfeitures are accounted for separately.

Motion made by Vice Mayor Lee, Seconded by Commissioner Hawkins, to accept the 2022-2023 ACFR. Motion passed on the following vote:

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

3.2 Presentation Regarding a Lake Eustis Tour Boat

Mayor Holland explained that after meeting Mr. Cunningham he put together a group with the Chamber, some business people, Al Latimer and Tom Carrino regarding his proposed tour boat.

Fred Cunningham, owner of Why Knot? Water Excursions, explained that his company builds the world's largest commercial pontoon boats that are Coast Guard certified. He provided a presentation regarding their pontoons and their proposal to establish a tour boat to be based out of Eustis. He presented photos of their pontoon being constructed for the purpose of providing party cruises and other events which would be focused on the City's waterfront.

Mr. Cunningham explained they identified the dock just outside the Chamber which could be modified to accommodate their pontoon. He indicated their intent to make sure it would accommodate people with mobility issues. He commented on how the company could partner with the City and other businesses within the community.

Mayor Holland asked about catering opportunities with the local restaurants with Mr. Cunningham explaining their plan to partner with several local restaurants to offer a variety of choices.

The Commission questioned if there would be daily cruises for individual groups rather than just large groups with Mr. Cunningham indicating they would offer those types of cruises probably on the weekends. On the weekdays, they would work to draw businesses and groups for private charters. He cited the size of the boat and indicated it would not fit through the canal. He indicated they will work to accommodate as many types of groups as possible but they are still working out the logistics. He confirmed that there would be a minimum number required but it would not be a large number due to low operating costs.

Discussion was held regarding the need to have a fueling station on the lake with Mayor Holland stating his desire for the Commission to give staff permission to meet with Mr. Cunningham.

CONSENSUS: It was a consensus of the Commission for staff to meet with Mr. Cunningham and work on developing an agreement.

4. AUDIENCE TO BE HEARD

Marie Alberti, President of the Eustis Chamber of Commerce, commented on her interest in moving forward with the tour boat opportunity. She announced that Bay Street Players won the Cultural Arts Award from the Community Service Awards and they are celebrating their

50th year. She cited the upcoming opening night for the musical *Hair*. She emphasized her willingness to help get the word out regarding any opportunities.

5. CONSENT AGENDA

Commissioner Hawkins asked to pull item 5.3 from the Consent Agenda (Resolution 24-43 appointing legal counsel for the Code Enforcement Board).

5.1 Resolution Number 24-39: Accepting the Groves at Grand Island Subdivision (Unincorporated Lake County) Utility Infrastructure and Maintenance Bonds

5.2 Resolution Number 24-42: Emergency Management Plan Update 2024

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

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

5.3 Resolution Number 24-43: Appointing Legal Counsel for the City's Code Enforcement Board

Commissioner Hawkins asked if the City would have the opportunity to decide who they want to fill in at Code Board meetings in case the appointed counsel cannot be present.

Tom Carrino, City Manager, asked City Attorney Sasha Garcia to respond to that.

Attorney Garcia responded that the agreement appoints Matthew Frey as the primary attorney. He will notify staff if he is unable to make a meeting and which member of his firm will take his place. If there is an issue, the City could look for a third party to fill in for that meeting. She stated the notice would go to her and the City Manager.

Matthew Frey, Campione & Hackney PA, introduced himself to the Commission.

Attorney Garcia read Resolution Number 24-43 by title: A Resolution of the City Commission of the City of Eustis, Lake County, Florida, appointing counsel for the City's Code Enforcement Board pursuant to Chapter 162, Florida Statutes, and Chapter 2, Article III, Section 2-57(1)(C) of the City of Eustis Code of Ordinances; and authorizing the City Manager to execute said agreement.

Attorney Garcia opened the public hearing at 6:46 p.m. There being no public comment, the hearing was closed at 6:46 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Ashcraft, to approve Resolution Number 24-43. Motion passed on the following vote:

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

6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

6.1 Resolution Number 24-25: Eustis Junior Panthers Donation

Attorney Garcia read Resolution Number 24-25 by title: A Resolution of the City Commission of the City of Eustis, Florida; authorizing a budget amendment to the Fiscal Year 2023-24 Police Forfeiture Fund budget; authorizing a donation to the Eustis Junior Panthers Football Program and authorizing the Finance Director to make the necessary budget amendment; and providing an effective date.

Mr. Carrino explained that the resolution had been revised but what was in front of the Commission was the correct version. He asked Attorney Garcia to explain the changes.

Attorney Garcia responded that the resolution was amended to include verbiage stating that the Chief of Police certifies that the funds from forfeiture were being used for lawful purposes under FSS Chapter 192.

Attorney Garcia opened the public hearing at 6:48 p.m. There being no public comment, the hearing was closed at 6:48 p.m.

Motion made by Commissioner Cobb, Seconded by Commissioner Ashcraft, to approve Resolution Number 24-25. Motion passed on the following vote:

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

Craig Capri, Police Chief, commented on the benefits to the community provided by the Eustis Junior Panthers football program. He indicated the funds to be donated are monies forfeited by criminals and will be utilized to help purchase uniforms for the players. He presented a ceremonial check to Coach Johnny Saunders.

The Commission confirmed that the Commission funds for donations had been distributed.

6.2 Resolution Number 24-41: Approving a Site Plan with Waivers for a Self-Storage Facility at David Walker Drive and Huffstetler Drive (Alternate Key Number 3853069)

Attorney Garcia read Resolution Number 24-41 by title: A Resolution of the City Commission of the City of Eustis, Florida; approving a site plan with waivers for a self storage facility on approximately 1.07 +/- acres located at David Walker Drive and Huffstetler Drive (Alternate Key Number 3853069).

Jeff Richardson, Deputy Development Services Director, reviewed the proposed site plan and explained the requested waivers, including a waiver to Section 115-6.1(a) Building Façade to allow for no Designated/Defined Building Entrance; waiver to Section 115-6.1(d) Building Features to allow windowless buildings; waiver to section 115-6.1(e) orientation to allow for no designated/defined building entrance; and waiver to Section 115-6.1.2(b) - Metal Buildings to allow metal buildings along the David Walker Rd Frontage. He noted that MCI does allow metal buildings under certain conditions which the site does not quite meet; therefore, they are requesting the waiver.

Mr. Richardson reviewed the landscape plan and indicated that the site will be fairly heavily landscaped. He discussed the facade treatment of the buildings. He stated staff's recommendation for approval of the site plan and requested waivers. He explained they met all of the other criteria of the Land Development Regulations including the design standards other than the waivers. He indicated the waivers are unique to this type of facility.

The Commission asked if the entrance would be off of the Beall's parking lot with Mr. Richardson confirming the orientation. The Commission asked about the entrance and turn movement and whether or not there would be a fence around the facility.

Noel Barnett, engineer for the project, explained the turn movements into and out of the site and indicated it is adequate for a garbage truck as well as a fire truck with a 24 foot lane and 12 foot to 40 foot radii depending on the location.

The Commission asked why they put the facility in that parking lot rather than on Huffstetler with Mr. Barnett indicating they originally had two access points but eliminated one in favor of

the dumpster. He indicated that it will be very low traffic and there was no real reason for they chose that location.

The Commission asked if there is a plan for a fence around the site with Mr. Barnett responding negatively. He commented on the landscaping and sidewalk and a retaining wall between the shopping center and their site.

The Commission questioned why they are not installing a fence with Mr. Barnett responding that was just the direction of the developer. He noted that if they wanted to add a fence they would have to come back to the Commission.

Attorney Garcia opened the public hearing at 7:02 p.m. There being no public comment, the hearing was closed at 7:02 p.m.

Attorney Garcia asked if the Commission wished to table the item and provide feedback to the applicant with the Mayor noting that the applicant may want to do that.

Attorney Garcia explained to Mr. Barnett that a vote to table would enable them to consider the feedback and bring the request back to the Commission without having to wait nine months.

The Commission commented on the facade and the possibility of including fake windows to improve the facade with Mr. Barnett commenting on the proposed facade and the inability of seeing the roll up doors from the street.

The Commission noted that the site will be pretty open and that the landscaping is not a security deterrent.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee, to table Resolution Number 24-41. Motion passed on the following vote:

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

6.3 FIRST READING

Ordinance Numbers 24-22, 24-23, and 24-24: Explanation of Ordinances for Annexation of Parcels with Alternate Key Numbers 1428360 and 1428386.

- Ordinance Number 24-22 – Voluntary Annexation
- Ordinance Number 24-23 – Comprehensive Plan Amendment
- Ordinance Number 24-24 – Design District Assignment

Attorney Garcia read Ordinance Number 24-22 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida; voluntarily annexing approximately 3.03 acres of real properties at Alternate Key Numbers 1428360 and 1428386, on 1436 Pine Grove Rd. and 1451 Pine Grove Rd.

Mr. Richardson reviewed Ordinances 24-22, 24-23 and 24-24 pertaining to the annexation of 3.03 acres located at 1436 Pine Grove Rd. and 1451 Pine Grove Rd. and assigning a General Industrial future land use designation and Suburban Neighborhood design district designation. He confirmed all required notices were completed and stated the request was reviewed pursuant to Chapter 192, Code of Ordinances and Land Development Regulations. He indicated that the request is consistent with the surrounding land uses and utilities are available. He reported on the water recharge and soils. He noted that the properties are in a partial enclave. He stated staff's recommendation for approval.

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

Motion made by Vice Mayor Lee, Seconded by Commissioner Ashcraft, to approve Ordinance Number 24-22 on first reading. Motion passed on the following vote:

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

6.4 FIRST READING

Ordinance Number 24-23: Assignment of Future land Use for Parcels with Alternate Keys 1428360 and 1428386

Attorney Garcia read Ordinance Number 24-23 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 3.03 acres of real properties at Alternate Key Numbers 1428360 and 1428386, on 1436 Pine Grove Rd. and 1451 Pine Grove Rd. from Urban Low in Lake County to General Industrial in the City of Eustis.

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 Vice Mayor Lee, Seconded by Commissioner Hawkins, to approve Ordinance Number 24-23 on first reading. Motion passed on the following vote:

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

6.5 FIRST READING

Ordinance Number 24-24: Assignment of Design District for Parcels with Alternate Keys 1428360 and 1428386

Attorney Garcia read Ordinance Number 24-24 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 3.03 acres of real properties at Alternate Key Numbers 1428360 and 1428386, on 1436 Pine Grove Rd. and 1451 Pine Grove Rd.

Attorney Garcia opened the public hearing at 7:13 p.m. There being no public comment, the hearing was closed at 7:13 p.m.

Motion made by Commissioner Ashcraft, Seconded by Commissioner Cobb, to approve Ordinance Number 24-24 on first reading. Motion passed on the following vote:

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

7. FUTURE AGENDA ITEMS AND COMMENTS

7.1 City Commission

Commissioner Ashcraft complimented the Eustis High School Girl's Softball Team and noted they are playing for the regional championship on Friday.

Mayor Holland congratulated Commissioner Ashcraft on his recent wedding. He asked the City staff organize a parade and celebration in Ferran Park if the softball team wins the championship.

Commissioner Cobb asked for a workshop on the Live Local Act with discussion regarding a possible date.

Mayor Holland noted he had asked Mr. Carrino to contact the City of Tavares and see what their plans are for dealing with the issue. He added that he has a meeting in Ft. Lauderdale for the League of Cities at which he hopes to obtain additional information. He asked to postpone the workshop until after that meeting.

Discussion was held regarding the date for the workshop with a consensus to set the workshop for Thursday, June 13th at 5:30 p.m. Commissioner Cobb indicated she has another meeting in Orlando that date but could possibly make it.

Commissioner Cobb asked Rick Gierok to have the roadway cleaned up at Grand Island Shores and SR 44 due to debris caused by flooding. She also asked for an update on the islands and the Lake County Water Authority grant.

Rick Gierok reported on the island improvement project. He noted an accident that damaged one of the islands. He indicated the project is not done and another change order was just executed. Regarding the Lake County Water Authority grant, he reported that he received notice that two of their grants are being recommended by the Technical Advisory team to go to the Board for recommendation. One of the projects up for consideration is the Coolidge Street project. He indicated they requested \$900,000; however, the maximum award they give is \$500,000. He added that, based on their points, they could receive \$303,000. He stated that he would provide a presentation at the Board meeting.

Commissioner Cobb complimented Mr. Gierok on the new sign at the Clifford House and he reported that it was done inhouse by the City's sign department.

Mayor Holland asked for a report on the flooding that occurred in the Pine Meadows subdivision during the storm event with Mr. Gierok responding that staff reviewed the site and spoke with the contractor. He explained about the issue with the heavy rains during actual construction.

Commissioner Cobb asked about the road at Bennett Park and expressed concern regarding litter going into the stormwater system and into West Crooked Lake. She asked what could be done to keep the litter out of the drains and the lake with Mr. Gierok noting the number of manholes throughout the City.

Commissioner Cobb requested that staff contact someone regarding the Chargepoint charging stations to get them replaced as they are outdated. She provided a contact name to Mr. Carrino.

Mr. Carrino indicated that Elis Foreman has been working with Chargepoint who has provided proposals for one, three and five year leases. He stated that staff can look at other options as well.

Commissioner Hawkins complimented the Eustis High School coaches and thanked them for bringing the Blue and Gold football game to Corey Rolle Field. He noted it was a joint effort of the high school, Parks and Recreation and the Police Department. He commented on the unsightliness of the new Duke Energy power poles. He noted the poles in Mount Dora look much different.

Discussion was held regarding how the poles could be changed to look nicer.

Commissioner Hawkins commented on his attendance at an event supported by Advent Health. He stated that their health clinic needs help and asked that the City determine how the City could assist the clinic. He noted the amount of increase in poverty in the area. He added he would like to have some discussion about how to help them.

Mayor Holland stated he spoke to a representative and, upon his return, he would try to schedule a meeting.

Commissioner Hawkins noted that some of their funding has been cut and Commissioner Cobb noted that the North Lake Hospital District would be meeting soon.

Discussion was held regarding residents attending the hospital district meetings.

Vice Mayor Lee thanked Public Works for their work on the cemetery roads. She expressed appreciation for their work on the Clifford House. She thanked staff for the City Spirit Awards luncheon. She noted her attendance at the Lake Tech morning graduation and the Lake Sumter State College graduation.

7.2 City Manager

Mr. Carrino announced that the joint meeting with Lake County for June 6, 2024 was cancelled and they are working on rescheduling it. He commented that the Downtown Master Plan draft document is in the editing process. He noted that one of the consultants has left the company. He reported that, regarding the Strategic Plan, staff is working with the consultant to provide a better timeline regarding that process. He stated they are working with the land use consultant and have scheduled individual meetings with key people including Mr. Keating.

Vice Mayor Lee and Commissioner Hawkins expressed concern regarding how slow the process has been with the Master Plan and Strategic Plan.

Mr. Carrino responded that a copy of the Downtown Master Plan with the edits would be ready for the Commission soon.

Mayor Holland expressed concern regarding whether or not the consultants are working well together. He emphasized the need to address that right away if it is a problem. Discussion was held regarding the need for that to be discussed in front of the Commission.

Mr. Carrino stated they do have different ideas about how to move forward and indicated they could schedule for them to come before the Commission together.

Commissioner Cobb cited the Community Service Awards banquet and the many Eustis award winners.

7.3 City Attorney - None

7.4 Mayor

Mayor Holland highlighted the Community Service awards and recognized the EHS Girls' Softball team. He expressed support for a celebration regardless of whether or not they win the championship. He commented on how involved the Commission is with all of the local schools. He noted his attendance at, not just the morning Lake Tech graduation, but also their GED graduation. He indicated that Lake Tech graduated almost 800 graduates the previous week.

Vice Mayor Lee noted that Lake Sumter State College broke their record for number of graduates as well.

Mayor Holland commented on the need for the City to work with both of the schools.

8. ADJOURNMENT: 7:50 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 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



Eustis Police Department

51 E. Norton Ave., Eustis, FL 32726 (352) 483-5400

Road Patrol Division

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: June 6th, 2024

RE: Resolution Number 24-44: State of Florida Department of Transportation Grant for Speed Enforcement

Executive Summary:

The purpose of this staff report is to seek approval from the City Commission for the acceptance and allocation of a grant from the State of Florida Department of Transportation (FDOT) for speed enforcement efforts. The grant, in the amount of \$10,000, will support the City of Eustis' participation in Operation Slow Down, with funds designated for the purchase of a Stalker Radar Speed Measurement Device for the motors unit and overtime expenditures for police officers engaged in speed enforcement activities.

Background:

Operation Slow Down is a statewide initiative aimed at reducing speeding violations and promoting traffic safety on Florida roadways. As part of this initiative, the State of Florida Department of Transportation (FDOT) provides grant funding to local law enforcement agencies to support speed enforcement efforts. The City of Eustis Police Department has been awarded a grant in the amount of \$10,000 to enhance its speed enforcement capabilities and contribute to the overall objectives of Operation Slow Down.

Proposal:

The proposed resolution authorizes the City of Eustis to accept the grant award from the State of Florida Department of Transportation and allocate the funds as follows:

1. \$3,500 towards the purchase of a motorcycle mounted Stalker Radar Speed Measurement Device to enhance the city's speed enforcement capabilities.
2. \$6,500 for overtime expenditures for police officers specifically assigned to speed enforcement duties as part of Operation Slow Down.

The grant funding will enable the Police Department to deploy additional resources towards speed enforcement activities, ultimately contributing to improved traffic safety within the city.

Recommendation:

It is recommended that the City Commission approve the proposed resolution authorizing the acceptance and allocation of the grant from the State of Florida

Department of Transportation for speed enforcement purposes. By accepting this grant, the police department can enhance its ability to address speeding violations and promote safer roadways for residents and visitors alike.

Financial Impact:

The grant award in the amount of \$10,000 will be fully funded by the State of Florida Department of Transportation and will have no financial impact on the city's operating budget. The funds will be utilized in accordance with the guidelines set forth by the grant agreement, with \$3,500 allocated for equipment purchase and \$6,500 designated for overtime expenditures. A budget amendment will be as follows:

Revenue:

FDOT Speed Enforcement 001-0000-334-20-05 \$10,000

Expenditure:

FDOT Speed Enforcement 001-2180-521-60-60 \$ 3,500

FDOT Speed Enforcement Over-Time 001-2180-521-010-14 \$ 6,500

Action Requested:

City Commission approval of the proposed resolution authorizing the acceptance and allocation of the grant from the State of Florida Department of Transportation for speed enforcement purposes.

Prepared By:

Captain Jonathan Fahning, Eustis Police Department

Reviewed By:

Craig A. Capri, Chief of Police

Tom Carrino, City Manager

RESOLUTION NUMBER 24-44**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING A STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT FOR SPEED ENFORCEMENT.**

WHEREAS, the City of Eustis recognizes the importance of promoting traffic safety and reducing speeding violations within its jurisdiction; and

WHEREAS, the State of Florida Department of Transportation (FDOT) has awarded the City of Eustis a grant in the amount of \$10,000 to support speed enforcement efforts as part of Operation Slow Down; and

WHEREAS, the grant funding includes \$3,500 allocated for the purchase of a Stalker Radar Speed Measurement Device and \$6,500 designated for overtime expenditures for officers working specifically on speed enforcement activities;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Eustis that:

1. The City of Eustis hereby accepts the grant award in the amount of \$10,000 (Revenue Account 001-0000-334-20-05) from the State of Florida Department of Transportation for speed enforcement purposes.
2. The City Manager is authorized and directed to execute any necessary agreements, contracts, or documents related to the acceptance and utilization of the grant funding.
3. The sum of \$3,500 (Expenditure Account 001-2180-521-60-60) from the grant funds shall be allocated towards the purchase of a Stalker Radar Speed Measurement Device to enhance the city's speed enforcement capabilities.
4. The remaining sum of \$6,500 (Expenditure account 001-2180-521-10-14) from the grant funds shall be allocated for overtime expenditures for police officers specifically assigned to speed enforcement duties as part of Operation Slow Down.
5. The Police Department is directed to coordinate the implementation of speed enforcement activities funded by the grant in accordance with the guidelines set forth by the State of Florida Department of Transportation.
6. The Finance Director is hereby authorized to amend the budget and ensure proper accounting and reporting of grant funds in compliance with applicable regulations and requirements.

DONE AND RESOLVED this 6th day of June, 2024, in regular session of the City Commission of the City of Eustis, Florida.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by physical presence, this 6th day of June, 2024, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial No:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for the use and reliance of the City Commission of the City of Eustis, Florida.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 24-44 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION
 FROM: TOM CARRINO, CITY MANAGER
 DATE: JUNE 6, 2024
 RE: RESOLUTION NUMBER 24-46: EXTENSION OF AUDITING SERVICES

Introduction

Resolution Number 24-46 extends the current independent audit agreement with Purvis Gray & Company, LLP (Purvis Gray) for an additional three years, with the option of two additional years.

Recommended Action

Approval of Resolution Number 24-46 extending the current independent audit agreement with Purvis Gray for an additional three years, with the option of two additional years.

Background

The City of Eustis is required under Florida Statutes to have an independent audit conducted every year. The audit is for each fiscal year ending September 30th. The completed Annual Comprehensive Financial Report (ACFR) must be submitted to the State of Florida by March 30th of the following year, unless an extension is granted. The receipt of State Revenue Sharing can be withheld for non-compliance.

In 2009, the City solicited a Request for Proposal for independent audit services. The City received and evaluated ten (10) proposals. The proposals ranged from \$253,840 to \$331,538 over a five-year period. Purvis Gray was selected by an Audit Request for Proposal (RFP) Selection Committee as the first choice, based on their responsiveness to the criteria set forth in the RFP, as well as offering the lowest cost to the City for audit services. Staff recommended selection of Purvis Gray via Resolution Number 09-67, which was approved by Commission on July 2, 2009.

The initial term of service was for a five-year period, ending September 30, 2013, with an opportunity for the City to extend the contract period if it was determined by staff to be in the best interest of the City to do so. Purvis Gray offered the City an extension for an additional three years, with an additional two-year option, which extended the contract through the audit year ending September 30, 2018. This extension was approved by the City Commission via Resolution Number 13-31 on May 16, 2013.

In 2019, the agreement with Purvis Gray was extended for another three years, with an additional two-year option, and was approved by the City Commission on June 6, 2019 via Resolution Number 19-51. The additional two-year option was exercised and this last extension expired with September 30, 2023 audit year.

Staff has deemed that it is in the best interest of the City to once again extend the agreement with Purvis Gray for another three years, with an additional two-year option. The cost of the audit ending September 30, 2023 is \$64,000, with an additional \$4,500 for each Federal or State Single Audit, and \$6,250 for the audit of the CRA. Upon renewing the agreement, the audit fee for fiscal year ending September 30, 2024 will equal the 2023 fee with a CPI increase based on Financial Services Index at September 30th of 4.7%. The fees for the 2025 and 2026 fiscal years will be based on the same terms as the preceding year. The fees for the optional two years may be negotiated by staff upon expiration of the three-year term.

The City has been satisfied with the auditing services provided by Purvis Gray, as they have been responsive to the City's schedule for completing the audits and the various reviews of the City's ACFR. Purvis Gray is attuned to the City's reporting and filing deadlines (e.g. the Community Redevelopment Agency Fund filing requirements). Purvis Gray also provides tax services, continuing professional education credits, and guidance with implementing new Governmental Accounting Standards Board pronouncements free of charge.

The fees charged include the post-audit meetings held with staff, and the City Commission presentation, if desired, that takes place each year upon completion of the audit. Purvis Gray provides an overview of the audit and procedures as well as discussion on management issues designed to improve the operational efficiency of the City.

Alternatives:

1. Approve Resolution Number 24-46 extending the agreement for three years with options for an additional two years.
2. Deny Resolution Number 24-46 and provide direction to staff.

Community Input

There will be an opportunity for public input at the June 6, 2024 Commission meeting.

Budget / Staff Impact:

Fiscal year 2023 \$64,000

Using the same CPI of 4.7%, the total estimated commitment is as follows:

Fiscal year 2024 \$70,150

Fiscal year 2025 \$73,500

Fiscal year 2026 \$77,000

Fiscal year 2027 To be negotiated

Fiscal Year 2028 To be negotiated

Prepared By:

Lori Carr, Finance Director

Attachments

- **Resolution Number 24-46, Extension of Auditing Services**
- **Audit Engagement Letter**

RESOLUTION NUMBER 24-46

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, EXTENDING THE CONTRACT FOR AUDITING SERVICES WITH PURVIS GRAY AND COMPANY, LLP FOR THREE YEARS FOR FISCAL YEARS ENDING SEPTEMBER 30, 2024 THROUGH SEPTEMBER 30, 2026, WITH AN ADDITIONAL TWO- YEAR OPTION TO RENEW; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL CONTRACT EXTENSIONS.

WHEREAS, the City of Eustis, Florida, previously received an offer to extend the current contract for auditing services to provide an extension for an additional three years under the terms of the Request for Proposal for Auditing Services awarded via Resolution No. 09-67 on July 2, 2009.

