



# AGENDA

## City Commission Meeting

6:00 PM – Thursday, March 21, 2024 – City Hall

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**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

March 7, 2024 City Commission Meeting

**3. PRESENTATIONS**

**3.1** Eustis Police Department Recognitions

**3.2** Recognition of UF IFAS Extension Lake County 4-H Public Speaking Contest Winners

**3.3** Recognition of 2023 Chamber of Commerce Community Service Awards

**4. AUDIENCE TO BE HEARD**

**5. CONSENT AGENDA**

**5.1** Resolution Number 24-32: Authorizing Award of Bid Number 003-24 to RCM Utilities, LLC for the Eastern Water Treatment Plant Well and High Service Pump Project and Approving a Purchase in Excess of \$50,000

**5.2** Resolution Number 24-34: Authorizing the recording of liens on delinquent utility accounts

**5.3** Resolution Number 24-35: Approving a Purchase in Excess of \$50,000 for Annual Payment to CDW-G for Software Rights

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

**6.1** Resolution Number 24-33: Appointment of Finance Director

**6.2** **FIRST READING**

Ordinance Numbers 24-15, 24-16, and 24-17: Explanation of Ordinances for Annexation of Parcels with Alternate Key Number 1064309

Ordinance Number 24-15: Voluntary Annexation

**6.3** **FIRST READING**

Ordinance Number 24-16: Comprehensive Plan Amendment For Annexation of Parcels with ALTERNATE KEYS 1064309

#### **6.4 FIRST READING**

Ordinance Number 24-17: Design District Assignment Annexation of Parcels with ALTERNATE KEYS 1064309

#### **6.5 FIRST READING**

Ordinance Number 24-18: Amending the City of Eustis Comprehensive Plan Pursuant To 163.3187(1) F.S.; Changing the Future Land Use Designation Approximately 1.99 Acres of Real Property Located Northwest of the Intersection of Grand Island Shores Road and County Road 44, From Suburban Residential (SR) to Urban Residential (UR)

#### **6.6 FIRST READING**

Ordinance Number 24-19: Approving a Conditional Use Permit to allow a 10,640 square foot, Commercial Retail Store in a General Industrial Land Use District at the Eustis Commerce Park on Paradise Lane and County Road 452

#### **6.7 FIRST READING**

Ordinance Number 24-20: Amending Chapter 118, Construction Standards of the Land Development Regulations to Update Reference to the State of Florida Codes Adopted By Reference (Edition and Year)

### **7. OTHER BUSINESS**

**7.1** Transfer of Additional Land to Lake Sumter State College (LSSC) For Construction of CDL and Lineworker Training Facility

### **8. FUTURE AGENDA ITEMS AND COMMENTS**

**8.1 City Commission**

**8.2 City Manager**

**8.3 City Attorney**

**8.4 Mayor**

### **9. 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: Christine Halloran, City Clerk

DATE: March 21, 2024

RE: Approval of Minutes

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**Introduction:**

This item is for consideration of the minutes of the March 7, 2024 City Commission Meeting.

**Recommended Action:**

Approval of the minutes as submitted.

**Prepared By:**

Mary Montez, Deputy City Clerk

**Reviewed By:**

Christine Halloran, City Clerk



# MINUTES

## City Commission Meeting

6:00 PM – Thursday, March 07, 2024 – City Hall

**INVOCATION: MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE: COMMISSIONER WILLIE HAWKINS**

**CALL TO ORDER: 6:01 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

Bill Howe, Human Resources Director, serving as Acting City Manager, noted there were no agenda updates.

### 2. APPROVAL OF MINUTES

#### 2.1 Approval of Minutes: February 15, 2024 City Commission Meeting

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

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

### 3. PRESENTATIONS

#### 3.1 Eustis Police Department K9 Retirement

Craig Capri, Police Chief, recognized retiring K9, Mya, who was escorted by Senior Officer Victor Cortes, on her official retirement. He commented on her effectiveness as an officer.

Senior Officer Cortes reviewed her statistics regarding number of deployments from 2020 to 2024 and amount of drugs, firearms and currency recovered.

Chief Capri explained that Mya would remain with Senior Officer Cortes as a member of his family.

#### 3.2 AdventHealth Community Clinic Update

Abel Biri, CEO AdventHealth Waterman, and Edlyn Fernandez, Community Clinic Manager for AdventHealth, provided an update on the Eustis Community Clinic and Advent Health.

Mr. Biri cited various new health programs and treatments now available at AdventHealth Waterman. He commented on the increasing expense for health care and noted how their organization is attempting to address that for the community. He added that the level of care available at the clinic is inadequate for the area uninsured's needs.

Ms. Fernandez played a brief video of a patient who received care through the clinic for breast cancer. She reported the clinic provides care to uninsured adults who are residents in Northeast Lake County that have incomes at or below 200% of the Federal Poverty Level

(FPL) which is \$30,120 per year and stated that 95% of clinic patients are at or below 10 FPL. She reviewed their patient statistics noting that 33% of their patients are from Eustis. She commented on how they assist patients with the cost of their prescriptions and announced they did receive some funding from the State of Florida in the past year. She reviewed further community statistics pertaining to underinsured residents and other physical and mental health needs.

Mayor Holland commented on the hospital's start in Eustis and its subsequent growth. He expressed support for the hospital.

Mr. Biri indicated they are also looking at food pantries and day shelters to assist those in need.

### 3.3 Update from Hansel Rodriguez to City Commission on 44 Sharps LLC

Mayor Holland noted that public comment would not be taken during Mr. Rodriguez's presentation. If members of the audience wanted to speak to Mr. Rodriguez, they could do so outside the Commission Room. If they wanted to address the Commission, they would have the opportunity during Audience to be Heard.

Hansel Rodriguez, Sharps Mobile Home Park, provided an update to the Commission on improvements to the park. He noted his offer to conduct zoom calls with each of the Commissioners. He added that all code issues have been addressed except the seawall. He indicated he would not address issues with individual residents. He noted other staff members are present who could address some of those issues. He commented on how much things have been improved since his last appearance before the Commission.

The Commission expressed concern about the treatment of the residents and asked Mr. Rodriguez to address allegations by residents that spoke at previous City Commission meetings.

Mr. Rodriguez commented on the need to differentiate between City issues such as the seawall and code enforcement and property management issues. He indicated there seems to be a misunderstanding regarding those issues. He stated there is an onsite manager and that person has been forbidden from interacting with specific residents when any interaction has gotten out of line. He indicated that those interactions go to the next layer up. He cited those staff members who are available. He added that, with some of those residents being referenced, those are active matters and the residents are trying to leverage those interactions to their benefit.

The Commission expressed further concern regarding how the residents are being treated with Mr. Rodriguez citing all of the improvements that have been made. He confirmed that he has reviewed some of the Commission videos to see what has been said. He indicated the complaints to the Commission are related to cases where some form of litigation is involved. He noted they have offered settlements and the residents have rejected those offers in order to obtain more money.

Regarding issues with sewage on the ground, Mr. Rodriguez responded there is a time lag between when a line breaks and getting a plumber onsite to resolve the issues. He noted one issue was actually caused by the resident. He indicated they are trying to be good at responding quickly to any problems.

The Commission complimented Mr. Rodriguez regarding their response to a number of the code issues with Mr. Rodriguez indicating his willingness to speak with any of the Commissioners by phone at any time.

Attorney Sasha Garcia thanked Mr. Rodriguez and his team for appearing before the City Commission in-person.

Mr. Rodriguez stated his desire for the City to always let them know if there is an issue and then, if they fail to address those issues, they will provide regular reports on the resolutions. He asked that they let them handle the property management issues.

Vice Mayor Lee encouraged Mr. Rodriguez to have his staff better trained on how to address the residents with respect with Commissioner Hawkins indicating the residents need to reciprocate that as well.

Commissioner Cobb noted that if they are communicating with the residents, then the City doesn't need to get involved.

Mr. Rodriguez commented on how they have determined that certain issues with certain residents are escalated to a higher level. He cited how they are working to train their personnel and respond. He indicated his willingness to hear if someone on their staff is not responding effectively.

Mayor Holland commented on the Commissioners taking an oath to serve the citizens. He asked for Mr. Rodriguez to take care of the residents and listen to them. He added that it is also necessary for the residents to be respectful to management. He indicated that there is only so much the City can do. He commented on the need for some people to relocate if they can no longer live in the park. He invited Mr. Rodriguez to introduce his team.

Danielle Prentis, Director of Operations for the Eustis park, introduced herself and commented on her background and stated that their staff is being trained on customer service and on the state laws.

Jennifer, District Manager for North Florida, introduced herself and indicated she had been in her position for approximately three weeks.

Robert Rudd, Park Manager, stated he is doing the best he can for the residents.

Mr. Rodriguez explained that Danielle oversees all operations and is working to better train their staff. He stated they are building training programs and expressed support for Danielle improving the situation.

### 3.4 Presentation of Findings and Recommendations from the Business Incubator Feasibility Study

Al Latimer, Economic Development Director, commented on the history of the development of a business incubator and the City's receipt of a matching grant to be used for the business incubator feasibility study. He then introduced Mark Long, President of Long Performance Advisors.

Mr. Long reviewed his background and expertise. He presented a synopsis of the findings and recommendations from the Business Incubator Feasibility Study. He explained what is a business incubator and the types of programs offered. He added what the goals are for an incubator including promoting startup company growth. He went on to explain why some programs fail and cited varying problems that may be experienced.

Mr. Long then explained that a feasibility study was conducted to first determine if there is a need for the incubator and sufficient interest and stakeholder support. He then reviewed what was found during the study and cited both the positives and concerns. He stated their final recommendation is that the City not move forward with a separate, stand-alone, incubator that would have to be supported over the years. He recommended they support what is already

there and that they move forward with a combination seed accelerator program in conjunction with UCF and feed into the current Mega Workplace incubator.

Mr. Long reviewed the study recommendations including building community awareness, taking advantage of existing resources, working with UCF to establish a Seed Accelerator program and co-hosting events with local entrepreneurs. He cited the need to attract more funding to the area and recommended holding an annual event with funders from other areas.

Mr. Long provided a list of recommended actions and related timelines.

Mayor Holland asked for a consensus to have staff move forward with the recommended actions and work with the local group.

**CONSENSUS:** It was a consensus of the Commission for staff to move forward with the recommended actions.

### 3.5 Clifford House Historical Museum's landscaping and garden designs

Rick Gierok, Public Works Director, reviewed the history of the landscaping, improvements, and garden designs for the Clifford House. He commented on the estimated timeframe, budget, and work scopes for the budgeted \$100,000.

Mr. Gierok explained the decision to divide the project into two phases and the related grant opportunities including the Florida Wildflower grant. He reviewed "Florida Native" vs "Florida Friendly" plantings and explained the removal of the trees in the front to allow more sun for the plantings.

Mr. Gierok reviewed the budget for the two phases noting that Phase I is slightly under budget but the project total will be over due to the addition of sidewalks and site lighting and planting of some trees. He commented on the \$7,500 budgeted for a fountain and repair of the windmill. He indicated that staff would do that inhouse. He concluded stating the estimated budget is approximately \$8,000 over the original estimate. He added they have delayed Phase 2 work until after the submittal of several grants including \$50,000 from T-Mobile, \$3,000 from Florida Wildflower and \$2,500 from Waste Management.

The Commission asked about possibly applying to DEP for a grant with Mr. Gierok responding they are looking at a grant for the interior of the house.

Mr. Gierok reported on work already underway including painting the Clifford House, Citrus Museum and gazebo. He indicated there may be some termite issues so they will be having an exterminator do an inspection. He added they have submitted an application to the Historic Preservation Board due to the need to change the material for the re-roof. He commented on the need to do asbestos abatement on the old roof. He noted that their continuing roofing contract is with Eustis Roofing and they have agreed to do the work as a subcontractor under the winning roofing company. He stated that the roof may be done prior to the planting.

Mr. Gierok reported that the mural on the Citrus Museum doors is rotted. He explained they have reached out to a local artist to do a new mural. He indicated they have tried to contact the original artist but have not been successful. Therefore, the new artist will provide some conceptual renderings for a new mural. He added that the existing mural could possibly be restored and rehung inside the museum.

Mr. Gierok then asked for direction on the cannon and commented on how it was relocated from the American Legion building. He indicated it doesn't really fit with the house. He noted the decay in the woodwork on the cannon. He asked for input on where the cannon could be relocated to. He noted they are working on a Veteran's memorial for the cemetery and

suggested the cannon could be incorporated into that with a plaque. He asked for conce the conceptual so they could move forward with Phase 1 to be completed by May and beginning Phase 2 by the end of May.

The Commission expressed support for completing the plantings by May prior to the American in Bloom conference.

The Commission asked about the fencing and what is being done for security with Mr. Gierok noting the fence did not provide any security. He stated he could discuss security with Chief Capri to see what could be done. He commented on the planting of some sabal palms to prevent people pulling in from the parking. He indicated they determined the fencing did not prove to be a true deterrent and commented on the need for lighting. He added that having more foot traffic through the grounds would help reduce some issues.

The Commission commented on the recent increase in people visiting the site and utilizing the gazebo. They asked if the gazebo was going to be moved.

Mr. Gierok stated it would be left where it is unless he was instructed to move it. He explained he had previously tried to move a similar gazebo and it was not successful.

The Commission commented on the cannon catching the attention of passersby. It was noted that the America in Bloom project would include the cemetery and that the cannon may fit in well at the cemetery. Discussion was also held regarding the water feature and improved landscaping and lighting at the Clifford House. It was noted that the more attractive the site is, the more it will be used.

Mr. Gierok stated that Phase 1 would be completed by May. He indicated that he was told there would be an opening in May. He commented on those items they can do in advance so they can move quickly once the grant is approved.

Vice Mayor Lee noted that Ace Hardware had donated towards the Clifford House restoration with Mayor Holland noting there are other residents interested in donating as well.

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

Mr. Howe indicated the following individuals submitted Request to Speak cards but had already left the meeting: Tristen Nappi, Ivan Gonzalez, Margie Blanco, Amy Baker and Eileen Fontaine.

Juan Aguayo, with the assistance of Elis Forman as translator, distributed some materials to the Commission. He indicated he had materials for Hansel Rodriguez but he had already left the meeting. He commented on his issues with Sharps Park. He indicated he has not left as he still has not received the title to his home. He complained about water and sewer issues with the park and cited a \$12,000 bill he received for damages. He explained they are alleging he and his wife are dumping drugs into the sewer. He stated they are charging him for all three properties that he supposedly damaged. He provided photographs of the damage as well. He complained about the taste and smell of the water.

Attorney Garcia asked if he had contact information for DBPR and Legal Aid with Mr. Aguayo indicating he had those but no one would help him. He further commented on the sewer issues and other properties being affected. He complained about the Sharp's management lack of response. He thanked the Commission for listening.

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

##### 5.1 Resolution Number 24-26: Police Department Request to Purchase Motorola In Car Radios



5.2 Resolution Number 24-27: Purchase in Excess of \$50,000 for the Clifford-Taylor House Museum’s Roofing Project

5.3 Resolution Number 24-28: Approval of Purchase in Excess of \$50,000 for Rental of a Concrete Crushing Machine

5.4 Resolution Number 24-29: Authorizing Award of Bid Number 002-24 to Tank Wizards Inc for the Grand Island Fuel Tank Project and Approving a Purchase in Excess of \$50,000

5.5 Resolution Number 24-30: Fire Station Number 22 Bay Doors Replacement – Emergency Request

Motion made by Vice Mayor Lee, Seconded by Commissioner Cobb, to approve the Consent Agenda. The 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 24-06: Approval of preliminary subdivision plat for Kurt Street Townhomes (Alternate Key Numbers: 2930497 and 3859180)

Sasha Garcia, City Attorney, read Resolution Number 24-06 by title: A Resolution of the City Commission of the City of Eustis, Florida; approving a preliminary subdivision plat for Kurt Street Townhomes, a 62-unit Town Home Residential Subdivision, on approximately 5.97 acres of property located on the west side of Kurt Street, west of West Charlotte Avenue (Alternate Key Numbers 2930497 and 3859180).

Mike Lane, Development Services Director, reviewed the proposed preliminary subdivision plat. He noted the previous denial and description of what has been changed. He stated the pickleball court was changed to a tot lot. They also added a walking trail to connect the cul-de-sac to the dog park on the southeastern corner. He commented that the developer immediately went back and made the changes requested by the Commission and resubmitted it within days of the hearing.

