AGENDA
City Commission Meeting

6:00 PM – Thursday, August 07, 2025 – City Hall

Invocation: Jim Shelley, St. Mary of the Lakes Catholic Church

Pledge of Allegiance: Commissioner Holland

Call to Order

Acknowledge of Quorum and Proper Notice

1. Agenda Update

2. Approval of Minutes

2.1 Approval of Minutes

June 21, 2025 City Commission Budget Workshop

July 18, 2025 City Commission Workshop: Downtown Development and the Eustis Community Center Site

3. Presentations

3.1 Eustis Police Department Presentation of Life Saving Awards

3.2 Economic Development Marketing Presentations

4. Appointments

4.1 Appointment to Code Enforcement Board - Member

4.2 Appointments to Police Officers' Pension and Retirement System Board of Trustees

5. Audience to be Heard

6. Consent Agenda

6.1 Resolution Number 25-64: City Managers Education Initiative

7. Ordinances, Public Hearings, & Quasi Judicial Hearings

7.1 Resolution Number 25-53: Eustis Armory Fence height and type variance for property at 601 South Bay Street

7.2 Resolution Number 25-65: Consideration for Reduction of Fine for 1705 Blackberry Ct

7.3 Resolution Number 25-66: Consideration of Reduction of Fine for 806 East Orange Avenue

7.4 Resolution Number 25-67: Consideration for Reduction of Fine for 17 South Salem Street

7.5 Explanation of Ordinances 25-13, 25-14 and 25-15 for Annexation of Parcels with Alternate Key Numbers 3862860 and 1193532

Ordinance Number 25-13 – Voluntary Annexation
Ordinance Number 25-14 – Comprehensive Plan Amendment
Ordinance Number 25-15 – Design District Assignment

SECOND READING

Ordinance Number 25-13: Voluntary Annexation of Parcels with Alternate Key Numbers 3862860 and 1193532

7.6 **SECOND READING**

Ordinance Number 25-14: Assigning Future Land Use to Annexing Parcels with Alternate Key Numbers 3862860 and 1193532

7.7 **SECOND READING**

Ordinance Number 25-15: Design District Assignment for Annexation of Parcels with Alternate Key Numbers 3862860 and 1193532

7.8 **FIRST READING**

Ordinance Number 25-19: Conditional Sign Permit for Orlando Health Master Sign Plan

7.9 Explanation of Ordinance Numbers 25-20, 25-21 and 25-22 for Annexation of Parcel with Alternate Key Number 1040141

Ordinance Number 25-20 – Voluntary Annexation
Ordinance Number 25-21 – Comprehensive Plan Amendment
Ordinance Number 25-22 – Design District Assignment

FIRST READING

Ordinance Number 25-20: Voluntary Annexation of Parcel with Alternate Key Number 1040141

7.10 **FIRST READING**

Ordinance Number 25-21: Assignment of Future Land Use for Annexing Parcel with Alternate Key Number 1040141

7.11 **FIRST READING**

Ordinance Number 25-22: Assignment of Design District for Annexing Parcel with Alternate Key Number 1040141

7.12 Explanation of Ordinances Numbers 25-23, 25-24 and 25-25 for Annexation of Parcels with Alternate Key Number Lake County Property Appraiser Has Not Assigned

Ordinance Number 25-23 – Voluntary Annexation
Ordinance Number 25-24 – Comprehensive Plan Amendment
Ordinance Number 25-25 – Design District Assignment

FIRST READING

Ordinance Number 25-23: Voluntary Annexation of Parcels with Alternate Key Numbers ***Lake County Property Appraiser Has Not Assigned***

7.13 FIRST READING

Ordinance Number 25-24: Comprehensive Plan Amendment
Ordinances for Annexation Parcels with Alternate Key Number (Lake County Property Appraiser Has Not Assigned)

7.14 FIRST READING

Ordinance Number 25-25: Design District Assignment for Annexation of Parcels with Alternate Key Number (Lake County Property Appraiser Has Not Assigned)

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.

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 7, 2025

RE: Approval of Minutes

June 21, 2025 City Commission Budget Workshop

July 18, 2025 City Commission Workshop: Downtown Development and the Eustis Community Center Site

Introduction:
This item is for consideration of the minutes of the Eustis City Commission Budget Workshops

Recommended Action:
Approval of the minutes as submitted.

Prepared By:
Mary C. Montez, Deputy City Clerk

Reviewed By:
Christine Halloran, City Clerk

MINUTES
City Commission Workshop: Budget

9:00 AM – Saturday, June 21, 2025 – City Hall

Call to Order: 9:03 a.m.

Acknowledgement of Quorum and Proper Notice

PRESENT: Commissioner George Asbate, Vice Mayor Gary Ashcraft, Commissioner Michael Holland, Commissioner Emily Lee and Mayor Willie L. Hawkins

1. Workshop Item with Discussion and Direction

1.1 Review All Departments

Tom Carrino, City Manager, stated the focus of the workshop would be the General Fund with a big picture overview of the budget. He stated the goal was to complete the General Fund review as there are some statutory requirements they need to meet. He indicated they would set the tentative millage rate at the July 17th meeting with the formal public hearings in September. He added that, if time allows, they also want to discuss stormwater, Street & Road Fund and utility capital projects. He commented on the format of the draft budget presented to the Commission.

Lori Carr, Finance Director, noted that the September hearings would be at regular Commission meetings. She indicated that the City has not yet received any of the estimated State revenues due to the state budget just being passed. She stated that the numbers presented include a tentative 5% COLA plus $1000 to the base to prevent compression within the pay plan. She commented on the inclusion of the figures for Operating Expenditures, Operating Capital and Five-Year Capital. She stated they will be focusing on this year's portion of the Five-Year Capital. She indicated there is no excess in the General Fund and turned over discussion to Mr. Carrino.

Vice Mayor Ashcraft asked for an explanation of the General Fund grand total figures located on Page 44 under Non-Departmental with Mr. Carrino responding that the total of the requests for the draft budget is $29,753,100. The total for General Fund in the 2025 approved budget was $26,610,000. The actual spending so far this fiscal year is just over $17 million which includes encumbrances.

Vice Mayor Ashcraft asked about the difference between the approved $26 million and the current actual of $17 million with four months left. Mr. Carrino confirmed they do not anticipate spending all of the budgeted amount and added that the goal is to underspend. Ms. Carr confirmed they are projecting to have a surplus.

Vice Mayor Ashcraft asked why the draft budget is $29 million and indicated that it is 74% increase over the $17 million with Mr. Carrino explaining that is the intent of the workshop to go over the draft budget.

Commissioner Holland explained the draft includes all of the requests and it is their job to look at that and determine what to include.

Ms. Carr noted that there are a number of invoices that are not included in the $17 million. She said that, while they are not likely to spend another $9 million in the last four

months, the total will be well over the $17 million. She commented on the number of anticipated increases. She added that, in the past, a lot of things have been included in the Sales Tax Fund that are not eligible so those have been moved to the General Fund. She gave as an example the annual radio maintenance.

Mr. Carrino explained staff is not presenting a balanced budget at that time due to the State revenue numbers not available yet. He stated the draft budget is currently $461,000 to the negative. Estimated expenses are exceeding estimated revenue which will change as they move forward. He confirmed that under state law, the final budget must be balanced. He stated that both revenues and expenses will change, and they will have to either identify additional revenues or make additional expense cuts to balance the budget. He noted that new property tax valuation figures will be received and those, typically, go up. He added that the budget includes a 5% cost of living increase, which is the same as the previous two years. He stated they are obligated contractually to a 5% increase under the police and fire collective bargaining agreements. He indicated that, while they could lower that for General Fund employees; however, he would prefer not to do that. He explained they are recommending the additional $1,000 be added to the base salaries in order to avoid compression with new employees. He confirmed that anyone hired prior to October 1st would get the additional $1,000.

Ms. Carr reviewed the General Fund Highlights as follows: 1) Estimated expenditures exceed revenues by $461,683; 2) The 8.72% increase in property tax revenue is estimated to be $1,055,284; 3) The taxable value of new construction decreased by 27.04% from tax year 2024 to tax year 2025, a decrease of $94,584; 4) The School Board reimburses the City for the School Resource Officers for nine months; however, the City carries them for 12 months; 5) Health insurance will increase by 5.5%; 6) Casualty insurance is budgeted at 14%; however, that should go down because Hurricane Milton claims were not significant; 7) Police Pension contribution remains unchanged; 8) Fire Pension contribution decreased slightly; and 9) City contribution remains at 6% for regular employees.

The Commission asked if the School Board only covers the salaries on the School Resource Officers with Ms. Carr explaining the School Board pays all expenses for nine months with the City covering the other three months.

Ms. Carr explained they have received nothing yet from the State regarding revenues and she anticipated it would be late due to the State delay in adopting their budget. She indicated they will get the Property Appraiser's best estimate on July 1st. She stated the final amount might be slightly higher but is usually not significantly different. She indicated the preliminary figures are 8.72% over the previous year.

Ms. Carr provided a comparison of Property Appraiser Taxable Values for the City and surrounding cities. She provided a comparison of the revenues if the City were to reduce the millage rate by 1 mil from 7.581 to 6.581 or to increase the millage rate by 1 mil. She explained the impact on the property owners from the three different millage rates.

Mr. Carrino noted that the City's tax bill is only about 1/3 of a property owner's tax bill with Ms. Carr also explaining that, while the City's millage rate is a little higher than other cities, you have to consider whether or not the City had debt included, which Eustis does not, and how large their transfer is from their utilities. She indicated that with that consideration the City's millage is about the second or third lowest.

Mr. Carrino explained how staff typically figures the functional millage and indicated the City usually compares favorably.

Ms. Carr noted the General Fund expenditure requests and commented that the City's ad valorem revenues do not even cover Public Safety. She then reviewed the additional positions included in the draft budget. She explained that the Building Inspector would not be paid from the General Fund. She added that the Life Safety Captain is a transfer and upgrade, not new, with three new firefighters to be added midyear.

Mr. Carrino explained the various new positions and the funding for each.

The Commission asked about the CRA Coordinator position with Mr. Carrino indicating that this would free up Al Latimer to focus on Economic Development citywide and the new position would focus on the CRA.

Discussion was held regarding CRA funding and what might occur with CRA's in the coming years with Mr. Carrino indicating that the City's CRA is approved through 2047. He provided an overview of what the Coordinator would be responsible for. He explained they would be limited to only things concerning and within the CRA.

Mr. Latimer commented that a CRA Coordinator would help identify businesses for the downtown. He stated they would maintain a profile of businesses that could be in the downtown area. He added they would also work with the grant writer and explore grant opportunities including local and federal that are available to help support the implementation of the development plan.

The Commission discussed spending the money on getting a grant writer with Mr. Carrino indicating that the grant writer was re-allocated to the Finance Department. Discussion was held regarding the salary level for the grant writer.

The Commission expressed interest in hiring a third-party grant writing company with extensive experience to help research and fund projects. The Commission expressed concern about getting a qualified writer for the salary indicated. Mr. Carrino noted that grant writing companies typically focus on a specific type of grant and cited the City's use of Fred Fox and Associates for both CDBG Small Cities grants and FRDAP recreation grants. Fox and Associates prepared the grants free and then made money from administration of the grants. Further discussion was held regarding hiring a qualified grant writer, the cost for that, the need to have someone coordinate grant administration and how they can write the job description and responsibilities to up the point scale for that position.

Discussion was held regarding the need for the CRA Coordinator.

Mr. Carrino stated that staff can look at adding responsibilities to the grant writer position and have the point system redone to try and increase the salary for that position.

Mr. Carrino discussed the requested new building inspector and highlighted the significant amount of single-family building activity which would be fully funded by the Building Department Fund. He explained the Fire Department Captain of Life Safety position is an upgrade of an existing position. He commented on previous discussions regarding the need for additional police officers. He stated staff's plan to request an additional officer each year for the next few years.

The Commission asked about the City getting the COPS grant with Mr. Carrino responding that the determination was made to not pursue that grant due to the limited timeline for applying. He then commented on the requested Risk Coordinator position and explained the State's discussions regarding possible changes to the sovereign immunity legislation. He explained the position would assist the City in being more proactive in managing risks. He indicated that currently it is handled part time in Finance but if risk management moves to

Human Resources that would free up staff time in Finance and allow them to assume gra management responsibilities.

Ms. Carr explained some of the difficulties with grant administration.

The Commission expressed concern regarding the CRA Coordinator position in light of the deficit in the General Fund with Mr. Carrino reminding them that the position would not come out of the General Fund but out of the CRA Fund.

Mr. Carrino began the review of the individual department budgets. He commented on the Commission's previous determination to provide salary increases for the Commissioners based on the Citywide salary increase; however, the previous year they agreed to not take the $1,000 base increase and instead moved it to the organizational grant fund. He asked what they wanted to do with the Commission salaries.

Vice Mayor Ashcraft stated he wants to do what they did the previous year. He asked to increase the Commissioner discretionary monies as well to about $3,000 or higher.

Mr. Carrino explained that there is $17,000 budgeted for $3,500 per Commissioner. He indicated that the $1,000 per Commissioner is also budgeted under the Commission salaries. He indicated he would contact the Commissioners individually to see if they want to accept the additional $1,000 salary or for organizational grants.

Commissioner Lee asked where the monies come from that the Commission has donated to organizations with Mr. Carrino indicating there is money in the Commission budget for their individual awards. There is also money under Nondepartmental that is used for the organizations that have come before the Commission to ask for funding. The Commission asked to have an accounting provided for each Commissioner on how much of their discretionary funding has been used.

Mr. Carrino continued the review of the Commission budget. He cited specific items under Travel and Per Diem and explained the increase from $31,820 to $38,800 to cover the Golden Eagle Banquet, Trout Lake Annual Banquet and others. He highlighted other line item increases due to increases in costs. He noted the addition of the Corey Rolle Field improvements to the Commission budget. He stated that it is funded from the rent from WIN1 Ministries for use of the Service Center. It was agreed that it needs to be moved back to the Recreation budget.

Discussion was held regarding improvements to Corey Rolle Field both those already done and upcoming improvements. It was agreed to leave the funds under Commission but to change the line item from Corey Rolle to Recreation Improvements.

RECESS: 10:05 a.m. RECONVENED: 10:11 a.m.

<u>City Manager</u>

Mr. Carrino reviewed the City Manager budget and highlighted substantive changes including the following: 1) $55,000 - to restart the Strategic Plan process; 2) $5,000 increase in Travel & Per Diem due to miscellaneous cost increases; and 3) Increase in vehicle allowance from $500 per month to $700 per month.

The Commission suggested that the City Manager begin driving a City-owned car with Mr. Carrino noting that the previous City Manager's contract included a car allowance. Discussion was held regarding restrictions on the use of City vehicles with Mr. Carrino indicating he is more comfortable with using his personal vehicle since his family may travel with him.

Mr. Carrino then commented on Communication Services and stated staff is working on consolidating the use of City phones with coordination to be managed by IT. He continued the line item review noting those areas with slight increases.

City Clerk

Christine Halloran, City Clerk, reviewed the City Clerk department budget. She noted her request to upgrade the Deputy City Clerk from part-time to full-time and cited the number of meetings the office has had to cover in the past year. She added that most of the other towns have a full-time Deputy Clerk.

Mr. Carrino explained the $6,000 is budgeted to cover overlap to get a new person trained in the event that Mary Montez is not interested in working full-time.

Ms. Halloran commented on how some other functions have fallen behind due to the amount of time needed to process minutes and meetings. She then cited the slight increases in various contracts due to annual increases. She commented on the benefits to the new software. She added that all IT services and expenses have been moved to the IT budget. She reviewed minor changes including a slight increase in advertising and other small increases due to increased costs. She commented on the number of public records requests that the office has been handling. She confirmed that they do charge for provision of those requests and explained how those are charged. She also confirmed that they do not charge for the first 15 minutes for the other departments; however, they do not charge for the first two hours of the Clerk's time.

Discussion was held regarding charges for public records requests and possible changes to the policy. Ms. Halloran commented on the possibility of eliminating the requirement for a deposit for charges over $100 but instead requesting all payment upfront. She also commented on the possibility of utilizing CivicPay to help facilitate the invoice process for records requests.

Economic Development

Mr. Carrino pointed out that there has been transition in the department over the past year. He indicated that the CRA Coordinator position is in the Salaries line item; however, the CRA would pay the General Fund for the salary.

Al Latimer, Economic Development Director, highlighted the $25,000 budgeted for LEAD with $20,000 for membership dues and $5,000 for the City to actively participate in a trade mission. He explained how staff would determine the location for such a trade mission.

The Commission asked about a breakdown of the salaries with Mr. Carrino responding that staff will provide to the Commissioners a summary document which will provide the individual position titles and each position's salary. At the request of Commissioner Holland, it was agreed that the document would include titles only and not individual names.

Mr. Latimer continued his budget review citing $5,000 for incubator marketing based on a feasibility study conducted by Lake County. He noted that Lake County will also be providing funding for marketing. He commented on a targeted industry study that is being undertaken and cited funding under Operating Supplies for materials for that project.

Mr. Carrino confirmed that the CRA Coordinator would solely work on CRA projects and activities if it is fully funded by the CRA.

Events and Communications

Mr. Carrino reviewed the Events and Communication Department budget and explained changes in the Director and Public Relations Communications Manager position. He indicated they are advertising the Director's position; however, they are not yet advertising the PR Manager position. He explained he prefers to assess the skills provided by the new Director first plus that person should have input on the new Manager. He announced Carl Saenger will be promoted to the Events Manager position. He explained the history of that position. He commented on moving Communications into the Department and reviewed the salary and benefits adjustments. He commented on the increase in the professional services line item due to the website expenses previously being budgeted under Economic Development and now it will be budgeted under Events and Communications. He explained the process involved in transitioning to a new website.

Discussion was held regarding the use of See - Click - Fix with staff indicating they receive a number of Public Works requests through that software.

Mr. Carrino continued the departmental review and commented on certain changes due to some items being charged to Other Contractual Services that shouldn't have been.

Discussion was held regarding the expenses pertaining to the boat races with Mr. Carrino explaining the City does not provide them with any funding, but the City incurs a fair amount of expenses pertaining to that event. Discussion was held regarding the City in-kind funding for various events with Mayor Hawkins expressing concern that he was told the City did not provide funding for the boat races.

Mr. Carrino indicated the City is not able to fund all event requests at the same level as the boat races. He said that if the Commission no longer wants to support the boat races it can be taken out.

Vice Mayor Ashcraft noted that he and Christine Cruz are working on developing a Japanese Arts and Cultural Festival and they are not going to request funding from the City for that. He indicated that if it builds and gets bigger then maybe.

Further discussion was held regarding funding for events and the benefits to the City and the downtown businesses. Mayor Hawkins expressed concern that the City needs to be fair in its treatment of event organizers.

Further discussion was held regarding waiting to have a discussion on funding for events until the new director is hired.

Mr. Carrino cited the $150,000 under Rentals and Leases for the Christmas holiday decorations. He noted the $3,500 for printing the quarterly newsletters which was moved from Economic Development and the addition of $3,000 for Sign Shop Printing.

Historical Museum

Mr. Carrino discussed the Historical Museum budget for cleaning and security.

The Commission asked about the museum being open to the public with Mr. Carrino explaining that they are currently advertising for a part-time position for that. He commented on an incident with members of the public engaging in inappropriate behavior that resulted in the previous employee resigning.

Discussion was held regarding the incident and security measures to be taken including a possible interior camera.

Finance

Ms. Carr reviewed the Finance Budget and staffing. She noted the previous Finance Director Mike Sheppard is still working part-time. She noted their staffing issues and the need to implement a new accounting system to help with inefficiencies. She reported on their continuing education, training and travel expenses. She noted the budget also includes training and travel for the Grants Writer. She commented on the addition of an IT in-house administrator.

Bryce Hale, Information Technology Director, reviewed the IT budget to include security enhancements, police and fire hardware updates, and Lake Walk coverage. He cited the evidence barn and parking garage security plan to be discussed more in-depth at the shade meeting in July. He commented on the difficulty in getting internet to the cameras with the cost to come from Public Works.

Commissioner Asbate commented on the possibility of attaching some of the surveillance cameras to private buildings. He asked if any discussions had been held regarding providing free Wi-Fi in the Ferran Park/downtown business district.

Mr. Hale commented on how that could be provided at a minimal cost. He said they could cover most of downtown for a low cost and indicated he could get the cost for that. He also commented on the issue of saturation during events.

Mayor Hawkins asked about the increases in Barracuda and other items with Mr. Hale explaining the need for additional software licenses whenever they get additional personnel in the City.

Ms. Carr explained the changes to the capital lien item as all computers, monitors and printers are now budgeted under IT.

Purchasing

Ms. Carr discussed the minimal changes in Purchasing. She noted they have advertised the Buyer position and have begun interviewing. She added they are trying to find someone who will become Tracy Jeanes' successor.

The Commission asked about the funds budgeted for long-distance calls with Mr. Hale explaining there are phones they have to pay for long-distance service on. He noted that the phone system will be replaced in 2029.

The Commission asked Mr. Hale and Ms. Carr if the budget provides them with everything they need with Mr. Hale emphasizing the need for security cameras. He commented on how the Grant Writer position can help finance that. He urged the Commission and staff to not mention where security cameras are located. He noted that the Police Department can see all of the cameras and they now have them connected to the police officers' phones.

Ms. Carr indicated they will have what they need once they get the new accounting system. She commented on the RFP process for doing that. She confirmed that the Amazon Prime membership is for Citywide membership.

City Attorney

Mr. Carrino reviewed the City Attorney budget including their retainer, monthly charges and outside legal assistance.

The Commission asked about holding a workshop to discuss the year end closeout figures with Mr. Carrino indicating staff could provide a pretty good picture after the year ends. He noted they wouldn't have audited figures until months later.

Mari Leisen, Deputy Finance Director, explained that, in the annual report, which is issued on March 31st, there is a report that shows the budget versus actual. She indicated they could provide a more detailed report as well. She said they could provide preliminary figures prior to the conclusion of the audit.

The Commission asked what Derek Bruce did for the City with Mr. Carrino indicating he assisted with issues pertaining to Map #19 in the comprehensive plan. He stated they haven't used him for a year or two. He noted they also have a labor attorney to assist with personnel issues. He added they also have a Code Enforcement attorney which is in the Code Enforcement budget. He noted that the City also has a code enforcement attorney and stated he was unsure where that one is paid from. He explained that if an attorney does work specific to a department, then it comes out of that department.

Mr. Carrino explained how the City Attorney is budgeted and what is included in their monthly retainer.

The Commission asked about having a separate attorney for the Police Department so they can get a faster response with Capt. Toler explaining that the Police Chief is working on the possibility of having a joint contract with other police departments for that service.

Mr. Carrino commented that it would depend on the topic. He noted the City also has services available under PRM which could provide specific assistance. Further discussion was held regarding legal service for the EPD with Mr. Carrino indicating he would discuss the issue with the Police Chief to ensure there isn't a gap in coverage.

Development Services

Mike Lane, Development Services Director, thanked the Commission for approval of GovWell. He noted they are in the process of transitioning, and it is functioning on the public side very well for building permits. He added that Business Licensing is also on there, but they do not yet have Development Services online. He also thanked Fire Chief Swanson for spearheading the transition. He stated their primary increase is for Professional Services for preparation of the Evaluation and Appraisal Report (EAR). He reported they had requested an extension from the Department of Commerce and the EAR will need to be submitted no later October 28th. He indicated that it may implement the removal of Map #19. He anticipated the cost at $100,000.

The Commission asked about the Polk Directory with Mr. Lane explaining that the Polk Directory provides a list of every address in the City including who lives there, how long they've lived there and when the structure was built. It also provides a list of cell phone numbers within the community. He indicated the service has been around since the 1930's.

Ann Ivey, Library Director, noted they have that available at the Library as well.

Discussion was held regarding utilizing that as a resource for marketing purposes.

Human Resources

Mr. Carrino reviewed the Human Resources budget. He noted the creation of the Risk Coordinator position. He cited slight increases in costs for background checks and fingerprinting, travel and per diem, testing for new personnel, repairs and maintenance, and the employee fitness center equipment.

Police Department

Captain Ken Toler reviewed the Police budget. He cited the following items Axon, bodycams, training, study expenses, vehicle repairs, and machinery and equipment for the annual radio payments.

The Commission asked about the older Chevrolet patrol cars with Mr. Carrino indicating those are budgeted in the Capital Budget and they replace five vehicles per year, so they are almost finished with cycling out the older vehicles.

The Commission asked what happens when the vehicles are sent to auction with Mr. Carrino confirming those funds go to the General Fund. He also noted that the line item for the annual radio payment used to be budgeted in the Sales Tax Fund and has been moved to the General Fund.

Discussion was held regarding the bicycle program and the visibility being good for PR and community interaction.

Commissioner Holland asked if communication with Lake County is doing well with Captain Toler responding affirmatively.

Captain Toler commented on grants the department typically receives and confirmed they do not currently have a grant writer position. He indicated they do have staff that submit grants.

Discussion was held regarding individual departments writing their own grants and whether or not the grant writer position would write for the individual departments.

Mr. Carrino noted the grant writer would coordinate with all the departments and be involved in all grants while individual departments would still do some of their own grant writing.

The Commission asked about the revenue from the school-zone cameras with Mr. Carrino indicating that the intention was to reduce speeding in the school zones and not generate revenue. He stated there are costs affiliated with the use of the cameras. The intent is that the revenues were intended to cover the camera expenses. He noted that the revenues are less than the cost but the City is not charged by Altumint for the deficit, so the program is doing what it intended. He confirmed the City is not making any money off of the program. He reported on the cameras on Bay Street going live. He confirmed they the City is required to do a public notice campaign prior to that and there will be a month after going live when only warnings will be issued.

Fire Department

Fire Chief Mike Swanson reviewed the Fire Department budget beginning with grant resources and FEMA paperwork handled by Chief Swanson.

The Commission asked about paramedic training with Chief Swanson responding they have received grants that pay for the training. He reported the department is at full capacity with trucks now that the tower truck is in service which can accommodate up to a seven-story building.

The Commission asked about the annual radio maintenance with Chief Swanson explaining that is part of a ten-year program. He explained the Police and Fire buys into the program every ten years. He noted there are radios in the trucks and in the patrol cars. He commented on the use of newer technology every ten years.

Chief Swanson stated the most significant increase is for maintenance on the trucks. He noted that the tower truck has an extended warranty due to a design flaw that was resolved,

therefore, the company extended the warranty. He added the other vehicles are out of warranty. He reviewed various staffing challenges and commented on law changes regarding firefighters and the number of shifts. He indicated GovWell is helping increase collection rates and reporting which has provided him the flexibility to upgrade the position.

RECESS: 12:12 p.m. RECONVENE: 12:42 p.m.

Public Works

Greg Dobbins, Public Works Director, reviewed the Garage Maintenance budget and cited the significant changes including various capital requests. He reviewed the Building Maintenance budget and noted the $6,000 for clearing of Lakewalk vegetation.

Mr. Dobbins reviewed the Cemetery budget and stated they are requesting a new position to help with the additional maintenance for the tranquil gardens. He noted the changes to the Repairs & Maintenance line item and explained the $20,000 budgeted for the modification of the cemetery equipment facility. He then reviewed the Park Maintenance budget and indicated most of that remained the same.

The Commission asked about the $20,000 for the floating dock repairs with Mr. Carrino explaining there are two separate projects - one by Crazy Gator and the Community Center and then the Ferran Park floating dock.

The Commission asked about the seaplane and tour boat facility with Mr. Carrino indicating they are included in the Capital Improvement Program and listed as unfunded projects.

The Commission asked about Parks Maintenance with Mr. Carrino explaining only specific park areas have been moved to Parks and Recreation with the remaining staying with Public Works. Discussion was held regarding Miscellaneous Cleanup Requests.

Mr. Dobbins reviewed the Custodial budget and indicated they are requesting an additional person.

Library

Ann Ivey, Library Director, reviewed the Library budget. She noted the Library brings in approximately $140,000 in revenue. She commented on their expansion plans and noted they have been awarded a grant for that in the amount of $30,000. She indicated she has applied for two more grants in the amount of $1,000,000, paid out at $500,000 a year for two years. She cited the increase in programming, books, and a new reference desk for circulation. She stated the County will pay for the new computers but indicated there has been a delay in getting the computers installed.

Discussion was held regarding the part-time pages who must be enrolled in school and the part-time assistants. She noted her staff brought in their own shirts and the City had them embroidered with the Library's logo.

The Commission complimented Ms. Ivey for their programming and collaboration with other departments.

Parks and Recreation

Sam Brinson, Parks and Recreation Director, reviewed the budget, and highlighted the increase in overtime due to working events. He commented on the tracking devices being added to their vehicles for monitoring and safety.

The Commission asked about their teambuilding activities with Mr. Brinson explaining they hold a luncheon once a month and all full-time staff are included. He then reported on the installation of new registration software that is more user friendly and will integrate with the Finance Department software. He commented on the installation of the lightning detection system.

Mr. Brinson reviewed the Facility Rental budget. Discussion was held regarding funds budgeted for repairs to the bandshell.

The Commission asked about merchant fees for recreation programs with Mr. Brinson confirming they do not charge the participants for the credit card processing fees.

Ms. Carr explained that for anything that is processed through GovWell the purchaser is charged the credit card fee.

Mr. Carrino asked for input on the Community Meeting audio system with the Commission asking if a portable system could be used or if whatever is installed be relocated if they demolish the existing building. He commented on the need for a new roof which would cost about $350,000. He indicated that a decision regarding the Community Building would need to be made prior to October 1st.

Discussion was held regarding the need for a better audio system for the Community Building and the possibility of utilizing a portable system that could also be used elsewhere.

Mr. Brinson reviewed the Athletic & Rec. Programming budget. He noted that the only increase is in Operating Supplies. He explained that the federal funding is being discontinued, and their food program may be affected. He indicated they may have to include funding for the after school program food.

Mayor Hawkins suggested they contact Lake Cares to see if they can assist with that. He discussed the programming for dog obedience classes with Mr. Carrino indicating there should be an offsetting revenue from fees for the classes.

The Commission asked about planned improvements to the dog park with Mr. Brinson confirming they are planning to add a shade area and some benches and fence off an area for the dog training classes.

Mr. Brinson clarified that the dog obedience classes are paid for by the users; however, the improvements to the dog park will be funded by the City.

Commissioner Holland indicated he would reach out to the individual who initially funded the park to request additional funding for the improvements.

Discussion was held regarding the various planned programs and events including therapeutic recreation for disabled participants.

The Commission asked about the Library being open on Saturday with Ms. Ivey responding she is working with Ms. Burrowes and Mr. Carrino on that.

The Commission asked about budgeting for a bus for Recreation with Mr. Brinson responding that they previously did not have anyone with a CDL; however, now they do. They also have funding for three additional employees to test for their CDL. They will get a 5% increase if they get that license.

The Commission asked about the movies in the park with Mr. Brinson responding he did want to start that back up. He noted they have to get a license to show certain movies. They discussed holding a movie festival in the park during cooler months.

The Commission asked about how much a bus would cost with Mr. Carrino indicating the budgeted for a bus at $200,000 and he took it out. Discussion was held regarding buying a bus versus renting one for specific activities.

Mr. Brinson highlighted his request for $20,000 for purchasing a 3-D printer and offering a class for teens and youth.

The Commission asked about what is needed to be able to keep the pool and splash pad open year round with Mr. Carrino responding they are working on hiring a Deputy Aquatics Manager.

Mr. Brinson stated that someone has been hired but she needs to get several certifications. He commented on the difficulty in getting lifeguards.

Mr. Carrino noted that the Deputy Aquatics Manager will be a lifeguard as well.

Mr. Brinson stated that he is looking into contacting organizations that contract out lifeguards. He spoke with Personnel and Finance to determine the viability of that.

Vice Mayor Ashcraft asked about the splash pad maintenance with Mr. Brinson indicating the budgeted amount is for maintenance of the equipment.

Mr. Carrino stated that staff just found out last year that they should have been doing annual preventative maintenance on the splash pad deck and it got away from them. He indicated that Public Works has hired someone to inspect the splash pad and provide a recommendation.

The Commission asked about the pool supplies with Mr. Brinson confirming that is something Rachel Amman does. The Commission suggested looking into having a service handle the pool chemicals.

Mr. Carrino announced that the tentative millage will come before the Commission on July 17th with staff recommending they maintain the millage at 7.5810. He noted that the TRIM notices have to be sent out in August, so they have to set the tentative rate.

Commissioner Holland explained they need to go with a higher rate for the TRIM notices but they can reduce the millage rate during the public hearings.

Mr. Carrino indicated they still need to go over the utilities, stormwater and streets; however, those are not affected by the millage rate.

Vice Mayor Ashcraft asked what is the estimated rollover for the year-end with Ms. Carr indicating they do not have that yet. She confirmed there is $20 million in reserves.

Mr. Carrino explained that staff will be proposing to pay for the Community Building roof from the rollover since it may not qualify for the 10 fund.

2. Adjournment: 1:42 p.m.

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

CHRISTINE HALLORAN
City Clerk

WILLIE L. HAWKINS
Mayor/Commissioner

MINUTES
City Commission Workshop: Downtown Development and the Eustis Community Center Site

9:00 AM – Friday, July 18, 2025 – City Hall

Call to Order: 9:00 a.m.

Acknowledgement of Quorum and Proper Notice

PRESENT: Commissioner George Asbate, Vice Mayor Gary Ashcraft, Commissioner Emily Lee and Mayor Willie L. Hawkins

ABSENT: Commissioner Michael Holland

1. Workshop Item with Discussion and Direction

1.1 Downtown Development

Tom Carrino, City Manager, provided a history of the former Waterman site and Downtown Redevelopment project including a previous proposal from Atrium. He discussed the issues with the Atrium proposal. He explained the next RFQ issued by the City which resulted in two proposals - one from G3C2 and one from Kagan Management. He commented on the process used with development of the downtown master plan and the ultimate decision by the Commission to not proceed with the proposal from G3C2. He explained the purpose of the workshop is to determine the next steps as well as the legalities and any disposition of City/CRA property. He introduced Mike Goman to provide a presentation regarding the master plan implementation.

Mike Goman, Goman+York advisory consultant to Eustis for matters regarding the Master Plan and economic development, presented recommendations for the next steps in the Master Plan implementation. He commented on the need for decisions to be data driven and based on market analysis and financial feasibility. He discussed how to develop the overview of the market with the goal to raise awareness of overall growth and market potential with a focus on market drivers, population, permits, traffic counts and growth rates highlighting activity in the northwest sector of Orlando and Eustis. He explained how they would analyze the Eustis market by sector and provide detailed socioeconomic data using drive-time data. He commented on the Eustis areas of opportunity including the existing core, expanded core and aspirational core.

Mr. Goman reviewed the Phase I - Marketing Period to include direct contact with developers to attempt to attract those with the experience and financial capability for such a project. He commented on how that is done including attendance at conferences and phone calls. He stated they then follow up with data regarding the City and the project. At that point, they will provide the developers with copies of their financial analyses of the various sectors. He commented on his experience reviewing proposals which helps streamline the analysis for developers.

Mr. Goman then reviewed the Phase II - Marketing Period which would include market and site tours, engaging on sites and issuance of the updated RFP or RFQ for the Waterman site

parcels. He commented that there are more opportunities within the City in addition to the Waterman site. He cited a number of opportunities within the City and emphasized their intent to market the entire City, not just the single project.

Mr. Goman provided an overview of the market trends, employment centers and residential development opportunities within the greater Orlando, Lake County, and local/neighboring areas. He explained the need to identify where the workers are located and where the employment centers are. He reviewed recent traffic counts in the surrounding areas and provided an analysis of tourism, regional market traffic counts, and permit data. He cited the master plan boundaries and the location of the existing core, expanded core and aspirational core. He noted other redevelopment area opportunities within the City.

Mr. Carrino summarized Mr. Goman's presentation and commented on the various opportunities both downtown and in the City as a whole. He stated staff's desire that Mr. Goman market the opportunities in Eustis including the Waterman site as well as other development opportunities. He explained the solicitation process for the RFP or RFQ for the Waterman site in order to move forward. He stated they will need direction in order to wrap-up the previous process which included a proposal from Kagan Management as well as G3C2. He explained that once the RFP and RFQ process is issued the City can no longer have one-on-one communication with developers. He recommended they hold a brief marketing period of 60-90 days, followed by issuance of the RFP or RFQ to allow a certain amount of time for developers to prepare their proposals. The proposals would then be evaluated by staff and then the CRA Board/Commission.

Mayor Hawkins commented on the amount of time since the Atrium proposal was submitted. He expressed support for allowing Mr. Goman to market the City for a period of time prior to issuing the RFP/RFQ.

Vice Mayor Ashcraft confirmed Mr. Goman's recommendation is to proceed with marketing the City at that point with Mr. Goman agreeing and stating they would spend the 60 to 90 days telling the Eustis story and reviewing other development opportunities, not just the Waterman site. He noted a number of developers don't know anything about Eustis and stated his belief that it's worth spending the next two or three months marketing.

Discussion was held regarding the purpose of the workshop and how much more money the City would need to spend on the process.

Commissioner Asbate asked how much the marketing campaign would cost with Mr. Goman responding that a 60 to 90 day campaign would cost approximately $30,000.

Vice Mayor Ashcraft asked if Mr. Goman's company also does urban redevelopment planning including historic downtowns with Mr. Goman responding affirmatively.

Vice Mayor Ashcraft then asked if they have a department for parking with Mr. Goman responding they are not traffic engineers, but they are aware of the need to conform with local parking regulations.

Mayor Hawkins commented on the need for the City to determine the parking needs and where it should be located with Mr. Goman responding that parking has to go hand in hand with any development.

Commissioner Lee expressed the hope that they would be making more detailed decisions at the workshop with more concrete direction.

Commissioner Ashcraft commented on why marketing was not begun 90 days ago with M Goman noting that the City had an agreement in place that precluded that.

Further discussion was held regarding the need to wait until a decision is made regarding the community building site with Mayor Hawkins citing the need for the Commission to determine what they want on each parcel.

Discussion was held regarding the possibility of getting a second opinion about what should be done with the downtown and whether or not the community building needs to be considered before any further decisions are made.

Mr. Goman responded that the community building is only one of a number of possible development sites. He stated that they should be working on all of them at the same time. He explained that a developer will come in and decide which sites are of interest to them. He emphasized that development takes a lot of money and a lot of time. If a developer comes forward and is interested in the community building site, then they can focus on that. He stated that his recommendation would not be to just focus on development of the Waterman site.

Mr. Carrino stated his purpose for the meeting is to get directions on the Waterman site if they do not proceed with G3C2. He noted staff has made a recommendation but that it is about more than just the Waterman site.

The Commission discussed the areas of interest for development and possible plans for the community building.

Sasha Garcia, City Attorney, emphasized that they will have to use a public process for both the RFP/RFQ and for any disposal of the community building property. She explained they are waiting on the title component regarding the community building and then they will have to utilize a public process and a resolution for that. She stated her hope for the workshop to provide direction regarding what to include in any RFP or RFQ as well as the community building. She commented on all of the public notice that will be required.

Further discussion was held regarding how to proceed with Mr. Goman emphasizing that the goal is to encourage interest in the downtown. He suggested that they can do a number of things simultaneously.

Mr. Carrino recommended they conduct a marketing campaign, make all three Waterman parcels available and tell developers they can submit proposals for any or all of the lots. The Commission would then evaluate the proposals.

Commissioner Lee expressed support for issuing an RFP rather than an RFQ so that the developers submit their vision for a particular lot.

Commissioner Asbate commented on the master plan. He recommended closing the process on the previous RFP, but not necessarily on a particular developer. He further commented on all of the economic development discussions that have occurred including with Lake County. He expressed concern about the people that weren't at those meetings and commented on the current economic climate and the lack of leadership by the consultants. He expressed agreement to get a second opinion from another consultant. He commented on the effect on the downtown businesses once construction begins.

Vice Mayor Ashcraft expressed concern regarding the lack of marketing in recent years.

Mr. Carrino suggested asking Mr. Goman to market Eustis based on the data he has and the same time hire a third-party facilitator to host a design charette for what the Commission would like to see and where.

Mayor Hawkins stated the purpose of the meeting was for the Commission to talk about what they want to see downtown.

Further discussion was held regarding lack of leadership, the need for the Commission to decide what they want and then have someone tell them where they can put those things and the lack of progress.

Vice Mayor Ashcraft stated, assuming the community building stays where it is, he would like to see a hotel on the block next to Wells Fargo, the Magnolia block would be commercial mixed use and the block across from the post office would stay vacant for the time being or could be used for surface parking. He noted they may not actually need a parking garage.

Mayor Hawkins stated he would like to see south of the parking garage expanded and suggested expanding the existing parking garage. He also suggested having surface parking to the north.

Commissioner Asbate commented that if they do something on the community building site, then they will want extra parking on the north side. He suggested, if the community building site is developed, they could construct a joint parking garage with a portion dedicated to the development.

Mayor Hawkins objected to having a conversation as if the community building proposal is a done deal.

Commissioner Lee stated that, if they do develop the community building site, they need to think about what will they provide for people until that is done as well as how they will accommodate parking for the rest of downtown.

Mayor Hawkins opened the floor for the individual Commissioners to say what they would like to see.

Commissioner Lee stated she would like to work on the community center with possibly a hotel, a parking garage behind George's property, and retail or townhouses with retail underneath next to Wells Fargo. For the lot on Magnolia Avenue, she indicated she would rather have people present designs with their ideas of what to put there.

Commissioner Asbate stated he would like for the City to obtain more help. He stated he is not getting what he needs to represent the community. He expressed support for a second opinion and then the Commission can tell that person each of their visions. He commented positively on the presentation they were given for use of the community building site. He noted that the City has previously discussed redoing the community building. He cited projects proposed by Daniel DiVenanzo and agreed with the concept of dividing up the lots. He stated they need to close the previous RFP and then they need to evaluate the proposals as they come in. He expressed support for addressing the existing parking issue first. He commented on the need to get an actual report regarding the issues on the lot across from the post office.

Commissioner Asbate commented on a plan he saw for a brewery facing the water and for getting proposals for the other lots including from Daniel DiVenanzo or from Kagan. He agreed with expanding the existing parking garage or placing parking on the American Legion lot. He emphasized that there are already parking issues without any new development.

Commissioner Lee commented on the need to make the downtown a walkable experienc cited the plans for the trail.

Commissioner Ashcraft asked about the parking study budgeted in the CRA and when it would be implemented with Mr. Carrino responding it is in the FY25-26 budget which doesn't go into effect until October 1st. He noted they could begin the selection process and then issue the contract after October 1st. He added that, if they wanted to proceed sooner, they could take money out of CRA Fund Balance for that purpose.

Commissioner Lee asked if they have the funds available to get a second consultant with Mr. Carrino responding affirmatively. He noted funds have been set aside for implementation of the master plan.

Mayor Hawkins questioned if that is a good use of CRA funds. He explained that the City has hired someone to do this, and the Commission needs to let them do their job.

The Commission asked what Mr. Carrino needs from the Commission at that meeting with Mr. Carrino explaining they need to wrap up the current RFQ and get direction on next steps.

CONSENSUS: It was a consensus of the Commission to close the previous RFQ and end the contract with G3C2.

The Commission asked if staff had reached out to Kagan with Mr. Carrino responding that he has spoken with Mr. Kagan; however, he is working on the Tavares downtown and indicated he wanted to wait to see what the Commission decides today. He stated he would tell Mr. Kagan that he is welcome to participate in what process they use.

Vice Mayor Ashcraft summarized that they are going to proceed with letting Mr. Goman do the 60 to 90 day marketing. He suggested they set up a meeting to talk with Richard Levy or talk to him one on one.

Discussion was held regarding what the purpose would be to talk with Richard Levy with Vice Mayor Ashcraft indicating they would ask him to help ascertain how to move forward. Further discussion was held regarding Dr. Levy, whether to do an RFP on all three lots and whether they could be done simultaneously.

Mr. Carrino explained that Mr. Goman could not legally talk with developers once the RFP/RFQ is issued.

Mr. Goman stated he recommended 60 to 90 days for the marketing period. He explained that it would not involve just advertising but would involve direct contact with developers that are capable of doing this type of project. He added he would provide updates on a monthly basis.

Commissioner Lee asked for Mr. Goman's vision for the downtown with Mr. Goman responding that they have a master plan that sets the vision. He cautioned against going lot by lot and saying what each one should be. He said the market will tell them what makes financial sense.

Daniel DiVenanzo announced he was leaving the meeting and that the Hoffers had also left.

Commissioner Asbate indicated his intent to also leave the meeting but changed his mind after the City Clerk confirmed they would still have a quorum.

Mr. Goman stated they should not specify what should be on each site. Let the investors make that determination other than possibly the parking garage if the City is going to fund that. He also cited the possibility of the City building a hotel and conference center and then contracting with someone to operate it. He stated they should get feedback from the market

before making that type of commitment. He emphasized that he would not be brokering anything, they will just be trying to attract investment capital. He further emphasized the City is his client. He stated the key point is to find out what the market is interested in putting money into. He added they need to make sure whatever is proposed has the data behind it.

Vice Mayor Ashcraft asked if the master plan consultant had all the data with Mr. Goman responding that it is more an urban planning document although there is some market data in the study.

Vice Mayor Ashcraft expressed support with Mr. Goman proceeding with the marketing, but he would like to talk with Dr. Levy.

Commissioner Asbate expressed concern that Mr. Goman is not a marketing company, but he could subcontract for that. He stated the City needs a marketing plan but expressed opposition to spending the money and added that he did not believe Mr. Goman is the person to do it. He commented that the City already has marketing funding in the budget and expressed support for it either moving back under Economic Development or hiring a person for that purpose.

Mr. Goman stated that what he is proposing is not a glitzy marketing brochure, but it is a data driven program to discuss why to invest in the City. He indicated they would be discussing with developers why it would make financial sense to invest in the City. He commented on how they would address proposals they did not think were appropriate for the City.

Vice Mayor Ashcraft asked about the Duke Energy marketing study with Al Latimer, Economic Development Director, responding it has been completed and they will be scheduling a presentation to the Commission.

The Commission asked what is the difference between what Mr. Goman is proposing and the marketing study with Mr. Latimer explaining the marketing study focuses on specific audiences and businesses. He stated that Mr. Goman will be talking to investors only about specific parcels of property.

Commissioner Lee stated that the City needs to hire someone that is marketing the City year-round.

Further discussion was held regarding the various types of marketing with Mr. Carrino explaining that the communications position is about fostering positive relationships with local media and getting the word out about what the City is doing. He added that the people Mr. Latimer is marketing to may not be interested in the absorption rate of residential units, but Mr. Gorman's people will be.

Commissioner Asbate commented on the various marketing programs the City already has available to use without costing more money.

Discussion was held regarding the benefit of utilizing Gorman & York to do the personal contact with Mr. Carrino indicating that Mr. Gorman is currently paid based on specific contracted items. The $30,000 is a ballpark estimate for his time.

The Commission asked how much had been spent at that time with Gorman & York with Mr. Carrino responding approximately $25,000. He commented that they could contract with him for a specific task at a specific cost.

Mr. Goman explained how his marketing is done with personal contacts both locally, regionally and nationally and cited a number of other cities they have been working with.

The Commission asked how often they have been successful with their marketing with M Goman indicating eight out of ten with most of them in small towns. He stated they work mostly with cities in the 20,000 to 60,000 population range. He cited other areas they are working in.

Commissioner Lee asked Mr. Goman how he feels about the City getting a second opinion with Mr. Goman responding positively and noting he is familiar with Dr. Levy.

Commissioner Asbate asked to move on to the next agenda item.

Mr. Carrino summarized that they will close out the previous RFQ and they will have Mr. Goman work with the development community. He explained that prior to the previous RFQ, as Economic Development Director, he went out and met with members of the development community in order to get them to respond to the RFQ. He recommended that they allow Mike Goman to assist the City with that.

The Commission asked why Al Latimer couldn't do the development marketing with Mr. Carrino indicating Mr. Goman probably has more development community contacts.

The Commission further discussed a marketing program, what it should entail and if they should use Goman and York for that purpose.

Discussion was held regarding the RFP/RFQ process with Mr. Carrino explaining that the City cannot talk individually to anyone who might respond to that. They have to come to a pre-bid conference and submit any questions in writing. Answers to those questions have to be presented in writing to all of the potential applicants.

Mr. Goman explained his recommendation to contact potential developers first prior to issuance of the RFQ/RFP so they get a better response to the issuance. He further explained how he would market both the downtown lots and other development opportunities.

Ms. Garcia stated that, when it is issued, the RFP needs to be much more detailed and can include all of the information and data that Mr. Goman would be distributing.

Discussion was held regarding who to use for the development marketing program, the lack of response to the previous RFP, and when to implement the development marketing.

Ms. Garcia recommended that the Commissioners should not hold individual meetings with any potential consultants and that any discussions be held in a public forum. She indicated they could speak individually with Mr. Goman as he was already hired as a consultant.

Further discussion was held regarding talking to another consultant, talking to Dr. Levy and how Goman & York was selected. It was suggested that they let Mr. Goman proceed with contacting developers and schedule a workshop with Dr. Levy.

Discussion was held regarding when the development campaign should be initiated with Mr. Goman indicating that the prime period is September to November.

Mr. Carrino stated he would contact Dr. Levy and arrange to schedule a meeting and put him in contact with Mr. Goman.

CONSENSUS: It was a consensus of the Commission to have Mr. Goman proceed with the development marketing while simultaneously having discussions with Dr. Levy and obtaining his opinion about their plans.

Commissioner Asbate stated he is only agreeing in order to help them work together. He stated he feels that is in the wrong order. He expressed support for having Mr. Latimer produce a marketing plan. He questioned what would be the end result from Mr. Goman.

Mr. Goman responded that the goal is to get developers to come to the City and provide proposals for development projects.

Commissioner Asbate asked the process that Mr. Goman will use with Mr. Goman explaining the process they use. He stated they track which developers are undertaking what types of projects and they will reach out to them and contact them directly.

Mr. Carrino explained he would discuss the cost with Mr. Goman and how it will be structured for the development marketing.

Commissioner Asbate asked if Dr. Levy isn't interested in helping the City, if they could move on to additional consultants.

1.2 Eustis Community Center Site

Attorney Garcia stated there was no information back yet for the community building site.

Commissioner Lee asked them to look for an additional site that would be good for the hotel if the community building site can't be used.

Attorney Garcia noted that, even if there are no deed restrictions on the property, the sale of the property would still need to be handled through a public process.

Commissioner Asbate asked for an explanation about the handling of the Hoffer's proposal with Attorney Garcia explaining that is CRA property which has to be handled differently. She indicated they have to receive competing proposals. She stated they have to follow the requirements under FSS Chapter 163. She added she expects to receive the title search in the next week.

Commissioner Asbate asked about directing staff to proceed with an RFP as soon as the title search is received.

Discussion was held regarding the City's desire to generate as much interest as possible, what to include in the RFP and what to do if the community building goes away.

Mr. Carrino commented on the need to determine how specific they want to be in the RFP. The more specific it is the longer it will take to issue the RFP. He questioned if they want them to also talk about the community building site with potential developers.

Discussion was held regarding how long to have the RFP out and the need to have space available for the public to use.

Attorney Garcia stated that the RFP would be beneficial and good to preserve full transparency and invite competing proposals. She explained it would be required to advertise it in the newspaper. She commented that one complication with the Hoffer proposal is that it also includes a request to use one of the downtown lots.

Commissioner Asbate asked about the process involved considering an unsolicited proposal with Attorney Garcia explaining it is because the property involved is CRA property. She explained the statute requires a notice for competing proposals which involves publishing in the newspaper and inviting competing proposals. She indicated the RFP is an added layer. She explained how the RFP is processed and emphasized that it would not be feasible to get it done in 30 days due to the process which includes financials and appraisals.

Commissioner Asbate asked if they are required to do an RFP with Attorney Garcia furth explaining the requirements under FSS 163.

Vice Mayor Ashcraft asked Mr. Carrino if he had asked the Hoffers if use of the downtown lot is a dealbreaker and he responded negatively. He noted that they are not required to respond to an unsolicited proposal.

Commissioner Asbate asked the requirements under the statute with Attorney Garcia responding they are required to publish in the newspaper, post on the website, and post the RFP on a website for that purpose. She explained that whether they issue an RFP or not, they have to allow for competing proposals if they want to consider the unsolicited proposal.

Mr. Carrino stated they are required to post an ad in the newspaper, and they have to accept competing proposals whether they call it an RFP or not.

Discussion was held regarding final outcomes from the workshop as follows: 1) Dr. Levy; 2) Issuance of an RFP; and 3) Marketing.

Discussion was held regarding issuing an RFP for the community building site only with further discussion regarding inclusion of the downtown lot. It was suggested they run the RFP for 60 days.

CONSENSUS: It was a consensus to issue an RFP for the community building site only, once the title search is completed, and for the RFP to be separate from the Waterman site.

CONSENSUS: It was a consensus for the RFP to be out within 30 days and for it to be open for 45 days.

Commissioner Asbate summarized the following takeaways: 1) Meeting with Dr. Levy if he will come, if not, move on to #3 or #4 consultants; 2) RFP for community building to be released within 30 days and to run for 45 days; and 3) Engaging for marketing for downtown development.

Mr. Carrino apologized for an apparent lack of leadership as both Economic Development Director and as City Manager based on Commission comments. He asked if Commissioners want to have a public or private conversation regarding making a change in City Manager.

Mayor Hawkins stated he has full confidence in Mr. Carrino's job. He noted that this type of project has not happened in a lot of communities. He emphasized that he is totally satisfied with the job he has done.

Mr. Carrino indicated he would be happy to have a private conversation if any of the Commissioners would like to do that.

2. Adjournment: 11:58 p.m.

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CHRISTINE HALLORAN
City Clerk

WILLIE L. HAWKINS
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: August 7, 2025

RE: Eustis Police Department Presentation of Life Saving Awards

Introduction:
Eustis Police Department will present Life Saving Awards to Robert O'Brien and Amy Burgner.

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: August 7, 2025

RE: Economic Development Marketing Presentations

Introduction:

Presentation #1: True North, Lorri Shaban, President

The City of Eustis applied for and received a $20,000 grant to conduct an economic development marketing study from the Duke Energy Foundation. The study will analyze the City's economic base and develop a marketing plan to support its growth. City Commission approved a $20,000 match, which brought the total available for the study to $40,000. True North, a marketing firm in Clermont won the bid and is here today to present the findings and recommendations of the study.

An economic development marketing study is market research focused on promoting the advantages, assets, and other factors that influence business location decisions, attracts talent and visitors. It also helps existing businesses understand why growing and expanding in Eustis is a better option than moving away, in search of a better business environment for growth.

Essentially, an economic development marketing study provides a data-driven roadmap for strategically promoting the City to help it achieve its economic development goals.

Key elements of an Economic Development Study:
•Understanding the region's strengths and weaknesses: This involves analyzing the local economy, workforce, infrastructure, quality of life, and other factors that influence location decisions.
•Identifying target audiences: Determining which industries, businesses, and demographics are most likely to benefit from relocating or expanding within the region.
•Developing a unique value proposition: Crafting compelling messages and branding strategies that highlight the region's competitive advantages and address the needs of target audiences.
•Creating a marketing plan: Identifying the most effective channels to reach target audiences, such as websites, social media, events, advertising, and PR.
•Measuring effectiveness: Tracking key metrics to evaluate the impact of marketing initiatives and adjust strategies as needed.
Benefits of an Economic Development Study
•Attracting investment: Highlighting opportunities to potential investors and businesses seeking new markets or expansion.
•Boosting tourism: Promoting local attractions, cultural events, and natural beauty to attract visitors and generate revenue.

•Retaining and attracting residents: Showcasing the region's quality of life, affordable housing and educational opportunities to encourage current residents to stay and attract newcomers.
•Fostering innovation and entrepreneurship: Creating an environment that supports new businesses and nurtures a culture of innovation.
•Enhancing competitiveness: Positioning the region favorably against other locations vying for similar investments and talent.

Presentation #2: Applied Marketing Sciences, Leigh Howe, President

On May 22 the City issued an RFP for a Economic Development Prospect General Consultant. Economic development prospect generation is the proactive process of identifying and engaging directly with businesses and organizations that have the potential to invest, expand, or relocate to Eustis. Three interested firms reviewed the RFP and requested additional information. Only one firm, Applied Marketing Sciences submitted a bid.