WHEREAS, the City Purchasing Policies require that the City Commission approve any purchase in excess of \$50,000, and

WHEREAS, the City of Eustis would also have the opportunity to extend the contract for an additional two years, for audit years 2027 and 2028, if it so desires to do so at that time; and

WHEREAS, Purvis Gray and Company, LLP, provides tax guidance, continuing professional education credits, and guidance regarding implementation of GASB pronouncements free of charge to the City; and

WHEREAS, the City Commission of the City of Eustis has determined it to be in the best interest of the City of Eustis to extend the contract for another three-year period with an option for an additional two-year period.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Eustis, Florida, does hereby approve the extension of the contract for audit services with Purvis Gray and Company, LLP for a three-year period and as stated in the attached staff report and Audit Engagement Letter dated May 23, 2024 does hereby authorize the City Manager to execute said contract extensions.

DONE AND RESOLVED, this 6th day of June 2024 in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 6th day of June, 2024, by Michael L. Holland, Mayor and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida

CITY ATTORNEY’S OFFICE

This document is approved as to form and legal content for use and reliance of the City Commission of the City of Eustis, Florida.

Date

City Attorney’s Office

CERTIFICATE OF POSTING

The foregoing Resolution Number 24-46 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Parks and Recreation office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Date

Christine Halloran, City Clerk

PURVIS GRAY

May 23, 2024

AUDIT ENGAGEMENT LETTER

To the Honorable Mayor and City Commission
Thomas Carrino, City Manager
Lori Carr, Finance Director
City of Eustis
Eustis Downtown and East Town Redevelopment Area
PO Drawer 68
Eustis, Florida 32727-0068

Pursuant to our audit engagement letter dated April 24, 2019, which allows for the terms of the engagement to be extended after the 2023 fiscal year, we are pleased to confirm our understanding of the services we are to provide for the City of Eustis (the City) and the Eustis Downtown and East Town Redevelopment Area (the CRA) for the years ending 2024, 2025, and 2026 with two optional years.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the City and the CRA (as applicable) as of and for the periods ending 2024, 2025, and 2026 with two optional years.

Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the City and CRA's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City and CRA's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Major Fund Budgetary Comparison Information
- Schedule of Changes in Other Post-Employment Benefit Liability and Related Ratios
- Schedule of Changes in the Employer's Net Position Liability and Related Ratios

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Tampa
purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants

To the Honorable Mayor and City Commission
 Thomas Carrino, City Manager
 Lori Carr, Finance Director
 City of Eustis
 Eustis Downtown and East Town Redevelopment Area
 Eustis, Florida

-2-

May 23, 2024

- Schedule of Employer Contributions and Schedule of Investment Returns
- Schedule of Proportionate Share of Net Pension Liability

We have also been engaged to report on supplementary information other than RSI that accompanies the City and CRA's (as applicable) financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- Schedule of Expenditures of Federal Awards and State Financial Assistance (if applicable)
- Combining and Individual Non-Major Fund Financial Statements

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section
- Statistical Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, non-compliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal awards and state projects that could have a direct and material effect on each major program in

To the Honorable Mayor and City Commission
 Thomas Carrino, City Manager
 Lori Carr, Finance Director
 City of Eustis
 Eustis Downtown and East Town Redevelopment Area
 Eustis, Florida

-3-

May 23, 2024

accordance with the *Single Audit Act Amendments of 1996*, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *Florida Single Audit Act*.

Examination Scope and Objectives

We will examine the City and CRA's compliance with:

- Section 218.415, Florida Statutes
- Section 163.387 (6) and (7)

The objectives of our examination are to: (1) obtain reasonable assurance about whether the City and CRA complied, in all material respects, with the requirements referenced above; and (2) to express an opinion as to whether the City and CRA complied, in all material respects, with the specified requirements.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Single Audit Act Amendments of 1996*; and the provisions of the Uniform Guidance and the *Florida Single Audit Act*, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance and the *Florida Single Audit Act*, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or non-compliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also

To the Honorable Mayor and City Commission
Thomas Carrino, City Manager
Lori Carr, Finance Director
City of Eustis
Eustis Downtown and East Town Redevelopment Area
Eustis, Florida

-4-

May 23, 2024

inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management Override of Controls
- Improper Revenue Recognition

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

To the Honorable Mayor and City Commission
Thomas Carrino, City Manager
Lori Carr, Finance Director
City of Eustis
Eustis Downtown and East Town Redevelopment Area
Eustis, Florida

-5-

May 23, 2024

Independent Accountant's Responsibilities for the Examination Reports

Our examination will be conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants (AICPA). Accordingly, it will include examining, on a test basis, your records, and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the City and CRA. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitation of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards. Our examination does not provide a legal determination on the City and CRA's compliance with specified requirements.

The examination reports are solely to comply with the specified requirements and are not suitable for any other purpose.

We will plan and perform the examination to obtain reasonable assurance about whether the government complied, with the specified requirements. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors or known and suspected fraud or non-compliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud and non-compliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention, unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for the presentation of the subject matter being examined in accordance with, and for compliance with, the specified requirements; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the subject matter is presented in accordance with and/or you are in compliance with the specified requirements. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain evidence.

At the conclusion of the examination engagement, you agree to provide us with certain written representations in the form of a representation letter.

To the Honorable Mayor and City Commission
 Thomas Carrino, City Manager
 Lori Carr, Finance Director
 City of Eustis
 Eustis Downtown and East Town Redevelopment Area
 Eustis, Florida

-6-

May 23, 2024

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other non-compliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the *Florida Single Audit Act*, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material non-compliance with compliance requirements applicable to each major federal award program and state project. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the *Florida Single Audit Act*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control-related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance and the *Florida Single Audit Act*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City and CRA's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the *Florida Single Audit Act* require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal awards and state financial assistance applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and the *Florida Department of Financial Services State Projects Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City and CRA's major programs. For federal and state programs that are included in the *Compliance Supplements*, our compliance and internal control procedures will relate to

To the Honorable Mayor and City Commission
 Thomas Carrino, City Manager
 Lori Carr, Finance Director
 City of Eustis
 Eustis Downtown and East Town Redevelopment Area
 Eustis, Florida

-7-

May 23, 2024

the compliance requirements that the *Compliance Supplements* identify as being subject to audit. The purpose of these procedures will be to express an opinion on the City and CRA's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the *Florida Single Audit Act*.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes of the City and CRA in conformity with GAAP, and the Uniform Guidance and *Florida Single Audit Act* based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards and state financial assistance, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards and state financial assistance, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for: (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards and state financial assistance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and state financial assistance, and all accompanying information in conformity with GAAP; and for compliance with applicable laws and regulations (including federal and state statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

To the Honorable Mayor and City Commission
Thomas Carrino, City Manager
Lori Carr, Finance Director
City of Eustis
Eustis Downtown and East Town Redevelopment Area
Eustis, Florida

-8-

May 23, 2024

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards and state financial assistance, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and the *Florida Single Audit Act*; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards and state financial assistance; federal and state award programs; compliance with laws, regulations, contracts and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and non-compliance with provisions of laws, regulations, contracts and grant agreements that we report. Additionally, as required by the Uniform Guidance and the *Florida Single Audit Act*, it is management's responsibility to evaluate and monitor non-compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of non-compliance are identified including non-compliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review during preliminary fieldwork.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards and state financial assistance (including notes and non-cash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance and the *Florida Single Audit Act*. You agree to include our report on the schedule of expenditures of federal awards and state financial assistance in any document that contains, and indicates that we have reported on, the

To the Honorable Mayor and City Commission
 Thomas Carrino, City Manager
 Lori Carr, Finance Director
 City of Eustis
 Eustis Downtown and East Town Redevelopment Area
 Eustis, Florida

-9-

May 23, 2024

schedule of expenditures of federal awards and state financial assistance. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and state financial assistance that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards and state financial assistance in accordance with the Uniform Guidance and the *Florida Single Audit Act*; (2) you believe the schedule of expenditures of federal awards and state financial assistance, including its form and content, is stated fairly in accordance with the Uniform Guidance and the *Florida Single Audit Act*; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state financial assistance.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards and state financial assistance, summary schedule of prior audit findings, auditor's reports, and corrective action

To the Honorable Mayor and City Commission
 Thomas Carrino, City Manager
 Lori Carr, Finance Director
 City of Eustis
 Eustis Downtown and East Town Redevelopment Area
 Eustis, Florida

-10-

May 23, 2024

plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City and CRA; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Purvis, Gray and Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your oversight grantor or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Purvis, Gray and Company, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by your oversight agency. If we are aware that a federal and/or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Helen Y. Painter, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit approximately in February annually.

Our fee for these services will be at our standard hourly rates except that we agree that our gross fee, including expenses, will be as follows:

The 2024 fee will equal the 2023 fee with a consumer price index (CPI) increase based on Financial Services Index at September 30th annually. The agreed upon CPI increase for the year ending September 30, 2024, will be 4.70%. Therefore, the 2024 fee for the basic audit will be \$67,000, \$4,700 for each Federal or State Single Audit, and \$6,550 for the CRA. The fees for 2025 and 2026 will be based on the same terms for the preceding year. The optional years will be negotiated with the City and CRA at that time. The terms of this agreement can be extended based on mutual agreement of both parties.

To the Honorable Mayor and City Commission
 Thomas Carrino, City Manager
 Lori Carr, Finance Director
 City of Eustis
 Eustis Downtown and East Town Redevelopment Area
 Eustis, Florida

-11-

May 23, 2024

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate. Items that will likely increase the agreed-upon fee include:

- Assistance with matters designated as management's responsibility, including preparation of schedules and closing entries.
- Submission of audit data within 60 days of a client requested completion date or filing deadline, requiring overtime hours to meet the deadline.
- Changes in accounting pronouncements, professional standards, laws, and regulations not known to us as of the date of this letter, that have a significant impact on time requirements.
- Changes in the operations and significant matters that materially change the audit scope such as evaluation of the impact of joint ventures, debt issuance, refunding, or advance extinguishment, notice of material events, enforcement actions, required corrective actions, self-insurance, environmental liabilities, or going concern.
- Increases in federal or state funding, requiring Federal or State Single Audits and/or increases to the number of grants classified as major programs, that significantly increase the extent of testing.
- Follow up on allegations or discovery of: (1) non-compliance with laws, regulations, and policies; (2) fraud, waste, and abuse; or (3) significant deficiencies in internal control.

Our invoices will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Mayor and City Commission of the City and CRA. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

To the Honorable Mayor and City Commission
Thomas Carrino, City Manager
Lori Carr, Finance Director
City of Eustis
Eustis Downtown and East Town Redevelopment Area
Eustis, Florida

-12-

May 23, 2024

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that: (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the government’s internal control or on compliance; and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the government’s internal control and compliance. The Uniform Guidance and the *Florida Single Audit Act*, report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *Florida Single Audit Act*. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City and CRA and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Respectfully Submitted,

PURVIS, GRAY AND COMPANY, LLP



Helen Y. Painter, CPA
Partner

HYP/jtp

RESPONSE:

This letter correctly sets forth the understanding of the City of Eustis and the Eustis Downtown and East Town Redevelopment Area.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: June 6, 2024

RE: Resolution Number 24-48: Approving a Purchase in Excess of \$50,000 for Professional Services to Design the Replacement of a Section of Water Main Along Lakeshore Drive and Citrus Avenue

Introduction:

Resolution Number 24-48 approves an expenditure in excess of \$50,000 for professional services to design the replacement of a section of water main along Lakeshore Drive and Citrus Avenue and authorizes the City Manager to execute all related agreements.

Background:

There is currently approximately 1,550 linear feet of water pipe on Lakeshore Drive crossing State Road 19 to Citrus Avenue that is in need of replacement. Replacing the existing water pipe will lead to a decreased number of necessary repairs. This project includes services to prepare for the replacement of the 1,550 feet of water pipe. The project design will include the following: upsize and replace the existing 1,000 linear feet of water main from 6-inch cast iron pipe to 12-inch PVC along Lakeshore Drive (Phase 1) and replace the existing 550 feet of 12-inch cast iron water main with new 12-inch PVC water main along Citrus Avenue (Phase 2). The scope of work for professional services includes:

- Wright-Pierce will conduct site visits and confirm survey data, as well as evaluate existing City provided maps and drawings
- Wright-Pierce will contract a firm to conduct geotechnical investigations to support proposed design efforts
- Wright-Pierce will coordinate with CSX Railroad, Florida Gas, FDOT, Lake County, and Duke Energy regarding the proposed design elements
- Wright-Pierce will provide deliverables as outlined in proposal
- Wright-Pierce will provide the following design services: drawings, cost opinions, contract documents, and applicable permit application preparations and submissions
- Wright-Pierce will assist the City with the bidding and award phase by providing the City with the bid advertisement information, conducting a pre-bid meeting, preparing necessary addendums, conducting a bid-opening meeting including bid review and recommendation of award, and coordinating with the contractor during execution of the bid documents

Recommended Action:

Staff recommends approval of Resolution Number 24-48

Policy Implications:

Not Applicable

Alternatives:

- 1. Approve Resolution Number 24-48
- 2. Deny Resolution Number 24-48

Budget/Staff Impact:

The approved budget has allocated funds of \$72,400 for the replacement of the Lakeshore Drive water main as shown below:

042-8600-533-66-48	Lakeshore Galvanized Main	\$40,000
040-3300-533-30-31	Admin Professional Services	\$32,400

Prepared By:

Olivia Kilgore, Administrative Assistant – Water Department

Reviewed By:

Paul Shepherd, Water Superintendent
Greg Dobbins, Deputy Director of Public Utilities
Rick Gierok, P.E., Director of Public Works, City Engineer

Attachments:

Resolution Number 24-48

Available Upon Request:

Wright-Pierce Proposal

RESOLUTION NUMBER 24-48

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, APPROVING A PURCHASE IN EXCESS OF \$50,000 FOR PROFESSIONAL SERVICES TO DESIGN THE REPLACEMENT OF A SECTION OF WATER MAIN ALONG LAKESHORE DRIVE AND CITRUS AVENUE

WHEREAS, the City's approved budget includes funds for the purchase of professional services for replacement of water main; and

WHEREAS, Wright-Pierce submitted a proposal to assist in providing professional services for replacement of the water main; and

WHEREAS, in accordance with the Continuing Services Agreement between Wright-Pierce and the City, they are offering these professional services for the estimated amount of \$72,400; and

WHEREAS, the approved budget has allocated funds of \$72,400 for the professional services; and

WHEREAS, the City of Eustis Purchasing Ordinance requires that the City Commission approve any purchase in excess of \$50,000.

NOW, THEREFORE, BE IT RESOLVED by the City Commission in the City of Eustis, Lake County, Florida, that:

- (1) The City Commission hereby authorizes the City Manager to execute all agreements with Wright-Pierce for the approved purchase; and
- (2) The City Manager is hereby authorized to approve a purchase in excess of \$50,000 for the procurement of professional services for the design of the Lakeshore Avenue water main replacement utilizing budgeted funds from account numbers 042-8600-533-66-48 and 040-3300-533-30-31; and
- (3) This resolution shall become effective immediately upon passing.

DONE AND RESOLVED, this 6th day of June, 2024, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Michael L. Holland
Mayor/Commissioner

May 21, 2024

Mr. Greg Dobbins
Deputy Director of Public Utilities
City of Eustis, FL
10 North Grove Street
Eustis, FL 32726

SUBJECT: Lakeshore Drive Water Main Design

Dear Mr. Dobbins,

Wright-Pierce would like to thank the City of Eustis (CITY) for the opportunity to submit this proposal to provide professional engineering services for the design of new water mains along Lakeshore Drive. The project is divided into two parts or Phases but envisioned to be designed within one set of drawings and specifications. Phase 1 is the design of a new 12-inch diameter water main from the Lake Eustis Waterfront Grill to just west of the intersection of South Bay Street/US 19, a length of approximately 1,000 linear feet. Phase 1 will include a jack and bore segment of water main under the CSX railroad. Phase 2 is for the design of approximately 550-linear feet of new 12-inch water main to replace an existing 12-inch main. See Figure 1.



Figure 1

Scope of Services

Task 1 - Project Initiations, Data Collection and Initial Investigations, and Project Management and Coordination

Kickoff Meeting: A kick-off meeting will be held to introduce the design team, meet key CITY staff, establish communication protocols, review the project goals, establish critical success factors, discuss

5/21/2024

Mr. Greg Dobbins

Page 2 of 6

information needs, define data sources, and obtain copies of relevant records. Wright-Pierce will develop the agenda and meeting minutes following the meeting.

Site Visit and Confirm Survey Data: Wright-Pierce will conduct a review of the site conditions and visually compare the CITY-provided survey mapping with the current field conditions.

Data Request/Evaluation: Wright-Pierce will request and review other CITY-provided data pertinent to the project such as utility maps and record drawings of the water mains, sanitary sewers, and stormwater drainage infrastructure.

Geotechnical Investigation Services: Wright-Pierce will contract with Universal Engineering to conduct geotechnical investigations to support the proposed design efforts. We expect to conduct four Standard Penetration Test (SPT) borings along the project corridor. Two of those borings will be concentrated at the proposed jack and bore under the CSX railroad and advanced to a depth of 25-feet. The remaining borings will be advanced to a depth of 10-feet. A completed soils report will include soil classification, sieve analysis, groundwater depth (if encountered), whether existing materials are suitable for backfill in utility excavations, and recommendations related to the jack and bore operations.

CSX Coordination: Wright-Pierce will arrange a meeting with CSX Railroad officials to discuss the proposed water main installation under their tracks. Based on our experience with CSX with similar work, we expect them to require jack and bore techniques be used for this segment of the water main construction. We will request their latest standards, specifications, and permit documents for this work.

Other Coordination: Wright-Pierce will also coordinate the proposed design elements with Florida Gas, FDOT (for the crossing of SR 19), Lake County, and Duke Energy (for their new pole locations).

Project Management and Coordination: Wright Pierce will manage the work efforts, conduct virtual monthly project status meetings with the CITY, and provide monthly invoicing and progress reporting.

Task 1 Deliverables

Wright-Pierce will provide the following:

- Kick-off meeting and meeting minutes
- Monthly progress meetings and meeting minutes
- CSX meeting minutes
- A technical memorandum summarizing the other utility coordination discussions
- Geotechnical Report in PDF format

Task 2 – Design Services

5/21/2024

Mr. Greg Dobbins

Page 3 of 6

For time and cost efficiencies, Wright-Pierce will consolidate the design efforts to 60%, 90% and Final design milestones. Submittals will be made electronically, and virtual design review meetings will follow each milestone. We anticipate the follow documents will be prepared:

Document Name/Type	No. of Sheets	Included in 60% Design Milestone	Included in 90% Design Milestone	Final Design
Design/Construction Level Drawings				
Title Sheet	1	X	X	X
General Notes	1	X	X	X
Abbreviations and Legends	1	X	X	X
Overall Site Plan and Key Map	1	X	X	X
Water Main Plan and Profiles (3 sheets for Phase 1 and 1 for Phase 2)	4	X	X	X
Jack and Bore Notes and Details	2		X	X
Sediment and Erosion Control Plans	3		X	X
Construction Details	2		X	X
Opinion of Costs	N/A	X	X	X
Contract Documents and Technical Specifications	N/A		X	X
CSX Railroad Permit	N/A		X	
FDOT Utility Permit (Phase 2 Work)	N/A		x	
Lake County Right of Way Utilization Permit (Phase 1 Work)	N/A		x	
FDEP Water Main Permit	N/A			X

The water main construction will require an FDEP permit. Wright-Pierce will prepare and submit form 62-555.900 *Notice of Intent to Use the General Permit for Construction of Water Main Extension for PWS*. This scope includes a response to one RAI.

Since no new impervious areas will be created and no wetlands are suspected within the project work area, it is expected that the project will be exempt from environmental resource permitting (ERP). Therefore, an ERP is not included in the Scope of Services.

The CITY has specified the proposed water main sizes. Therefore, no hydraulic modeling will be performed to verify these sizes.

5/21/2024
Mr. Greg Dobbins
Page 4 of 6

The Specifications will include:

- EJCDC Division 0 contract documents, supplemented with City Division 0 specifications
- Technical Specifications
- References to FDOT construction specification where appropriate

Task 3: Bidding Services

Wright-Pierce will assist the CITY in bidding the stated improvements. It is the CITY’s intent to only bid the Phase 1 work at this time, However, we recommend that the bid documents be set up so that bids are obtained for Phase 1, and a combination of Phase 1 and Phase 2 as this provides the CITY more flexibility with no addition effort by Wright-Pierce.

Wright-Pierce will provide the following bidding services:

- Provide the advertisement to the CITY to publish to local newspaper and DemandStar.
- Publish the electronic bid documents on Wright-Pierce’s Online Plan Room.
- Conduct a pre-bid meeting at City Hall and invite Bidders to review the project.
- If necessary, prepare addendums during the bidding process.
- Conduct a bid opening meeting, provide a bid tabulation to the CITY, review the bids, and provide a recommendation of award based on the CITY’s criteria for selection.
- Coordinate with CITY and the successful Contractor during execution of the bid documents (contract documents).

Compensation

We will complete the above Scope of Services for the lump sum amount of \$72,400.00. This can be further broken down as follows:

Task 1 – Project Initiations, Data Collection and Initial Investigations, and Project Management and Coordination _____	\$16,300.00
(Includes \$5,300 for geotechnical services)	
Task 2 – Design Services _____	\$47,500.00
Task 3 – Bidding Services _____	\$8,600.00

This total includes our labor, overhead, and reimbursable expenses. Fees will be billed monthly based on our estimate of completion of the project.

Schedule

We will start our services immediately after execution of this engineering services Task Order and complete the stated Scope of Servies within 6 months thereafter.

5/21/2024

Mr. Greg Dobbins

Page 5 of 6


Clarifications

- Environmental services such as ecological field assessments for threatened and endangered species and wetlands are assumed to not be required and such services are not included in this Scope of Services.
- The proposed water mains will be designed within the rights-of-way depicted in the project survey and services related to acquisition of new rights-of-way and/or easements are excluded from this Scope of Services.
- The CITY shall pay for all permits and associated review fees related to the project.
- Material testing during construction will be provided and paid for by the Contractor (included in bid).

We appreciate the opportunity to present this proposal to you and for the opportunity to serve the City of Eustis. Should you have any questions or require additional information, please do not hesitate to contact me at (407) 906-1776 or at the e-mail addresses listed below.

Sincerely,

WRIGHT-PIERCE, INC.



Walter A. Nickel, PE
Senior Project Manager
walter.nickel@wright-pierce.com



Bartt C. Booz, PE
Senior Project Manager
bartt.booz@wright-pierce.com

5/21/2024
Mr. Greg Dobbins
Page 6 of 6

Task Order Acceptance Signatures

CITY OF EUSTIS, FLORIDA

WRIGHT-PIERCE, INC.

Signature: _____

Signature: *Ryan J. Wingard*

Printed Name: Tom Carrino

Printed Name: Ryan Wingard, PE

Title: City Manager

Title: Vice President

Date: _____

Date: May 20, 2024

Signature: _____

Printed Name: Rick Gierok, PE

Title: Director for Public Services

Date: _____



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: June 6, 2024

RE: **SECOND READING**

Ordinance Numbers 24-22, 24-23, and 24-24: Explanation of Ordinances for Annexation of Parcels with Alternate Key Numbers 1428360 and 1428386.

Ordinance Number 24-22: Voluntary Annexation

Ordinance Number 24-23: Comprehensive Plan Amendment

Ordinance Number 24-24: Design District Assignment

Introduction:

Ordinance Number 24-22 provides for the voluntary annexation of approximately 3.03 acres of land located at the intersection of W Atwater Ave and Pine Grove Road. (Alternate Key Numbers 1428360 and 1428386). Provided the annexation of the subject property is approved, via Ordinance Number 24-22, Ordinance Number 24-23 would change the future land use designation from Urban Low in Lake County to General Industrial (GI) in the City of Eustis, and Ordinance Number 24-24 would assign the subject property a design district designation of Suburban Neighborhood. If Ordinance Number 24-22 is denied, then there can be no consideration of Ordinance Numbers 24-23 and 24-24.