Attorney Garcia opened the public hearing at 7:33 p.m. There being no public comment, the hearing was closed at 7.33 p.m.

Motion made by Commissioner Cobb, Seconded by Commissioner Hawkins, to approve Resolution Number 24-06. The motion passed on the following vote:

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

6.2 Resolution Number 24-21: Purchase of Pumper Truck for Eustis Fire Department

Attorney Garcia read Resolution Number 24-21 by title: A Resolution of the City Commission of the City of Eustis, Lake County, Florida; amending the 2023-24 budget to purchase financing in the amount of \$891,170 to acquire a Pierce Impel side control pumper truck, to use funds available in the Sales Tax Revenue Fund, the purchase will be a partial payment in 23-24 in the amount of \$297,056 and the remaining amount in 24-25, providing for an effective date.

Mike Swanson, Fire Chief, explained the requested budget amendment and indicated it takes 46 to 49 months to receive the truck once ordered. He stated that the intent is to get on the list for the truck and, once received, it would be applied to the planned future Station #3.

Attorney Garcia opened the public hearing at 7:36 p.m. There being no public comment, hearing was closed by 7:36 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Cobb, to approve Resolution Number 24-21. The motion passed on the following vote:

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

### 6.3 Resolution Number 24-24: Corey Rolle Memorial Field Phase 1 Improvements and Corresponding Budget Amendment

Attorney Garcia read Resolution Number 24-24 by title: A Resolution of the City Commission of the City of Eustis, Florida; approving the Corey Rolle Field improvements Phase 1 and authorizing an amendment of the 2023-2024 budget for this purpose.

Rick Gierok, Public Works Director, discussed the history of the project and reviewed the proposed improvements. He stated he was looking for approval for Phase 1 improvements only. He cited pre-work that had already been completed and noted a volunteer group had offered to help paint the racquetball court. He listed the planned Phase 1 improvements and cost estimates totally \$63,375 and cited work to be done inhouse. He noted he is asking for approval of the purchase of the second level of the press box but it would not actually be installed until Phase II.

Mr. Gierok explained the plan to do a stacked unit for the press box. He stated he was asking to include the purchase of the second level to make sure the two sections match. He added that they would need engineering to do the structural changes for the press box. He noted they would need to bring in some utilities for the concession stand. He stated they are targeting August completion so the project is ready for football season.

Mr. Gierok emphasized it is not a budgeted project and would require a budget amendment. He stated there is currently a fund balance in the Parks and Recreation impact fee fund just over \$330,000. He indicated the project would qualify for funding from that source.

Mr. Gierok then explained that Phase 2 would be done in coordination with the Coolidge project. He commented on the need for the fence to separate the players from the spectators as a security measure. He explained the plan to put in a long hedge row and sidewalks to prevent cars pulling in rather than security fencing. He further explained the fencing, parking and a manned gate that could be used for ticketed events. He commented on the high expense for the stairs due to them needing to be load rated. He indicated he put site design and permitting in Phase 1 but the work would be done in Phase 2.

Mr. Gierok explained that if the Commission agrees to Phase 2, he would add that project to the Capital Improvement Plan. He noted he is not currently looking for approval of Phase 2. He cited the possibility of obtaining a FRDAP grant for the project and noted other City projects funded with those grants.

Mr. Gierok then discussed future consideration for replacement of the turf which is in poor shape. He explained it was replaced in 2018 with bermuda but that requires a "real" mower which costs up to \$50,000. He noted options for turf replacement from sod to artificial turf considering maintenance, irrigation, and weather dependent considerations. He recommended installing artificial turf at a cost of \$500,000 which allows for play in a shorter time after rainfall events. He suggested allowing him to further research the replacement.

Mr. Gierok asked for approval of Phase 1 along with any suggestions for Phase 2 and what they want him to include future capital projects.

The Commission discussed the anticipated amount of Parks and Rec impact fees for future years, possibility of air conditioning for the press box, turf replacement, final completion date and need to proceed as soon as possible. It was recommended that a full capital project be brought back to the Commission as soon as possible.

Discussion was held regarding the cost of the stairs and the possibility of funding those through the rental of the Service Center with Mr. Gierok indicating he would have to proceed with installation of the second level which would bring the Phase 1 total to about \$100,000. He added that he would have to bid out the various items.

Attorney Garcia opened the public hearing at 8:07 p.m.

Gail Isaac-Thomas thanked the City Commission for the project.

Coach Johnny Saunders thanked the Commission and Public Works for their efforts to provide for the City youth. He showed to the Commission samples of the new Junior Panther uniforms.

There being no further comments, the hearing was closed at 8:11 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Cobb, to approve Resolution 24-24. The motion passed on the following vote:

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

**6.4 SECOND READING**

Ordinance Numbers 24-02, 24-03, and 24-04: Explanation of Ordinances for Annexation of a Parcel with Alternate Key Number 1123461 and related designations

- Ordinance Number 24-02 – Voluntary Annexation
- Ordinance Number 24-03 – Comprehensive Plan Amendment
- Ordinance Number 24-04 – Design District Assignment

Attorney Garcia read Ordinance Number 24-02 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida; voluntarily annexing approximately 1.88 acres of real property at Alternate Key Number 1123461, on the south side of East Bates Avenue at 2596 East Bates Avenue.

Attorney Garcia opened the public hearing at 8:12 p.m. There being no public comment, the hearing was closed at 8:12 p.m.

Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee, to adopt Ordinance Number 24-02 on second and final reading. The motion passed on the following vote:

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

**6.5 SECOND READING**

Ordinance Number 24-03: Comprehensive Plan Map Land Use Assignment for Recently Annexed Parcel with Alternate Key Number 1123461

Attorney Garcia read Ordinance Number 24-03 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; amending the

City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 1.88 acres of real property at Alternate Key Number 1123461, on the south side of East Bates Avenue at 2596 East Bates Avenue, from Urban Low in Lake County to Suburban Residential in the City of Eustis.

Attorney Garcia opened the public hearing at 8:13 p.m. There being no public comment, the hearing was closed at 8:13 p.m.

Motion made by Commissioner Ashcraft, Seconded by Commissioner Cobb, to adopt Ordinance Number 24-03 on second and final reading. The motion passed on the following vote:

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

**6.6 SECOND READING**

**Ordinance Number 24-04: Assignment of Design District for Recently Annexed Parcel with Alternate Key Number 1123461**

Attorney Garcia read Ordinance Number 24-04 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Neighborhood design district designation to approximately 1.88 acres of real property at Alternate Key Number 1123461, on the south side of East Bates Avenue at 2596 East Bates Avenue.

Attorney Garcia opened the public hearing at 8:14 p.m. There being no public comment, the hearing was closed at 8:14 p.m.

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee, to adopt Ordinance Number 24-04 on second and final reading. The motion passed on the following vote:

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

**6.7 SECOND READING**

**Ordinance Numbers 24-08, 24-09, and 24-10: Explanation of Ordinances for Annexation of Parcels with Alternate Key Numbers 1784069, 2814128, and 2814144 and related designations**

- Ordinance Number 24-08 – Voluntary Annexation
- Ordinance Number 24-09 – Comprehensive Plan Amendment
- Ordinance Number 24-10 – Design District Assignment

Attorney Garcia read Ordinance Number 24-08 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 13.72 acres of real property at Alternate Key Numbers 1784069, 2814128 and 2814144, on the south side of Getford Road, east of Coolidge Street and west of Gatch Road.

Attorney Garcia opened the public hearing at 8:15 p.m. There being no public comment, the hearing was closed at 8:15 p.m.

Motion made by Commissioner Cobb, Seconded by Commissioner Ashcraft, to adopt Ordinance Number 24-08 on second and final reading. The motion passed on the following vote:

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

**6.8 SECOND READING**

Ordinance Number 24-09: Comprehensive Plan Amendment, Comprehensive Plan Map Land Use Assignment for Recently Annexed Parcels with Alternate Key Numbers 1784069, 2814128, and 2814144

Attorney Garcia read Ordinance Number 24-09 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 13.72 acres of real property at Alternate Key Numbers 1784069, 2814128 and 2814144, on the south side of Getford Road, east of Coolidge Street and west of Gatch Road, from Urban Low in Lake County to Suburban Residential in the City of Eustis.

Attorney Garcia opened the public hearing at 8:16 p.m. There being no public comment, the hearing was closed at 8:16 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Cobb, to adopt Ordinance Number 24-09 on second and final reading. The motion passed on the following vote:

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

**6.9 SECOND READING**

Ordinance Number 24-10: Assignment of Design District for Recently Annexed Parcels with Alternate Key Numbers 1784069, 2814128, and 2814144

Attorney Garcia read Ordinance Number 24-10 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Neighborhood design district designation to approximately 13.72 acres of real property at Alternate Key Numbers 1784069, 2814128 and 2814144, on the south side of Getford Road, east of Coolidge Street and west of Gatch Road.

Attorney Garcia opened the public hearing at 8:17 p.m. There being no public comment, the hearing was closed at 8:17 p.m.

Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee, to adopt Ordinance Number 24-10 on second and final reading. The 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 Hawkins asked Rachel Amman, Interim Parks and Recreation Director, for an update on the awnings for the bleachers.

Ms. Amman stated there is \$23,000 in the budget; however, quotes were received for approximately \$33,000. She stated it had been put on hold to see what was being done with Corey Rolle Field.

Commissioner Hawkins commented monies from W.I.N. 1 Ministries should be returned back to Parks and Recreation.

Mike Sheppard, Finance Director, explained that the facility rental funds go into the General Fund but they could go back and allocate the funds to Parks and Recreation.

Commissioner Hawkins expressed thanks to Rick Gierok for his work on the Corey Rolle Field project. He then noted the hiring of the new Parks and Recreation Director and expressed concern that the Commission had not yet met the new director.

Mr. Howe explained that the start date for the new Parks and Recreation Director isn't until April 1st so he was only in town for a short time. He indicated he would provide a copy of his resume to the Commissioners. Mr. Howe then noted that the previously proposed Finance Director does not have an exit strategy for his current position; therefore, City staff is looking at other options for hire. He indicated that the City Manager would be interviewing a new applicant the following week that was promising so they hoped to bring forth a new candidate in the near future. He noted that the Commission is responsible for confirming the Finance Director.

Commissioner Hawkins reported that he had been contacted by Pastor Jay with the United Methodist Church. He wants to hold a meeting with the local residents around Forward Path. He stated it is tentatively set for April 3rd, 6 to 8 p.m., at the church.

Commissioner Cobb commented on Arbor Day being moved to April 13th due to something else being held on April 20th. She indicated Duke Energy is donating \$2,500 toward that event and she would be working on additional sponsorships. She reported on the 4-H public speaking contest for elementary and middle school students. She asked to have the winners attend the March 21st Commission meeting.

Ms. Cobb thanked Public Works for the progress on the Coolidge project. She announced that the City is receiving so far \$1.59 million from Tallahassee for that project and another \$500,000 for the Bates Avenue water treatment plant. She noted there is still a shortage on the Coolidge project and staff is working with the Lake County Water Authority to try and get some funding. She then asked Police Chief Capri about the school zone camera program.

Craig Capri, Police Chief, responded that in two weeks there have been over 360 violations caught. He indicated it is still in the warning period for another two weeks after which tickets will be issued. He announced that he will be bringing before the Commission at the next meeting a request to install vehicle license tag readers. He explained they would like to install twelve readers around the perimeter of the City to help reduce criminal activity from entering the City. He stated eight of the cameras will be paid for by Altumint with the City paying for four of them. He indicated it would cost \$12,000 per year.

Chief Capri noted two criminal cases where they were able to catch the perpetrator using the County's tag readers. He indicated that only information concerning criminals will be entered into the system. He explained a tag has to be uploaded into the system in order for it to be flagged. He confirmed that the system would communicate with the system that The Gables had installed as well as with Lake County's real time crime center. He added that the EPD has created its own emergency operations center with monitors for Palmetto Plaza as well as cameras going into Sunset Park. He expressed support for putting cameras in Ferran Park and City Hall as well.

Commissioner Cobb thanked Senator Baxley and Representative Truenow for their work on behalf of the City's projects.

Commissioner Ashcraft thanked staff for all their work on Georgefest and complimented them on how great the event was.

Vice Mayor Lee commented on the Dining in the Dark event and how much it helps you appreciate your sight. She also commented on the Georgefest turnout and parade. She thanked Rick Gierok for his work and cited the Events staff for the work on Clifford House and the Mother's Day tea.

Commissioner Hawkins announced the next comedy show would be held April 13th. He stated they are hoping to attract up to 10,000 people to the downtown. He then announced the African American Heritage Festival and Parade had been rescheduled to April 20th.

**7.2 City Manager**

Mr. Howe reported the City Manager and his wife are doing well.

Mayor Holland thanked Bill Howe for sitting in as Acting City Manager.

**7.3 City Attorney - None**

**7.4 Mayor**

Mayor Holland thanked the legislature for its support. He complimented all of the City departments on the 122nd Georgefest celebration. He congratulated the Eustis Fire Department for the food drive and noted that Eustis' department had won the plaque for all four years. He said Eustis was 10,000 pounds over the next City.

Mayor Holland played a video taken during Georgefest of Commissioners Hawkins and Ashcraft dancing during one of the concerts. He commented on how well the Commission works together.

Commissioner Cobb thanked Jobey Jones for picking up the damaged fencing at the Mount Olive cemetery.

Mayor Holland commented on the Community Service Awards and congratulated everyone that won awards.

**8. ADJOURNMENT: 8:38 P.M.**

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

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CHRISTINE HALLORAN  
City Clerk

---

MICHAEL L. HOLLAND  
Mayor/Commissioner



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: March 21, 2024

RE: Eustis Police Department Recognitions

---

**Introduction:**

Eustis Police Department will recognize Trooper Richard Rowley for an outstanding service award and Adam Abdelmessih and William Starling for promotions to Corporal.

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager





# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: March 21, 2024

RE: Recognition of UF IFAS Extension Lake County 4-H Public Speaking Contest  
Winners

---

**Introduction:**

Eustis City Commission will recognize the UF IFAS Extension Lake County 4-H Public Speaking Contest Winners.

The elementary school winners are:

1st Place: Emma Leslie from Cypress Ridge

2nd Place: Jameson Bocken from Lost Lake

3rd Place: Ludia Lawson from Eustis Elementary

The middle school winners are:

1st Place: Elena Ryan from Wesley Christian Academy

2nd Place: Delilah Budhram from Minneola Charter

3rd Place: Yohan Lijo from Round Lake Charter

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: March 21, 2024

RE: Recognition of 2023 Chamber of Commerce Community Service Awards

---

**Introduction:**

Eustis City Commission will recognize the recipients of the 2023 Chamber of Commerce Community Service Awards.

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager

2023 Community Service Award – Presented to:

ARTS/CULTURE – Bay Street Players

EDUCATION – Meaningful Milestones

LEADERSHIP – Jerry Cobb

PUBLIC SERVICE – George Asbate

SPORTS – Brittnay Beall

HUMANITARIAN – Dr. Summer Young, Eustis Lakeside Dental

PUBLIC SAFETY – Shikita Hill

ENTREPRENEUR – Melissa McHaffie, Crafted Scent Bar

YOUTH – Aran Cross

VOLUNTEER – Robin Richter

NON-PROFIT ORGANIZATION – Amazing Race for Charity

HEALTH CARE PROVIDER – Roslyn Chappell

SMALL BUSINESS – All American Construction Services

MEDIUM BUSINESS – Above & Beyond Pest Control

LARGE BUSINESS – Seacoast Bank



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: MARCH 21, 2024

RE: Resolution Number 24-32: Authorizing Award of Bid Number 003-24 to RCM Utilities, LLC for the Eastern Water Treatment Plant Well and High Service Pump Project and Approving a Purchase in Excess of \$50,000

## **Introduction:**

Resolution Number 24-32 authorizes the award of Bid Number 003-24 to RCM Utilities, LLC with a base bid of \$513,779.09 for the Eastern Water Treatment Plant Well and High Service Pump Project and authorizes the City Manager to execute all agreements with RCM Utilities, LLC to complete this project.

## **Background:**

This project will replace the existing vertical turbine pump for Well 1 and install one horizontal split case high service pump with associated equipment at the Eastern Water Treatment Plant. Replacement of the existing well pump will increase pump capacity from 500 gallons per minute to 1,200 gallons per minute. Installation of the new high service pump will allow for the plant to keep up with customer demand, especially during peak times.