Every day, companies evaluate communities to see whether they would be good locations for one of their business units. This process is what is referred to as a economic prospect opportunity. The sooner a community learns about these opportunities, the sooner we can reach out to company representatives, hired site consultants, and promote itself as a compatible location.

Prospect Generation Activities
- Leverage experience: Leverage experience and insight to speak directly to managers (including hired site consultants) of company relocation/location/expansion projects. The initial prospect focus is technology and food processing.
- Market research: Conduct thorough market research to understand industry trends, identify potential businesses that fit the City's profile, and demonstrate the City's ability to meet the company's specific needs and priorities. In a nutshell, identify and vet prospects aligned with the community's value proposition.
- Compelling message: Assist City in presenting a clear and concise value proposition highlighting Eustis's unique advantages and benefits for businesses considering relocation or expansion.
- Responsiveness: With insight from suggest best responses to prospects' inquires throughout the various stages of evaluation and decision-making.
- Relationship building: Suggests ways to build long-term relationships with prospects, nurturing their interest and providing ongoing support and information throughout the decision-making process.
- Tailored communication: Customize messages so they resonate with the specific needs and priorities of each prospect, addressing their challenges and showcasing how Eustis offers solutions.
- Patience and persistence: Decisions about where to locate or expand sometimes take years that require patience and consistent effort to nurture relationships and convert prospect opportunities into capital investment and job creation.

The work of the economic development prospect generation consultant will significantly improve the City's ability to identify and attract new businesses, foster job creation, and drive sustainable economic growth within their communities.

Prepared by: Al Latimer, Economic Development Director

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 7, 2025

RE: Appointment to Code Enforcement Board - Member

Introduction:
Code Enforcement Board (CEB) Member Richard Bartzer has tendered his resignation from the CEB as of June 17, 2025. Currently, there are two alternates serving on the CEB. They are Patricia Jensen and Christine Cruz. Patricia Jensen has submitted an email asking to be considered to be appointed to the full board seat vacated by Mr. Bartzer.

Background:
Mr. Bartzer was originally appointed to the CEB June 20, 2019, and has served consistently since then. His current appointment expired 7/31/2025, and he has declined reappointment. Patricia Jensen was appointed as an Alternate to the CEB May 15, 2025. Her term as an alternate is due to expire November 3, 2025. She has requested appointment to the newly vacant full member position. If approved, her new term will expire 7/31/2028.
It should be noted that no other applications have been received for the vacant seat although the vacancy was advertised pursuant to City policy.

Recommended Action:
Staff recommends consideration of the appointment of Patricia Jensen to the vacant CEB member position.

Policy Implications:
Alternates typically serve only in the absence of full board members. It is normal for alternates to be considered in the event a full board seat becomes vacant. If approved, the vacant alternate seat will be advertised.

Alternatives:
The Commission alternatives are as follows:

1. Appoint Patricia Jensen to the full board seat as requested, and then have staff advertise for applications for the alternate board seat.
2. Decline the appointment, and direct staff to re-advertise the vacant full board seat.

Budget/Staff Impact:
Not Applicable

Business Impact Estimate:
Not Applicable

Prepared By: Mary Montez, Deputy City Clerk

Reviewed By: Christine Halloran, City Clerk

RECEIVED
JAN 10 2025
BY: .....

CITY OF EUSTIS 109-A East Orange Avenue P.O. Drawer 68 Eustis, FL 32727-0068
Website – www.eustis.org E-Mail – personnel@eustis.org Phone – (352) 483-5472 FAX (352) 483-0492

VOLUNTEER/COMMUNITY SERVICES APPLICATION

Date: 1/10/2025

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. Code Enforcement Board
2. _____
3. _____
4. _____

NAME: Patricia Jensen Telephone #: [redacted]

PRESENT ADDRESS: [redacted] Eustis FL 32726
Street/P.O. Box City State Zip

How long have you lived at this address? 1.5 yrs E-Mail Address: [redacted]

Have you filed an application here before? ____Yes X No If yes, when? _____

Have you ever worked for the City of Eustis? ____Yes X No If yes, when? _____

Are you currently employed? X Yes ____No May we contact you at work? X Yes ____No

What number can we reach or leave a message for you during the day? Phone #: [redacted]

Are you available: ____Full Time ____Part Time ____Temporary whatever is required

When are you able to volunteer? X Nights X Weekends ____Other

Do you possess a valid Fla. Driver's License or I.D.? X Yes ____No

Are you legally eligible for employment in the United States of America? X Yes ____No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? ____Yes X No If yes, when: _____

Explain: _____
(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? ____Yes X No If yes, explain: _____

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering?
X Yes ____No If no, please explain: _____

Please list the names of friends or relatives working for the City and their relationship to you: Spike Capri, Willie Hawkins Neither are relatives

PER 051-15

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization:
Ajax Building
HQ in FL

From 06/24 (Month/Year) to Present (Month/Year)

Supervisor's E-mail: Patrick.mccoy@ajaxbuilding.com

Job Title: PM

Describe the work you did: Precon, Estimating, PM - Glynn County Juv. Justice Ctr, SC DJJ Facility Renovation

Reason for leaving: Still employed

Name & Address of Organization:
Uprite Construction
HQ in Irvine, CA

From 10/23 (Month/Year) to 06/24 (Month/Year)

Supervisor's E-mail: bob.rice@uprite co.com

Job Title: PM

Describe the work you did: Ground up construction of Tesla Dealerships (TX), Self-Storage in FL & IN. Managed $110M over 3 states. Design + permitting through const.

Reason for leaving: Recruited by Ajax

Name & Address of Organization:
iCON Construction
HQ CO Springs, CO

From ~~01/20~~ 01/20 (Month/Year) to 08/23 (Month/Year)

Supervisor's E-mail: Greg.Courier@iiCONCC.com

Job Title: PM/Division Mgr (retention)

Describe the work you did: Det. Renovations; CDOT ground up and renovations, various other projects.

Reason for leaving: Moved to GUSTIS

Name & Address of Organization:
Casey Construction
HQ Denver, CO

From 09/16 (Month/Year) to 11/19 (Month/Year)

Supervisor's E-mail:

Job Title: PM

Describe the work you did: Wastewater Plant Renovations, Detention Renovations

Reason for leaving: Company closed

*contract employee prior to F/T employment

EDUCATION AND SPECIALIZED TRAINING:

Circle Highest Grade Completed

GRAMMAR AND HIGH SCHOOL: **1 2 3 4 5 6 7 8 9 10 11 (12) GED**
COLLEGE: **13 14 15 16**
GRADUATE: **17 18 19 20**

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s):	City and State:		
Thornton HS	Thornton, CO		
Name of College:	City and State:	Major:	Degree Received:
Name of Graduate School:	City and State:	Major:	Degree Received:
Other Trade, Technical, Etc:	City and State	Major:	Degree Received:
Foreign Language Skills:		☐ Read ☐ Write ☐ Speak	

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

1. 25 years accounting before FT const
2. [illegible]
3.
4.
5.
6.

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name / Phone #	Name / Phone #
Tony Lell 3039079213	Bob Rice 4075351060
Address (Street, City, State, Zip)	Address (Street, City, State, Zip)
E-mail Address	E-mail Address: bob.rice@upteco.com
Employer / Phone #	Employer / Phone #
AEC West	Upte Const.
Occupation: Code Inspector	Occupation: Director of Const.
Name / Phone #	Name / Phone #
Orrin Fryer 7194699895	Bob Brashears 7203237702
Address (Street, City, State, Zip)	Address (Street, City, State, Zip)
E-mail Address	E-mail Address
Employer / Phone #	Employer / Phone #
CO DOC	RJA (Reilly Johnson + Assoc)
Occupation: PM	Occupation: Principal

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work? Any - M-F I can coordinate my Regular work schedule.

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: _____ **Date:** _____

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent of Legal Guardian Complete This Section)

I the undersigned, the parent or legal guardian of _____, choose to permit _____ to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian:_____ Date:_____

Trish Jensen

Experience

June, 2024-Present — ***Ajax Building Company***
GA, SC — *Project Manager*
GA – GMP process for Glynn County JJC. Project was cancelled by the County. GP process included design modifications and VE options in order to get project within budget.
SC – Juvenile Detention Center safety and risk modifications. Multiple GMP's priced, drawing review and modifications. Moved to this project after GA cancelled.

October, 2023 – June, 2024 — ***Uprite Construction Corp***
FL, TX, IN — *Project Manager*
Florida projects consist of self storage ground up facilities, Indiana project is retrofit and ground up self storage with phases running concurrently, TX projects are Telsa SSD centers that are ground up. Hired to PM FL projects, took over TX sites, gained IN site. All projects running currently. PM/Sr PM responsibilities as well as assisting with estimating, hiring, business development.

Jan, 2020 – August, 2023 — ***iiCON Construction Colorado***
Statewide, CO — *Division Manager*
Division Manager for Detention Division, which encompasses PM, Superintendent, Estimating and all field positions as required. Projects also include Dept of Transportation, Dept of Revenue and other sectors. Projects are solely government. Marvin Foote YSC (safety and risk mitigation and modernization), Spring Creek YSC (safety and risk mitigation and modernization), Limon Correctional (drywall repairs), Lookout Mountain YSC (FA), Gilliam YSC (2 projects – FA, furniture installation in sleeping rooms), Homelake State Veteran's Home (Fire Suppression), Clear Creek County Jail (safety upgrade), Denver Women's Correctional (Coffee Roasting TF), Salida Community Center (remodel), Meeker CDOT (addition/ground up build), Yampa CDOT (addition), Zeb Pike YSC (Sleeping Rooms Upgrades), Mount View YSC (furniture installation), Platte Valley YSC (furniture installation), Betty K Marler YSC (furniture installation), Grand Mesa YSC (2 projects – replace flooring and furniture installation), CO Dept of Personnel/DOR (remodel restrooms for ADA compliance: complete demo and rebuild), Centennial Correctional Facility (fire sprinkler with alarm components added), Colorado Territorial Correctional Facility (Infirmary water damage), Denver Regional Detention Center (replace fire suppression), ACC Handball Wall Replacement, ACC Dock Repairs, El Paso County Jail (shower upgrades for ADA compliance), NORIX Installer (Larimer County white glove, Parker Valley Hope White Glove, CDHS/DYS 13 facility install, Larimer County Seating, CO Dept of Human Services – Fort Logan). Responsible for estimating, project management, supervision and construction of all sites. All facilities occupied during construction.

[redacted]

Sep, 2016 – Nov, 2019 **Casey Construction**
Denver, CO *Project Manager*

Project Management with Superintendent responsibilities added for Detention Division of company (solely government contracts). Projects completed include Gilliam YSC (safety and risk mitigation and modernization), Grand Mesa YSC (safety and risk mitigation and modernization), Adams YSC (safety and risk mitigation and modernization), Garfield County Jail (guard station, visitation rooms), Elbert County Jail (plumbing repairs and consulting), and Pitkin County Jail (consulting), Littleton/Englewood WWTP Effluent Channel and Tank Repairs. Consulted for Garfield, Elbert, State of Colorado (multiple sites), Garfield, Pitkin, Grand and Eagle. Left employment when company closed.

Apr 2013-Nov, 2019 **TJ Business Solutions, LLC**
Westminster, CO *Accountant/Consultant*

All data entry, reconciling, payroll processing, quarterly tax filings and reviews, auditing, pre-tax work for clients on a daily, weekly, month or quarterly basis. Services range from accounting and bookkeeping to marketing to strategizing business plans. Clients have included Alzheimer and Dementia care center, landscape contractors, general contractors, electrical contractors, financial rebuilds for numerous years for individuals and businesses, timber frame builder, crane operators, asphalt contractor, acupuncture professional, dental professionals, material handlers, trucking companies, auto mechanics, spas and more. Human resources review is offered to ensure clients are meeting both State and Federal requirements.

May 2007-Apr 2013 **LID Landscapes/James Martin Assoc.**
Boulder, CO *Accountant/HR/Purchasing/Estimating*

Job cost accounting, month-end financials, tax filings, A/R, A/P, payroll, purchasing for all departments, HR functions including managing personnel files and benefits, state new hire reporting, conflict resolution, construction contract review and inter-office job meetings and coordination and terminations, customer interaction to resolve issues and/or communicate information, answering phones as needed. Assisted in company transition to new ownership. Under new ownership, supervised the transition of accounting, trained new staff and existing staff, began learning Land F/X and AutoCAD for estimating, joined safety committee. Left employment when company was sold to JMA.

Mar 2005-Oct 2006 **Mile High Harley-Davidson, LLC**
Aurora, CO *Accounting/Customer Service*

Deal processing including title and financial check, daily and monthly balancing of all accounts and posting to H-D corp., inventory control and upkeep, human resources, customer service, Process Improvement and liaison between depts., numerous other duties as needed.

Aug 2004-2006 **Contract Bookkeeping, HR and Management**

Job cost accounting and non-job costing, monthly and quarterly reviews of financial happenings, work comp and liability audit support, consulting regarding areas of improvement and structure.

Sep 2002-Sep 2004 **The Other Electric Company, Inc.**
Lakewood, CO *Business Services and Controller*

[redacted]

Job cost accounting, WIP reporting and budget analysis/tracking, O&M Manuals, GC correspondence, submittals, pre-bid info., gathering payroll including Davis Bacon wages and Human Resources, tax reporting, purchasing supplies and scheduling crews, estimating and project coordination and management, admin. staff training. Registered as Apprentice Electrician and worked in the field. Left employment when company was sold.

Nov 2000-Dec 2002 ***IEC Intelligent Technologies***
Golden, CO *Office Manager*

Accounting (A/R, A/P, billing, payroll, tax filing), software and sales support, Website upkeep including posting press releases on various websites, Trademark compliance, wiring a test network of nodes
**Work was part-time from Sept. 2002-Dec. 2002. Left employment when company was closed.

June 1993-April 2000 ***AdVantage Service Group, Inc.***
Lakewood, CO *Business Services*

Job cost accounting, budgeting and forecasting, project coordination including scheduling (crew and equip.), human resources and lease employee management, video editing and graphic design, Coors Brewing Company video library and facility operations.

Memberships American Jail Association, Colorado Jail Association

Training/Certs EM-385

OSHA 10

Software Procore, Bluebeam, CMIC, Phoenix, P6, MS Office, Raken, Building Connected

[redacted]

From: Jensen Patricia
To: Halloran,Christine
Subject: Code Enforcement Board - Potentially Opening Seat
Date: Thursday, July 17, 2025 5:52:34 PM

Hi, Christine!

I am aware that there is a seat that will possibly be opening up on the Code Enforcement Board and I would like to make my interest known as a full-time member of the board. If there is anything I need to do to provide, please let me know.

Best regards,

Patricia (Trish) Jensen
[redacted]

RECEIVED
7/2/2025

City of Eustis – City Clerk
P. O. Drawer 68
10 North Grove Street
Eustis, Florida 32727

Board Reappointment/Resignation Form

Please check the appropriate box below for the Board which you are seeking reappointment. Then, fill in the remaining information and sign/date below.

- [x] Code Enforcement Board
- [ ] Historic Preservation Board
- [ ] Library Board of Trustees
- [ ] Fire Pension Board
- [ ] Police Pension Board
- [ ] Eustis Housing Authority

- [x] I no longer wish to serve on the above Board. Effective: 6/17/25
- [ ] I request to seek reappointment to the above Board.

Name: Richard Bartzer
Address: [redacted] Eustis, FL 32726
Contact Number: [redacted]
Email Address: [redacted]

Date: 6/28/25
Signature: Richard Bartzer

Please return completed form to cityclerk@eustis.org. You will be notified when your appointment will be added to an upcoming City Commission Meeting Agenda for consideration.

CITY OF EUSTIS CODE ENFORCEMENT BOARD (CEB)

7-Member Board, 2 Alternates
3 Year Term

Stephanie L. Carder (MEMBER) carders@eustis.org Term Expires: 02/28/2026 Reappointed: 02/16/2023	**Bradley P. Shelley (MEMBER)** shelleyb@eustis.org Term Expires: 03/31/2028 Reappointed 05/15/2025
Alan Paczkowski (MEMBER) paczkowskia@eustis.org Term Expires: 07/02/2026 Reappointed: 06/15/2023	**Nicie Allen Parks (MEMBER)** parksn@eustis.org Appointed: 05/15/2025 Term: 01/01/2025 to 01/01/2028
Karen Sartele (MEMBER) sartelek@eustis.org Term Expires: 10/31/2027 Reappointed: 05/15/2025	**Richard K. Bartzer (MEMBER)** bartzerr@eustis.org Term Expires: 07/31/2025 Declined reappointment
Ryan Benaglio (MEMBER) benaglior@eustis.org Term Expires: 05/31/2027 Reappointed: 05/15/2025	
Patricia Jensen (ALTERNATE) jensenp@eustis.org Term Expires: 11/3/2025 Appointed: 5/15/2025	**Christine Cruz (ALTERNATE)** cruzc@eustis.org Term Expires: 8/4/2025 Appointed: 5/15/2025
Board Attorney: Matthew Frey Campione & Hackney, P.A. 2750 Dora Ave, Tavares, FL 32778 352-343-4561 mfrey@campionehackney.com	**City Staff Attorney:** Kevin Rossi Bowen & Schroth, PA 600 Jennings Avenue Eustis, FL 32726 589-1414 off 589-1726 fax m-f 9-5 zbroome@bowenschroth.com

2024 Florida Statutes (including 2025 Special Session C)

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0162/Sections/0162.05.html

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 7, 2025

RE: Appointments to Police Officers' Pension and Retirement System Board of Trustees

Introduction:
Currently, there are three positions on the Police Pension Board that have expired. The first two are the City Commission-appointed seats held by Ken Birkhofer and Diane Thomas. The third is the position appointed by the other four Board members and confirmed by the City Commission. That seat is currently held by Gary Winheim

Background:
All three expired Board members have submitted their request to be reappointed to the Board. Additionally, the City Clerk advertised the potential vacancies on the Board and two applications were received. The new applicants are Shikita Hill and Reginald Ward. Ms. Hill does not actually live within City limits; therefore, she would only be eligible for appointment to the Seat #5 held by Mr. Winheim. However, Mr. Ward would be eligible for either of the City appointed seats or Seat #5.

Due to Ordinance 24-30 approved by the Board and then the City Commission in 2024, the expiration dates for the two City-appointed seats have changed and will have to be adjusted accordingly. A full appointment is for a two year term; however, the ordinance now designates that Seat #1 will be appointed in odd-numbered years in November and Seat #2 will be appointed in even-numbered years in November. The ordinance was silent as to which of the current seats is designated #1 and which is #2.

In order to maintain this order, whichever seat is designated #1 will need to be reappointed in November of this year and then serve until November 2027. Whichever seat is designated #2 will need to be reappointed in November 2026 and, thereafter, the seat will be appointed in November of all even-numbered years.

Recommended Action:
Staff recommends City Commission consider designating one of the seats as Seat #1 and appointing one of the three applicants to that seat and designating the other seat as Seat #2 and appointing one of the applicants to that seat. The remainder of the applicants may be passed on to the Pension Board of Trustees for consideration for Seat #5.

Policy Implications:
See Sec. 70-115 of the Code of Ordinances and Ordinance Number 24-30.

Alternatives:
The Commission has three applicants they may consider for Seats #1 and #2. Those are incumbents Ken Birkhofer and Diane Thomas and new applicant Reginald Ward. They also have three applicants they may consider to pass on to the Pension Board for consideration for Seat #5. Those are incumbent Gary Winheim, new applicant Shikita Hill, and the third applicant not selected for Seats #1 and #2. Once the Pension Board has determined who they wish to appoint for Seat #5, that appointment will have to come back to the Commission for confirmation.

Budget/Staff Impact:
Not applicable.

Business Impact Estimate:
Not applicable.

Prepared By:
Mary Montez, Deputy City Clerk

Reviewed By:
Christine Halloran, City Clerk

City of Eustis – City Clerk
P. O. Drawer 68
10 North Grove Street
Eustis, Florida 32727

Board Reappointment/Resignation Form

Please check the appropriate box below for the Board which you are seeking reappointment. Then, fill in the remaining information and sign/date below.

- ☐ Code Enforcement Board
- ☐ Historic Preservation Board
- ☐ Library Board of Trustees
- ☐ Fire Pension Board
- ☑ Police Pension Board
- ☐ Eustis Housing Authority

☐ I no longer wish to serve on the above Board. Effective:

☑ I request to seek reappointment to the above Board.

Name: Kenneth Birkhofer

Address: [redacted] Eustis, FL 32726

Contact Number: [redacted]

Email Address: KenBirkhofer@Eustis.org

Date: 6/11/25

Signature: Kenneth D Birkhofer

Please return completed form to cityclerk@eustis.org. You will be notified when your appointment will be added to an upcoming City Commission Meeting Agenda for consideration.

City of Eustis – City Clerk
P. O. Drawer 68
10 North Grove Street
Eustis, Florida 32727

Board Reappointment/Resignation Form

Please check the appropriate box below for the Board which you are seeking reappointment. Then, fill in the remaining information and sign/date below.

- ☐ Code Enforcement Board
- ☐ Historic Preservation Board
- ☐ Library Board of Trustees
- ☐ Fire Pension Board
- ☑ Police Pension Board
- ☐ Eustis Housing Authority

- ☐ I no longer wish to serve on the above Board. Effective:
- ☑ I request to seek reappointment to the above Board.

Name: Diane E Thomas

Address: 655 E Lakeview Ave Eustis, FL

Contact Number: (352) 434-8499

Email Address: diane.thomas@edwardjones.com
or dianethomas1966@gmail.com

Date: 6/11/25

Signature: D Thomas

Please return completed form to cityclerk@eustis.org. You will be notified when your appointment will be added to an upcoming City Commission Meeting Agenda for consideration.



City of Eustis – City Clerk
P. O. Drawer 68
10 North Grove Street
Eustis, Florida 32727

Board Reappointment/Resignation Form

Please check the appropriate box below for the Board which you are seeking reappointment. Then, fill in the remaining information and sign/date below.

- ☐ Code Enforcement Board
- ☐ Historic Preservation Board
- ☐ Library Board of Trustees
- ☐ Fire Pension Board
- ☒ Police Pension Board
- ☐ Eustis Housing Authority

- ☐ I no longer wish to serve on the above Board. Effective:
- ☒ I request to seek reappointment to the above Board.

Name: GARY WINHEIM
Address: [redacted]
Contact Number: [redacted]
Email Address: [redacted]

Date: 06/13/2025
Signature: GWinheim

Please return completed form to cityclerk@eustis.org. You will be notified when your appointment will be added to an upcoming City Commission Meeting Agenda for consideration.

JUL 14 2025

CITY OF EUSTIS 10 North Grove Street P.O. Drawer 68 Eustis, FL 32727-0068

Website – www.eustis.org E-Mail – cityclerk@eustis.org Phone – (352) 483-5430 FAX (352) 483-0492 HR

VOLUNTEER/COMMUNITY SERVICES APPLICATION

Date: 7/11/2025

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. Police Pension Board
2. _____
3. _____
4. _____

NAME: Shikita L. Hill Telephone #: [redacted]

PRESENT ADDRESS: [redacted] Street/P.O. Box

How long have you lived at this address? 5yrs E-Mail Address: [redacted]

Have you filed an application here before? X Yes _____ No If yes, when? Approx. 23-24

Have you ever worked for the City of Eustis? X Yes _____ No If yes, when? Approx 92-93

Are you currently employed? X Yes _____ No May we contact you at work? X Yes _____ No

What number can we reach or leave a message for you during the day? Phone #: [redacted]

Are you available: _____ Full Time KSH Part Time _____ Temporary

When are you able to volunteer? _____ Nights _____ Weekends Open Other

Do you possess a valid Fla. Driver's License or I.D.? X Yes _____ No

Are you legally eligible for employment in the United States of America? X Yes _____ No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? _____ Yes X No If yes, when: _____

Explain: N/A

(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? _____ Yes X No If yes, explain: _____

N/A

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering?
X Yes _____ No If no, please explain: N/A

Please list the names of friends or relatives working for the City and their relationship to you: N/A

PER 051-15

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization: Enhancing Lives Inc
2273 Jordan Cir.
Eustis, Fl. 32726

From 05/24 (Month/Year) to Current (Month/Year)

Supervisor's E-mail: enhancinglives0@gmail.com

Job Title: Direct Care Staff

Describe the work you did: provide support/assitance to individua
with developmental, behavioral or mental heal

Reason for leaving: N/A, Still employed (work 2x's a week P/T)

Name & Address of Organization: Florida Dept. of Corrections
Tavares PAP
28401 CR 561, Tavares, Fl. 32778

From 8/00 (Month/Year) to 3/25 (Month/Year)

Supervisor's E-mail: N/A

Job Title: Correctional Probation Specialist

Describe the work you did: provide supervision to individuals on probatio
while maintaining public safety.

Reason for leaving: Retired

Name & Address of Organization:
N/A

From _____ (Month/Year) to _____ (Month/Year)

Supervisor's E-mail: _____

Job Title: _____

Describe the work you did: _____

Reason for leaving: _____

Name & Address of Organization:
N/A

From _____ (Month/Year) to _____ (Month/Year)

Supervisor's E-mail: _____

Job Title: _____

Describe the work you did: _____

Reason for leaving: _____

EDUCATION AND SPECIALIZED TRAINING:

Circle Highest Grade Completed

GRAMMAR AND HIGH SCHOOL:													COLLEGE:			GRADUATE:			
1	2	3	4	5	6	7	8	9	10	11	12	GED	13	14	15	(16)	17	18	19	20

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s):	City and State:		
Eustis High	Eustis, Fl		
Name of College:	City and State:	Major:	Degree Received:
Warner Univ.	Lake Wales, Fl	Organizational Mgt. Cert PA	Yes
Name of Graduate School:	City and State:	Major:	Degree Received:
N/A →			
Other Trade, Technical, Etc:	City and State	Major:	Degree Received:
Lake Tech (Corrections)	Tavares, Fl	Corrections	Yes
Foreign Language Skills:		☐ Read ☐ Write ☐ Speak	
N/A →			

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

1. Lake Eustis Area Chambers of Commerce Ambassor
2. _____
3. Golden Triangle Toastmasters Club
4. Empower U 1st
5. Silhouettes of Criterions
6. _____

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name	Phone #	Name	Phone #
Mayor Willie Hawkins	[redacted]	Carolyn Simmons Jones	352-630-2321
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
E-mail Address		E-mail Address	carolynsimmons3648@gmail.com
Employer	Phone #	Employer	Phone #
N/A			
Occupation		Occupation	
Mayor		Nursing	
Name	Phone #	Name	Phone #
Marie Alberti		Carrie Brown	352-460-3344
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
1 West Orange Ave			
E-mail Address		E-mail Address	
marie@eustischamber.com		carrie@marcellusbrown.org	
Employer	Phone #	Employer	Phone #
Lake Eustis Area Chamber of Commerce	352-357-3434		

Occupation	Occupation

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work? Open

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: _____ **Date:** 7/11/25

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent of Legal Guardian Complete This Section)

I the undersigned, the parent or legal guardian of _____, choose to permit _____ to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian:_____ Date:_____

VOLUNTEER AGREEMENT FORM

I, the undersigned, hereby volunteer my services to the City of Eustis for civic, charitable, or humanitarian reasons. Further, my services are donated to the City of Eustis freely and without coercion and without promise, expectation, or receipt of compensation. I agree that this Agreement shall not in any way constitute nor create an employer-employee relationship between the City and myself.

I agree to abide by all relevant City policies and procedures and to perform the volunteer services in a safe, responsible manner. I assume responsibility for my physical fitness and physical ability to perform the work, which is assigned to me. If I do not feel I am physically capable of performing the volunteer assignment, I shall inform my supervisor immediately. I agree to report any injury or incident relating to my volunteer service to my supervisor immediately.

I further understand I am covered under the City's Worker's Compensation Insurance, however per FS 440.09(3), there is no compensation for injuries caused by an impairment of a volunteer's faculties by the use of alcohol or controlled substances. I further understand that if I do not follow the procedures in the attached guidelines for Worker's Compensation Managed Care, I could be denied certain benefits and/or may be liable for some of the expenses incurred.

During such time as I am a volunteer for the City of Eustis, I agree to assume full responsibility for such volunteer work and release the city from any damage, claims and causes of action that I ever had, now have, or may have in the future, known or unknown, or that any person claiming through me may have against the City of Eustis, arising out of my volunteer service for the City.

I agree to refrain from repeating to any outside source any confidential information obtained while I am a volunteer with the City of Eustis. I realize that this is privileged information and is not to be shared with anyone other than a current employee of the city and, then, only as necessary to carry out my task and/or assignment.

I understand that I am obligated to report (to my assigned supervisor) any information, which may affect records of the City or the status of my eligibility to work as a volunteer.

I further understand that:

- I shall not appear for volunteer service under the influence of any illegal drugs or alcohol. I agree to inform the supervisor at the beginning of the shift, if taking any over-the-counter or prescription medications, which may impair my ability to perform volunteer duties.
- I agree not to go beyond the scope of assigned volunteer work, without authorization.
- I grant full permission to use any photographs, videotapes, or recordings of myself as a volunteer for publicity purposes by the city.

I understand that I, or the City, may terminate this agreement at any time without cause, and that I am volunteering my services "at will" and may be asked to discontinue such, without prior notice or reason.

I further certify that I have received a copy of the City of Eustis Volunteer Program Policy #2006-10 and any updates. I agree to read and familiarize myself with the contents of this policy and abide by all the policies, rules and regulations of the City of Eustis, including departmental policies. I further understand that the City's policies and procedures are guidelines subject to change with or without notice.

By signing this Volunteer Agreement, I acknowledge that I have read and understand its contents and that I agree to the terms.

Name (Print): Shikita L Hill

Signature: _____ Date: 7/11/25

PER 134-11

JUL 15 2025

CITY OF EUSTIS

10 North Grove Street P.O. Drawer 68 Eustis, FL 32727-0068

Website – www.eustis.org E-Mail – cityclerk@eustis.org Phone – (352) 483-5430 FAX (352) 483-0492 HR

VOLUNTEER/COMMUNITY SERVICES APPLICATION

Date: 07/15/2025

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. Police Pension Board
2. _____
3. _____
4. _____

NAME: Reginald Ward Telephone #: [redacted]

PRESENT ADDRESS: [redacted] (Street/P.O. Box / City / State / Zip)

How long have you lived at this address? 11 years E-Mail Address: [redacted]

Have you filed an application here before? ____Yes __X__No If yes, when? _____

Have you ever worked for the City of Eustis? ____Yes __X__No If yes, when? _____

Are you currently employed? __X__Yes ____No May we contact you at work? __X__Yes ____No

What number can we reach or leave a message for you during the day? Phone #: [redacted]

Are you available: ____Full Time __X__Part Time ____Temporary

When are you able to volunteer? __X__Nights ____Weekends As needed Other

Do you possess a valid Fla. Driver's License or I.D.? __X__Yes ____No

Are you legally eligible for employment in the United States of America? __X__Yes ____No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? ____Yes __X__No If yes, when: _____

Explain: _____
(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? ____Yes __X__No If yes, explain: _____

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering?
__X__Yes ____No If no, please explain: _____

Please list the names of friends or relatives working for the City and their relationship to you: _____

PER 051-15

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization:
Wings of Love of Leesburg
1016 E North Blvd
Leesburg, FL 34748

From 07/2022 (Month/Year) to Current (Month/Year)

Supervisor's E-mail: Wings@wingsoflove.agency

Job Title: Operations Director

Describe the work you did: Audit compliance, over see day to day operations, compliance with all regulatory and organizational standards. Supervise department heads and staff

Reason for leaving: N/A

Name & Address of Organization:
Worldwide Services & Consulting LLC
Primerica District Leader

From 01/2021 (Month/Year) to 01/2023 (Month/Year)

Supervisor's E-mail:

Job Title: District Leader

Describe the work you did: Recruit & present life insurance products to customer needs

Reason for leaving: Not actively representing company

Name & Address of Organization:
Enterprise Rent-A-Car
Leesburg, FL

From 8/2018 (Month/Year) to 04/2020 (Month/Year)

Supervisor's E-mail:

Job Title: Manager Trainee

Describe the work you did: Sales, Business development & operations.

Reason for leaving: COVID 19 - Lay off

Name & Address of Organization:
Florida Dept. of Corrections
Leesburg, FL

From 01/2009 (Month/Year) to 8/2018 (Month/Year)

Supervisor's E-mail:

Job Title: Senior Probation Officer

Describe the work you did: Compliance with court orders, Make recommendations on offenders, Community supervision

Reason for leaving: Work & life balance

EDUCATION AND SPECIALIZED TRAINING:
OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

1. 0214 - Life & Variable Annuity license
2. 0620 - Adjustor - All Lines license
3.
4.
5. Notary Public
6.

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name	Phone #	Name	Phone #
Pernell Mitchell	352-255-6753	Bishop Kevin Benton	352-636-5464
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
P.O. Box 491077, Leesburg, FL 34748		746 E. 5th Ave, Mount Dora, FL 32757	
E-mail Address		E-mail Address	
Pernell@wingsoflove.agency	352-326-9675		352-735-0075
Employer	Phone #	Employer	Phone #
Wings of Love of Leesburg, LLC.		Impacting Word Family Worship Center	
Occupation		Occupation	
Owner		Pastor	
Name	Phone #	Name	Phone #
Otis McDuffie	352-434-5229		
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
805 Chestnut Drive, Fruitland Park, FL 34731			
E-mail Address		E-mail Address	
otis@wingsoflove.agency	352-326-9675		
Employer	Phone #	Employer	Phone #
Wings of Love of Leesburg, LLC.			
Occupation		Occupation	
Group Home Manager			

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work? As needed

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: _____ **Date**: 7/15/25

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent of Legal Guardian Complete This Section)

I the undersigned, the parent or legal guardian of _____, choose to permit _____ to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian:_____ Date:_____

VOLUNTEER AGREEMENT FORM

I, the undersigned, hereby volunteer my services to the City of Eustis for civic, charitable, or humanitarian reasons. Further, my services are donated to the City of Eustis freely and without coercion and without promise, expectation, or receipt of compensation. I agree that this Agreement shall not in any way constitute nor create an employer-employee relationship between the City and myself.

I agree to abide by all relevant City policies and procedures and to perform the volunteer services in a safe, responsible manner. I assume responsibility for my physical fitness and physical ability to perform the work, which is assigned to me. If I do not feel I am physically capable of performing the volunteer assignment, I shall inform my supervisor immediately. I agree to report any injury or incident relating to my volunteer service to my supervisor immediately.

I further understand I am covered under the City's Worker's Compensation Insurance, however per FS 440.09(3), there is no compensation for injuries caused by an impairment of a volunteer's faculties by the use of alcohol or controlled substances. I further understand that if I do not follow the procedures in the attached guidelines for Worker's Compensation Managed Care, I could be denied certain benefits and/or may be liable for some of the expenses incurred.

During such time as I am a volunteer for the City of Eustis, I agree to assume full responsibility for such volunteer work and release the city from any damage, claims and causes of action that I ever had, now have, or may have in the future, known or unknown, or that any person claiming through me may have against the City of Eustis, arising out of my volunteer service for the City.

I agree to refrain from repeating to any outside source any confidential information obtained while I am a volunteer with the City of Eustis. I realize that this is privileged information and is not to be shared with anyone other than a current employee of the city and, then, only as necessary to carry out my task and/or assignment.

I understand that I am obligated to report (to my assigned supervisor) any information, which may affect records of the City or the status of my eligibility to work as a volunteer.

I further understand that:

- I shall not appear for volunteer service under the influence of any illegal drugs or alcohol. I agree to inform the supervisor at the beginning of the shift, if taking any over-the-counter or prescription medications, which may impair my ability to perform volunteer duties.
- I agree not to go beyond the scope of assigned volunteer work, without authorization.
- I grant full permission to use any photographs, videotapes, or recordings of myself as a volunteer for publicity purposes by the city.

I understand that I, or the City, may terminate this agreement at any time without cause, and that I am volunteering my services "at will" and may be asked to discontinue such, without prior notice or reason.

I further certify that I have received a copy of the City of Eustis Volunteer Program Policy #2006-10 and any updates. I agree to read and familiarize myself with the contents of this policy and abide by all the policies, rules and regulations of the City of Eustis, including departmental policies. I further understand that the City's policies and procedures are guidelines subject to change with or without notice.

By signing this Volunteer Agreement, I acknowledge that I have read and understand its contents and that I agree to the terms.

Name (Print): Reginald Ward

Signature: _____ Date: 7/15/25

PER 134-11

CITY OF EUSTIS
MUNICIPAL POLICE OFFICERS' PENSION AND RETIREMENT SYSTEM TRUSTEES (EPPB)
TWO-YEAR TERMS - MEETINGS QUARTERLY

Seat #1 or 2 **City Appointed in November in odd numbered year** **Kenneth Birkhofer** 51 E. Norton Avenue, Eustis, FL 32726 Phone: (352) 483-5400 City Email: KenBirkhofer@eustis.org Term Expiration: 03/31/2025 Re-Appointed: 05/04/2023 Term Expiration: 03/31/2023 Appointed: 06/03/2021	**Seat #4** **Elected in November in even numbered years** **Chris Fiedler** 51 E. Norton Avenue, Eustis, FL 32726 Phone: (352) 483-5400 City Email: cfiedler@eustis.org Term Expiration: 05/12/2025 Elected: January 2025 Term Expiration: 11/31/2026
Seat #1 or 2 **City appointed in November in even numbered year** **Diane Thomas** **Secretary** 1026 Woodward Oaks Circle, Eustis, FL 32726 City Email: ThomasD@eustis.org Term Expiration: 01/31/2025 Re-Appointed: 03/2/2023 Term Expiration. 01/31/2023 Re-Appointed 05/20/2021 Initial Appt: 04/18/2019	**Seat #5:** **Joint Position, 5th Trustee – Confirmed** ***Appt by 4 other members and confirmed by Eustis City Commission*** **Gary Winheim** **Chairman** 51 E. Norton Avenue, Eustis, FL 32726 Phone: (352)-483-5400 City Email: GaryWinheim@eustis.org Term Expiration: 02/08/2025 Re-Appointed: 02/08/23
Seat #3 **Elected in November in odd numbered years** **Chris Horst** 51 E. Norton Avenue, Eustis, FL 32726 Phone: (352) 483-5400 Email: chorst@eustis.org	**Board Attorney** Cynthia O'Donnell Stone & Gerken, P.A. 4850 North Hwy 19A, Mount Dora, FL 32757 (352) 357-0330 Administrator: Amanda Kish, Resource Ctrs. Email: amanda@resourcecenters.com

Ordinance Number 24-30
Exhibit A

Sec 70-115. Board of Trustees. (a) The sole and exclusive administration of and responsibility for the proper operation of the system and for making effective the provisions of this ordinance is hereby vested in a board of trustees defined elsewhere herein as the board. The board is hereby designated as the plan administrator, provided that it may delegate plan administration duties to a third-party plan administrator in its discretion. (b) The membership of the board shall consist of five members serving in numbered seats. Seats 1 and 2 must be legal residents of the city and must be appointed by the Eustis City Commission for two (2) year terms. Seat 1 shall be appointed in November of each year ending in an odd number and Seat 2 shall be appointed in November of each year ending in an even number. Seats 3 and 4 must be held by full-time police officers defined in F.S. § 185.02(16) who are elected by a majority of the active police officers who are members of such plan for two (2) year terms. Seat 3 shall be elected in November of each year ending in an odd number and Seat 4 shall be elected in November of each year ending in an even number. Seat 5 shall be chosen by a majority of the previous four members as provided herein, and such person's name shall be submitted to the Eustis City Commission. Upon receipt of the fifth person's name, the Eustis City Commission shall, as a ministerial duty, appoint such person to the board. The member holding Seat 5 shall have the same rights as each of the other four members and shall serve as trustee for a period of two (2) years Each member may succeed himself or herself as a trustee so long as the member otherwise meets the requirements of that seat. In the event that any seat becomes vacant, a successor member who meets the requirements of that seat shall be appointed or elected in the manner required for that seat and shall serve for the remaining term of that seat. The board shall establish and administer the nominating and election procedures for each election. The board shall meet at least quarterly each year. The board shall be a legal entity with, in addition to other powers and responsibilities contained herein, the power to bring and defend lawsuits of every kind, nature, and description. (c) The trustees shall, by a majority vote, elect a chairman and a secretary. If the board has not appointed an administrator, the secretary of the board shall keep a complete minute book of the actions, proceedings, or hearings of the board. The trustees shall not receive any compensation as such, but may receive expenses and per diem as provided by law. (d) Each trustee shall be entitled to one vote on the board. Three affirmative votes shall be necessary for any decision by the trustees at any meeting of the board. A trustee shall abstain from voting as the result of a conflict of interest and shall comply with the provisions of F.S. § 112.3143. 81 Item 6.3 Ordinance Number 24-30: Police Pension Trustee Terms Page 4 of 5 (e) The board shall engage such actuarial, accounting, legal, and other services as shall be required to transact the business of the system. The compensation of all persons engaged by the board and all other expenses of the board necessary for the operation of the system shall be paid from the fund at such rates and in such amounts as the board shall agree. In the event the board chooses to use the city's legal counsel, actuary or other professional, technical or other advisors, it shall do so only under terms and conditions acceptable to the board. (f) The duties and responsibilities of the board shall include, but not necessarily be limited to, the following: (1) To construe the provisions of the system and determine all questions arising thereunder. (2) To determine all questions relating to eligibility and membership. (3) To determine and certify the amount of all retirement allowances or other benefits hereunder. (4) To establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system. (5) To distribute to members, at regular intervals, information concerning the system. (6) To receive and process all applications for benefits. (7) To authorize all payments whatsoever from the fund, and to notify the custodian, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund. (8) To have performed actuarial studies and valuations, at least as often as required by law, and make recommendations regarding any and all changes in the provisions of the system. (9) To perform such other duties as are required to prudently administer the system. (g) Claims procedures. (1) The board shall establish administrative claims procedures to be utilized in processing written requests ("claims"), on matters which affect the substantial rights of any person ("claimant"), including members, retirees, beneficiaries, or any person affected by a decision of the board. 82 Item 6.3

Ordinance Number 24-30: Police Pension Trustee Terms

Exhibit A [redlined version]

Sec 70-115. Board of Trustees.

(a) The sole and exclusive administration of and responsibility for the proper operation of the system and for making effective the provisions of this ordinance is hereby vested in a board of trustees defined elsewhere herein as the board. The board is hereby designated as the plan administrator, provided that it may delegate plan administration duties to a third-party plan administrator in its discretion.

(b) The membership of the board shall consist of five members serving in numbered seats. Seats 1 and 2, two of whom, unless otherwise prohibited by la•N, _must be legal residents of the city and must be appointed by the Eustis City Commission for two (2) year terms. Seat 1 shall be appointed in November of each year ending in an odd number and Seat 2 shall be appointed in November of each year ending in an even number. Seats 3 and 4, and t\vo of whom must be held by full-time police officers defined in F.S. § 185.02(16) who are elected by a majority of the active police officers who are members of such plan for two (2) year terms. Seat 3 shall be elected in November of each year ending in an odd number and Seat 4 shall be elected in November of each year ending in an even number. Seat 5 The fifth member shall be chosen by a majority of the previous four members as provided herein, and such person's name shall be submitted to the Eustis City Commission. Upon receipt of the fifth person's name, the Eustis City Commission shall, as a ministerial duty, appoint such person to the board. The member holding Seat 5fifth member shall have the same rights as each of the other four members, and shall serve as trustee for a period of two @ years, and may succeed himself or herself in office. Each resident member shall serve as trustee for a period of *t*\•*Jo* years, unless sooner replaced by the go)Jerning body at whose pleasure he or she serves, and may succeed himself or herself as a trustee. Each police officer member shall serve as trustee for a period of t\•.·o years, unless he or she sooner leaves the employment of the municipality as a police officer, whereupon a successor shall be chosen in the same manner as an original appointment. Each police officer may succeed himself or herself in office. Each member may succeed himself or herself as a trustee so long as the member otherwise meets the requirements of that seat. In the event that any seat becomes vacant. a successor member who meets the requirements of that seat shall be appointed or elected in the manner required for that seat and shall serve for the remaining term of that seat. The board shall establish and administer the nominating and election procedures for each election. The board shall meet at least quarterly each year. The board shall be a legal entity with, in addition to other powers and responsibilities contained herein, the power to bring and defend lawsuits of every kind, nature, and description.

(c) The trustees shall, by a majority vote, elect a chairman and a secretary. If the board has not appointed an administrator, T!he secretary of the board shall keep a complete minute book of the actions, proceedings, or hearings of the board. The

trustees shall not receive any compensation as such, but may receive expenses and per diem as provided by law.

(d) Each trustee shall be entitled to one vote on the board. Three affirmative votes shall be necessary for any decision by the trustees at any meeting of the board. A trustee shall abstain from voting as the result of a conflict of interest and shall comply with the provisions of F.S. § 112.3143.

(e) The board shall engage such actuarial, accounting, legal, and other services as shall be required to transact the business of the system. The compensation of all persons engaged by the board and all other expenses of the board necessary for the operation of the system shall be paid from the fund at such rates and in such amounts as the board shall agree. In the event the board chooses to use the city's legal counsel, actuary or other professional, technical or other advisors, it shall do so only under terms and conditions acceptable to the board.

(f) The duties and responsibilities of the board shall include, but not necessarily be limited to, the following:

(1) To construe the provisions of the system and determine all questions arising thereunder.

(2) To determine all questions relating to eligibility and membership.
(3) To determine and certify the amount of all retirement allowances or other benefits hereunder.
(4) To establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system.
(5) To distribute to members, at regular intervals, information concerning the system.
(6) To receive and process all applications for benefits.
(7) To authorize all payments whatsoever from the fund, and to notify the custodian, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund.
(8) To have performed actuarial studies and valuations, at least as often as required by law, and make recommendations regarding any and all changes in the provisions of the system.
(9) To perform such other duties as are required to prudently administer the system.
Ordinance Number 24-30: Police Pension Trustee Terms
Page 4 of 5
{g) *Claims procedures.*
(1) The board shall establish administrative claims procedures to be utilized in processing written requests {"claims"), on matters which affect the substantial rights of any person {"claimant"), including members, retirees, beneficiaries, or any person affected by a decision of the board.
(2) The board shall have the power to subpoena and require the attendance of witnesses and the production of documents for discovery prior to and at any proceedings provided for in the board's claims procedures. The claimant may request in writing the issuance of subpoenas by the board. A reasonable fee may be charged for the issuance of any subpoenas not to exceed the fees set forth in Florida Statutes.
Ordinance Number 24-30: Police Pension Trustee Terms

History… OLD
EPPB
Sec. 70-115. - Board of trustees.

(a) The sole and exclusive administration of and responsibility for the proper operation of the system and for making effective the provisions of this ordinance is hereby vested in a board of trustees defined elsewhere herein as the board. The board is hereby designated as the plan administrator, provided that it may delegate plan administration duties to a third-party plan administrator in its discretion.

(b) The membership of the board shall consist of five members, two of whom, unless otherwise prohibited by law, must be legal residents of the city and must be appointed by the Eustis City Commission, and two of whom must be full-time police officers defined in F.S. § 185.02(16) who are elected by a majority of the active police officers who are members of such plan. The fifth member shall be chosen by a majority of the previous four members as provided herein, and such person's name shall be submitted to Eustis City Commission. Upon receipt of the fifth person's name, the Eustis City Commission shall, as a ministerial duty, appoint such person to the board. The fifth member shall have the same rights as each of the other four members, shall serve as trustee for a period of two years, and may succeed himself or herself in office. Each resident member shall serve as trustee for a period of two years, unless sooner replaced by the governing body at whose pleasure he or she serves, and may succeed himself or herself as a trustee. Each police officer member shall serve as trustee for a period of two years, unless he or she sooner leaves the employment of the municipality as a police officer, whereupon a successor shall be chosen in the same manner as an original appointment. Each police officer may succeed himself or herself in office. The board shall establish and administer the nominating and election procedures for each election. The board shall meet at least quarterly each year. The board shall be a legal entity with, in addition to other powers and responsibilities contained herein, the power to bring and defend lawsuits of every kind, nature, and description.

(c) The trustees shall, by a majority vote, elect a chairman and a secretary. The secretary of the board shall keep a complete minute book of the actions, proceedings, or hearings of the board. The trustees shall not receive any compensation as such, but may receive expenses and per diem as provided by law.

(d) Each trustee shall be entitled to one vote on the board. Three affirmative votes shall be necessary for any decision by the trustees at any meeting of the board. A trustee shall abstain from voting as the result of a conflict of interest and shall comply with the provisions of F.S. § 112.3143.

(e) The board shall engage such actuarial, accounting, legal, and other services as shall be required to transact the business of the system. The compensation of all persons engaged by the board and all other expenses of the board necessary for the operation of the system shall be paid from the fund at such rates and in such amounts as the board shall agree. In the event the board chooses to use the city's legal counsel, actuary or other professional, technical or other advisors, it shall do so only under terms and conditions acceptable to the board.

(f) The duties and responsibilities of the board shall include, but not necessarily be limited to, the following:

(1) To construe the provisions of the system and determine all questions arising thereunder.
(2) To determine all questions relating to eligibility and membership.
(3) To determine and certify the amount of all retirement allowances or other benefits hereunder.
(4) To establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system.
(5) To distribute to members, at regular intervals, information concerning the system.
(6) To receive and process all applications for benefits.
(7) To authorize all payments whatsoever from the fund, and to notify the custodian, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund.
(8) To have performed actuarial studies and valuations, at least as often as required by law, and make recommendations regarding any and all changes in the provisions of the system.
(9) To perform such other duties as are required to prudently administer the system.

(Ord. No. 18-15 , § 1, 10-18-2018)

Eustis Police Department

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

Administrative Services Division

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager
Craig Capri, Chief of Police

DATE: August 7, 2025

RE: Resolution Number 25-64 – Forfeiture Fund Transfer to Support the City Manager's Education Initiative

Introduction:

The purpose of this staff report is to request City Commission approval of a resolution authorizing the transfer of $20,000 from the Eustis Police Department's Forfeiture Fund. These funds will be used to support the City Manager's Education Initiative, a mentorship and tutoring program for local students who are struggling to meet academic benchmarks. This initiative aligns with the Florida Contraband Forfeiture Act and is consistent with the city's commitment to community engagement, crime prevention, and youth development.

Background:

The City of Eustis maintains a forfeiture fund comprised of assets seized and forfeited in accordance with Florida Statutes Sections 932.701–932.7062. These funds may only be used for law enforcement purposes and activities that are not funded by the city's general operating budget. Authorized uses include efforts that enhance public safety, support crime prevention, and foster community involvement.

The City Manager's Education Initiative is a newly proposed program aimed at helping students who are falling behind academically. It provides mentorship, tutoring services, and access to academic resources outside the traditional classroom setting. The program's goal is to help participating students meet educational thresholds, develop confidence, and build long-term success both personally and professionally.

This program supports the city's broader crime prevention and youth outreach strategies by providing constructive alternatives and reducing risk factors often associated with academic failure.

The proposed allocation from the Forfeiture Fund is as follows:

- **$20,000.00** – Transfer to support operational and resource costs associated with the City Manager's Education Initiative, including tutoring materials, staffing support, outreach, and coordination expenses.

Community Input:

While there has been no formal public input specific to this resolution, the community has consistently expressed strong support for youth development, education, and proactive policing efforts. Similar initiatives have historically received positive feedback from both residents and stakeholders.

Budget/Staff Impact:

This transfer will be funded entirely through the Police Department's Forfeiture Fund. It will not impact the City's General Fund or require additional financial resources. There is no additional staffing impact anticipated at this time.

Recommendation:

Staff respectfully recommend the City Commission adopt Resolution Number 25-64, authorizing the transfer of $20,000 from the Forfeiture Fund to support the City Manager's Education Initiative as described.

Prepared By:
Captain Jon Fahning, Administrative Services Commander

Reviewed By:
Craig A. Capri, Chief of Police
Tom Carrino, City Manager

RESOLUTION NUMBER 25-64

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AUTHORIZING THE TRANSFER OF $20,000.00 FROM FORFEITURE FUNDS FOR LAWFUL PURPOSES.

WHEREAS, the City of Eustis maintains a Forfeiture Fund in accordance with the Florida Contraband Forfeiture Act (Florida Statutes, Sections 932.701–932.7062); and

WHEREAS, the funds held in the Forfeiture Fund are derived from property seized and forfeited as a result of criminal activity and must be used for law enforcement purposes not otherwise funded by the general budget; and

WHEREAS, the City of Eustis has identified a need to support the City Manager's Education Initiative, a program designed to provide mentorship and tutoring services to students who are struggling to meet educational thresholds; and

WHEREAS, the goal of the initiative is to equip students with additional academic tools and resources outside of the traditional school setting, enhancing their ability to achieve educational success and develop long-term personal and professional capabilities; and

WHEREAS, this effort directly supports crime prevention and youth engagement strategies by encouraging academic achievement, personal responsibility, and positive development within the community; and

WHEREAS, the City Commission finds that the use of forfeiture funds in the amount of $20,000.00 for this initiative serves a valid and lawful purpose and is in the best interest of the City of Eustis.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA:

SECTION 1. The City Commission hereby authorizes the transfer of twenty thousand dollars ($20,000.00) from the Forfeiture Fund to support the City Manager's Education Initiative as described herein.

SECTION 2. The Finance Director is hereby authorized to make the necessary budgetary and accounting entries to reflect this transfer.

DONE AND RESOLVED this 7th day of August 2025, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

Willie L. Hawkins
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 7th day of August, 2025, by Willie L. Hawkins, 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 the use and reliance of the City Commission of the City of Eustis, Florida.

City Attorney's Office Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 25-64 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: August 7, 2025

RE: Resolution Number 25-53: Eustis Armory Fence height and type variance for property at 601 South Bay Street

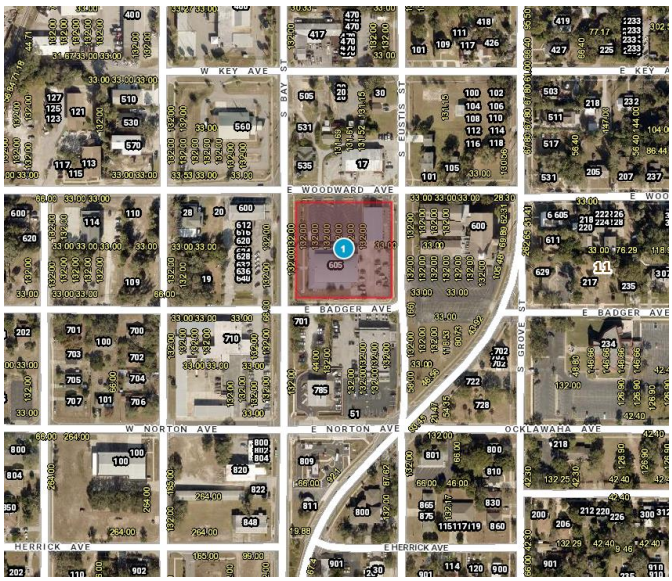
Introduction:

Resolution Number 25-53 approves a Variance to the City of Eustis Land Development Regulations Section 110-5.7 to allow for an eight-foot barbed wire at 601 South Bay Street.

Background:

Pertinent Site Information:

1. The property is approximately 1.6 acres, located at 601 South Bay Street.
2. The property is conforming to the dimensional criteria for a Civic Building Lot in an Urban Corridor (UC) design district.



Applicant's Request:

The applicant, the U.S. Department of Military Affairs, is requesting a variance to the maximum height to allow for an eight (8) foot barbed wire fence. The applicant's justification for the request is that the variance would allow the Eustis National Guard Armory site to conform to U.S. Department of Military Affairs security standards.

ANALYSIS OF REQUEST: LAND DEVELOPMENT REGULATIONS, SECTION 102-31.1 MAJOR VARIANCES.

(a) Generally. A variance is a request to modify or eliminate a provision of these land development regulations concerning the type, size, dimension, or height of a sign, lot, building, or structure, for a particular property and/or a request to waive any other development standard or provision of the land development regulations that cannot be addressed under section 102-21.1.