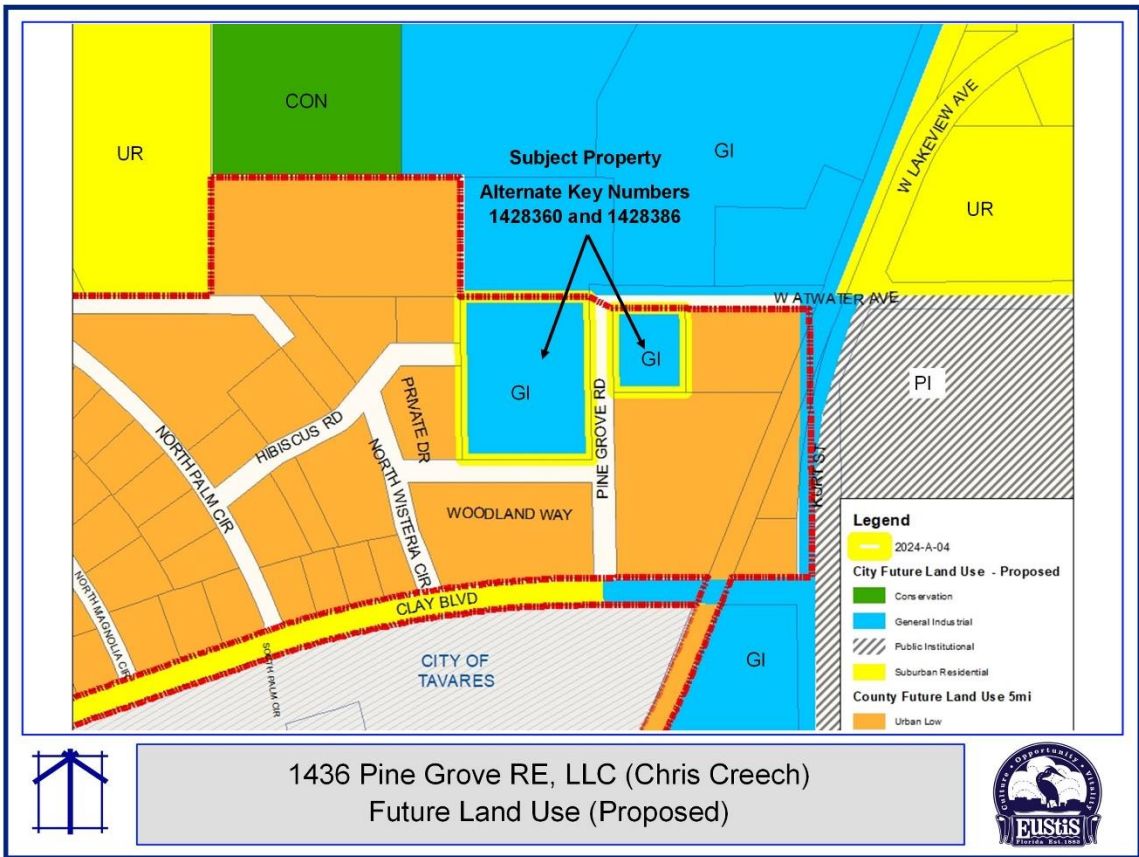
Background:

1. The site contains approximately 3.03 acres and is located within the Eustis Joint Planning Area with Alternate Key Numbers 1428360 and 1428386. *Source: Lake County Property Appraisers' Office Property Record Card Data.*
2. The proposed annexation property is within an enclave area of the City and is contiguous to the City boundaries represented on the Location map.
3. The site has a Lake County Future Land Use Designation of Urban Low, but approval of Ordinance Number 24-23 would change the land use designation to General Industrial (GI) in the City of Eustis.
4. The proposed City Future Land Use is compatible with the adjacent and neighboring uses along Pine Grove Road and W Atwater Avenue.



Surrounding properties have the following land use designations:

Location	Existing Use	Future Land Use	Design District
Subject Property	Industrial Warehouse	Urban Low (Lake County)	N/A
North	Industrial/Warehouse	General Industrial	Suburban Neighborhood
South	Storage	Urban Low (Lake County)	N/A
East	Industrial and Warehouse	Urban Low (Lake County)	N/A
West	Storage	Urban Low (Lake County)	N/A



Applicant's Request

Chris Creech, the applicant and the property owner of 1436 Pine Grove RE, LLC, wishes to annex the referenced property, change the future land use to General Industrial (GI), and assign a design district of Suburban Neighborhood.

The current Lake County Future Land Use Designation for the subject property is Urban Low. The Lake County land use designation allows for residential uses of up to 4 dwelling units per net buildable acre.

The property owner has requested the City of Eustis General Industrial (GI) Future Land Use Designation with the annexation. The GI future land use provides for industrial uses matching the existing use of the property and is compatible with adjacent uses along Pine Grove Road and W Atwater Avenue.

Analysis of Annexation Request (Ordinance Number 24-22)

1. Resolution Number 87-34 – Joint Planning Area Agreement with Lake County:

“The City and the County agree that the unincorporated areas adjacent to the City might be appropriately served by urban services provided by the City, and might therefore be annexed into the City in accordance with State law. The City agrees to annex property in accordance with State law and provide adequate urban services and facilities to serve those areas within the Joint Planning Area.”

The subject property is located within the Eustis-Lake County Joint Planning Area. The responsibility for improvements to drive access and/or utilities, including the water and sewer system, will remain with owner of the property.

2. Florida Statutes Voluntary Annexation - Chapter 171.044(1):

“The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality.”

The Eustis-Lake County Joint Planning Area boundaries define the reasonably compact area where the City could provide services effectively and efficiently. The subject property lies within that planning area; the property is part of a partial enclave, it is contiguous to the City limits on the northern boundaries, and the owner petitioned for annexation.

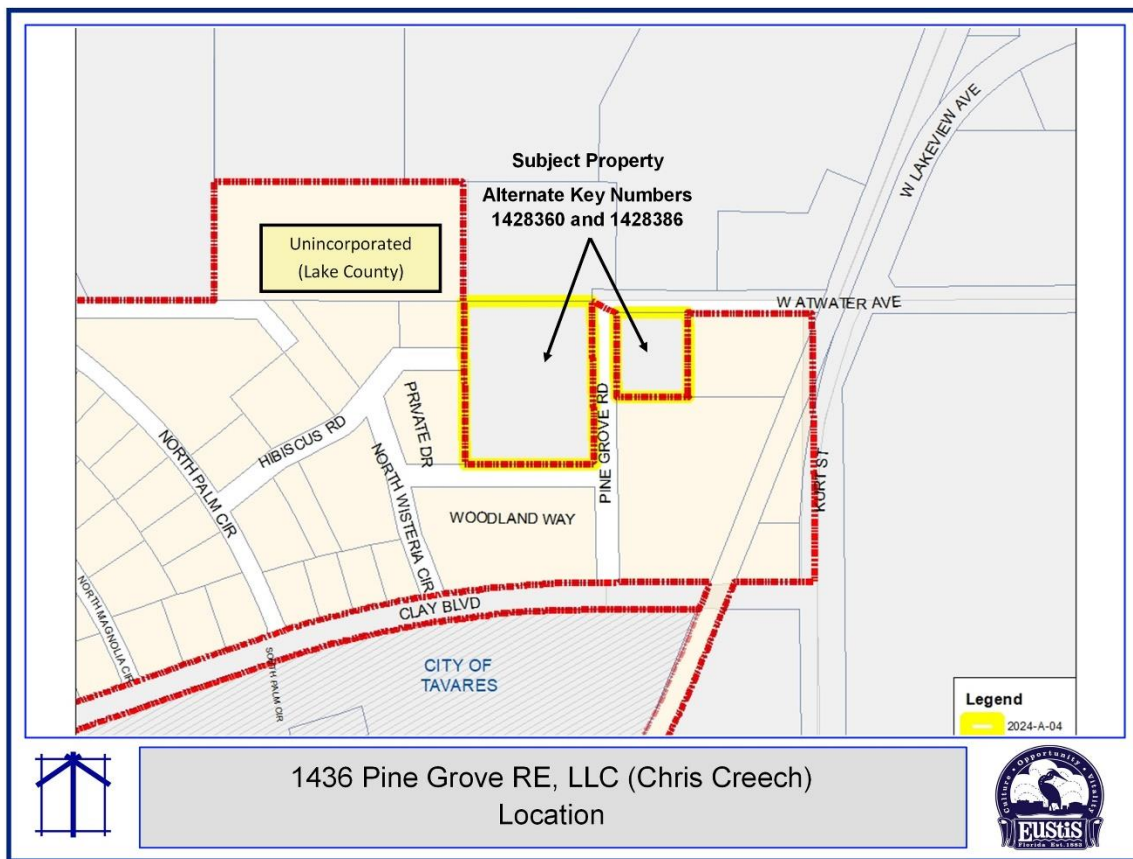
3. Florida Statutes Voluntary Annexation - Chapter 171.044(2):

“...Said ordinance shall be passed after notice of the annexation has been published at least once each week for 2 consecutive weeks in some newspaper in such city or town...”

The department published notice of this annexation in the Daily Commercial following the established requirements on May 6, 2024, and again on May 13, 2024.

4. Florida Statutes Voluntary Annexation - Chapter 171.044(5):

“Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.”



Annexation of the subject property does not create an enclave as defined by the Florida Statutes. The subject property is included in a portion of the city that can be considered a partial enclave wedged between the City of Eustis and the City of Tavares. Annexation of the subject properties will begin to close this enclave.

5. Florida Statutes Voluntary Annexation - Chapter 171.044(6):

“Not fewer than 10 days prior to publishing or posting the ordinance notice required under subsection (2), the governing body of the municipality must provide a copy of the notice, via certified mail, to the board of the county commissioners of the county wherein the municipality is located...”

The department provided notice to the Lake County Board of County Commissioners on April 25, 2024, via email and by Certified Mail with and accompanying email sent on April 26, 2024.

Analysis of Comprehensive Plan/Future Land Use Request (2024-CPLUS-04) Ordinance Number 24-23)

In accordance with the Florida Statutes Chapter 163.3177.9:

Discourage Urban Sprawl:

Primary Indicators of Sprawl:

The future land use element and any amendment to the future land use element shall discourage the proliferation of urban sprawl. The primary indicators that a plan or plan amendment does not discourage the proliferation of urban sprawl are listed below. The evaluation of the presence of these indicators shall consist of an analysis of the plan or plan amendment within the context of features and characteristics unique to each locality in order to determine whether the plan or plan amendment:

Review of Indicators

1. Low Intensity Development:

Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses.

This indicator does not apply. The properties proposed for annexation are under industrial uses and will be annexed allowing for the continuation of those industrial uses.

2. Urban Development in Rural Areas:

Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.

This indicator does not apply. The subject property is located in an enclave area and the City will be requiring city services. The immediate enclave area is predominantly similar industrial uses.

3. Strip or Isolated Development:

Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments.

This indicator does not apply. The subject property is located in an enclave area and the City will be requiring city services.

4. Natural Resources Protection:

Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems.

This indicator does not apply. The subject property is not subject to floodplain impact, and does not contain wetland areas. The property is currently developed with industrial warehouses and parking. The Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should the conditions at the time of development warrant such protection.

5. Agricultural Area Protection:

Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils.

This indicator does not apply. This site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing developed and further developing area.

6. Public Facilities:

Fails to maximize the use of existing public facilities and services.

This indicator does not apply. City utilities are available from north of the property, water service may be provided to the property.

7. Cost Effectiveness and Efficiency of Public Facilities:

Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire and emergency response, and general government.

This indicator does not apply. Adequate capacity is available to serve the existing and future development. City utilities are available from north side of the property, water service may be provided to the property.

8. Separation of Urban and Rural:

Fails to provide a clear separation between rural and urban uses.

This indicator does not apply. No nearby properties contain active agricultural activities or use. The surrounding area is developed or has development entitlements attached to the land. These developments have densities and intensities that are clearly urban/suburban uses.

9. Infill and Redevelopment:

Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities.

This indicator does not apply. This property will promote infill development by allowing access to public facilities and filling in an existing enclave area.

10. Functional Mix of Uses:

Fails to encourage a functional mix of uses.

This indicator does not apply. The site is surrounded by similar developments consistent with permitted industrial uses in the area.

11. Accessibility among Uses:

Results in poor accessibility among linked or related land uses.

This indicator does not apply. The Land Development Regulations include provisions to provide adequate access and linkage between related uses. City Departments will ensure compliance with these standards at the time of development review.

12. Open Space:

Results in the loss of significant amounts of functional open space.

This indicator does not apply. The subject property is an existing industrial property with established buildings and facilities.

13. Urban Sprawl:

The future land use element or plan amendment shall be determined to discourage the proliferation of urban sprawl if it incorporates a development pattern or urban form that achieves four or more of the following:

a. Direction of Growth:

Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems.

The site is adjacent to existing urban/suburban development patterns and is a logical infill of the urban development boundary. The Comprehensive Plan and Land Development Regulations have provisions to protect natural resources and ecosystems at the time of site plan approval, when required.

b. Efficient and Cost-Effective Services:

Promotes the efficient and cost-effective provision or extension of public infrastructure and services.

City facilities are available from the north side of the property.

c. Walkable and Connected Communities:

Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit, if available.

Not applicable. The proposed use is industrial on a property already developed for such uses.

d. Water and Energy Conservation:

Promotes the conservation of water and energy.

The development of the site must meet City development and Florida Building Code standards that will require energy-efficient and water-efficient appliances.

e. Agricultural Preservation:

Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

Not applicable; this site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing developed industrial area.

f. Open Space:

Preserves open space and natural lands and provides for public open space and recreation needs.

This is not applicable. The site does not provide functional open space or natural areas on a regional basis.

g. Balance of Land Uses:

Creates a balance of land uses based upon demands of the residential population for the nonresidential needs of an area.

Not applicable. The proposed use is industrial on a property already developed for such uses.

h. Urban Form Densities and Intensities:

Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it provides

for an innovative development pattern such as transit-oriented developments or new townships as defined in s. 163.3164.

Not applicable.

In Accordance with Comprehensive Plan Future Land Use Element Appendix:

All applications for a Plan amendment relating to the development patterns described and supported within the Plan including, but not limited to, site specific applications for changes in land use designations, are presumed to involve a legislative function of local government which, if approved, would be by legislative act of the City and shall, therefore, be evaluated based upon the numerous generally acceptable planning, timing, compatibility, and public facility considerations detailed or inferred in the policies of the Plan. Each application for an amendment to the Map #1: 2035 Future Land Use Map by changing the land use designation assigned to a parcel of property shall also be reviewed to determine and assess any significant impacts to the policy structure on the Comprehensive Plan of the proposed amendment including, but not limited to, the effect of the land use change on either the internal consistency or fiscal structure of the Plan.

Major Categories of Plan Policies:

This Plan amendment application review and evaluation process will be prepared and presented in a format consistent with the major categories of Plan policies as follows:

1. General Public Facilities/Services:

Since the Plan policies address the continuance, expansion and initiation of new government service and facility programs, including, but not limited to, capital facility construction, each application for a land use designation amendment shall include a description and evaluation of any Plan programs (such as the effect on the timing/financing of these programs) that will be affected by the amendment if approved. This analysis shall include the availability of, and actual and anticipated demand on, facilities and services serving or proposed to serve the subject property. The facilities and services required for analysis include emergency services, parks and recreation, potable water, public transportation if and when available, sanitary sewer, schools, solid waste, stormwater, and the transportation network.

a. Emergency Services Analysis:

Eustis Emergency Services already provides emergency response to other properties in the area. The existing industrial development consistent with the General Industrial future land use designation would not have a significant negative impact on the operations of Eustis emergency services.

b. Parks & Recreation:

Not applicable. The current development of and proposed use of the property are non-residential. The proposed annexation and assignment of land use to the property will place no additional burden on parks and recreation facilities.

- c. Potable Water & Sanitary Sewer:

City facilities are available from the north and the proposed use of the property will place no additional burden on the utility systems.

- d. Schools:

The current use of the property and the proposed use of the property are non-residential. The proposed change will not negatively impact school capacities.

- e. Solid Waste:

The City contracts with Waste Management for the hauling of solid waste. The company already services properties in the general area of the subject property. Serving this property will increase efficiency in the delivery of services. The property owners may require additional private contracting for additional waste removal services.

- f. Stormwater:

The Comprehensive Plan and Land Development Regulations include the level of service standards to which new development must adhere. Projects designed to meet these standards will not negatively affect the existing facilities and services.

- g. Transportation Network Analysis:

This potential annexation and the subsequent development of the property will not add additional impacts as the parcels being annexed include existing platted lots.

2. Natural Resources/Natural Features:

The policies of the Plan also contain general regulatory guidelines and requirements for managing growth and protecting the environment. These guidelines will be used to evaluate the overall consistency of the land use amendment with the Comprehensive Plan. Specifically, each amendment will be evaluated to 1) determine the existence of groundwater recharge areas; 2) the existence of any historical or archaeological sites; 3) the location of flood zones and the demonstration that the land uses proposed in flood-prone areas are suitable to the continued natural functioning of flood plains; and 4) the suitability of the soil and topography to the development proposed.

- a. Groundwater recharge areas:

The site may be within a low recharge area, and a site-specific geotechnical and hydrologic study will be needed to determine the site-specific impact at the time of development. At this time further development or redevelopment of the property has not been proposed. Source: Lake County Comprehensive Plan 2030 Floridian Aquifer Recharge Map.

- b. Historical or archaeological sites:

The City does not have any record of Florida Master Site Files related to this property and no known historical or cultural resources exist.

- c. Flood zones:

The subject property is not impacted by a 100-year flood zone area. Source - Lake County GIS - 2012 Flood Zones.

- d. Soil and topography:

The site soils are primarily Candler sands.

Candler fine sand, 0 to 5 percent slopes – This nearly level to gently sloping, excessively drained soil is in the deep, sandy uplands. Slopes are nearly smooth to convex. This Candler soil has low available water capacity. Permeability is rapid. Natural fertility of the soil is low. The organic matter content of the surface layer is low to very low. Surface runoff is very slow. The water table is at a depth of more than 72 inches. (Source: Florida Department of Environmental Protection)

3. Comprehensive Plan Review:

Additional criteria and standards are also included in the Plan that describe when, where, and how development is to occur. Plan development policies will be used to evaluate the appropriateness of the compatibility of the use, intensity, location, and timing of the proposed amendment.

Existing Land Use According to the Lake County Comprehensive Plan:

The existing Lake County future land use designation of the property is Urban Low, which provides for residential uses at up to 4 dwelling units per acre as well as supporting commercial and institutional uses.

Proposed Land Use According to the Eustis Comprehensive Plan:

The General Industrial land use designation is provided to accommodate businesses that have one or more objectionable uses such as noise, dust, or odor. The purpose of this district is to provide a method whereby industries necessary to the area, but with inherent characteristics that could prove obnoxious or detrimental to a different type of industrial operation, may be located in the most suitable and advantageous spots to minimize inconvenience to the general public. This district also offers greater economy and freedom to the industrial developer by the relaxation of certain standards and screening requirements within the district itself.

In Accordance with Chapter 102-16(f), Land Development Regulations

Standards for Review:

In reviewing the application of a proposed amendment to the comprehensive plan, the local planning agency and the city commission shall consider:

- a. ***Consistent with Comprehensive Plan:***

Whether the proposed amendment is consistent with all expressed policies in the comprehensive plan.

The proposed amendment is consistent with the Comprehensive Plan.

- b. ***In Conflict with Land Development Regulations:***

Whether the proposed amendment is in conflict with any applicable provisions of these land development regulations.

The proposed amendment is not in conflict with the Land Development Regulations. At the time of additional development, there will be further review for compliance.

c. *Inconsistent with Surrounding Uses:*

Whether, and the extent to which, the proposed amendment is inconsistent with existing and proposed land uses.

The existing land uses in the immediate area are industrial and the proposed use of the land is continued industrial.

d. *Changed Conditions:*

Whether there have been changed conditions that justify an amendment.

The applicant wishes to annex the property into the city limits of Eustis. Assignment of a City of Eustis future land use designation is required. Upon annexation, the subject property will have a full array of municipal services, including central water. These changed conditions warrant a change in the land use designation.

e. *Demand on Public Facilities:*

Whether, and the extent to which, the proposed amendment would result in demands on public facilities, and whether, or to the extent to which, the proposed amendment would exceed the capacity of such public facilities, infrastructure and services, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.

City facilities are available from north side of the property, water service may be provided to the property.

Upon annexation, the City will also provide other services such as fire and police protection. The City provides these services to other properties in the area therefore, efficiency will improve.

f. *Impact on Environment:*

Whether, and the extent to which, the proposed amendment would result in significant impacts on the natural environment.

The site contains no apparent natural resources and is not connected to significant open space.

g. *Orderly Development Pattern:*

Whether, and the extent to which, the proposed amendment would result in an orderly and logical development pattern, specifically identifying any negative effects on such pattern.

The site is contiguous to the City limits. Similar development already exist in the area will not cause incompatibilities with those development patterns.

Public Interest and Intent of Regulations:

Whether the proposed amendment would be consistent with or advance the public interest, and in harmony with the purpose and intent of these land development regulations.

The purpose and intent of the Land Development Regulations is as follows:

“The general purpose of this Code is to establish procedures and standards for the development of land within the corporate boundaries and the planning area of the city, such procedures and standards being formulated in an effort to promote the public health, safety and welfare and enforce and implement the City's Comprehensive Plan, while permitting the orderly growth and development with the city and Eustis planning area consistent with its small-town community character and lifestyle.”

The requested designation of GI land use will provide for orderly growth and development.

i. Other Matters:

Any other matters that may be deemed appropriate by the local planning agency or the city commissioners, in review and consideration of the proposed amendment.

No other matters.

Analysis of Design District Request (**Ordinance Number 24-24**):

Form-Based Code:

The City's Land Development Regulations is a form-based code. Design districts are unique to form-based codes. Lake County still uses traditional Euclidean zoning, so there are no design districts for parcels in unincorporated Lake County. When a parcel annexes into the City of Eustis, the City must assign a consistent design district that follows the urban, suburban, and rural transect

1. Standards for Review:

The Land Development Regulations include the following standards for review of an amendment to the Design District Map. In approving a change in the designation, the City Commission shall consider: Whether the amendment is in conflict with any applicable provisions of the Code.

a. Section 102-17(a) "...Section 109-3 Design Districts:

identifies the definition, structure, and form of each design district. The assignment of design district must follow the district pattern and intent.”

The requested amendment assigns a newly annexed parcel a designation that meets the district pattern and intent (Suburban Neighborhood). The Suburban development pattern and intent, and the Suburban neighborhood definition, structure, and form description are stated below. The assignment of a Suburban Neighborhood design district designation is appropriate due to the established and proposed development patterns in the area.

b. Sec. 109-5.5. Suburban development pattern intent statements:

Intent. The Suburban development pattern relies primarily on a pattern of residential development that provides the majority of property owners with

substantial yards on their own property. The street layout, comprised of streets with fewer vehicular connections, helps to reduce cut-through traffic and establishes distinct boundaries for residential communities/subdivisions. Nonresidential uses are primarily located on corridors, districts and a mix of uses is prominent in centers. Each land use provides for pedestrian and bicycle connections.

Design districts – Suburban Neighborhood

- a. Definition. Predominately residential uses with some neighborhood-scale commercial services.
- b. Structure. Interconnected trails, bikeways, and walkways with a street framework comprised of a range of blocks permitted throughout the neighborhoods.
- c. Form. Mix of detached residential uses with some neighborhood-supporting retail, parks and civic spaces as focal points in the neighborhoods.

Design Districts – Suburban District

- a. Definition. Areas of a predominant single use, such as warehouses, office parks, and campuses.
- b. Structure. The street system is designed to accommodate the density, intensity, and form of suburban development and provides functional connections that link neighborhoods to shopping areas.
- c. Form. Predominantly single-use areas.

The Suburban development patterns statements above indicates that permitted uses are primarily located on streets with fewer vehicle connections. A Suburban Neighborhood designation follows the district pattern and intent outlined in the Land Development Regulations and is consistent with the existing transect in the area. Although the Suburban District Design District would be more appropriate the adjacent City incorporated properties are assigned the Suburban Neighborhood Design District and will be matching and compatible.

c. Section 102-17(a)

The following guidelines must be followed when proposing the reassignment of the design district:

Compatible intensities should face across streets. Changes in design districts should occur along rear alleys or lanes or along conservation edges.

Reassignment is not being proposed; a Eustis design district designation must be assigned to the annexed property; the proposed design district is matching and compatible with the surrounding design districts.

d. Consistent with Comprehensive Plan:

Whether the proposed amendment is consistent with all elements of the comprehensive plan.

The requested amendment is consistent with the policies of Future Land Use element, as well as all other elements of the Comprehensive Plan.

e. *Consistent with Surrounding Uses:*

Whether, and the extent to which, the proposed design district is consistent with existing and proposed land uses.

The Suburban Neighborhood definition, structure, and form are compatible with the existing uses and any proposed uses permitted under the General Industrial future land use designation.

f. *Changed Conditions:*

Whether there have been changed conditions that justify amending the design district.

The subject property is proposed for annexation and a design district assignment is necessary. The conditions have changed from land located in unincorporated Lake County without central services to a site within the City of Eustis with municipal services.

g. *Public Facilities.*

Whether, and the extent to which, the proposed redistricting would result in demands on public facilities, and whether, or to the extent to which, the proposed change would exceed the capacity of such public facilities, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.

A redistricting is not proposed. Assigning a design district to an annexation property will not change the demand impact on public facilities. The Future Land Use designation controls the density and intensity permitted on the site, so the Design District map amendment would not result in impacts beyond that already anticipated. Also, see the analysis of public facilities in the above sections of this report.

h. *Impact on Environment:*

Whether, and the extent to which, the redistricting would result in significant impacts on the natural environment.

The proposed Design District designation for this property does not change the development potential of the parcel. Design Districts control the form and function of any development that does occur. The Future Land Use designation controls the density, intensity, and minimum open space permitted on the site, so the Design District amendment would not result in additional impacts on the natural environment. As building permit approval must be obtained before development can begin, the Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should the conditions at the time of development warrant such protection.

i. *Property Values:*

Whether, and the extent to which, the proposed redistricting would affect the property values in the area.

Redistricting is not being proposed; a Eustis design district designation must be assigned to the annexed property. This request should not affect property values, because the proposed Design District designation is consistent with the surrounding development patterns and design districts.

j. *Orderly Development Pattern:*

Whether, and the extent to which, the proposed redistricting would result in an orderly and logical development pattern.

The request is the assignment of a design district to an annexation parcel, not redistricting. However, the proposed Design District designation is consistent with the suburban development pattern identified in Section 109-5.5 of the Land Development Regulations and is consistent with the adjoining Design District designations. Assignment of the requested designation will result in a more orderly and logical development pattern; making the designation consistent with the surrounding area designations and established development patterns.

k. *Public Interest and Intent of Regulations:*

Whether the proposed redistricting would be in conflict with the public interest, and in harmony with the purpose and intent of these regulations.