The description of work for Bid Number 003-24 includes the following:

- Vertical Turbine Pump upgrades including motor assembly and bowl assembly replacement, strainer replacement, extension to existing column pipe, and all required testing
- New High Service Pump including piping and valving, control panels, appurtenances, and miscellaneous work as shown on the Drawings and as specified
- Confirmation that the existing water meter can manage the increased flow, or replacement of the meter if necessary to accommodate the new flow rate
- Electrical work
- Instrumentation and control

Two bids were received by licensed contractors during the February 13, 2024 bid opening for the project. The total base bids from the two contractors ranged from a low of \$513,779.09 to a high of \$761,950.00. City staff is confident that they received competitive pricing and reasonable bids. RCM Utilities, LLC submitted the lowest total base bid of \$513,779.09. In reviewing RCM Utilities, LLC's bid package, no deficiencies were noted. The City's purchasing policies require that the Commission approve any purchase that exceeds \$50,000.

**Recommended Action:**

Staff recommends approval of Resolution Number 24-32

**Policy Implications:**

Not applicable.

**Alternatives:**

- 1. Approve Resolution Number 24-32
- 2. Deny Resolution Number 24-32

**Budget/Staff Impact:**

The approved budget has allocated funds of \$615,000 for the Eastern Well 1 upgrade, installation of a High Service Pump, and Engineering Construction Services as shown below:

042-8600-533-65-51	Eastern Well 1	\$203,000
065-8600-533-67-17	Third High Service Pump	\$412,000

The funds for this project will be expended from each account as shown below:

042-8600-533-65-51	Eastern Well 1	\$170,700.87
065-8600-533-67-17	Third High Service Pump	\$343,078.22

**Prepared By:**

Olivia Kilgore, Sr. Staff Assistant – Water Department

**Reviewed By:**

Michael Brundage, Wastewater Superintendent  
 Greg Dobbins, Deputy Director Water/Wastewater  
 Rick Gierok, P.E., Director of Public Works, City Engineer

**Attachment(s):**

Resolution Number 24-32

**Available Upon Request:**

Bids from Bid Number 003-24

**RESOLUTION NUMBER 24-32**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, AUTHORIZING AWARD OF BID NUMBER 003-24 TO RCM UTILITIES, LLC FOR THE EASTERN WATER TREATMENT PLANT WELL AND HIGH SERVICE PUMP PROJECT AND APPROVING A PURCHASE IN EXCESS OF \$50,000**

**WHEREAS**, the City's approved Capital Improvement Budget includes funds for the replacement of the Eastern Well 1 pump and installation of a new High Service Pump; and

**WHEREAS**, the new pumps will allow for improved gallons per minute output and increased function and reliability; and

**WHEREAS**, the City of Eustis, Florida advertised invitations to bid (City of Eustis Bid Number 003-24) for the Eastern Well and High Service Pump Project in accordance with City purchasing policies; and

**WHEREAS**, the City received and opened two (2) individual responses to said Invitation to Bid, on Tuesday, February 13, 2024; and

**WHEREAS**, RCM Utilities, LLC is the lowest responsive, responsible bidder for the construction plans and possesses the required qualifications to perform the construction services necessary and to provide products and equipment as noted in the design specifications; and

**WHEREAS**, 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 of the City of Eustis, Lake County, Florida, that:

- (1) The City Commission hereby authorizes the award of Bid Number 003-24 to RCM Utilities, LLC in the amount of \$513,779.09 for the Eastern Water Treatment Plant Well and High Service Pump Project; and
- (2) The City Commission hereby authorizes the City Manager to execute all agreements and contracts associated with the approved purchase; and
- (3) This resolution shall become effective immediately upon passing.

**DONE AND RESOLVED**, this 21<sup>st</sup> day of March, 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





TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: March 21, 2024

RE: RESOLUTION NUMBER 24-34: AUTHORIZING THE RECORDING OF LIENS ON DELINQUENT UTILITY ACCOUNTS

---

**Introduction:**

On September 7, 2017, the Commission adopted Resolution Number 17-10, which approved implementing property liens for qualifying delinquent utility accounts. The purpose of recording a lien is twofold:

- 1) To recover the City's water, wastewater, and/or irrigation services cost.
- 2) To follow Florida Statutes. F.S. 159.17 *Lien of Service Charges* requires any city issuing revenue bonds to have property liens on utility systems.  
The City issued Water and Sewer Series 2016 Revenue Bonds.

Staff identified accounts over 90 days delinquent. With proper notice provided, the City discontinued utility services upon failure of the property owner to pay for water, wastewater, irrigation, and/or garbage services. The City has exhausted all collection options. With the Commission's approval, liens will be applied to the below listed delinquent accounts.

**Recommended Action:**

Staff recommends approval of Resolution Number 24-34 authorizing the recording of liens for the properties listed in Exhibit A.

**Background:**

The City provides various utility services to properties throughout the City, including water, wastewater, irrigation, reclaimed water, and garbage services. To follow Florida Statutes and provide prudent measures to recoup utility service reimbursement, the staff recommends recording liens on qualifying delinquent utility accounts.

**Alternatives:**

1. Approve Resolution Number 24-34
2. Deny Resolution Number 24-34 and direct staff on how they would prefer to proceed.



**Budget/Staff Impact:**

The utility enterprise fund has sufficient revenue to process the liens, release and pay recording fees. It is unknown when the recovery will occur. Due to changes in staffing, this process is now being reinstated and will occur on a regular basis.

The proposed action will help the City achieve the following objectives:

- Follow Florida Statutes.
- Create a procedure for collecting past-due utility bills, which is the property owner's responsibility. Only the owner of the property can be liened. Obligations created by the lessee are not an allowed obligation of the property owner.
- Impose and maintain liens on properties for unpaid utility bills.

**Attachments:**      Resolution 24-34: Utility Liens  
                                 Exhibit A: List of Property to be liened

**Prepared By:**

Arlene Applegate, Customer Service Representative III  
Mike Sheppard, Finance Director

**RESOLUTION NUMBER 24-34**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING THE RECORDING OF WATER, WASTEWATER, AND IRRIGATION LIENS.**

**WHEREAS**, Florida Statutes Chapter 180 provides municipalities with authority to establish and operate water utility systems; and

**WHEREAS**, Florida Statutes 159.17 *Lien of Service Charges* requires that any city issuing revenue bonds shall have a lien on all lands or premises served by any water system, sewer system, or gas system for all service charges for such facilities until paid, which liens shall be prior to all other liens on such lands or premises except the lien of state, county and municipal taxes and shall be on a parity with the lien of such state, county and municipal taxes. Such liens, when delinquent for more than 30 days, may be foreclosed by such city in the manner provided by the laws of Florida for the foreclosure of mortgages on real property; and

**WHEREAS**, the City of Eustis has issued Water and Sewer Series 2016 Revenue Bonds; and

**WHEREAS**, as authorized by state law, there is hereby imposed a lien on each property that is served by the City’s water, wastewater, and/or irrigation system to secure the payment of delinquent City utility services; and

**WHEREAS**, based on utility criteria, the City identified delinquent accounts (See Exhibit A Attached), which will be recorded as water, wastewater, and irrigation liens.

**NOW, THEREFORE, BE IT RESOLVED** that the City Commission of the City of Eustis, Florida, does hereby authorize the recording of such liens.

**DONE AND RESOLVED**, this 21st day of March 2024, in the 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 21st day of March 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 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 24-34 is hereby approved. 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 & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk

## EXHIBIT A

1004-3	GREEN, PAUL A JR Meter was pulled 1/24/24. Four months past due. Last payment was \$175.94 on 10/26/23.	207 LILY PAD LN	\$203.28
26502-3	OROZCO, CARLOS Meter was pulled 2/26/24. Three months past due on payment plan agreement. Last payment was \$159.99 on 11/29/23. Water was cut off 11/29/23.	2211 HARLEM AVE	\$240.00
27406-3	JONES, BONNER S Meter was pulled 2/29/24. Three months past due. Last payment was \$79.73 on 11/6/23. Water was cut off on 1/30/24.	1307 JEAN CT	\$341.24
29890-2	SUAREZ, JOHNNATAN Meter was pulled 2/29/24. Four months past due. Last payment was \$297.65 on 10/25/23. Water was cut off on 1/31/24.	1523 E MCDONALD AVE	\$200.84
29916-0	THOMAS, BETTY P Meter was pulled 10/9/23. Five months past due. Last payment was \$150.00 on 10/5/23. Meter was pulled per customer's request. Customer has not lived here since October 2022. She wants garbage left on so lawn service can throw away leaves and branches (Garbage will be turned on if the account is paid).	1942 E MCDONALD AVE	\$830.72
31568-8	PARKIN PROPERTIES LLC Meter was pulled 2/26/24. Four months past due. Last payment was \$337.25 on 10/18/23. Water was cut off on 1/18/24.	1000 E ORANGE AVE	\$391.27
35438-2	MURACH, MALORIE M Meter was pulled 2/29/24. Four months past due. Last payment was \$179.47 on 11/10/23. Water was cut off on 1/25/24.	980 VASSAR DR	\$361.89
Totals			\$2,569.24



# City of Eustis

Item 5.3

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: MARCH 21, 2024

RE: RESOLUTION NUMBER 24-35: APPROVAL OF PURCHASE IN EXCESS OF \$50,000 FOR ANNUAL PAYMENT TO CDW-G FOR SOFTWARE RIGHTS

---

**Introduction:**

Resolution Number 24-35 approves a purchase in excess of \$50,000 for software licenses.

**Recommended Action:**

Staff recommends approval of the Resolution.

**Background:**

The approved FY 2023-24 Budget includes software licenses in excess of \$50,000. The licenses also allow us to use Office 365 (which includes Teams, allowing users to chat using video through an Internet connection), Excel, Word, Outlook, Publisher, Power Point and Access. Teams one drive will provide cloud storage of e-mails thereby freeing up server storage for more important data.

We have contacted CDW-G, and SHI, of which both are on state contract. The pricing is best through CDW-G at \$76,735.51 a year for the next three years.

**Alternatives:**

- 1) Approve Resolution 24-35 and authorize the annual payment of \$76,735.51.
- 2) Reject Resolution 24-35 and reject the annual payment of \$76,735.51.

**Budget Impact:**

The approved FY23-24 General Fund budget includes \$58,514 and Water and Sewer Fund budgets includes \$18,222 for a total of \$76,736

**Prepared by:**

Mike Sheppard, Finance Director

**Reviewed by:**

Greg Barron, IT Manager

**RESOLUTION NUMBER 24-35**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA AUTHORIZING A PURCHASE IN EXCESS OF \$50,000 FOR LICENSING OF SERVERS, OFFICE 365, EXCEL, WORD, PUBLISHER, ACCESS, POWER POINT, CLOUD STORAGE FOR E-MAILS, TEAMS AND ONE DRIVE FOR FILE SHARE ON LARGE DOCUMENT.**

**WHEREAS**, the City's approved FY 2023-24 Budget includes funding for the purchase of all license necessary to operate the city; and

**WHEREAS**, Microsoft licensing of all the products is available on State Contracts; and

**WHEREAS**, the city has the extension agreement holding the pricing to be extended and the City's Purchasing Ordinance requires the City Commission to approve any purchase exceeding \$50,000; and

**WHEREAS**, the services are essential to City operations for computers and network productivity.

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

- (1) The City Manager is hereby authorized to approve a purchase in excess of \$50,000 as well as execute all agreements associated with this purchase; and
- (2) That the Purchasing Director is hereby authorized to complete the transaction in accordance with this resolution.

**DONE AND RESOLVED** this 21st day of March, 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 21<sup>st</sup> day of March, 2024 by Michael L. Holland, Mayor/Commissioner, 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 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 24-35 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 & 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: MARCH 21, 2024

RE: RESOLUTION NUMBER 24-33: APPOINTMENT OF FINANCE DIRECTOR

---

**Introduction:**

Resolution Number 24-33 approves the appointment of Lori A. Carr as the new Finance Director for the City of Eustis.

**Recommended Action:**

Staff recommends approval of Resolution Number 24-33.

**Background:**

Article V of the City Charter provides for a Finance Director appointed by the City Manager and approved by the City Commission. The City Manager has interviewed several applicants for the position and has selected Lori A. Carr to fill the position of Finance Director, subject to the approval of the City Commission.

Ms. Carr meets the qualifications for the position and has accepted the conditional offer of employment. Ms. Carr has a Bachelor of Science degree from Stetson University, a Master in Business Administration degree from Nova University and has been a Certified Government Finance Officer since 2016. She has more than 24 years of professional finance and accounting experience having served in both municipal and county agencies as an assistant/deputy finance director, manager and Director of Business Services.

**Budget /Staff Impact:**

The Finance Director's salary is included in the current Fiscal Year 2023/24 budget.

**Community Input:**

There has been no community input on this resolution, but the public will have an opportunity to comment at the meeting.

**Prepared by:**

Bill Howe, Human Resources Director



**RESOLUTION NUMBER 24-33**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, APPROVING THE APPOINTMENT OF LORI A. CARR AS THE CITY OF EUSTIS FINANCE DIRECTOR EFFECTIVE APRIL 11, 2024.**

**WHEREAS**, Article V of the City Charter provides for a Finance Director appointed by the City Manager, with the approval of the City Commission; and

**WHEREAS**, the City Manager has appointed Lori A. Carr as the new City Finance Director, subject to approval of the City Commission; and

**WHEREAS**, Lori A. Carr meets all of the Finance Director job description qualifications and has accepted the position,

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Eustis, Florida, that the appointment of Lori A. Carr as the Finance Director for the City of Eustis is hereby approved, effective March 21, 2024.

**DONE AND RESOLVED**, this 21<sup>st</sup> day of March, 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 21<sup>st</sup> day of March 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 Seal No:

**CITY ATTORNEY'S OFFICE**

This document has been reviewed and approved as to form and legal content for 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 24-33 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: March 21, 2024

RE: **FIRST READING**

ORDINANCE NUMBERS 24-15, 24-16, AND 24-17: EXPLANATION OF ORDINANCES FOR ANNEXATION OF PARCELS WITH ALTERNATE KEYS 1064309.

*Ordinance Number 24-15 – Voluntary Annexation*

*Ordinance Number 24-16 – Comprehensive Plan Amendment*

*Ordinance Number 24-17 – Design District Assignment*

## **Introduction:**

Ordinance Number 24-15 provides for the voluntary annexation of approximately 0.3 acres of land located at Coolidge street and Suanee Avenue, on the north side of Suanee Ave. (Alternate Key Number 1064309). Provided the annexation of the subject property is approved, via Ordinance Number 24-15, Ordinance Number 24-16 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 24-17 would assign the subject property a design district designation of Suburban Neighborhood. If Ordinance Number 24-15 is denied, then there can be no consideration of Ordinance Numbers 24-16 and 24-17.