The applicant requests a variance to the six (6) foot high fence maximum and fence type to allow for the construction of an eight (8) high perimeter barbed wire fence to serve as enhanced security for the Eustis National Guard Armory, and in compliance with United States Department of Military Affairs standards.

(b) Requirements for Variance. Variances may be granted when the person subject to a land development regulation demonstrates that the purpose of the land development regulation will be or has been achieved by other means, and when the application of the regulation would create substantial hardship or would violate principles of fairness. For the purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal or other type of hardship such as the following:

Not applicable.

1) "There exist special circumstances and conditions which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same land use district. Land use violations or nonconformities on neighboring properties shall not constitute grounds for approval of any proposed hardship relief."

This property is used specifically for National Guard purposes with vehicles and equipment specific to this purpose and requires additional perimeter security not found on other properties within the city.

2) "The special conditions and circumstances do not result from actions of the applicant, nor could the conditions or circumstances be corrected or avoided by the applicant."

The applicant must meet federal standards as it relates to property and site security for National Guard facilities. The eight (8) foot barbed wire fence would allow the applicant – and the site – be in compliance with said federal standards.

"Principles of fairness are violated when the literal application of a Land Development Regulation affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the same regulation."

Principles of fairness are not violated because the use is site-specific and not found on other properties in the City of Eustis and would only apply to the Eustis National Guard Armory.

"Financial loss, business competition, or purchase of property with intent to develop in violation of the restrictions of the Land Development Regulations shall not constitute grounds for approval."

Not applicable.

"The City Commission must also make the following findings in order to approve a Variance":

a. The granting of relief does not create unsafe conditions or other detriments to the public welfare beyond the normal effects of development otherwise allowed."

The granting of relief would allow for greater on-site security for the armory and create safer conditions that benefit the public welfare.

b. "The granting of relief does not confer upon the applicant any special privilege that is denied by this Land Development Regulation to the lands, buildings, or structures in the same district".

Granting relief would allow the applicant special privilege by providing the opportunity to build an eight (8) foot barbed wire fence (in excess of six feet).

c. "The granting of relief does not violate the general intent and purpose of this Land Development Regulation nor the policies of the Comprehensive Plan."

"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 within the City and Eustis planning area consistent with its small-town community character and life style."

Approval of this request <u>should not</u> impact the public health, safety, and welfare negatively.

d. "The relief granted is the minimum degree of relief necessary to make possible the reasonable use of the land, building, or structure in compliance with all other applicable regulations."

The requested variance is the minimum to allow for reasonable use of the property (construction of a new fence).

APPLICABLE POLICIES AND CODES:

Land Development Regulations:

The posts or any portion of each fence which contacts the ground shall be of a material or chemical treatment that is ground contact resistant to decay, corrosion, and termite infestation. The posts, if wooden, must also be pressure treated for strength and endurance.

(b) Fences shall be permitted as follows/as depicted on the graphic:

- In a primary street setback, at a maximum height of 4-feet.
- In a secondary street setback, open fencing may be 6-feet high, but opaque fencing shall be limited to a height of 4-feet; 4-foot opaque fences in secondary street setbacks may be topped with additional 2-feet of open or lattice type fencing.
- In a rear or common yard setback, open fences may be 8-feet tall; 6-foot opaque fences may be topped with additional 2-feet of open or lattice type fencing.

- Fences located in landscape buffers along public streets associated with nonresidential or complex building types in suburban design districts are subject to limitations in chapter 115.
- Fences installed for the sole purpose of screening of trash can storage areas, mechanical equipment, or utilities shall be exempt from permitting, provided such fence is clearly not within a required setback and does not exceed maximum height. If necessary to screen existing utilities, the development services director may approve fencing exceeding maximum height in setbacks.





4-foot solid fence or 4-foot open fence
6-foot solid fence
6-foot solid fence topped with 2-foot lattice

(c) In areas where the property faces two roadways, or is located in any other area construed to be a corner lot, no fence exceeding four feet high shall be located in the vision triangle, specified in chapter 115, and identified as clear sight zone.

(d) The smooth side of fence shall face a right-of-way or private road, except split rail.

(e) A fence constructed for protection and safety from hazard by another public agency may not be subject to the aforementioned height limitations. Approval to exceed the minimum height standards may be given by the director of development services upon receipt of satisfactory evidence of the need to exceed height standards.

(f) No fence or hedge shall be constructed or installed in such a manner as to interfere with drainage on the site.

(g) Should the fence encroach on any public easement, the owner shall assume all expense of any necessary removal (either temporary or permanent) or relocation.

(h) Barbed wire shall be permitted in association with fences as follows:

(1) In association with bona-fide agricultural uses;

(2) In conservation (CON) land use districts;

(3) In general industrial (GI) land use districts atop fences 6 feet or taller;

(4) On properties where an industrial building lot or industrial complex lot typology has been approved via development plan, site plan, or preliminary subdivision plat atop fences 6 feet or taller;

(5) On properties containing water/wastewater treatment plants or electric substations atop fences 6 feet or taller;

(6) On properties with barbed wire fencing installed prior to December 15, 2016, which, upon administrative verification by development services, shall be deemed legally non-conforming and shall be permitted to be repaired or replaced as needed.

Recommended Action:
The request meets Land Development Regulation's requirements for a Variance or the required findings for Variance approval, so staff recommends approval.

Policy Implications:
None

Budget/Staff Impact:
Not applicable.

Business Impact Estimate:
Not applicable.

Prepared By:
Kyle Wilkes, Senior Planner

Reviewed By:

Jeff Richardson, AICP, Deputy Director of Development Services
Mike Lane, AICP, Development Services Director

RESOLUTION NUMBER 25-53

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; GRANTING APPROVAL FOR A VARIANCE TO THE CITY OF EUSTIS LAND DEVELOPMENT REGULATIONS SECTION 110-5.7 TO ALLOW AN EIGHT FOOT BARBED WIRE FENCE AT THE EUSTIS ARMORY AT 601 SOUTH BAY STREET.

WHEREAS, the A.D. Morgan Corporation, on behalf of the owners the City of Eustis and the U.S. Department of Military Affairs, has applied for a variance to the City of Eustis Land Development Regulations Section 110-5.7 to permit an eight-foot barbed wire fence at the Eustis Armory at 601 South Bay Street, more particularly described as:

Property AK 1087287; Parcel Number 11-19-26-0100-114-00000

EUSTIS BLK 114 PB 1 PG 79

WHEREAS, the property described above has a Future Land Use Designation of Public/Institutional and a Design District Designation of Urban Corridor; and

WHEREAS, Land Development Regulations Section 110.5.7, Fences, permits a maximum fence eight of six feet; and

WHEREAS, the applicant has provided information to demonstrate hardship pursuant to Land Development Regulations Section 102-31.1; and

WHEREAS, the request for a Variance has been properly noticed for a Quasi-Judicial Hearing before the Eustis City Commission, and the City Commission has found that the presented evidence demonstrates the following:

1. There exist special circumstances and conditions which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same land use district.

2. The special conditions and circumstances do not result from actions of the applicant, nor could the conditions or circumstances be corrected or avoided by the applicant.

3. That literal application of the provisions of the Land Development Regulations would violate the principles of fairness and deprive the applicant of rights commonly enjoyed by other properties in the same land use category.

4. That the granting of relief will not create unsafe conditions or other detriments to the public welfare beyond the normal effects of development otherwise allowed.

5. That the granting of relief will not confer upon the applicant any special privilege that is denied by the Land Development Regulations to the lands, buildings, or structures in the same district.

6. That the granting of relief will not violate the general intent and purpose of this Land Development Regulation nor the policies of the Comprehensive Plan.

7. That the relief granted is the minimum degree of relief necessary to make possible the reasonable use of the land, building or structure in compliance with all other applicable regulations.

NOW, THEREFORE, BE IT RESOLVED by the Eustis City Commission as follows:

Section 1: Section 110-5.7 to allow an eight-foot barbed wire fence at the Eustis Armory at 601 S Bay Street, as shown on Exhibit A, property more particularly described as:

Property AK 1087287; Parcel Number 11-19-26-0100-114-00000

EUSTIS BLK 114 PB 1 PG 79

Section 2: That approval of this variance runs with the land as it applies to the primary structure only as depicted on Exhibit A.

Section 3: That this resolution shall become effective immediately upon passing.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 7th day of August 2025 by Willie L. Hawkins, Mayor/Commissioner, 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.

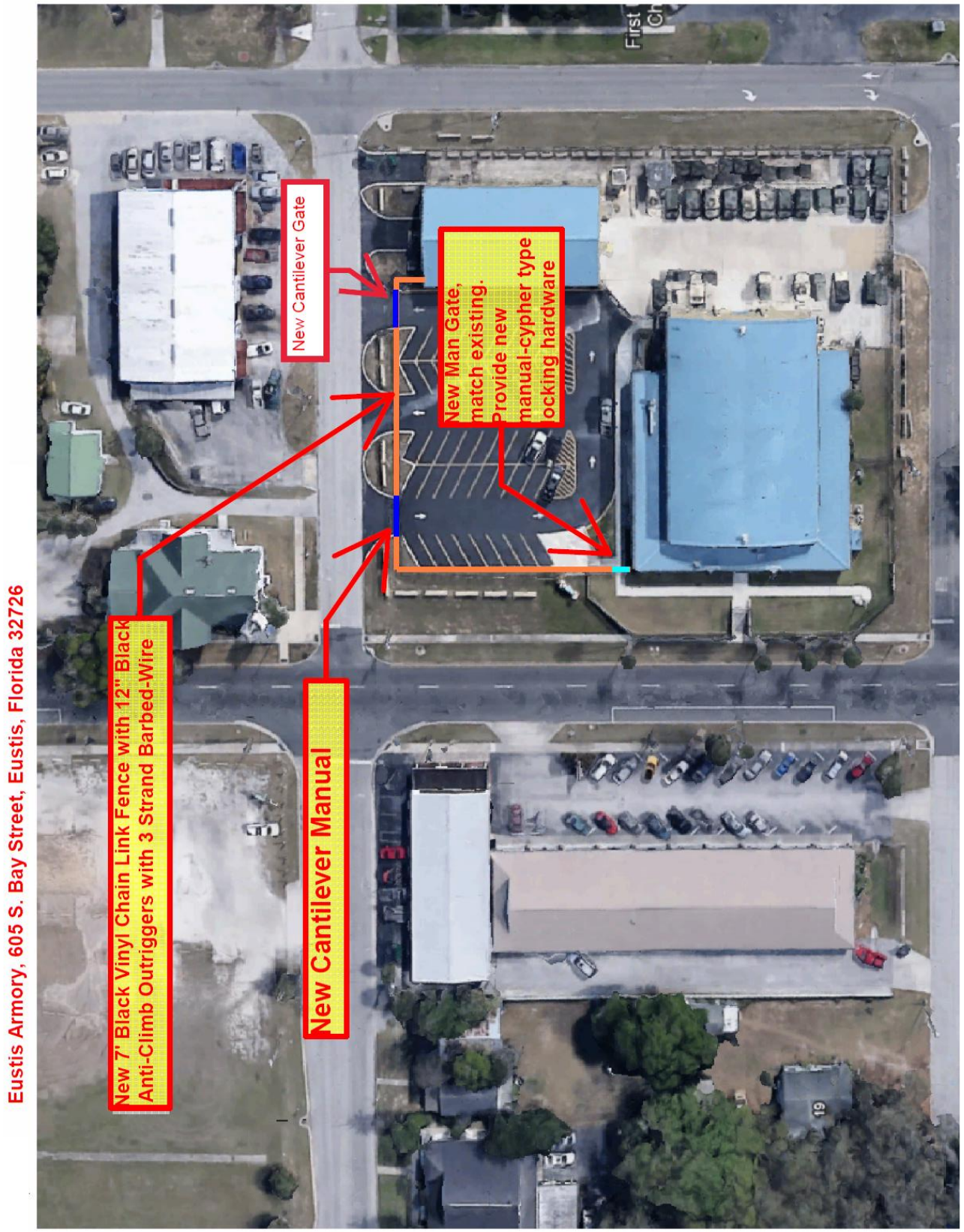
_____ _____
City Attorney's Office Date

CERTIFICATE OF POSTING

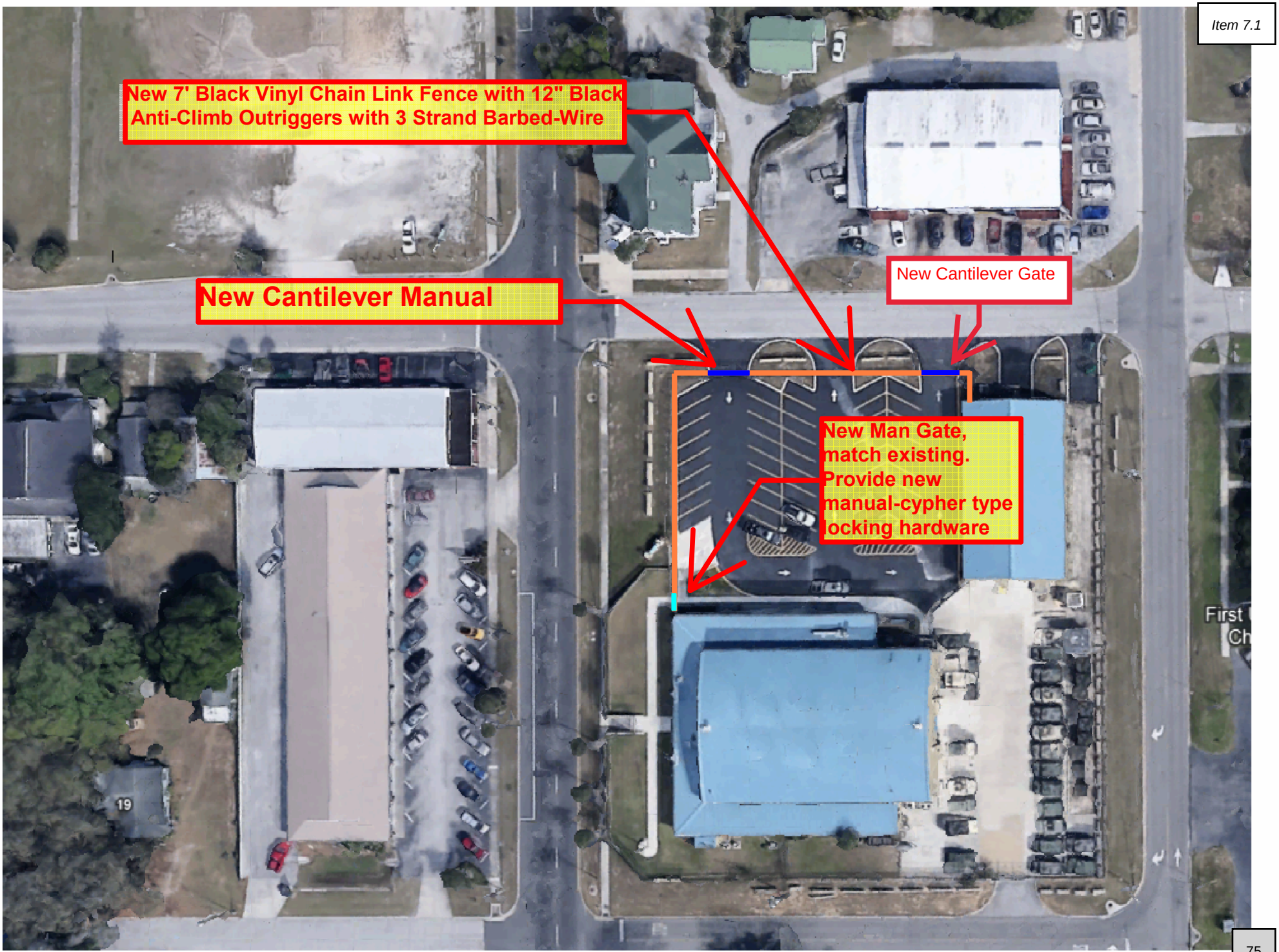
The foregoing Resolution Number 25-53 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____
Christine Halloran, City Clerk

Exhibit A


Eustis Armory, 605 S. Bay Street, Eustis, Florida 32726
New 7' Black Vinyl Chain Link Fence with 12" Black Anti-Climb Outriggers with 3 Strand Barbed-Wire
New Cantilever Manual
New Cantilever Gate
New Man Gate, match existing. Provide new manual-cypher type locking hardware

Eustis Armory, 605 S. Bay Street, Eustis, Florida 32726



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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: AUGUST 7, 2025

RE: **RESOLUTION NUMBER 25-65: REDUCTION OF FINE/RELEASE OF LIEN, 1705 BLACKBERRY COURT**
CODE ENFORCEMENT CASE 20-00761 AND 20-00764

Introduction:
Resolution Number 25-65 approves a Code Enforcement Order reducing two outstanding code enforcement liens totaling $207,350 to $10,000 and releases the liens against 1705 Blackberry Court, upon payment and completion of all conditions listed in the Resolution. The Resolution also provides the City Commission an opportunity to consider a compromise regarding the fine reduction. The additional options proposed are as follows:

- No payment shall be due, and the City shall promptly release the lien; or
- Full payment ($207,350) remains due and payable to the City; or
- The lien shall be reduced to $ _____, if said payment is received by the City within _____ days from the effective date of this Resolution. Failure to comply results in this compromise being null and void, and the original lien amount being immediately reinstated in full.

Recommended Action:
The administration recommends approval of Resolution Number 25-65.

Background:

Code Board Action:

On June 9, 2025, the Code Enforcement Board reviewed a fine reduction request submitted by Arthur J. Young, Teresa A. Young (sellers) and Angelo Monsanto with Angel's Services ATM, Inc. (buyer), who have executed an "AS IS" Residential Contract for the sale and purchase of the subject property. The Board approved a motion to reduce the accumulative fines to $10,000 with the following conditions:

- Approval from the City Commission; and
- Transfer of ownership to Angel's Services ATM, Inc.; and
- Payment be made within 30 days of City Commission approval

Property/Case History:

Arthur J. Young and Teresa A. Young, husband and wife, purchased the subject property in 1994 and resided there consistently until 2015, when they began traveling out of state to care for an ailing family member. In August of 2017, the property owners were cited for failing to maintain the yard, trees and vegetation in compliance with City Code. At the time, the Code Department was unaware that they were away fulfilling their caretaker responsibilities. They returned in November 2017 and promptly corrected the violations.

In July 2020, the Code Department received an anonymous handwritten letter in the mail complaining about the condition of the suspected vacant property. An inspection confirmed that the property appeared to be completely abandoned. Utility records indicated that the meter had been removed for nonpayment on January 28, 2020. In October 2020, another anonymous handwritten letter was received, again reporting concerns about the deteriorating condition of the vacant property.

Case No. 20-00761

On August 4, 2020, a Notice of Repeat Violation/Hearing was issued for failing to maintain the yard, trees and vegetation in compliance with City Code. It was mailed to Arthur J. Young and Teresa A. Young at 1705 Blackberry Ct.

On August 10, 2020, Eustis Code Enforcement Board issued an Order of Enforcement requiring the property to be brought into compliance by August 20, 2020, or a fine of $100 per day would be imposed retroactive to July 31, 2020. A copy of the Order was mailed to the property owners, but it was returned by USPS undeliverable as addressed.

On August 21, 2020, the property was inspected, and it was noted that the Notice was still on the door.

On August 25, 2020, a Notice of Hearing for certification of noncompliance and assessment of fine, scheduled for September 14, 2020, was mailed to the property owners and again it was returned not deliverable as addressed.

On September 16, 2020, the Order Imposing Fine was mailed to the property owners, and it was recorded in public record as a lien against the property on October 21, 2020.

Case No. 20-00764

On August 4, 2020, a Notice of Violation/Hearing was issued for a disabled and abandoned vehicle without a current valid license tag being stored on the property. It was mailed to Arthur J. Young and Teresa A. Young at 1705 Blackberry Ct. requiring the following corrective actions by August 18, 2025:

1) Repair and license the vehicle, or
2) Remove it from the property, or
3) Store it within a garage or behind an opaque fence, wall or similar enclosure so it is completely screened from view from public property or another person's private property.

On September 14, 2020, Eustis Code Enforcement Board issued an Order of Enforcement requiring corrective action by September 24, 2020, or a fine of $25 per day would be imposed. A copy of the Order was mailed to the property owners, but it was returned by USPS undeliverable as addressed.

On September 29, 2020, a Notice of Hearing for certification of noncompliance and assessment of fine, scheduled for October 12, 2020, was mailed to the property owners and again it was returned not deliverable as addressed.

On October 28, 2020, the Order Imposing Fine was mailed to the property owners, and it was recorded in public record as a lien against the property on December 11, 2020.

In April 2023, the Code Department obtained contact information for Arthur and Teresa Young from the Eustis Police Records Department. The Code Supervisor then contacted Mr. Young to inquire about their prolonged absence from the property over the past three years. During the conversation, it was revealed that Mr. and Mrs. Young had been away caring for elderly and ailing family members.

The Supervisor informed Mr. Young of the unresolved code violations resulting in daily fines accruing since 2020 as well as liens that had been recorded against the property due to continued noncompliance. In response, Mr. Young stated that he intended to hire a company to clean up the property and then proceed with selling it.

In September 2024, an Inspector noted holes had formed in the roof, prompting the single-family residential structure to be posted as unsafe and unfit for human occupancy. The Code Supervisor subsequently contacted the property owners to inform them of the property's current condition. They again explained that ongoing family hardships had required them to move away and take on caregiving responsibilities. They also reaffirmed their intention to sell the property to a neighbor next door.

In December 2024, the Supervisor made contact with a Representative of the neighboring property. She confirmed their continued interest in purchasing the property but stated that the owners had not responded to any of their calls or emails.

On February 3, 2025, the Supervisor emailed the property owners, informing them that the City could no longer allow the property to continue deteriorating due to neglect and disinvestment, as it had become a blight on the surrounding neighborhood. He informed them that the city would initiate additional enforcement measures within 30 days if they failed to take action to bring the yard and landscaping into compliance with City Code and to obtain the necessary permits to either repair and rehabilitate or demolish the structure.

On February 24, 2025, the Supervisor spoke by phone with Teresa Young, who advised that they had found a buyer and were in the process of drafting a contract. He requested that she email him a copy once it was available. In response, he would send her the fine reduction application.

On February 27, 2025, Angelo Monsanto with Angel’s Services ATM, Inc. contacted the Department to report that he has been trying to purchase the property for the past three years, but the owners have not been cooperative. He stated that he had recently sent them a contract; however, they were unwilling to sign it due to its length—13 pages. Mr. Monsanto indicated that he would follow up with the owners again to restart the process.

On May 7, 2025, the Supervisor met with the Public Works Department to inspect the property to calculate an estimate of costs that would be incurred by the City in the abatement of all nuisance conditions. Due to the severely overgrown and neglected

condition of the yard and surrounding landscaping, Public Works estimated the cost of abatement at $20,000.

Case 24-00882
On May 15, 2025, a Notice of Violation/Hearing was issued for the unsafe structure. It was mailed to Arthur J. Young and Teresa A. Young at 1705 Blackberry Ct and to 285 Uptown Blvd #443, Altamonte Springs, FL requiring that a permit be obtained to repair and rehabilitate or demolish the structure by August 4, 2025.

Case 24-00883
On May 15, 2025, a Notice of Public Nuisance Violation was issued requiring that all excessive vegetation and accumulations on the property be cleared by June 23, 2025. The notice advised that if compliance was not achieved by the deadline, the city would proceed with abatement at an estimated cost of $20,000.

On May 19, 2025, the Supervisor spoke with Arthur Young and Angelo Monsanto and finalized an agreement to follow through with the sale of the property. In support of the transaction, the Supervisor agreed to schedule a hearing before the Code Enforcement Board to consider a fine reduction in order to facilitate the sale.

Community Input

No adjacent property owners attended the Code Enforcement Hearings, but the Code Department has received citizen complaints.

Budget / Staff Impact:
If the Resolution is approved, the City would receive $10,000 and avoid incurring the estimated $20,000 cost associated with completing the nuisance abatement. Additionally, the city would save time and resources by not having to pursue enforcement of the unsafe structure violation, which would likely result in a Code Enforcement Board–ordered demolition.

Reviewed By:
Jon Fahning, Captain

Prepared By:
Eric Martin, Code Enforcement Supervisor

Attachments
- Resolution Number 25-65
- Fine Reduction Applications
- Purchase Contract
- Current Pictures of conditions

RESOLUTION NUMBER 25-65

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; PROVIDING FOR A COMPROMISE, REDUCTION OR SATISFACTION OF OUTSTANDING CODE ENFORCEMENT LIENS AGAINST REAL PROPERTY LOCATED AT 1705 BLACKBERRY COURT, EUSTIS, FLORIDA, UPON SATISFACTION OF CONDITIONS LISTED HEREIN; AUTHORIZING THE CITY MANAGER TO PERFORM ALL NECESSARY ACTIONS CONSISTENT WITH THE CITY COMMISSION'S DETERMINATION IN THIS MATTER IN ORDER TO GIVE EFFECT TO THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Eustis, Florida established code enforcement fines against the following described property under Case Number 20-00761 and 20-00764 against Arthur J. Young and Teresa A. Young, property owners, for failing to comply with City Ordinances:

EUSTIS, BRIARCLIFF SUB LOT 30 PB 26 PGS 45-46 ORB 1331 PG 898; and

WHEREAS, the City of Eustis, Florida, a Florida municipal corporation, has recorded two Code Enforcement Liens against the subject property, totaling $207,350; and

WHEREAS, on October 4, 2024, the vacant structure located on the property was posted unsafe and unfit for human occupancy due to multiple holes in the roof; and

WHEREAS, on May 15, 2025, a Notice of Violation was issued required the property owners obtain a permit to repair and rehabilitate or demolish the vacant unsafe structure; and

WHEREAS, the yard and landscaping have been so severely neglected, nuisance conditions exist in violation of Section 34-96 and 34-97 of City Code; and

WHEREAS, on May 15, 2025, a Notice of Public Nuisance Violation was issued in accordance with Section 34-98 of City Code; and

WHEREAS, the Notice contained an estimate of the total cost of $20,000 the City would incur if the nuisance violations were to be remedied by the City; and

WHEREAS, on May 19, 2025, in response to the Notices, Arthur Young contacted the Department to advise that they are in negotiation with an investor to purchase the property "as is", who is willing to perform all repairs to bring the property into compliance with City Code; and

WHEREAS, on June 2, 2025, the property owners submitted an application requesting that the fines be reduced to a negotiable amount; and

WHEREAS, on June 5, 2025, Angelo Monsanto with Angel's Services ATM Inc., the buyer, submitted an application requesting that the fines be reduced to $0; and

WHEREAS, on June 9, 2025, the Code Enforcement Board reviewed the applications and after much discussion agreed to recommend that the City Commission reduce the accrued fines to $10,000 upon execution of the pending contract with Angel's Services ATM Inc. and if payment is made within 30 days of City Commission approval; and

WHEREAS, Angel's Services ATM Inc., submitted a fully executed "AS IS" Residential Contract for Sale and Purchase dated June 21, 2025; and

WHEREAS, Section 162.09(3), Florida Statutes, provides that code compliance liens run in favor of the local governing body, and the local governing body may agree to satisfy or release code compliance liens; and

WHEREAS, the Attorney General has stated that after such liens have been recorded the local governing body, such as the City Commission, is vested with the authority to compromise, reduce, or satisfy said liens; and

WHEREAS, the City Commission in considering this matter may elect to compromise (including setting terms and conditions for said compromise), reduce, or satisfy said lien; and

WHEREAS, the Attorney General has concluded the local governing body, such as the City Commission, may delegate its authority to execute satisfactions or releases of code compliance liens so long as such delegation does not result in a complete divestiture of such liens to a private party; and

WHEREAS, the City Commission authorizes the City Manager to execute a release or satisfaction of lien, as may be appropriate and consistent with the City Commission's decision to compromise, reduce, or satisfy said lien.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Eustis, Florida, as follows:

Section 1. **Recitals.** The above recitals are hereby adopted as the findings of the City Commission.

Section 2. **Implementing Actions.** The City Manager, or his/her designee, is hereby authorized to take any actions necessary to implement the provisions of this Resolution.

Section 3. **Lien at Issue.** The City Commission has considered the code enforcement liens for Case Number 20-00761 and 20-00764 with a current outstanding amount of $207,350.

Section 4. **City Commission Decision.** The City Commission may compromise, reduce, or satisfy the lien at issue. After full hearing and discussion, the City Commission finds the below selected remedy to be the appropriate one for this matter:

☐ The outstanding code fines of $207,350 assessed for Case Number 20-00761 and 20-00764 are hereby reduced to $10,000 upon sale of the property to Angel's Services ATM Inc. and if said payment is received by the City within 30 days from the effective date of this Resolution. Failure to comply results in this fine reduction being null and void, and the original lien amount being immediately reinstated in full.

☐ No payment shall be due, and the City shall promptly release the lien; or

☐ Full payment ($207,350) remains due and payable to the City; or

☐ Upon sale of the property to Angel's Services ATM Inc., the liens shall be reduced to $ _____, if said payment is received by the City within _____ days from the effective date of this Resolution. Failure to comply results in this compromise being null and void, and the original lien amount being immediately reinstated in full.

Section 5. **Conditions:** Release of Liens will not be executed until Angel's Services ATM Inc. obtains all required permits to repair and rehabilitate or demolish the unsafe structure and abates all nuisance violations as enumerated in Section 34-96 of City Code.

Section 6. **Effective Date.** This Resolution shall take effect immediately upon its adoption by the City Commission.

DONE AND RESOLVED this 7th day of August 2025, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 7th day of August 2025, by Willie L. Hawkins, 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, 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 Resolution Number 25-65 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

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"AS IS" Residential Contract For Sale And Purchase

THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR

FloridaRealtors

PARTIES: ARTHUR J. YOUNG & TERESA A. YOUNG ("Seller"), and ANGEL'S SERVICES ATM INC. ("Buyer"), agree that Seller shall sell and Buyer shall buy the following described Real Property and Personal Property (collectively "Property") pursuant to the terms and conditions of this AS IS Residential Contract For Sale And Purchase and any riders and addenda ("Contract"):

1. **PROPERTY DESCRIPTION:**
   (a) Street address, city, zip: 1705 BLACKBERRY CT, EUSTIS, FL 32726
   (b) Located in: _____ County, Florida, Property Tax ID #: 1419260125-000-03000
   (c) Real Property: The legal description is EUSTIS, BRIARCLIFF SUB LOT 30 PB 26 PGS 45-46 ORB 1331 PG 898

   together with all existing improvements and fixtures, including built-in appliances, built-in furnishings and attached wall-to-wall carpeting and flooring ("Real Property") unless specifically excluded in Paragraph 1(e) or by other terms of this Contract.
   (d) Personal Property: Unless excluded in Paragraph 1(e) or by other terms of this Contract, the following items which are owned by Seller and existing on the Property as of the date of the initial offer are included in the purchase: range(s)/oven(s), refrigerator(s), dishwasher(s), disposal, ceiling fan(s), light fixture(s), drapery rods and draperies, blinds, window treatments, smoke detector(s), garage door opener(s), thermostat(s), doorbell(s), television wall mount(s) and television mounting hardware, security gate and other access devices, mailbox keys, and storm shutters/storm protection items and hardware ("Personal Property").

   Other Personal Property items included in this purchase are: _____

   Personal Property is included in the Purchase Price, has no contributory value, and shall be left for the Buyer.
   (e) The following items are excluded from the purchase: _____

PURCHASE PRICE AND CLOSING

2. **PURCHASE PRICE** (U.S. currency): ..... $ 100,000.00
   (a) Initial deposit to be held in escrow in the amount of **(checks subject to Collection)** ..... $ _____
   The initial deposit made payable and delivered to "Escrow Agent" named below **(CHECK ONE):** (i) ☐ accompanies offer or (ii) ☐ is to be made within _____ (if left blank, then 3) days after Effective Date. IF NEITHER BOX IS CHECKED, THEN OPTION (ii) SHALL BE DEEMED SELECTED.
   Escrow Agent Name: ALOMA TITLE COMPANY
   Address: 1650 LEE ROAD, WINTER PARK, FL 32789 Phone: 407-681-9493
   E-mail: YOLANDA@ALOMATITLE.COM Fax: _____
   (b) Additional deposit to be delivered to Escrow Agent within _____ (if left blank, then 10) days after Effective Date ..... $ _____
   (All deposits paid or agreed to be paid, are collectively referred to as the "Deposit")
   (c) Financing: Express as a dollar amount or percentage ("Loan Amount") see Paragraph 8 ..... _____
   (d) Other: _____ ..... $ _____
   (e) Balance to close (not including Buyer's closing costs, prepaids and prorations) by wire transfer or other Collected funds (see STANDARD S) ..... $ _____

3. **TIME FOR ACCEPTANCE OF OFFER AND COUNTER-OFFERS; EFFECTIVE DATE:**
   (a) If not signed by Buyer and Seller, and an executed copy delivered to all parties on or before _____, this offer shall be deemed withdrawn and the Deposit, if any, shall be returned to Buyer. Unless otherwise stated, time for acceptance of any counter-offers shall be within 2 days after the day the counter-offer is delivered.
   (b) The effective date of this Contract shall be the date when the last one of the Buyer and Seller has signed or initialed and delivered this offer or final counter-offer ("Effective Date").

4. **CLOSING; CLOSING DATE:** The closing of this transaction shall occur when all funds required for closing are received by Closing Agent and Collected pursuant to STANDARD S and all closing documents required to be furnished by each party pursuant to this Contract are delivered ("Closing"). Unless modified by other provisions of

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this Contract, the Closing shall occur on ~~APRIL 1, 2025~~ August 22,2025 ("Closing Date"), at the time established by the Closing Agent.

5. EXTENSION OF CLOSING DATE:

(a) In the event Closing funds from Buyer's lender(s) are not available on Closing Date due to Consumer Financial Protection Bureau Closing Disclosure delivery requirements ("CFPB Requirements"), if Paragraph 8(b) is checked, Loan Approval has been obtained, and lender's underwriting is complete, then Closing Date shall be extended for such period necessary to satisfy CFPB Requirements, provided such period shall not exceed 7 days.

(b) If an event constituting "Force Majeure" causes services essential for Closing to be unavailable, including the unavailability of utilities or issuance of hazard, wind, flood or homeowners' insurance, Closing Date shall be extended as provided in STANDARD G.

6. OCCUPANCY AND POSSESSION:

(a) Unless Paragraph 6(b) is checked, Seller shall, at Closing, deliver occupancy and possession of the Property to Buyer free of tenants, occupants and future tenancies. Also, at Closing, Seller shall have removed all personal items and trash from the Property and shall deliver all keys, garage door openers, access devices and codes, as applicable, to Buyer. If occupancy is to be delivered before Closing, Buyer assumes all risks of loss to the Property from date of occupancy, shall be responsible and liable for maintenance from that date, and shall have accepted the Property in its existing condition as of time of taking occupancy, see Rider T PRE-CLOSING OCCUPANCY BY BUYER.

(b) ☐ **CHECK IF PROPERTY IS SUBJECT TO LEASE(S) OR OCCUPANCY AFTER CLOSING.** If Property is subject to a lease(s) or any occupancy agreements (including seasonal and short-term vacation rentals) after Closing or is intended to be rented or occupied by third parties beyond Closing, the facts and terms thereof shall be disclosed in writing by Seller to Buyer and copies of the written lease(s) shall be delivered to Buyer, all within 5 days after Effective Date. If Buyer determines, in Buyer's sole discretion, that the lease(s) or terms of occupancy are not acceptable to Buyer, Buyer may terminate this Contract by delivery of written notice of such election to Seller within 5 days after receipt of the above items from Seller, and Buyer shall be refunded the Deposit thereby releasing Buyer and Seller from all further obligations under this Contract. Estoppel Letter(s) and Seller's affidavit shall be provided pursuant to STANDARD D, except that tenant Estoppel Letters shall not be required on seasonal or short-term vacation rentals. If Property is intended to be occupied by Seller after Closing, see Rider U POST-CLOSING OCCUPANCY BY SELLER.

7. ASSIGNABILITY: (CHECK ONE): Buyer ☒may assign and thereby be released from any further liability under this Contract; ☐ may assign but not be released from liability under this Contract; or ☐ may not assign this Contract. IF NO BOX IS CHECKED, THEN BUYER MAY NOT ASSIGN THIS CONTRACT.

FINANCING

8. FINANCING:

☐ (a) This is a cash transaction with no financing contingency.

☐ (b) This Contract is contingent upon, within _____ (if left blank, then 30) days after Effective Date ("Loan Approval Period"): (1) Buyer obtaining approval of a ☐conventional ☐FHA ☐ VA or ☐other _____ (describe) mortgage loan for purchase of the Property for a **(CHECK ONE):** ☐ fixed, ☐adjustable, ☐fixed or adjustable rate in the Loan Amount (See Paragraph 2(c)), at an initial interest rate not to exceed _____ % (if left blank, then prevailing rate based upon Buyer's creditworthiness), and for a term of _____ (if left blank, then 30) years ("Financing"); and (2) Buyer's mortgage broker or lender having received an appraisal or alternative valuation of the Property satisfactory to lender, if either is required by lender, which is sufficient to meet the terms required for lender to provide Financing for Buyer and proceed to Closing ("Appraisal").

(i) Buyer shall make application for Financing within _____ (if left blank, then 5) days after Effective Date and use good faith and diligent effort to obtain approval of a loan meeting the Financing and Appraisal terms of Paragraph 8(b)(1) and (2), above, ("Loan Approval") within the Loan Approval Period and, thereafter, to close this Contract. Loan Approval which requires Buyer to sell other real property shall not be considered Loan Approval unless Rider V is attached.

Buyer's failure to use good faith and diligent effort to obtain Loan Approval during the Loan Approval Period shall be considered a default under the terms of this Contract. For purposes of this provision, "diligent effort" includes, but is not limited to, timely furnishing all documents and information required by Buyer's mortgage broker and lender and paying for Appraisal and other fees and charges in connection with Buyer's application for Financing.

(ii) Buyer shall, upon written request, keep Seller and Broker fully informed about the status of Buyer's mortgage loan application, loan processing, appraisal, and Loan Approval, including any Property related conditions of Loan Approval. Buyer authorizes Buyer's mortgage broker, lender, and Closing Agent to disclose such status

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and progress and release preliminary and finally executed closing disclosures and settlement statements, as appropriate and allowed, to Seller and Broker.

(iii) If within the Loan Approval Period, Buyer obtains Loan Approval, Buyer shall notify Seller of same in writing prior to expiration of the Loan Approval Period; or, if Buyer is unable to obtain Loan Approval within Loan Approval Period but Buyer is satisfied with Buyer's ability to obtain Loan Approval and proceed to Closing, Buyer shall deliver written notice to Seller confirming same, prior to the expiration of the Loan Approval Period.

(iv) If Buyer is unable to obtain Loan Approval within the Loan Approval Period, or cannot timely meet the terms of Loan Approval, all after the exercise of good faith and diligent effort, Buyer may terminate this Contract by delivering written notice of termination to Seller prior to expiration of the Loan Approval Period; whereupon, provided Buyer is not in default under the terms of this Contract, Buyer shall be refunded the Deposit thereby releasing Buyer and Seller from all further obligations under this Contract.

(v) If Buyer fails to timely deliver any written notice provided for in Paragraph 8(b)(iii) or (iv), above, to Seller prior to expiration of the Loan Approval Period, then Buyer shall proceed forward with this Contract as though Paragraph 8(a), above, had been checked as of the Effective Date; provided, however, Seller may elect to terminate this Contract by delivering written notice of termination to Buyer within 3 days after expiration of the Loan Approval Period and, provided Buyer is not in default under the terms of this Contract, Buyer shall be refunded the Deposit thereby releasing Buyer and Seller from all further obligations under this Contract.

(vi) If Buyer has timely provided either written notice provided for in Paragraph 8b(iii), above, and Buyer thereafter fails to close this Contract, the Deposit shall be paid to Seller unless failure to close is due to: (1) Seller's default or inability to satisfy other contingencies of this Contract; or (2) Property related conditions of the Loan Approval (specifically excluding the Appraisal valuation) have not been met unless such conditions are waived by other provisions of this Contract; in which event(s) the Buyer shall be refunded the Deposit, thereby releasing Buyer and Seller from all further obligations under this Contract.

☐ (c) Assumption of existing mortgage (see Rider D for terms).

☐ (d) Purchase money note and mortgage to Seller (see Rider C for terms).

CLOSING COSTS, FEES AND CHARGES

9. CLOSING COSTS; TITLE INSURANCE; SURVEY; HOME WARRANTY; SPECIAL ASSESSMENTS:

(a) **COSTS TO BE PAID BY SELLER:**

- Documentary stamp taxes and surtax on deed, if any
- Owner's Policy and Charges (if Paragraph 9(c)(i) is checked)
- Title search charges (if Paragraph 9(c)(iii) is checked)
- Municipal lien search (if Paragraph 9(c)(i) or (iii) is checked)
- Charges for FIRPTA withholding and reporting
- HOA/Condominium Association estoppel fees
- Recording and other fees needed to cure title
- Seller's attorneys' fees
- Other:_____

If, prior to Closing, Seller is unable to meet the AS IS Maintenance Requirement as required by Paragraph 11 a sum equal to 125% of estimated costs to meet the AS IS Maintenance Requirement shall be escrowed at Closing. If actual costs to meet the AS IS Maintenance Requirement exceed escrowed amount, Seller shall pay such actual costs. Any unused portion of escrowed amount(s) shall be returned to Seller.

(b) **COSTS TO BE PAID BY BUYER:**

- Taxes and recording fees on notes and mortgages
- Recording fees for deed and financing statements
- Owner's Policy and Charges (if Paragraph 9(c)(ii) is checked)
- Survey (and elevation certification, if required)
- Lender's title policy and endorsements
- HOA/Condominium Association application/transfer fees
- Municipal lien search (if Paragraph 9(c)(ii) is checked)
- Other:_____
- Loan expenses
- Appraisal fees
- Buyer's Inspections
- Buyer's attorneys' fees
- All property related insurance
- Owner's Policy Premium (if Paragraph 9 (c)(iii) is checked.)

(c) **TITLE EVIDENCE AND INSURANCE:** At least _____ (if left blank, then 15, or if Paragraph 8(a) is checked, then 5) days prior to Closing Date ("Title Evidence Deadline"), a title insurance commitment issued by a Florida licensed title insurer, with legible copies of instruments listed as exceptions attached thereto ("Title Commitment") and, after Closing, an owner's policy of title insurance (see STANDARD A for terms) shall be obtained and delivered to Buyer. If Seller has an owner's policy of title insurance covering the Real Property, Seller shall furnish a copy to Buyer and Closing Agent within 5 days after Effective Date. The owner's title policy premium, title search and closing services (collectively, "Owner's Policy and Charges") shall be paid, as set forth below. The title insurance premium charges for the owner's policy and any lender's policy will be calculated and allocated in accordance with Florida law, but may be reported differently on certain federally mandated closing disclosures and other closing documents. For purposes of this Contract "municipal lien search" means a

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search of records necessary for the owner's policy of title insurance to be issued without exception for unrecorded liens imposed pursuant to Chapters 153, 159 or 170, F.S., in favor of any governmental body, authority or agency.

(CHECK ONE):

☐ (i) Seller shall designate Closing Agent and pay for Owner's Policy and Charges, and Buyer shall pay the premium for Buyer's lender's policy and charges for closing services related to the lender's policy, endorsements and loan closing, which amounts shall be paid by Buyer to Closing Agent or such other provider(s) as Buyer may select; or

☒ (ii) Buyer shall designate Closing Agent and pay for Owner's Policy and Charges and charges for closing services related to Buyer's lender's policy, endorsements and loan closing; or

☐ (iii) **[MIAMI-DADE/BROWARD REGIONAL PROVISION]:** Buyer shall designate Closing Agent. Seller shall furnish a copy of a prior owner's policy of title insurance or other evidence of title and pay fees for: (A) a continuation or update of such title evidence, which is acceptable to Buyer's title insurance underwriter for reissue of coverage; (B) tax search; and (C) municipal lien search. Buyer shall obtain and pay for post-Closing continuation and premium for Buyer's owner's policy, and if applicable, Buyer's lender's policy. Seller shall not be obligated to pay more than $_____ (if left blank, then $200.00) for abstract continuation or title search ordered or performed by Closing Agent.

(d) **SURVEY:** At least 5 days prior to Closing Date, Buyer may, at Buyer's expense, have the Real Property surveyed and certified by a registered Florida surveyor ("Survey"). If Seller has a survey covering the Real Property, a copy shall be furnished to Buyer and Closing Agent within 5 days after Effective Date.

(e) **HOME WARRANTY:** At Closing, ☐ Buyer ☐ Seller ☐ N/A shall pay for a home warranty plan issued by _____ at a cost not to exceed $_____. A home warranty plan provides for repair or replacement of many of a home's mechanical systems and major built-in appliances in the event of breakdown due to normal wear and tear during the agreement's warranty period.

(f) **SPECIAL ASSESSMENTS:** At Closing, Seller shall pay: (i) the full amount of liens imposed by a public body ("public body" does not include a Condominium or Homeowner's Association) that are certified, confirmed and ratified before Closing; and (ii) the amount of the public body's most recent estimate or assessment for an improvement which is substantially complete as of Effective Date, but that has not resulted in a lien being imposed on the Property before Closing. Buyer shall pay all other assessments. If special assessments may be paid in installments **(CHECK ONE):**

☐ (a) Seller shall pay installments due prior to Closing and Buyer shall pay installments due after Closing. Installments prepaid or due for the year of Closing shall be prorated.

☐ (b) Seller shall pay, in full, prior to or at the time of Closing, any assessment(s) allowed by the public body to be prepaid. For any assessment(s) which the public body does not allow prepayment, OPTION (a) shall be deemed selected for such assessment(s).

IF NEITHER BOX IS CHECKED, THEN OPTION (a) SHALL BE DEEMED SELECTED.

This Paragraph 9(f) shall not apply to a special benefit tax lien imposed by a community development district (CDD) pursuant to Chapter 190, F.S., or special assessment(s) imposed by a special district pursuant to Chapter 189, F.S., which lien(s) or assessment(s) shall be prorated pursuant to STANDARD K.

DISCLOSURES

10. DISCLOSURES:

(a) **RADON GAS:** Radon is a naturally occurring radioactive gas that, when it is accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department.

(b) **PERMITS DISCLOSURE:** Except as may have been disclosed by Seller to Buyer in a written disclosure, Seller does not know of any improvements made to the Property which were made without required permits or made pursuant to permits which have not been properly closed or otherwise disposed of pursuant to Section 553.79, F.S. If Seller identifies permits which have not been closed or improvements which were not permitted, then Seller shall promptly deliver to Buyer all plans, written documentation or other information in Seller's possession, knowledge, or control relating to improvements to the Property which are the subject of such open permits or unpermitted improvements.

(c) **MOLD:** Mold is naturally occurring and may cause health risks or damage to property. If Buyer is concerned or desires additional information regarding mold, Buyer should contact an appropriate professional.

(d) **FLOOD ZONE; ELEVATION CERTIFICATION:** Buyer is advised to verify by elevation certificate which flood zone the Property is in, whether flood insurance is required by Buyer's lender, and what restrictions apply to improving the Property and rebuilding in the event of casualty. If Property is in a "Special Flood Hazard Area"

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or "Coastal Barrier Resources Act" designated area or otherwise protected area identified by the U.S. Fish and Wildlife Service under the Coastal Barrier Resources Act and the lowest floor elevation for the building(s) and/or flood insurance rating purposes is below minimum flood elevation or is ineligible for flood insurance coverage through the National Flood Insurance Program or private flood insurance as defined in 42 U.S.C. §4012a, Buyer may terminate this Contract by delivering written notice to Seller within _____ (if left blank, then 20) days after Effective Date, and Buyer shall be refunded the Deposit thereby releasing Buyer and Seller from all further obligations under this Contract, failing which Buyer accepts existing elevation of buildings and flood zone designation of Property.

(e) **ENERGY BROCHURE:** Buyer acknowledges receipt of Florida Energy-Efficiency Rating Information Brochure required by Section 553.996, F.S.

(f) **LEAD-BASED PAINT:** If Property includes pre-1978 residential housing, a lead-based paint disclosure is mandatory.

(g) **HOMEOWNERS' ASSOCIATION/COMMUNITY DISCLOSURE: BUYER SHOULD NOT EXECUTE THIS CONTRACT UNTIL BUYER HAS RECEIVED AND READ THE HOMEOWNERS' ASSOCIATION/COMMUNITY DISCLOSURE, IF APPLICABLE.**

(h) **PROPERTY TAX DISCLOSURE SUMMARY:** BUYER SHOULD NOT RELY ON THE SELLER'S CURRENT PROPERTY TAXES AS THE AMOUNT OF PROPERTY TAXES THAT THE BUYER MAY BE OBLIGATED TO PAY IN THE YEAR SUBSEQUENT TO PURCHASE. A CHANGE OF OWNERSHIP OR PROPERTY IMPROVEMENTS TRIGGERS REASSESSMENTS OF THE PROPERTY THAT COULD RESULT IN HIGHER PROPERTY TAXES. IF YOU HAVE ANY QUESTIONS CONCERNING VALUATION, CONTACT THE COUNTY PROPERTY APPRAISER'S OFFICE FOR INFORMATION.

(i) **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT ("FIRPTA"):** Seller shall inform Buyer in writing if Seller is a "foreign person" as defined by the Foreign Investment in Real Property Tax Act ("FIRPTA"). Buyer and Seller shall comply with FIRPTA, which may require Seller to provide additional cash at Closing. If Seller is not a "foreign person", Seller can provide Buyer, at or prior to Closing, a certification of non-foreign status, under penalties of perjury, to inform Buyer and Closing Agent that no withholding is required. See STANDARD V for further information pertaining to FIRPTA. Buyer and Seller are advised to seek legal counsel and tax advice regarding their respective rights, obligations, reporting and withholding requirements pursuant to FIRPTA.

(j) **SELLER DISCLOSURE:** Seller knows of no facts materially affecting the value of the Real Property which are not readily observable and which have not been disclosed to Buyer. Except as provided for in the preceding sentence, Seller extends and intends no warranty and makes no representation of any type, either express or implied, as to the physical condition or history of the Property. Except as otherwise disclosed in writing Seller has received no written or verbal notice from any governmental entity or agency as to a currently uncorrected building, environmental or safety code violation.

PROPERTY MAINTENANCE, CONDITION, INSPECTIONS AND EXAMINATIONS

11. **PROPERTY MAINTENANCE:** Except for ordinary wear and tear and Casualty Loss, Seller shall maintain the Property, including, but not limited to, lawn, shrubbery, and pool, in the condition existing as of Effective Date ("AS IS Maintenance Requirement"). See Paragraph 9(a) for escrow procedures, if applicable.

12. **PROPERTY INSPECTION; RIGHT TO CANCEL:**

(a) ***PROPERTY INSPECTIONS AND RIGHT TO CANCEL: Buyer shall have _____ (if left blank, then 15) days after Effective Date ("Inspection Period") within which to have such inspections of the Property performed as Buyer shall desire during the Inspection Period. If Buyer determines, in Buyer's sole discretion, that the Property is not acceptable to Buyer, Buyer may terminate this Contract by delivering written notice of such election to Seller prior to expiration of Inspection Period. If Buyer timely terminates this Contract, the Deposit paid shall be returned to Buyer, thereupon, Buyer and Seller shall be released of all further obligations under this Contract; however, Buyer shall be responsible for prompt payment for such inspections, for repair of damage to, and restoration of, the Property resulting from such inspections, and shall provide Seller with paid receipts for all work done on the Property (the preceding provision shall survive termination of this Contract). Unless Buyer exercises the right to terminate granted herein, Buyer accepts the physical condition of the Property and any violation of governmental, building, environmental, and safety codes, restrictions, or requirements, but subject to Seller's continuing AS IS Maintenance Requirement, and Buyer shall be responsible for any and all repairs and improvements required by Buyer's lender.***

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(b) **WALK-THROUGH INSPECTION/RE-INSPECTION:** On the day prior to Closing Date, or on Closing Date prior to time of Closing, as specified by Buyer, Buyer or Buyer's representative may perform a walk-through (and follow-up walk-through, if necessary) inspection of the Property solely to confirm that all items of Personal Property are on the Property and to verify that Seller has maintained the Property as required by the AS IS Maintenance Requirement and has met all other contractual obligations.

(c) **SELLER ASSISTANCE AND COOPERATION IN CLOSE-OUT OF BUILDING PERMITS:** If Buyer's inspection of the Property identifies open or needed building permits, then Seller shall promptly deliver to Buyer all plans, written documentation or other information in Seller's possession, knowledge, or control relating to improvements to the Property which are the subject of such open or needed permits, and shall promptly cooperate in good faith with Buyer's efforts to obtain estimates of repairs or other work necessary to resolve such permit issues. Seller's obligation to cooperate shall include Seller's execution of necessary authorizations, consents, or other documents necessary for Buyer to conduct inspections and have estimates of such repairs or work prepared, but in fulfilling such obligation, Seller shall not be required to expend, or become obligated to expend, any money.

(d) **ASSIGNMENT OF REPAIR AND TREATMENT CONTRACTS AND WARRANTIES:** At Buyer's option and cost, Seller will, at Closing, assign all assignable repair, treatment and maintenance contracts and warranties to Buyer.

ESCROW AGENT AND BROKER

13. **ESCROW AGENT:** Any Closing Agent or Escrow Agent (collectively "Agent") receiving the Deposit, other funds and other items is authorized, and agrees by acceptance of them, to deposit them promptly, hold same in escrow within the State of Florida and, subject to Collection, disburse them in accordance with terms and conditions of this Contract. Failure of funds to become Collected shall not excuse Buyer's performance. When conflicting demands for the Deposit are received, or Agent has a good faith doubt as to entitlement to the Deposit, Agent may take such actions permitted by this Paragraph 13, as Agent deems advisable. If in doubt as to Agent's duties or liabilities under this Contract, Agent may, at Agent's option, continue to hold the subject matter of the escrow until the parties agree to its disbursement or until a final judgment of a court of competent jurisdiction shall determine the rights of the parties, or Agent may deposit same with the clerk of the circuit court having jurisdiction of the dispute. An attorney who represents a party and also acts as Agent may represent such party in such action. Upon notifying all parties concerned of such action, all liability on the part of Agent shall fully terminate, except to the extent of accounting for any items previously delivered out of escrow. If a licensed real estate broker, Agent will comply with provisions of Chapter 475, F.S., as amended and FREC rules to timely resolve escrow disputes through mediation, arbitration, interpleader or an escrow disbursement order.
In any proceeding between Buyer and Seller wherein Agent is made a party because of acting as Agent hereunder, or in any proceeding where Agent interpleads the subject matter of the escrow, Agent shall recover reasonable attorney's fees and costs incurred, to be paid pursuant to court order out of the escrowed funds or equivalent. Agent shall not be liable to any party or person for mis-delivery of any escrowed items, unless such mis-delivery is due to Agent's willful breach of this Contract or Agent's gross negligence. This Paragraph 13 shall survive Closing or termination of this Contract.

14. **PROFESSIONAL ADVICE; BROKER LIABILITY:** Broker advises Buyer and Seller to verify Property condition, square footage, and all other facts and representations made pursuant to this Contract and to consult appropriate professionals for legal, tax, environmental, and other specialized advice concerning matters affecting the Property and the transaction contemplated by this Contract. Broker represents to Buyer that Broker does not reside on the Property and that all representations (oral, written or otherwise) by Broker are based on Seller representations or public records. **BUYER AGREES TO RELY SOLELY ON SELLER, PROFESSIONAL INSPECTORS AND GOVERNMENTAL AGENCIES FOR VERIFICATION OF PROPERTY CONDITION, SQUARE FOOTAGE AND FACTS THAT MATERIALLY AFFECT PROPERTY VALUE AND NOT ON THE REPRESENTATIONS (ORAL, WRITTEN OR OTHERWISE) OF BROKER.** Buyer and Seller (individually, the "Indemnifying Party") each individually indemnifies, holds harmless, and releases Broker and Broker's officers, directors, agents and employees from all liability for loss or damage, including all costs and expenses, and reasonable attorney's fees at all levels, suffered or incurred by Broker and Broker's officers, directors, agents and employees in connection with or arising from claims, demands or causes of action instituted by Buyer or Seller based on: (i) inaccuracy of information provided by the Indemnifying Party or from public records; (ii) Indemnifying Party's misstatement(s) or failure to perform contractual obligations; (iii) Broker's performance, at Indemnifying Party's request, of any task beyond the scope of services regulated by Chapter 475, F.S., as amended, including Broker's referral, recommendation or retention of any vendor for, or on behalf of, Indemnifying Party; (iv) products or services provided by any such vendor for, or on behalf of, Indemnifying Party; and (v) expenses incurred by any such vendor.