The request is the assignment of a design district to an annexation parcel, not redistricting. The proposed Design District is not in conflict with the public interest and reflects the purpose and intent of the regulations.

l. *Other Matters:*

Any other matters that may be deemed appropriate by the city commission, in review and consideration of the proposed redistricting.

The request is the assignment of a design district to an annexation parcel, not redistricting. The City's Land Development Regulations are a form-based code. The Design District designations define the development form, but not the types of land use, densities, intensities, or required open space. The districts, therefore, must be consistent and follow the urban, suburban, and rural transects. This request assigns a Suburban Neighborhood design district designation to an annexation parcel, which is consistent with the existing transect.

Applicable Policies and Codes

1. Resolution Number 87-34

Joint Planning Area Agreement with Lake County: "The City and the County agree that the unincorporated areas adjacent to the City might be appropriately served by urban services provided by the City, and might therefore be annexed into the City in accordance with State law..... The City agrees to annex property in accordance with State law and provide adequate urban services and facilities to serve those areas within the Joint Planning Area."

2. Florida Statutes Chapter 171.044: Voluntary Annexation:

- a. "The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality."
- b. "Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves."

3. Comprehensive Plan – General Industrial (GI)

This land use designation is provided for those businesses that have one or more objectionable uses such as noise, dust or odor. The purpose of this district is to provide a method whereby industries necessary to the area, but with inherent characteristics which could prove obnoxious or detrimental to a different type of industrial operation, may locate in the most suitable and advantageous spots to minimize inconvenience to the general public.

This district also offers greater economy and freedom to the industrial developer by the relaxation of certain standards and screening requirements within the district itself.

General Range of Uses: General Industrial development includes existing industrial development of light-to-heavy nature along the rail line both north and south of downtown. Outdoor recreation, schools, and public and utility services and facilities that are 5 acres or less in size are also permitted.

Intensity Range: up to 2.5 FAR subject to restrictions in Section 109-3 of the Land Development Regulations.

Special Provisions:

- (1) New development within GI areas shall continue to be required to:
 - a. Provide adequate setbacks and buffering from residential areas and public roads;
 - b. Comply with all federal and state environmental regulations and local performance standards contained in the Land Development Regulations; and
 - c. Limit effluent discharges to the municipal sewer system to approved pretreated industrial wastes and domestic wastes only.
- (2) Developments within the Wekiva Protection Overlay that include longleaf pine, sand hill, sand pine, and xeric oak communities shall protect these areas as dedicated open space or conservation easements, with total open space equal to at least 35% of the net buildable area.

Recommended Action:

Development Services recommends approval of Ordinance Numbers 24-22, 24-23, and 24-24.

Policy Implications:

None

Alternatives:

1. Approve Ordinance Numbers 24-22 (Annexation), 24-23 (Comp. Plan Amendment), and 24-24 (Design District Designation).
2. Deny Ordinance Numbers 24-22, 24-23, and 24-24.

Budget/Staff Impact:

There would be no direct costs to the City beyond the normal City services. There would be no additional staff time beyond the normal review process.

Prepared By:

Jeff Richardson, AICP, Deputy Development Services Director

Reviewed By:

Mike Lane, AICP, Development Services Director

Sherri Takaloo, Senior Planner

ORDINANCE NUMBER 24-22

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 3.03 ACRES OF REAL PROPERTIES AT ALTERNATE KEY NUMBERS 1428360 AND 1428386, ON 1436 PINE GROVE RD AND 1451 PINE GROVE RD.

WHEREAS, 1436 Pine Grove RE, LLC (Chris Creech), made an application for voluntary annexation of approximately totaling 3.03 acres of real properties located at alternate key numbers 1428360 and 1428386, on 1436 Pine Grove Rd and 1451 Pine Grove Rd, more particularly described as:

Alternate Key Numbers: 1428360 and 1428386

Parcel Numbers: 15-19-26-0100-00B-01000 and 15-19-26-0100-00E-00200

Legal Descriptions:

Parcel 1: EUSTIS HEIGHTS, PARTIAL REPL LOTS 10, 11, 12, 13 BLK B, LOTS 3, 4, 5, 6, 9, 10, 11, 12 BLK C, THAT PART OF VACATED HIBISCUS RD LYING BETWEEN LOTS 10, 11, 12, 13 BLK B & LOTS 3, 4, 5, 6 BLK C PB 17 PG 4 ORB 6097 PG 162

Parcel 2: EUSTIS HEIGHTS, PARTIAL REPL LOT 2--LESS N 25 FT— LOTS 3, 4 BLK E PB 17 PG 4 ORB 6097 PG 162

(The foregoing legal description was copied directly from Lake County Property Appraiser records submitted by the applicant and has not been verified for accuracy)

WHEREAS, the subject property is reasonably compact and contiguous; and

WHEREAS, the annexation of this property will not result in the creation of enclaves; and;

WHEREAS, the subject property is located within the City of Eustis Planning Area, and water service is available to the property; and

WHEREAS, on May 16, 2024, the City Commission held the 1st Public Hearing to consider the voluntary annexation of the property contained herein; and

WHEREAS, on June 6, 2024, the City Commission held the 2nd Public Hearing to consider the voluntary annexation of the property contained herein

NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:

SECTION 1.

That pursuant to, and under the authority of, Florida Statute 171.044, the City of Eustis, Lake County, Florida, does hereby annex and amend the municipal boundaries to include total approximately 3.03 acres of real properties, as described above.

A map depicting the location of the annexed property described above is attached hereto as Exhibit "A".

SECTION 2.

That the Director of Development Services shall be authorized to amend the City of Eustis Boundary Map to incorporate the change described in Section 1.

SECTION 3.

That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4.

That upon final passage and adoption, the City Clerk is hereby directed to file a copy hereof with the Clerk of the Circuit Court, the County Manager for Lake County, Florida, and the Department of State for the State of Florida within 7 days after the adoption of such ordinances.

SECTION 5.

That should any section, phrase, sentence, provision or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

SECTION 6.

That this Ordinance shall become effective upon passing.

SECTION 7.

That the property annexed in this Ordinance is subject to the Future Land Use Element of the Lake County Comprehensive Plan until the City adopts the Comprehensive Plan Amendment to include the annexed parcel in the City Comprehensive Plan.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 6th day of June, 2024.

CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 6th day of June, 2024, by Michael L Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial Number:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

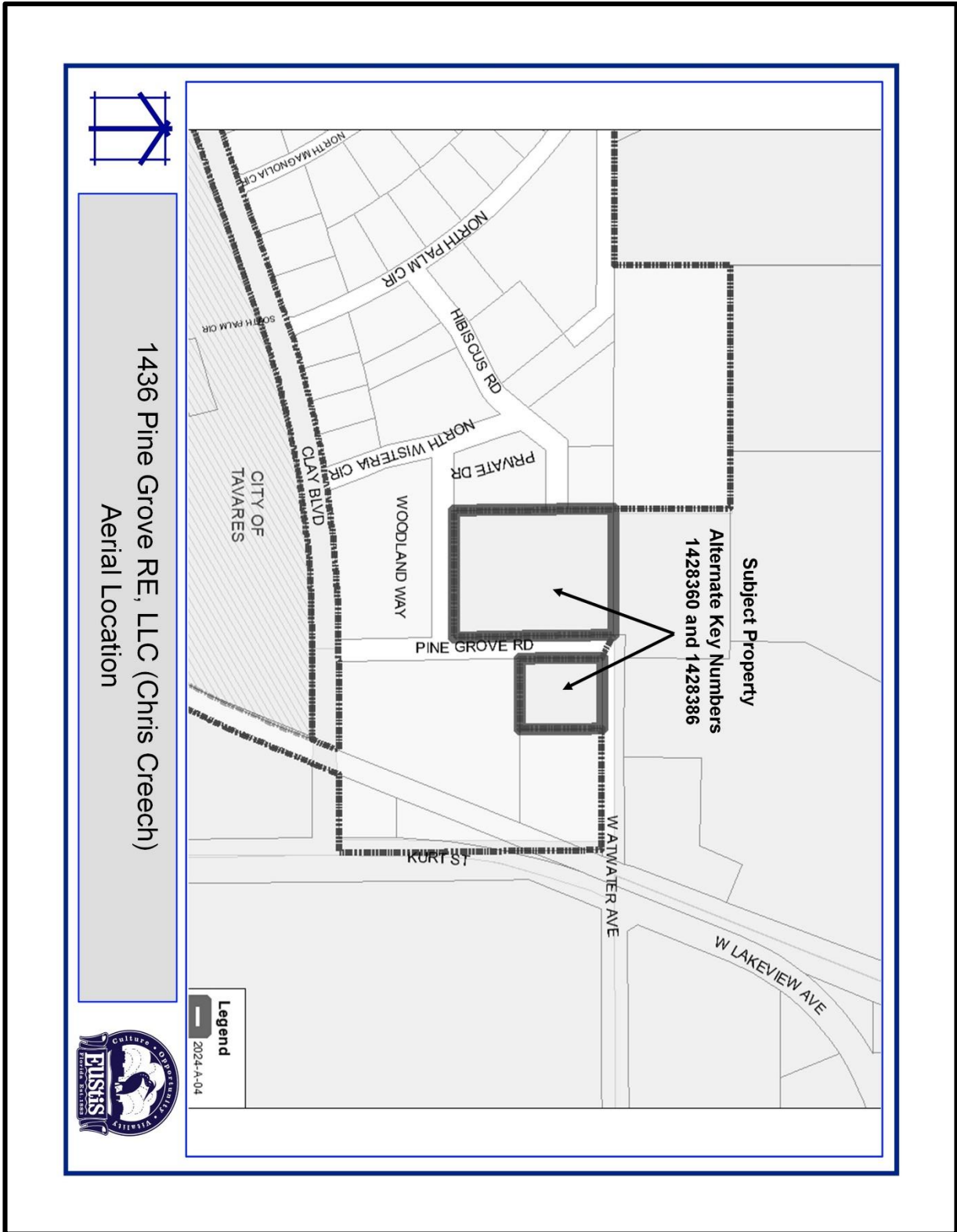
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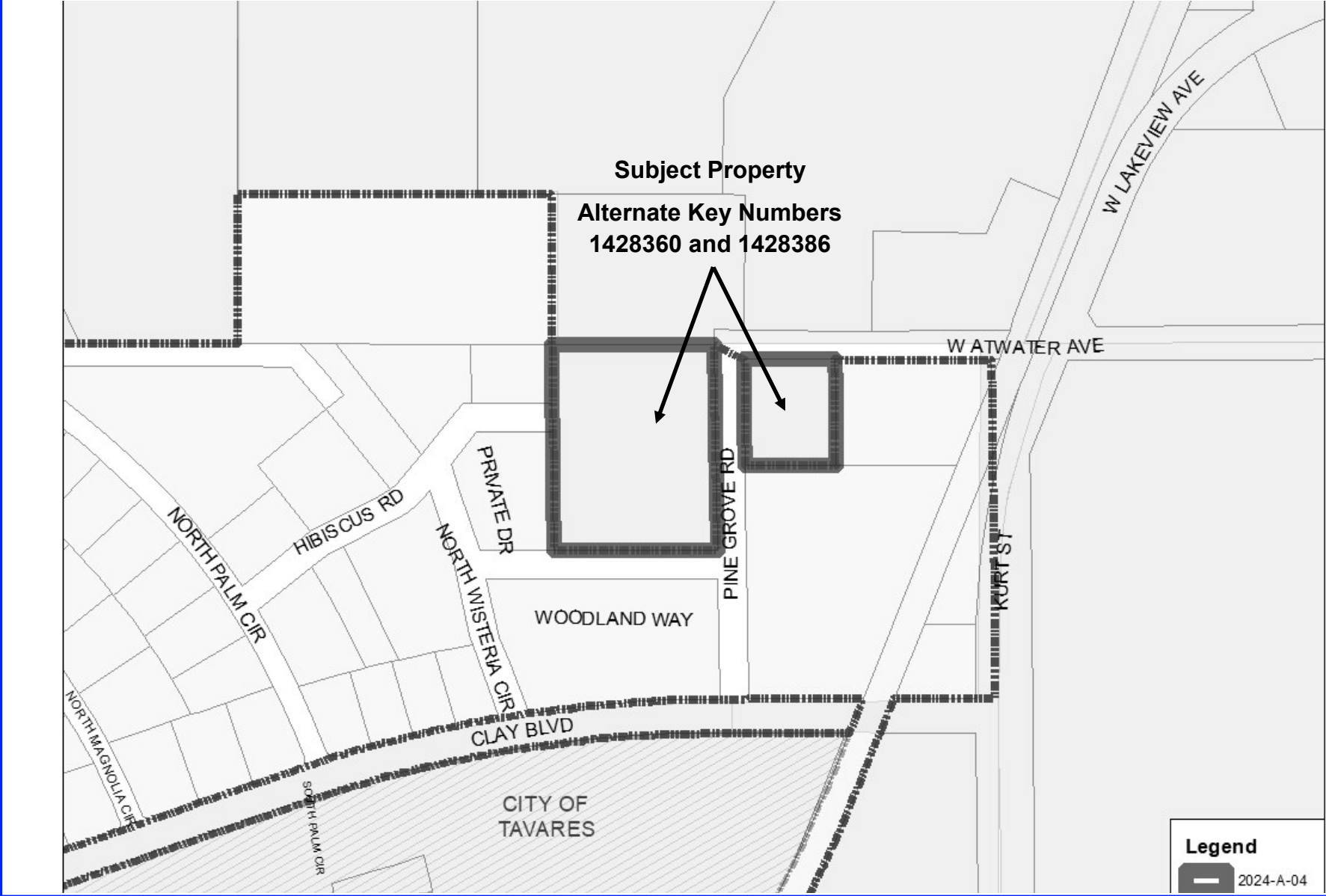
CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-22 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

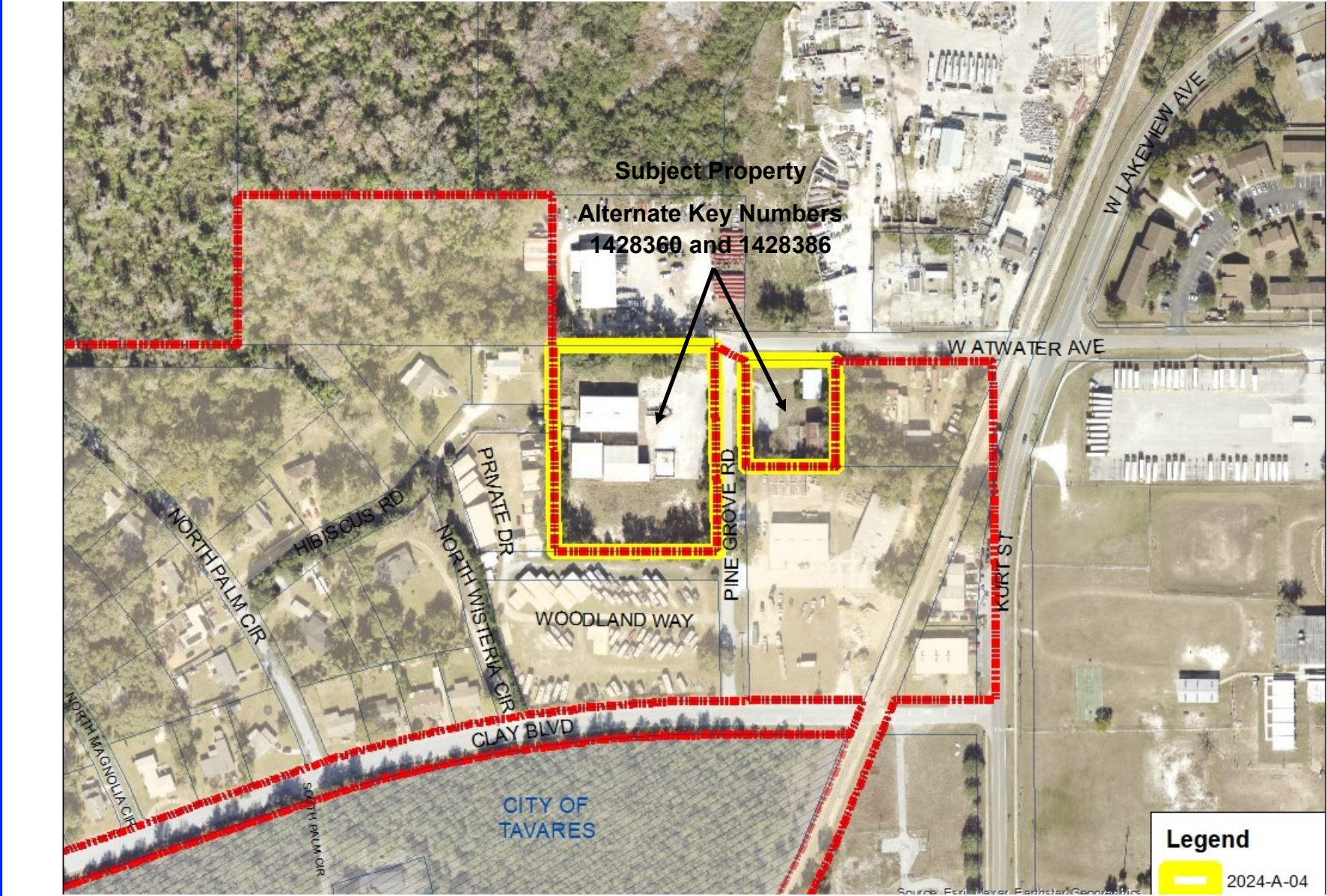
Exhibit A





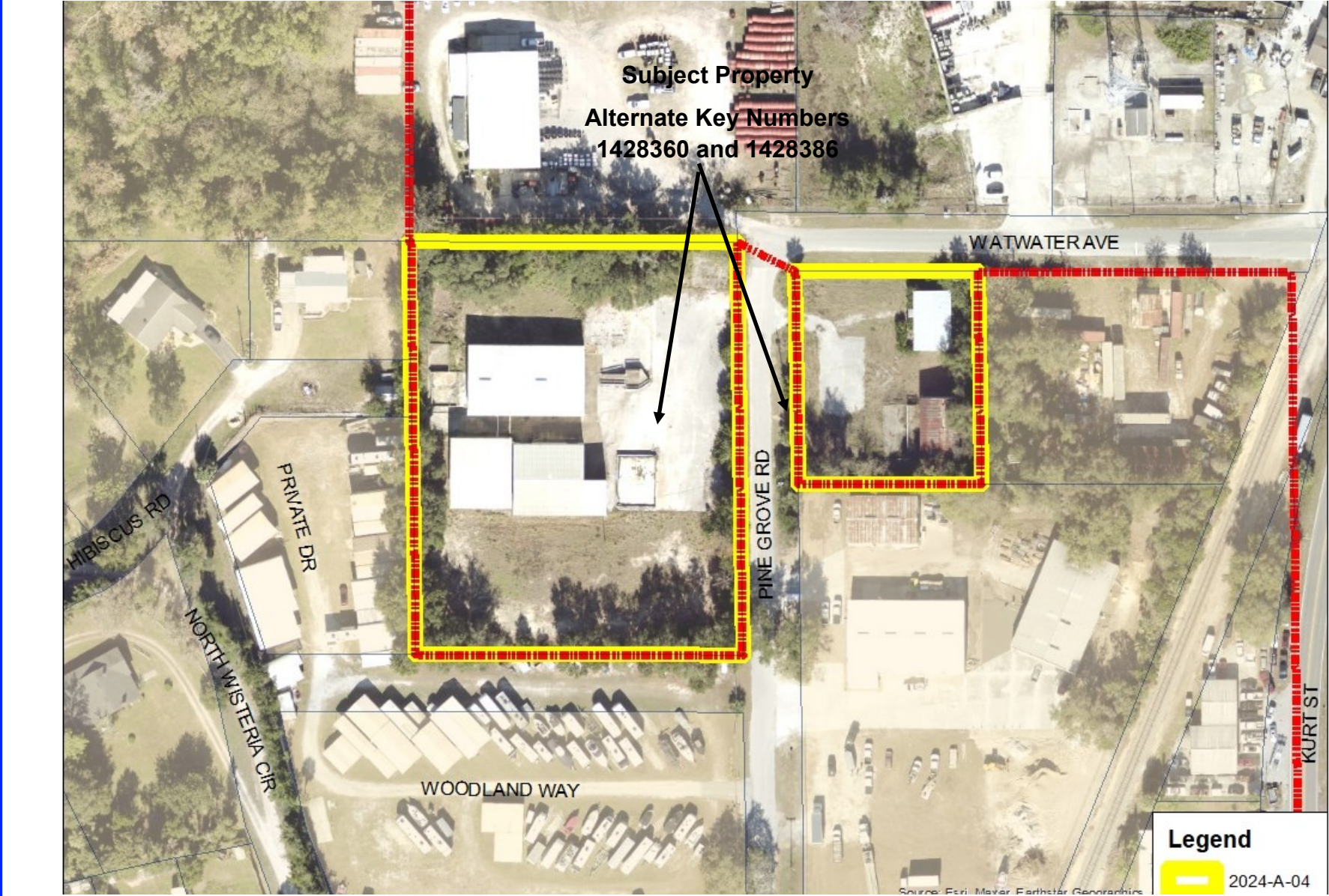
1436 Pine Grove RE, LLC (Chris Creech)
Aerial Location





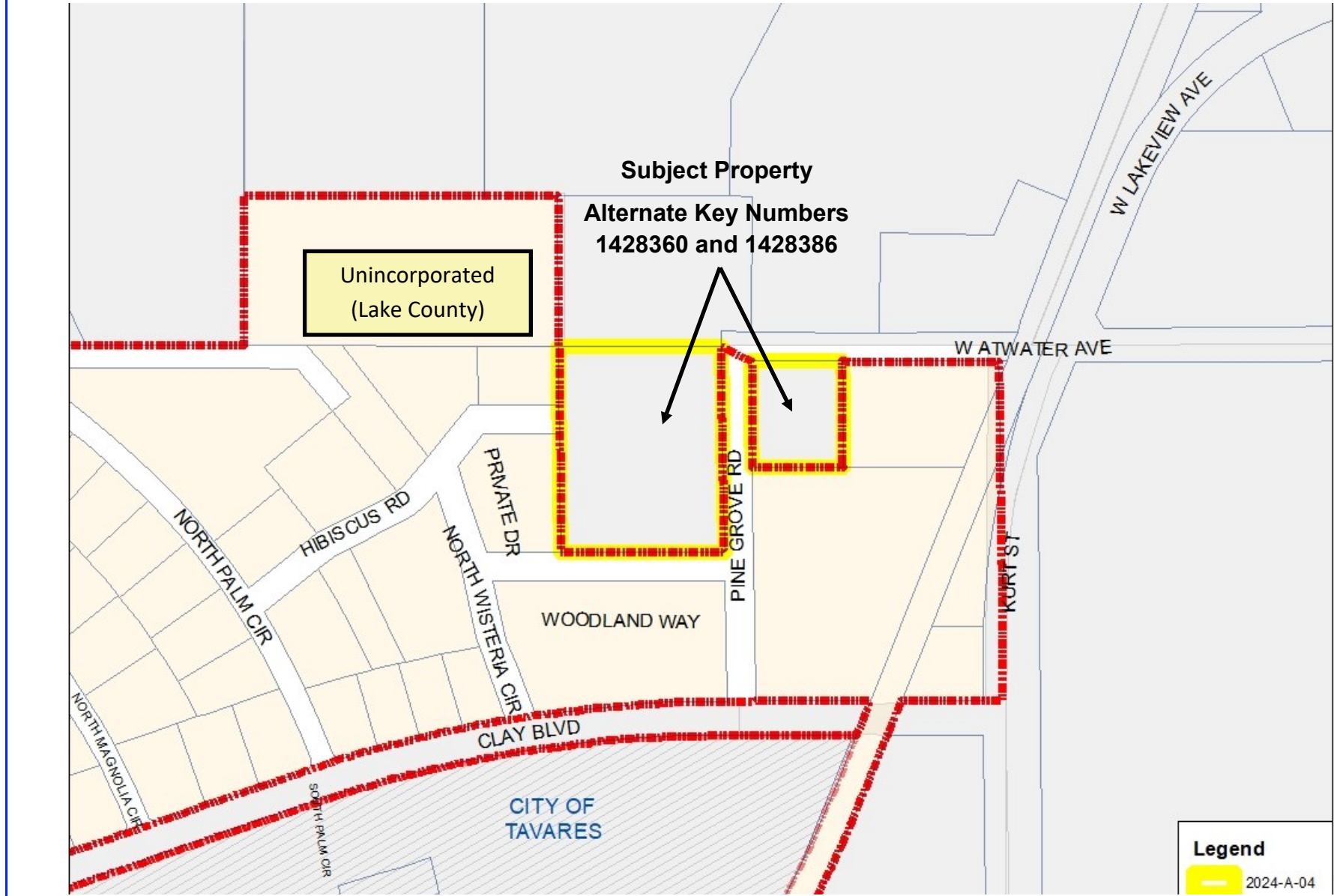
1436 Pine Grove RE, LLC (Chris Creech)
Aerial Location