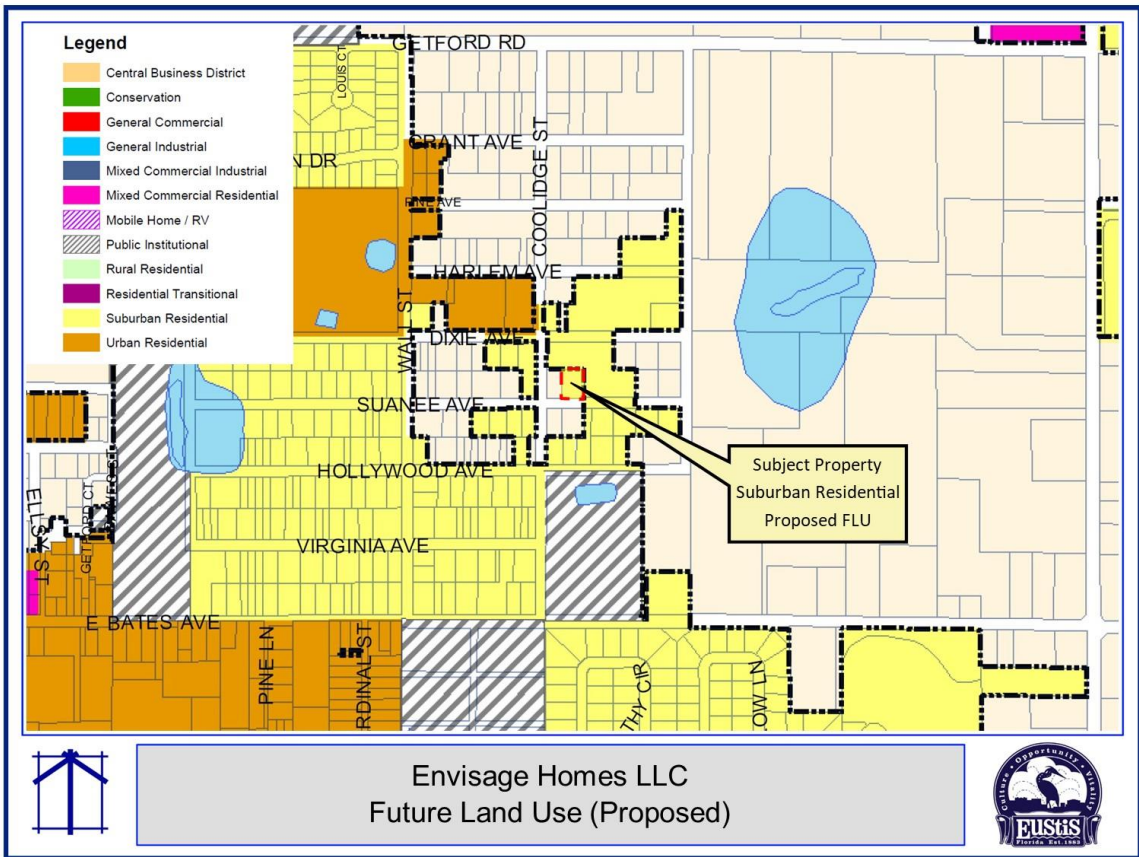
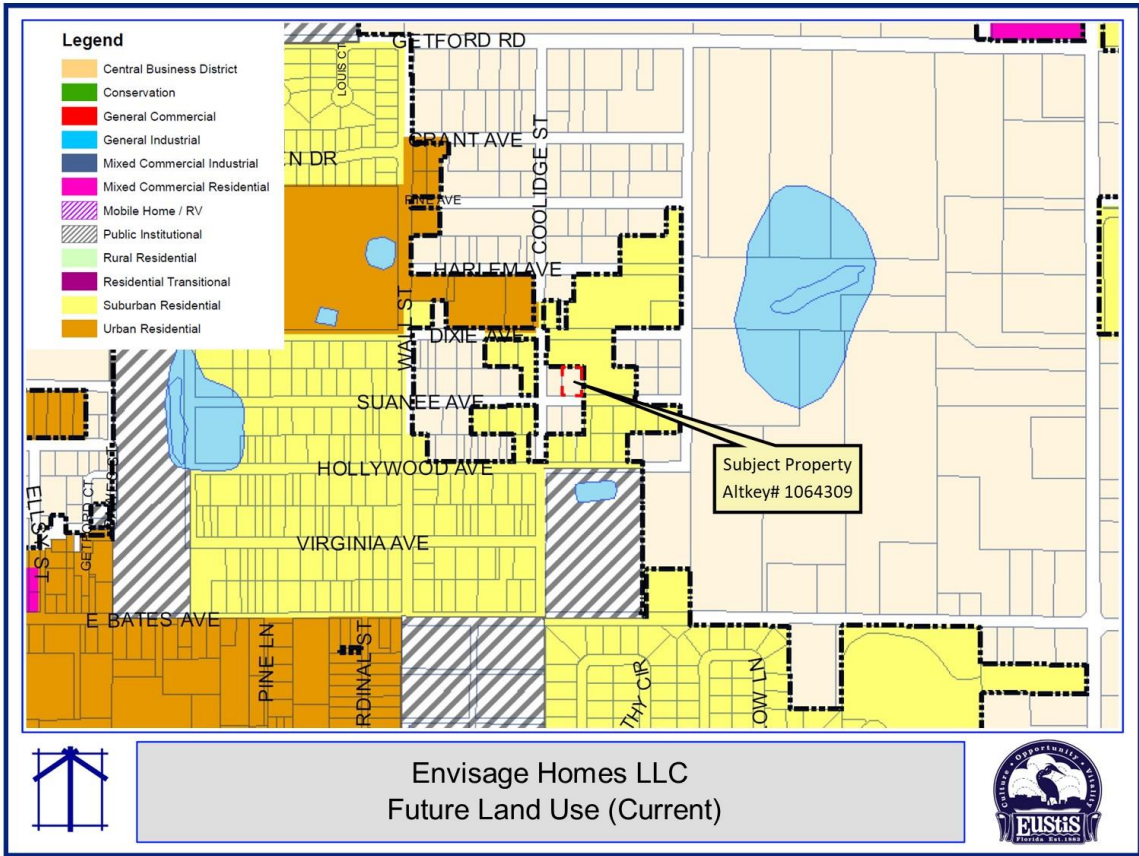
## **Background:**

1. The site contains approximately 0.3 acres and is located within the Eustis Joint Planning Area. The property to be annexed is a portion of the Rosenwald Gardens subdivision and a subsequent partial replat dating back to 1954. *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 24-16 would change the land use designation to Suburban Residential (SR) in the City of Eustis.



Surrounding properties have the following land use designations:

Location	Existing Use	Future Land Use	Design District
<b>Site</b>	Vacant	Urban Low (Lake County)	N/A
<b>North</b>	Vacant	Suburban Residential	Suburban Neighborhood
<b>South</b>	Single-Family	Urban Low (Lake County)	N/A
<b>East</b>	Vacant	Suburban Residential	Suburban Neighborhood
<b>West</b>	Vacant	Urban Low (Lake County)	N/A



## Applicant's Request

The applicant and property owners, Envisage Homes LLC, 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 24-15)

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. Urban services of adequate capacity are available to serve future development, consistent with the requested Suburban Residential future land use designation.***

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 and eastern boundaries, and the owner petitioned for annexation.***

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

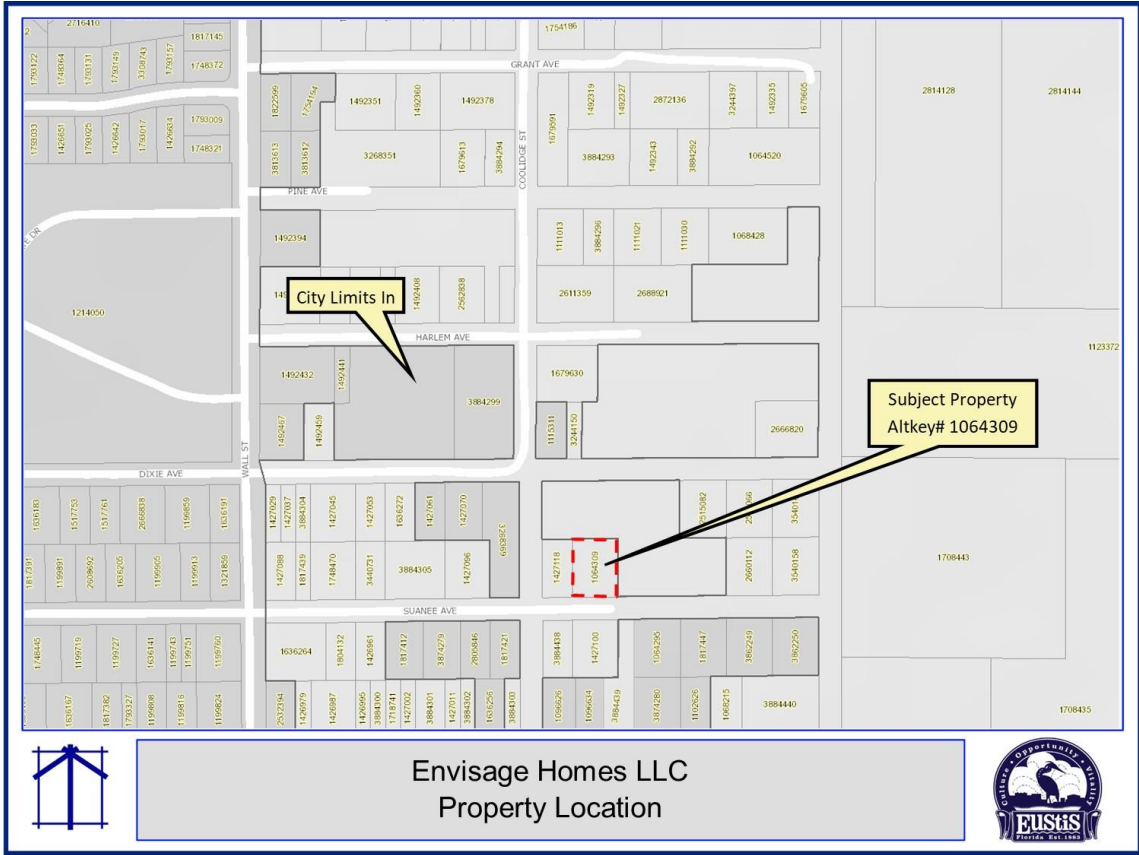
“...Said ordinance shall be passed after notice of the annexation has been published at least once each week for 2 consecutive weeks in some newspaper in such city or town...”

***The department published notice of this annexation in the Daily Commercial following the established requirements on March 12, 2024, and again on March 18, 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 properties are 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 February 26,2024, via email and by Certified Mail on February 26, 2024.***

Analysis of Comprehensive Plan/Future Land Use Request (2024-CPLUS-03) Ordinance Number 24-16)

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 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 will be requiring city services in order to develop. The underlying lot within the proposed annexation that will be subject to the Suburban Residential Future land Use was platted in the early to mid-1950s.***

## 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 subject property was originally platted in the 1950s as part of the Rosenwald Gardens subdivision. 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.***

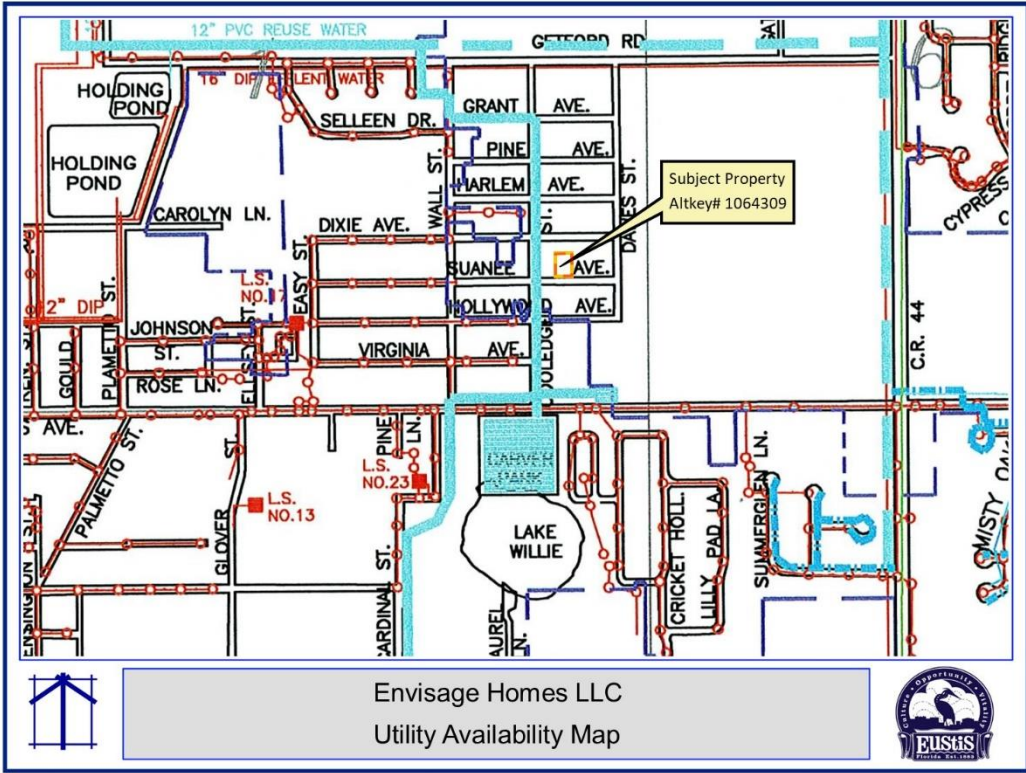
## 6. Public Facilities:

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

***This indicator does not apply. City water will be available to serve the property. Development of this parcel will maximize the use and efficiency of the City water services. City Sewer is available with adequate capacity to serve the property and will be addressed via the site development process. The Coolidge Street/Rosenwald Garden area is the target for a City planned improvement project that includes extensive water and sewer system improvements. This work includes not only line improvements and extensions but also***



overall improvements to the water distribution and sewer collection systems. Improvements will also include streets, stormwater systems, and sidewalks.



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 will be available to serve the existing and future development. The Coolidge Street/Rosenwald Garden area is the target for a City planned improvement project that includes extensive water and sewer system improvements. This work includes not only line improvements and extensions but also overall improvements to the water distribution and sewer collection systems. Improvements will also include streets, stormwater systems, and sidewalks.*

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 all 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 site does not contain functional open space and is not connected to regionally significant open space. 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.

***Water and Sewer service will be available. The development of the property will further encourage the efficient provision of services. The Coolidge Street/Rosenwald Garden area is the target for a City planned improvement project that includes extensive water and sewer system improvements. This work includes not only line improvements and extensions but also overall improvements to the water distribution and sewer collection systems. Improvements will also include streets, stormwater systems, and sidewalks.***

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.

***At the time of development, the site must meet the City's Land Development Regulations including the creation of streets and street connections where they do not***

**currently exist. The Coolidge Street/Rosenwald Garden area is the target for planned improvement project that includes street improvements and sidewalks.**

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 residential 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.

**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.**

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 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 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 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. Pursuant to Comprehensive Plan policies and Land Development Regulations, residential development will be required to provide on-site park amenities.***

c. Potable Water & Sanitary Sewer:

***Water and sewer will be available to the subject property. Both the water and sewer systems have adequate capacity to serve the development of the property. The Coolidge Street/Rosenwald Garden area is the target for a City planned improvement project that includes extensive water and sewer system improvements. This work includes not only line improvements and extensions but also overall improvements to the water distribution and sewer collection systems.***

d. 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.***

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.***

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. The Coolidge Street/Rosenwald Garden area is the target for a City planned improvement project that includes improvements and additions to address stormwater management for the vicinity.**

**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 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:**

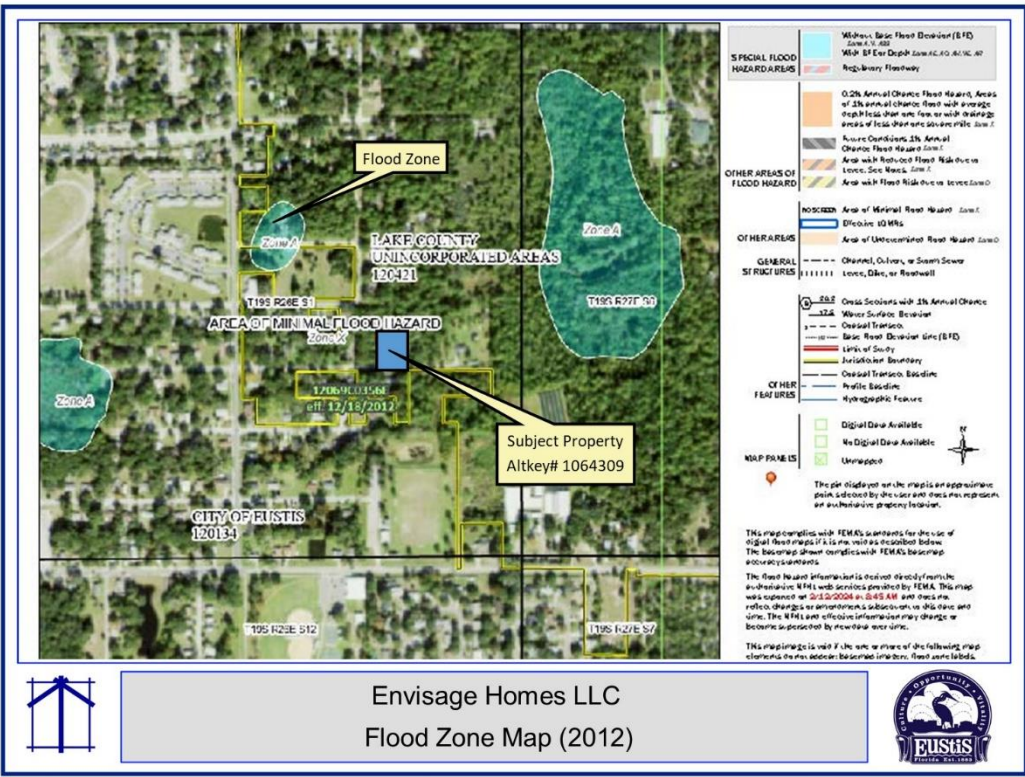
***The City does not have any record of Florida Master Site Files related to this property and no known historical or cultural resources exist.***

**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 Myakka sands. These sands are all typically moderately to poorly drained soils.***



### 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 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 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. 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 south 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 service and other services will be available. The City's adopted Water Supply Plan anticipated additional growth consistent with this development, so both supply and capacity will be available. The Coolidge Street/Rosenwald Garden area is the target for a City planned improvement project that includes extensive water and sewer system improvements. This work includes not only line improvements and extensions but also overall improvements to the water distribution and sewer collection systems.***

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 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 water and sewer services will be available and in close proximity to the site. Adequate capacity will be available to serve future development consistent with the requested Suburban Residential future land use designation. The Coolidge Street/Rosenwald Garden area is the target for a City planned improvement project that includes extensive water and sewer system improvements. This work includes not only line improvements and extensions but also overall improvements to the water distribution and sewer collection systems. Improvements will also include streets, stormwater systems, and sidewalks.***

***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.***

h. *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 potential***

**providing additional housing, and the application of the LDRs to 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 24-17):**

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, 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 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 a 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 annexed 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 24-15, 24-16, and 24-17.