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Buyer and Seller each assumes full responsibility for selecting and compensating their respective vendors and paying their other costs under this Contract whether or not this transaction closes. This Paragraph 14 will not relieve Broker of statutory obligations under Chapter 475, F.S., as amended. For purposes of this Paragraph 14, Broker will be treated as a party to this Contract. This Paragraph 14 shall survive Closing or termination of this Contract.

DEFAULT AND DISPUTE RESOLUTION

15. DEFAULT:

(a) **BUYER DEFAULT:** If Buyer fails, neglects or refuses to perform Buyer's obligations under this Contract, including payment of the Deposit, within the time(s) specified, Seller may elect to recover and retain the Deposit for the account of Seller as agreed upon liquidated damages, consideration for execution of this Contract, and in full settlement of any claims, whereupon Buyer and Seller shall be relieved from all further obligations under this Contract, or Seller, at Seller's option, may, pursuant to Paragraph 16, proceed in equity to enforce Seller's rights under this Contract. The portion of the Deposit, if any, paid to Listing Broker upon default by Buyer, shall be split equally between Listing Broker and Cooperating Broker; provided however, Cooperating Broker's share shall not be greater than the commission amount Listing Broker had agreed to pay to Cooperating Broker.

(b) **SELLER DEFAULT:** If for any reason other than failure of Seller to make Seller's title marketable after reasonable diligent effort, Seller fails, neglects or refuses to perform Seller's obligations under this Contract, Buyer may elect to receive return of Buyer's Deposit without thereby waiving any action for damages resulting from Seller's breach, and, pursuant to Paragraph 16, may seek to recover such damages or seek specific performance.

This Paragraph 15 shall survive Closing or termination of this Contract.

16. DISPUTE RESOLUTION: Unresolved controversies, claims and other matters in question between Buyer and Seller arising out of, or relating to, this Contract or its breach, enforcement or interpretation ("Dispute") will be settled as follows:

(a) Buyer and Seller will have 10 days after the date conflicting demands for the Deposit are made to attempt to resolve such Dispute, failing which, Buyer and Seller shall submit such Dispute to mediation under Paragraph 16(b).

(b) Buyer and Seller shall attempt to settle Disputes in an amicable manner through mediation pursuant to Florida Rules for Certified and Court-Appointed Mediators and Chapter 44, F.S., as amended (the "Mediation Rules"). The mediator must be certified or must have experience in the real estate industry. Injunctive relief may be sought without first complying with this Paragraph 16(b). Disputes not settled pursuant to this Paragraph 16 may be resolved by instituting action in the appropriate court having jurisdiction of the matter. This Paragraph 16 shall survive Closing or termination of this Contract.

17. ATTORNEY'S FEES; COSTS: The parties will split equally any mediation fee incurred in any mediation permitted by this Contract, and each party will pay their own costs, expenses and fees, including attorney's fees, incurred in conducting the mediation. In any litigation permitted by this Contract, the prevailing party shall be entitled to recover from the non-prevailing party costs and fees, including reasonable attorney's fees, incurred in conducting the litigation. This Paragraph 17 shall survive Closing or termination of this Contract.

STANDARDS FOR REAL ESTATE TRANSACTIONS ("STANDARDS")

18. STANDARDS:

A. TITLE:

(i) **TITLE EVIDENCE; RESTRICTIONS; EASEMENTS; LIMITATIONS:** Within the time period provided in Paragraph 9(c), the Title Commitment, with legible copies of instruments listed as exceptions attached thereto, shall be issued and delivered to Buyer. The Title Commitment shall set forth those matters to be discharged by Seller at or before Closing and shall provide that, upon recording of the deed to Buyer, an owner's policy of title insurance in the amount of the Purchase Price, shall be issued to Buyer insuring Buyer's marketable title to the Real Property, subject only to the following matters: (a) comprehensive land use plans, zoning, and other land use restrictions, prohibitions and requirements imposed by governmental authority; (b) restrictions and matters appearing on the Plat or otherwise common to the subdivision; (c) outstanding oil, gas and mineral rights of record without right of entry; (d) unplatted public utility easements of record (located contiguous to real property lines and not more than 10 feet in width as to rear or front lines and 7 1/2 feet in width as to side lines); (e) taxes for year of Closing and subsequent years; and (f) assumed mortgages and purchase money mortgages, if any (if additional items, attach addendum); provided, that, none prevent use of Property for **RESIDENTIAL PURPOSES.** If there exists at Closing any violation of items identified in (b) – (f) above, then the same shall be deemed a title defect. Marketable title shall be determined according to applicable Title Standards adopted by authority of The Florida Bar and in accordance with law.

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Form Simplicity

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STANDARDS FOR REAL ESTATE TRANSACTIONS ("STANDARDS") CONTINUED

(ii) **TITLE EXAMINATION:** Buyer shall have 5 days after receipt of Title Commitment to examine it and notify Seller in writing specifying defect(s), if any, that render title unmarketable. If Seller provides Title Commitment and it is delivered to Buyer less than 5 days prior to Closing Date, Buyer may extend Closing for up to 5 days after date of receipt to examine same in accordance with this STANDARD A. Seller shall have 30 days ("Cure Period") after receipt of Buyer's notice to take reasonable diligent efforts to remove defects. If Buyer fails to so notify Seller, Buyer shall be deemed to have accepted title as it then is. If Seller cures defects within Cure Period, Seller will deliver written notice to Buyer (with proof of cure acceptable to Buyer and Buyer's attorney) and the parties will close this Contract on Closing Date (or if Closing Date has passed, within 10 days after Buyer's receipt of Seller's notice). If Seller is unable to cure defects within Cure Period, then Buyer may, within 5 days after expiration of Cure Period, deliver written notice to Seller: (a) extending Cure Period for a specified period not to exceed 120 days within which Seller shall continue to use reasonable diligent effort to remove or cure the defects ("Extended Cure Period"); or (b) electing to accept title with existing defects and close this Contract on Closing Date (or if Closing Date has passed, within the earlier of 10 days after end of Extended Cure Period or Buyer's receipt of Seller's notice), or (c) electing to terminate this Contract and receive a refund of the Deposit, thereby releasing Buyer and Seller from all further obligations under this Contract. If after reasonable diligent effort, Seller is unable to timely cure defects, and Buyer does not waive the defects, this Contract shall terminate, and Buyer shall receive a refund of the Deposit, thereby releasing Buyer and Seller from all further obligations under this Contract.

B. SURVEY: If Survey discloses encroachments on the Real Property or that improvements located thereon encroach on setback lines, easements, or lands of others, or violate any restrictions, covenants, or applicable governmental regulations described in STANDARD A (i)(a), (b) or (d) above, Buyer shall deliver written notice of such matters, together with a copy of Survey, to Seller within 5 days after Buyer's receipt of Survey, but no later than Closing. If Buyer timely delivers such notice and Survey to Seller, such matters identified in the notice and Survey shall constitute a title defect, subject to cure obligations of STANDARD A above. If Seller has delivered a prior survey, Seller shall, at Buyer's request, execute an affidavit of "no change" to the Real Property since the preparation of such prior survey, to the extent the affirmations therein are true and correct.

C. INGRESS AND EGRESS: Seller represents that there is ingress and egress to the Real Property and title to the Real Property is insurable in accordance with STANDARD A without exception for lack of legal right of access.

D. LEASE INFORMATION: Seller shall, at least 10 days prior to Closing, furnish to Buyer estoppel letters from tenant(s)/occupant(s) specifying nature and duration of occupancy, rental rates, advanced rent and security deposits paid by tenant(s) or occupant(s)("Estoppel Letter(s)"). If Seller is unable to obtain such Estoppel Letter(s) the same information shall be furnished by Seller to Buyer within that time period in the form of a Seller's affidavit and Buyer may thereafter contact tenant(s) or occupant(s) to confirm such information. If Estoppel Letter(s) or Seller's affidavit, if any, differ materially from Seller's representations and lease(s) provided pursuant to Paragraph 6, or if tenant(s)/occupant(s) fail or refuse to confirm Seller's affidavit, Buyer may deliver written notice to Seller within 5 days after receipt of such information, but no later than 5 days prior to Closing Date, terminating this Contract and receive a refund of the Deposit, thereby releasing Buyer and Seller from all further obligations under this Contract. Seller shall, at Closing, deliver and assign all leases to Buyer who shall assume Seller's obligations thereunder.

E. LIENS: Seller shall furnish to Buyer at Closing an affidavit attesting (i) to the absence of any financing statement, claims of lien or potential lienors known to Seller and (ii) that there have been no improvements or repairs to the Real Property for 90 days immediately preceding Closing Date. If the Real Property has been improved or repaired within that time, Seller shall deliver releases or waivers of construction liens executed by all general contractors, subcontractors, suppliers and materialmen in addition to Seller's lien affidavit setting forth names of all such general contractors, subcontractors, suppliers and materialmen, further affirming that all charges for improvements or repairs which could serve as a basis for a construction lien or a claim for damages have been paid or will be paid at Closing.

F. TIME: Time is of the essence in this Contract. Calendar days, based on where the Property is located, shall be used in computing time periods. Other than time for acceptance and Effective Date as set forth in Paragraph 3, any time periods provided for or dates specified in this Contract, whether preprinted, handwritten, typewritten or inserted herein, which shall end or occur on a Saturday, Sunday, national legal public holiday (as defined in 5 U.S.C. Sec. 6103(a)), or a day on which a national legal public holiday is observed because it fell on a Saturday or Sunday, shall extend to the next calendar day which is not a Saturday, Sunday, national legal public holiday, or a day on which a national legal public holiday is observed.

G. FORCE MAJEURE: Buyer or Seller shall not be required to exercise or perform any right or obligation under this Contract or be liable to each other for damages so long as performance or non-performance of the right or obligation, or the availability of services, insurance, or required approvals essential to Closing, is disrupted, delayed,

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STANDARDS FOR REAL ESTATE TRANSACTIONS ("STANDARDS") CONTINUED

caused or prevented by a Force Majeure event. "Force Majeure" means: hurricanes, floods, extreme weather, earthquakes, fires, or other acts of God, unusual transportation delays, wars, insurrections, civil unrest, or acts of terrorism, governmental actions and mandates, government shut downs, epidemics, or pandemics, which, by exercise of reasonable diligent effort, the non-performing party is unable in whole or in part to prevent or overcome. The Force Majeure event will be deemed to have begun on the first day the effect of the Force Majeure prevents performance, non-performance, or the availability of services, insurance or required approvals essential to Closing. All time periods affected by the Force Majeure event, including Closing Date, will be extended a reasonable time up to 7 days after the Force Majeure event no longer prevents performance under this Contract; provided, however, if such Force Majeure event continues to prevent performance under this Contract more than 30 days beyond Closing Date, then either party may terminate this Contract by delivering written notice to the other and the Deposit shall be refunded to Buyer, thereby releasing Buyer and Seller from all further obligations under this Contract.

H. CONVEYANCE: Seller shall convey marketable title to the Real Property by statutory warranty, trustee's, personal representative's, or guardian's deed, as appropriate to the status of Seller, subject only to matters described in STANDARD A and those accepted by Buyer. Personal Property shall, at request of Buyer, be transferred by absolute bill of sale with warranty of title, subject only to such matters as may be provided for in this Contract.

I. CLOSING LOCATION; DOCUMENTS; AND PROCEDURE:

(i) **LOCATION:** Closing will be conducted by the attorney or other closing agent ("Closing Agent") designated by the party paying for the owner's policy of title insurance and will take place in the county where the Real Property is located at the office of the Closing Agent, or at such other location agreed to by the parties. If there is no title insurance, Seller will designate Closing Agent. Closing may be conducted by mail, overnight courier, or electronic means.

(ii) **CLOSING DOCUMENTS:** Seller shall at or prior to Closing, execute and deliver, as applicable, deed, bill of sale, certificate(s) of title or other documents necessary to transfer title to the Property, construction lien affidavit(s), owner's possession and no lien affidavit(s), and assignment(s) of leases. Seller shall provide Buyer with paid receipts for all work done on the Property pursuant to this Contract. Buyer shall furnish and pay for, as applicable, the survey, flood elevation certification, and documents required by Buyer's lender.

(iii) **FinCEN GTO REPORTING OBLIGATION.** If Closing Agent is required to comply with a U.S. Treasury Department's Financial Crimes Enforcement Network ("FinCEN") Geographic Targeting Order ("GTO"), then Buyer shall provide Closing Agent with essential information and documentation related to Buyer and its Beneficial Owners, including photo identification, and related to the transaction contemplated by this Contract which are required to complete mandatory reporting, including the Currency Transaction Report; and Buyer consents to Closing Agent's collection and report of said information to IRS.

(iv) **PROCEDURE:** The deed shall be recorded upon Collection of all closing funds. If the Title Commitment provides insurance against adverse matters pursuant to Section 627.7841, F.S., as amended, the escrow closing procedure required by STANDARD J shall be waived, and Closing Agent shall, **subject to Collection of all closing funds,** disburse at Closing the brokerage fees to Broker and the net sale proceeds to Seller.

J. ESCROW CLOSING PROCEDURE: If Title Commitment issued pursuant to Paragraph 9(c) does not provide for insurance against adverse matters as permitted under Section 627.7841, F.S., as amended, the following escrow and closing procedures shall apply: (1) all Closing proceeds shall be held in escrow by the Closing Agent for a period of not more than 10 days after Closing; (2) if Seller's title is rendered unmarketable, through no fault of Buyer, Buyer shall, within the 10 day period, notify Seller in writing of the defect and Seller shall have 30 days from date of receipt of such notification to cure the defect; (3) if Seller fails to timely cure the defect, the Deposit and all Closing funds paid by Buyer shall, within 5 days after written demand by Buyer, be refunded to Buyer and, simultaneously with such repayment, Buyer shall return the Personal Property, vacate the Real Property and re-convey the Property to Seller by special warranty deed and bill of sale; and (4) if Buyer fails to make timely demand for refund of the Deposit, Buyer shall take title as is, waiving all rights against Seller as to any intervening defect except as may be available to Buyer by virtue of warranties contained in the deed or bill of sale.

K. PRORATIONS; CREDITS: The following recurring items will be made current (if applicable) and prorated as of the day prior to Closing Date, or date of occupancy if occupancy occurs before Closing Date: real estate taxes (including special benefit tax assessments imposed by a CDD pursuant to Chapter 190, F.S., and assessments imposed by special district(s) pursuant to Chapter 189, F.S.), interest, bonds, association fees, insurance, rents and other expenses of Property. Buyer shall have option of taking over existing policies of insurance, if assumable, in which event premiums shall be prorated. Cash at Closing shall be increased or decreased as may be required by prorations to be made through day prior to Closing. Advance rent and security deposits, if any, will be credited to Buyer. Escrow deposits held by Seller's mortgagee will be paid to Seller. Taxes shall be prorated based on current year's tax. If Closing occurs on a date when current year's millage is not fixed but current year's assessment

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STANDARDS FOR REAL ESTATE TRANSACTIONS ("STANDARDS") CONTINUED

is available, taxes will be prorated based upon such assessment and prior year's millage. If current year's assessment is not available, then taxes will be prorated on prior year's tax. If there are completed improvements on the Real Property by January 1st of year of Closing, which improvements were not in existence on January 1st of prior year, then taxes shall be prorated based upon prior year's millage and at an equitable assessment to be agreed upon between the parties, failing which, request shall be made to the County Property Appraiser for an informal assessment taking into account available exemptions. In all cases, due allowance shall be made for the maximum allowable discounts and applicable homestead and other exemptions. A tax proration based on an estimate shall, at either party's request, be readjusted upon receipt of current year's tax bill. This STANDARD K shall survive Closing.

L. ACCESS TO PROPERTY TO CONDUCT APPRAISALS, INSPECTIONS, AND WALK-THROUGH: Seller shall, upon reasonable notice, provide utilities service and access to Property for appraisals and inspections, including a walk-through (or follow-up walk-through if necessary) prior to Closing.

M. RISK OF LOSS: If, after Effective Date, but before Closing, Property is damaged by fire or other casualty ("Casualty Loss") and cost of restoration (which shall include cost of pruning or removing damaged trees) does not exceed 1.5% of Purchase Price, cost of restoration shall be an obligation of Seller and Closing shall proceed pursuant to terms of this Contract. If restoration is not completed as of Closing, a sum equal to 125% of estimated cost to complete restoration (not to exceed 1.5% of Purchase Price) will be escrowed at Closing. If actual cost of restoration exceeds escrowed amount, Seller shall pay such actual costs (but, not in excess of 1.5% of Purchase Price). Any unused portion of escrowed amount shall be returned to Seller. If cost of restoration exceeds 1.5% of Purchase Price, Buyer shall elect to either take Property "as is" together with the 1.5%, or receive a refund of the Deposit thereby releasing Buyer and Seller from all further obligations under this Contract. Seller's sole obligation with respect to tree damage by casualty or other natural occurrence shall be cost of pruning or removal.

N. 1031 EXCHANGE: If either Seller or Buyer wish to enter into a like-kind exchange (either simultaneously with Closing or deferred) under Section 1031 of the Internal Revenue Code ("Exchange"), the other party shall cooperate in all reasonable respects to effectuate the Exchange, including execution of documents; provided, however, cooperating party shall incur no liability or expense related to the Exchange, and Closing shall not be contingent upon, nor extended or delayed by, such Exchange.

O. CONTRACT NOT RECORDABLE; PERSONS BOUND; NOTICE; DELIVERY; COPIES; CONTRACT EXECUTION: Neither this Contract nor any notice of it shall be recorded in any public or official records. This Contract shall be binding on, and inure to the benefit of, the parties and their respective heirs or successors in interest. Whenever the context permits, singular shall include plural and one gender shall include all. Notice and delivery given by or to the attorney or broker (including such broker's real estate licensee) representing any party shall be as effective as if given by or to that party. All notices must be in writing and may only be made by mail, facsimile transmission, personal delivery or email. A facsimile or electronic copy of this Contract and any signatures hereon shall be considered for all purposes as an original. This Contract may be executed by use of electronic signatures, as determined by Florida's Electronic Signature Act and other applicable laws.

P. INTEGRATION; MODIFICATION: This Contract contains the full and complete understanding and agreement of Buyer and Seller with respect to the transaction contemplated by this Contract and no prior agreements or representations shall be binding upon Buyer or Seller unless included in this Contract. No modification to or change in this Contract shall be valid or binding upon Buyer or Seller unless in writing and executed by the parties intended to be bound by it.

Q. WAIVER: Failure of Buyer or Seller to insist on compliance with, or strict performance of, any provision of this Contract, or to take advantage of any right under this Contract, shall not constitute a waiver of other provisions or rights.

R. RIDERS; ADDENDA; TYPEWRITTEN OR HANDWRITTEN PROVISIONS: Riders, addenda, and typewritten or handwritten provisions shall control all printed provisions of this Contract in conflict with them.

S. COLLECTION or COLLECTED: "Collection" or "Collected" means any checks tendered or received, including Deposits, have become actually and finally collected and deposited in the account of Escrow Agent or Closing Agent. Closing and disbursement of funds and delivery of closing documents may be delayed by Closing Agent until such amounts have been Collected in Closing Agent's accounts.

T. RESERVED.

U. APPLICABLE LAW AND VENUE: This Contract shall be construed in accordance with the laws of the State of Florida and venue for resolution of all disputes, whether by mediation, arbitration or litigation, shall lie in the county where the Real Property is located.

V. FIRPTA TAX WITHHOLDING: If a seller of U.S. real property is a "foreign person" as defined by FIRPTA, Section 1445 of the Internal Revenue Code ("Code") requires the buyer of the real property to withhold up to 15% of the amount realized by the seller on the transfer and remit the withheld amount to the Internal Revenue Service

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STANDARDS FOR REAL ESTATE TRANSACTIONS ("STANDARDS") CONTINUED

(IRS) unless an exemption to the required withholding applies or the seller has obtained a Withholding Certificate from the IRS authorizing a reduced amount of withholding.

(i) No withholding is required under Section 1445 of the Code if the Seller is not a "foreign person". Seller can provide proof of non-foreign status to Buyer by delivery of written certification signed under penalties of perjury, stating that Seller is not a foreign person and containing Seller's name, U.S. taxpayer identification number and home address (or office address, in the case of an entity), as provided for in 26 CFR 1.1445-2(b). Otherwise, Buyer shall withhold the applicable percentage of the amount realized by Seller on the transfer and timely remit said funds to the IRS.

(ii) If Seller is a foreign person and has received a Withholding Certificate from the IRS which provides for reduced or eliminated withholding in this transaction and provides same to Buyer by Closing, then Buyer shall withhold the reduced sum required, if any, and timely remit said funds to the IRS.

(iii) If prior to Closing Seller has submitted a completed application to the IRS for a Withholding Certificate and has provided to Buyer the notice required by 26 CFR 1.1445-1(c) (2)(i)(B) but no Withholding Certificate has been received as of Closing, Buyer shall, at Closing, withhold the applicable percentage of the amount realized by Seller *** on the transfer and, at Buyer's option, either (a) timely remit the withheld funds to the IRS or (b) place the funds in escrow, at Seller's expense, with an escrow agent selected by Buyer and pursuant to terms negotiated by the parties, to be subsequently disbursed in accordance with the Withholding Certificate issued by the IRS or remitted directly to the IRS if the Seller's application is rejected or upon terms set forth in the escrow agreement.

(iv) In the event the net proceeds due Seller are not sufficient to meet the withholding requirement(s) in this transaction, Seller shall deliver to Buyer, at Closing, the additional Collected funds necessary to satisfy the applicable requirement and thereafter Buyer shall timely remit said funds to the IRS or escrow the funds for disbursement in accordance with the final determination of the IRS, as applicable.

(v) Upon remitting funds to the IRS pursuant to this STANDARD, Buyer shall provide Seller copies of IRS Forms 8288 and 8288-A, as filed.

W. RESERVED

X. BUYER WAIVER OF CLAIMS: ***To the extent permitted by law, Buyer waives any claims against Seller and against any real estate licensee involved in the negotiation of this Contract for any damage or defects pertaining to the physical condition of the Property that may exist at Closing of this Contract and be subsequently discovered by the Buyer or anyone claiming*** **by, through, under or against the Buyer.** ***This provision does not relieve Seller's obligation to comply with Paragraph 10(j). This Standard X shall survive Closing.***

ADDENDA AND ADDITIONAL TERMS

19. ADDENDA: The following additional terms are included in the attached addenda or riders and incorporated into this Contract (**Check if applicable**):

- ☐ A. Condominium Rider
- ☐ B. Homeowners' Assn.
- ☐ C. Seller Financing
- ☐ D. Mortgage Assumption
- ☐ E. FHA/VA Financing
- ☐ F. Appraisal Contingency
- ☐ G. Short Sale
- ☐ H. Homeowners/Flood Ins.
- ☐ I. RESERVED
- ☐ J. Interest-Bearing Acct.
- ☐ K. RESERVED
- ☐ L. RESERVED
- ☐ M. Defective Drywall
- ☐ N. Coastal Construction Control Line
- ☐ O. Insulation Disclosure
- ☐ P. Lead Paint Disclosure (Pre-1978)
- ☐ Q. Housing for Older Persons
- ☐ R. Rezoning
- ☐ S. Lease Purchase/ Lease Option
- ☐ T. Pre-Closing Occupancy
- ☐ U. Post-Closing Occupancy
- ☐ V. Sale of Buyer's Property
- ☐ W. Back-up Contract
- ☐ X. Kick-out Clause
- ☐ Y. Seller's Attorney Approval
- ☐ Z. Buyer's Attorney Approval
- ☐ AA. Licensee Property Interest
- ☐ BB. Binding Arbitration
- ☐ CC. Miami-Dade County Special Taxing District
- ☐ DD. Seasonal/Vacation Rentals
- ☐ EE. PACE Disclosure
- ☐ Other: _____

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590 **20. ADDITIONAL TERMS:**

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592 AJY Seller agrees to satisfy and clear all existing liens on the property prior to closing TAY
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595 AJY ~~Seller to pay $10,000.00 for liens from sale proceeds~~ TAY
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608 **COUNTER-OFFER**

609 ☐ Seller counters Buyer's offer.

610 **[The remainder of this page is intentionally left blank.**
611 **This Contract continues with line 612 on Page 13 of 13.]**

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THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT. IF NOT FULLY UNDERSTOOD, SEEK THE ADVICE OF AN ATTORNEY PRIOR TO SIGNING.

THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR.

Approval of this form by the Florida Realtors and The Florida Bar does not constitute an opinion that any of the terms and conditions in this Contract should be accepted by the parties in a particular transaction. Terms and conditions should be negotiated based upon the respective interests, objectives and bargaining positions of all interested persons.

AN ASTERISK (*) FOLLOWING A LINE NUMBER IN THE MARGIN INDICATES THE LINE CONTAINS A BLANK TO BE COMPLETED.

ATTENTION: SELLER AND BUYER

CONVEYANCES TO FOREIGN BUYERS: Part III of Chapter 692, Sections 692.201 - 692.205, Florida Statutes, 2023 (the "Act"), in part, limits and regulates the sale, purchase and ownership of certain Florida properties by certain buyers who are associated with a "foreign country of concern", namely: the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic. **It is a crime to buy or knowingly sell property in violation of the Act.**

At time of purchase, Buyer must provide a signed Affidavit which complies with the requirements of the Act. Seller and Buyer are advised to seek legal counsel regarding their respective obligations and liabilities under the Act.

Buyer: Angelo Monsanto Date: 06/17/2025

Buyer: _____ Date: _____

Seller: Arthur J. Young Date: 06/21/2025

Seller: Teresa A. Young Date: 06/21/2025

Buyer's address for purposes of notice	Seller's address for purposes of notice
_____	_____
_____	_____
_____	_____

BROKER: Listing and Cooperating Brokers, if any, named below (collectively, "Broker"), are the only Brokers entitled to compensation in connection with this Contract. Instruction to Closing Agent: Seller and Buyer direct Closing Agent to disburse at Closing the full amount of the brokerage fees as specified in separate brokerage agreements with the parties and cooperative agreements between the Brokers, except to the extent Broker has retained such fees from the escrowed funds. This Contract shall not modify any MLS or other offer of compensation made by Seller or Listing Broker to Cooperating Brokers.

N/A	N/A
Cooperating Sales Associate, if any	**Listing Sales Associate**
_____	_____
Cooperating Broker, if any	**Listing Broker**

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Serial#: 088520-100168-9266072

Form Simplicity

https://forms.floridarealtors.org/api/print/pdf-viewer

Case No. 20-00761 & 20-00764

APPLICATION TO REQUEST A REDUCTION OF ACCRUED CODE ENFORCEMENT FINES

BY COMPLETING THIS FORM, YOU ARE MAKING STATEMENTS UNDER OATH. FAILURE TO BE TRUTHFUL IS A VIOLATION OF FLORIDA STATUTES PERTAINING TO PERJURY, WHICH IS A FELONY PUNISHABLE BY UP TO 15 YEARS IMPRISONMENT.

INSTRUCTIONS: Please complete both pages of this form. Be specific when writing your statement. **Please submit the completed notarized application** to the Code Enforcement office located at 51 East Norton Avenue, Eustis, FL, by U.S. Mail at P.O. Drawer 68, Eustis, FL 32727, or email to codeenforcement@ci.eustis.fl.us **no later than 5:00 p.m., Monday, June 2, 2025.**

APPLICATION BECOMES VOID IF NOT SUBMITTED BY DEADLINE, UNLESS AN EXCEPTION IS MADE BY THE CITY.

If the completed form is received by the deadline, the request will be presented to the Code Enforcement Board (CEB) at the next regularly scheduled hearing on **June 9, 2025 at 3:00 p.m. in the City Commission Chambers located in City Hall at 10 North Grove Street.**

SUBMITTAL OF THIS APPLICATION IS NOT A GUARENTEE THAT THE CEB WILL APPROVE

Your attendance is highly recommended. If you fail to attend, the Board may act solely on the presentation by the Code Enforcement Officer.

If the CEB approves the reduction request, the CEB's recommendation will be submitted to the City Commission for approval at their next scheduled meeting before taking effect.

If you have any questions, please call the Code Enforcement Office at (352) 483-5464 or email codeenforcement@ci.eustis.fl.us.

Buyer/Seller Name: ANGELO MONSANTO Phone: (407) 780-0293

Address: 1231 EAST LAKEVIEW AVENUE E-mail: AMONSANTO1123@GMAIL.COM

City: EUSTIS State: FLORIDA Zip: 32726

If the property owner is unable to complete this form, list name of person who is authorized to act for the Property Owner and their relationship. _____

Address or location of property where violation existed: 1705 Blackberry Ct

Date Code Enforcement Office called to request re-inspection: _____

20-00761 Total Fine: $176,200 as of 5-28-25 What reduction amount are you requesting: $176,200

20-00764 Total Fine: $24,050 What reduction amount are you requesting: $24,050

On Page 2, explain (in detail) the reason for requesting a reduction of fine and reason original compliance date was not met.

PLEASE NOTE: ENSURE YOUR POSITION IS CLEARLY STATED HEREIN, AS THE BOARD IS NOT OBLIGATED TO HEAR YOUR TESTIMONY AT THE HEARING.

I, ANGELO MONSANTO do hereby submit this Application for Reduction of Code Enforcement Fine, and in support offer the following statement:

I AM NOT THE OWNER OF 1705 BLACKBERRY CT. I AM ATTEMPTING TO PURCHASE THE PROPERTY. I'VE BEEN TRYING TO PURCHASE THE PROPERTY SINCE DECEMBER 2021. I ONLY WOULD PAY THE FINE REDUCTION IF IT IS LESS THAN $5,000. IF THE AMOUNT EXCEEDS THAT THE OWNER AND MYSELF WILL HAVE TO RENEGOTIATE BECAUSE I ONLY WANT TO PURCHASE THE PROPERTY IF I DO NOT HAVE TO PAY MORE THAN WE AGREED ON ESPECIALLY SINCE THE PROPERTY NEEDS PLENTY OF WORK FROM THE LOOK OF IT. I AM STILL WAITING FOR THE OWNERS, MR.ARTHUR J. YOUNG AND MRS. TERESA A YOUNG, TO SIGN MY CONTRACT WHICH THEY STILL HAVE NOT DONE. I DO NOT WANT TO BE USED AS A POTENTIAL BUYER JUST TO GET FINES REDUCED AND THEY DECIDE TO NO LONGER SALE THE PROPERTY.

(Additional pages may be added if needed)

Date: 6/5/2025

Signed: Angelo Monsanto

State of FLORIDA

Print Name: Angelo Monsanto

County of LAKE

Personally appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgments, Angelo Monsanto *who first being sworn, acknowledged before me that the information contained herein is true and correct. He/she is not personally known to me and have each produced a* Florida DL Exp Date: 9/30/25 *driver's license as identification and did take an oath.*

Date: 6/5/25

Notary Public
My Commission Expires: April 3, 2029

Drivers License No. M525-000-93-350-0

NATHAN C. SAGE
Notary Public - State of Florida
Commission # HH 660282
My Comm. Expires Apr 3, 2029

Case No. 20-00761 & 20-00764

RECEIVED
JUN 0 2 2025
BY: akt

APPLICATION TO REQUEST A REDUCTION OF ACCRUED CODE ENFORCEMENT FINES

BY COMPLETING THIS FORM, YOU ARE MAKING STATEMENTS UNDER OATH. FAILURE TO BE TRUTHFUL IS A VIOLATION OF FLORIDA STATUTES PERTAINING TO PERJURY, WHICH IS A FELONY PUNISHABLE BY UP TO 15 YEARS IMPRISONMENT.

INSTRUCTIONS: Please complete both pages of this form. Be specific when writing your statement. **Please submit the completed notarized application** to the Code Enforcement office located at 51 East Norton Avenue, Eustis, FL, by U.S. Mail at P.O. Drawer 68, Eustis, FL 32727, or email to codeenforcement@ci.eustis.fl.us **no later than 5:00 p.m., Monday, June 2, 2025.**

APPLICATION BECOMES VOID IF NOT SUBMITTED BY DEADLINE, UNLESS AN EXCEPTION IS MADE BY THE CITY.

If the completed form is received by the deadline, the request will be presented to the Code Enforcement Board (CEB) at the next regularly scheduled hearing on **June 9, 2025 at 3:00 p.m. in the City Commission Chambers located in City Hall at 10 North Grove Street.**

SUBMITTAL OF THIS APPLICATION IS NOT A GUARENTEE THAT THE CEB WILL APPROVE

Your attendance is highly recommended. If you fail to attend, the Board may act solely on the presentation by the Code Enforcement Officer.

If the CEB approves the reduction request, the CEB's recommendation will be submitted to the City Commission for approval at their next scheduled meeting before taking effect.

If you have any questions, please call the Code Enforcement Office at (352) 483-5464 or email codeenforcement@ci.eustis.fl.us.

Buyer/Seller Name: Seller: Arthur and Teresa Young

Phone: (407) 921-6622

Address: 285 Uptown Blvd. Email: artyoung8125@gmail.com

City: Altamonte Springs State: Fl.

Zip: 32701

If the property owner is unable to complete this form, list name of person who is authorized to act for the Property Owner and their relationship. _____

Address or location of property where violation existed: 1705 Blackberry Ct

Date Code Enforcement Office called to request re-inspection: _____

20-00761 Total Fine: $176,200 What reduction amount are you requesting: $ Negotiable, Given our hardship_____

as of 5-28-25
20-00764 Total Fine: $24,050 What reduction amount are you requesting: $ Negotiable, Given our hardship

On Page 2, explain (in detail) the reason for requesting a reduction of fine and reason original compliance date was not met.

PLEASE NOTE: ENSURE YOUR POSITION IS CLEARLY STATED HEREIN, AS THE BOARD IS NOT OBLIGATED TO HEAR YOUR TESTIMONY AT THE HEARING.

I, Arthur and Teresa Young do hereby submit this Application for Reduction of Code Enforcement Fine, and in support offer the following statement:

To Whom It May Concern,

We sincerely appreciate this opportunity and your willingness to understand the immense hardship that has been placed upon us. For many years, we have been the sole caregivers for Teresa's parents, providing unwavering support in the face of overwhelming challenges. Teresa is the only surviving child out of four siblings, as the others tragically passed away under horrific circumstances.

Her mother, suffering from Alzheimer's, was bedridden for years until she recently passed. Now, we continue to care for her father, who is 93—soon to be 94—and is also completely bedridden, requiring constant, round-the-clock care. This responsibility has taken a profound toll on both of us. Teresa, now 68, and I, nearly 70, still maintain a full-time job while shouldering the physical, emotional, and financial burden of caregiving.

As you can imagine, this is not an easy journey. The weight of responsibility, compounded by grief and exhaustion, is more than words can fully express. Yet, we remain devoted to ensuring Teresa's father is cared for with dignity and love.

We are immensely grateful for the opportunity to meet with you and share our story. We hope our words convey the depth of our struggle and the urgency of our situation. Thank you for your time, understanding, and any support you may be able to offer.

(Additional pages may be added if needed)

Date: JUNE 02, 2026 Signed: Arthur J. Young Teresa R. Young

State of FLORIDA Print Name: ARTHUR YOUNG & TERESA YOUNG

County of SEMINOLE

Personally appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgments, ARTHUR YOUNG & TERESA YOUNG *who first being sworn, acknowledged before me that the information contained herein is true and correct. He/she is not personally known to me and have each produced a* FLORIDA *driver's license as identification and did take an oath.*

Date: JUNE 02, 2025

Notary Public

My Commission Expires: 08-24-2026

Drivers License No. Y520 050-55-292-0

Y520-001-57-545-0

EZRA M. PALAFOX
Notary Public
State of Florida
Comm# HH304997
Expires 8/24/2026



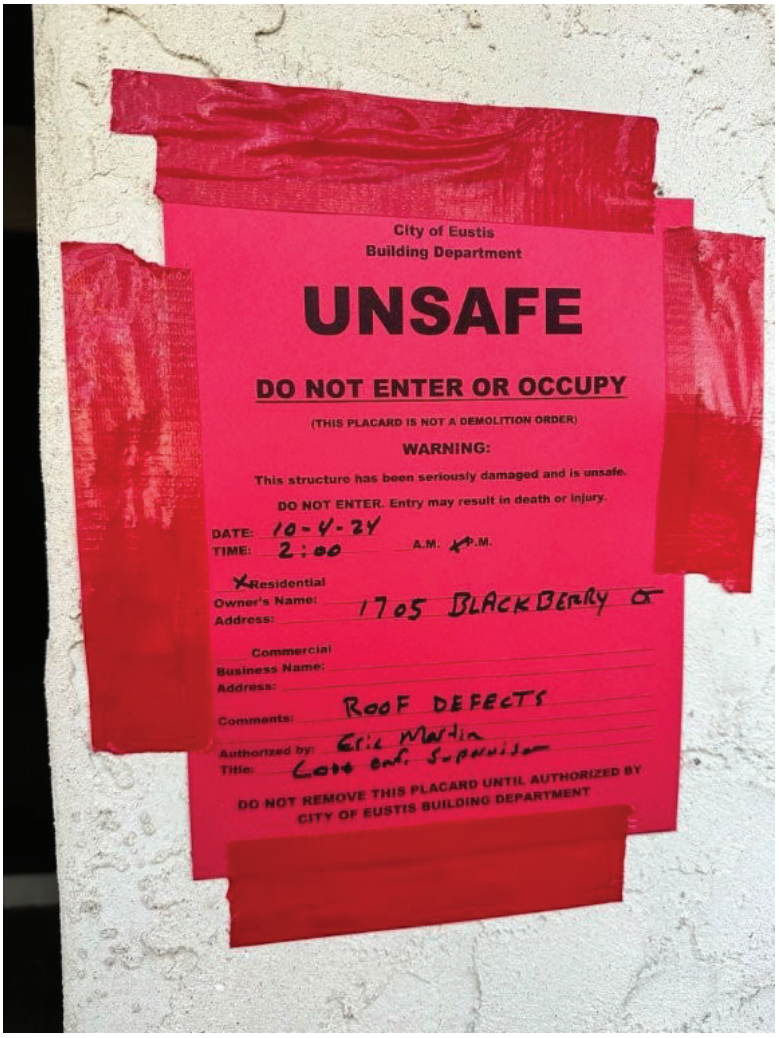











City of Eustis
Building Department
UNSAFE
DO NOT ENTER OR OCCUPY
(THIS PLACARD IS NOT A DEMOLITION ORDER)
WARNING:
This structure has been seriously damaged and is unsafe.
DO NOT ENTER. Entry may result in death or injury.
DATE: 10-4-24
TIME: 2:00 A.M. X P.M.
X Residential
Owner's Name:
Address: 1705 BLACKBERRY CT
Commercial
Business Name:
Address:
Comments: ROOF DEFECTS
Authorized by: Eric Martin
Title: Code Enf. Supervisor
DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED BY
CITY OF EUSTIS BUILDING DEPARTMENT






UNSAFE




















































DEAD
END





















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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: AUGUST 7, 2025

RE: **RESOLUTION NUMBER 25-66: REDUCTION OF FINE/RELEASE OF LIEN 806 EAST ORANGE AVENUE**
CODE ENFORCEMENT CASE 23-00583

Introduction:
Resolution Number 25-66 approves a Code Enforcement Order reducing outstanding code enforcement fines from their current amount of $25,050 to $735 and releases the lien recorded against 806 East Orange Avenue, upon payment. The Resolution also provides the City Commission an opportunity to consider a compromise regarding the fine reduction. The additional options proposed are as follows:

- No payment shall be due, and the City shall promptly release the lien; or
- Full payment ($25,050) remains due and payable to the City; or
- The lien shall be reduced to $ _____, if said payment is received by the City within _____ days from the effective date of this Resolution. Failure to comply results in this compromise being null and void, and the original lien amount being immediately reinstated in full.

Recommended Action:
The administration recommends approval of Resolution Number 25-66.

Code Board Action:
On June 9, 2025, the Code Enforcement Board reviewed an application for a reduction of fine submitted by Christopher R. Louden, owner of 806 East Orange Avenue. The Board denied the applicants request to reduce the fine to $100 but approved a reduction to $735 payable within 30 days, or the original fine imposed shall become due.

Case History:
On September 11, 2023, the Code Department issued a Notice of Violation and Order to Correct for installing new HVAC systems in the multi-family dwelling without a permit. It was mailed to Christopher Louden requiring that a permit be obtained by October 11, 2023.

On October 11, 2023, a Notice of Violation/Hearing was issued because a permit had not been obtained, as required. The Notice required the permit be obtained by November 6, 2023, or the Case would go before the Code Enforcement Board on November 13, 2023.

On the same date, the Building Department received an email from CJCN Consulting, for which Christopher Louden is the Registered Agent, advising that the HVAC company is still working on obtaining the permit.

On November 13, 2023, the Eustis Code Enforcement Board issued an Order of Enforcement requiring the permit be obtained by December 13, 2023, or a fine of $50 per day of non-compliance would be imposed. A copy of the Order was mailed to Christopher Louden on November 15, 2023, and emailed to CJCN Consulting on November 21, 2023, with no response.

On December 13, 2023, a Notice of Hearing for certification of noncompliance and assessment of fine, scheduled for January 8, 2024, was mailed to Christopher Louden, which he did not attend.

On January 11, 2024, the Order Imposing Fine was mailed to Christopher R. Louden, and it was recorded in public record as a lien against the property on February 1, 2024.

On September 10, 2024, the Code Department emailed CJCN Consulting advising that the daily fines had accrued to $13,550 for continued non-compliance.

On October 4, 2024, Christopher Louden emailed notifying the Code Department that they had received their energy calculations and will be applying for the permit.

On March 14, 2025, the Code Department emailed Chris Louden again advising that the daily fines had accrued to $22,800 because the required permit still had not been obtained.

On May 27, 2025, Christopher Louden emailed advising that they finally passed their HVAC inspection and inquired if they could get the fines reduced now that permitting is complete. It was confirmed that the permit was obtained on April 28, 2025, and an affidavit of compliance was issued.

Community Input
No adjacent property owners attended the Code Enforcement Hearings and there have been no citizen complaints.

Budget / Staff Impact:
If the Resolution is approved, $735 will be received, which will cover the City's Administrative Costs.

Reviewed By:
Jon Fahning, Captain

Prepared By:
Eric Martin, Code Enforcement Supervisor

Attachments
- Resolution Number 25-66
- Fine Reduction Application

RESOLUTION NUMBER 25-66

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; PROVIDING FOR A COMPROMISE, REDUCTION OR SATISFACTION OF AN OUTSTANDING CODE ENFORCEMENT LIEN AGAINST REAL PROPERTY LOCATED AT 806 EAST ORANGE AVENUE, EUSTIS, FLORIDA; AUTHORIZING THE CITY MANAGER TO PERFORM ALL NECESSARY ACTIONS CONSISTENT WITH THE CITY COMMISSION'S DETERMINATION IN THIS MATTER IN ORDER TO GIVE EFFECT TO THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Eustis, Florida established code enforcement fines against the following described property under Case Number 23-00583 against Christopher R. Louden, property owner, for failing to comply with City Ordinances:

EUSTIS S 23 FT OF LOTS 5, 6, W 11 FT OF N 109 FT OF LOT 6, LOTS 7, 8--LESS BEG AT SE COR LOT 7, RUN N 19.39 FT, W TO PT 20.44 FT N OF SW COR LOT 8, S TO SW COR LOT 8, E TO POB BLK 68--PB 1 PG 79 ORB 5875 PG 1350, and

WHEREAS, the City of Eustis, Florida, a Florida municipal Corporation, recorded a Code Enforcement Lien against the subject property on February 1, 2024, in Official Record Book 6278, Page 1958, in the office of the Clerk of the Circuit Court, Lake County, State of Florida; and

WHEREAS, the property was in violation of city code for 501 days before being brought into compliance; and

WHEREAS, the daily fines accrued to $25,050; and

WHEREAS, on June 2, 2025, the property owner submitted an application requesting that the fines be reduced to $100; and

WHEREAS, on June 9, 2025, the Code Enforcement Board denied the request and recommended that the City Commission reduce the accrued fines to $735, payable within 30 days; and

WHEREAS, Section 162.09(3), Florida Statutes, provides that code compliance liens run in favor of the local governing body, and the local governing body may agree to satisfy or release code compliance liens; and

WHEREAS, the Attorney General has stated that after such liens have been recorded the local governing body, such as the City Commission, is vested with the authority to compromise, reduce, or satisfy said liens; and

WHEREAS, the City Commission in considering this matter may elect to compromise (including setting terms and conditions for said compromise), reduce, or satisfy said lien; and

WHEREAS, the Attorney General has concluded the local governing body, such as the City Commission, may delegate its authority to execute satisfactions or releases of code compliance liens so long as such delegation does not result in a complete divestiture of such liens to a private party; and

WHEREAS, the City Commission authorizes the City Manager to execute a release or satisfaction of lien, as may be appropriate and consistent with the City Commission's decision to compromise, reduce, or satisfy said lien.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Eustis, Florida, as follows:

Section 1. **Recitals.** The above recitals are hereby adopted as the findings of the City Commission.

Section 2. **Implementing Actions.** The City Manager, or his/her designee, is hereby authorized to take any actions necessary to implement the provisions of this Resolution.

Section 3. **Lien at Issue.** The City Commission has considered the code enforcement lien for Case Number 23-00583 with a current outstanding amount of $25,050.00.

Section 4. **City Commission Decision.** The City Commission may compromise, reduce, or satisfy the lien at issue. After full hearing and discussion, the City Commission finds the below selected remedy to be the appropriate one for this matter:

☐ The outstanding code fine of $25,050 assessed for Case No. 23-00583 is hereby reduced to $735 if said payment is received by the City within 30 days from the effective date of this Resolution. Failure to comply results in this fine reduction being null and void, and the original lien amount being immediately reinstated in full.

☐ No payment shall be due, and the City shall promptly release the lien; or

☐ Full payment ($25,050) remains due and payable to the City; or

☐ The lien shall be reduced to $ _____, if said payment is received by the City within _____ days from the effective date of this Resolution. Failure to comply results in this compromise being null and void, and the original lien amount being immediately reinstated in full.

Section 5. **Effective Date.** This Resolution shall take effect immediately upon its adoption by the City Commission.

DONE AND RESOLVED this 7th day of August 2025, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE
The foregoing instrument was acknowledged before me, by means of physical presence, this 7th day of August 2025, by Willie L. Hawkins, 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, 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 Resolution Number 25-66 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

Case No. C23-00583

RECEIVED
JUN 0 2 2025
BY: akt

APPLICATION TO REQUEST A REDUCTION OF ACCRUED CODE ENFORCEMENT FINE

BY COMPLETING THIS FORM, YOU ARE MAKING STATEMENTS UNDER OATH. FAILURE TO BE TRUTHFUL IS A VIOLATION OF FLORIDA STATUTES PERTAINING TO PERJURY, WHICH IS A FELONY PUNISHABLE BY UP TO 15 YEARS IMPRISONMENT.

INSTRUCTIONS: Please complete both pages of this form. Be specific when writing your statement. **Please submit the completed notarized application** to the Code Enforcement office located at 51 East Norton Avenue, Eustis, FL, by U.S. Mail at P.O. Drawer 68, Eustis, FL 32727, or email to codeenforcement@ci.eustis.fl.us **no later than 5:00 p.m., Wednesday, June 4, 2025.**

APPLICATION BECOMES VOID IF NOT SUBMITTED BY DEADLINE, UNLESS AN EXCEPTION IS MADE BY THE CITY.

If the completed form is received by the deadline, the request will be presented to the Code Enforcement Board (CEB) at the next regularly scheduled hearing on **Monday, June 9, 2025 at 3:00 p.m. in the City Commission Chambers located in City Hall at 10 North Grove Street.**

SUBMITTAL OF THIS APPLICATION IS NOT A GUARENTEE THAT THE CEB WILL APPROVE

Your attendance is highly recommended. If you fail to attend, the Board may act solely on the presentation by the Code Enforcement Officer.

If the CEB approves the reduction request, the CEB's recommendation will be submitted to the City Commission for approval at their next scheduled meeting before taking effect.

If you have any questions, please call the Code Enforcement Office at (352) 483-5464 or email codeenforcement@ci.eustis.fl.us.

Property Owner Name: Christopher Louden Phone: 321-303-1606
Address: 806 E. Orange Ave E-mail: Chris.louden@aol.com
City: Eustis State: FL Zip: 32703

If the property owner is unable to complete this form, list name of person who is authorized to act for the Property Owner and their relationship. _____

Address or location of property where violation existed: 806 East Orange Avenue

Date violation brought into compliance: 4-28-25

Date Code Enforcement Office contacted to request re-inspection: 5-27-25

Total Accrued Fine: $25,050 What reduction amount are you requesting: $ Pay only .. 100.

On Page 2, explain reason (in detail) the reason for requesting a reduction of fine and reason original compliance date was not met.

PLEASE NOTE: ENSURE YOUR POSITION IS CLEARLY STATED HEREIN, AS THE BOARD IS NOT OBLIGATED TO HEAR YOUR TESTIMONY AT THE HEARING.

I, Christopher Louden do hereby submit this Application for Reduction of Code Enforcement Fine, and in support offer the following statement:

Please reduce the fine. I apologize for it taking so long. We had to save up money for the work to be completed.

Date: June 2, 2025

Signed: [signature]

State of Florida

Print Name: Christopher Louden

County of Lake

Personally appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgments, Christopher Louden *who first being sworn, acknowledged before me that the information contained herein is true and correct. He/she is not personally known to me and have each produced a* Florida *driver's license as identification and did take an oath.*

Date: 6/2/2025

[signature]

Notary Public Angelica Burgos

My Commission Expires:

Drivers License No. L 350-116-67-451-0

ANGELICA M BURGOS
Notary Public, State of Florida
My Comm. Expires 11/07/2028
Commission No. 1603865

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: AUGUST 7, 2025

RE: **RESOLUTION NUMBER 25-67: REDUCTION OF FINE/RELEASE OF LIEN 17 SOUTH SALEM ST, CODE ENFORCEMENT CASE 24-00026**

Introduction:
Resolution Number 25-67 approves a Code Enforcement Order reducing outstanding code enforcement fines from their current amount of $7,050 to $0 and releases the lien recorded against 17 South Salem Street. The Resolution also provides the City Commission an opportunity to consider a compromise regarding the fine reduction. The additional options proposed are as follows:

- No payment shall be due, and the City shall promptly release the lien; or
- Full payment ($7,050) remains due and payable to the City; or
- The lien shall be reduced to $ _____, if said payment is received by the City within _____ days from the effective date of this Resolution. Failure to comply results in this compromise being null and void, and the original lien amount being immediately reinstated in full.

Recommended Action:
The administration recommends the approval of Resolution Number 25-67.

Code Board Action:
On October 14, 2024, the Code Enforcement Board reviewed an application for a reduction of fine submitted by Brenda Carrean Nevarez, owner of 17 S. Salem Street. After hearing testimony from Ms. Nevarez and the City, the board voted to reduce the total accrued fines to $0, upon approval from the City Commission.

Case History:
In 2022, the owners of 17 South Salem Street were cited for the front and rear porch and steps to their multi-family building not being maintained structurally sound and in good repair creating unsafe conditions. In response, the owners obtained a permit to repair both porches.

In January 2024, the Building Department notified Code Enforcement that the permit had expired because no inspections had been scheduled. A Notice was mailed to the owners informing them of the expired permit and directed them to obtain a new one within 30 days.

On February 20, 2024, a Notice of Violation/Hearing was issued because a new permit had not been obtained, as required. The Notice required the new permit to be obtained by March 4, 2024, or the Case would go before the Code Enforcement Board on March 11, 2024.

On February 29, 2024, a permit application was submitted to the Building Department. It failed plan review because the plans were not signed, sealed and dated by the Engineer.

On March 11, 2024, the Eustis Code Enforcement Board issued an Order of Enforcement requiring the permit be obtained by June 9, 2024, or a fine of $75 per day of non-compliance would be imposed. The property owner attended the Hearing and gave testimony.

On July 23, 2024, a Notice of Hearing for certification of noncompliance and assessment of fine, scheduled for August 12, 2024, was mailed to the property owners, which they did not attend.

On August 15, 2024, the Order Imposing Fine was mailed to the property owner with a cover letter stating if compliance was not obtained by September 16, 2024, the Order would be recorded in public records constituting a lien against the property.

On September 9, 2024, the Building Department received the signed and sealed plans and marked the permit as being issued on September 12, 2024, resulting in an affidavit of compliance being issued.

In January 2025, while preparing this Staff Report it was discovered that the property owner's Contractor never actually paid the $136 permit fee, so technically it was never officially issued. The property owners were informed of the oversight via email and advised that the fine reduction could not proceed until the issue was resolved.

On April 1, 2025, a copy of the email was mailed to the property owner informing them that the affidavit of compliance was issued in error and was not valid. They were also advised that had the permit been issued, it would now be expired because 180 days have passed without an approved inspection.

On April 28, 2025, the Building Department received payment, and the front and rear porch repairs passed inspection on May 1, 2025.

On May 12, 2025, the Code Enforcement Board was informed of the situation, and they approved a motion to keep their October 14, 2024, motion reducing the accrued fines to $0 intact, and for the matter to be transmitted to the City Commission for consideration.

Community Input
No adjacent property owners attended the Code Enforcement Hearings and there have been no citizen complaints.

Budget / Staff Impact:
If the Resolution is approved, the city would not receive any portion of the accrued fines.

Reviewed By:
Jon Fahning, Captain

Prepared By:
Eric Martin, Code Enforcement Supervisor

Attachments

- Resolution Number 25-67
- Fine Reduction Application

RESOLUTION NUMBER 25-67

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; PROVIDING FOR A COMPROMISE, REDUCTION OR SATISFACTION OF AN OUTSTANDING CODE ENFORCEMENT LIEN AGAINST REAL PROPERTY LOCATED AT 17 SOUTH SALEM STREET, EUSTIS, FLORIDA; AUTHORIZING THE CITY MANAGER TO PERFORM ALL NECESSARY ACTIONS CONSISTENT WITH THE CITY COMMISSION'S DETERMINATION IN THIS MATTER IN ORDER TO GIVE EFFECT TO THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Eustis, Florida established code enforcement fines against the following described property under Case Number 24-00026 against Brenda C. Nevarez and Nadia Sanchez Orona, property owners, for failing to comply with City Ordinances:

EUSTIS N 1/2 OF LOTS 9 TO 12 INCL BLK 67 PB 1 PG 79 ORB 5849 PG 1687 ORB 6019 PG 423, and

WHEREAS, the City of Eustis, Florida, a Florida municipal Corporation, recorded a Code Enforcement Lien against the subject property on September 10, 2024, in Official Record Book 6395, Page 1819, in the office of the Clerk of the Circuit Court, Lake County, State of Florida; and

WHEREAS, the property was in violation of city code for 94 days before being brought into compliance; and

WHEREAS, the daily fines accrued to $7,050; and

WHEREAS, on October 4, 2024, the property owners submitted an application requesting that the fines be reduced to less than $1,000; and

WHEREAS, on June 9, 2025, the Code Enforcement Board reviewed the application and after hearing testimony from the property owner, recommended that the City Commission reduce the accrued fines to $0; and

WHEREAS, Section 162.09(3), Florida Statutes, provides that code compliance liens run in favor of the local governing body, and the local governing body may agree to satisfy or release code compliance liens; and

WHEREAS, the Attorney General has stated that after such liens have been recorded the local governing body, such as the City Commission, is vested with the authority to compromise, reduce, or satisfy said liens; and

WHEREAS, the City Commission in considering this matter may elect to compromise (including setting terms and conditions for said compromise), reduce, or satisfy said lien; and

WHEREAS, the Attorney General has concluded the local governing body, such as the City Commission, may delegate its authority to execute satisfactions or releases of code compliance liens so long as such delegation does not result in a complete divestiture of such liens to a private party; and

WHEREAS, the City Commission authorizes the City Manager to execute a release or satisfaction of lien, as may be appropriate and consistent with the City Commission's decision to compromise, reduce, or satisfy said lien.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Eustis, Florida, as follows:

Section 1. **Recitals.** The above recitals are hereby adopted as the findings of the City Commission.