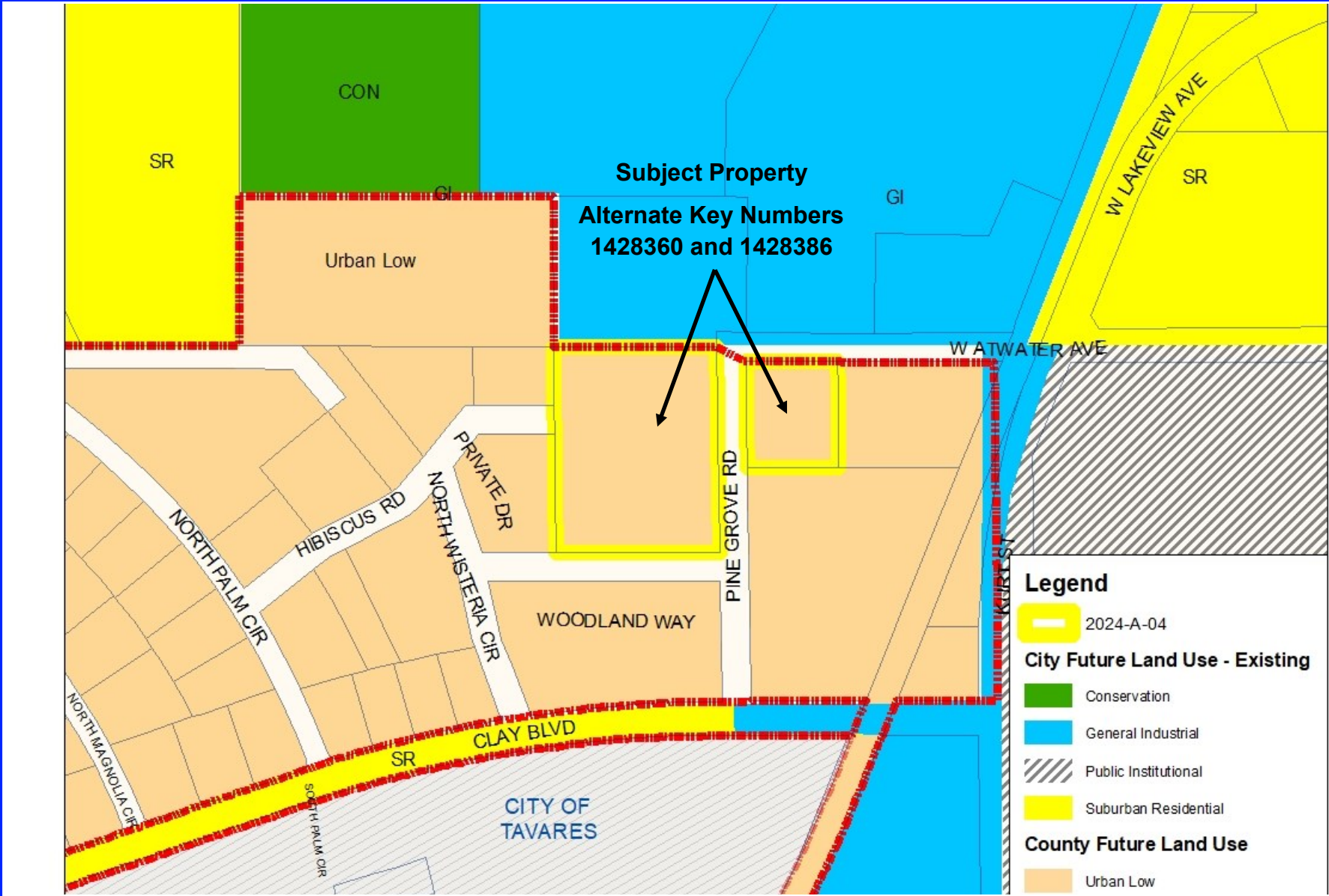
1436 Pine Grove RE, LLC (Chris Creech)
Aerial Location





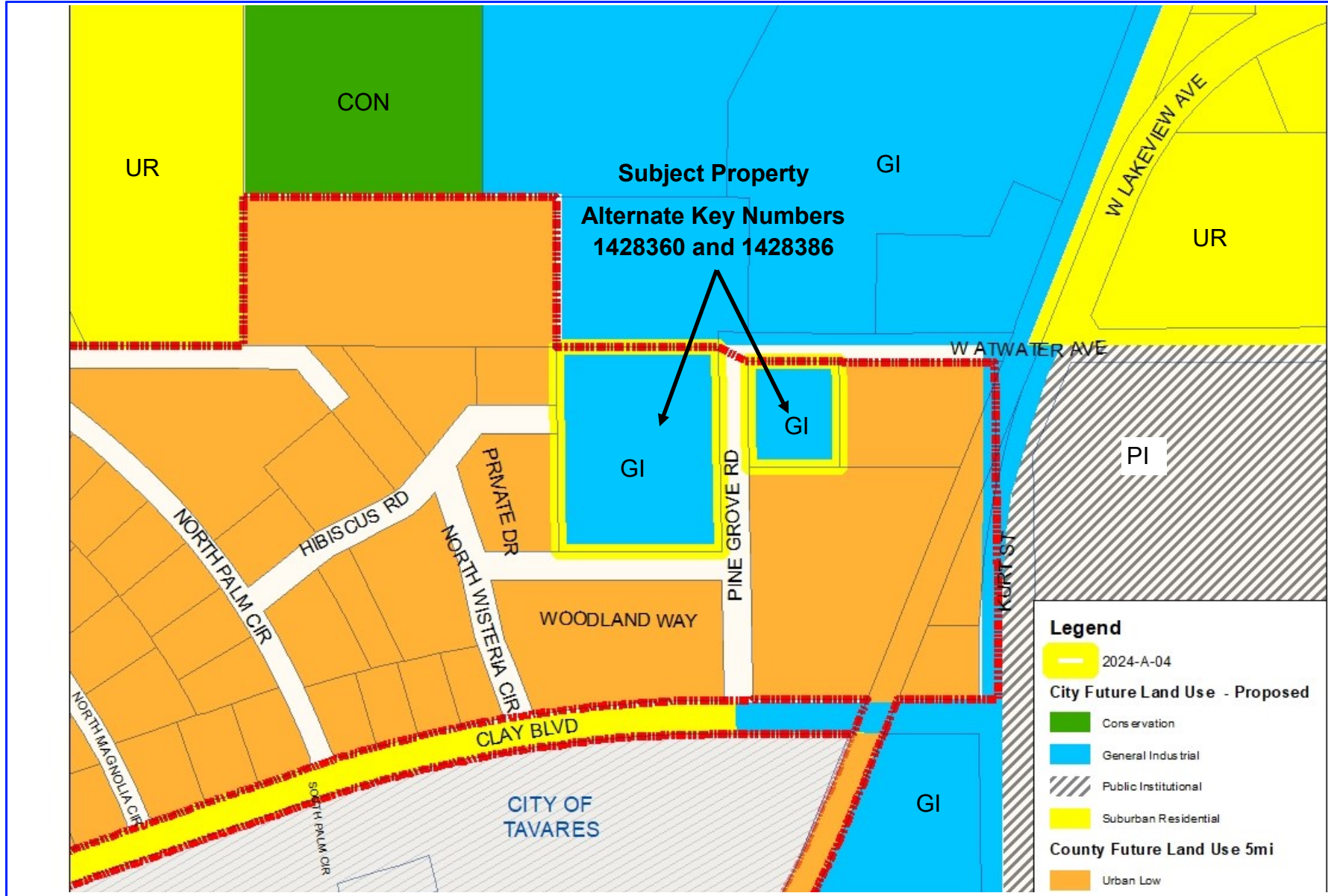
1436 Pine Grove RE, LLC (Chris Creech)
Location





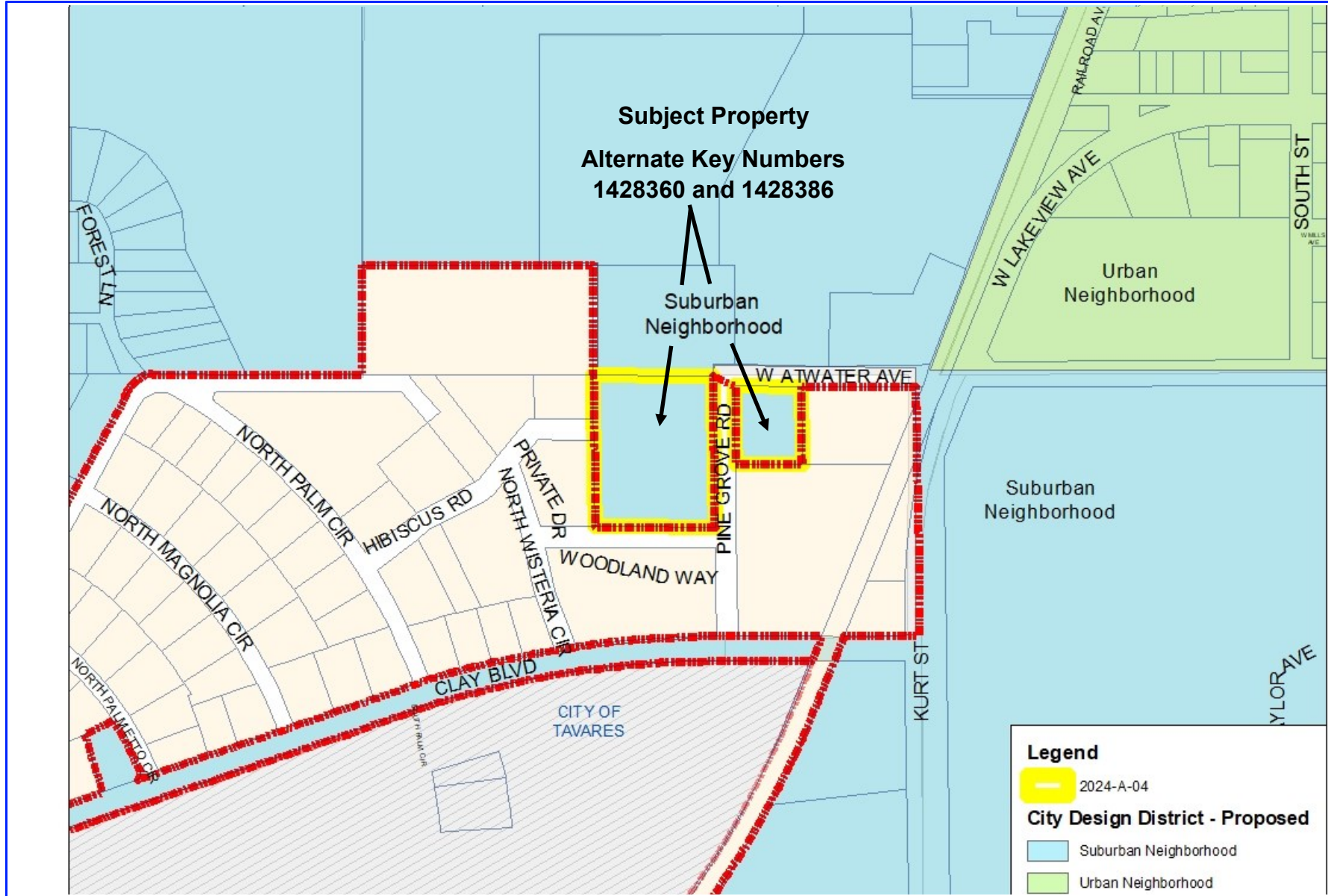
1436 Pine Grove RE, LLC (Chris Creech)
Future Land Use (Current)








1436 Pine Grove RE, LLC (Chris Creech)
Future Land Use (Proposed)





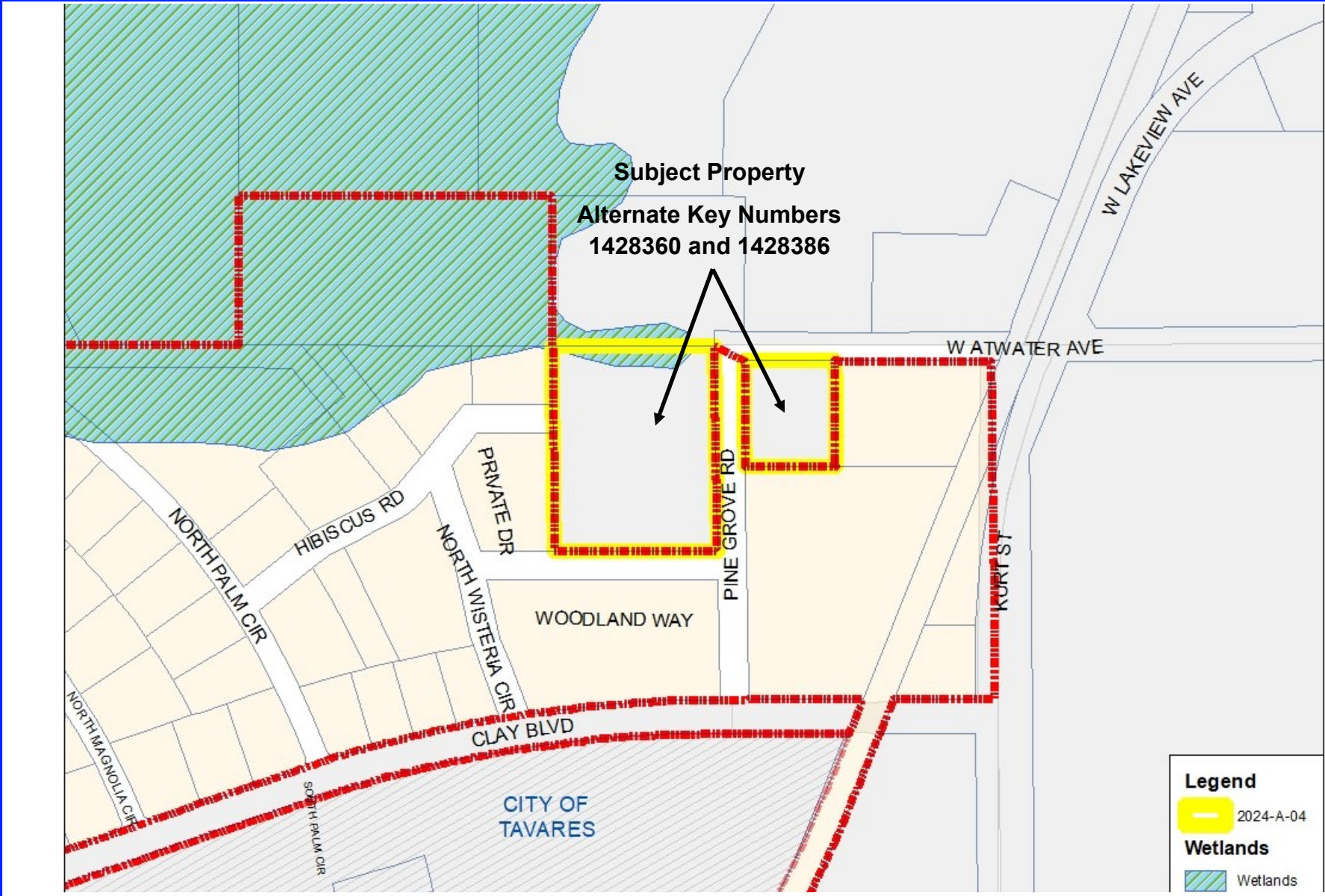
Legend

-  2024-A-04
- City Design District - Proposed**
 -  Suburban Neighborhood
 -  Urban Neighborhood



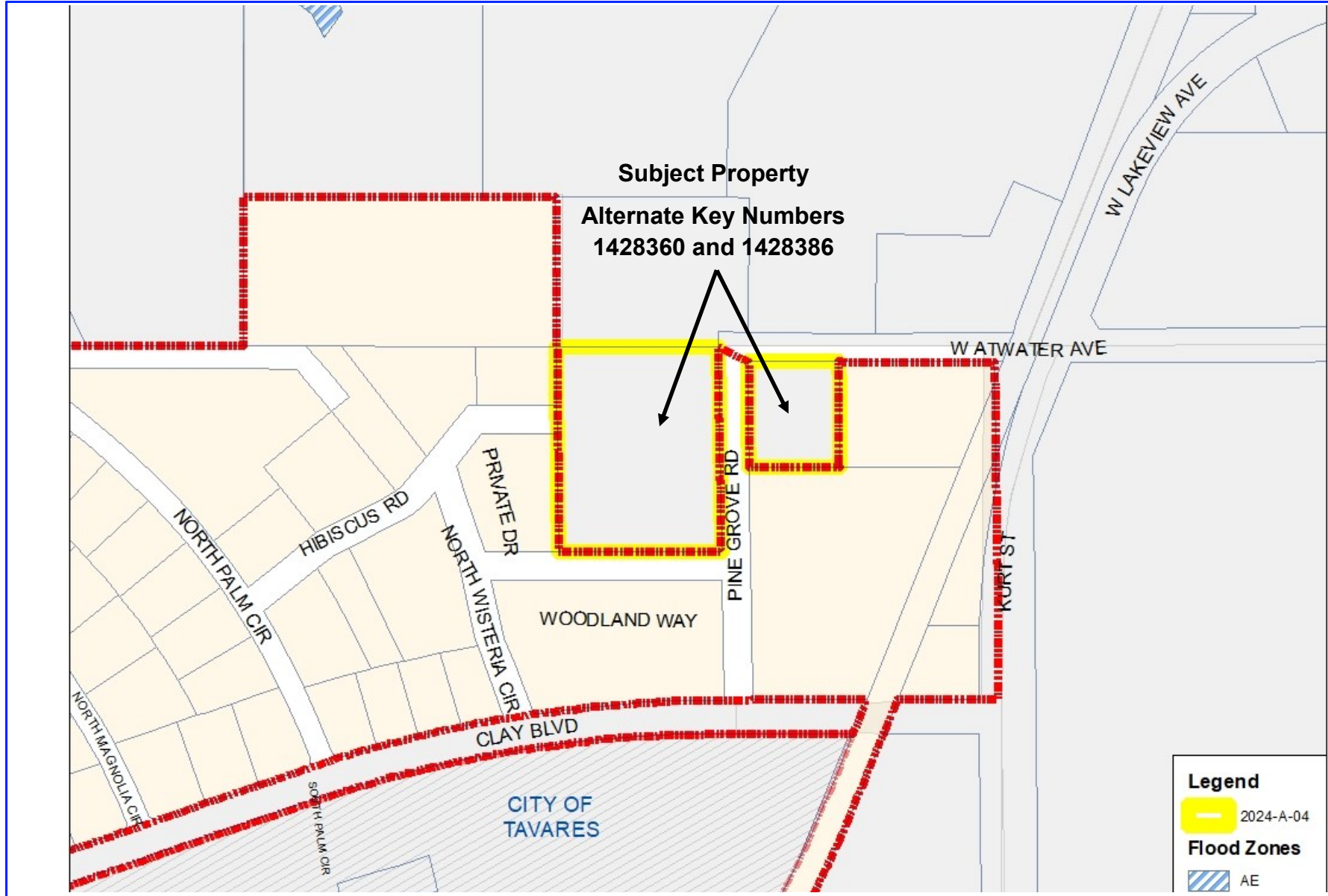
1436 Pine Grove RE, LLC (Chris Creech)
Design District (After)





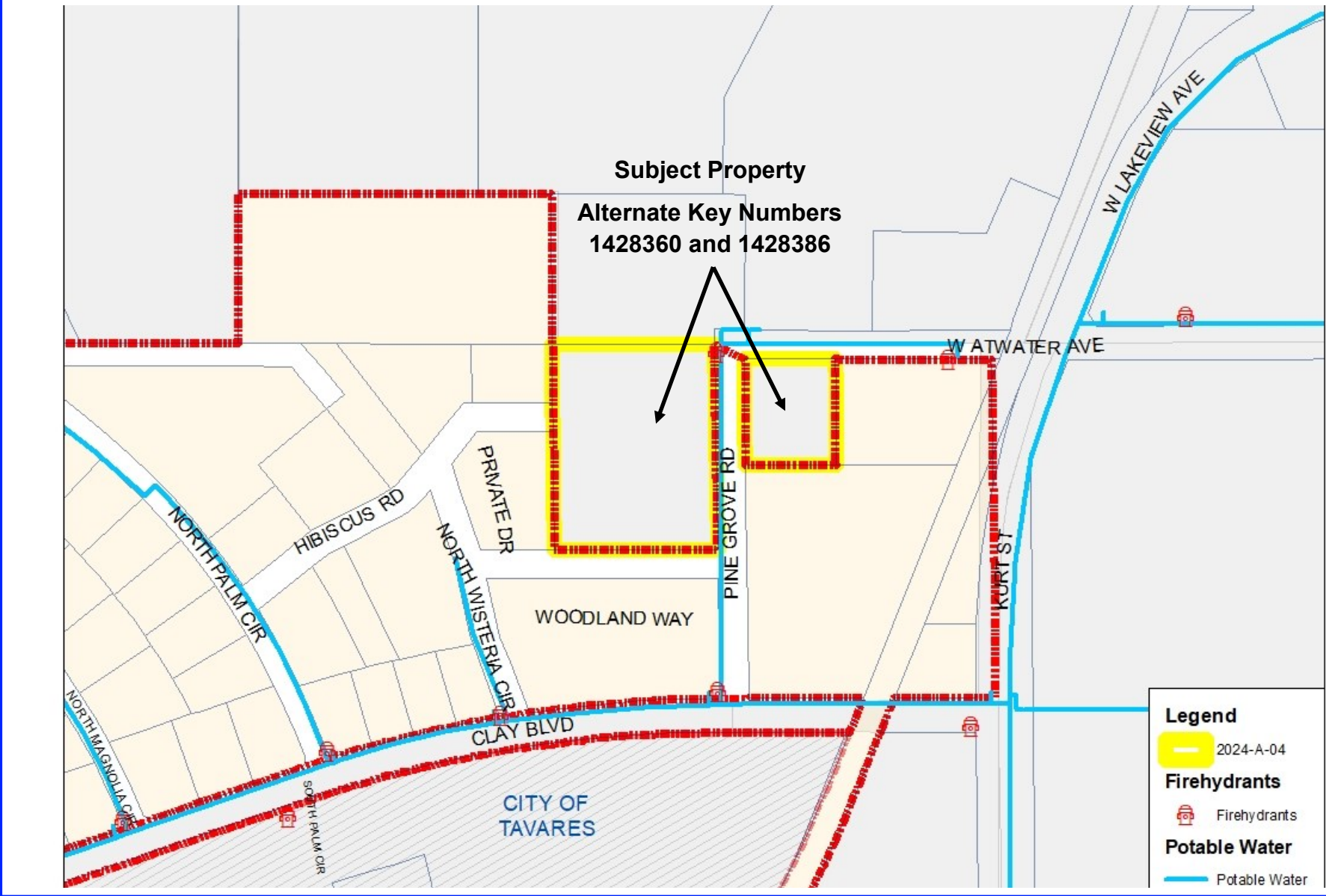
1436 Pine Grove RE, LLC (Chris Creech)
Wetland Map





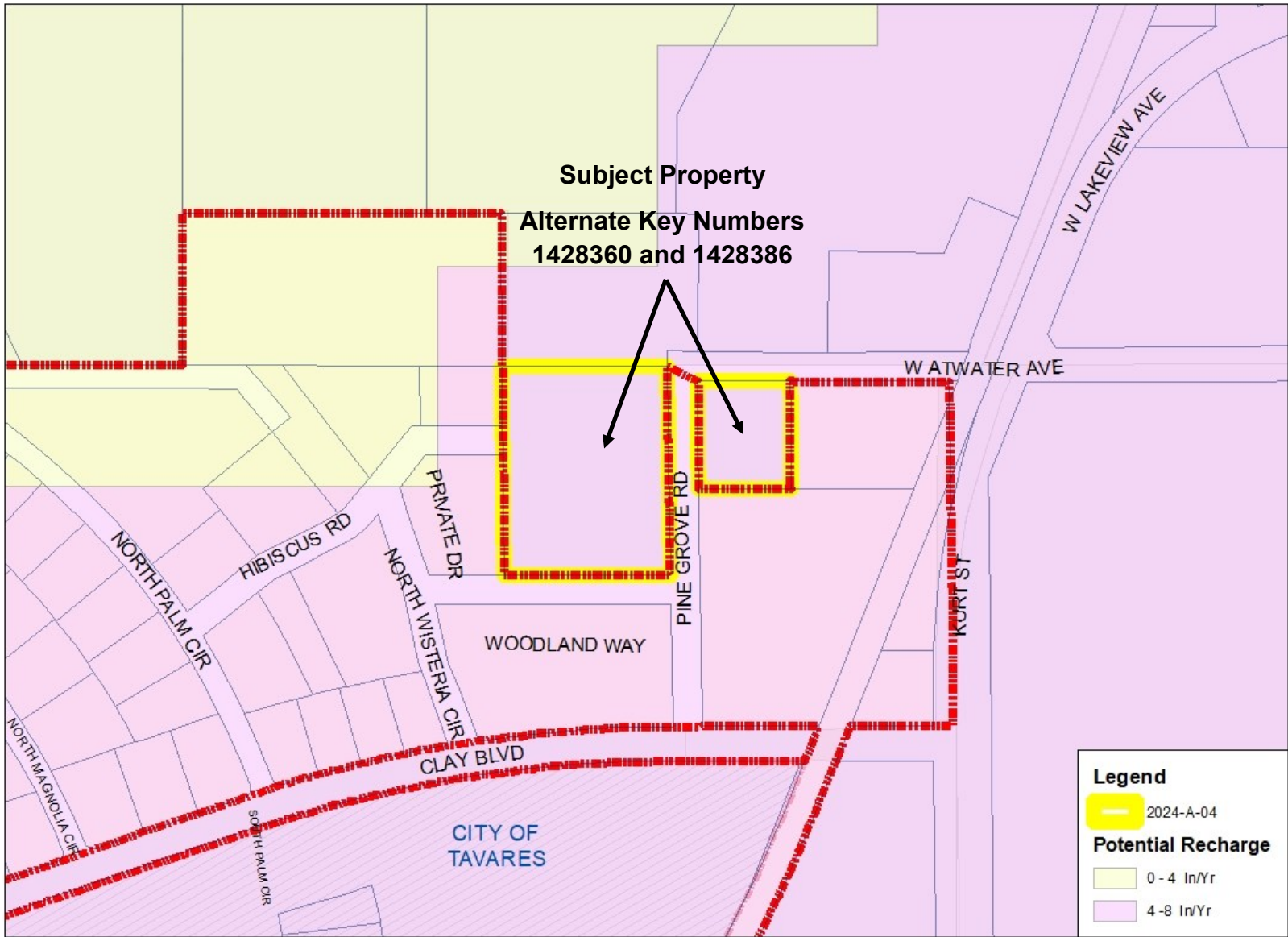
1436 Pine Grove RE, LLC (Chris Creech)
Flood Zone