**Policy Implications:**

None

**Alternatives:**

1. Approve Ordinance Numbers 24-15 (Annexation), 24-16 (Comp. Plan Amendment), and 24-17 (Design District Designation).
2. Deny Ordinance Numbers 24-15, 24-16, and 24-17.

**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 24-15**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 0.3 ACRES OF REAL PROPERTY AT ALTERNATE KEY NUMBER 1064309, COOLIDGE STREET AND SUANEE AVENUE, ON NORTH SIDE OF SUANEE AVE.**

**WHEREAS**, Envisage Homes LLC. made an application for voluntary annexation of approximately 0.3 acres of real property located on coolidge street and Suanee Avenue, on north side of Suanee Ave. , more particularly described as:

Alternate Key Number: 1064309  
Parcel Number: 01-19-26-0600-011-02100  
Legal Description: ROSENWALD GARDENS PB 5 PG 61 LOTS 21, 22, 23 BLK 11 ORB 5850 PG 857

(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 March 21, 2024, the City Commission held the 1<sup>st</sup> Public Hearing to consider the voluntary annexation of the property contained herein; and

**WHEREAS**, on April 04, 2024, the City Commission held the 2<sup>nd</sup> 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 0.3 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 is 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 City Commission of the City of Eustis, Florida.

\_\_\_\_\_  
City Attorney's Office

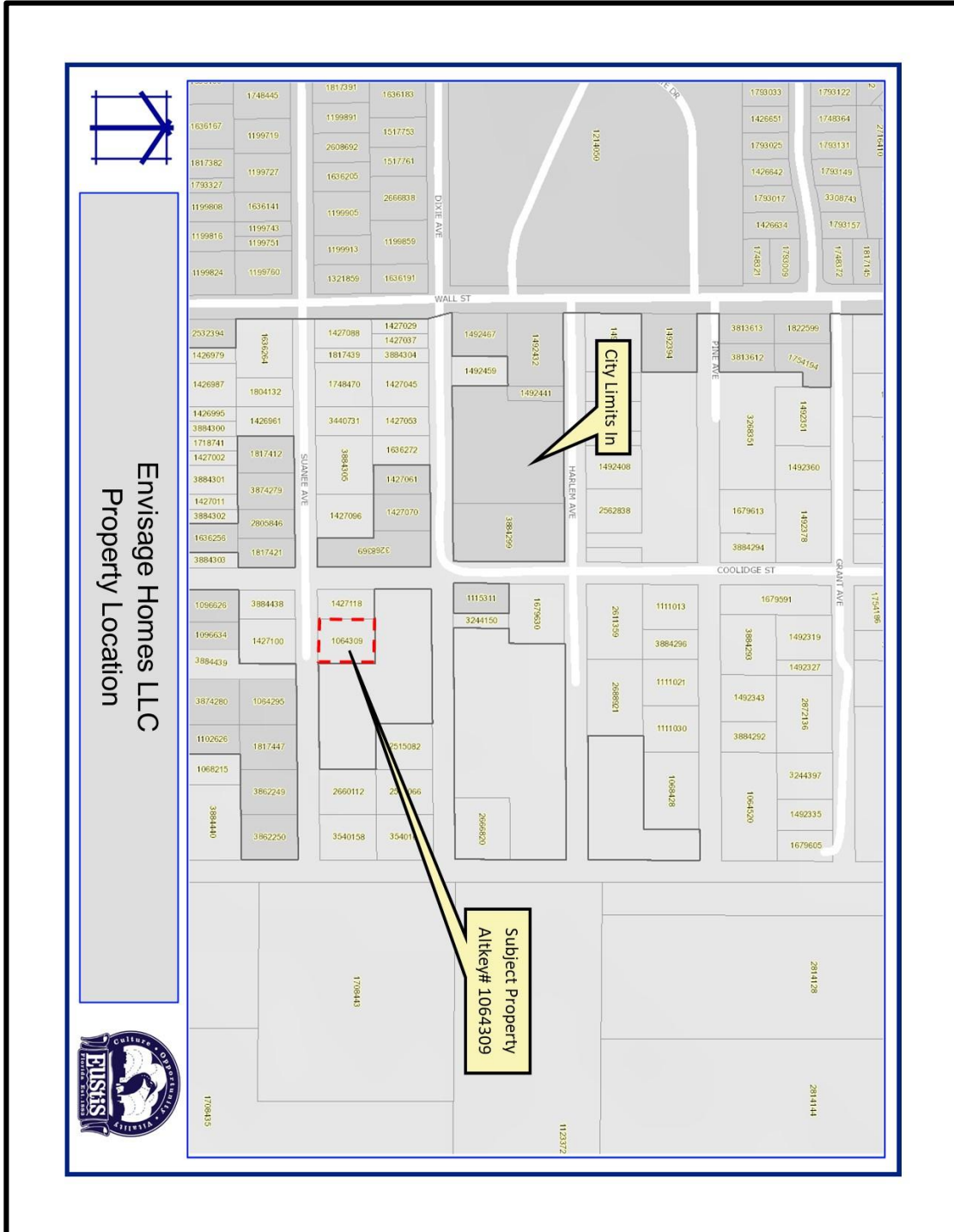
\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Ordinance Number 24-15 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 24-15: Annexation 2024-03-21  
 Alternate Key Number 1064309  
 Page 4 of 4

**ORDINANCE NUMBER 24-16**

**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 0.3 ACRES OF REAL PROPERTY AT ALTERNATE KEY NUMBER 1064309, ON COOLIDGE STREET AND SUANEE AVENUE, ON NORTH SIDE OF SUANEE AVE. 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 0.3 acres of real property at Lake County Property Appraiser’s Alternate Key Number 1064309, on Coolidge Street and Suanee Avenue, on north side of Suanee Avenue, and more particularly described herein; and

**WHEREAS**, on March 21, 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 March 21, 2024, the City Commission held the 1<sup>st</sup> Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation; and

**WHEREAS**, on April 04, 2024, the City Commission held the 2<sup>nd</sup> 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: 1064309
- Parcel Number: 01-19-26-0600-011-02100
- Legal Description: ROSENWALD GARDENS PB 5 PG 61 LOTS 21, 22, 23 BLK 11  
ORB 5850 PG 857

(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 Department of Economic Opportunity 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 Economic Opportunity 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 Department of Economic Opportunity.

**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 is 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 City Commission of the City of Eustis, Florida.

\_\_\_\_\_  
City Attorney's Office

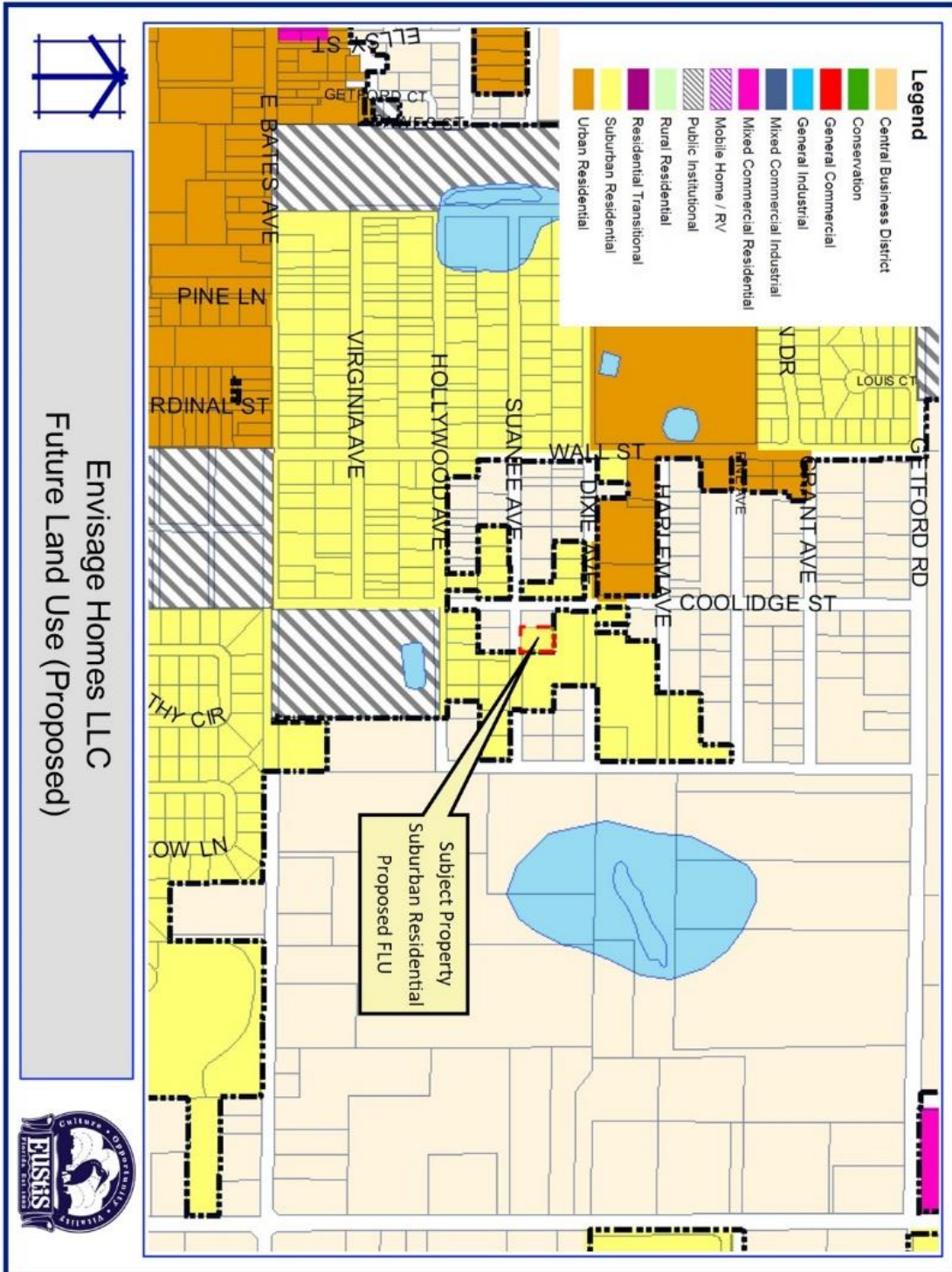
\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Ordinance Number 24-16 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 24-17

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN NEIGHBORHOOD DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 0.3 ACRES OF REAL PROPERTY AT ALTERNATE KEY NUMBER 1064309, ON COOLIDGE STREET AND SUANEE AVENUE, ON NORTH SIDE OF SUANEE AVE.**

**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 0.3 acres of recently annexed real property further described below, and;

**WHEREAS**, on March 21, 2024, the City Commission held the 1<sup>st</sup> Public Hearing to consider the Design District Amendment contained herein; and

**WHEREAS**, on April 04, 2024, the City Commission held the 2<sup>nd</sup> 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 Residential:

Alternate Key Number:	1064309
Parcel Number:	01-19-26-0600-011-02100
Legal Description:	ROSENWALD GARDENS PB 5 PG 61 LOTS 21, 22, 23 BLK 11 ORB 5850 PG 857

(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 24-17.

**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 City Commission of the City of Eustis, Florida.

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date



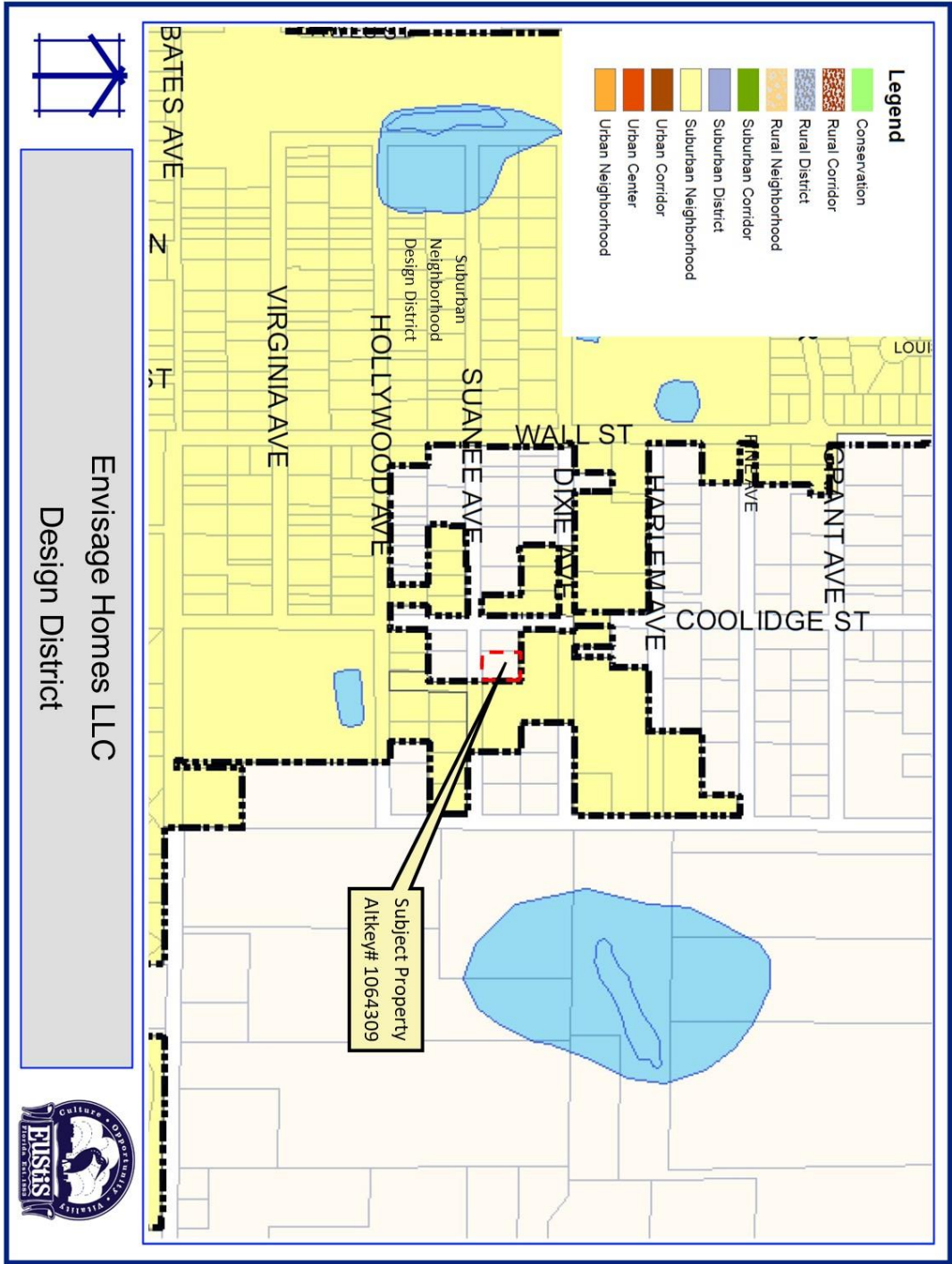
**CERTIFICATE OF POSTING**

The foregoing Ordinance Number 24-17 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: MARCH 21, 2024  
 RE: **FIRST READING**

ORDINANCE NUMBER 24-18: SMALL SCALE FUTURE LAND USE MAP AMENDMENT TO THE COMPREHENSIVE PLAN (2024-CPLUS-01) – NORTHWEST OF THE INTERSECTION OF GRAND ISLAND SHORES ROAD AND COUNTY ROAD 44

## **Introduction:**

The proposed small-scale amendment to the Future Land Use Map would change the future land use designation of one parcel (seven lots of Johnson's Point Subdivision) totaling 1.99 acres located at the northwest side of the intersection of Grand Island Shores Road and County Road from Suburban Residential (SR) to Urban Residential (UR).