Section 2. **Implementing Actions.** The City Manager, or his/her designee, is hereby authorized to take any actions necessary to implement the provisions of this Resolution.

Section 3. **Lien at Issue.** The City Commission has considered the code enforcement lien for Case Number 24-00026 with a current outstanding amount of $7,050.00.

Section 4. **City Commission Decision.** The City Commission may compromise, reduce, or satisfy the lien at issue. After full hearing and discussion, the City Commission finds the below selected remedy to be the appropriate one for this matter:

☐ No payment shall be due, and the City shall promptly release the lien; or

☐ Full payment ($7,050) remains due and payable to the City; or

☐ The lien shall be reduced to $ _____, if said payment is received by the City within _____ days from the effective date of this Resolution. Failure to comply results in this compromise being null and void, and the original lien amount being immediately reinstated in full.

Section 5. **Effective Date.** This Resolution shall take effect immediately upon its adoption by the City Commission.

DONE AND RESOLVED this 7th day of August 2025, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE
The foregoing instrument was acknowledged before me, by means of physical presence, this 7th day of August 2025, by Willie L. Hawkins, 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, 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 Resolution Number 25-67 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

Case No. 24-00026

RECEIVED
OCT 04 2024
BY: AKt

APPLICATION TO REQUEST A REDUCTION OF ACCRUED CODE ENFORCEMENT FINE

BY COMPLETING THIS FORM, YOU ARE MAKING STATEMENTS UNDER OATH. FAILURE TO BE TRUTHFUL IS A VIOLATION OF FLORIDA STATUTES PERTAINING TO PERJURY, WHICH IS A FELONY PUNISHABLE BY UP TO 15 YEARS IMPRISONMENT.

INSTRUCTIONS: Please complete both pages of this form. Be specific when writing your statement. **Please submit the completed notarized application** to the Code Enforcement office located at 51 East Norton Avenue, Eustis, FL, by U.S. Mail at P.O. Drawer 68, Eustis, FL 32727, or email to codeenforcement@ci.eustis.fl.us **no later than 5:00 p.m., Monday, October 7, 2024.**

APPLICATION BECOMES VOID IF NOT SUBMITTED BY DEADLINE, UNLESS AN EXCEPTION IS MADE BY THE CITY.

If the completed form is received by the deadline, the request will be presented to the Code Enforcement Board (CEB) at the next regularly scheduled hearing on **October 14, 2024 at 3:00 p.m. in the City Commission Chambers located in City Hall at 10 North Grove Street.**

SUBMITTAL OF THIS APPLICATION IS NOT A GUARENTEE THAT THE CEB WILL APPROVE

Your attendance is highly recommended. If you fail to attend, the Board may act solely on the presentation by the Code Enforcement Officer.

If the CEB approves the reduction request, the CEB's recommendation will be submitted to the City Commission for approval at their next scheduled meeting before taking effect.

If you have any questions, please call the Code Enforcement Office at (352) 483-5464 or email codeenforcement@ci.eustis.fl.us.

Property Owner Name: Brenda Carreon Nevarez Phone: 352 551 1149
Address: 525 Garden Heights dr E-mail: slapopis@yahoo.com
City: winter garden State: FL Zip: 34787

If the property owner is unable to complete this form, list name of person who is authorized to act for the Property Owner and their relationship. _____

Address or location of property where violation existed: 17 South Salem Street

Date violation brought into compliance: 9-12-24

Date Code Enforcement Office called to request re-inspection: _____

Total Accrued Fine: $ 7,050 What amount are you requesting: $ less than $1000

On Page 2, explain reason (in detail) the reason for requesting a reduction of fine and reason original compliance date was not met.

October 3, 2024

Case # 24-00026
17 S Salem St
Eustis Fl 32703

Honorable Board or Magistrate:

I Brenda C. Nevarez do hereby submit this Application for Reduction of Code Enforcement Fine, and in support offer the following statement:

I hope this letter finds you in good health. I am writing to you, seeking your understanding and assistance regarding a recent penalty of $7,050 that I have been assessed for non-compliance.

I fully understand the importance of adhering to the rules and regulations set forth by the Eustis Code Enforcement Board. I believe that my situation warrants a special consideration for a reduction of this penalty.

The circumstances leading to this oversight were beyond my control. I notified our architect Juan Vazquez in the month of March 2024 about updating the plans of my property (17 S Salem St Eustis) to be able to submit permits, architect Juan Vasquez said yes but he needed to charge more money. I paid the total amount he requested and the deal was for him to continue with the property plans. I honestly trusted that he was going to submit the signed plans to get the permits on time as he is a professional and should know the consequences of not doing so. Unfortunately I was out of the U.S From June 24, 2024 until August 11, 2024 due to my father passing away, due to me not being present in the U.S for 2 months I was not aware of this matter.
My arrival from Mexico was Sunday Aug 11, it was not until Aug 13 that I checked my mail and I found out that I had a hearing at the City of Eustis due to this matter. Since this day I have been behind the architect for him to sign the plans and submit permits, it was not until September 10 2024 that he submitted for permits.

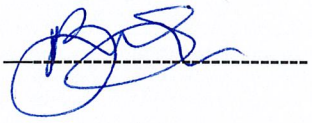
Given these exceptional circumstances, I kindly request your consideration for a reduction of the penalty assessed. I believe this gesture of goodwill would not only alleviate the financial burden it represents during this challenging time but also reinforce my commitment to adhere to the guidelines moving forward.

I will take measures to ensure that such an oversight does not occur in the future. I am more than willing to provide any additional information that may be required to support my request.

Thank you for considering my request. I trust in your understanding and look forward to a resolution that considers the unique circumstances outlined in this letter.

Please fill free to contact me at cell: 352 551 1149 or via email at slapopis@yahoo.com

Brenda C Nevarez



Date:

10/04/2024

PLEASE NOTE: ENSURE YOUR POSITION IS CLEARLY STATED HEREIN, AS THE BOARD IS NOT OBLIGATED TO HEAR YOUR TESTIMONY AT THE HEARING.

I, Brenda Carrean Nevarez do hereby submit this Application for Reduction of Code Enforcement Fine, and in support offer the following statement:

(Additional pages may be added if needed)

Date: 10/04/2024

Signed: [signature]

State of Florida

Print Name: Brenda Carrean Nevarez

County of Orange

Personally appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgments, Brenda Carrean *who first being sworn, acknowledged before me that the information contained herein is true and correct. He/she is not personally known to me and have each produced a* FLDL C651 060 84 924 1 *driver's license as identification and did take an oath.*

Date: 10/04/2024

[signature]

Notary Public

LAWTON REED HARRINGTON
Notary Public, State of Florida
Commission# HH 348406
My comm. expires Jan. 10, 2027

Drivers License No. C651 060 84 924 1

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 7, 2025

RE: Explanation of Ordinances 25-13, 25-14 and 25-15 for Annexation of Parcels with Alternate Key Numbers 3862860 and 1193532

Ordinance Number 25-13 – Voluntary Annexation
Ordinance Number 25-14 – Comprehensive Plan Amendment
Ordinance Number 25-15 – Design District Assignment

SECOND READING

Ordinance Number 25-13: Voluntary Annexation of Parcels with Alternate Key Numbers 3862860 and 1193532

Introduction:

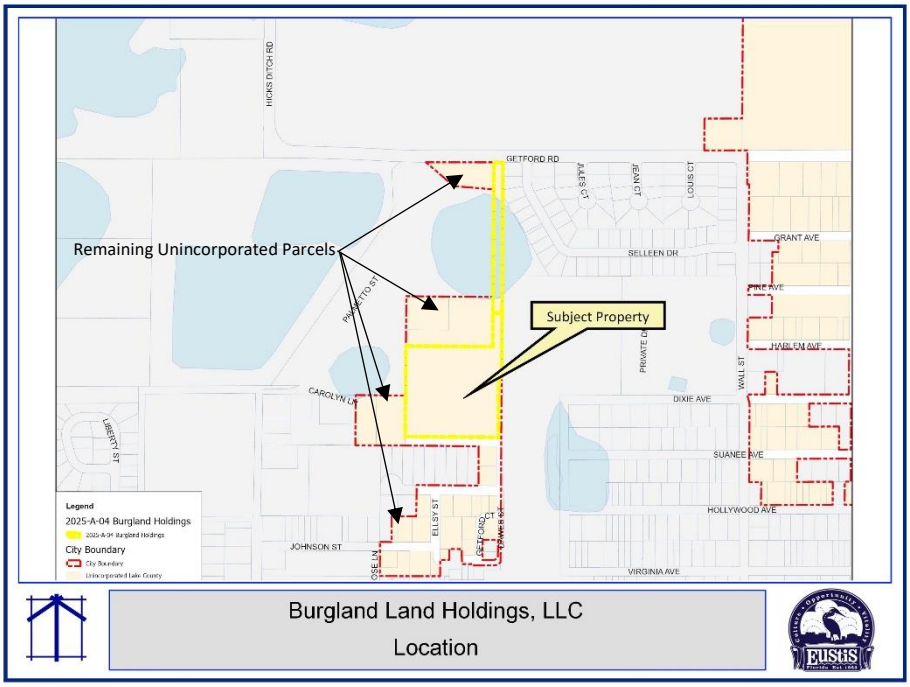
Ordinance Number 25-13 provides for the voluntary annexation of approximately 6.18 acres located east of Palmetto Street, south of Getford Road, north of Hollywood Avenue, and northwest of Dawes Street (Alternate Key Numbers 3862860 and 1193532). Provided the annexation of the subject property is approved, Ordinance Number 25-14 would change the Future Land Use designation from Urban Medium in Lake County to Urban Residential (UR) in the City of Eustis, and Ordinance Number 25-15 would assign the subject property a Design District designation of Suburban Neighborhood. If Ordinance Number 25-13 is denied, then there can be no consideration of Ordinance Numbers 25-14 and 25-15.

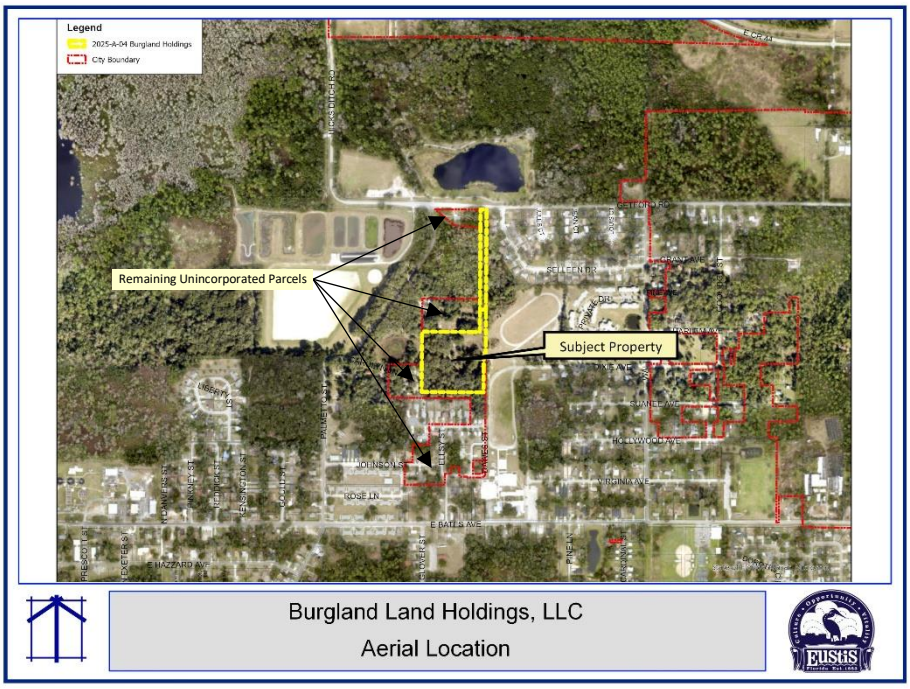
Background:

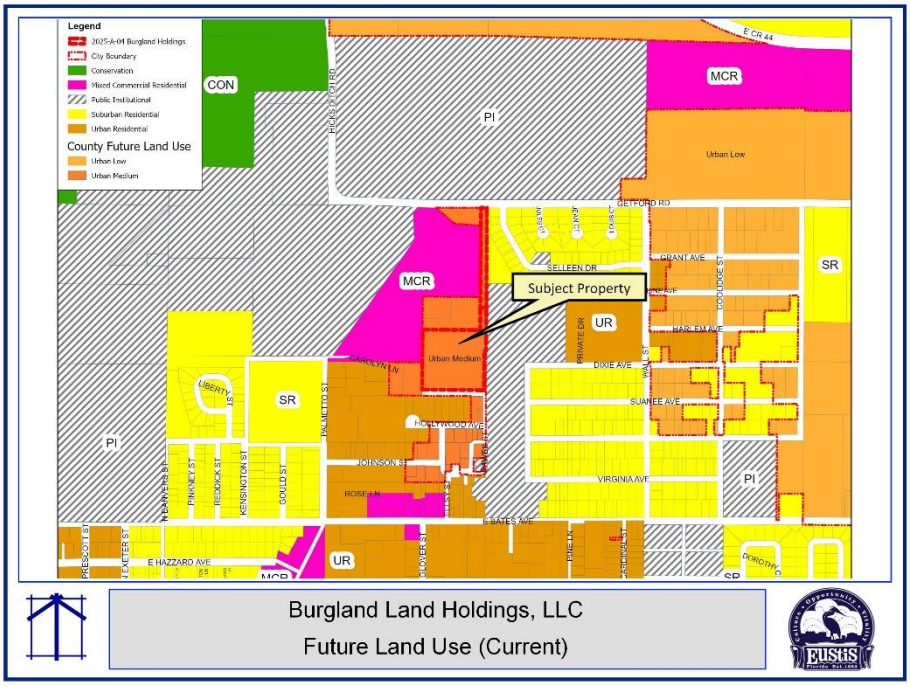
1. The site contains approximately 6.18 acres and is located within the Eustis Joint Planning Area. The site is currently vacant.
2. The subject property is contiguous to the current City boundary on the east and west property lines.
3. The property owner also owns the property abutting Palmetto Street to the west.
4. This area is an enclave. Several properties in the area will remain an enclave.
5. Annexation of this property will not impede ingress/egress to the remaining enclaved properties.
6. The site has a Lake County Future Land Use Designation of Urban Medium; however, approval of Ordinance Number 25-14 would change the land use designation to Urban Residential (SR) within the City of Eustis.

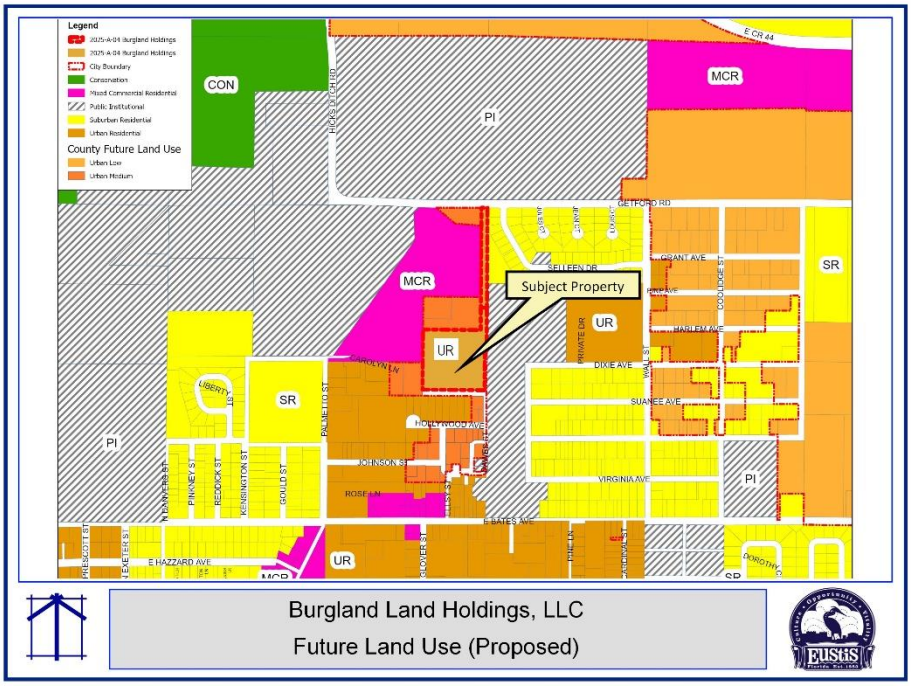
Location	Existing Use	Future Land Use	Design District
Site	Vacant	Urban Medium (Lake County)	N/A
North	Single-Family Residential	Urban Medium (Lake County)	N/A
South	Single-Family Residential	Urban Medium (Lake County) and Urban Residential	Suburban Neighborhood

East	Single-Family Residential	Public Institutional	Suburban Neighborhood
West	Single-Family Residential	Urban Residential	Suburban Neighborhood









Applicant's Request

The applicant and property owner wish to annex the property and change the future land use to Urban Residential (UR). The applicant has requested the Urban Residential, but they had originally requested that the Mixed-Commercial Residential would be assigned as that land use applied to the parcel directly to the west. As this is a request that will ultimately result in residential development, staff suggested the Urban Residential (UR) future land use to match the surrounding development pattern for the area.

The current Lake County land use designation for the subject property is Urban Medium. The Lake County land use designation allows for residential uses of up to seven (7) dwelling uni

per one (1) net buildable acre and civic, institutional, commercial, and office uses at an appropriate scale and intensity to serve this category. Limited light industrial uses may only be allowed as a conditional use.

The proposed Urban Residential (UR) land use designation within the City of Eustis provides for residential uses up to twelve (12) dwelling units per acre. This future land use district will most closely match the land use and residential development patterns that have been established in the area or would be allowed under the established City of Eustis Future Land Use Designations.

A. Analysis of Annexation Request **(Ordinance Number 25-13)**

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 Joint Planning Area. Urban services of adequate capacity are available to serve future development, consistent with the requested Urban Residential (UR) future land use designation.

2. Florida Statues 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 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. It is contiguous to the City limits on the southern boundary, and the owner petitioned for annexation.

3. Florida Statues 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 in accordance with the requirements on June 30, 2025, and again on July 7, 2025, and will run again in accordance with Florida Statutes, before adoption of the Ordinance.

4. Florida Statues 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. The property is located in an area that is currently an unincorporated enclave. There will be remaining properties that will still be an incorporated enclave.

5. Florida Statues 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 notified the Lake County Board of County Commissioners on J 2025.

B. Analysis of Comprehensive Plan/Future Land Use Request (Ordinance Number 25-14)

In Accordance with Florida Statutes Chapter 163.3177.9, to discourage urban sprawl, the Florida Statutes outlines the Primary Indicators of Sprawl. **Staff has reviewed these indicators and finds that the proposed annexation and assignment of Future Land Use does not contradict the intent of the primary indicators of sprawl as outlined. The outline and summary of these indicators is included in supplement to this report.**

C. Per the City of Eustis Comprehensive Plan Future Land Use Element Appendix
Staff has assessed the proposed amendment to the City of Eustis Comprehensive Plan Future Land Use map relating to the development patterns described and supported within the Plan, including conditions and impacts to utility infrastructure, transportation infrastructure, natural features, and the environment. Staff review finds that the proposed assignment of the Urban Residential (UR) future land use will not result in impacts that will cause detriment beyond current patterns. The outline and summary of this analysis are included as a supplement to this report.

D. Analysis of Design District Request (Ordinance Number 25-15):

The City's Land Development Regulations are 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, or rural transect consistent with the surrounding area.

The City's Land Development Regulations set forth standards for review when changing or in the case of annexation, assigning a Design District. Staff has reviewed these standards and finds the proposed Suburban Neighborhood Design District consistent with those standards. The outline and summary of this analysis are included as a supplement to this report.

Recommended Action:
Development Services finds the proposed annexation, Future Land Use, and Design District designations consistent with the Comprehensive Plan, Land Development Regulations, and surrounding and adjacent land uses; therefore, it recommends approval of Ordinance Numbers 25-13, 25-14, and 25-15.

Policy Implications:
None

Alternatives:

1. Approve Ordinance Numbers 25-13 (Annexation), 25-14 (Comp. Plan Amendment), and/or 25-15 (Design District Designation).
2. Deny Ordinance Numbers 25-13, 25-14, and 25-15.

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.

Business Impact Estimate:
Exempt from this Requirement per F.S. 164.041(4)(c)7.b.(*Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality*)

Prepared By:
Jeff Richardson, AICP, Deputy Director, Development Services

Reviewed By:
Mike Lane, AICP, Development Services Director

Analysis of Comprehensive Plan/Future Land Use Request **(Ordinance Number 25-14)**

In Accordance with 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 (12 du/acre) than the county FLU (7 du/acre) allows. The area is already primarily single-family development on existing platted lots.

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 properties are located in an urbanizing area. The annexation and land use assignment apply to vacant land that are not designated as rural or used in a manner denoting rural or agricultural practices or endevours.

3. Strip or Isolated Development*:*

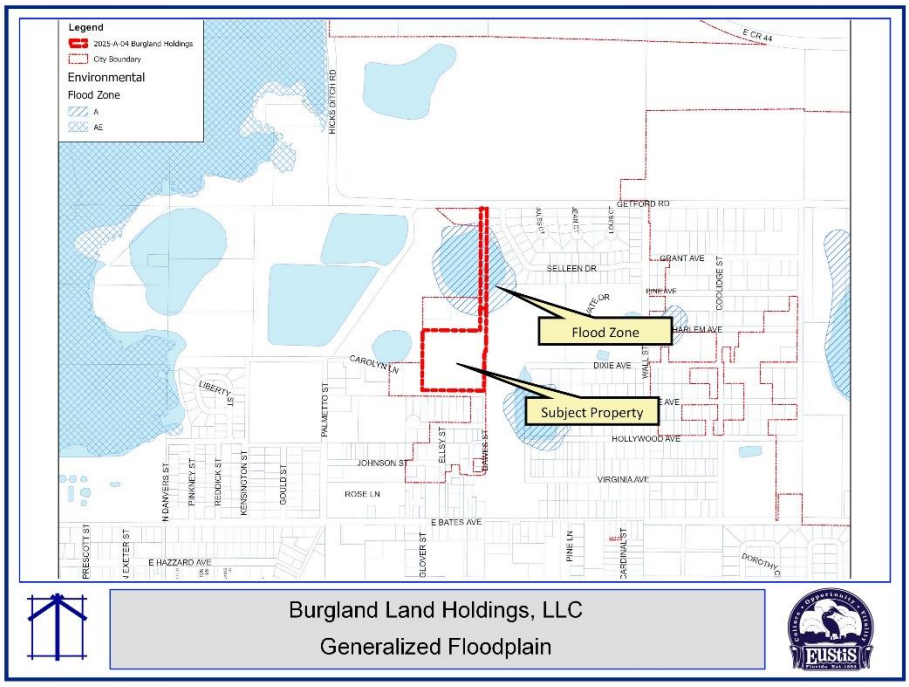
Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments.

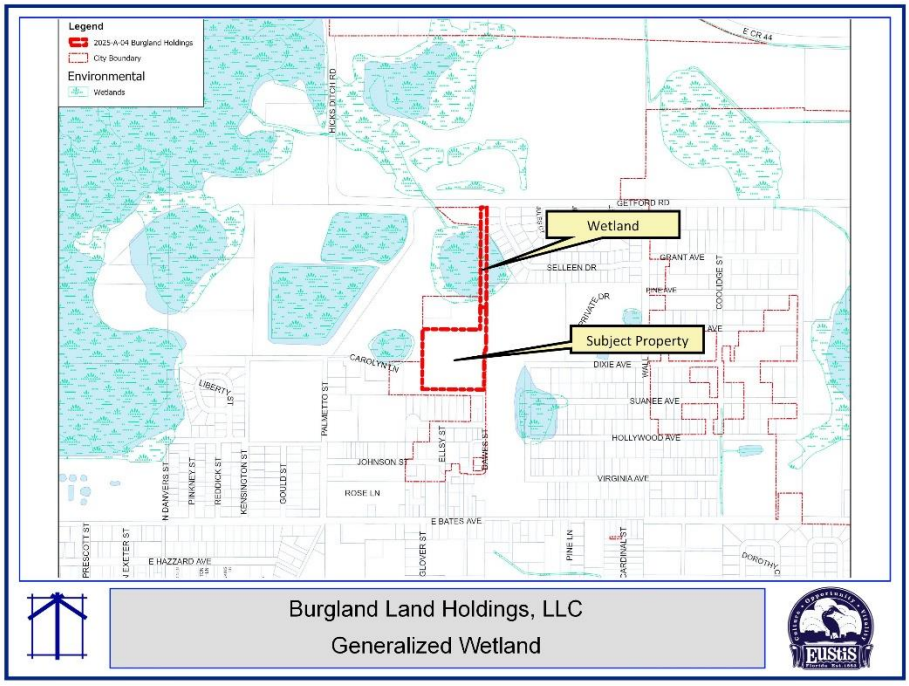
This indicator does not apply. There are existing residential development patterns established in the area with urban facilities available.

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 majority of the subject property is not in a floodplain and does not contain wetland areas. The proposed development of this property is intended as residential and will follow the appropriate permitting procedures. The narrow strip of property subject to this annexation and FLUM assignment is the only area impacted by the floodplain and wetland.





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:

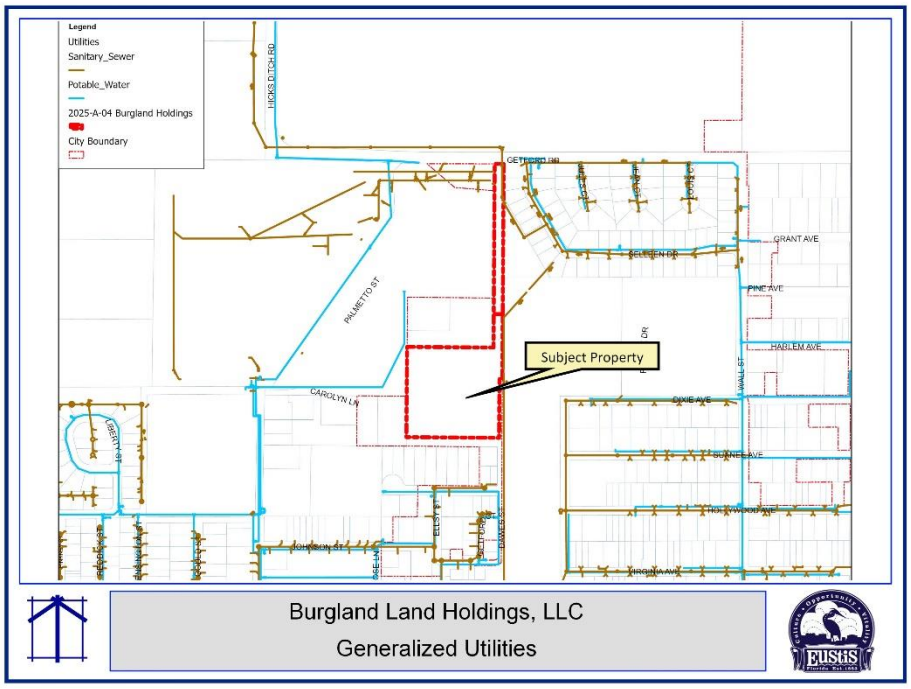
Fails to maximize use of existing public facilities and services.

This indicator does not apply. City water is available to the property. Development of this parcel will maximize the use and efficiency of the City's water service. City sewer service is also available.

7. Cost Effectiveness and Efficiency of Public Facilities:

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

This indicator does not apply. Adequate capacity is available to serve the existing and future development consistent with the requested Urban Residential (UR) future land use designation. The City provides these services to other properties in the area, which will improve efficiency.



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 uses. 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 is a logical extension of the city boundaries and begins to eliminate the enclave that exists in the area.

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. A variety of other uses are evident, including various commercial uses, within .25 to .5 miles of the subject property.

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 accessibility and linkages between related uses. Development Services will ensure compliance with these standards during the development review process. The property overall is within walking distance of existing commercial uses.

12. Open Space:

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

This indicator does not apply. The site lacks functional open space and is not connected to regionally significant open space.

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 extension 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 connectivity are available.

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 relating to connection 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, which will require energy 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.

g. Balance of Land Uses:
Creates a balance of land uses based upon the demands of the residential population for the nonresidential needs of an area.

The proposed land use allows for existing and future residential uses. The property is part of an existing residential area and does not lend itself to commercial or mixed uses. Existing commercial development exists in close proximity to serve the residential population.

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 the 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 Urban Residential (UR) future land use designation would not have a significant negative impact on Eustis' emergency services operations.

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 24,500. Pursuant to the comprehensive plan policy and Land Development Regulation, residential development will be required to provide on-site park amenities as part of the development as a subdivision.

c. Potable Water & Sanitary Sewer:

Water and sewer are available to the subject property. Both the water and sewer systems should have adequate capacity to serve the development of the property.

d. Schools:

The proposed change should not have a negative impact on schools. During development, 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.

g. Transportation Network Analysis:

This potential added residential development is considered to have no negative impacts on the existing transportation system.

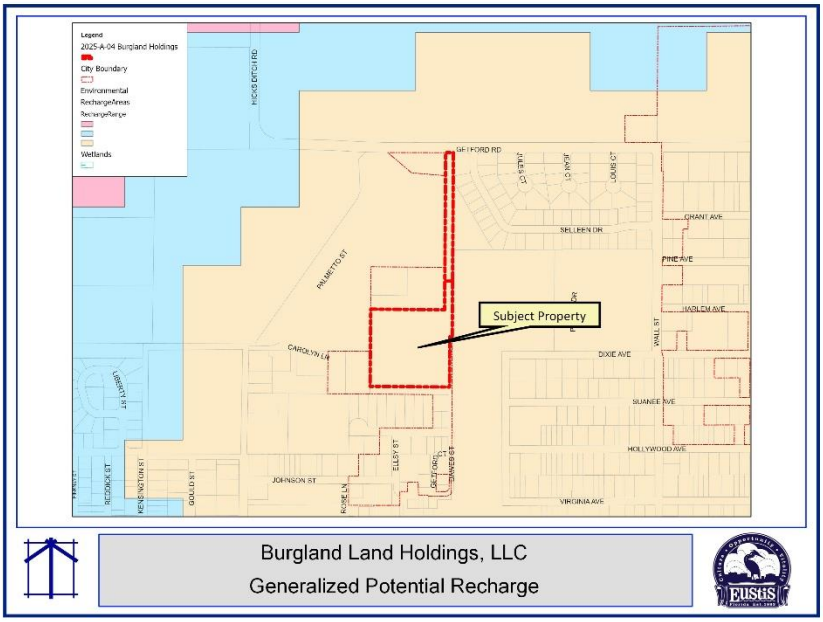
2. Natural Resources/Natural Features:

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 medium-high (8-12 inches/year) recharge area. Site-specific studies for recharge may be required for permitting by applicable state agencies. Source: Lake County Comprehensive Plan 2030, Floridian Aquifer Recharge Map.

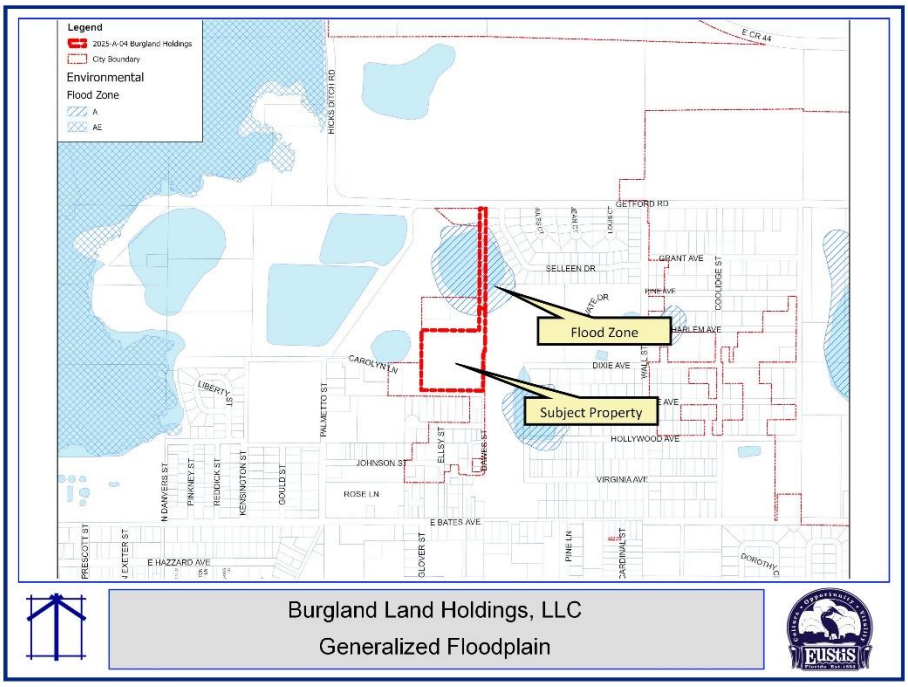


b. Historical or archaeological sites:

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

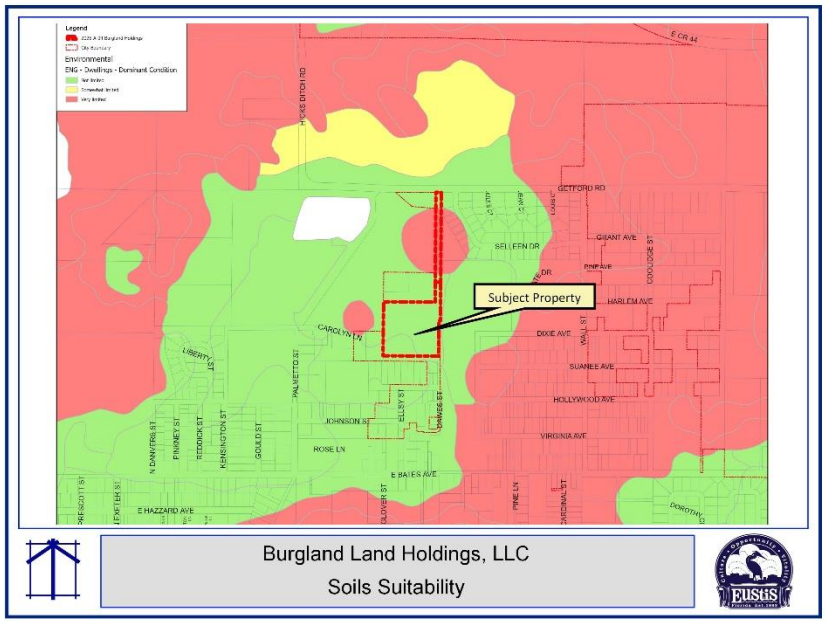
c. Flood zones:

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



d. *Soil and topography:*

The site soils are suitable for residential development.



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 Urban Medium Density Future Land Use Category provides for a range of residential development at a maximum density of seven (7) dwelling units per one (1) net buildable acre, in addition to civic, commercial, and office uses at an appropriate scale and intensity to serve this category. Limited light industrial uses may only be allowed as a conditional use, unless permitted as an Economic Development Overlay District use.
This category shall be located on or in close proximity to major collectors and arterial roadways to minimize traffic on local and minor collector roadways and to provide convenient access to transit facilities.
This category may serve as an effective transition between more intense and less intense urban land uses.
Within this category, any residential development in excess of 10 dwelling units shall be required to provide a minimum of 20% of the net buildable area of the entire site as common open space. The maximum intensity in this category shall be 0.35, except for civic uses and Economic Development Overlay District uses, which shall be 0.50. The maximum Impervious Surface Ratio shall be 0.70."

Proposed Land Use According to the Eustis Comprehensive Plan:

Urban Residential (UR)

This designation is intended to provide higher-density residential options for the areas near the downtown core of the city.

General Range of Uses: Includes single-family detached, patio homes, townhouse dwellings, and apartments. Additional uses include adult congregate living facilities (ACLF), other group housing facilities, manufactured residential dwelling units, limited neighborhood commercial uses, parks and recreation facilities, and schools. Public and utility services and facilities that are 2 acres or less in size are also permitted.

Maximum Density: Urban residential densities may be developed at a minimum density of six dwelling units per net buildable acre up to a maximum of 12 dwelling units per net buildable acre, except where existing conditions require a density less than six 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 Urban Residential (UR) 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.

Comparison of Lake County Development Conditions

The existing Lake County future land use designation of the property is Urban Medium, which provides for a range of residential development in addition to civic, commercial, and office uses at an appropriate scale and intensity to serve this category. Allowable density and intensity in Urban Medium is a maximum of 7 dwelling units per acre and intensity of 0.25 to 0.35 floor area ratio, with the sum of residential density and non-residential intensity not exceeding 100%.

Residential: Lake County limits residential development to 7 dwelling units/acre, while the Urban Residential (UR) would allow up to 12 dwelling units/acre and provide opportunities for alternative housing types such as multi-family or townhomes.

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 on the proposed residences.

Not applicable. The area encompasses both single-family residential and commercial properties. This proposed development would be adequately distanced from the commercial area to the south.

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. The proposed future land use assignment is for Urban Residential (UR), which is a residential district to be located in an area that is residential in nature.

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.

At the time of development plan approval the applicant must provide appropriate studies to demonstrate and mitigate impacts on the existing transportation system.

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 are available. The City's adopted Water Supply Plan anticipated additional growth consistent with this development, so supply and capacity are available.

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 the comprehensive plan.

The proposed amendment is consistent with the Comprehensive Plan.

b. In Conflict with Land Development Regulations:

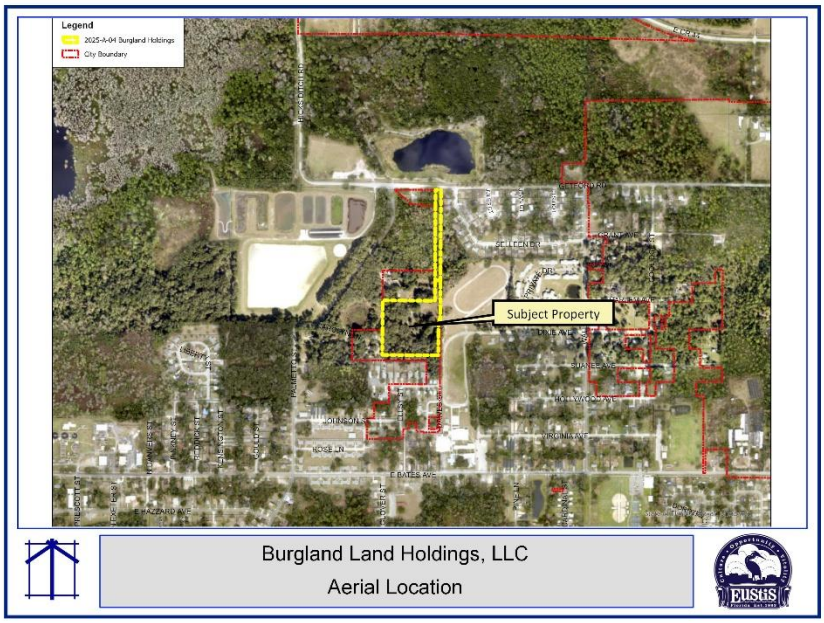
Whether the proposed amendment is in conflict with any applicable provisions of these land development regulations.

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

c. Inconsistent with Surrounding Uses:

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

City commercial uses are located to the south within 1,300 feet of the property, and residential uses are located in the surrounding area with varying densities. The proposed Urban Residential Future Land Use is consistent.



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 and potentially central sewer service. 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 are available and near the site. Adequate capacity is available for future development consistent with the requested Urban Residential future land use designation.

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, so 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 a pattern.

The site is contiguous to the City limits. The annexation would create a logical development pattern as it "fills in" the City limits to a more natural boundary in this area. This would further the eventual goal of a City of Eustis area under one local government jurisdiction.

The requested UR future land use designation, coupled with a Suburban Neighborhood design district designation, provides for a consistent development transect.

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 Urban Residential (UR) land use will provide for orderly growth and development. This designation would advance the public interest by potentially providing additional housing options, and the application of the LDRs to future development will ensure consistency with the city's community character and lifestyle.

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 25-15)**:

Form-Based Code:

The City's Land Development Regulations are 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 conflicts 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 the design district must follow the district pattern and intent."

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

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

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

Design districts – Suburban Neighborhood.

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

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

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

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

c. ***Section 102-17(a)***

The following guidelines must be followed when proposing the reassignment of 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 City of 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 Urban Residential future land use designation.

f. ***Changed Conditions:***

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

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

g. ***Public Facilities.***

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

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

h. Impact on Environment:

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

The proposed Design District designation for this property does not change the development potential of the parcel. Design Districts control the form and function of any development that does occur. The Future Land Use designation controls the density, intensity, and minimum open space permitted on the site, so the Design District amendment would not result in additional impacts on the natural environment. As building permit approval must be obtained before development can begin, the Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should 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 City of Eustis design district designation must be assigned to the annexed property. This request should not affect property values because the proposed Design District designation is consistent with the surrounding development patterns and design districts.

j. Orderly Development Pattern:

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

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

k. Public Interest and Intent of Regulations:

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

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

l. Other Matters:

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

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

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-13
Ordinance Subject	Annexation 2025-A-04
Legal Advertising Date	July 7, 2025
First Reading On	7/17/2025
Second Reading On	8/7/2025

Ordinance Title

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 6.18 ACRES OF REAL PROPERTY AT LAKE COUNTY PROPERTY APPRAISER'S ALTERNATE KEY NUMBERS 3862860 and 1193532, LOCATED EAST OF PALMETTO STREET, NORTH OF HOLLYWOOD AVENUE, AND NORTHWEST OF DAWES STREET.

Based on the City's review of the proposed ordinance (*must select one of the following*):

☒ The City has determined the statutory exemption identified below applies to the proposed ordinance; a Business Impact Estimate is NOT required and therefore not provided.

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; however, the City has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

☐ The City has prepared a Business Impact Estimate in accordance with section 166.041(4), Florida Statutes.

Exemptions

The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinance:

Section 166.041 (4)(c) exemption: It is enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

ORDINANCE NUMBER 25-13

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 6.18 ACRES OF REAL PROPERTY AT LAKE COUNTY PROPERTY APPRAISER'S ALTERNATE KEY NUMBERS 3862860 and 1193532, LOCATED EAST OF PALMETTO STREET, NORTH OF HOLLYWOOD AVENUE, AND NORTHWEST OF DAWES STREET.

WHEREAS, Charles Hiott, P.E., has made an application for voluntary annexation, on behalf of Burgland Land Holdings, LLC, the property owner, for approximately 6.18 acres of real property located east of Palmetto Street, north of Hollywood Avenue, and northwest of Dawes Street, more particularly described as:

Parcel Alternate Key: 3862860 and 1193532

Parcel Identification Numbers: 01-19-26-0900-000-00204 and 01-19-26-0900-000-00101

Legal Description:

Exhibit "B"

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 and sewer service is available to the property; and

WHEREAS, on July 17, 2025, the City Commission held the 1st Public Hearing to consider the voluntary annexation of the property contained herein; and

WHEREAS, on August 7, 2025, the City Commission held the 2nd Public Hearing to consider the voluntary annexation of the property contained herein

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

SECTION 1.

That pursuant to, and under the authority of, Florida Statute 171.044, the City of Eustis, Lake County, Florida, does hereby annex and amend the municipal boundaries to include approximately 6.18 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 7th day of August 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 7th day of August 2025, by Willie L. Hawkins, 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 the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

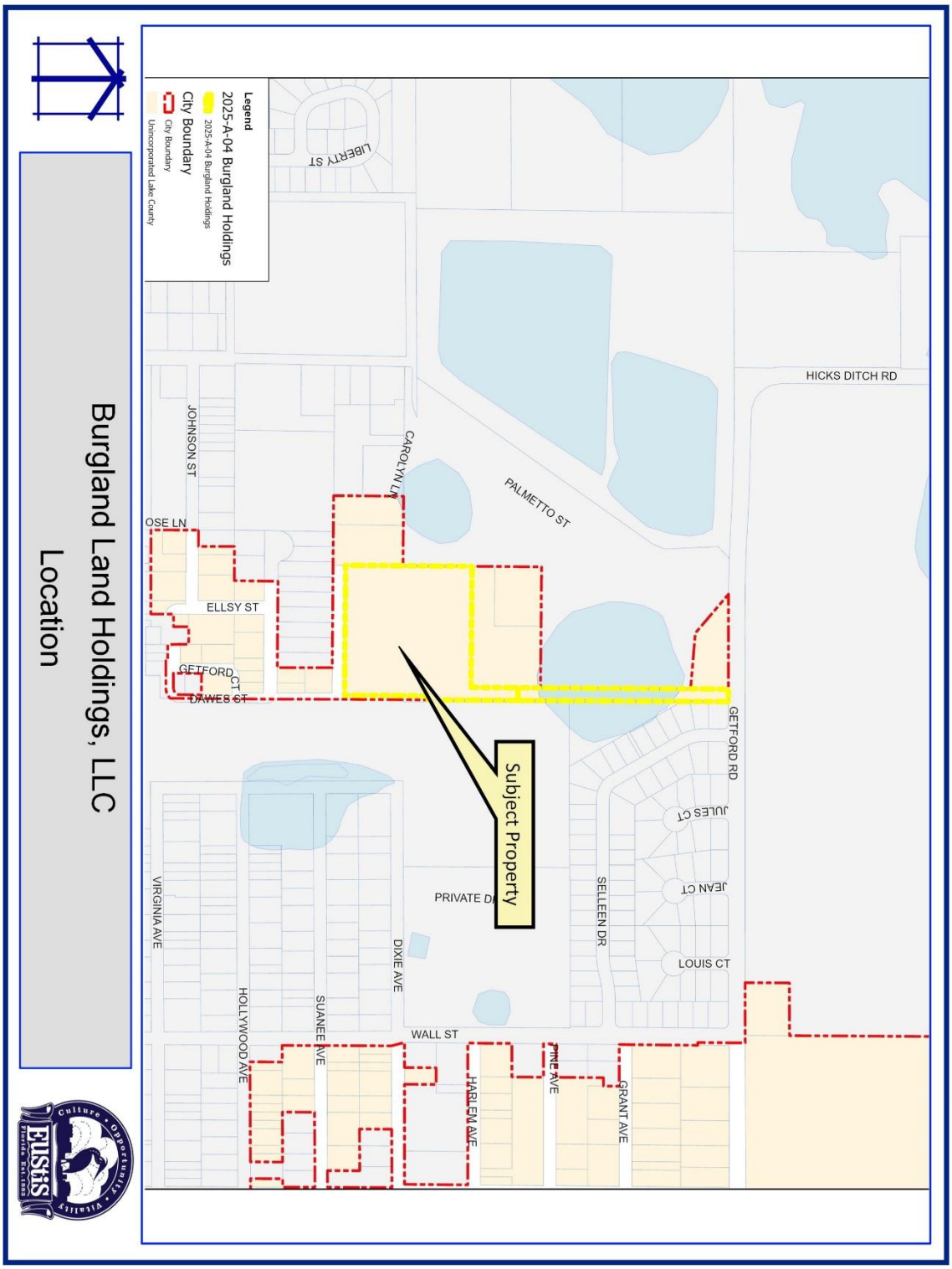
_____
City Attorney's Office Date

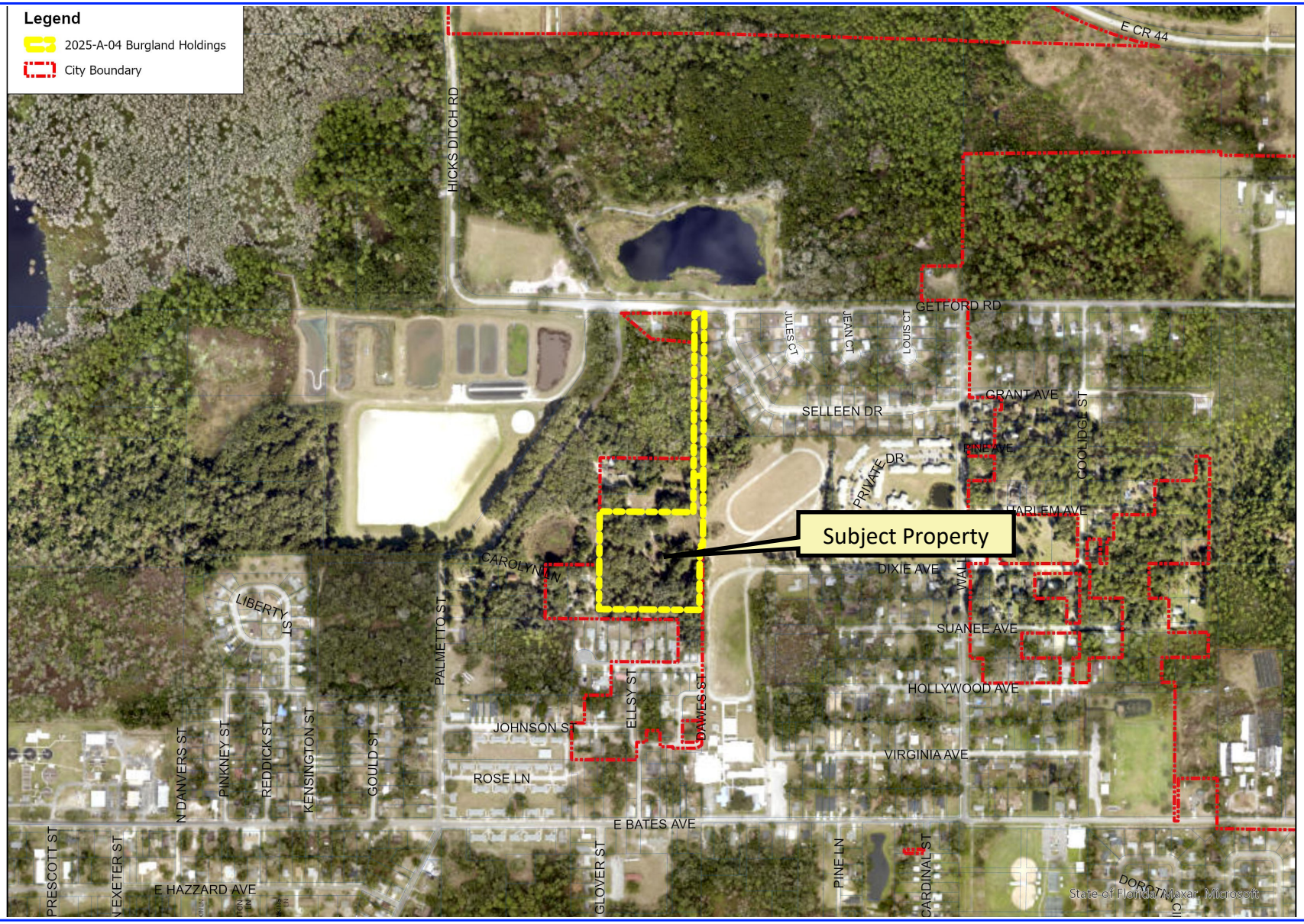
CERTIFICATE OF POSTING

The foregoing Ordinance Number 25-13 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____ _____
Christine Halloran, City Clerk Date

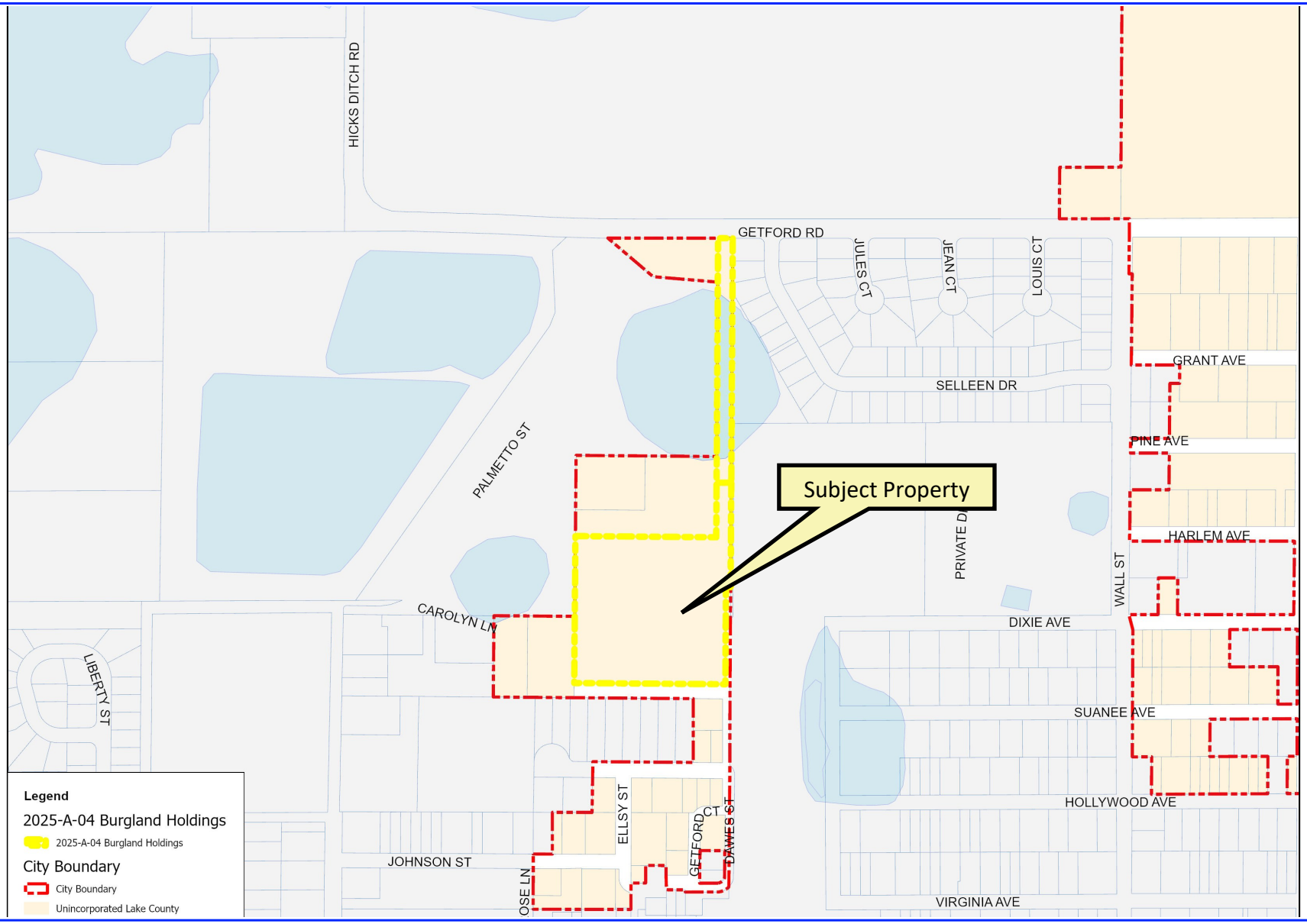
EXHIBIT A


Legend
2025-A-04 Burgland Holdings
2025-A-04 Burgland Holdings
City Boundary
City Boundary
Unincorporated Lake County
Burgland Land Holdings, LLC
Location
LIBERTY ST
HICKS DITCH RD
JOHNSON ST
CAROLYN LN
PALMETTO ST
OSE LN
ELLSY ST
GETFORD CT
DAWES CT
Subject Property
GETFORD RD
JULES CT
JEAN CT
PRIVATE DR
SELLEEN DR
LOUIS CT
VIRGINIA AVE
DIXIE AVE
HOLLYWOOD AVE
SUANEE AVE
WALL ST
HARLEM AVE
PINE AVE
GRANT AVE