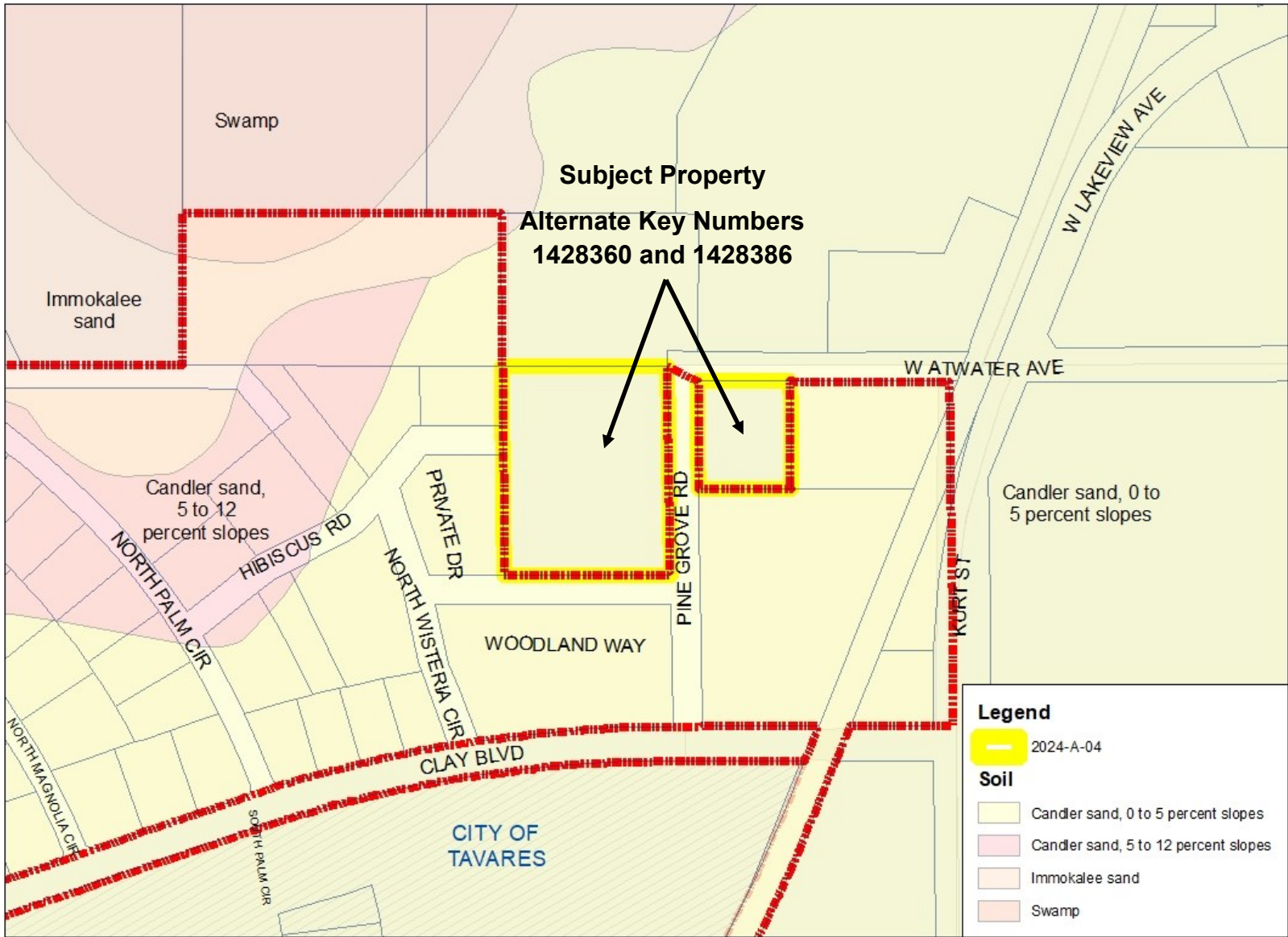
1436 Pine Grove RE, LLC (Chris Creech)
Utilities





1436 Pine Grove RE, LLC (Chris Creech)
Potential Recharge





1436 Pine Grove RE, LLC (Chris Creech)
USGS Soils Survey Map



ORDINANCE NUMBER 24-23

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 3.03 ACRES OF REAL PROPERTIES AT ALTERNATE KEY NUMBERS 1428360 AND 1428386, ON 1436 PINE GROVE RD AND 1451 PINE GROVE RD. FROM URBAN LOW IN LAKE COUNTY TO GENERAL INDUSTRIAL IN THE CITY OF EUSTIS.

WHEREAS, on November 4, 2010, the Eustis City Commission adopted the City of Eustis Comprehensive Plan 2010-2035 through Ordinance Number 10-11; and

WHEREAS, State of Florida Department of Community Affairs found the City of Eustis Comprehensive Plan 2010-2035 In Compliance pursuant to Sections 163.3184, 163.3187, and 163.3189 Florida Statutes; and

WHEREAS, the City of Eustis periodically amends its Comprehensive Plan, in accordance with Chapter 163.3187 and 163.3191, Florida Statutes; and

WHEREAS, the City of Eustis desires to amend the Future Land Use Map Series to change the Future Land Use designation on approximately 3.03 acres of real property at Lake County Property Appraiser’s Alternate Key Numbers 1428360 and 1428386, on 1436 Pine Grove Rd and 1451 Pine Grove Rd, and more particularly described herein; and

WHEREAS, on May 16, 2024, the Local Planning Agency held a Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation; and

WHEREAS, on May 16, 2024, the City Commission held the 1st Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation; and

WHEREAS, on June 6, 2024, the City Commission held the 2nd Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation;

NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:

SECTION 1.

Land Use Designation: That the Future Land Use Designation of the real property as described below shall be changed from Urban Low in Lake County to Suburban Residential within the City of Eustis:

Alternate Key Numbers: 1428360 and 1428386

Parcel Numbers: 15-19-26-0100-00B-01000 and 15-19-26-0100-00E-00200

Legal Descriptions:

Parcel 1: EUSTIS HEIGHTS, PARTIAL REPL LOTS 10, 11, 12, 13 BLK B, LOTS 3, 4, 5, 6, 9, 10, 11, 12 BLK C, THAT PART OF VACATED HIBISCUS RD LYING BETWEEN LOTS 10, 11, 12, 13 BLK B & LOTS 3, 4, 5, 6 BLK C PB 17 PG 4 ORB 6097 PG 162

Parcel 2: EUSTIS HEIGHTS, PARTIAL REPL LOT 2--LESS N 25 FT—

LOTS 3, 4 BLK E PB 17 PG 4 ORB 6097 PG 162

(The foregoing legal description was copied directly from Lake County Property Appraiser records submitted by the applicant and has not been verified for accuracy)

SECTION 2.

Map Amendment and Notification: That the Director of Development Services shall be authorized to amend the Future Land Use Map of the Comprehensive Plan to incorporate the change described in Section 1 and provide appropriate notification, in accordance with Florida Statutes.

SECTION 3.

Conflict: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4.

Severability: That should any section, phrase, sentence, provision, or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

SECTION 5.

Effective Date: The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the Florida Department of Commerce notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the Department of Commerce or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Florida Department of Commerce.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 6th day of June, 2024.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 6th day of June, 2024, by Michael L Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial Number:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

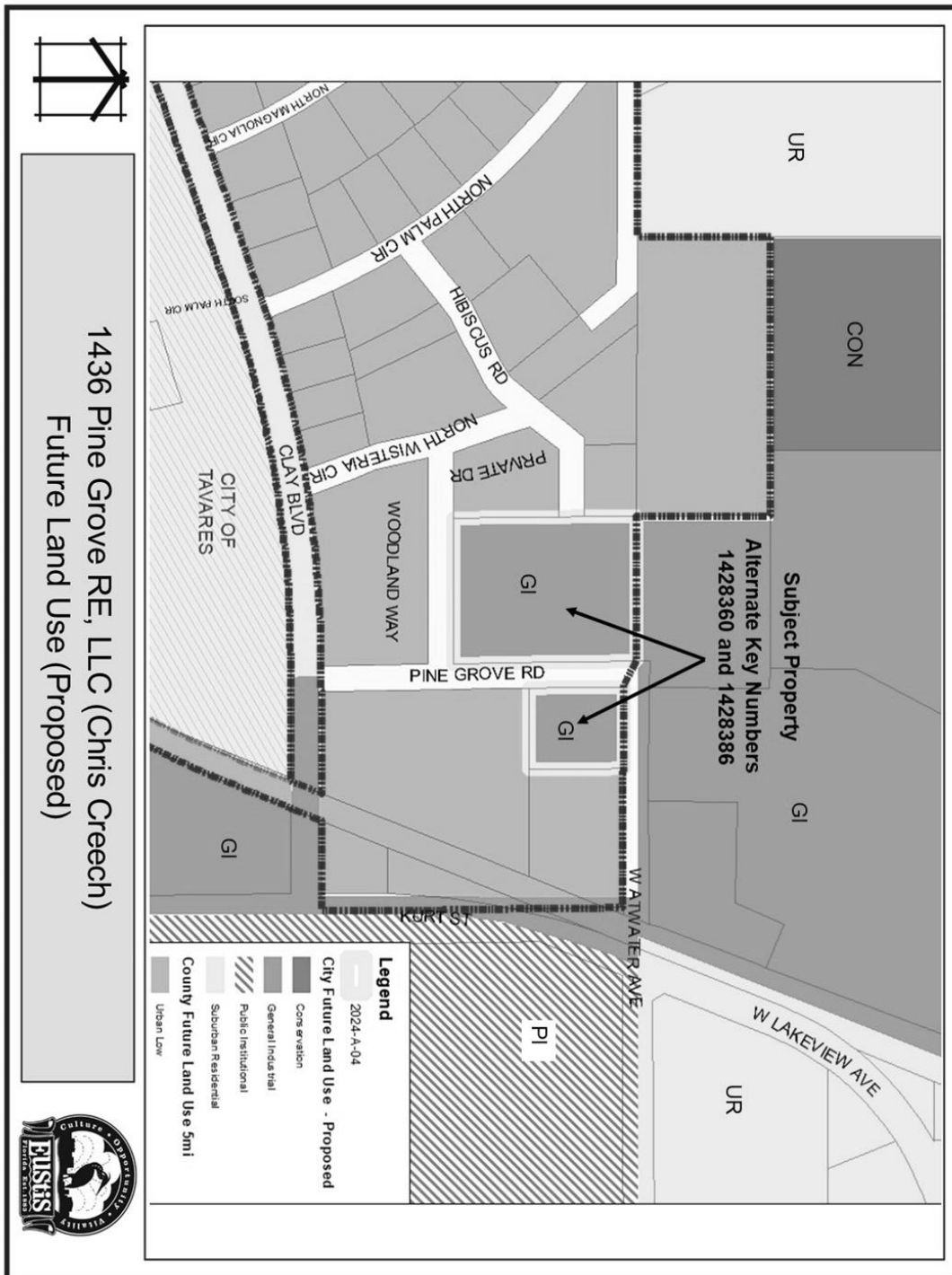
Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-23 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

Exhibit A



ORDINANCE NUMBER 24-24

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN NEIGHBORHOOD DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 3.03 ACRES OF REAL PROPERTIES AT ALTERNATE KEY NUMBERS 1428360 AND 1428386, ON 1436 PINE GROVE RD AND 1451 PINE GROVE RD.

WHEREAS, the City of Eustis desires to amend the Design District Map of the Land Development Regulations adopted under Ordinance Number 09-33 to assign a Design District designation of Suburban Neighborhood to approximately 3.03 acres of recently annexed real property further described below, and;

WHEREAS, on May 16, 2024, the City Commission held the 1st Public Hearing to consider the Design District Amendment contained herein; and

WHEREAS, on June 6, 2024, the City Commission held the 2nd Public Hearing to consider the adoption of the Design District Amendment contained herein;

NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:

Section 1. Design District Designation

That the Design District Designation of the real property described below and shown on Exhibit A shall be Suburban Neighborhood:

Alternate Key Numbers: 1428360 and 1428386

Parcel Numbers: 15-19-26-0100-00B-01000 and 15-19-26-0100-00E-00200

Legal Descriptions:

Parcel 1: EUSTIS HEIGHTS, PARTIAL REPL LOTS 10, 11, 12, 13 BLK B, LOTS 3, 4, 5, 6, 9, 10, 11, 12 BLK C, THAT PART OF VACATED HIBISCUS RD LYING BETWEEN LOTS 10, 11, 12, 13 BLK B & LOTS 3, 4, 5, 6 BLK C PB 17 PG 4 ORB 6097 PG 162

Parcel 2: EUSTIS HEIGHTS, PARTIAL REPL LOT 2--LESS N 25 FT— LOTS 3, 4 BLK E PB 17 PG 4 ORB 6097 PG 162

(The foregoing legal description was copied directly from Lake County Property Appraiser records submitted by the applicant and has not been verified for accuracy)

Section 2. Map Amendment

That the Director of Development Services shall be authorized to amend the Design District Map to incorporate the change described in Section 1.

Section 3. Conflict

That all Ordinances or parts of Ordinances in conflict herewith are hereby

repealed.

Section 4. Severability

That should any section, phrase, sentence, provision, or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 5. Effective Date

That this Ordinance shall become effective upon annexation of the subject property through approval of Ordinance Number 24-24.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 6th day of June, 2024.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 6th day of June, 2024, by Michael L Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial Number:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

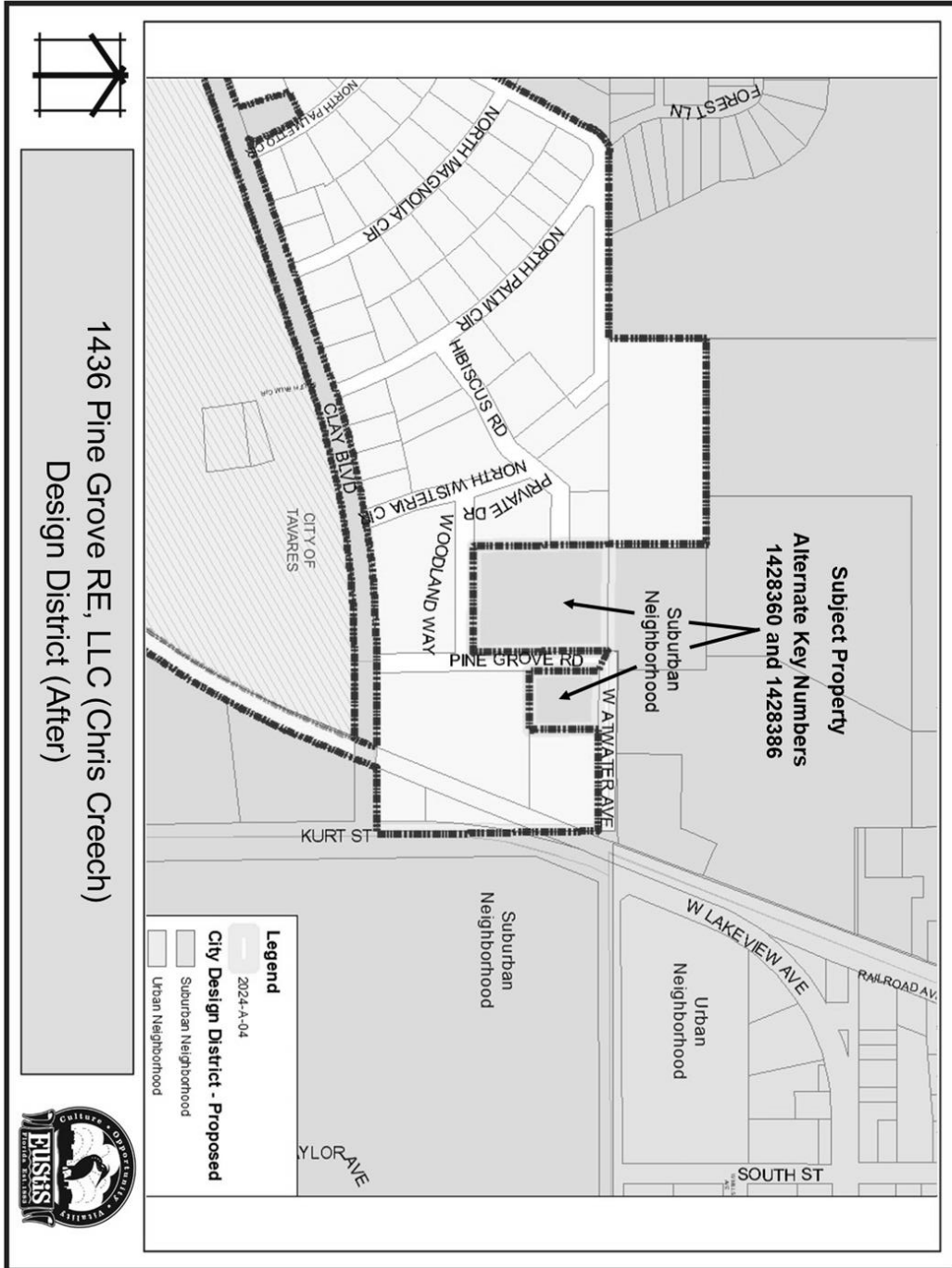
Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-24 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

Exhibit A





City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: June 6, 2024

RE: **FIRST READING**

Ordinance Numbers 24-26, 24-27, and 24-28: EXPLANATION OF ORDINANCES FOR ANNEXATION OF PARCELS with ALTERNATE KEY 1734193.

Ordinance Number 24-26: Voluntary Annexation

Ordinance Number 24-27: Comprehensive Plan Amendment

Ordinance Number 24-28: Design District Assignment

Introduction:

Ordinance Number 24-26 provides for the voluntary annexation of approximately 0.25 acres of land located at end of Blaine Street (unimproved), south of the intersection of Blaine Street and Maine Avenue, on the west side of Blaine. (Alternate Key Number 1734193). Provided the annexation of the subject property is approved, via Ordinance Number 24-27, Ordinance Number 24-28 would change the future land use designation from Urban Low in Lake County to Suburban Residential (SR) in the City of Eustis, and Ordinance Number 24-28 would assign the subject property a design district designation of Suburban Neighborhood. If Ordinance Number 24-26 is denied, then there can be no consideration of Ordinance Numbers 24-27 and 24-28.

Background:

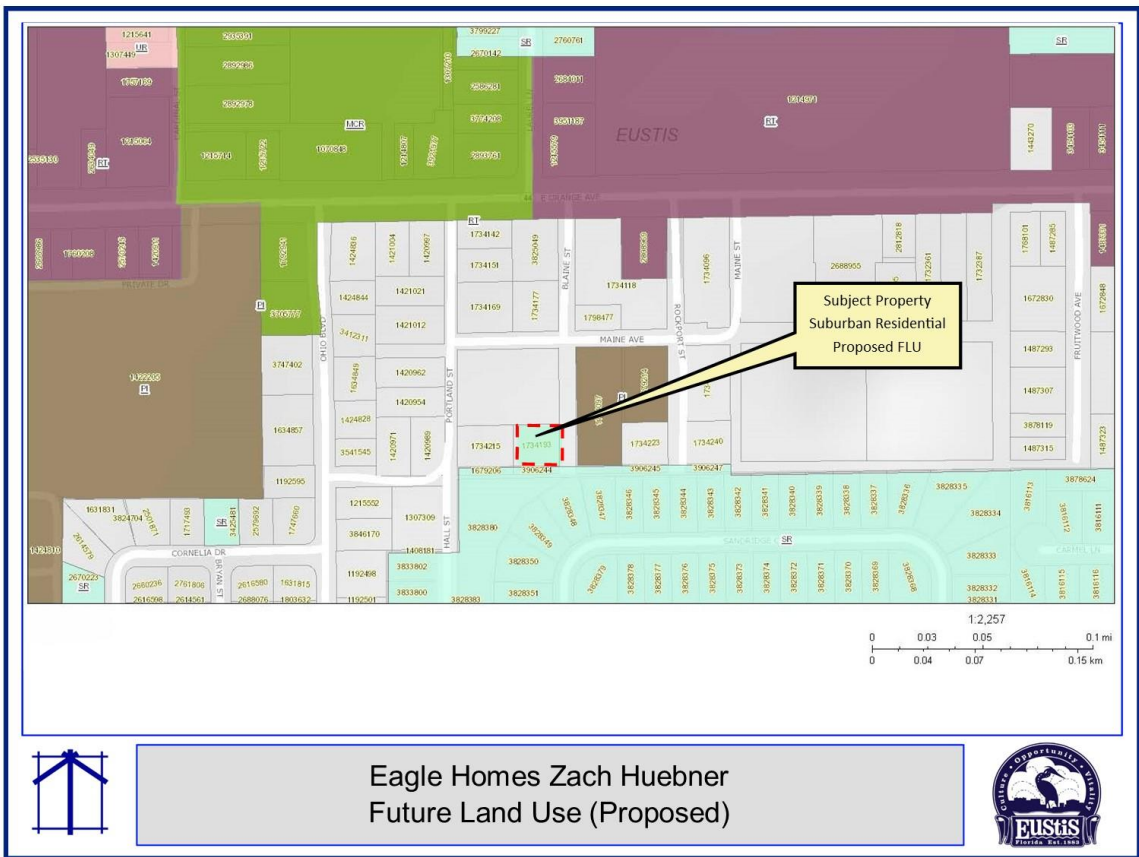
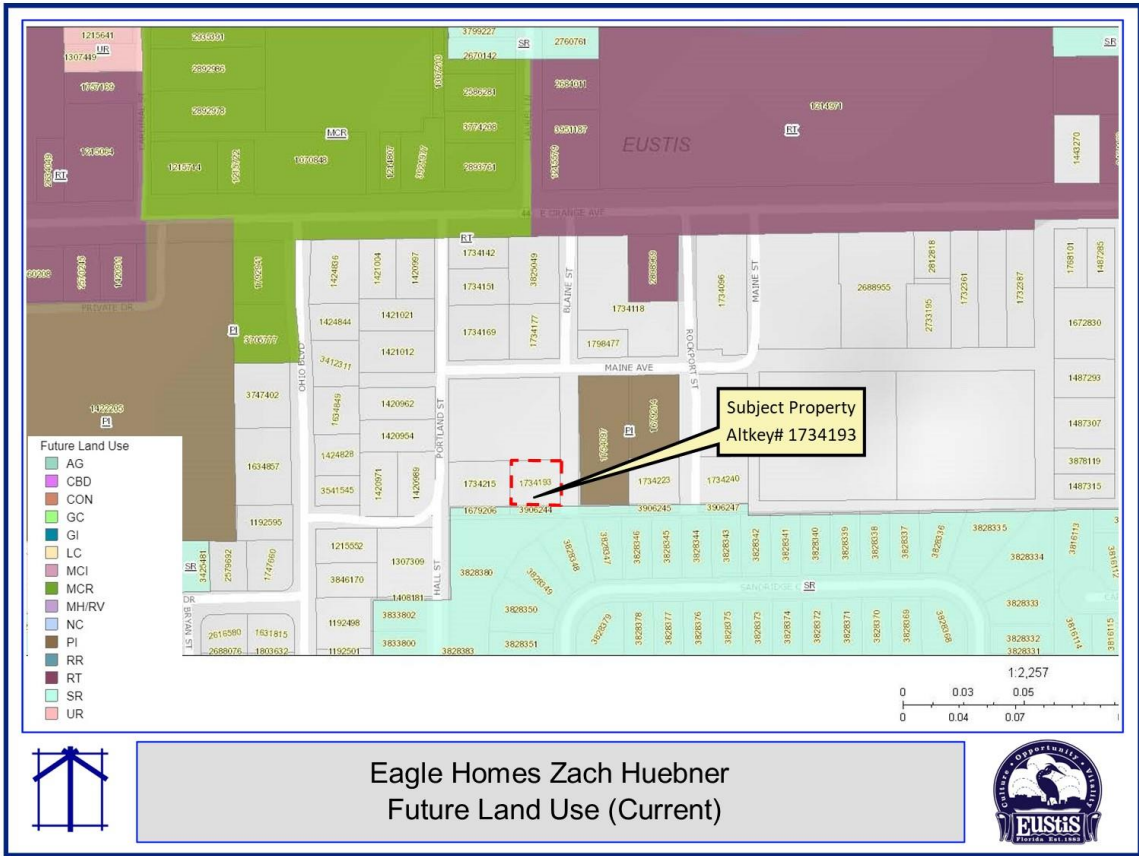
1. The site contains approximately 0.25 acres (11000 sq.ft) and is located within the Eustis Joint Planning Area with alternate key number 1734193. The lot has a lot frontage of 100 feet and a lot depth of 110 feet. *Source: Lake County Property Appraisers' Office Property Record Card Data.*
2. The proposed annexation property is within an enclave area of the City and is contiguous to the City boundaries represented on the Location map, herein.
3. The site has a Lake County land use designation of Urban Low, but approval of Ordinance Number 24-27 would change the land use designation to Suburban Residential (SR) in the City of Eustis.