## **Recommended Action:**

Staff recommends approval of Ordinance Number 24-18.

## **Background:**

### 1. Site Information

- a. The property under consideration includes seven lots of the Johnson's Point Subdivision totaling approximately 1.96 acres.
- b. The majority of the site contains 7 duplexes on 1.96 acres (7 dwelling units per acre, which is non-conforming to the SR land use maximum density of 5 dwelling units per acre) that were built in 1999.
- c. The site and surrounding properties land use, design



district designations, and existing uses are shown below in Figures 1, 2 and 3.

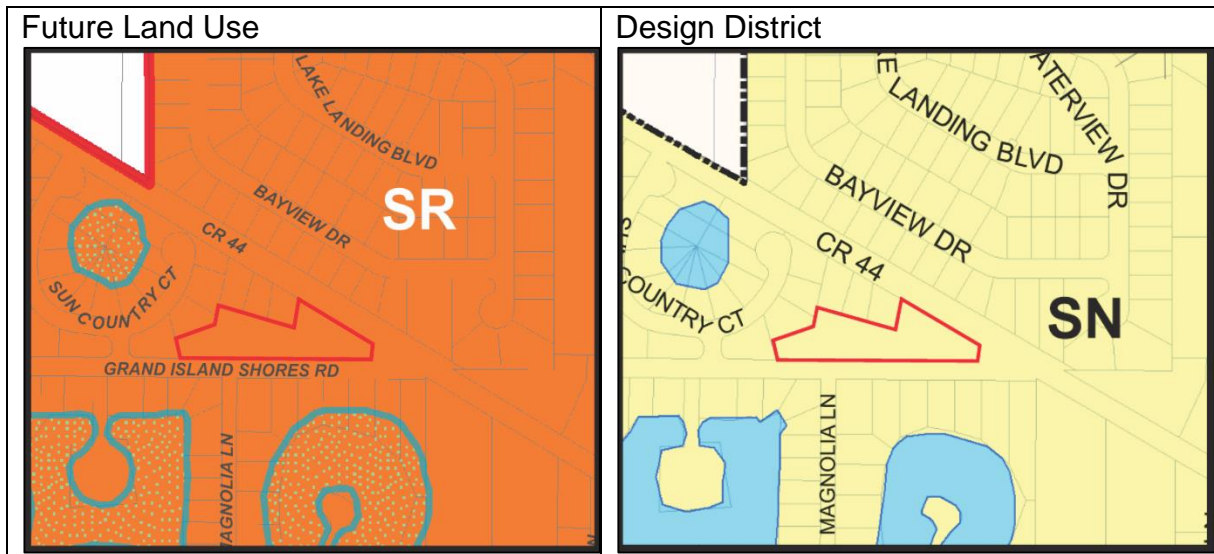
2. Applicant's Request

The applicant is requesting to change to the existing future land use from SR to Urban Residential (UR) to facilitate future redevelopment (conversion of the 7 duplexes into 14 individually owned townhomes or condominiums).

**Figure 1: Existing and Surrounding Land Use**

	Future Land Use	Existing Use	Design District
<b>Site</b>	SR	Duplexes	Suburban Neighborhood
<b>North</b>	SR	Residential Subdivision	Suburban Neighborhood
<b>South</b>	SR	Residential Subdivision	Suburban Neighborhood
<b>East</b>	SR	Residential Subdivision	Suburban Neighborhood
<b>West</b>	SR	Residential Subdivision	Suburban Neighborhood

**Figure 2 and 3: Surrounding Future Land Use and Design Districts**



3. Analysis of Comprehensive Plan/Future Land Use Request in Accordance with Florida Statutes Chapter 163.3177.9.: The future land use element and any amendment to the future land use element shall discourage the proliferation of urban sprawl.

***Not applicable since the property has been developed.***

- a. 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:

- (I) 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 are part of an existing developed area with surrounding properties already developed at the appropriate density.*

- (II) 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 properties are part of an existing, urban developed area.*

- (III) 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 properties are part of a developed urban residential area. The proposed designations are consistent with the character of the surrounding area.*

- (IV) 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 properties are already developed.*

- (V) 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 is a developed urban area with no agricultural activities.*

- (VI) Fails to maximize use of existing public facilities and services.

*This indicator does not apply. The site is currently connected to City water but not sewer.*

- (VII) Fails to maximize use of future public facilities and services.

*This indicator does not apply. There are no proposed facilities or services projected for future development in the area.*

- (VIII) 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 proposed development. The City provides these services to this and other properties in the area.*

- (IX) Fails to provide a clear separation between rural and urban uses.

*This indicator does not apply. The property is within an existing urban developed area.*

- (X) Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities.

*This indicator does not apply. The future land use map amendment will facilitate redevelopment of an existing development.*

- (XI) Fails to encourage a functional mix of uses.

*This indicator does not apply. This is an existing urban developed area.*

- (XII) Results in poor accessibility among linked or related land uses.

*This indicator does not apply. This parcel is within an existing developed area. Access to the site is already developed.*

- (XIII) Results in the loss of significant amounts of functional open space.

*This indicator does not apply. The existing site provides limited open space primarily in the rear of each structure.*

- b. 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:

- (I) 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.

*This property is part of an existing developed area in an established neighborhood.*

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

*The City provides water services to the existing site. The existing site is located in a developed area and therefore no additional provision of services are required.*

- (III) 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.

*This parcel is part of an existing developed area in an established suburban core.*

- (IV) Promotes conservation of water and energy.

*This is an infill redevelopment, which will maximize existing infrastructure.*

- (V) Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

*Not applicable; the site is located in the suburban core where there is no agriculture.*

- (VI) Preserves open space and natural lands and provides for public open space and recreation needs.

*Not applicable; the site is completely covered with suburban development and does provide some open space.*

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

*The parcel is part of an existing developed area in an established suburban core.*

- (VIII) 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; the site is completely developed.*

4. Analysis of Comprehensive Plan/Future Land Use Request 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.

This Plan amendment application review and evaluation process will be prepared and presented in a format consistent with the four (4) major categories of Plan policies as follows:

***Based upon the remarks within A through E, this development meets the policies of the Comprehensive Plan.***

- A 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.

Emergency Services Analysis: *The subject property is located approximately 2.8 miles from a fire station with paramedical services. This parcel is in an existing developed area and already receives City services.*

Parks & Recreation: *The existing property provides no on site recreation facilities.*

Potable Water & Sanitary Sewer: *This property is already connected to the City's water system and is included in any capacity analysis for the City.*

Schools: *The proposed change will not negatively affect schools. While the proposed density of 12 dwelling units per acre exceeds the existing maximum density of 5 du/ac, the existing development onsite has a density of 7 du/ac.*

Solid Waste: *The City contracts with Waste Management for hauling of solid waste. The company already services this development and will continue to provide curbside pickup.*

Stormwater: *The Comprehensive Plan and Land Development Regulations include level of service standards to which new development must adhere. The existing development appears to have been designed prior to these standards and does not provide stormwater abatement.*

Transportation Network Analysis: *(Institute of Traffic Engineers Trip Generation Manual, 7<sup>th</sup> Edition). The existing use is 7 duplexes on 1.99 acres. The proposed use will be 14 single family residences on 1.96 acres. The single family use will have no impact on peak hour trips or the average daily trips.*

- B 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.

Ground water recharge areas: *The property is part of an existing developed area, and is not considered a prime groundwater recharge area.*

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. Should any historical sites or archaeological sites be uncovered during future development, work in the vicinity shall cease until the property authorities can be contacted and an evaluation is conducted.*



Flood zones: *The subject property does not have any flood zones.*

Soil and topography: *The property is classified as having mostly Tavares sand, 0 to 5 percent slopes soil. The Tavares series consist of very deep, moderately well drained soils that formed in sandy marine deposits. Mean annual temperature is about 72 degrees F, and the mean annual precipitation is about 55 inches. As the site is currently developed with no soil issues, it can be assumed that issues related to soils may be minimal.*

- C 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.

*The property owner has requested the Urban Residential land use designation within the City of Eustis. The following table illustrates the maximum development potential under the proposed FLU and the existing FLU.*

<i>FLU</i>	<i>AC</i>	<i>Density/FAR</i>	<i>Max. Potential</i>	<i>Proposed/Existing</i>	<i>Actual Density</i>
<i>UR</i>	<i>1.96</i>	<i>12 du/ac</i>	<i>23 du</i>	<i>14 du</i>	<i>7</i>

*The table above indicates the maximum development potential of the site under the City future land uses but does not account for stormwater, landscaping and access requirements. The actual density of the rental units is a little more than the allowable limit under the current land use designation (7 du/ac vs. 5 du/ac). The proposed density of 12 du/acre is greater than the existing density; however, there is no redevelopment other than converting the duplexes into individual townhomes or condominiums.*

- D 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 proposed land use designation is consistent with the Transportation Element. This is an existing parcel already incorporated into the transportation system.*

- E 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.

*Public utilities and services are available. Refer to 4.A. above for more information. The City's adopted Water Supply Plan anticipated additional growth and redevelopment consistent with this development, so both supply and capacity are available.*

- 5. Analysis of Comprehensive Plan/Future Land Use Request (Ordinance Number 24-18) 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:

- (1) Whether the proposed amendment is consistent with all expressed policies the comprehensive plan.

*The proposed amendment is consistent with the Comprehensive Plan. See analysis above under item 4, A through D.*

- (2) 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. The proposed development will make the site conforming.*

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

*The proposed amendment will make the density of the site more conforming than the existing future land use. However, it will make the mobile homes non-conforming with the proposed future land use. Mobile homes are not permitted in the Urban Residential land use district. Future redevelopment will remove the mobile homes, which will eliminate the non-conformity.*

- (4) Whether there have been changed conditions that justify an amendment.

*The proposed redevelopment of the site is the changed condition. Redevelopment of the property is consistent with the City's Strategic Plan, Comprehensive Plan and Redevelopment Plan.*

- (5) 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 water is available to the site. Adequate capacity is available to serve future development consistent with the requested UR future land use designation. The City provides these services to this and other properties in the area.*

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

*There are no impacts on the natural environment.*

- (7) 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 parcel is surrounded by developed properties. This parcel is considered a redevelopment project, which will result in orderly and logical development.*

- (8) 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 life style”

*The proposed UR future land use designation for the subject parcels will provide for orderly growth and development. This designation would advance the public interest by bringing the site into conformance with the land development regulations (LDRs) and protect the natural resources, and application of the LDRs to the future development will ensure consistency with the community character and lifestyle.*

- (9) 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.

*All matters have been addressed.*

## 6. Applicable Policies and Codes

### **Urban Residential (UR)**

This land use designation has a maximum density of 12 du/acre. The UR allowable uses include single family with accessory units and multi-family dwellings.

### **Alternatives:**

1. Approve Ordinance Number 24-18.
2. Deny Ordinance Number 24-18.

### **Community Input**

The department has notified surrounding property owners within 500 feet of the site; the proper legal advertisements have been placed in the newspaper; and the site has been posted.

### **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:** Mike Lane, AICP, Development Services Director

## ORDINANCE NUMBER 24-18

**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(1) F.S.; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 1.99 ACRES OF REAL PROPERTY LOCATED NORTHWEST OF THE INTERSECTION OF GRAND ISLAND SHORES ROAD AND COUNTY ROAD 44, FROM SUBURBAN RESIDENTIAL (SR) TO URBAN RESIDENTIAL (UR).**

**WHEREAS**, on November 4, 2010, the Eustis City Commission adopted the City of Eustis Comprehensive Plan 2010-2035 through Ordinance No. 10-11; and

**WHEREAS**, State of Florida Department of Community Affairs (Now Known as the Florida Department of Commerce) 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 1.99 acres of real property located northwest of the intersection of Grand Island Shores Road and County Road 44, and more particularly described herein; and

**WHEREAS**, on March 21, 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 March 21, 2024, the City Commission held the 1<sup>st</sup> Adoption Public Hearing to accept the Local Planning Agency's recommendation to adopt the Small-Scale Future Land Use Amendment contained herein; and

**WHEREAS**, On April 4, 2024, the City Commission held the 2<sup>nd</sup> Adoption Public Hearing to consider the adoption of the Small-Scale Future Land Use Amendment contained herein;

**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 Suburban Residential to Urban Residential:

PARCEL #: 33-18-26-0350-000-05100 (AK#: 2857340)

EUSTIS, JOHNSON'S POINT SUBDIVISION LOTS 51, 52, 53, 54, 58, 59, AND 60 PB 28 PG 14 ORB 6264 PG 966

**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.**

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 Christine Halloran, City Clerk, who is 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 City Commission of the City of Eustis, Florida.

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Ordinance Number 24-18 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: March 21, 2024  
 RE: **FIRST READING**

Ordinance Number 24-19: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, approving a Conditional Use Permit to allow a 10,640 square foot, Commercial Retail Store in a General Industrial Land Use District at the Eustis Commerce Park on Paradise Lane and County Road 452.

---

### **Introduction:**

Ordinance Number 24-19 approves a Conditional Use Permit for allowance of a commercial retail store in the General Industrial District (GI) future land use district for property located at the Eustis Commerce Park on Paradise Lane at County Road 452. (Alternate Key Number 1094682).

### **Background:**

- a. The site is undeveloped and wooded with access along Paradise Lane in the Eustis Commerce Park. The site is surrounded by adjacent undeveloped and wooded property to the north, west and south. The surrounding land uses are as follows: General Industrial (GI) to the north, south and west, and Mobile Home/Recreational Vehicle (MH/RV) to the east as Southern Palms Mobile Home/RV Park. There are also two adjacent Design Districts: Suburban District (SD) to the north, south and west including this property and Suburban Neighborhood (SN) to the east.





As part of their concern for community involvement and input, the applicant chose to hold a community meeting at City Hall on March 5, 2024. A total of 11 people were on hand to discuss the project and concerns related to it. Two members of Valensa International were present and had concerns related to the traffic on County Road 452. The applicant responded by saying that they had ordered a traffic study but that it had not been completed at the time of the hearing. One of the goals for the study was the recommendation on how to manage the traffic concerns related to this project.

**Applicant's Request:**

The applicant requests a Conditional Use Permit to allow a retail store within the Eustis Commerce Park at its entrance, located at Paradise Lane and County Road 452 in the General Industrial District (GI) future land use district.

**Analysis:**

The standards of review must show the conditional use is consistent with the City's Comprehensive Plan, Land Development Regulations and City Code. Accordingly, staff has reviewed this conditional use request with consideration of the following:

Section 109-4 (Use Regulations Table) provides 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. Those uses which require conditional use permit approval in the General Industrial (GI) land use district include adult businesses, crematoriums, all schools (including vocational), outdoor shooting ranges, pharmacies, and retail sales or services.

The standards of review must show the conditional use is consistent with the City's Comprehensive Plan, Land Development Regulations, and City Codes, which are shown below.

This request for allowance of a retail store in the General Industrial District (GI) is generally consistent with the goals and objectives of the City's Comprehensive Plan.

**Additional Applicable Policies and Codes:**

Staff has reviewed this conditional use request with consideration of the following.

- (1) The Comprehensive Plan: 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.

Section 102-30 (Conditional Uses) of the Land Development Regulations (LDRs) provides for uses that are generally compatible with the use characteristics of a future land use district, but which require individual review of:

“Location, design, intensity, configuration, and public facility impact in order to determine the appropriateness of the use of any particular site in the district and their compatibility with adjacent uses.”

The Conditional Use review allows the City Commission to attach conditions, limitations, and requirements to a conditional use permit to prevent or minimize adverse effects upon other properties in the neighborhood. These conditions can include limitations on size, intensity of use, bulk and location, landscaping, lighting, provision of adequate ingress and egress, duration of the permit, and hours of operation.

Section 109-4 (Use Regulations Table) allows a retail sales or service business as a conditional use within the GI land use district.

**Policy Implications:**

Approval or denial of this waiver request to grant approval of a conditional use to permit a retail store at Paradise Lane and CR 452 could set a precedent for the review of similar requests in the future; however, this could be an opportunity as well to show flexibility and also offer a variety of options within the GI.