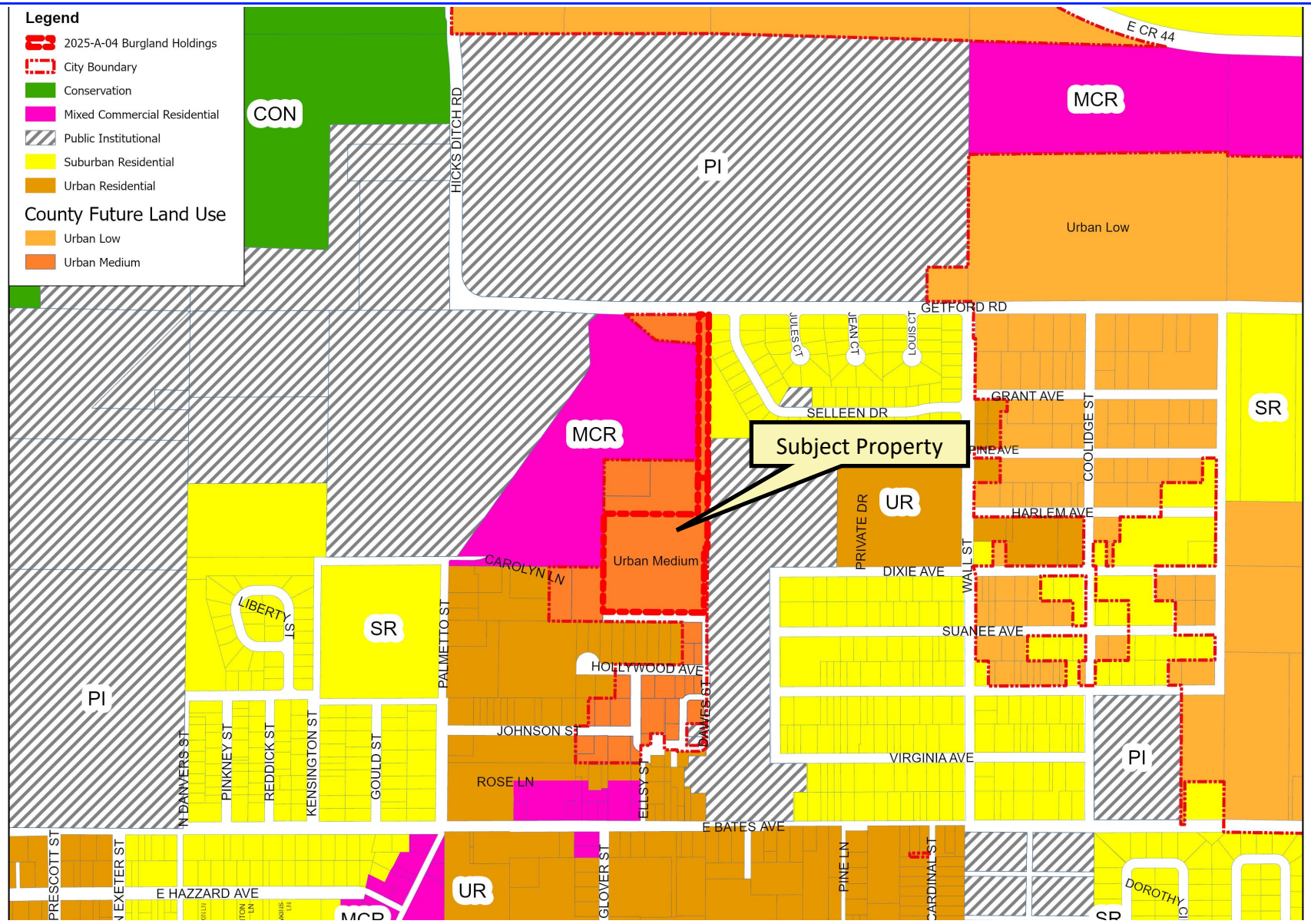
Burgland Land Holdings, LLC

Aerial Location



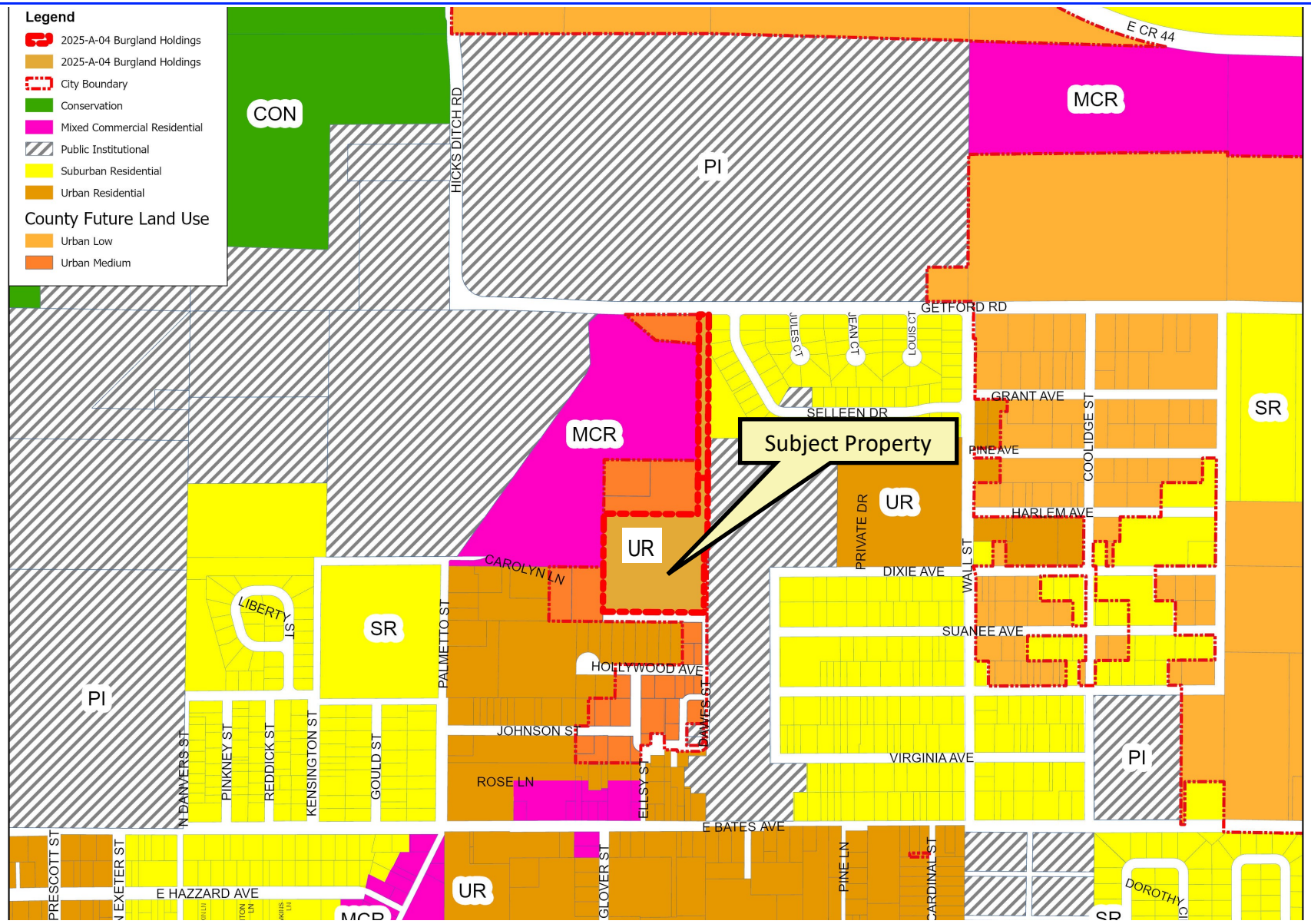
Burgland Land Holdings, LLC

Location



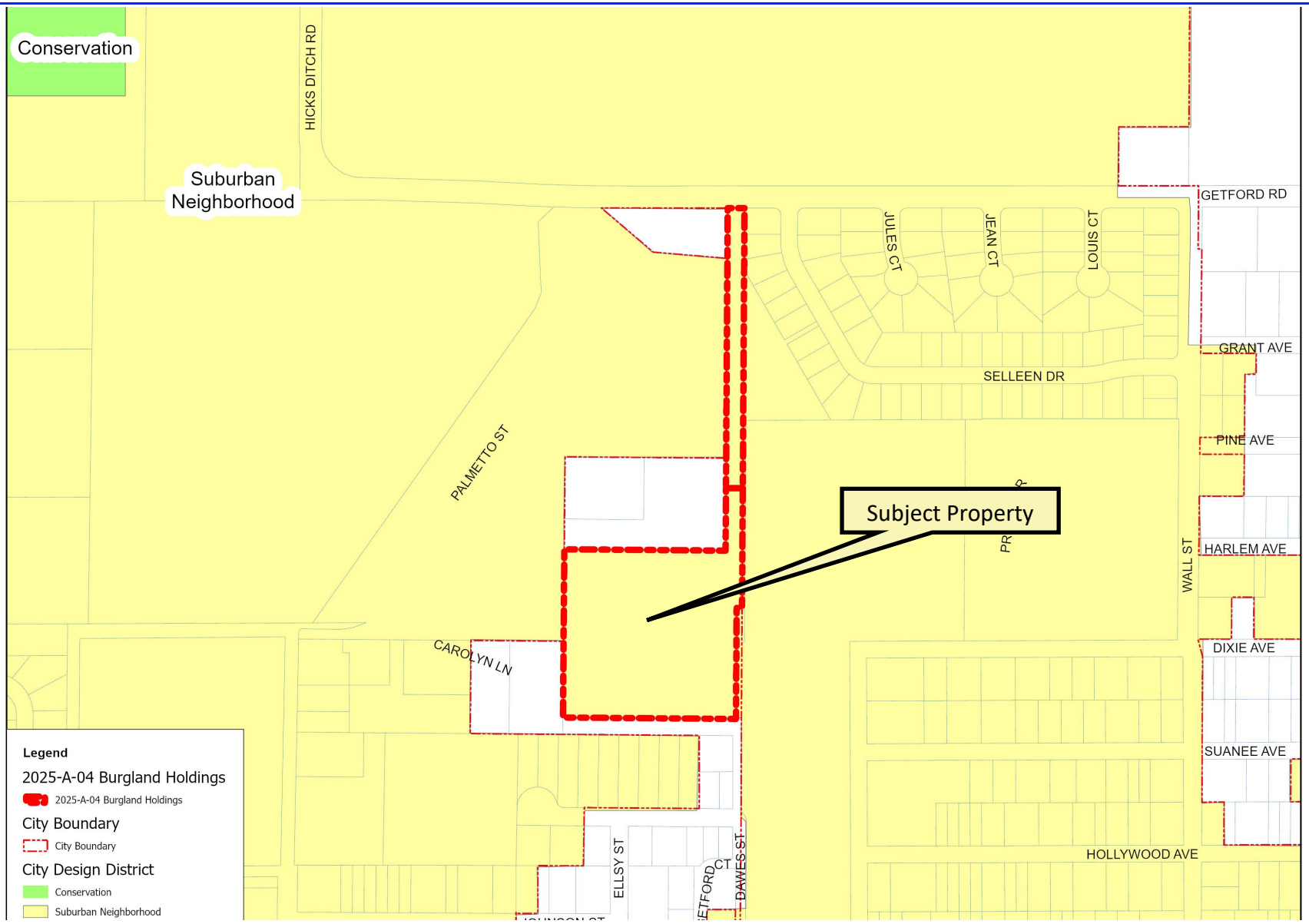
Burgland Land Holdings, LLC

Future Land Use (Current)



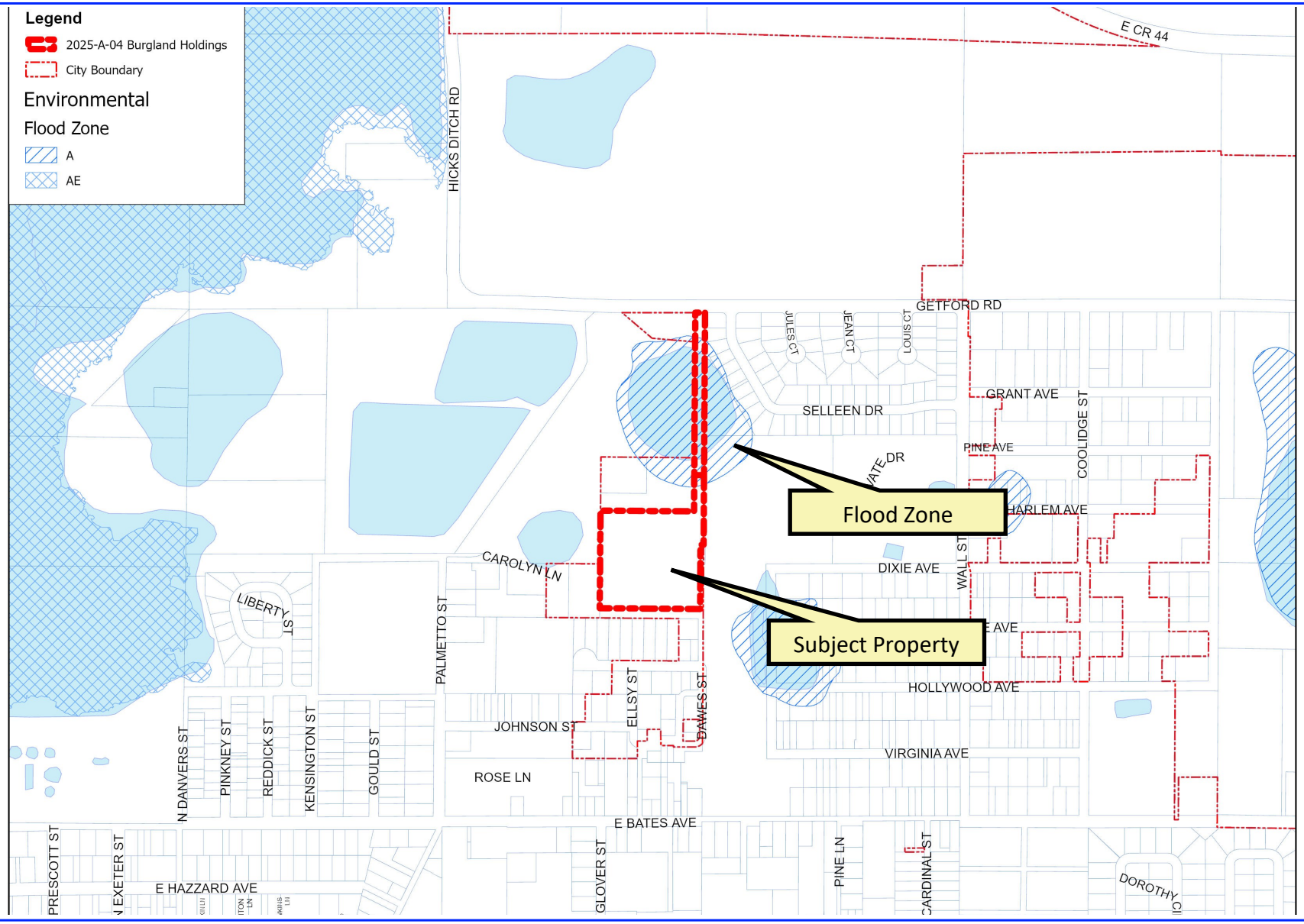
Burgland Land Holdings, LLC

Future Land Use (Proposed)



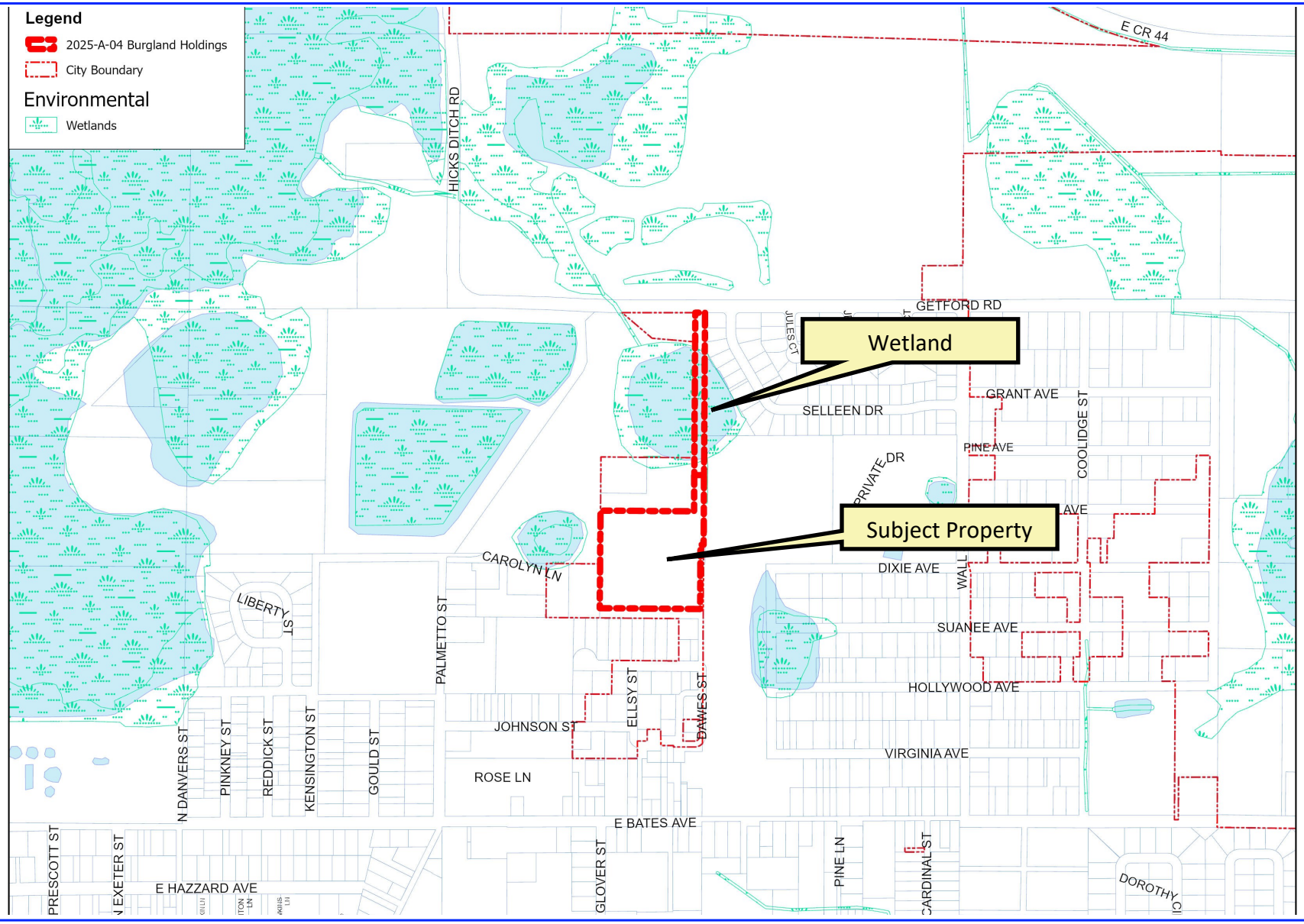
Burgland Land Holdings, LLC

Design District



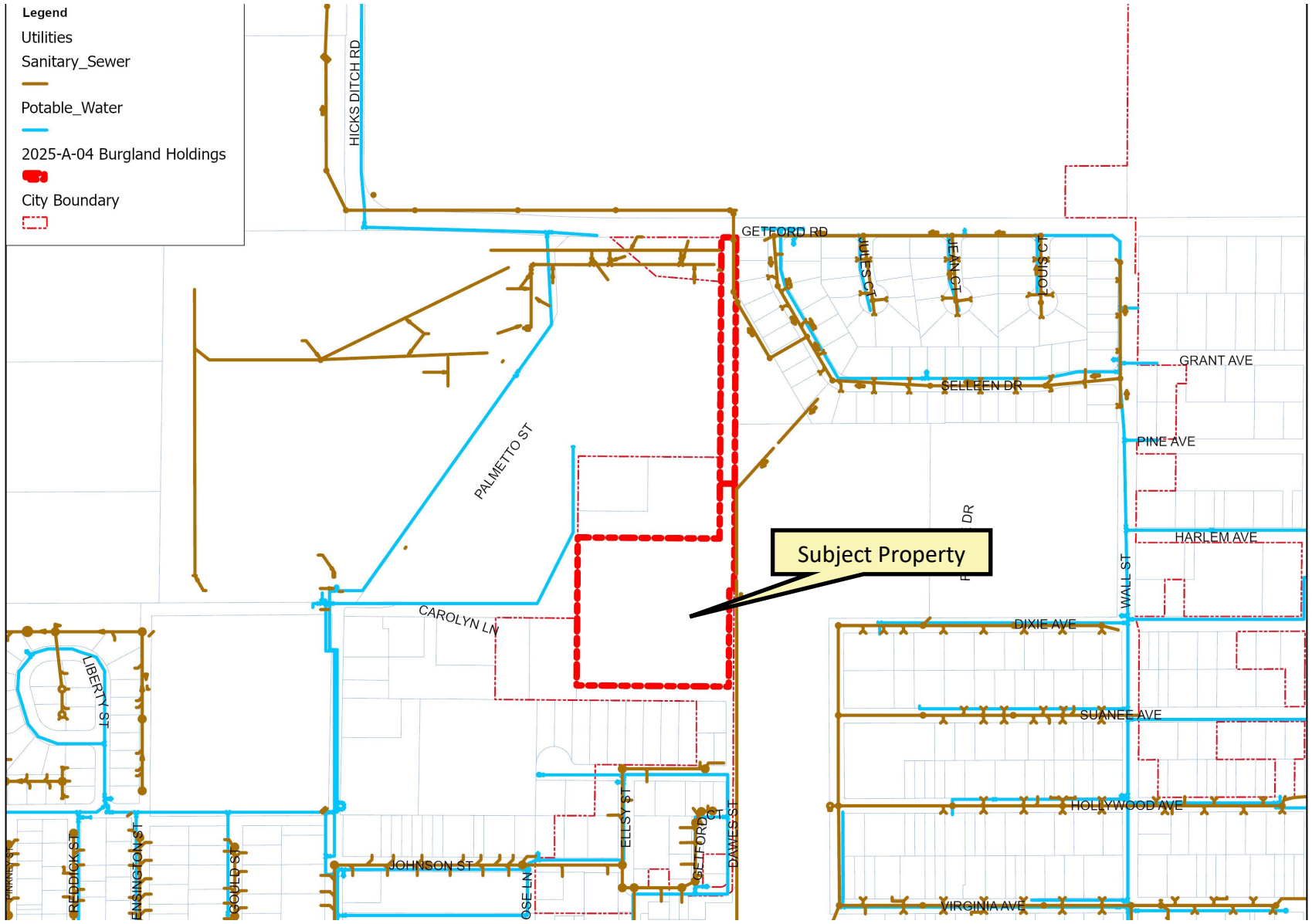
Burgland Land Holdings, LLC

Generalized Floodplain



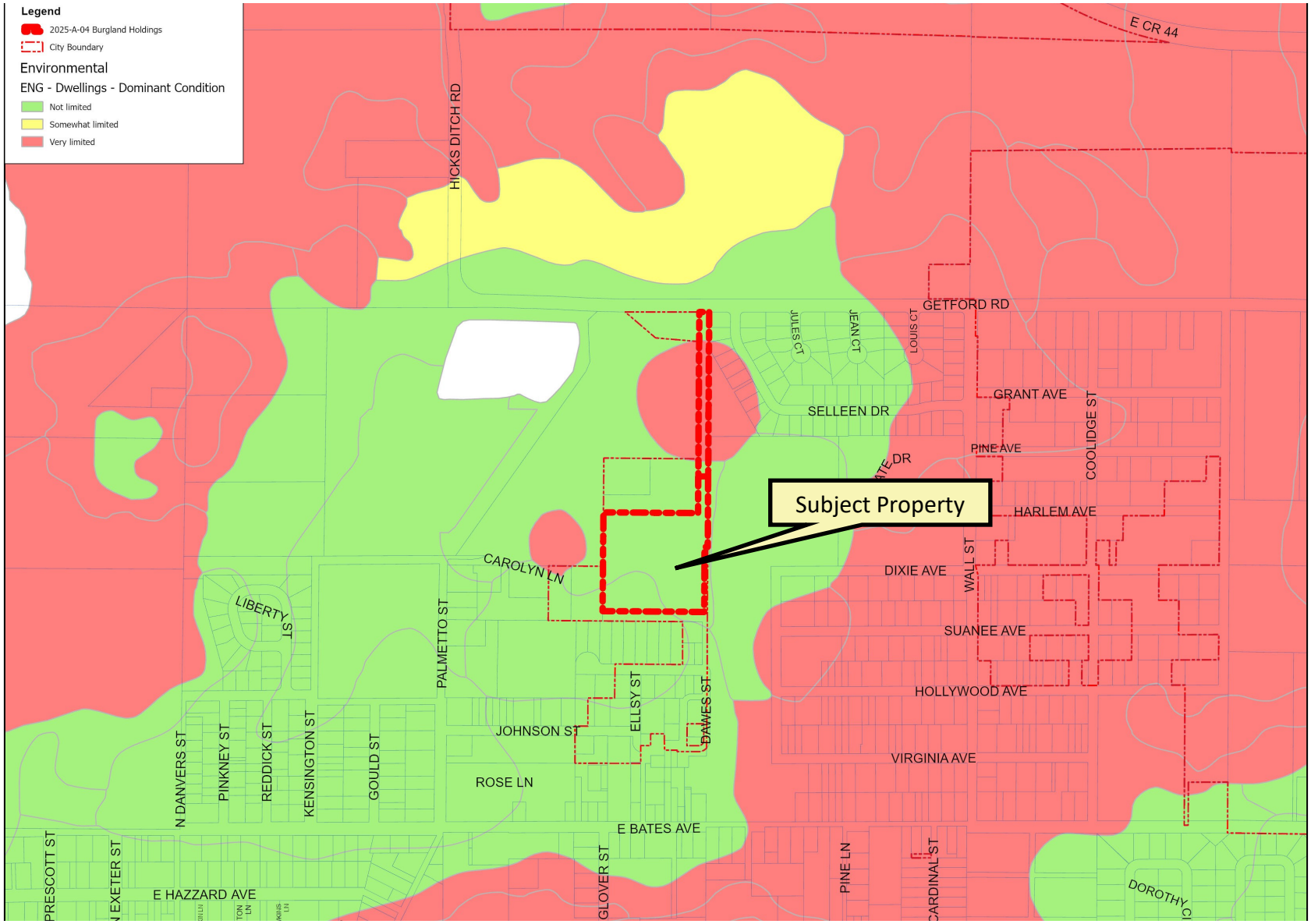
Burgland Land Holdings, LLC

Generalized Wetland



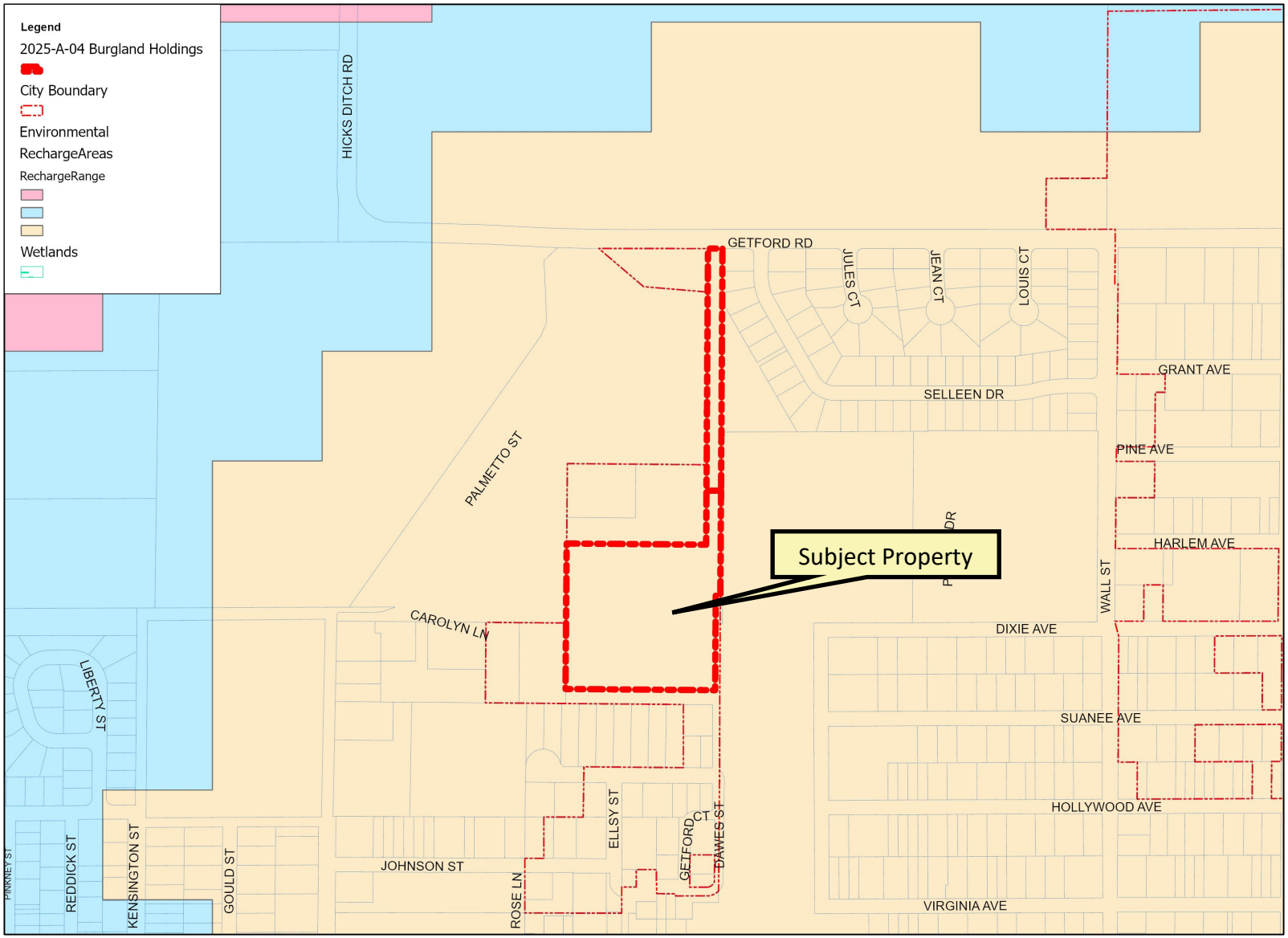
Burgland Land Holdings, LLC

Generalized Utilities



Burgland Land Holdings, LLC

Soils Suitability



Burgland Land Holdings, LLC

Generalized Potential Recharge

ORDINANCE NUMBER 25-14

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 6.18 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBERS 3862860 and 1193532, LOCATED EAST OF PALMETTO STREET, NORTH OF HOLLYWOOD AVENUE, AND NORTHWEST OF DAWES STREET, FROM URBAN MEDIUM IN LAKE COUNTY TO URBAN RESIDENTIAL 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, the 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 6.18 acres of real property located east of Palmetto Street, north of Hollywood Avenue, and northwest of Dawes Street and more particularly described herein; and

WHEREAS, on **July 17, 2025**, 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 **July 17, 2025**, the City Commission held the 1st 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 **August 7, 2025**, the City Commission held the 2nd 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 Urban Medium in Lake County to Urban Residential (UR) within the City of Eustis:

Parcel Alternate Key: 3862860 and 1193532

Parcel Identification Numbers: 01-19-26-0900-000-00204 and 01-19-26-0900-000-00101

Legal Description:

Exhibit ”B”

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: That 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 the 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 7th day of August 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 7th day of August 2025, by Willie L. Hawkins, 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 the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

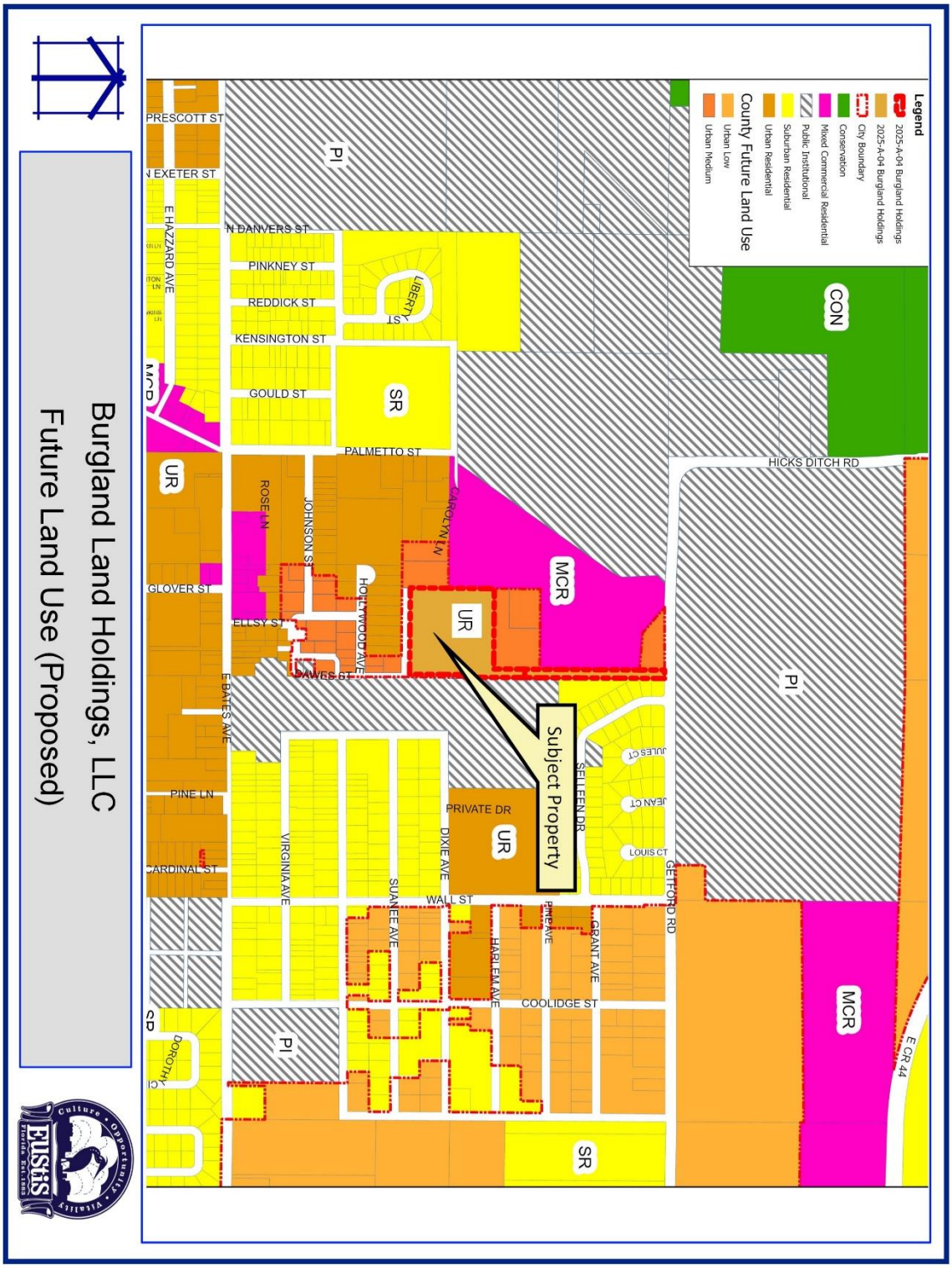
_____ _____
City Attorney's Office Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 25-14 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____
Christine Halloran, City Clerk

Exhibit A


Burgland Land Holdings, LLC
Future Land Use (Proposed)
Legend
2025-A-04 Burgland Holdings
2025-A-04 Burgland Holdings
City Boundary
Conservation
Mixed Commercial Residential
Public Institutional
Suburban Residential
Urban Residential
County Future Land Use
Urban Low
Urban Medium
CON
PI
SR
UR
MCR
Subject Property
PRESCOTT ST
N EXETER ST
E HAZZARD AVE
N DANVERS ST
PINKNEY ST
REDDICK ST
KENSINGTON ST
GOULD ST
PALMETTO ST
HICKS DITCH RD
LIBERTY ST
ROSE LN
JOHNSON ST
CAROLYN LN
HOLLYWOOD AVE
GLOVER ST
ELLSY ST
DAWES ST
E BATES AVE
PINE LN
CARDINAL ST
VIRGINIA AVE
PRIVATE DR
DIXIE AVE
SELLEEN DR
JULES CT
JEAN CT
LOUIS CT
GETFORD RD
WALL ST
SUANEE AVE
HARLEM AVE
PINE AVE
GRANT AVE
COOLIDGE ST
DOROTHY
E CR 44

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-14
Ordinance Subject	Assignment of Future Land Use for Recently Annexed Property – 2025-CPLUS-04
Legal Advertising Date	July 7, 2025
First Reading On	7/17/2025
Second Reading On	8/7/2025

Ordinance Title

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 6.18 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBERS 3862860 and 1193532, LOCATED EAST OF PALMETTO STREET, NORTH OF HOLLYWOOD AVENUE, AND NORTHWEST OF DAWES STREET, FROM URBAN MEDIUM IN LAKE COUNTY TO URBAN RESIDENTIAL IN THE CITY OF EUSTIS.

Based on the City's review of the proposed ordinance (*must select one of the following*):

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; a Business Impact Estimate is NOT required and therefore not provided.

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; however, the City has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

☐ The City has prepared a Business Impact Estimate in accordance with section 166.041(4), Florida Statutes.

Exemptions

The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinance:

Section 166.041 (4)(c) exemption: It is enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

ORDINANCE NUMBER 25-15

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN NEIGHBORHOOD DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 6.18 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBERS 3862860 and 1193532, LOCATED EAST OF PALMETTO STREET, NORTH OF HOLLYWOOD AVENUE, AND NORTHWEST OF DAWES STREET

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 Corridor to approximately 6.18 acres of recently annexed real property further described below, and

WHEREAS, on July 17, 2025, the City Commission held the 1st Public Hearing to consider the Design District Amendment contained herein; and

WHEREAS, on August 7, 2025, the City Commission held the 2nd Public Hearing to consider the adoption of the Design District Amendment contained herein;

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

Section 1. Design District Designation

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

Parcel Alternate Key: 3862860 and 1193532

Parcel Identification Numbers: 01-19-26-0900-000-00204 and 01-19-26-0900-000-00101

Legal Description:

Exhibit ”B”

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 the annexation of the subject property through approval of Ordinance Number 25-13.

PASSED, ORDAINED, AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 7th day of August 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 7th day of August 2025, by Willie L. Hawkins, 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 the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

_____ _____
City Attorney's Office Date

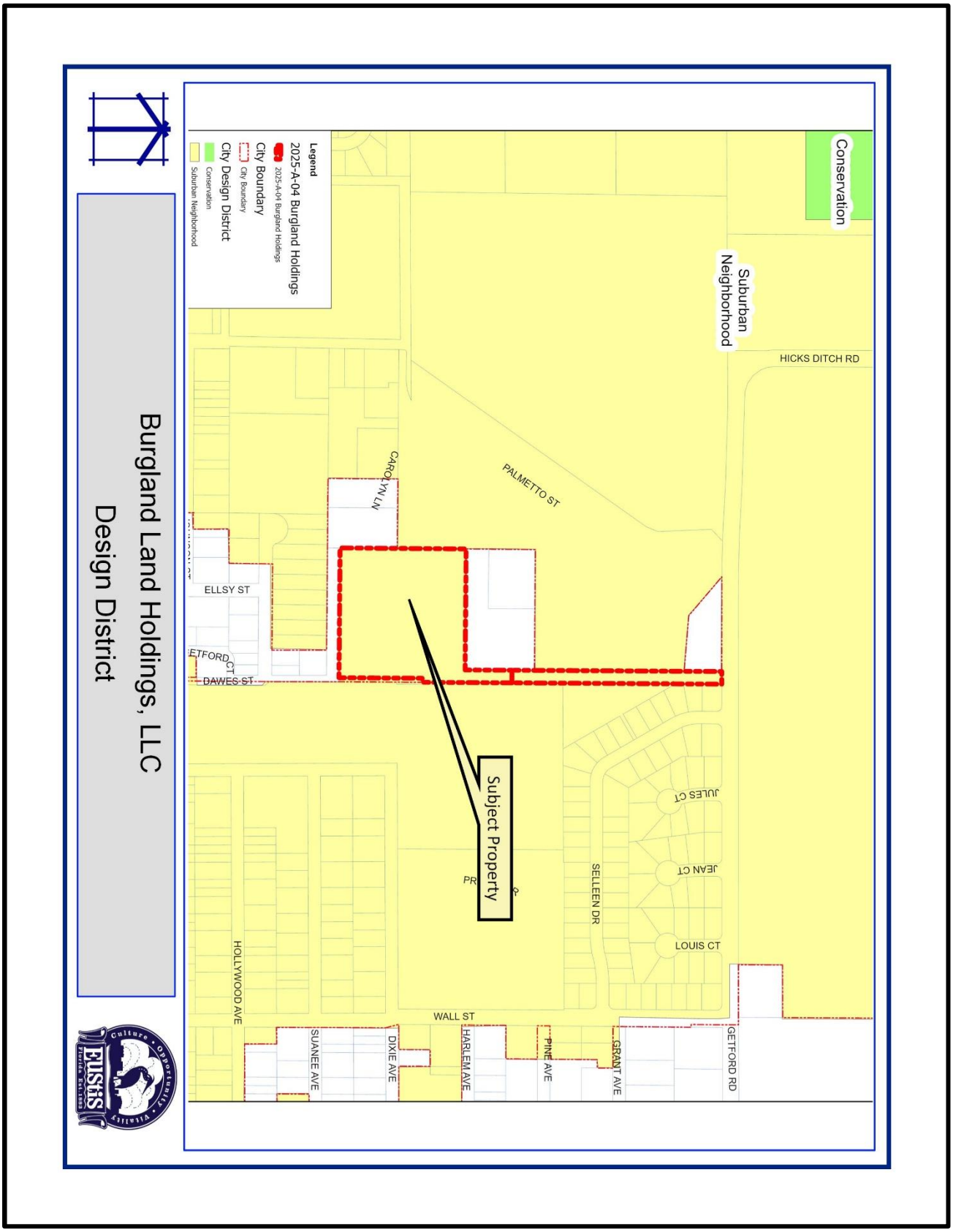
CERTIFICATE OF POSTING

The foregoing Ordinance Number 25-15 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____ _____

Christine Halloran, City Clerk Date

Exhibit A


Burgland Land Holdings, LLC
Design District
Legend
2025-A-04 Burgland Holdings
City Boundary
City Design District
Conservation
Suburban Neighborhood
Conservation
Suburban Neighborhood
HICKS DITCH RD
PALMETTO ST
CAROLYN LN
ELLSY ST
ETFORD CT
DAWES ST
Subject Property
JULES CT
JEAN CT
SELLEEN DR
LOUIS CT
HOLLYWOOD AVE
WALL ST
SUANEE AVE
DIXIE AVE
HARLEM AVE
PINE AVE
GRANT AVE
GETFORD RD

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-15
Ordinance Subject	Assignment of Design District for Recently Annexed Property 2025-DD-04
Legal Advertising Date	July 7, 2025
First Reading On	7/17/2025
Second Reading On	8/7/2025

Ordinance Title

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN NEIGHBORHOOD DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 6.18 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBERS 3862860 and 1193532, LOCATED EAST OF PALMETTO STREET, NORTH OF HOLLYWOOD AVENUE, AND NORTHWEST OF DAWES STREET

Based on the City's review of the proposed ordinance (*must select one of the following*):

☒ The City has determined the statutory exemption identified below applies to the proposed ordinance; a Business Impact Estimate is NOT required and therefore not provided.

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; however, the City has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

☐ The City has prepared a Business Impact Estimate in accordance with section 166.041(4), Florida Statutes.

Exemptions

The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinance:

Section 166.041 (4)(c) exemption: It is enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 7, 2025

RE: Ordinance Number 25-19: Conditional Sign Permit for Orlando Health Master Sign Plan

Introduction:
Ordinance 25-19 approves a Conditional Sign Permit for allowance of additional signage at the Orlando Health Emergency Room facility, located at 15719 U.S. Highway 441.

Background:
Orlando Health proposes a Master Sign Plan for its 11,600 sq ft emergency room at 15719 U.S. Highway 441. This corner-lot site (Dillard St. & US-441) sits in a General Commercial future land use category within a Suburban Corridor design district.

Applicant's Request

- Permit additional wall-mounted and freestanding signs
- Create a cohesive campus wayfinding and branding plan
- Deviations from Chapter 115 limits on copy area and sign setbacks

The sign plan submitted is more than the Code allowance for wall mounted and freestanding signs, while a few of the freestanding signs that also deviate from setbacks height limitations in certain instances. (A larger, more extensive Master Sign Plan is included with this report as an appendix.)

Signs are generally depicted with a corporate logo or similar branding that staff use as a baseline to measure the copy of area of a sign. Other signs may be considered wayfinding as they do not contain commercial speech, but the Code is silent on this issue.

Building Signage:

Suburban Corridor rules allow up to two wall signs per frontage, totaling 100 sq ft each. Two frontages mean a 200 sq ft maximum for the site.

The table provided by the applicant on the next page shows a visual representation of each sign and a breakdown of the total square footage per sign.

Label		Height	Width	Copy Area[1]
MS-1		2'-0" 2'-10 ½"	22'-11" 4'-4 ¾"	45.83 ft² +12.64 ft² 58.47 ft²
MS-2[2] MS-3[2,3]		2'-0"	21'-6 ¼"	43.04 ft²
MS-4[2,3] MS-5[2]		2'-0" 2'-0"	20'-8 ½" 20'-8 ½"	41.42 ft² 41.42 ft²
MS-6		2'-4" 2'-4"	14'-8 ¾" 11'-10 ¼"	34.37 ft² +27.66 ft² 62.03 ft²

The following table shows a comparison of what is proposed and allowed, as well as any excess signage.

Frontage	Allowed	Signs/Sign Areas	Total Proposed	Over/(Under)	Notes
Dillard Road	100 sq. ft.	MS-1: 58.57 sq ft MS-2: 43.04 sq	101.61 sq ft	+1.61 sq ft	Counting MS-2 as "wayfinding" brings total down to 58.57 sq ft
U.S. Hwy 441	100 sq. ft.	MS-5: 41.42 sq ft MS-6: 62.03 sq ft	103.45 sq ft	+3.45 sq ft	Counting MS-5 as "wayfinding" brings total down to 62.03 sq ft
Western elev. (non-frontage)	0 sq. ft.	MS-3: 43.04 sq ft MS-4: 41.42 sq ft	84.46 sq ft	+84.46 sq ft	Requires conditional approval for non-frontage signage

Free Standing Signage:

Code permits one ground sign per parcel, plus an extra sign for lots ≥ 500 ft of frontage or corner entries (min. 200 ft apart). Max copy area is 50 sq ft per sign, with 10 ft setbacks in the Suburban Corridor Design District.

- Dillard Road frontage (466 ft): 1 sign allowed
- U.S. 441 frontage (781 ft): 2 signs allowed

Orlando Health proposes twelve campus signs (total 180.43 sq ft of copy), exceeding the 50 sq ft limit by 130 sq ft. Excluding three non-branded wayfinding signs reduces the excess to 125.03 sq ft.

The table provided by the applicant on the following page shows a visual representation of each sign and a breakdown of the proposed square footage for freestanding signs.

Sign Identifier	Label	Sign Graphic	Height	Width	Copy Area Per Face[1]	No. of Faces with Copy	Total Copy Per Sign
Sign Type AA1	FS-6		8'-4"	23'-6"	17.79 ft²	1	17.79 ft²
Sign Type AA2	FS-5		8'-0"	6'-0"	19.82 ft²	1	39.64 ft²
Sign Type AA3	FS-1[2]		4'-2"	13'-2"	16 ft²	1	16 ft²
Sign Type AA5	FS-2		20'-0"	3'-6"	14.76 ft²	3	44.28 ft²
Sign Type BB1	FS-9		7'-0"	4'-8"	18.22 ft²	2	36.44 ft²
Sign Type BB2	FS-3 FS-4 FS-7 FS-10 FS-11		5'-3"	3'-4"	10.36 ft²	2	20.72 ft²
Service Sign	FS-8 FS-12		8'-0"	2'-0"	2.78 ft²	2	5.56 ft²

Freestanding Sign Setback and Height Deviations

In addition to the signage copy area above, the applicant requests the following deviations:

- FS-2 stands 20' in height (15' max) but sits 67' from the property line.
- FS-11 (northern sign along Dillard Road) is approximately 4' from the property line to be more visible to southbound oncoming traffic.

Findings. In approving conditional signs, the city commission shall make the following findings:

(1) There are special circumstances and conditions peculiar to the site, the business, or th sign that are not applicable to other sites or businesses.

The property is a unified medical campus that represents a peculiar and special circumstance to the site. Chapter 115 does not address additional signage for wayfinding and, therefore, the attempt to provide additional wayfinding presents a conflict. The conditional use permit would provide a public benefit by ensuring safe and effective movement to the Orlando Health Eustis campus.

(2) The approval does not grant any special privilege denied to other sites or businesses.

Other campus-type developments such as hospitals/free-standing emergency rooms can submit for a Conditional Sign Permit as well. The intent of this request to meet the transportation wayfinding needs peculiar to this site and use and does not grant or deny any special privilege to other sites or businesses.

(3) The sign is compatible with its environment and does not create any unsafe conditions or detriments to the public welfare.

The requested signage is compatible with its environment and approving the conditional sign permit will not cause unsafe conditions or detriments to the public welfare. In fact, public welfare may be enhanced by increased visibility and wayfinding at a medical facility.

Recommended Action:

Staff recommends approval of the conditional sign permit request given the unique nature and needs of the site and the proposed/developed use.

Policy Implications:

None

Budget/Staff Impact:

There would be no direct cost to the City associated with the action. There would be no additional staff time beyond the normal plan review process and inspection.

Business Impact Estimate:

Exempt from this Requirement per F.S. 164.041(4)(c)7.b.(*Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality*)

Prepared By:

Kyle Wilkes, Senior Planner

Reviewed By:

Jeff Richardson, AICP, Deputy Director of Development Services
Mike Lane, AICP, Development Services Director

ORDINANCE NUMBER 25-19

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING A CONDITIONAL SIGN PERMIT FOR ADDITIONAL SIGNAGE ON THE CAMPUS OF THE ORLANDO HEALTH EMERGENCY ROOM FACILITY LOCATED AT 15719 U.S. HIGHWAY 441.

WHEREAS, GAI Consultants, Inc., representative and applicant for Orlando Health, Inc., has applied for a Conditional Sign Permit for additional signage on the campus of their emergency facility located at 15719 U.S. Highway 441; and

WHEREAS, the subject property has a Land Use Designation of General Commercial (GC) and a Design District Designation of Suburban Corridor; and

WHEREAS, the subject property has a Master Sign Plan as shown in Exhibit A in excess of the requirements found in Sec. 115-11 and Sec. 11-11.2 of the Land Development Regulations; and

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

WHEREAS, on August 7, 2025, the City Commission held the 1st Public Hearing to consider the Conditional Sign Permit; and

WHEREAS, on August 21, 2025, the City Commission held the 2nd Public Hearing to consider the Conditional Sign Permit; and

WHEREAS, the proposed conditional sign permit 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 sign permit 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;
4. That the proposed conditional signage 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 Sign Permit is granted for additional signage on the campus of the Orlando Health Emergency facility located at 15719 U.S. Highway 441, more particularly described as:

S 1/2 OF SW 1/4 OF NE 1/4 N OF HWY 19--LESS W 500 FT & LESS DILLARD RD R/W-- ORB 6326 PG 2166

ALTERNATE KEY NUMBER:	1036879
PARCEL NUMBER:	22-19-26-001-000-01100

Section 2. That the conditions of approval require that the location meets all applicable provisions of the Land Development Regulations and the City Code of Ordinances.

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 21st day of August, 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
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 August 2025 by Willie L. Hawkins, 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 25-19 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

Exhibit A



Sign ID	Sign Type	Copy Per Face	Faces	Total Copy Per Sign
Ground - Mounted Signs				
FS-1	AA3	Message Copy - 10.81 ft² Logo - 5.19 ft²	1	16.00 ft²
FS-2	Totem	14.76 ft²	3	44.28 ft²
FS-3	BB2	Message Copy - 8.38 ft² Logo - 1.98 ft²	2	20.72 ft²
FS-4	BB2	Message Copy - 8.38 ft² Logo - 1.98 ft²	2	20.72 ft²
FS-5	AA2	Message Copy - 15.08 ft² Logo - 4.74 ft²	2	39.64 ft²
FS-6	AA1	Message Copy - 1.75 ft² Logo - 16.04 ft²	1	17.79 ft²
FS-7	BB2	Message Copy - 8.38 ft² Logo - 1.98 ft²	2	20.72 ft²
FS-8	Service Sign	2.78 ft²	1	2.78 ft²
FS-9	BB1	Message Copy - 14.66 ft² Logo - 3.56 ft²	2	36.44 ft²
FS-10	BB2	Message Copy - 8.38 ft² Logo - 1.98 ft²	2	20.72 ft²
FS-11	BB2	Message Copy - 8.38 ft² Logo - 1.98 ft²	2	20.72 ft²
FS-12	Service Sign	2.78 ft²	2	5.56 ft²
Building Signs				
MS-1	ORLANDO HEALTH ER	58.47 ft²	1	58.47 ft²
MS-2	AMBULANCE	43.04 ft²	1	43.04 ft²
MS-3	AMBULANCE	43.04 ft²	1	43.04 ft²
MS-4	EMERGENCY	41.42 ft²	1	41.42 ft²
MS-5	EMERGENCY	41.42 ft²	1	41.42 ft²
MS-6	ORLANDO HEALTH	62.03 ft²	1	62.03 ft²

* Refer to elevations for building signs visuals
* MS-3 and MS-4 are not in public frontage

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-19
Ordinance Subject	Orlando Health Conditional Sign Permit
Legal Advertising Date	July 28, 2025
First Reading On	8/7/2025
Second Reading On	8/21/2025

Ordinance Title

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING A CONDITIONAL SIGN PERMIT FOR ADDITIONAL SIGNAGE ON THE CAMPUS OF THE ORLANDO HEALTH EMERGENCY ROOM FACILITY LOCATED AT 15719 U.S. HIGHWAY 441.

Based on the City's review of the proposed ordinance (*must select one of the following*):

☒ The City has determined the statutory exemption identified below applies to the proposed ordinance; a Business Impact Estimate is NOT required and therefore not provided.

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; however, the City has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

☐ The City has prepared a Business Impact Estimate in accordance with section 166.041(4), Florida Statutes.

Exemptions

The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinance:

Section 166.041 (4)(c) exemption: It is enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

COMMUNITY SOLUTIONS GROUP

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618 E. South Street
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Planning | Urban Design
Landscape Architecture
Economics | Real Estate

A GAI Consultants Inc. Service Group

To	Jeff Richardson; Kyle Wilkes
CC	Sharon Subryan
Subject	Orlando Health Conditional Use Permit - Signs
Project	Orlando Health Emergency Room - Eustis
From:	Andrew McCown
Date	May 27, 2025

Per the requirements of the Eustis Land Development Regulations (*Sec 115-11.5*) we are submitting this Conditional Use Permit to allow for approval of a number of site and building signs on the Orlando Health Emergency Room – Eustis property (the property), which together will constitute a campus-wide Sign Plan. As the project will be a free-standing emergency room, site traffic will include both ambulance and public traffic, and the sign plan as a whole will promote the health, safety, and welfare of the public entering and navigating the campus; therefore, special consideration is being requested for additional signage to facilitate more effective and accessible circulation throughout the site. The description below and the attached exhibits are provided for your review. Should you have any additional questions, please do not hesitate to contact me at (321) 319-3069.

Allowed Signage

The City of Eustis' signage standards, found in Sec, 115-11. – the Land Development Regulations (LDRs), allows for one single- or double-faced free-standing sign per parcel. Developments with 500 feet or more of frontage on a major arterial road with more than one ingress/egress are permitted one additional sign. For buildings located on corner lots (with two street-facing sides) one sign may be located on each side served by an entryway provided there is a minimum separation of 200 linear feet. As the subject property is located at the corner of Dillard Road and S US Hwy 441, the property has two street-facing sides. Along Dillard Road, the frontage is approximately 466', allowing for one sign. Along S US Hwy 441, the frontage is approximately 781', allowing for 2 signs.

As the property lies within the Suburban Development Design Corridor, the LDR requires a 10' street setback, 10' common lot setback, and a 10' rear setback. The height requirements specify that "signs shall be a maximum of 15', measured from adjacent finished grade to the top of the sign supporting structure area." The maximum size of the background structure of a sign shall not exceed 110 percent of the total square footage of copy area.