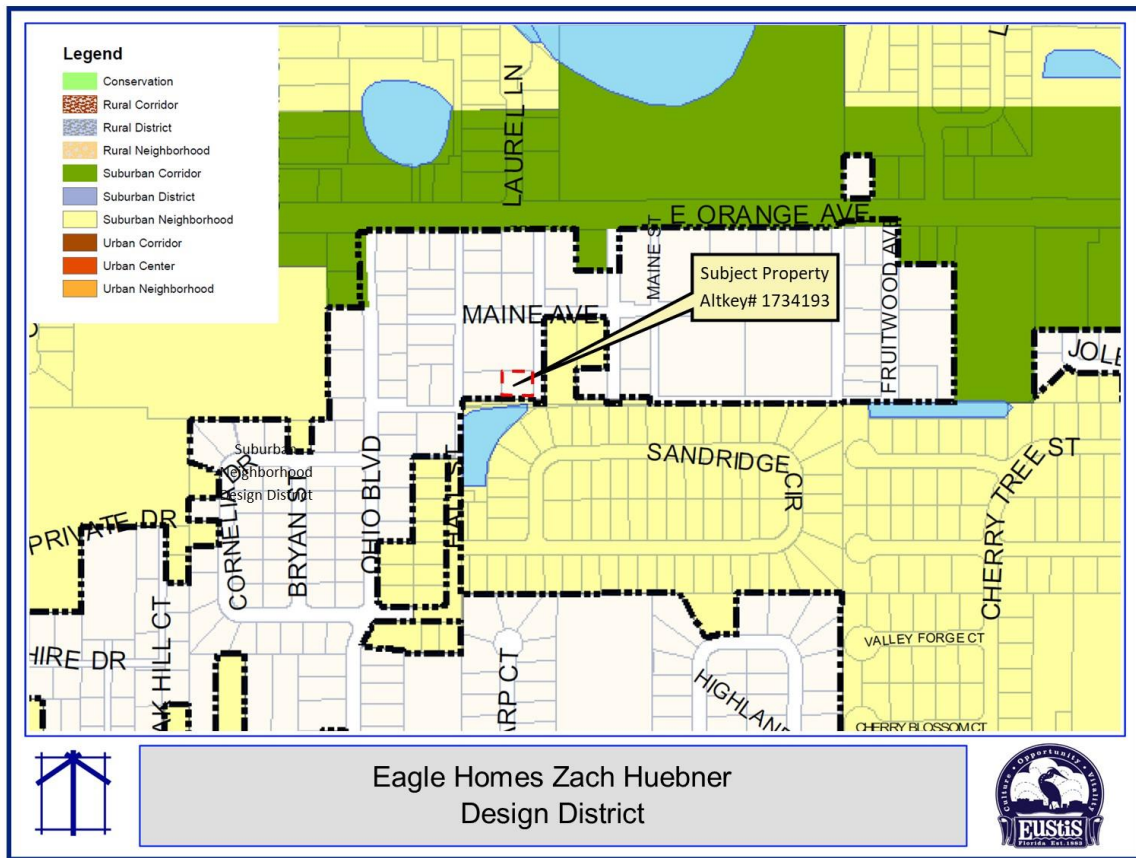


Eagle Homes Zach Huebner
Aerial Location

Surrounding properties have the following land use designations:

Location	Existing Use		Future Land Use	Design District
Subject Property	Vacant		Urban Low (Lake County)	N/A
North	Single-Family		Urban Low (Lake County)	N/A
South	Vacant	Single-Family	Suburban Residential	Suburban Neighborhood
East	Church		Public/ Institutional PI	Suburban Neighborhood
West	Single-Family		Urban Low (Lake County)	N/A





Applicant's Request

The applicant (Eagle Homes/Zach Huebner and property owner Dennis Martin) wish to annex the referenced property, change the future land use to Suburban Residential (SR), and assign a design district of Suburban Neighborhood.

The current Lake County future land use designation for the subject property is Urban Low. The Lake County land use designation allows for residential uses of up to 4 dwelling units per net buildable acre.

The property owner has requested the City of Eustis Suburban Residential future land use designation with the annexation. The SR future land use provides for residential uses up to five (5) dwelling units per acre.

Analysis of Annexation Request (Ordinance Number 24-26)

1. Resolution Number 87-34 – Joint Planning Area Agreement with Lake County:

“The City and the County agree that the unincorporated areas adjacent to the City might be appropriately served by urban services provided by the City, and might therefore be annexed into the City in accordance with State law.....The City agrees to annex property in accordance with State law and provide adequate urban services and facilities to serve those areas within the Joint Planning Area.”

The subject property is located within the Eustis-Lake County Joint Planning Area. responsibility for extension/ construction of the drive access and utilities including the water and sewer system will remain with owner of the property.

2. Florida Statutes Voluntary Annexation - Chapter 171.044(1):

“The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality.”

The Eustis-Lake County Joint Planning Area boundaries define the reasonably compact area where the City could provide services effectively and efficiently. The subject property lies within that planning area; the property is part of a partial enclave, it is contiguous to the City limits on the southern and eastern boundaries, and the owner petitioned for annexation.

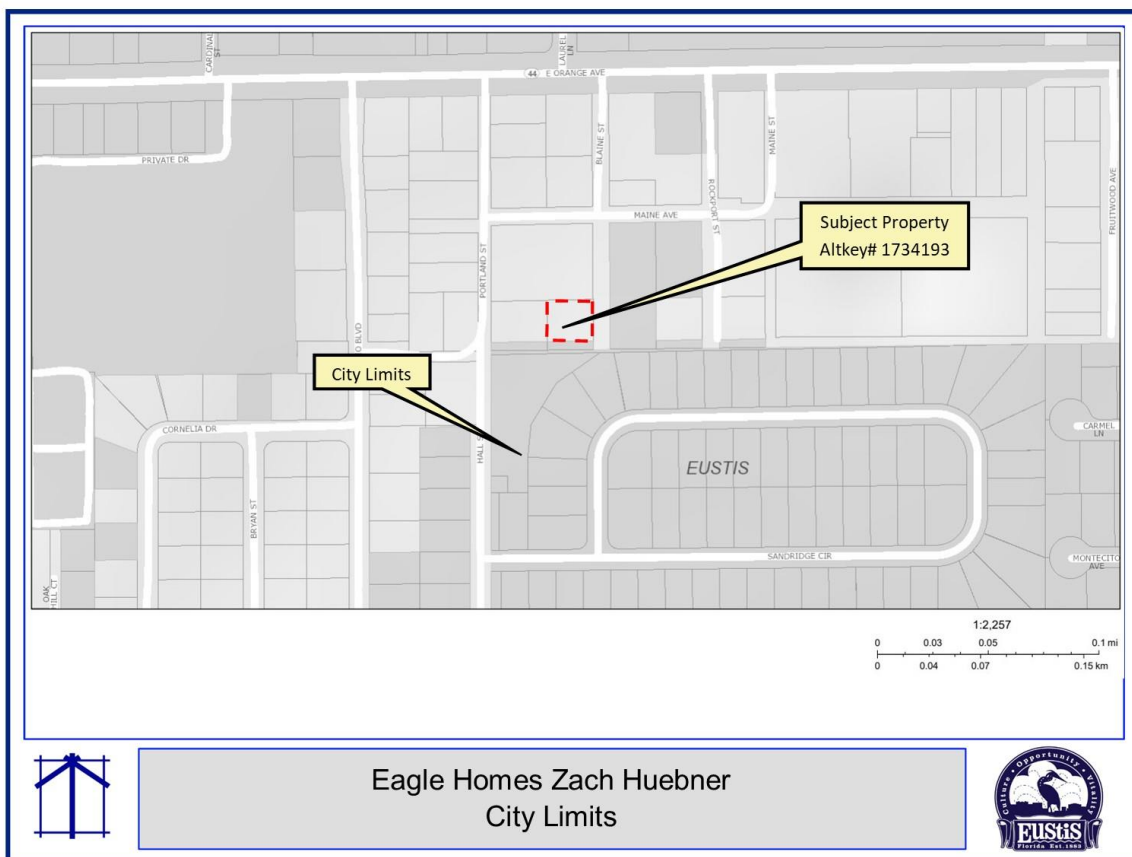
3. Florida Statutes Voluntary Annexation - Chapter 171.044(2):

“...Said ordinance shall be passed after notice of the annexation has been published at least once each week for 2 consecutive weeks in some newspaper in such city or town...”

The department published notice of this annexation in the Daily Commercial following the established requirements on May 28, 2024, and again on June 3, 2024.

4. Florida Statutes Voluntary Annexation - Chapter 171.044(5):

“Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.”



Annexation of the subject property does not create an enclave as defined by the Florida Statutes. The subject property is included in a portion of the city that can be considered a partial or open enclave.

5. Florida Statutes Voluntary Annexation - Chapter 171.044(6):

“Not fewer than 10 days prior to publishing or posting the ordinance notice required under subsection (2), the governing body of the municipality must provide a copy of the notice, via certified mail, to the board of the county commissioners of the county wherein the municipality is located...”

The department provided notice to the Lake County Board of County Commissioners on May 15, 2024, via email and by Certified Mail, for the scheduled date for LPA and City Commission public hearing.

Analysis of Comprehensive Plan/Future Land Use Request (2024-CPLUS-05) Ordinance Number 24-27)

In accordance with the Florida Statutes Chapter 163.3177.9:

Discourage Urban Sprawl:

Primary Indicators of Sprawl:

The future land use element and any amendment to the future land use element shall discourage the proliferation of urban sprawl. The primary indicators that a plan or plan amendment does not discourage the proliferation of urban sprawl are listed below. The evaluation of the presence of these indicators shall consist of an analysis of the plan or plan amendment within the context of features and characteristics unique to each locality in order to determine whether the plan or plan amendment:

Review of Indicators

1. Low Intensity Development:

Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses.

This indicator does not apply. The requested future land use will provide for a higher density (5 du/acre) and the SR designation allows the infill of development types similar to the existing patterns at similar densities.

2. Urban Development in Rural Areas:

Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.

This indicator does not apply. The subject property is located in an enclave area and the City will be requiring city services, in order to develop.

3. Strip or Isolated Development:

Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments.

This indicator does not apply. The subject property is located in an enclave area and the City will be requiring city services, in order to develop.

4. Natural Resources Protection:

Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems.

This indicator does not apply. The subject property is not subject to floodplain impact, and does not contain wetland areas. The Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should the conditions at the time of development warrant such protection.

5. Agricultural Area Protection:

Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils.

This indicator does not apply. This site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing developed and further developing area.

6. Public Facilities:

Fails to maximize the use of existing public facilities and services.

This indicator does not apply. City water and sewer facilities are available from north and south side of the property, water service may be provided to the property. The responsibility for extending/constructing the sewer system and driveway access (paving the road is not mandatory) will remain with the owner of the property.

7. Cost Effectiveness and Efficiency of Public Facilities:

Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire and emergency response, and general government.

This indicator does not apply. Adequate capacity is available to serve the existing and future development. City water and sewer facilities are available from north and south side of the property, water service may be provided to the property. The responsibility for extending/constructing the sewer system and driveway access (paving the road is not mandatory) will remain with the owner of the property.

8. Separation of Urban and Rural:

Fails to provide a clear separation between rural and urban uses.

This indicator does not apply. No nearby properties contain active agricultural activities or use. The surrounding area is developed or has development entitlements attached to the land. These developments have densities and intensities that are clearly suburban uses.

9. Infill and Redevelopment:

Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities.

This indicator does not apply. This property will promote infill development by allowing access to public facilities.

10. Functional Mix of Uses:

Fails to encourage a functional mix of uses.

This indicator does not apply. The site is surrounded by single-family development on the adjacent properties, which is consistent with permitted uses in the area.

11. Accessibility among Uses:

Results in poor accessibility among linked or related land uses.

This indicator does not apply. The Land Development Regulations include provisions to provide adequate access and linkage between related uses. City Departments will ensure compliance with these standards at the time of development review.

12. Open Space:

Results in the loss of significant amounts of functional open space.

This indicator does not apply. The subject property is an existing residential lot.

13. Urban Sprawl:

The future land use element or plan amendment shall be determined to discourage the proliferation of urban sprawl if it incorporates a development pattern or urban form that achieves four or more of the following:

a. Direction of Growth:

Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems.

The site is adjacent to existing urban/suburban development patterns and is a logical infill of the urban development boundary. The Comprehensive Plan and Land Development Regulations have provisions to protect natural resources and ecosystems at the time of site plan approval.

b. Efficient and Cost-Effective Services:

Promotes the efficient and cost-effective provision or extension of public infrastructure and services.

c. ***City water and sewer facilities are available from north and south side of the property, water service may be provided to the property. The responsibility for extending/constructing the sewer system and driveway access (paving the road is not mandatory) will remain with the owner of the property.***

d. Walkable and Connected Communities:

Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit, if available.

At the time of development, the site must meet the City's Land Development Regulations including the creation of streets and street connections, the access through Maine Avenue is available from north side of the property, the responsibility for construction of the driving access to the subject property will remain with the property owner.

e. Water and Energy Conservation:

Promotes the conservation of water and energy.

The development of the site must meet City development and Florida Building Code standards that will require energy-efficient and water-efficient appliances.

f. Agricultural Preservation:

Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

Not applicable; this site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing developed residential area.

g. Open Space:

Preserves open space and natural lands and provides for public open space and recreation needs.

This is not applicable. The site does not provide functional open space or natural areas on a regional basis.

h. Balance of Land Uses:

Creates a balance of land uses based upon demands of the residential population for the nonresidential needs of an area.

The proposed land use is consistent with the surrounding area of the site and is not positioned to front primary or secondary corridors that would encourage commercial development.

i. Urban Form Densities and Intensities:

Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it provides for an innovative development pattern such as transit-oriented developments or new towns as defined in s. 163.3164.

Not applicable.

In Accordance with Comprehensive Plan Future Land Use Element Appendix:

All applications for a Plan amendment relating to the development patterns described and supported within the Plan including, but not limited to, site specific applications for changes in land use designations, are presumed to involve a legislative function of local government which, if approved, would be by legislative act of the City and shall, therefore, be evaluated based upon the numerous generally acceptable planning, timing, compatibility, and public facility considerations detailed or inferred in the policies of the Plan. Each application for an amendment to the Map #1: 2035 Future Land Use Map by changing the land use designation assigned to a parcel of property shall also be reviewed to determine and assess any significant impacts to the policy structure on the Comprehensive Plan of the proposed amendment

including, but not limited to, the effect of the land use change on either the internal consist or fiscal structure of the Plan.

Major Categories of Plan Policies:

This Plan amendment application review and evaluation process will be prepared and presented in a format consistent with the major categories of Plan policies as follows:

1. General Public Facilities/Services:

Since the Plan policies address the continuance, expansion and initiation of new government service and facility programs, including, but not limited to, capital facility construction, each application for a land use designation amendment shall include a description and evaluation of any Plan programs (such as the effect on the timing/financing of these programs) that will be affected by the amendment if approved. This analysis shall include the availability of, and actual and anticipated demand on, facilities and services serving or proposed to serve the subject property. The facilities and services required for analysis include emergency services, parks and recreation, potable water, public transportation if and when available, sanitary sewer, schools, solid waste, stormwater, and the transportation network.

a. Emergency Services Analysis:

Eustis Emergency Services already provide emergency response to other properties in the area. Any development consistent with the Suburban Residential future land use designation would not have a significant negative impact on the operations of Eustis emergency services.

b. Parks & Recreation:

In 2010, the City prepared a Park Inventory and Level of Service Demand and Capacity Analysis, as part of the Comprehensive Plan Evaluation and Appraisal Report. The results show that a surplus of park area exists up to and beyond the City's population of 20,015. The current population is approximately 24,500.

c. Potable Water & Sanitary Sewer:

City water and sewer facilities are available from north and south side of the property, water service may be provided to the property. The responsibility for extending/constructing the sewer system and driveway access (paving the road is not mandatory) will remain with the owner of the property.

e. Schools:

The proposed change should not negatively impact schools. At the time of development application, verification of capacity will be required from Lake County Schools.

f. Solid Waste:

The City contracts with Waste Management for the hauling of solid waste. The company already services properties in the general area of the subject property. Serving this property will increase efficiency in the delivery of services.

g. Stormwater:

The Comprehensive Plan and Land Development Regulations include the level of service standards to which new development must adhere. Projects

designed to meet these standards will not negatively affect the existing facilities and services.

h. Transportation Network Analysis:

This potential annexation and the subsequent development of the property will not add additional impacts as the parcels being annexed include existing platted lots.

2. Natural Resources/Natural Features:

The policies of the Plan also contain general regulatory guidelines and requirements for managing growth and protecting the environment. These guidelines will be used to evaluate the overall consistency of the land use amendment with the Comprehensive Plan. Specifically, each amendment will be evaluated to 1) determine the existence of groundwater recharge areas; 2) the existence of any historical or archaeological sites; 3) the location of flood zones and the demonstration that the land uses proposed in flood-prone areas are suitable to the continued natural functioning of flood plains; and 4) the suitability of the soil and topography to the development proposed.

a. Groundwater recharge areas:

The site may be within a recharge area, and a site-specific geotechnical and hydrologic study will be needed to determine the site-specific impact at the time of development. Source: Lake County Comprehensive Plan 2030 Floridian Aquifer Recharge Map.

b. Historical or archaeological sites:

The City does not have any record of Florida Master Site Files related to this property and no known historical or cultural resources exist.

c. Flood zones:

The subject property is not impacted by a 100-year flood zone area. Source - Lake County GIS - 2012 Flood Zones.

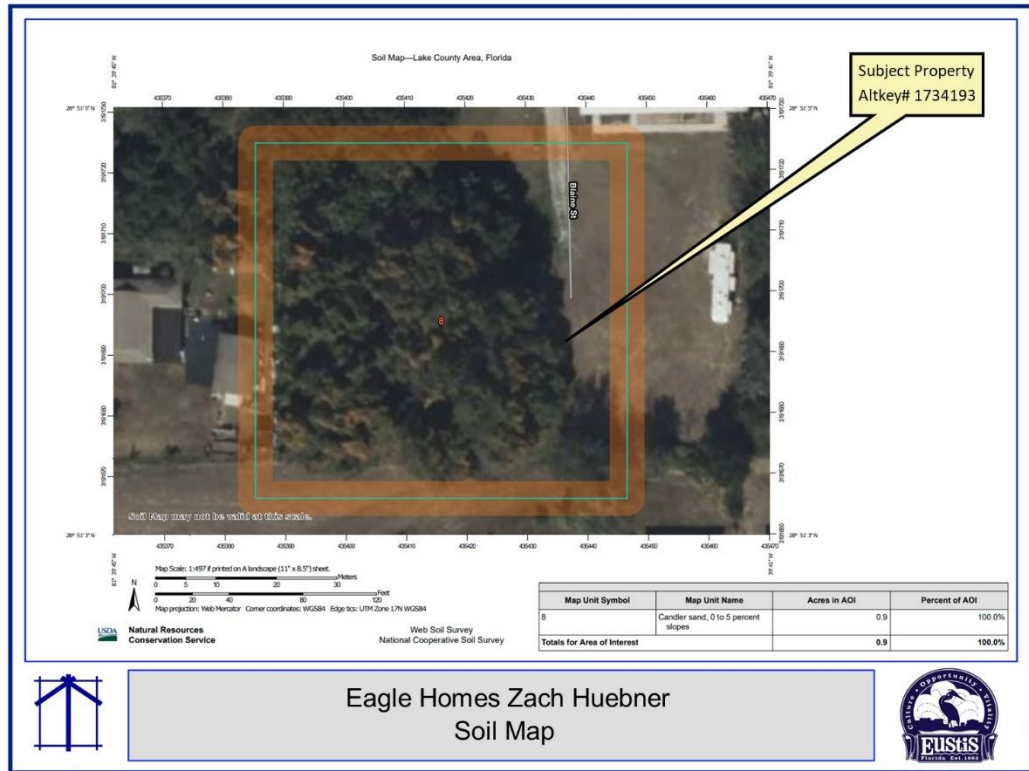
d. Soil and topography:

The site soils are primarily Candler sands.

Candler fine sand, 0 to 5 percent slopes – This nearly level to gently sloping, excessively drained soil is in the deep, sandy uplands. Slopes are nearly smooth to convex. The areas are mostly irregular in shape and range from about 15 to 300 acres. Typically, the surface layer is very dark grayish brown fine sand about 6 inches thick. The underlying layers are fine sand to a depth of 82 inches or more. The upper 10 inches is pale brown, the next 12 inches is light yellowish brown, the next 29 inches is yellow, the next 13 inches is very pale brown and has thin bands of brownish yellow loamy sand lamellae. Included with this soil in mapping are small areas of Apopka, Arredondo, Chipley, and Tavares soils. Also included are small areas of excessively drained soils that have a sandy texture to 80 inches or more. These excessively drained soils do not have thin bands of lamellae. A few areas of Candler soils that have slopes of 5 to 8 percent are included. Total included areas are 15 percent or less. This Candler soil has low available water capacity. Permeability is rapid. Natural fertility of the soil is low. Organic matter content of the surface layer is low to very low. Surface runoff is very slow. The

water table is at a depth of more than 72 inches. (Source: Florida Department of Environmental Protection)

Item 6.4



appropriateness of the compatibility of the use, intensity, location, and timing of proposed amendment.

Existing Land Use According to the Lake County Comprehensive Plan:

The existing Lake County future land use designation of the property is Urban Low, which provides for residential uses at up to 4 dwelling units per acre as well as supporting commercial and institutional uses.

Proposed Land Use According to the Eustis Comprehensive Plan:

The Suburban Residential (SR) land use designation is provided to accommodate the majority of residential development within the City. The general range of uses include: a mix of single family detached, patio homes, and townhouse dwellings in a suburban atmosphere and may also include ACLF, parks and recreation facilities, and schools. Apartments may be permitted through the PUD process. Public and utility services and facilities that are 2 acres or less in size are also permitted. Suburban Residential lands may be developed up to a maximum density of 5 dwelling units per net buildable acre.

Comparison of Lake County Development Conditions

The land use designations of residential properties within the City of Eustis in the surrounding area are generally Suburban Residential (SR) with a maximum density of 5 dwelling units per acre (du/ac).

The surrounding properties, immediately adjacent to the north and west, are unincorporated areas are designated Urban low with a maximum density of 4 dwelling units per net buildable acre.

Proposed Residential Land Uses.

The City shall limit these uses adjacent to incompatible commercial or industrial lands unless sufficient mitigation, such as buffering and setbacks, is provided and available, which lessens the impact to the proposed residences.

This area is predominantly residential in nature and the proposed use of the land will continue to be residential.

Proposed Non-Residential Land Uses.

The City shall generally not permit new industrial uses to be located adjacent to existing or planned residentially designated areas.

Not applicable.

1. Transportation:

Each application for a land use designation amendment will be required to demonstrate consistency with the Transportation Element of the adopted Comprehensive Plan.

The use of the land is already residential in nature and was previously platted; the increase in traffic should be negligible.

2. Water Supply:

Each application for a land use designation amendment will be required to demonstrate that adequate water supplies and associated public facilities are (or will be) available to meet the projected growth demands.

City water and sewer facilities are available from north and south side of the property, water service may be provided to the property. The responsibility for extending/constructing the sewer system and driveway access (paving the road is not mandatory) will remain with the owner of the property.

In Accordance with Chapter 102-16(f), Land Development Regulations

Standards for Review:

In reviewing the application of a proposed amendment to the comprehensive plan, the local planning agency and the city commission shall consider:

a. *Consistent with Comprehensive Plan:*

Whether the proposed amendment is consistent with all expressed policies in the comprehensive plan.

The proposed amendment is consistent with the Comprehensive Plan.

b. *In Conflict with Land Development Regulations:*

Whether the proposed amendment is in conflict with any applicable provisions of these land development regulations.

The proposed amendment is not in conflict with the Land Development Regulations. At the time of development, there will be further review for compliance.

c. *Inconsistent with Surrounding Uses:*

Whether, and the extent to which, the proposed amendment is inconsistent with existing and proposed land uses.

The existing land uses in the immediate area are residential and the proposed use of the land is continued residential.

d. *Changed Conditions:*

Whether there have been changed conditions that justify an amendment.

The applicant wishes to annex the property into the city limits of Eustis. Assignment of a City of Eustis future land use designation is required. Upon annexation, the subject property will have a full array of municipal services, including central water. These changed conditions warrant a change in the land use designation.

e. *Demand on Public Facilities:*

Whether, and the extent to which, the proposed amendment would result in demand on public facilities, and whether, or to the extent to which, the proposed amendment would exceed the capacity of such public facilities, infrastructure and services, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.