**Alternatives:**

1. Approve Ordinance Number 24-19.
2. Deny Ordinance Number 24-19.

**Community Input:**

The department has properly advertised the Ordinance in the newspaper; notified surrounding properties within 500 feet, and posted the property. Additionally, the developer held a community meeting at City Hall to discuss the project with nearby residents and property owners. Concerns at that meeting, including from representatives of neighboring Valensa/Nutraceuticals and nearby residents, centered around traffic.

**Budget/Staff Impact:**

There would be no direct cost to the City associated with the action other than providing standard City services to the development. There would be no additional staff time beyond the normal plan review process and building inspection.

**Conclusion:**

In the past, City Commission has expressed a concern that the City of Eustis has limited opportunities for industrial development. The Eustis Commerce Park is one of the areas of the City with a General Industrial future land use designation. The other occupant of the Park, Valensa/Nutraceuticals, is industrial in nature.

The City Commission has discretion to grant, deny, or place conditions on the conditional use. The request is consistent with the City's comprehensive plan, and if the Commission does approve the conditional use, the Development Services Department would still expect to see the applicant:

1. Submit plans for Site Plan/Final Engineering Construction Plans (FECP) to the Development Review Committee (DRC);
2. Attend a Pre-Construction Conference with the DRC to discuss details of construction;
3. Submit materials and paperwork to the Building Department for a building permit and pay associated construction and impact fees;
4. Submit plans for sign approval separately to the Building Department; and
5. Obtain a business tax receipt (btr) with the City through Development Services before the opening day for business.

**Prepared By:**

Mike Lane, AICP, Director, Development Services Department

**Attachments:**

Proposed Ordinance Number 24-19

Community Meeting Minutes from March 5, 2024

**ORDINANCE NUMBER 24-19**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING A CONDITIONAL USE PERMIT TO ALLOW A 10,640 SQUARE FOOT, COMMERCIAL RETAIL STORE IN A GENERAL INDUSTRIAL LAND USE DISTRICT AT THE EUSTIS COMMERCE PARK ON PARADISE LANE AND CR 452.**

**WHEREAS**, Holly Irish, for Concept Companies as representative and JDC Management Group, LLC, as property owner, have applied for a Conditional Use Permit to develop a 10,640 square foot commercial retail store with associated parking, utilities, and stormwater infrastructure within the Eustis Commerce Park and a General Industrial Land Use District; and

**WHEREAS**, the subject property consists of a 2.1 acre portion of the 28-acre parent parcel (34-18-26-0003-000-00600); and

**WHEREAS**, the subject property has a Land Use Designation of General Industrial (GI) and a Design District Designation of Suburban District; and

**WHEREAS**, a retail store is permitted as a Conditional Use in the General Industrial (GI) Land Use District; and

**WHEREAS**, the request for a Conditional Use Permit was properly Noticed for a Quasi-Judicial Public Hearing before the City Commission; and

**WHEREAS**, on March 21, 2024, the City Commission held the 1<sup>st</sup> Public Hearing to consider the Conditional Use Permit; and

**WHEREAS**, on April 4, 2024, the City Commission held the 2<sup>nd</sup> Public Hearing to consider the Conditional Use Permit; and

**WHEREAS**, the proposed conditional use is consistent with the City's Land Development Regulations, Comprehensive Plan, and Code of Ordinances; and

**WHEREAS**, the applicant has presented evidence to establish the following:

1. That the proposed use is desirable at the particular location;
2. That the proposed conditional use will not have an undue adverse effect on nearby property;
3. That such use will not be detrimental to the health, safety, or general welfare of the citizens residing in the area; and
4. That the proposed conditional use is compatible with the existing or planned character of the neighborhood in which it would be located;

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

**Section 1.** That a Conditional Use Permit is granted for a retail store at the Eustis Commerce Park located at the intersection of CR 452 and Paradise Lane, more particularly described as:

SW 1/4 OF NW 1/4 S OF SR 452--LESS W 25 FT--NW 1/4 OF SW 1/4 N OF ACL RR--LESS W 25 FT--NE 1/4 OF SW 1/4 SW'LY OF HWY 452--LESS FROM INTERSECTION OF S R/W LINE OF CR 452 WITH W LINE OF NW 1/4 RUN S 89-15-03 E ALONG S R/W LINE 615.67 FT FOR POB, CONT S 89-15-03 E ALONG SAID S R/W LINE 226.31 FT TO THE BEG OF A CURVE TO THE RIGHT HAVING A RADIUS OF 1382.69 FT, THENCE RUN SE'LY ALONG SAID CURVE A DIST OF 841.49 FT THRU A CENTRAL ANGLE OF 34-52-10, A CHORD OF 828.58 FT & CHORD

BEARING OF S 71-48-58 E, THENCE S 35-37-07 W, ON A RADIAL BEARING OF 467.93 FT, N 69-58-0 W 689.96 FT, N 12-52-55 W 416.02 FT TO POB & LESS FROM INTERSECTION OF S R/W LINE OF CR 452 WITH W LINE OF NW 1/4 RUN S 89-15-03 E ALONG S R/W LINE 25.02 FT FOR POB, CONT S 89-15-03 E ALONG SAID S R/W LINE 590.65 FT, S 12-52-55 E 416.02 FT, S 75-0-17 W 110.28 FT, S 14-59-43 E 548.64 FT TO AN INTERSECTION WITH N'LY R/W LINE OF RR R/W, N 54-21-55 W 896.24 FT ALONG SAID N'LY R/W LINE TO A POINT THAT IS 25 FT E OF, WHEN MEASURED AT RIGHT ANGLES THERETO, THE W LINE OF SW 1/4, THENCE RUN N 01-0-0 E PARALLEL WITH & 25 FT E OF, WHEN MEASURED AT RIGHT ANGLES THERETO, THE SAID W LINE OF SW 1/4 A DIST OF 401.99 FT TO AN INTERSECTION WITH N LINE OF SW 1/4, N 03-09-49 E 47.75 FT TO POB-- ORB 6132 PG 1934

ALTERNATE KEY NUMBER: 1094682  
PARCEL NUMBER: 34-18-26-0003-0000-00600

**Section 2.** That the conditions of approval require that the request meets all applicable provisions of the Land Development Regulations and the City Code of Ordinances and complies with the following specific conditions and limitations:

- 1. Obtain a lot split to subdivide this parcel from the parent parcel;
- 2. Obtain a site plan approval for the proposed store; and
- 3. Submit for a site development and building permit and

**Section 3.** That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**Section 4.** 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.** That this Ordinance shall become effective immediately upon passing.

**PASSED, ORDAINED, AND APPROVED** in Regular Session of the City Commission of the City of Eustis, Florida, this 4<sup>th</sup> day of April, 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, 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 24-19 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

**Community Meeting Minutes**  
**March 5, 2024**  
**5:15 p.m.**  
**Development Services Department Conference Room**

**Retail Store in a General Industrial Future Land Use District**

<u>Attendees:</u>	Rick Gonzalez	Allen Truluck
	Cherri Horan	Holly Irish
	Logan Opsahl	Drago Carrera
	Jorge Carrera	Dayanet Gomez
	Pamela Carrera	Jeff Richardson
	Mike Lane	

The meeting began at approximately 5:25 p.m. Holly Irish, PE, AICP, Representative for Concept Companies (Gainesville), shared a Powerpoint presentation with the group and began by discussing the purpose of the meeting. She highlighted the overall property within the Eustis Commerce Park and emphasized that site being proposed for a Dollar General Store was only a portion of the overall site. She mentioned that a Community Meeting is part of the process before a project gets conditional use approval.

Holly discussed the City's Future Land Use Map and the fact that this property was currently within the General Industrial (GI) Future Land Use District in the City. The City's current Land Development Regulations within the General Industrial Land Use District requires retail stores to have a conditional use approval from the City Commission. She transitioned to the tentative project schedule and highlighted that the project would first need to go before the City Commission for the conditional use permit on March 21<sup>st</sup> at 6:00 p.m. The subsequent and most important meeting would be April 4<sup>th</sup> when the City Commission would ultimately decide on the approval for a Dollar Store at that location. She also elaborated that if approved, the site plan permitting process would begin. It would be anticipated that the entire permitting process take at least a minimum 60 to 90 days.

One of the attendees asked when the store might be completed. Holly stated that realistically it would be some time in 2025 before it would come online or open.

The proposed conceptual site plan was then shown. Several concerns were expressed by representatives of the Nutraceuticals plant, located at the end of the park. They expressed concerns about the visibility of cars leaving the park entering CR 452. The long curve on CR 452 to the west of the property promotes high rates of speed and they were just concerned for the safety of those leaving the (Eustis Commerce) park. Ms. Irish emphasized that they had ordered a traffic study but it wouldn't be ready until after the conditional use hearings. Hopefully, the traffic analysis, when completed, will offer some options or alternatives on how to soften the traffic in the area. There were discussions about the mobile home residents driving golf carts to the store but Holly stated that the County had already stated that they wouldn't support that. Several

comments about how the carts would be treated if they did drive over from the mobile home park were made. There were also discussions about how the Nutraceuticals plant would deal with the increase in traffic – particularly those who are curious about what’s at the end of the road – where the plant is.

The proposed building elevations (of Dollar General) were shown. Holly mentioned that these elevations were conceptual and subject to change with the discussions with the City. She mentioned that the site will incorporate architectural features to enhance the overall area and provide an adequate transition between the more intense industrial use and the Southern Pines Mobile Home/RV Park.

There were several more discussions made regarding traffic and multiple side conversations occurred.

She continued that the proposed site plan complies with the City’s Land Development Regulations and more specifically in compliance with the General Industrial (GI) regulations, as well as, the conditional use general requirements.

The presentation ended and side conversations began. The meeting was officially over at approximately 5:49 p.m.





## City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: March 21, 2024

RE: **FIRST READING**

Ordinance Number 24-20: Amending Chapter 118, Construction Standards of the Land Development Regulations to Update Reference to the State of Florida Codes Adopted By Reference (Edition and Year)

---

### **Introduction:**

The 1998 Florida Legislature amended Chapter 553, Florida Statutes, Building Construction Standards, to create a single state building code that is enforced by local governments. As of March 1, 2002, the Florida Building Code, which is developed and maintained by the Florida Building Commission, supersedes all local building codes.

The Florida Building Code is updated every three years and may be amended in the interim in accordance with criteria set out in Section 553.73, Florida Statutes.

Ordinance 24-20 amends Chapter 118, Construction Standards, of the Land Development Regulations to update State codes adopted by reference (edition and year).

### **Background:**

Periodic revisions and updates to the Land Development Regulations are needed to update references to State code and for practical application of the code. The following outlines the proposed amendments.

1. Update to reflect the 2023 Florida Building Code 8<sup>th</sup> Edition
2. Update to reflect the 2020 National Electrical Code
3. Update to reflect the 2023 Florida Fire Prevention Code 8<sup>th</sup> Edition
4. Update to reflect the 2024 International Property Maintenance Code

**Community Input:**

Development Services has properly advertised the Ordinance and there is an opportunity for community input at the Public hearing.

**Recommended Action:**

The Administration recommends approval of Ordinance Number 24-20.

**Budget/Staff Impact:**

None

**Prepared By:**

Mike Lane, AICP, Director, Development Services

**Attachment:**

Ordinance Number 24-20

## ORDINANCE NUMBER 24-20

### AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS, SECTION 118 CONSTRUCTION STANDARDS; PROVIDING FOR CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.

**WHEREAS**, the Eustis City Commission adopted revised Land Development Regulations under Ordinance 09-33 on July 16, 2009, amended by Ordinance 15-13 on October 1, 2015, Ordinance 16-18 on April 7, 2016, Ordinance 16-13 on May 19, 2016, Ordinance 16-31 on December 15, 2016, Ordinance 17-17 on November 2, 2017, Ordinance 19-12 on June 6, 2019, Ordinance 19-22 on August 1, 2019, and Ordinances 20-44, 20-45, 20-46 on November 19, 2020, AND Ordinance Number 21-09 on June 17, 2021; and

**WHEREAS**, the City Commission finds it necessary to periodically revise and update the Land Development Regulations; and

**WHEREAS**, the City Commission finds that revisions are necessary to for consistency with State law and for clarification; and

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

#### **SECTION 1.**

That the following portions of Chapter 118, City of Eustis Land Development Regulations, are hereby amended as shown in the redline/strike through below; all other existing language, sections, paragraphs and subparagraphs shall remain in full force and effect:

#### **Sec. 118-2. - Florida Building Code—Building ([2023](#), [8th Edition](#)).**

The [2023](#) Florida Building Code, [8th Edition](#) is hereby adopted by reference, as amended, as the Building Code of the City, administered by the Building Official. The appendices thereto are expressly not adopted.

#### **Sec. 118-3. - Florida Building Code—Mechanical ([2023](#), [8th Edition](#)).**

The [2023](#) Florida Building Code—Mechanical, [8th Edition](#) is hereby adopted by reference as the Mechanical Code of the City, and administered by the Building Official. The appendices thereto are expressly not adopted.

#### **Sec. 118-4. - Florida Building Code—Plumbing ([2023](#), [8th Edition](#)).**

The [2023](#) Florida Building Code—Plumbing, [8th Edition](#) is hereby adopted by reference as the Plumbing Code of the City, and administered by the Building Official. The appendices thereto are expressly not adopted.

#### **Sec. 118-5. - Florida Building Code—Fuel Gas ([2023](#), [8th Edition](#)).**

The [2023](#) Florida Building Code—Fuel Gas, [8th](#) Edition is hereby adopted as the Gas Code of the City, and administered by the Building Official. The appendices thereto are expressly not adopted.

**Sec. 118-6. - Florida Building Code—Residential ([2023, 8th](#) Edition).**

The 2020 Florida Building Code—Residential, [8th](#) Edition is hereby adopted as the Residential Code of the City, and administered by the Building Official. The appendices thereto are expressly not adopted.

**Sec. 118-7. - Florida Building Code—Existing building ([2023, 8th](#) Edition).**

The [2023](#) Florida Building Code—Existing Building, [8th](#) Edition is hereby adopted as the existing Building Code of the City, and administered by the Building Official. The appendices thereto are expressly not adopted.

**Sec. 118-8. – Florida Energy Conservation Code ([2023, 8th](#) Edition)**

The [2023](#) Florida Energy Conservation Code, [8th](#) Edition, is hereby adopted by reference as the Energy Code of the City, and administered by the Building Official.

**Sec. 118-9. – Florida Accessibility Code ([2023, 8th](#) Edition)**

The [2023](#) Florida Accessibility Code, [8th](#) Edition is hereby adopted by reference as the Electrical Code of the City, and administered by the Building Official.

**Section 118-10 International Property Maintenance Code ( [2024](#) Edition).**

The [2024](#) International Property Maintenance Code, excluding sections 103, 106.2 through 106.5, 107, 110, 111, 112.4, 302.4 and 304.14, is hereby adopted as the Housing Code of the City, and administered by the Building Official. The appendices thereto are expressly not adopted.

**Sec. 118-11. - National Electric Code ([2020](#)).**

The [2020](#) National Electric Code, as compiled by the National Fire Protection Association, is hereby adopted by reference as the Electrical Code of the City, and administered by the Building Official.

**Sec. 118-12. - Florida Fire Prevention Code ([2023, 8th](#) Edition).**

The [2023](#) Florida Fire Prevention Code, [8th](#) Edition, as compiled by the Department of Financial Services, Division of State Fire Marshal, is hereby adopted by reference as the Fire Prevention Code of the City, and administered by the Fire Chief. This code includes NFPA 1, Uniform Fire Code, and NFPA 101, Life Safety Code.

**SECTION 2.**

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

**SECTION 3.**

That it is the intention of the City Commission of the City of Eustis that the provisions of this Ordinance shall become and be made a part of the Land Development Regulations in the City of Eustis Code of Ordinances and that the sections of this Ordinance may be re-numbered or re-lettered and the word "Ordinance" may be changed to "Section", "Article", or such other appropriate word or phrase to accomplish such intentions.

**SECTION 4.**

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.**

That this Ordinance shall become effective upon passing.

**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, 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 24-20 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



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: March 21, 2024

RE: LAKE SUMTER STATE COLLEGE (LSSC) DONATION OF ADDITIONAL LAND

## **Introduction:**

Lake Sumter State College (LSSC) is requesting that the City of Eustis donate an additional two-and-a-half-acre parcel of land, from the same plat as the original four-acres already transferred to the college, to build a Commercial Driver's License and Power Lineworkers Training Center.