Per Sec. 115-11.2, maximum copy area of the free-standing signs for the project is determined by the building size. According to Table 4.0, the building size (gross floor area) dictates the maximum copy area allowed. With the building encompassing +/-11,600 ft^2, signs may have 50 square feet/tenant.

The City's nonresidential building sign standards state that, "in corridor districts, up to two building signs are permitted per building elevation. As the property lies within the Suburban Design Development Corridor, the allowable number of building signs is 2 per building elevation. Additionally, in Corridor Design Districts, the maximum combined copy area for building signs is "one hundred square feet per building frontage, maximum letter size 36 inches, maximum logo size 48 inches. Maximum copy area may be distributed per sign and along building elevations as desired by the business consistent with the maximum number of signs permitted above; however, copy area per building elevation shall not exceed 100 square feet."

Proposed Signage

Dillard Road

Along the frontage of Dillard Road, two free-standing directional signs (FS-9 and FS-11) have been proposed to help direct traffic into the site, as there are two separate entrances along this roadway. They will stand approximately 284' apart. A third sign (FS-6) has been proposed at a 45° angle at the corner of Dillard Road and S US Hwy 441 to identify the campus at the intersection. This sign is located 140' from sign FS-9 and 426' from FS-11. However these signs serve fundamentally different purposes. Four additional signs (FS-7, FS-8, FS-10 and FS-12) are located along the eastern side of the property but will address the internal roadway network, and are not for the use of vehicular traffic along Dillard Road. FS-7 and FS-10 are internally focused monument signs for general wayfinding. FS-8 and FS-12 are small pole signs specifically for service vehicles and deliveries.

Signs along Dillard Road are approximately 35' from the edge of pavement as the property line itself is set relatively far from the road. The northern sign (FS-11), proposed along Dillard Road is approximately 4' from the property line to be more visible to oncoming traffic traveling southbound. The southernmost entry sign on Dillard Road (FS-9) is approximately 12' from the property line. The signage proposed at the corner of Dillard Road and S US Hwy 441 (FS-6) is 17' from the nearest property line.

Building signage along the Dillard Road frontage includes two signs: one identifying the name of the building and its intended use (MS-1) and the other identifying the ambulance bay for emergency drop offs (MS-2). MS-1 has a copy area of 58.47 ft^2. MS-2 has a copy area of 43.04 ft^2. Both of these signs are wall signs and adhere to the two permitted signs per building elevation in a corridor district. Together, the signs are slightly larger than the 100 square feet per building frontage maximum size by 1.51 ft^2. Preliminary discussions with staff indicated that the AMBULANCE sign (MS-2) might not count against the building sign allocation since it is direction and not branded.

US Hwy 441

There is one free-standing sign (FS-5) proposed at the entrance to the property immediately adjacent to US Hwy 441. The sign is over 50' from the edge of pavement but approximately 1' from the property line. Additional free-standing signs (FS-2, FS-3 and FS-4) will be located along internal roadways within the site. These signs include two freestanding directional signs close to the entrance, but on the north side of the internal roadway (T H Poole Sr Drive). FS-3 and FS-4 are the same sign but serve traffic coming in different directions at the intersection at T H Poole Sr Drive. They stand 54' apart.

Free-standing sign heights adhere to the City's code in all instances except one. Sign FS-2 stands 20', and though it is visible from US Hwy 441, it is setback 67' from the ROW. It marks an important Emergency entrance that may be missed if built to standard height requirements.

Along the primary building elevation (S US Hwy 441), there are two wall mounted building signs. The first (MS-5) clearly identifies the building as an emergency facility and the second (MS-6) identifies the Orlando Health brand. MS-5 has a copy area of 41.42 ft^2. MS-6 has a copy area of 62.03 ft^2. Both of these signs are wall signs and adhere to the two permitted signs per building elevation in a corridor district. Taken together, the signs are slightly larger than the 100 square feet per building frontage maximum size by 3.45 ft^2. Preliminary discussions with staff indicated that the EMERGENCY sign (MS-5) might not count against the building sign allocation since it is direction and not branded.

Two additional building mounted signs are located on the western side of the building. MS-3 identifies the other side of the ambulance bay while MS-4 identifies the building entrance that is accessed from the parking lot. MS-3 has a copy area of 43.04 ft^2. MS-4 has a copy area of 41.42 ft^2. Both signs also adhere to the 100 square feet per building frontage maximum size and the 36 inch maximum letter size requirements.

Other Signage

One ground-mounted sign (FS-1) and two building-mounted signs (MS-3 and MS-4) are not adjacent to a public frontage.

Proposed Signage Summary

The charts on the following page summarize the different signs proposed throughout the site including their critical information. They are grouped into Free Standing Signs labeled "FS" and Building-Mounted Signs labeled "MS". The signs have been labeled in the attachments to show location and elevation context.

Table 1. Free Standing (FS) Sign Data

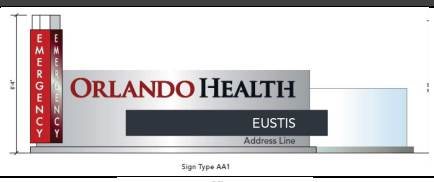
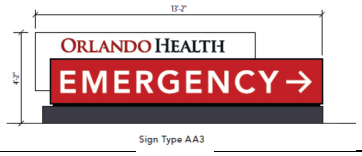
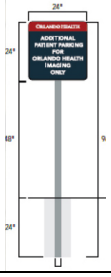
Sign Identifier	Label	Sign Graphic	Height	Width	Copy Area Per Face[1]	No. of Faces with Copy	Total Copy Per Sign
Sign Type AA1	FS-6		8’-4”	23’-6”	17.79 ft^2	1	17.79 ft^2
Sign Type AA2	FS-5		8’-0”	6’-0”	19.82 ft^2	1	39.64 ft^2
Sign Type AA3	FS-1[2]		4’-2”	13’-2”	16 ft^2	1	16 ft^2
Sign Type AA5	FS-2		20’-0”	3’-6”	14.76 ft^2	3	44.28 ft^2
Sign Type BB1	FS-9		7’-0”	4’-8”	18.22 ft^2	2	36.44 ft^2
Sign Type BB2	FS-3 FS-4 FS-7 FS-10 FS-11		5’-3”	3’-4”	10.36 ft^2	2	20.72 ft^2
Service Sign	FS-8 FS-12		8’-0”	2’-0”	2.78 ft^2	2	5.56 ft^2

Table 2. Building Mounted (MS) Sign Data

Label		Height	Width	Copy Area[1]
MS-1		2'-0" 2'-10 ½"	22'-11" 4'-4 ¾"	45.83 ft² +12.64 ft² 58.47 ft²
MS-2[2] MS-3[2,3]		2'-0"	21'-6 ¼"	43.04 ft²
MS-4[2,3] MS-5[2]		2'-0" 2'-0"	20'-8 ½" 20'-8 ½"	41.42 ft² 41.42 ft²
MS-6		2'-4" 2'-4"	14'-8 ¾" 11'-10 ¼"	34.37 ft² +27.66 ft² 62.03 ft²

Conditional Use Justifications

Per Section 115-11.5 of the Land Development Regulations, the Commission will review this request based on three findings. Our response to each of the three findings are:

(1) There are special circumstances and conditions peculiar to the site, the business, or the sign that are not applicable to other sites or businesses.

Justification: The use of the subject property as a unified medical campus is the special circumstance and condition peculiar to the site in that it requires a tailored and systematic approach to wayfinding. As constructed, the aforementioned portions of Chapter 115 do not have a mechanism conducive to creating an effective large-scale medical and hospital campus-wide wayfinding plan.

The existing City code places significant emphasis on general commercial signage, as opposed to true wayfinding, which is not mentioned within the City's standards. The attempt to accommodate all relevant sections of Chapter 115, while still creating a functional wayfinding plan for the campus , causes a conflict.

The requested variance is a reasonable use of the property and constitutes a significant public benefit as it provides a means to ensure safe and effective movement of patients and visitors to the Eustis campus.

(2) The approval does not grant any special privilege denied to other sites or businesses.

Justification: The approval of this variance does not grant any special privilege denied to other sites or businesses. Any site with a more complex transportation system, such as another hospital/emergency room, or campus (medical or otherwise), has the same opportunity to submit

for a Conditional Use Permit for a Signage Plan. Approval of the permit is dependent upon being able to illustrate the need for additional signage. The wayfinding system proposed this site is intended to bolster public safety for anyone on or near the campus by creating legible and clear routes to the ER, individual medical facilities, patient drop off areas, etc. It enhances the ease of navigating the site while promoting the health, safety and welfare of the public as a whole by facilitating a more effective and accessible circulation pattern throughout the site. Other sites with similar needs would benefit by adhering to the same process and also applying for a Conditional Use Permit.

(3) The sign is compatible with its environment and does not create any unsafe conditions or detriments to the public welfare.

Justification: Signage located within this site is compatible with its environment and granting the variance will not cause any unsafe conditions or detriments to the public welfare of adjacent or nearby property owners or negatively impact the standard of living of the citizens of the city. The Eustis campus wayfinding will be contained within the subject property, and not in the right-of-way. The signs are designed to be attractive and consistent and are not so numerous so as to cause visual clutter. The signs will not cause any adverse aesthetic or other issues for nearby property owners and citizens.

Sincerely,

Andrew McCown, AICP

Director of Planning, Community Solutions Group

Sign ID	Sign Type	Copy Per Face	Faces	Total Copy Per Sign
Ground - Mounted Signs				
FS-1	AA3	Message Copy: 10.81 ft² Logo: 5.19 ft²	1	16.00 ft²
FS-2	Totem	14.76 ft²	3	44.28 ft²
FS-3	BB2	Message Copy: 8.38 ft² Logo: 1.98 ft²	2	20.72 ft²
FS-4	BB2	Message Copy: 8.38 ft² Logo: 1.98 ft²	2	20.72 ft²
FS-5	AA2	Message Copy: 15.08 ft² Logo: 4.74 ft²	2	39.64 ft²
FS-6	AA1	Message Copy: 1.75 ft² Logo: 16.04 ft²	1	17.79 ft²
FS-7	BB2	Message Copy: 8.38 ft² Logo: 1.98 ft²	2	20.72 ft²
FS-8	Service Sign	2.78 ft²	1	2.78 ft²
FS-9	BB1	Message Copy: 14.66 ft² Logo: 3.56 ft²	2	36.44 ft²
FS-10	BB2	Message Copy: 8.38 ft² Logo: 1.98 ft²	2	20.72 ft²
FS-11	BB2	Message Copy: 8.38 ft² Logo: 1.98 ft²	2	20.72 ft²
FS-12	Service Sign	2.78 ft²	2	5.56 ft²
Building Signs				
MS-1	ORLANDO HEALTH ER	58.47 ft²	1	58.47 ft²
MS-2	AMBULANCE	43.04 ft²	1	43.04 ft²
MS-3	AMBULANCE	43.04 ft²	1	43.04 ft²
MS-4	EMERGENCY	41.42 ft²	1	41.42 ft²
MS-5	EMERGENCY	41.42 ft²	1	41.42 ft²
MS-6	ORLANDO HEALTH	62.03 ft²	1	62.03 ft²

* Refer to elevations for building signs visuals
* MS-3 and MS-4 are not in public frontage



ORLANDO HEALTH®

Eustis FSED

15719 US-441
Eustis, FL 32725

DRAWN BY	NN/AK
CHECKED BY	AM
DATE OF ISSUE	05/27/2025
SCALE	AS SHOWN
REVISION	0

CONCEPT PLAN BY OTHERS

Sign Location Plan

001

gai consultants® COMMUNITY SOLUTIONS GROUP®
618 E. South Street Suite 700
Orlando, Florida 32801
T 407.423.8398
gaiconsultants.com/communitysolutions

Sign Type AA1



Sign Location

FS-6



Sign Type BB1



Sign Location

FS-9



Sign Type AA2



Sign Location

FS-5



Sign Type BB2



Sign Location

FS-3 FS-4 FS-5
FS-7 FS-10 FS-11



Sign Type AA3



Sign Location

FS-1



Service Sign



Sign Location

FS-8 FS-1



Sign Type AA5



Sign Location

FS-2



ORLANDO HEALTH®

Eustis FSED

15719 US-441
Eustis, FL 32725

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SCALE	AS SHOWN
REVISION	0

CONCEPT PLAN BY OTHERS

Sign Example Images

002

gai consultants
COMMUNITY SOLUTIONS GROUP
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Orlando, Florida 32801
T 407.423.8398
gaiconsultants.com/communitysolutions

Sign Location

MS-1



Sign Location

MS-2
MS-3



Sign Location

MS-4
MS-5



Sign Location

MS-6



ORLANDO HEALTH®

Eustis FSED

15719 US-441
Eustis, FL 32725

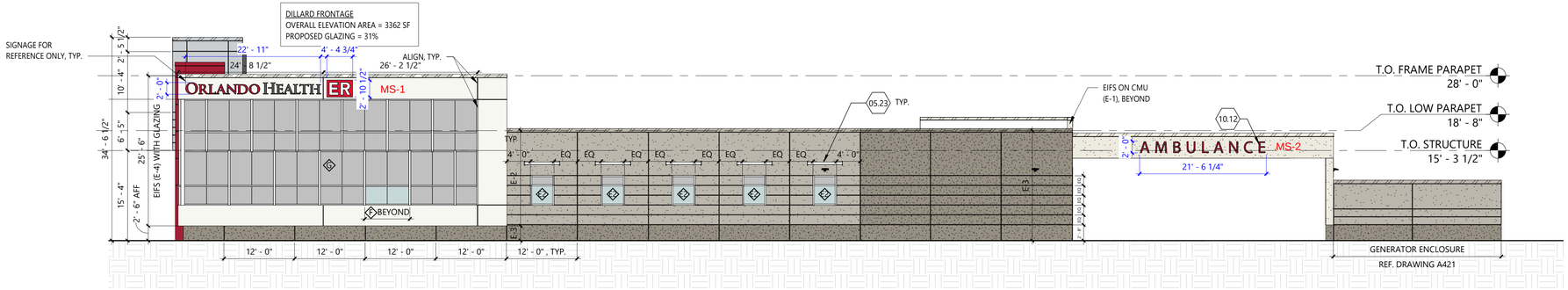
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CONCEPT PLAN BY OTHERS

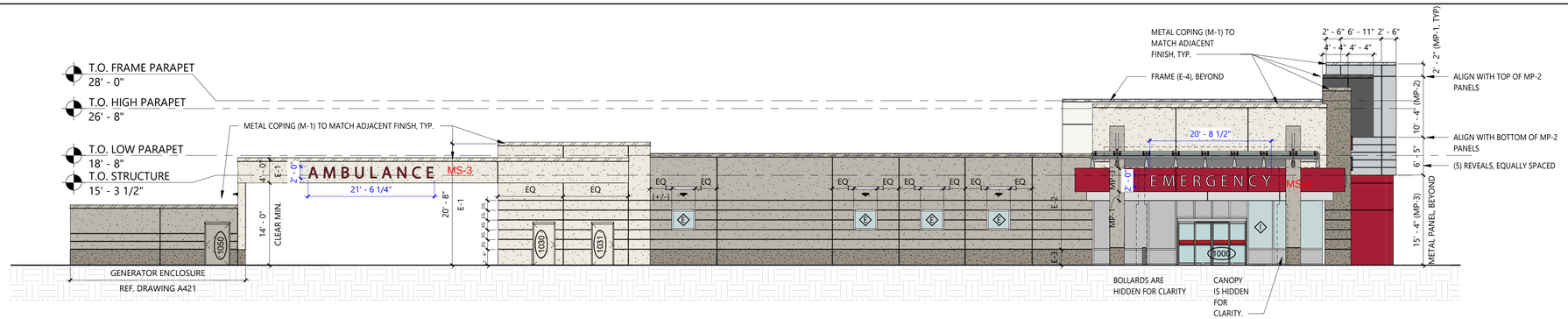
Sign Example Images

003

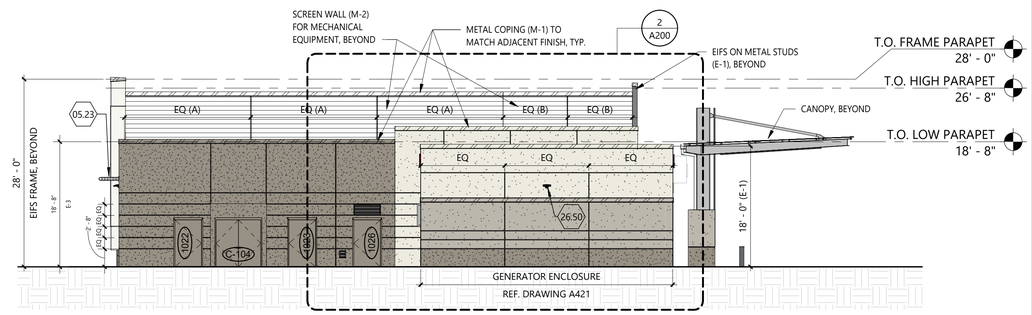
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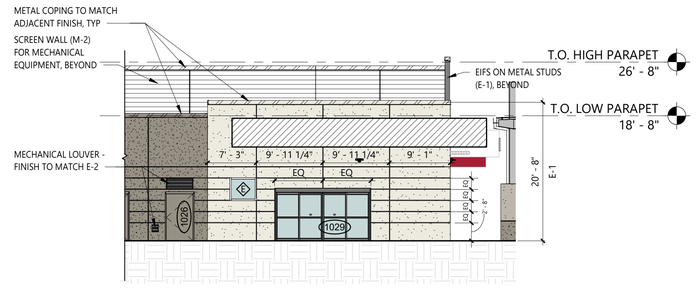
6 SECONDARY ELEVATION - EAST
SCALE: 3/32" = 1'-0"



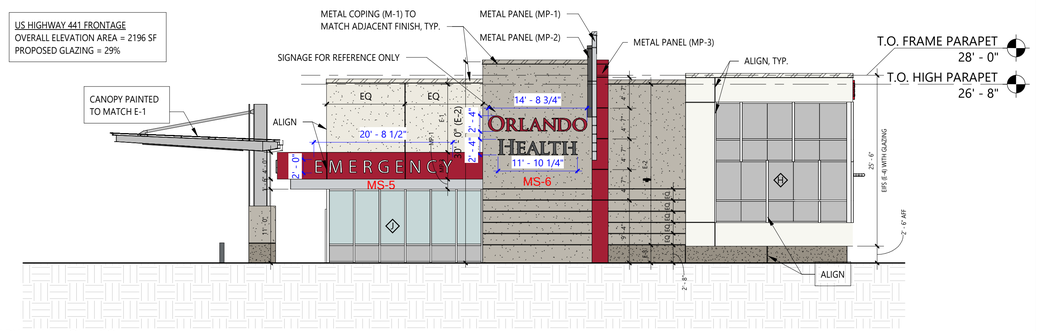
5 SIDE ELEVATION - WEST
SCALE: 3/32" = 1'-0"



3 REAR ELEVATION - NORTH
SCALE: 3/32" = 1'-0"



2 REAR ELEVATION - NO AMBULANCE CANOPY
SCALE: 3/32" = 1'-0"



1 PRIMARY ELEVATION - SOUTH
SCALE: 3/32" = 1'-0"

EXTERIOR MATERIALS SCHEDULE

PATTERN & MARKER	PRODUCT	COLOR / FINISH
E-1	EIFS OVER CMU OR METAL STUD	LYMESTONE TEXTURE, PAINTED SW7008 ALABASTER
E-2	EIFS OVER CMU	LYMESTONE TEXTURE, PAINTED SW7016 MINDFUL GRAY
E-3	EIFS OVER CMU	MOJAVE TEXTURE, PAINTED SW9171 FELTED WOOL
E-4	EIFS OVER METAL STUD	LYMESTONE TEXTURE, PAINTED SW7757 HIGH REFLECTIVE WHITE
MP-1	COMPOSITE METAL PANEL	70% KYNAR 500 / HYLAR 5000 SILVERSMITH (PREMIUM COLOR)
MP-2	COMPOSITE METAL PANEL	70% KYNAR 500 / HYLAR 5000 SUNSHINE GRAY (STANDARD COLOR)
MP-3	COMPOSITE METAL PANEL	70% KYNAR 500 / HYLAR 5000 BRITE RED (STANDARD COLOR)
M-1	PREFINISHED METAL COPING	KYNAR 500 (STANDARD COLORS TO MATCH ADJACENT FINISH)
M-2	CORRUGATED ROOF SCREEN WALL PANELS, COPING, EDGE AND CORNER TRIM	KYNAR 500 PURE WHITE (STANDARD COLOR)
#	ALUMINUM WINDOW FRAMES CURTAIN WALL / MULLION EXTENSIONS	KYNAR 500 - ANODIZED ALUMINUM (STANDARD FINISH)
#	GLAZING VISION / SPANDREL	GUARDIAN SUNGUARD SNX 51/23 SPANDREL - WARM GRAY #4
###	EXTERIOR HM DOORS, FRAMES AND LOUVERS	COLOR TO MATCH ADJACENT FINISHES

* REFER TO SPECS FOR MANUFACTURERS

NOTES:

1. REFERENCE CIVIL AND MEP DRAWINGS FOR UNDERGROUND UTILITIES AND BUILDING CONNECTIONS.
2. REFERENCE CIVIL DRAWINGS FOR OVERALL PARKING SPACE CALCULATIONS.
3. ALL SIGNAGE DEPICTED HERE IS FOR REFERENCE ONLY. SIGNAGE SHALL BE SUBMITTED AND APPROVED UNDER SEPARATE PERMIT PROCESS.

HEREFORD · DOOLEY
ARCHITECTS
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NASHVILLE · TENNESSEE · 37203
P · 615 · 244 · 7399
F · 615 · 244 · 6697
WWW.HDARCHITECTS.COM

PROJECT # 224007.00
CLIENT PROJECT NUMBER: 2024171317

ORLANDO HEALTH
EMERGENCY ROOM - EUSTIS
US Highway 441 & Dillard Road, FL 32726

ORLANDO HEALTH - HEALTH CENTRAL HOSPITAL
10000 W Colonial Drive, Ocoee, FL 34761

STATUS
PERMIT SET

DATES OF ISSUANCE
William E. Hereford, III
AR# 96247
11/11/2024

TITLE
EXTERIOR ELEVATIONS

SHEET
A200

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C:\Users\sara.frederick\Documents\224007.00 - OH EUSTIS FSER_CENTRAL_R22_NO BUMP_sara.frederick@hdarchitects.com.rvt
2/27/2025 4:19:09 PM

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 7, 2025

RE: Explanation of Ordinance Numbers 25-20, 25-21 and 25-22 for Annexation of Parcel with Alternate Key Number 1040141

Ordinance Number 25-20 – Voluntary Annexation
Ordinance Number 25-21 – Comprehensive Plan Amendment
Ordinance Number 25-22 – Design District Assignment

FIRST READING

Ordinance Number 25-20: Voluntary Annexation of Parcel with Alternate Key Number 1040141

Introduction:

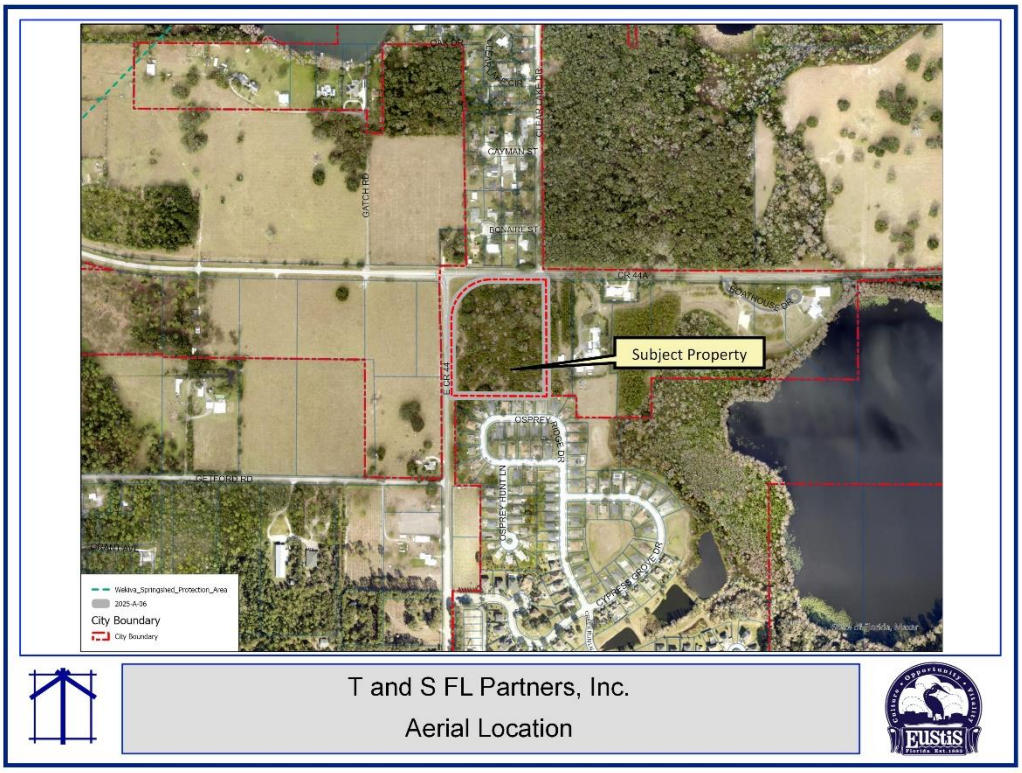
Ordinance Number 25-20 provides for the voluntary annexation of approximately 10 acres located on the east side of the intersection of County Road 44 and County Road 44A (Alternate Key Number 1040141). Provided the annexation of the subject property is approved, Ordinance Number 25-21 would change the Future Land Use designation from Urban Low in Lake County to General Commercial (GC) in the City of Eustis, and Ordinance Number 25-22 would assign the subject property a Design District designation of Suburban Corridor. If Ordinance Number 25-20 is denied, then there can be no consideration of Ordinance Numbers 25-21 and 25-22.

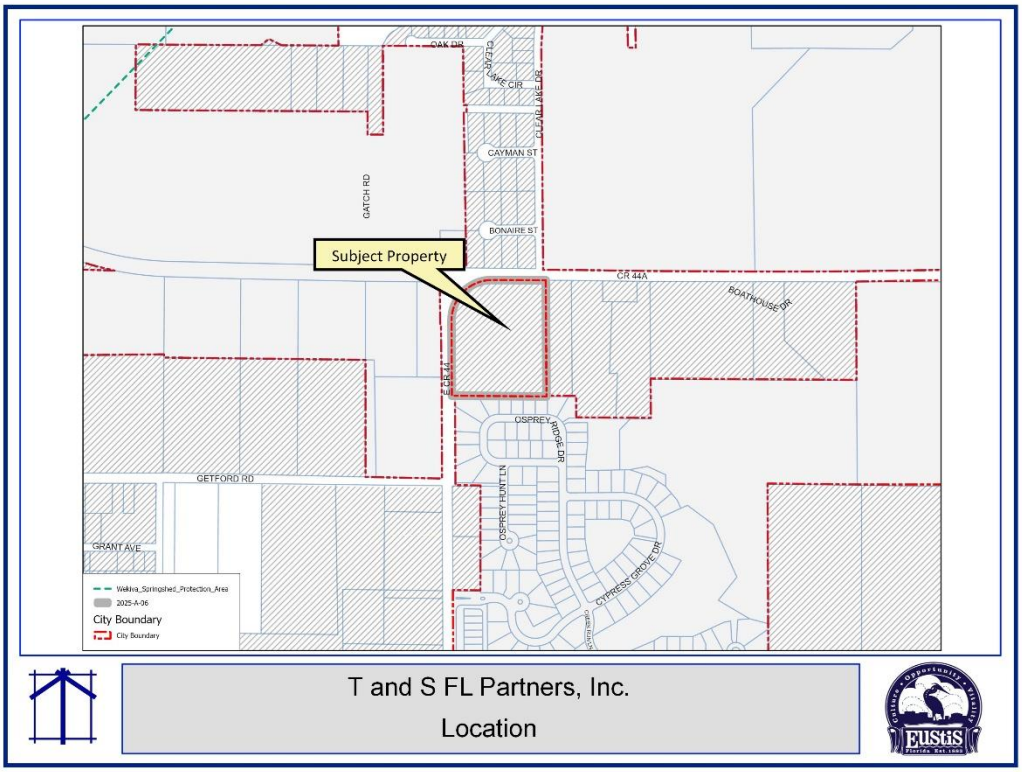
Background:

1. The site contains approximately 10 acres and is located within the Eustis Joint Planning Area. The site is currently vacant and agricultural/silvicultural (Planed Pines)
2. The subject property is contiguous to the current City of Eustis boundary on the south and west property lines.
3. The site has a Lake County Future Land Use Designation of Urban Low, but approval of Ordinance Number 25-21 would change the land use designation to General Commercial (GC) in the City of Eustis.
4. The West Side of the CR 44A/CR 44 intersection is already City of Eustis General Commercial (GC) and Mixed Commercial Residential (MCR).

Location	Existing Use	Future Land Use	Design District
Site	Vacant/Planted Pines	Urban Low (Lake County)	N/A
North	Single-Family Residential	Urban Low (Lake County)	N/A
South	Single-Family Residential	Suburban Residential (SR)	Rural Neighborhood
East	Single-Family Residential	Urban Low (Lake County)	Suburban Corridor

West	Vacant	General Commercial (GC) and Mixed Commercial Residential (MCR)	N/A





Applicant's Request

The applicant and property owner wish to annex the property, change the future land use to General Commercial (GC), and assign a design district of Suburban Corridor. The applicant's application did not detail the intended use of the property beyond future commercial development.

The current Lake County land use designation for the subject property is Urban Low. The Lake County land use designation allows for residential uses of up to four (4) dwelling units per one (1) net buildable acre and civic, institutional, commercial, and office uses at an appropriate scale and intensity to serve this category. Limited light industrial uses may only be allowed as a conditional use.

The proposed General Commercial (GC) land use designation within the City of Eustis provides for future commercial development. This future land use district request matches the designations to the west.

A. Analysis of Annexation Request **(Ordinance Number 25-20)**

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 Joint Planning Area. Urban services of adequate capacity are available to serve future development, consistent with the requested GC 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 Joint Planning Area boundaries define the reasonably compact area where the City can provide services effectively and efficiently. The subject property lies within that planning area. It is contiguous to the City limits on the southern and western boundary, and the owner has 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 in accordance with the requirements on July 28, 2025, and again on August 4, 2025.

4. Florida Statues 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.

5. Florida Statues 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..."

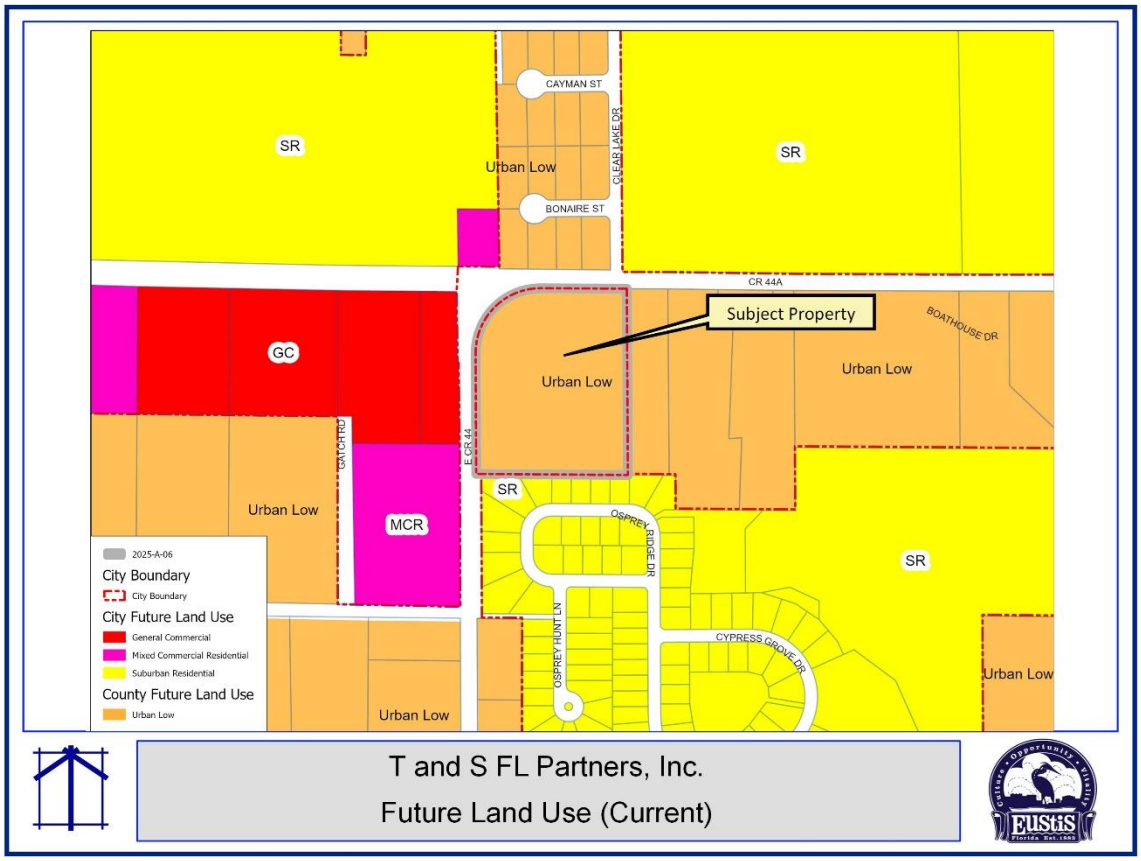
   The department notified the Lake County Board of County Commissioners on July 17, 2025.

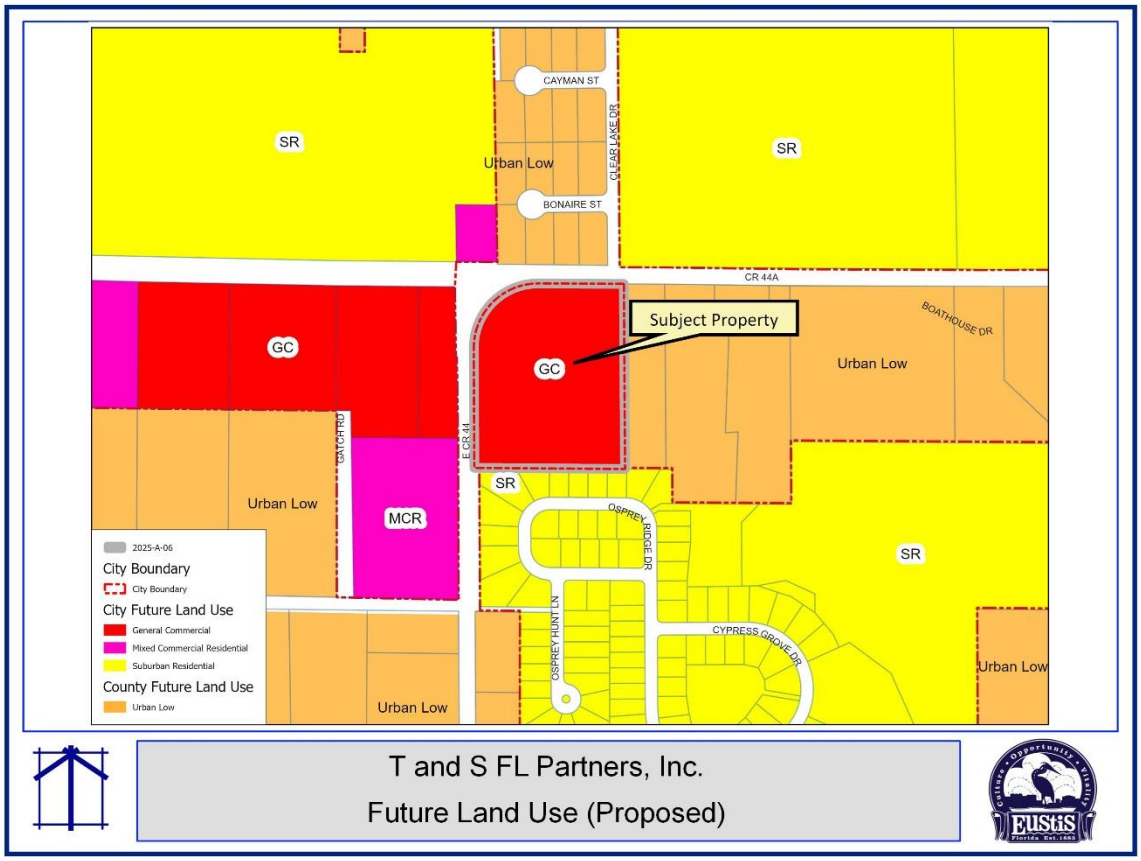
B. Analysis of Comprehensive Plan/Future Land Use Request (Ordinance Number 25-21)

In Accordance with Florida Statutes Chapter 163.3177.9, to discourage urban sprawl, the Florida Statutes outlines the Primary Indicators of Sprawl. Staff has reviewed these indicators and finds that the proposed annexation and assignment of Future Land Use does not contradict the intent of the primary indicators of sprawl as outlined. The outline and summary of these indicators are included in the supplement to this report.

C. Per the City of Eustis Comprehensive Plan, Future Land Use Element Appendix

Staff has assessed the proposed amendment to the City of Eustis Comprehensive Plan Future Land Use map relating to the development patterns described and supported within the Plan, including conditions and impacts to utility infrastructure, transportation infrastructure, natural features, and the environment. Staff review finds that the proposed assignment of the General Commercial (GC) future land use will not result in impacts that will cause detriment beyond current patterns. The outline and summary of this analysis are included as a supplement to this report.

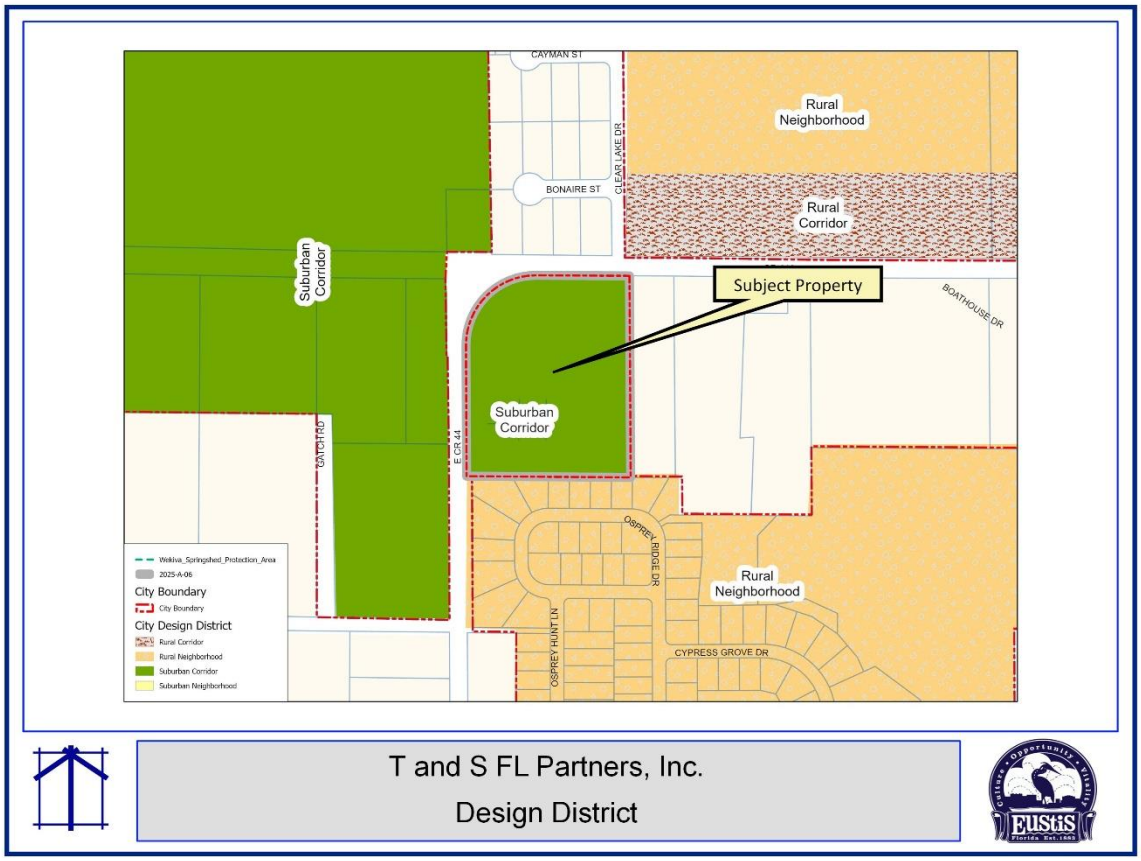

SR
CAYMAN ST
Urban Low
CLEAR LAKE DR
SR
BONAIRE ST
CR 44A
Subject Property
BOATHOUSE DR
GC
Urban Low
Urban Low
CATCH RD
E CR 44
MCR
SR
OSPREY RIDGE DR
SR
Urban Low
2025-A-06
City Boundary
City Boundary
City Future Land Use
General Commercial
Mixed Commercial Residential
Suburban Residential
County Future Land Use
Urban Low
Urban Low
OSPREY HUNT LN
CYPRESS GROVE DR
Urban Low
T and S FL Partners, Inc.
Future Land Use (Current)



D. Analysis of Design District Request **(Ordinance Number 25-22)**:

The City's Land Development Regulations are 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, or rural transect consistent with the surrounding area.

The City's Land Development Regulations set forth standards for review when changing or in the case of annexation, assigning a Design District. Staff has reviewed these standards and finds the proposed Suburban Corridor Design District consistent with those standards. The outline and summary of this analysis are included as a supplement to this report.



Recommended Action:
Development Services finds the proposed annexation, Future Land Use, and Design District designations consistent with the Comprehensive Plan, Land Development Regulations, and surrounding and adjacent land uses; therefore, it recommends approval of Ordinance Numbers 25-20, 25-21, and 25-22.

Policy Implications:
None

Alternatives:

1. Approve Ordinance Numbers 25-20 (Annexation), 25-21 (Comp. Plan Amendment), and/or 23-22 (Design District Designation).
2. Deny Ordinance Numbers 25-20, 25-21, and 25-22.

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.

Business Impact Estimate:
The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinances: Section 166.041(4)(c) : …enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

Prepared By:
Jeff Richardson, AICP, Deputy Director, Development Services

Reviewed By:
Mike Lane, AICP, Development Services Director

Analysis of Comprehensive Plan/Future Land Use Request **(Ordinance Number 25-21)**

In Accordance with 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 Commercial uses at a major intersection.

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 area is a significant intersection in an urbanizing/suburbanizing area.

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 site is within an urbanizing corridor with commercial and industrial land uses designated to the west and residential development to the south.

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 a tree farm (silviculture) and is currently planted with pine and mixed natural deciduous trees.

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 property does support active agricultural or silvicultural activities (tree farm/planted pine). However, the property is within an existing developed and further developing area, with similar land uses assigned.

6. Public Facilities:

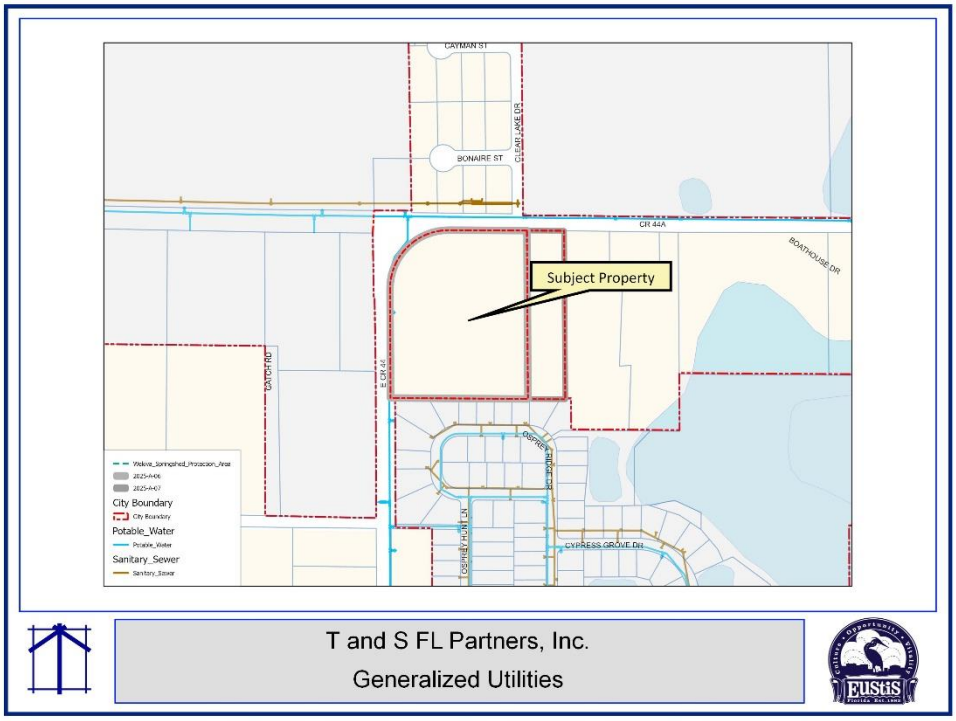
Fails to maximize use of existing public facilities and services.

This indicator does not apply. City water is available to the property. Development of this parcel will maximize the use and efficiency of the City's water service. City Sewer is available to the property and will be addressed via the site development process.

7. Cost Effectiveness and Efficiency of Public Facilities:

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

This indicator does not apply. Adequate capacity is available to serve the existing and future development consistent with the requested GC future land use designation. The City provides these services to other properties in the area, so efficiency will improve.



8. Separation of Urban and Rural:

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

This indicator does not apply. No other nearby properties contain active agricultural activities or uses. 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 is a logical extension of development for the city.

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. A variety of other uses are evident, including various commercial, industrial, and residential uses, within 1 mile of the subject property.

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 accessibility and linkages between related uses. Development Services 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.

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 extension of the urban development boundary. The

Comprehensive Plan and Land Development Regulations have provisions to protect natural resources and ecosystems at 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 are available.

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 relating to connection and sidewalks. County Roads 44 and 44A are not City infrastructure and do not currently have a sidewalk system. Interconnectivity to existing and future uses will be a challenge.

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, which will require energy and water-efficient appliances.

e. Agricultural Preservation:
Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

Not applicable. The site is within an existing developed/developing 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.

g. Balance of Land Uses:
Creates a balance of land uses based upon the demands of the residential population for the nonresidential needs of an area.

The proposed land use would allow for additional commercial opportunities to serve existing residential development and capture market for through-commuters.

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 the 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 GC 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 24,500. Pursuant to comprehensive plan policy and Land Development Regulation, residential development will be required to provide on-site park amenities.

c. Potable Water & Sanitary Sewer:

Water and sewer are available to the subject property. Both the water and sewer systems have adequate capacity to serve the development of the property.

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.

g. Transportation Network Analysis:

This potential added Commercial development will be evaluated at the time a development plan is submitted. At this time, the adjacent transportation network (CR 44/CR 44A) has the capacity to serve the proposed GC land use. Future improvements will depend on the ultimate buildout intensity and specific commercial uses. Prior to the development of the property, site plan approval amongst other approvals

will be required. As part of the site plan review, a traffic study will be required to evaluate traffic impacts.

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 high recharge area; 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.

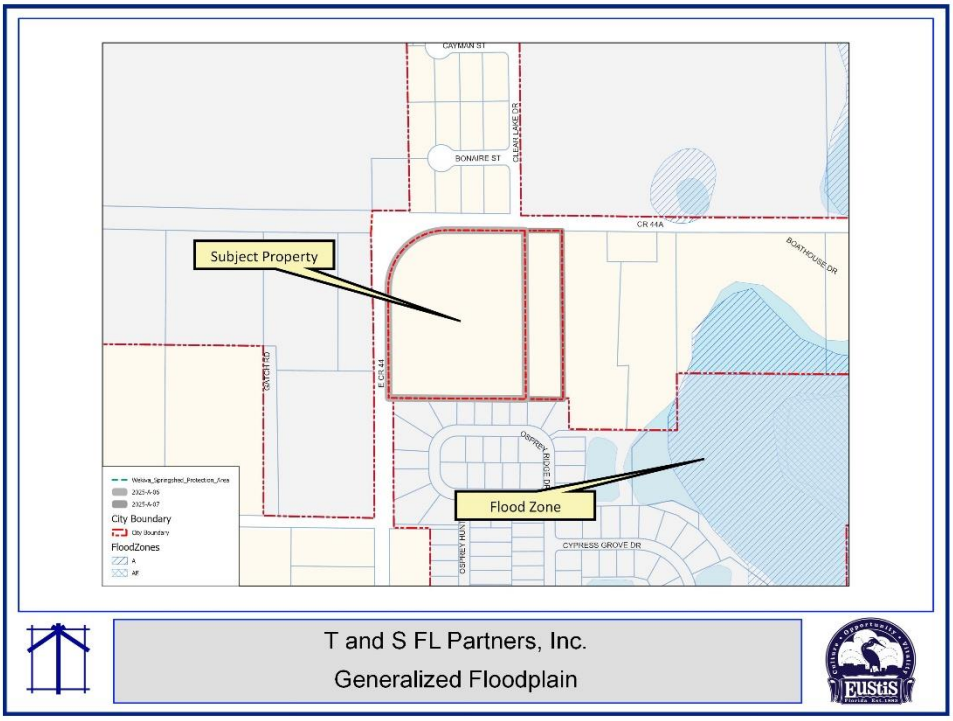


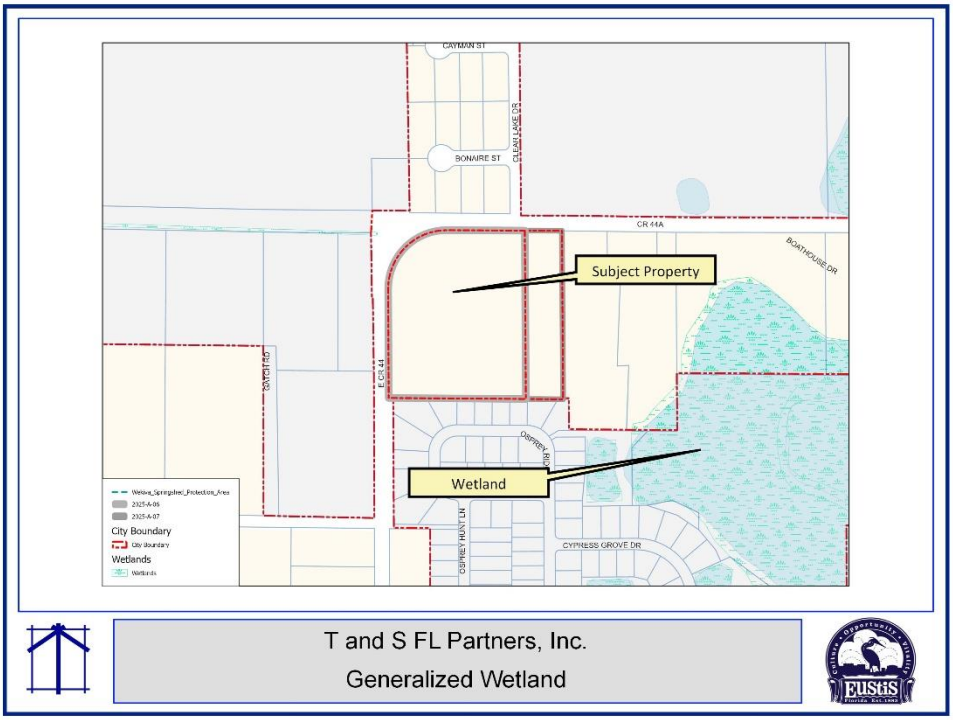
b.Historical or archaeological sites:

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. Development of the property poses no wetland impacts, as no wetlands exist on the property.

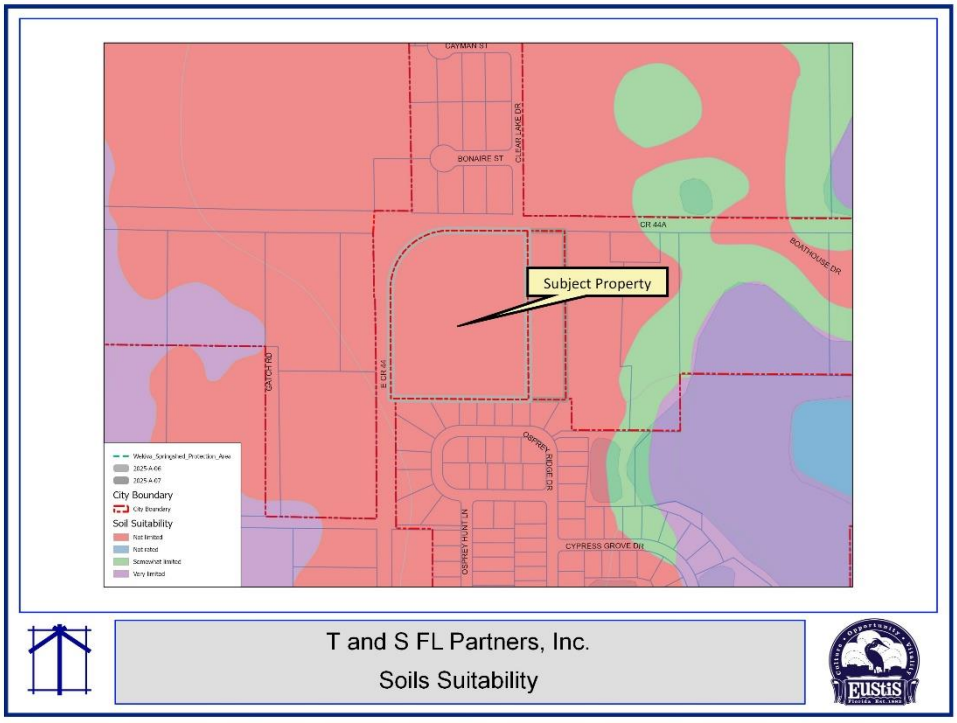

CAYMAN ST
BONAIRE ST
CLEAR LAKE DR
CR 44A
BOATHOUSE DR
Subject Property
E CR 44
OSPREY RIDGE DR
Flood Zone
OSPREY HUNT LN
CYPRESS GROVE DR
City Boundary
FloodZones
T and S FL Partners, Inc.
Generalized Floodplain


CAYMAN ST
BONAIRE ST
CLEAR LAKE DR
CR 44A
BOATHOUSE DR
Subject Property
E CR 44
OSPREY RIDGE DR
Wetland
OSPREY HUNT LN
CYPRESS GROVE DR
City Boundary
Wetlands
T and S FL Partners, Inc.
Generalized Wetland

d.*Soil and topography:*

The soils appear to pose no limitations for development. At the development application stage, soils and geotechnical reports will be required as part of the application packages as well as for permitting for development with the applicable state agencies.

As site plan and 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 conditions at the time of development warrant such protection.



3. Comprehensive Plan Review:

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

Existing Land Use According to the Lake County Comprehensive Plan:

"The Urban Low Density Future Land Use Category provides for a range of residential development at a maximum density of four (4) dwelling units per net buildable acre in addition to civic, institutional, commercial, and office uses at

an appropriate scale and intensity to serve this category. Limited light industrial uses may only be allowed as a conditional use.

This category shall be located on or in proximity to collector or arterial roadways to minimize traffic on local streets and provide convenient access to transit facilities. Within this category any residential development in excess of 10 dwelling units shall be required to provide a minimum 25% of the net buildable area of the entire site as common open space.

The maximum intensity in this category shall be 0.25, except for civic institutional uses which shall be 0.35. The maximum Impervious Surface Ratio shall be 0.60."

Proposed Land Use According to the Eustis Comprehensive Plan:

General Commercial

(GC)

The GC designation is intended to provide an area consisting of primarily free-standing commercial land uses serving both motorists and local residents.

General Range of Uses: General Commercial may include a variety of free-standing retail and service uses and small strip centers including automotive-oriented uses such as service stations and auto sales as well as outdoor recreation, and schools. Public and utility services and facilities that are 5 acres or less in size are also permitted.

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

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.

Comparison of Lake County Development Conditions

The existing Lake County future land use designation of the property is Urban Low, which provides for a range of residential development in addition to civic, commercial and office uses at an appropriate scale and intensity to serve this category. Allowable density and intensity in Urban Low is a maximum of 4 dwelling units per acre and intensity of 0.25 to 0.35 floor area ratio, with the sum of residential density and non-residential intensity not exceeding 100%.