City water and sewer facilities are available from north and south side of the property, water service may be provided to the property. The responsibility for extending/constructing the sewer system and driveway access (paving the road is not mandatory) will remain with the owner of the property.

Upon annexation, the City will also provide other services such as fire and police protection, library services, parks, and recreation. The City provides these services to other properties in the area therefore, efficiency will improve.

f. *Impact on Environment:*

Whether, and the extent to which, the proposed amendment would result in significant impacts on the natural environment.

The site contains no apparent natural resources and is not connected to significant open space.

g. *Orderly Development Pattern:*

Whether, and the extent to which, the proposed amendment would result in an orderly and logical development pattern, specifically identifying any negative effects on such pattern.

The site is contiguous to the City limits. The development patterns already exist in the area and the future building on the previously platted lots will not cause incompatibilities with those development patterns.

Public Interest and Intent of Regulations:

Whether the proposed amendment would be consistent with or advance the public interest, and in harmony with the purpose and intent of these land development regulations.

The purpose and intent of the Land Development Regulations is as follows:

“The general purpose of this Code is to establish procedures and standards for the development of land within the corporate boundaries and the planning area of the city, such procedures and standards being formulated in an effort to promote the public health, safety and welfare and enforce and implement the City's Comprehensive Plan, while permitting the orderly growth and development with the city and Eustis planning area consistent with its small-town community character and lifestyle.”

The requested designation of SR land use will provide for orderly growth and development. This designation would advance the public interest by potentially providing additional housing, and the application of the LDRs to future development will ensure consistency with the community character and lifestyle of the city.

i. *Other Matters:*

Any other matters that may be deemed appropriate by the local planning agency or the city commissioners, in review and consideration of the proposed amendment.

No other matters.Analysis of Design District Request (**Ordinance Number 24-28**):

Form-Based Code:

The City's Land Development Regulations is a form-based code. Design districts are unique to form-based codes. Lake County still uses traditional Euclidean zoning, so there are no design districts for parcels in unincorporated Lake County. When a parcel annexes into the City of Eustis, the City must assign a consistent design district that follows the urban, suburban, and rural transect

1. *Standards for Review:*

The Land Development Regulations include the following standards for review of an amendment to the Design District Map. In approving a change in the designation, the City Commission shall consider: Whether the amendment is in conflict with any applicable provisions of the Code.

a. *Section 102-17(a) "...Section 109-3 Design Districts:*

identifies the definition, structure, and form of each design district. The assignment of design district must follow the district pattern and intent."

The requested amendment assigns a newly annexed parcel a designation that meets the district pattern and intent (Suburban Neighborhood). The Suburban development pattern and intent, and the Suburban neighborhood definition, structure, and form description are stated below. The assignment of a Suburban Neighborhood design district designation is appropriate due to the established and proposed development patterns in the area.

b. *Sec. 109-3.4. Suburban development pattern intent statements:*

Intent. Suburban development pattern...relies primarily on a pattern of residential development that provides the majority of property owners with substantial yards on their own property. The street layout, comprised of streets with fewer vehicular connections, helps to reduce cut-through traffic and establishes distinct boundaries for residential communities/subdivisions. Each land use provides for pedestrian and bicycle connections.

Design districts – Suburban Neighborhood

a. Definition. Predominately residential uses with some neighborhood-scale commercial services.

b. Structure. Interconnected trails, bikeways, and walkways with a street framework comprised of a range of blocks permitted throughout the neighborhoods.

c. Form. Mix of detached residential uses with some neighborhood-supporting retail, parks and civic spaces as focal points in the neighborhoods.

The Suburban development patterns statement above indicates that residential uses are primarily located on streets with fewer vehicle connections. A Suburban Neighborhood designation follows the district pattern and intent outlined in the Land Development Regulations and is consistent with the existing transect in the area.

c. *Section 102-17(a)*

The following guidelines must be followed when proposing the reassignment of the design district:

Compatible intensities should face across streets. Changes in design districts should occur along rear alleys or lanes or along conservation edges.

Reassignment is not being proposed; a Eustis design district designation must be assigned to the annexed property; the proposed design district is compatible with the surrounding design districts.

d. *Consistent with Comprehensive Plan:*

Whether the proposed amendment is consistent with all elements of the comprehensive plan.

The requested amendment is consistent with the Future Land Use element (including Policy FLU 1.2.4, Development Patterns, and FLU 1.3.2. Maintain Residential Compatibility), as well as all other elements of the Comprehensive Plan.

e. *Consistent with Surrounding Uses:*

Whether, and the extent to which, the proposed design district is consistent with existing and proposed land uses.

The Suburban Neighborhood definition, structure, and form are compatible with the existing uses and any proposed uses permitted under the Suburban Residential future land use designation.

f. *Changed Conditions:*

Whether there have been changed conditions that justify amending the design district.

The subject property is proposed for annexation and a design district assignment is necessary. The conditions have changed from land located in unincorporated Lake County without central services to a site within the City of Eustis with municipal services.

g. *Public Facilities.*

Whether, and the extent to which, the proposed redistricting would result in demands on public facilities, and whether, or to the extent to which, the proposed change would exceed the capacity of such public facilities, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.

A redistricting is not proposed. Assigning a design district to an annexation property will not change the demand impact on public facilities. The Future Land Use designation controls the density and intensity permitted on the site, so the Design District map amendment would not result in impacts beyond that already anticipated. Also, see the analysis of public facilities in the above sections of this report.

h. *Impact on Environment:*

Whether, and the extent to which, the redistricting would result in significant impacts on the natural environment.

The proposed Design District designation for this property does not change the development potential of the parcel. Design Districts control the form and function of any development that does occur. The Future Land Use designation controls the density, intensity, and minimum open space permitted on the site, so the Design District amendment would not result in additional impacts on the natural environment. As building permit approval must be obtained before development can begin, the Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should the conditions at the time of development warrant such protection.

i. Property Values:

Whether, and the extent to which, the proposed redistricting would affect the property values in the area.

Redistricting is not being proposed; a Eustis design district designation must be assigned to the annexed property. This request should not affect property values, because the proposed Design District designation is consistent with the surrounding development patterns and design districts.

j. Orderly Development Pattern:

Whether, and the extent to which, the proposed redistricting would result in an orderly and logical development pattern.

The request is the assignment of a design district to an annexation parcel, not redistricting. However, the proposed Design District designation is consistent with the suburban development pattern identified in Section 109-5.5 of the Land Development Regulations. Assignment of the requested designation will result in a more orderly and logical development pattern; making the designation consistent with the surrounding area designations and established development patterns.

k. Public Interest and Intent of Regulations:

Whether the proposed redistricting would be in conflict with the public interest, and in harmony with the purpose and intent of these regulations.

The request is the assignment of a design district to an annexation parcel, not redistricting. The proposed Design District is not in conflict with the public interest and reflects the purpose and intent of the regulations.

l. Other Matters:

Any other matters that may be deemed appropriate by the city commission, in review and consideration of the proposed redistricting.

The request is the assignment of a design district to an annexation parcel, not redistricting. The City's Land Development Regulations are a form-based code. The Design District designations define the development form, but not the types of land use, densities, intensities, or required open space. The districts, therefore, must be consistent and follow the urban, suburban, and rural transects. This request assigns a Suburban Neighborhood design district designation to an annexation parcel, which is consistent with the existing transect.

Applicable Policies and Codes

1. Resolution Number 87-34

Joint Planning Area Agreement with Lake County: “The City and the County agree that the unincorporated areas adjacent to the City might be appropriately served by urban services provided by the City, and might therefore be annexed into the City in accordance with State law..... The City agrees to annex property in accordance with State law and provide adequate urban services and facilities to serve those areas within the Joint Planning Area.”

2. Florida Statutes Chapter 171.044: Voluntary Annexation:

- a. “The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality.”
- b. “Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.”

3. Comprehensive Plan – Suburban Residential (SR)

This designation is provided to accommodate the majority of residential development within the City.

General Range of Uses: This designation is intended to provide for a mix of single-family detached, patio home, and townhouse dwellings in a suburban atmosphere and may also include ACLF, parks and recreation facilities, and schools. Apartments may be permitted through the PUD process. Public and utility services and facilities that are 2 acres or less in size are also permitted.

Maximum Density/Intensity: Suburban Residential lands may be developed up to a maximum density of 5 dwelling units per net buildable acre. The maximum density may be exceeded through an affordable housing density bonus as provided in the Special Provisions below.

Special Provisions:

- (1) Density bonuses are permitted for the provision of affordable housing, including opportunities for a bonus increase between 5-15 percent in density in the Suburban Residential (SR) classification where at least 20 percent of the dwelling units are affordable to families having incomes less than 80 percent of the Orlando Metropolitan Statistical Area median, or where at least 50 percent of the dwelling units are affordable to families having incomes less than 120 percent of the Orlando Metropolitan Statistical Area median. Affordability is based on a housing cost-to-family income factor of 30 percent. A density bonus may also be allowed for energy conservation or green certification as provided for in the LDRs. The combined density bonus for affordable housing and energy conservation/green certification is limited to a total increase of 15%.
- (2) Permit the placement of residential units manufactured off site which otherwise meet all applicable federal and state regulations and standards, provided that:
 - a. all such housing is attached to foundations as in the case of conventional site-built construction; and
 - b. all such housing otherwise meets applicable lot, yard, and related residential classification as set forth in the Land Development Regulations.
- (3) Developments within the Wekiva Protection Overlay that include longleaf pine, sand hill, sand pine, and xeric oak communities shall protect these areas as

dedicated open space or conservation easements, with total open space equal to at least 35% of the net buildable area.

4. Land Development Regulations Section 109-5.5(b)(1): The Suburban Neighborhood Design District has predominately residential uses with some neighborhood-scale commercial services with interconnected trails, bikeways and walkways with a street framework comprised of a range of blocks permitted throughout the neighborhoods.
5. Land Development Regulations Section 109-3 (Table 1) and Section 109-2.6: Suburban Residential land use has a maximum density of 5 units to one acre. The Suburban Residential designation is intended to regulate the character and scale of allowed uses so as to minimize their impacts on adjacent roadways and promote their compatibility with adjacent or nearby land uses.

Recommended Action:

Development Services recommends approval of Ordinance Numbers 24-26, 24-27, and 24-28.

Policy Implications:

None

Alternatives:

1. Approve Ordinance Numbers 24-26 (Annexation), 24-27 (Comp. Plan Amendment), and 24-28 (Design District Designation).
2. Deny Ordinance Numbers 24-26, 24-27, and 24-28.

Budget/Staff Impact:

There would be no direct costs to the City beyond the normal City services. There would be no additional staff time beyond the normal review process.

Prepared By:

Sherri Takaloo, Senior Planner

Reviewed By:

Mike Lane, AICP, Development Services Director

Jeff Richardson, AICP, Deputy Development Services Director

ORDINANCE NUMBER 24-26

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 0.25 ACRES OF REAL PROPERTY AT ALTERNATE KEY NUMBER 1734193, END OF BLAINE STREET (UNIMPROVED), SOUTH OF THE INTERSECTION OF BLAINE STREET AND MAINE AVENUE, ON THE WEST SIDE OF BLAINE.

WHEREAS, Eagle Homes Zach Huebner. made an application for voluntary annexation of approximately 0.25 acres of real property located at end of Blaine Street (unimproved), south of the intersection of Blaine Street and Maine Avenue, on the west side of Blaine, more particularly described as:

Alternate Key Number: 1734193

Parcel Number: 12-19-26-4100-004-00400

Legal Description:

RICHARD'S ADD LOT 4, LOT 5--LESS S 20 FT--BLK 4 PB 1 PG 36 ORB 2766 PG 1792

(The foregoing legal description was copied directly from Lake County Property Appraiser records submitted by the applicant and has not been verified for accuracy)

WHEREAS, the subject property is reasonably compact and contiguous; and

WHEREAS, the annexation of this property will not result in the creation of enclaves; and;

WHEREAS, the subject property is located within the City of Eustis Planning Area, and water service is available to the property; and

WHEREAS, on June 06, 2024, the City Commission held the 1st Public Hearing to consider the voluntary annexation of the property contained herein; and

WHEREAS, on June 20, 2024, the City Commission held the 2nd Public Hearing to consider the voluntary annexation of the property contained herein

NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:

SECTION 1.

That pursuant to, and under the authority of, Florida Statute 171.044, the City of Eustis, Lake County, Florida, does hereby annex and amend the municipal boundaries to include approximately 0.25 acres of real property, as described above.

A map depicting the location of the annexed property described above is attached hereto as Exhibit "A".

SECTION 2.

That the Director of Development Services shall be authorized to amend the City of Eustis Boundary Map to incorporate the change described in Section 1.

SECTION 3.

That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4.

That upon final passage and adoption, the City Clerk is hereby directed to file a copy hereof with the Clerk of the Circuit Court, the County Manager for Lake County, Florida, and the Department of State for the State of Florida within 7 days after the adoption of such ordinances.

SECTION 5.

That should any section, phrase, sentence, provision or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

SECTION 6.

That this Ordinance shall become effective upon passing.

SECTION 7.

That the property annexed in this Ordinance is subject to the Future Land Use Element of the Lake County Comprehensive Plan until the City adopts the Comprehensive Plan Amendment to include the annexed parcel in the City Comprehensive Plan.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this ____ day of _____, 2024.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Michael L Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial Number:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

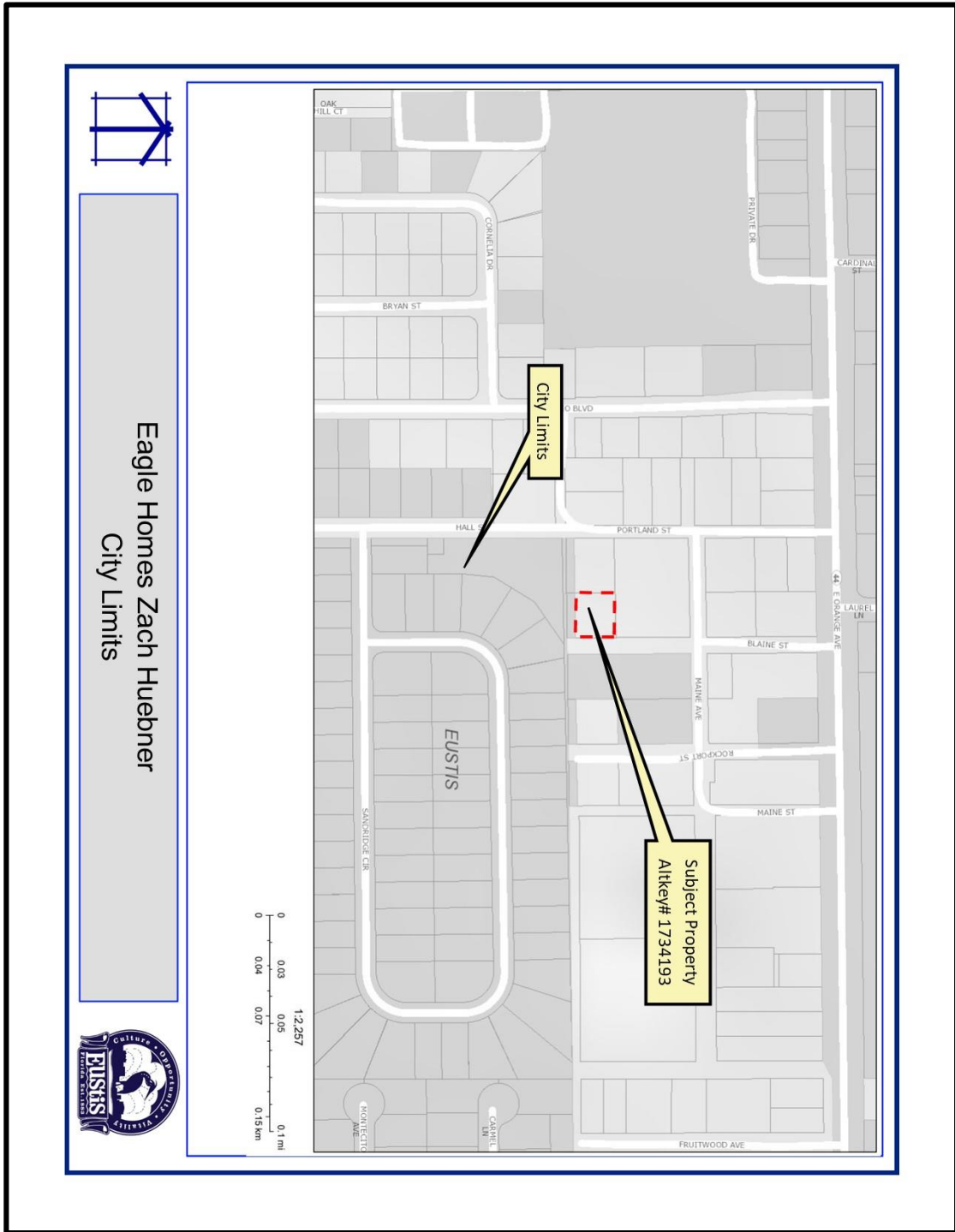
Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-26 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

Exhibit A



ORDINANCE NUMBER 24-27

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 0.25 ACRES OF REAL PROPERTY AT ALTERNATE KEY NUMBER 1734193, END OF BLAINE STREET (UNIMPROVED), SOUTH OF THE INTERSECTION OF BLAINE STREET AND MAINE AVENUE, ON THE WEST SIDE OF BLAINE. FROM URBAN LOW IN LAKE COUNTY TO SUBURBAN RESIDENIAL IN THE CITY OF EUSTIS.

WHEREAS, on November 4, 2010, the Eustis City Commission adopted the City of Eustis Comprehensive Plan 2010-2035 through Ordinance Number 10-11; and

WHEREAS, State of Florida Department of Community Affairs found the City of Eustis Comprehensive Plan 2010-2035 In Compliance pursuant to Sections 163.3184, 163.3187, and 163.3189 Florida Statutes; and

WHEREAS, the City of Eustis periodically amends its Comprehensive Plan, in accordance with Chapter 163.3187 and 163.3191, Florida Statutes; and

WHEREAS, the City of Eustis desires to amend the Future Land Use Map Series to change the Future Land Use designation on approximately 0.25 acres of real property at Lake County Property Appraiser's Alternate Key Number 1734193, at end of Blaine Street (unimproved), south of the intersection of Blaine Street and Maine Avenue, on the west side of Blaine, and more particularly described herein; and

WHEREAS, on June 6, 2024, the Local Planning Agency held a Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation; and

WHEREAS, on June 6, 2024, the City Commission held the 1st Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation; and

WHEREAS, on June 20, 2024, the City Commission held the 2nd Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation;

NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:

SECTION 1.

Land Use Designation: That the Future Land Use Designation of the real property as described below shall be changed from Urban Low in Lake County to Suburban Residential within the City of Eustis:

Alternate Key Number: 1734193

Parcel Number: 12-19-26-4100-004-00400

Legal Description:

RICHARD'S ADD LOT 4, LOT 5--LESS S 20 FT--BLK 4 PB 1 PG 36 ORB 2766 PG 1792

(The foregoing legal description was copied directly from Lake County Property Appraiser records submitted by the applicant and has not been verified for accuracy)

SECTION 2.

Map Amendment and Notification: That the Director of Development Services shall be authorized to amend the Future Land Use Map of the Comprehensive Plan to incorporate the change described in Section 1 and provide appropriate notification, in accordance with Florida Statutes.

SECTION 3.

Conflict: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4.

Severability: That should any section, phrase, sentence, provision, or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

SECTION 5.

Effective Date: The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the Florida Department of Commerce notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the Department of Commerce or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Florida Department of Commerce.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this _____ day of _____, 2024.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Michael L Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial Number:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

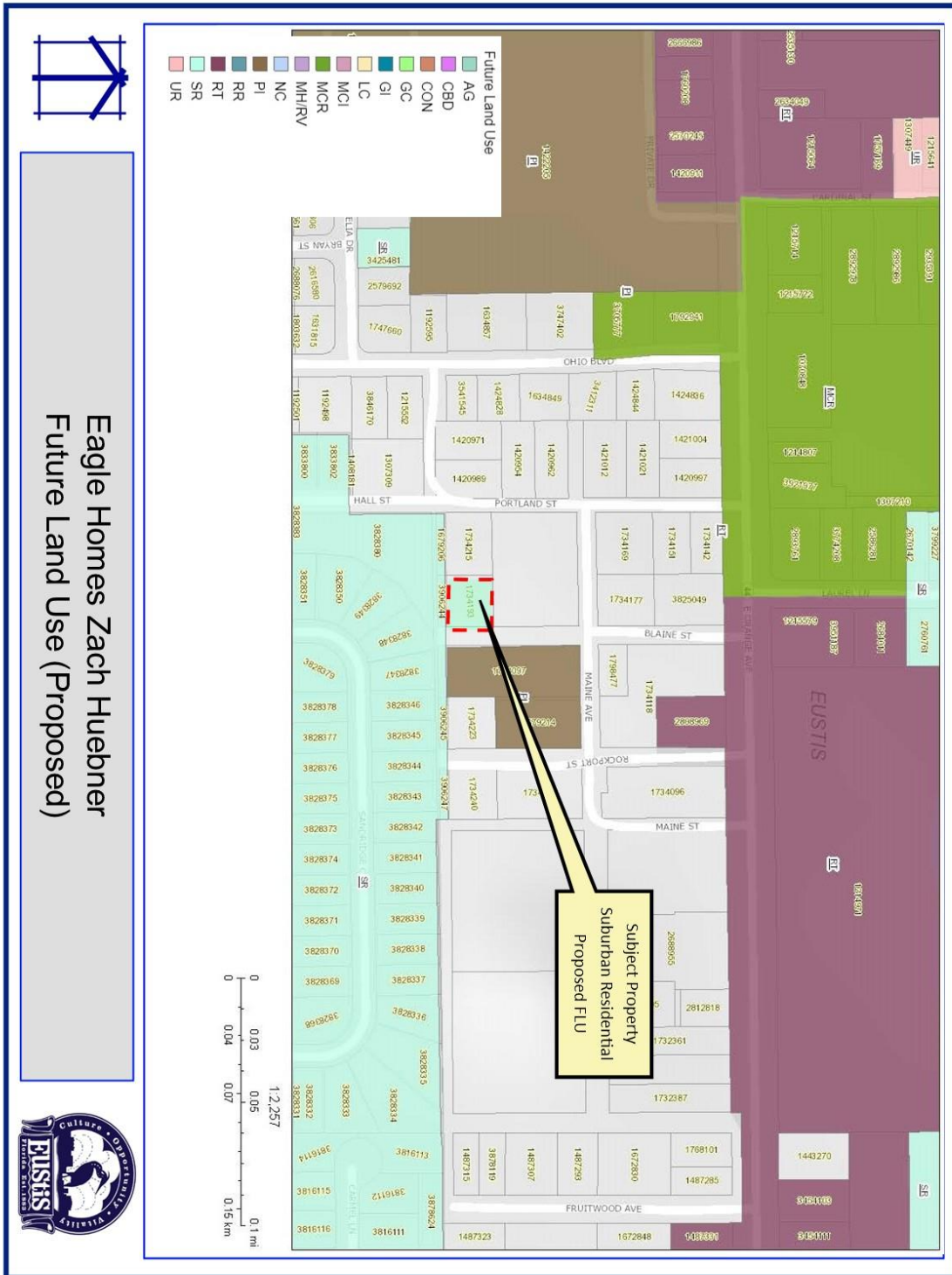
Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-27 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

Exhibit A



Eagle Homes Zach Huebner
 Future Land Use (Proposed)



ORDINANCE NUMBER 24-28

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN NEIGHBORHOOD DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 0.25 ACRES OF REAL PROPERTY AT ALTERNATE KEY NUMBER 1734193, ON END OF BLAINE STREET (UNIMPROVED), SOUTH OF THE INTERSECTION OF BLAINE STREET AND MAINE AVENUE, ON THE WEST SIDE OF BLAINE.

WHEREAS, the City of Eustis desires to amend the Design District Map of the Land Development Regulations adopted under Ordinance Number 09-33 to assign a Design District designation of Suburban Neighborhood to approximately 0.25 acres of recently annexed real property further described below, and;

WHEREAS, on June 6, 2024, the City Commission held the 1st Public Hearing to consider the Design District Amendment contained herein; and

WHEREAS, on June 20, 2024, the City Commission held the 2nd Public Hearing to consider the adoption of the Design District Amendment contained herein;

NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:

Section 1. Design District Designation

That the Design District Designation of the real property described below and shown on Exhibit A shall be Suburban Neighborhood:

Alternate Key Number: 1734193
Parcel Number: 12-19-26-4100-004-00400

Legal Description:
RICHARD'S ADD LOT 4, LOT 5--LESS S 20 FT--BLK 4 PB 1 PG 36 ORB 2766 PG 1792

(The foregoing legal description was copied directly from Lake County Property Appraiser records submitted by the applicant and has not been verified for accuracy)

Section 2. Map Amendment

That the Director of Development Services shall be authorized to amend the Design District Map to incorporate the change described in Section 1.

Section 3. Conflict

That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4. Severability

That should any section, phrase, sentence, provision, or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to

be unconstitutional or invalid.

Section 5. Effective Date

That this Ordinance shall become effective upon annexation of the subject property through approval of Ordinance Number 24-28.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this _____ day of _____, 2024.

CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Michael L Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial Number:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-28 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

Exhibit A