## **Background:**

On November 17, 2022, Commission approved the donation of four-acres of land to Lake Sumter State College from within the 13.71-acre property located at the northwest corner of State Road 44 and Hicks Ditch Road.

This new request is being made pursuant to an increase in size requirements for the CDL Practice Driving Pad by state regulation. The additional land will allow LSSC to construct the new expanded pad at the site, provide room for an enlarged pole farm for the lineman worker program, and space for onsite required water retention.

Lake Sumter State College agrees to define and write the legal description for the additional parcel and include in the deed any easements identified by the City.

## **Property**

The parcel is located at the northwest corner of State Road 44 and Hicks Ditch Road, across from Cobb Tractor, and diagonally adjacent to Cobb Commerce Park. According to the Lake County Property Appraisers assessment, the estimated Land Value of the additional two-and-a-half acres is \$30,000. Combined with the \$48,000 parcel already donated, the total estimated value of the City's contribution of land for this project is \$78,000. This amount is not the Market Appraised value, which could be considerably higher.

**Economic Growth Amplifier:**

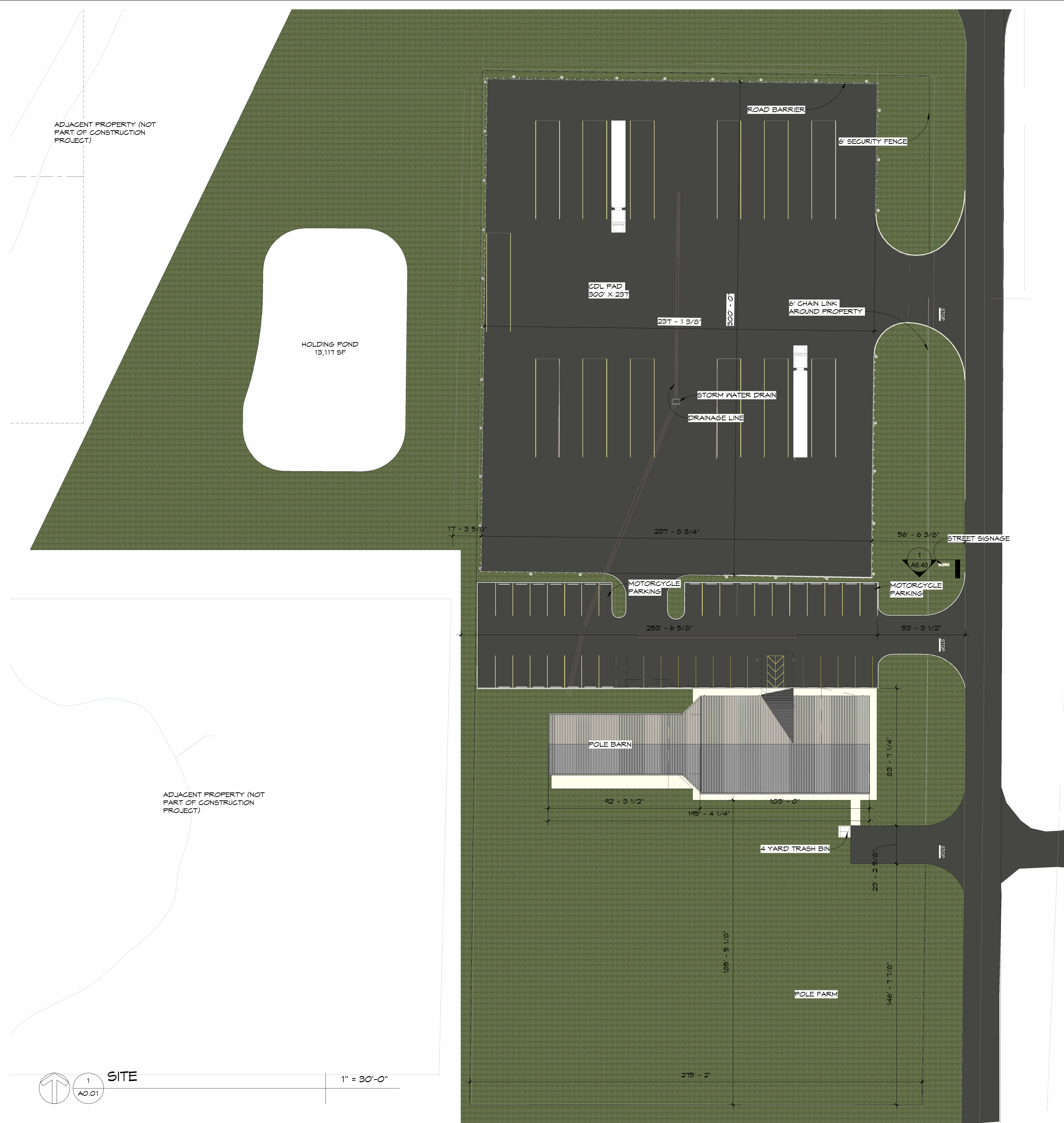
LSSC is a tremendous asset to this area's economy. They employ local workers and spend money on goods and services. They produce skilled workers to meet the needs of businesses and organizations in the community. Also, the higher-education sector as a group tends to contribute stability to our region because it is less susceptible to downturns than other sectors of the economy. One fact that illustrates that point is the education sector expanded before, during, and after the Great Recession.

**Prepared by:**

Al Latimer, Economic Development Director

**Attachment:** Draft Site Plan





PARKING SCHEDULE	
TYPE	COUNT
10' x 20' - 90 deg	41
12'-0" x 20'-0" (5'-0" Aisle)	2
14' x 60' - 90 deg	26
wheel_stop_6TB	41
wheel_stop_6TB	5
Grand total:	115

SITE AREA SCHEDULE	
GROSS SITE AREA	
GROSS SF	283,612 SF
GRAND TOTAL: 1	283,612 SF


1
AO.01
SITE
1" = 30'-0"

ADJACENT PROPERTY (NOT PART OF CONSTRUCTION PROJECT)

ADJACENT PROPERTY (NOT PART OF CONSTRUCTION PROJECT)

ADJACENT PROPERTY (NOT PART OF CONSTRUCTION PROJECT)



CLIENT:  
 LAKE SUMTER  
 STATE COLLEGE  


PROJECT:  
**CDL & ULW  
 CENTER**

CONSULTANT:  
 FADEN BUILDERS, INC  
 742 S. ROSSITER ST.  
 MT. DORA, FLORIDA 32757  


CONSULTANT:  
 JH&A CONSTRUCTION & ENGINEERING  
 206 FL-79  
 PANAMA CITY BEACH, FL 32413  


CONSULTANT:  
 SPRINGSTEAD ENGINEERING INC.  
 727 S 14TH STREET,  
 LEESBURG, FL 34748  


CONSULTANT:  
 HANSON PROFESSIONAL SERVICES INC.  
 910 N WALKESHA STREET,  
 BONIFAY, FL 32425



SEAL:

**SCHEMATIC  
DESIGN**

SCALE: 1" = 30'-0"  
 DATE: 01/01/21  
 DRAWN BY: Author  
 CHECKED BY: Checker

NO	REVISION	DATE

SHEET TITLE:  
**ARCHITECTURAL  
 SITE PLANS**

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SEAL:

**SCHEMATIC  
DESIGN**

SCALE: 3/16" = 1'-0"	DATE: 01/01/21
DRAWN BY: Author	CHECKED BY: Checker

NO	REVISION	DATE

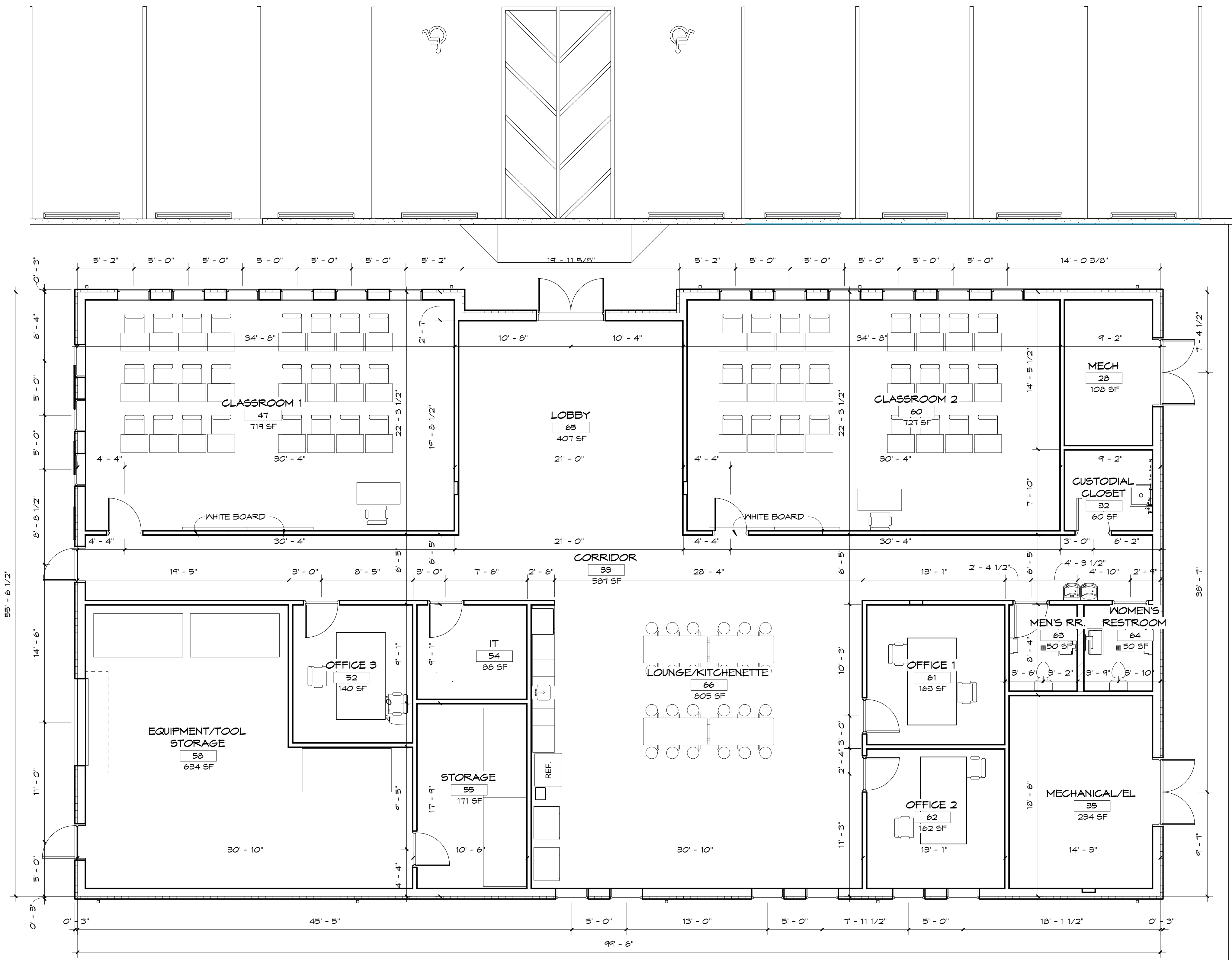
SHEET TITLE:  
**FLOOR PLANS OPT.  
3**

ROOM SCHEDULE OPT. 3

NAME	AREA
MECH	108 SF
CUSTODIAL CLOSET	60 SF
CORRIDOR	507 SF
MECHANICAL/EL	234 SF
CLASSROOM 1	719 SF
OFFICE 3	140 SF
IT	88 SF
STORAGE	171 SF
EQUIPMENT/TOOL STORAGE	634 SF
CLASSROOM 2	721 SF
OFFICE 1	163 SF
OFFICE 2	162 SF
MEN'S RR.	50 SF
WOMEN'S RESTROOM	50 SF
LOBBY	407 SF
LOUNGE/KITCHENETTE	805 SF
	5,105 SF

MAIN BUILDING GROSS SF OPT. 3

Area
5,567 SF



1 FLOOR PLAN OPT. 3 3/16" = 1'-0"

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SEAL:

SCHEMATIC  
DESIGN

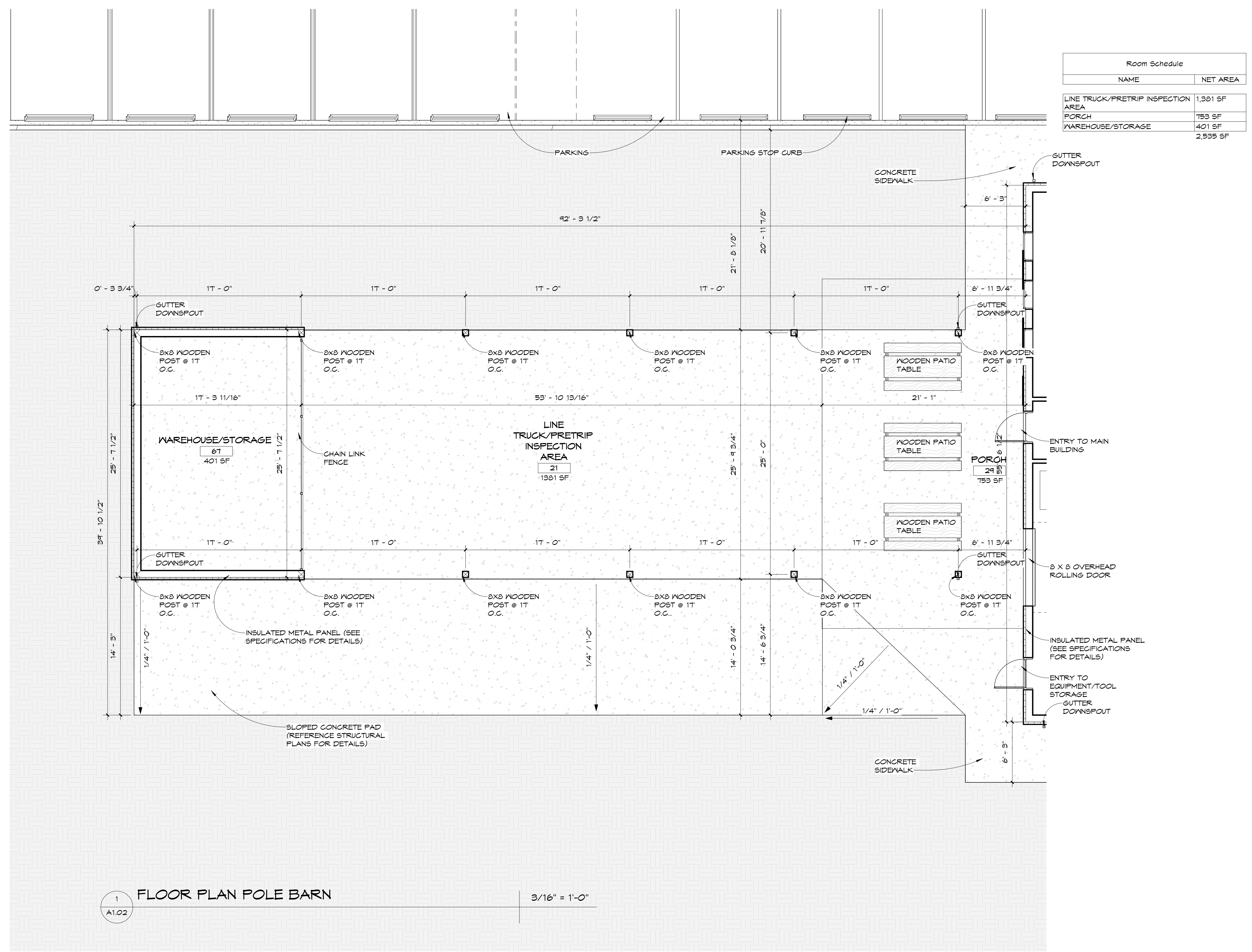
SCALE: 3/16" = 1'-0"  
DATE: 01/01/21

DRAWN BY: Author  
CHECKED BY: Checker

NO	REVISION	DATE

SHEET TITLE:  
FLOOR PLANS  
POLE BARN

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1 FLOOR PLAN POLE BARN 3/16" = 1'-0"



1 3D VIEW FLOOR PLAN OPT. 3  
A9.00



2 3D VIEW FRONT FLOOR PLAN OPT. 3  
A9.00

SEAL:

SCHEMATIC  
DESIGN

SCALE:	DATE:	
	01/01/21	
DRAWN BY:	CHECKED BY:	
Author	Checker	
NO	REVISION	DATE

SHEET TITLE:  
3D DRAWINGS

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