Residential: Lake County limits residential development to 4 du/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.

Not applicable.

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.

The proposed future land use does not allow for industrial-type uses that may be incompatible with existing residential uses. Through the site development process, each project is evaluated, and the appropriate land development regulations are applied to mitigate potential incompatibility.

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.

This potential added commercial development will be evaluated at the time a development plan is submitted. At this time, the adjacent transportation network (CR 44/CR 44A) has the capacity to serve the proposed GC land use. Future improvements will depend on the ultimate buildout intensity and specific commercial uses. Prior to the development of the property, site plan approval amongst other approvals will be required. As part of the site plan review, a traffic study will be required to evaluate traffic impacts.

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 are available. The City's adopted Water Supply Plan anticipated additional growth consistent with this development, so both supply and capacity are available.

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 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.

City commercial future land use has been designated for the west side of the CR 44/44A intersection. The General Commercial FLU would not be inconsistent for the area.

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 are available and, in close proximity to the site. Adequate capacity is available to serve future development consistent with the requested future land use designation.

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, so 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 annexation would create a logical development pattern as it extends the City limits to a more natural boundary in this area.

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

i. *Other Matters:*

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

No other matters.

Analysis of Design District Request **(Ordinance Number 25-22)**:

Form-Based Code:

The City's Land Development Regulations are 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 Corridor). The Suburban development pattern and intent, and the Suburban Corridor definition, structure and form description are stated below. The assignment of a Suburban Corridor 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 center.

a. *Definition. Mix of commercial, office, and potentially multifamily residential uses.*
b. *Structure. Development blocks organized with streets, pedestrian walkways and driveways.*
c. *Form. Mix of nonresidential uses from office to commercial with supportive uses adjacent to larger use types.*

A Suburban Corridor 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 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 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 Corridor definition, structure and form are compatible with the existing uses and any proposed uses permitted under the General Commercial and Suburban Residential future land use designations in the area.

f. ***Changed Conditions:***

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

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

g. ***Public Facilities.***

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

A redistricting is not proposed. Assigning a design district to an annexation property will not change the demand impact on public facilities. The Future Land Use designation controls the density and

intensity permitted on the site, so the Design District map amendment would not result in impacts beyond that already anticipated. Also, see the analysis of public facilities in the above sections of this report.

h. Impact on Environment:

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

The proposed Design District designation for this property does not change the development potential of the parcel. Design Districts control the form and function of any development that does occur. The Future Land Use designation controls the density, intensity, and minimum open space permitted on the site, so the Design District amendment would not result in additional impacts on the natural environment. As building permit approval must be obtained before development can begin, the Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should 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 City of 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 Corridor design district designation to an annexation parcel, which is consistent with the existing transect.

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-20
Ordinance Subject	Annexation 2025-A-06
Legal Advertising Date	July 28, 2025
First Reading On	8/7/2025
Second Reading On	8/21/2025

Ordinance Title

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 10 ACRES OF REAL PROPERTY AT LAKE COUNTY PROPERTY APPRAISER'S ALTERNATE KEY NUMBERS 1040141, LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A

Based on the City's review of the proposed ordinance (*must select one of the following*):

☒ The City has determined the statutory exemption identified below applies to the proposed ordinance; a Business Impact Estimate is NOT required and therefore not provided.

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; however, the City has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

☐ The City has prepared a Business Impact Estimate in accordance with section 166.041(4), Florida Statutes.

Exemptions

The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinance:

Section 166.041 (4)(c) exemption: It is enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

ORDINANCE NUMBER 25-20

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 10 ACRES OF REAL PROPERTY AT LAKE COUNTY PROPERTY APPRAISER'S ALTERNATE KEY NUMBERS 1040141, LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A.

WHEREAS, Travis Sawchuk has made an application for voluntary annexation, on behalf of T and S Partners, LLC., the property owner, for approximately 10 acres of real property located on the east side of the intersection of County Road 44 and County Road 44A, more particularly described as:

Parcel Alternate Key: 1040141

Parcel Identification Numbers: 06-19-27-0200-000-00500

Legal Description:

A portion of Lots 5, 6, and 7, C.M. Rehrer's Subdivision, according to the plat thereof, as recorded in Plat Book 1, Page 50, of the Public Records of Lake County, Florida, lying in Section 6, Township 1 9 South, Range 27 East, Lake County, Florida, described as follows:

Beginning at the Northwest corner of Tract S, Spring Ridge Estates, according to the plat thereof, as recorded in Plat Book 58, Pages 28 through 30, of the Public Records of Lake County, Florida, and with the Easterly Right-of-Way line of County Road No. 44, North 00°04'26" West, 1 1 5.21 feet, to the intersection of the Easterly Right-of-Way line of said County Road No. 44 and the Northerly line of said Lot 7; thence continuing with the Easterly Right-of-Way line of said County Road No. 44, North 00' 1 3'04" West, 366.04 feet, to the beginning of a non-tangent curve concave Southeasterly; thence with a radius of 258.33 feet, a delta of 90°32'39", and a chord bearing and distance of North 45°01 '32" East, 367. 07 feet, Northeasterly along said curve, an arc length of 408.24 feet, to the end of said curve on the Southerly Right-of-Way line of County Road No. 44A; thence with the Southerly Right-of-Way line of said County Road No. 44A, South 89°36'40" East, 344.52 feet, to a point lying 163.90 feet Westerly of the Westerly line of the lands described in Official Records Book 5581, Page918, of the Public Records of Lake County, Florida; thence with a line parallel with the Westerly line of said lands described in Official Records Book 5581, Page 918, South 00°20'56" East, 743.66 feet, to the Northerly line of said Spring Ridge Estates; thence with the Northerly line of said Spring Ridge Estates, North 89°29'59" West, 607.20 feet, to the Point of Beginning.

Containing 435,632.66 Square Feet or 10.00 Acres, more or less.

(The foregoing legal description was copied from the Applicant's submitted survey 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 and sewer service is available to the property; and

WHEREAS, on August 7, 2025, the City Commission held the 1st Public Hearing to consider the voluntary annexation of the property contained herein; and

WHEREAS, on August 21, 2025, the City Commission held the 2nd Public Hearing to consider the voluntary annexation of the property contained herein

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

SECTION 1.
That pursuant to, and under the authority of, Florida Statute 171.044, the City of Eustis, Lake County, Florida, does hereby annex and amend the municipal boundaries to include approximately 10 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 21st day of August 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE
The foregoing instrument was acknowledged before me, by means of physical presence, this this 21st day of August 2025, by Willie L. Hawkins, 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 for form and legal content for the use and reliance of the Eustis City Commission; however, I have not performed an independent title examination to verify the accuracy of the legal description.

_____
City Attorney's Office Date

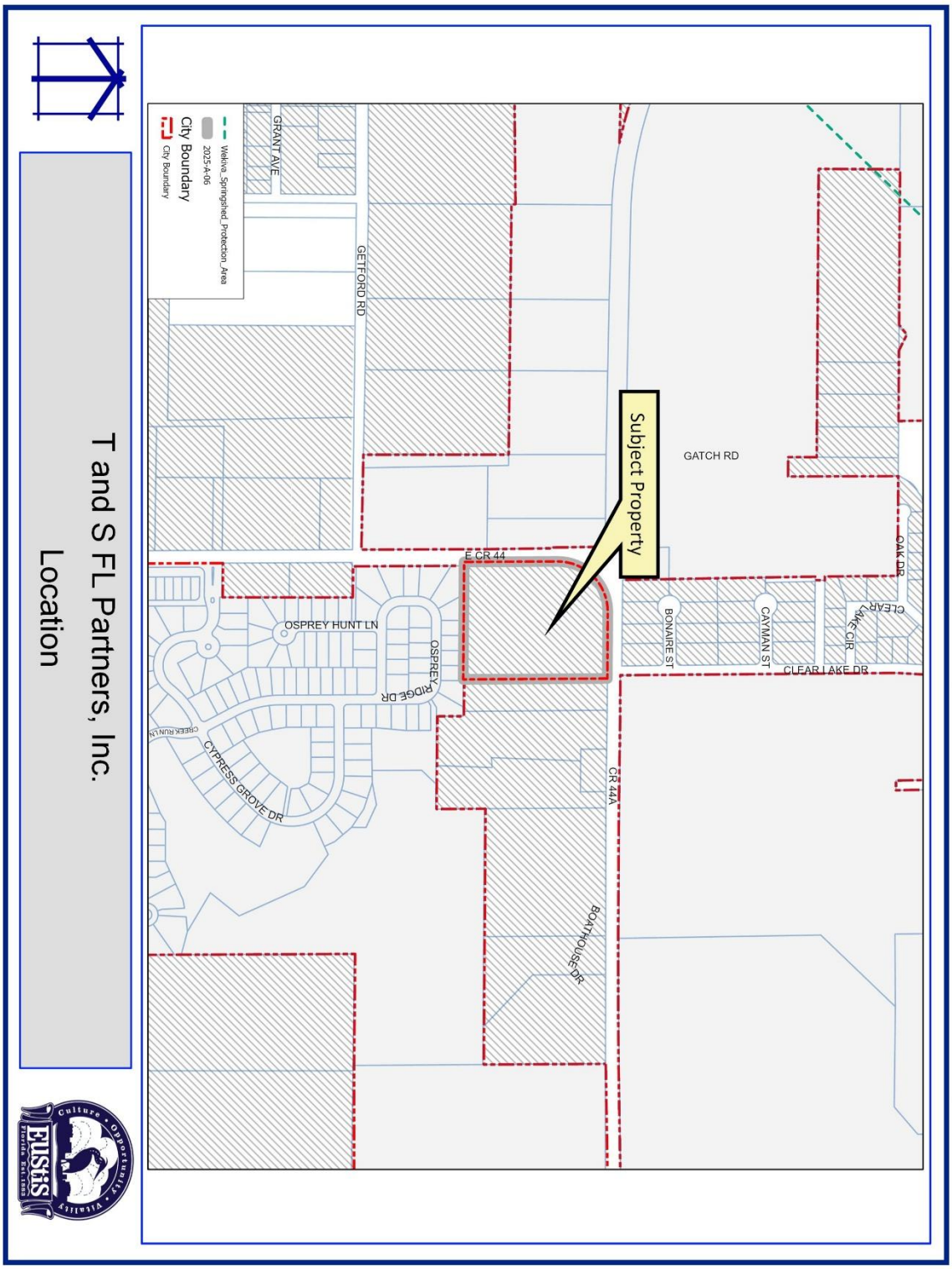
CERTIFICATE OF POSTING

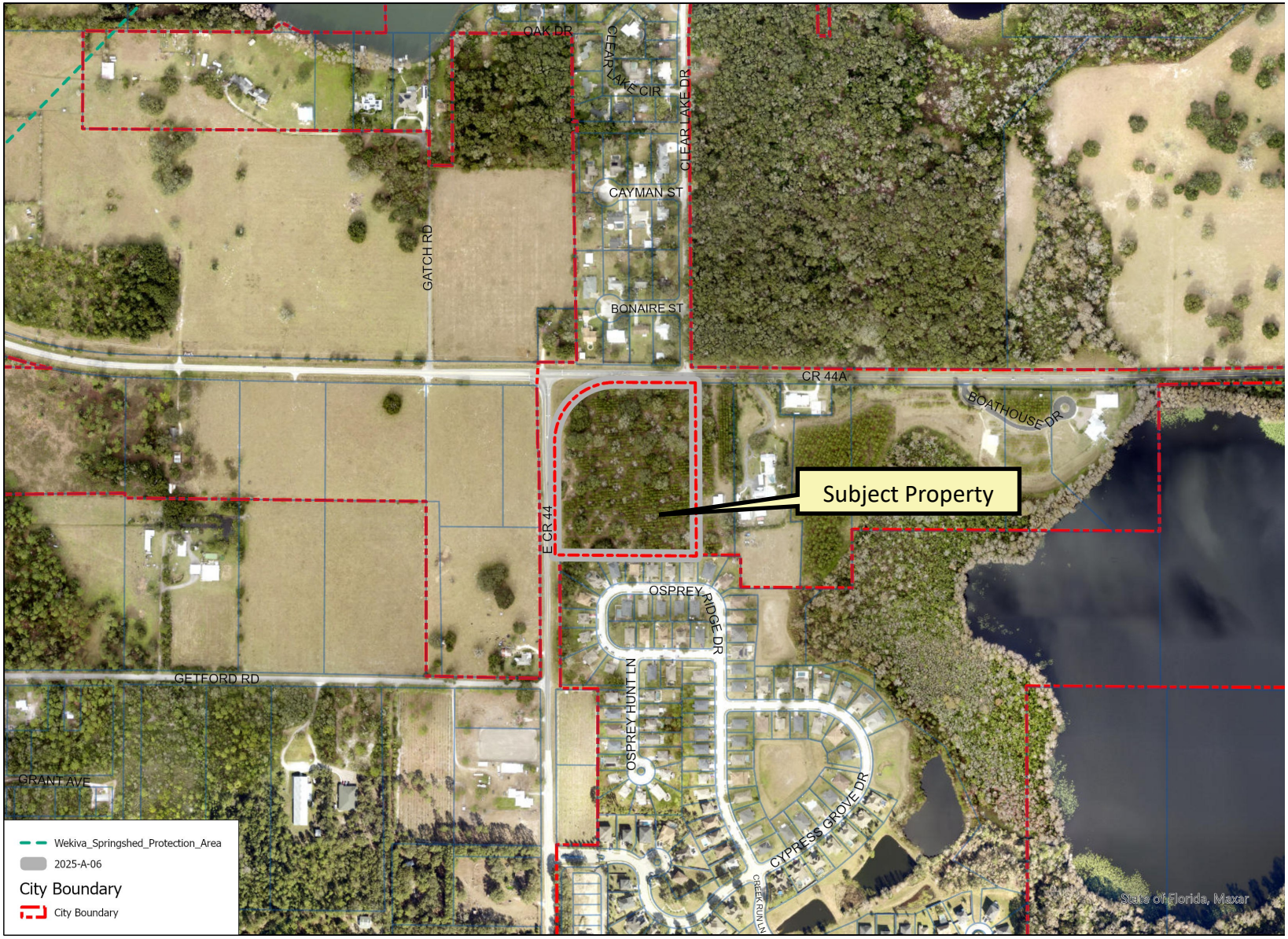
The foregoing Ordinance Number 25-20 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____ _____

Christine Halloran, City Clerk Date

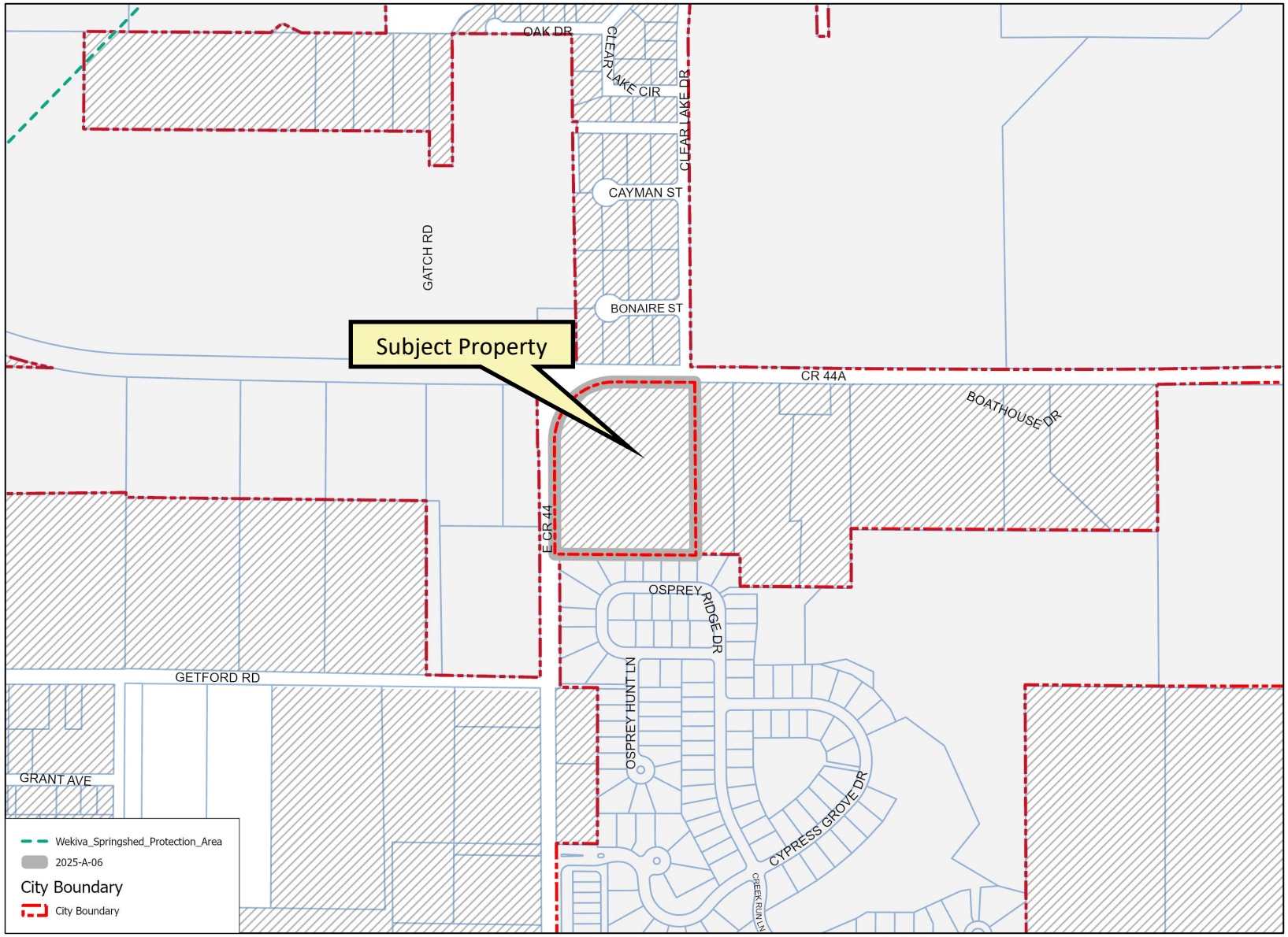
EXHIBIT A


T and S FL Partners, Inc.
Location
Subject Property
City Boundary
City Boundary
2025-A-06
Wekiva_Springshed_Protection_Area
GRANT AVE
GETFORD RD
GATCH RD
E CR 44
OSPREY HUNT LN
OSPREY RIDGE DR
CYPRESS GROVE DR
CR 44A
BOATHOUSE DR
BONAIRE ST
CAYMAN ST
CLEAR LAKE DR
OAK DR
CLEAR CIR



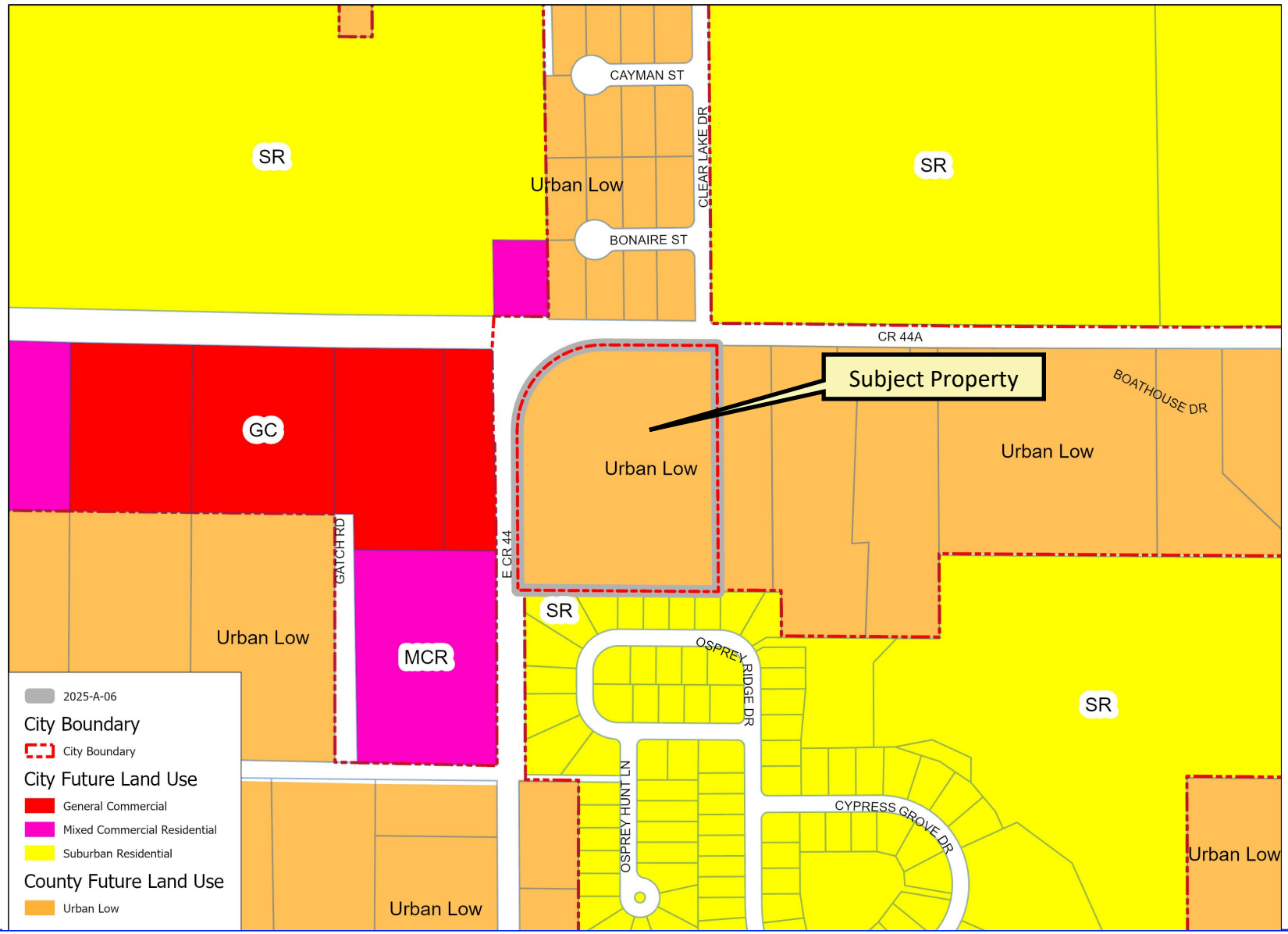
T and S FL Partners, Inc.

Aerial Location



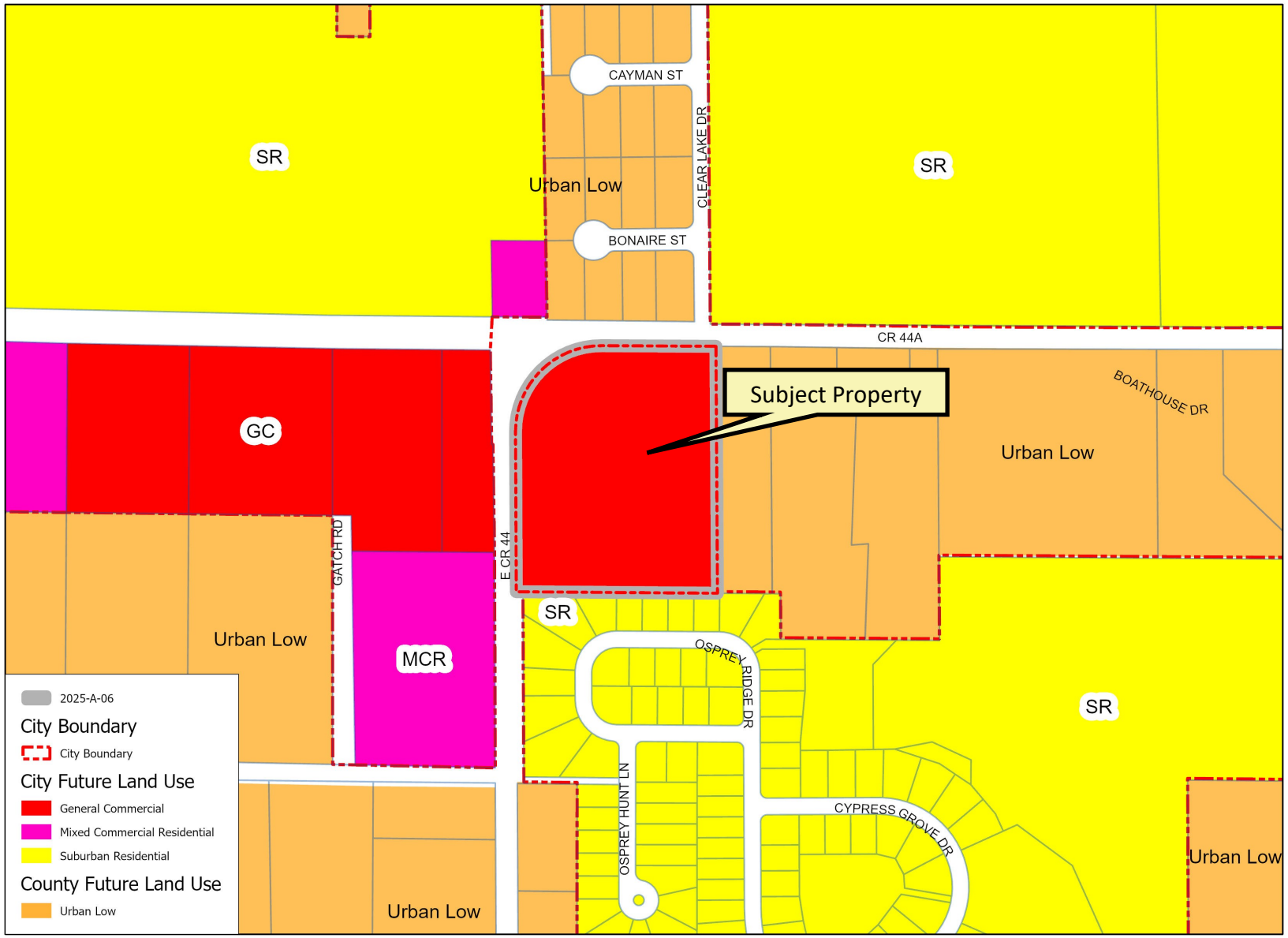
T and S FL Partners, Inc.

Location



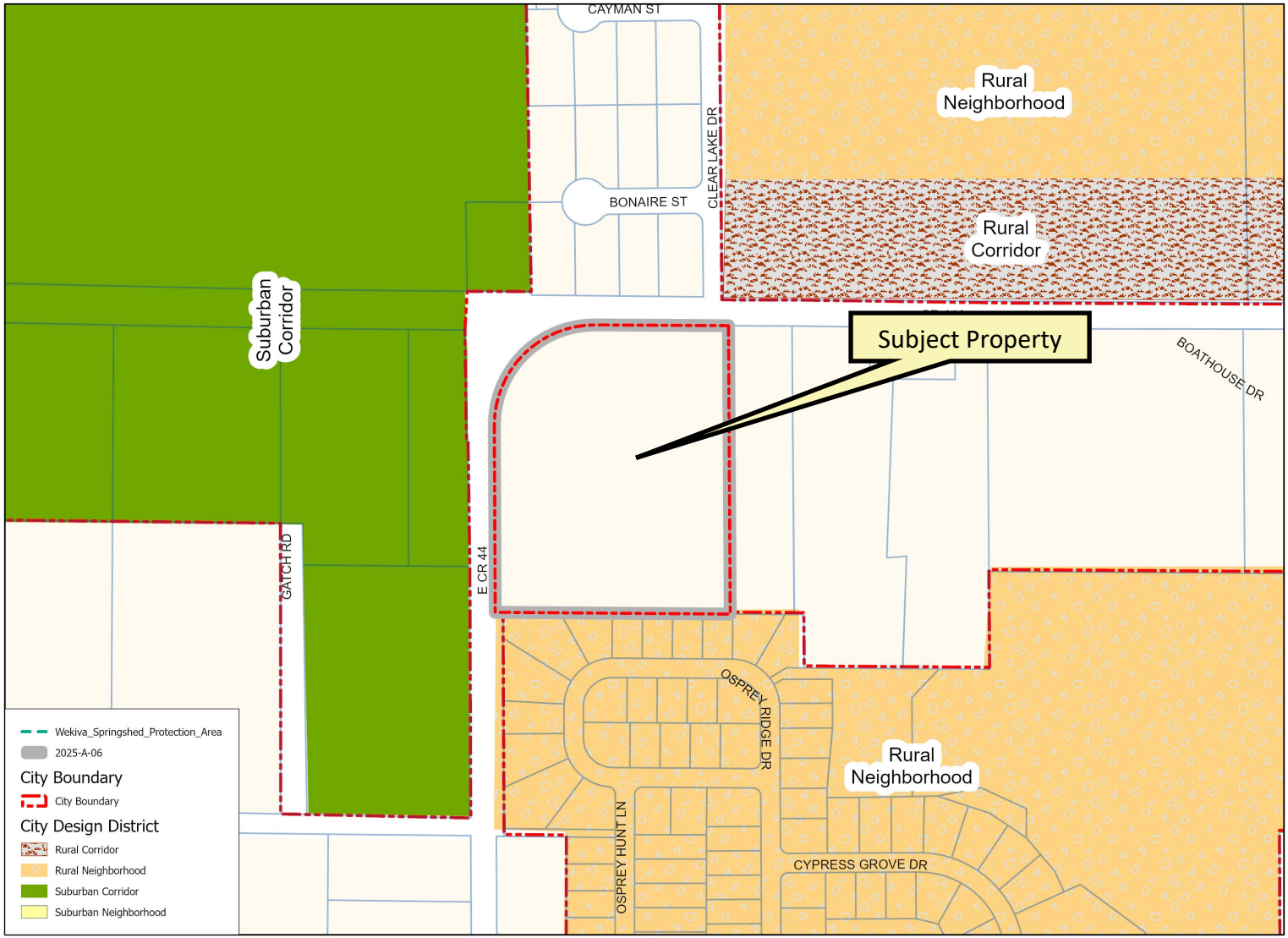
T and S FL Partners, Inc.

Future Land Use (Current)



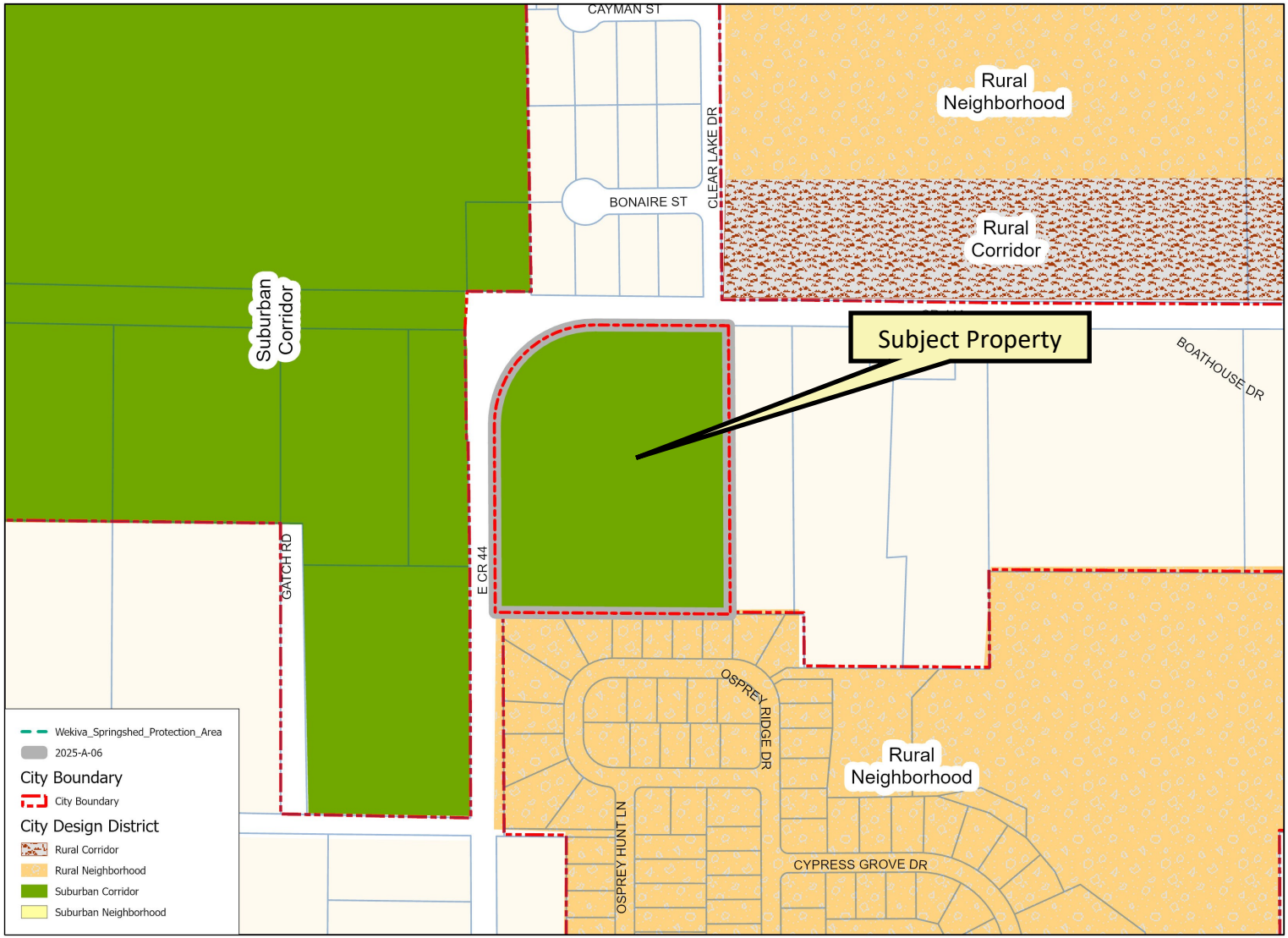
T and S FL Partners, Inc.

Future Land Use (Proposed)



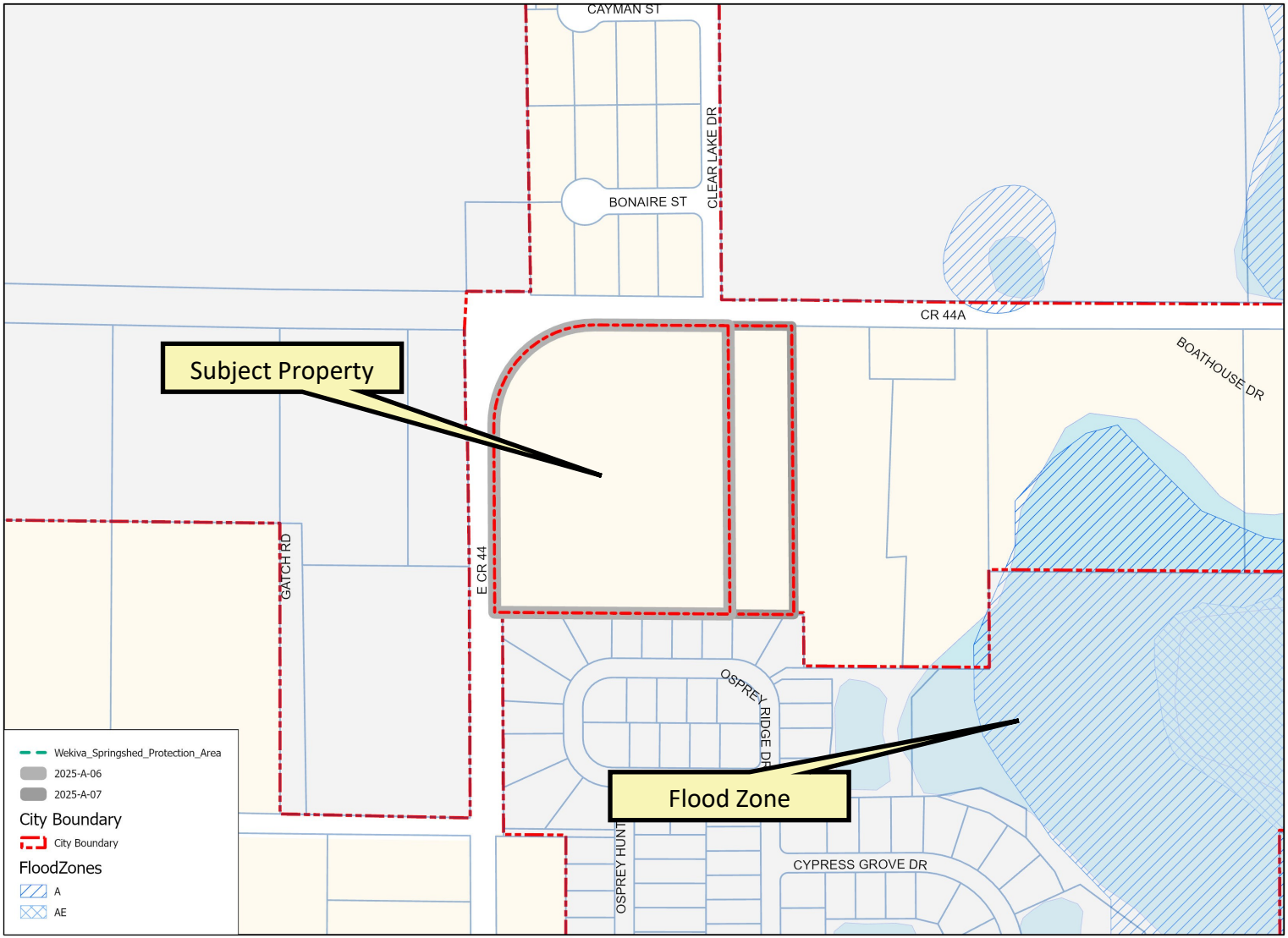
T and S FL Partners, Inc.

Design District



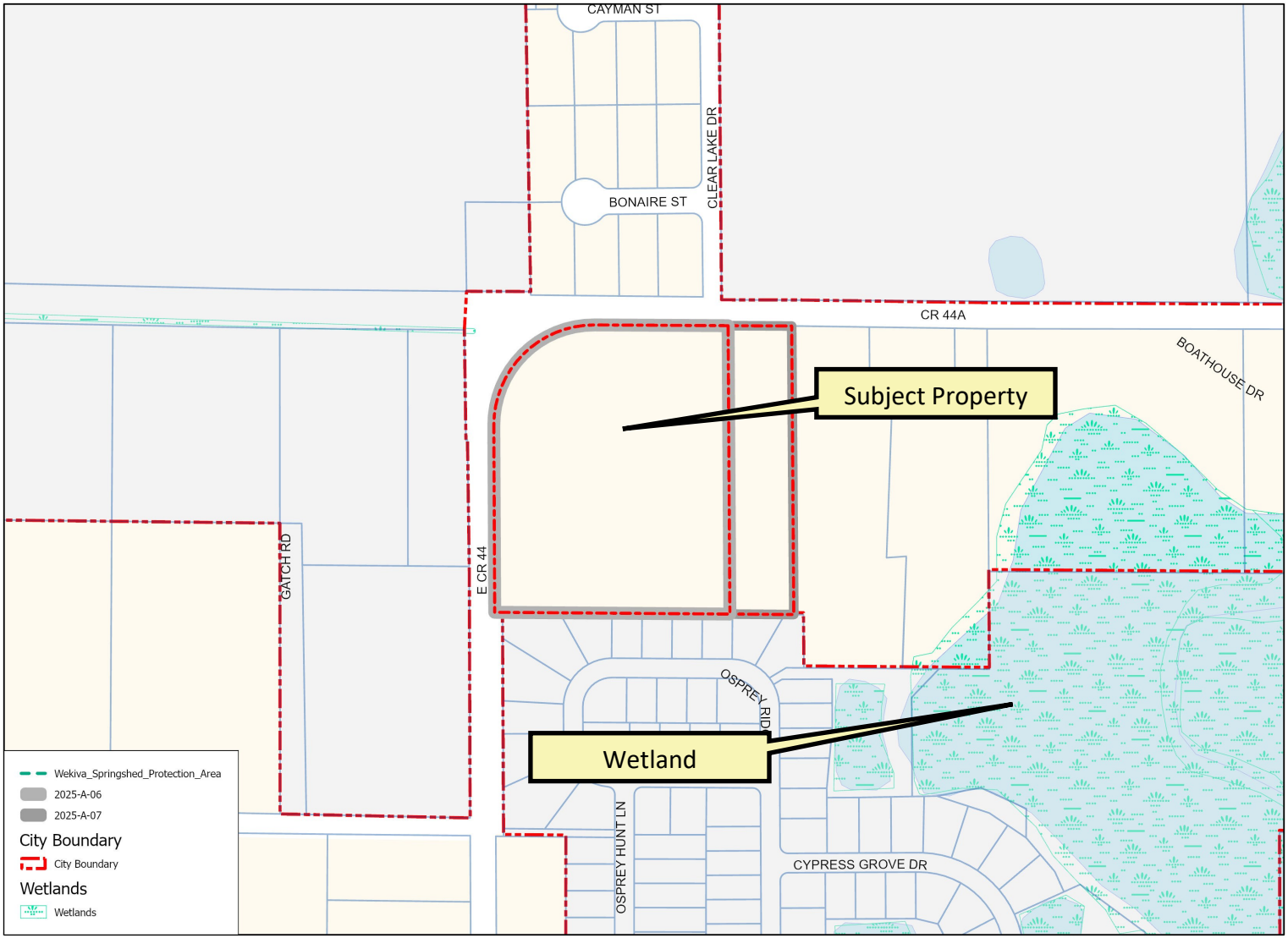
T and S FL Partners, Inc.

Design District



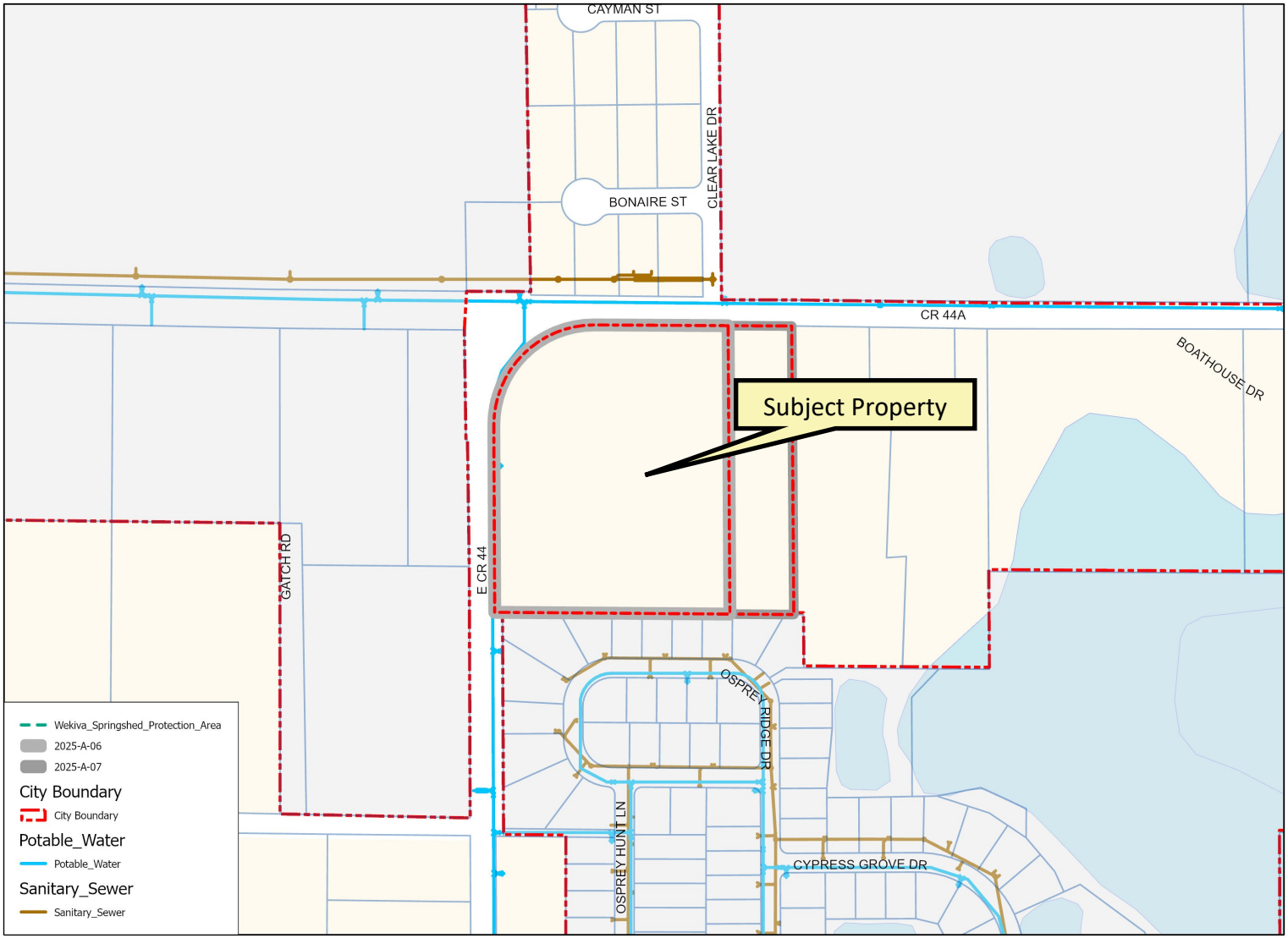
T and S FL Partners, Inc.

Generalized Floodplain



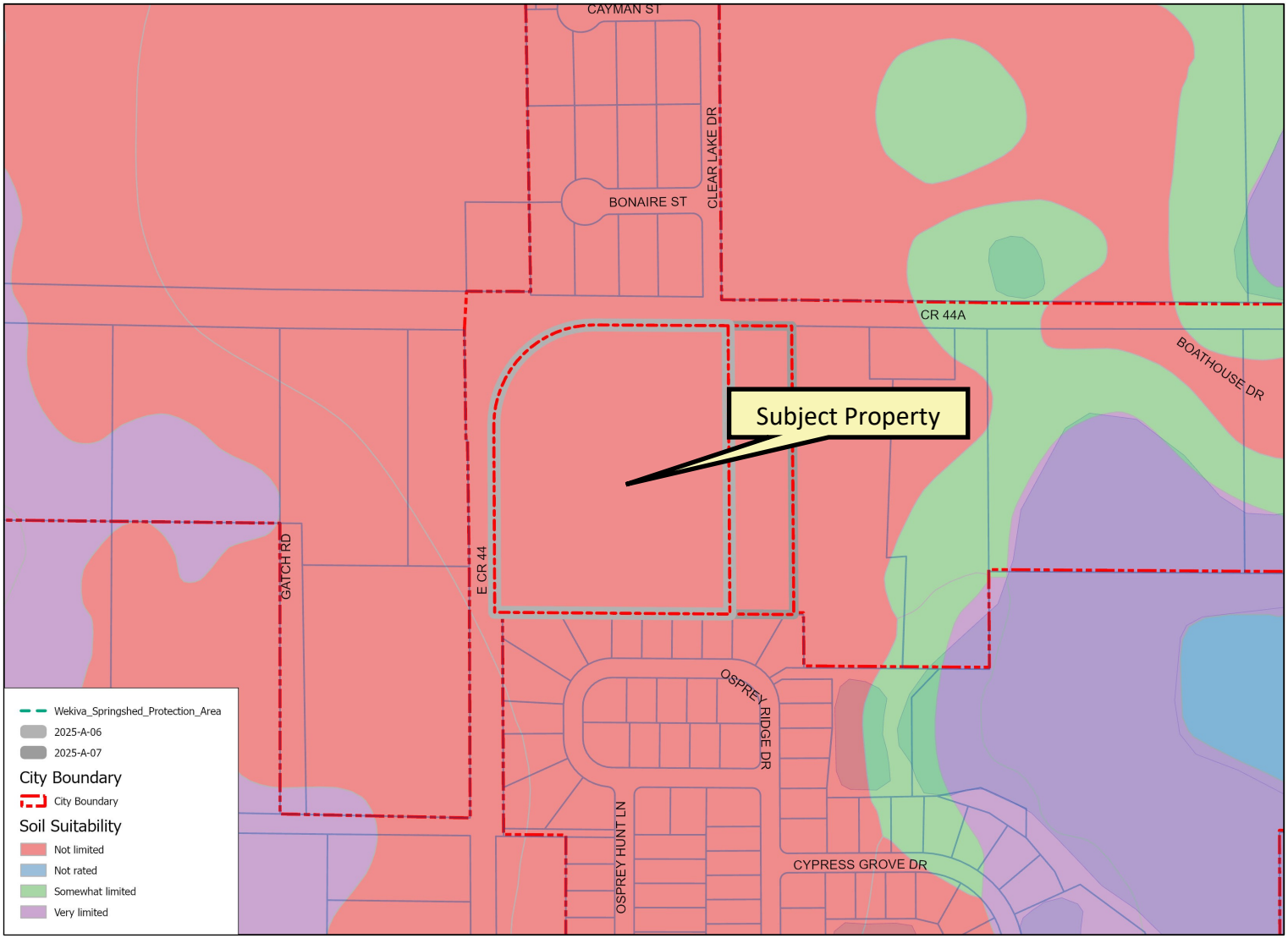
T and S FL Partners, Inc.

Generalized Wetland



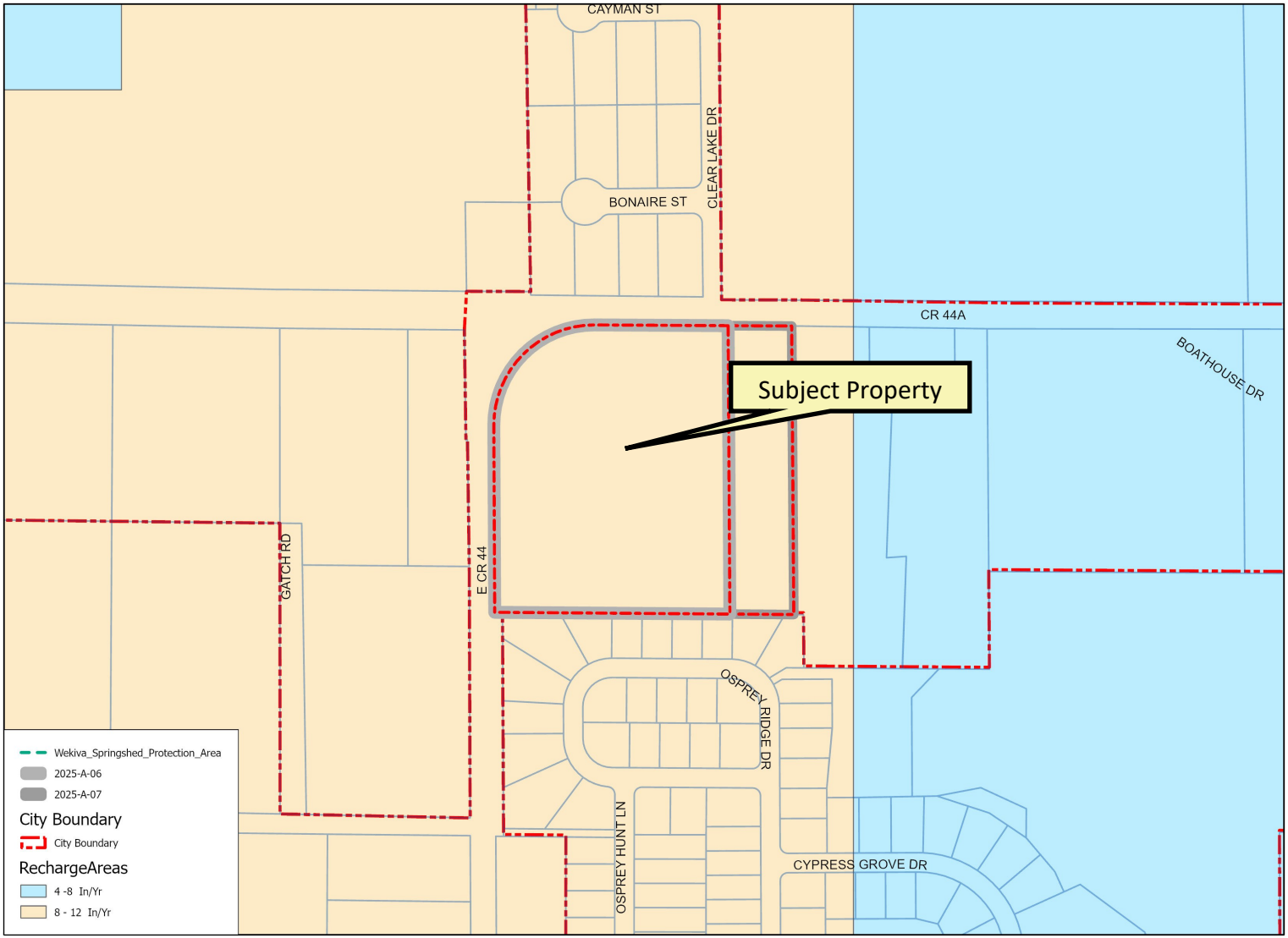
T and S FL Partners, Inc.

Generalized Utilities



T and S FL Partners, Inc.

Soils Suitability



T and S FL Partners, Inc.

Generalized Potential Recharge

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-21
Ordinance Subject	Future Land Use Map Amendment 2025-CPLUS-06
Legal Advertising Date	July 28, 2025
First Reading On	8/7/2025
Second Reading On	8/21/2025

Ordinance Title

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 10 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBERS 1040141, GENERALLY LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A

Based on the City's review of the proposed ordinance (*must select one of the following*):

☒ The City has determined the statutory exemption identified below applies to the proposed ordinance; a Business Impact Estimate is NOT required and therefore not provided.

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; however, the City has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

☐ The City has prepared a Business Impact Estimate in accordance with section 166.041(4), Florida Statutes.

Exemptions

The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinance:

Section 166.041 (4)(c) exemption: It is enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

ORDINANCE NUMBER 25-21

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 10 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBER 1040141, GENERALLY LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A.

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, the 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 10 acres of real property located on the east side of the intersection of County Road 44 and County Road 44A and more particularly described herein; and

WHEREAS, on August 7, 2025, 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 August 7, 2025, the City Commission held the 1st 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 August 21, 2025, the City Commission held the 2nd 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 Urban Low in Lake County to **General Commercial (GC)** within the City of Eustis:

Parcel Alternate Key: 1040141

Parcel Identification Numbers: 06-19-27-0200-000-00500

Legal Description:

A portion of Lots 5, 6, and 7, C.M. Rehrer's Subdivision, according to the plat thereof, as recorded in Plat Book 1, Page 50, of the Public Records of Lake County, Florida, lying in Section 6, Township 1 9 South, Range 27 East, Lake County, Florida, described as follows:

Beginning at the Northwest corner of Tract S, Spring Ridge Estates, according to the plat thereof, as recorded in Plat Book 58, Pages 28 through 30, of the Public Records of Lake County, Florida, and with the Easterly Right-of-Way line of County Road No. 44, North 00°04'26" West, 1 1 5.21 feet, to the intersection of the Easterly Right-of-Way line of said County Road No. 44 and the Northerly line of said Lot 7; thence continuing with the Easterly Right-of-Way line of said County Road No. 44, North 00' 1 3'04" West, 366.04 feet, to the beginning of a non-tangent curve concave Southeasterly; thence with a radius of 258.33 feet, a delta of 90°32'39", and a chord bearing and distance of North 45°01 '32" East, 367. 07 feet, Northeasterly along said curve, an arc length of 408.24 feet, to the end of said curve on the Southerly Right-of-Way line of County Road No. 44A; thence with the Southerly Right-of-Way line of said County Road No. 44A, South 89°36'40" East, 344.52 feet, to a point lying 163.90 feet Westerly of the Westerly line of the lands described in Official Records Book 5581, Page918, of the Public Records of Lake County, Florida; thence with a line parallel with the Westerly line of said lands described in Official Records Book 5581, Page 918, South 00°20'56" East, 743.66 feet, to the Northerly line of said Spring Ridge Estates; thence with the Northerly line of said Spring Ridge Estates, North 89°29'59" West, 607.20 feet, to the Point of Beginning.

Containing 435,632.66 Square Feet or 10.00 Acres, more or less.

(The foregoing legal description was copied from the Applicant’s submitted survey 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: That 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 the 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 21st day of August 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 21st day of August 2025, by Willie L. Hawkins, 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 the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

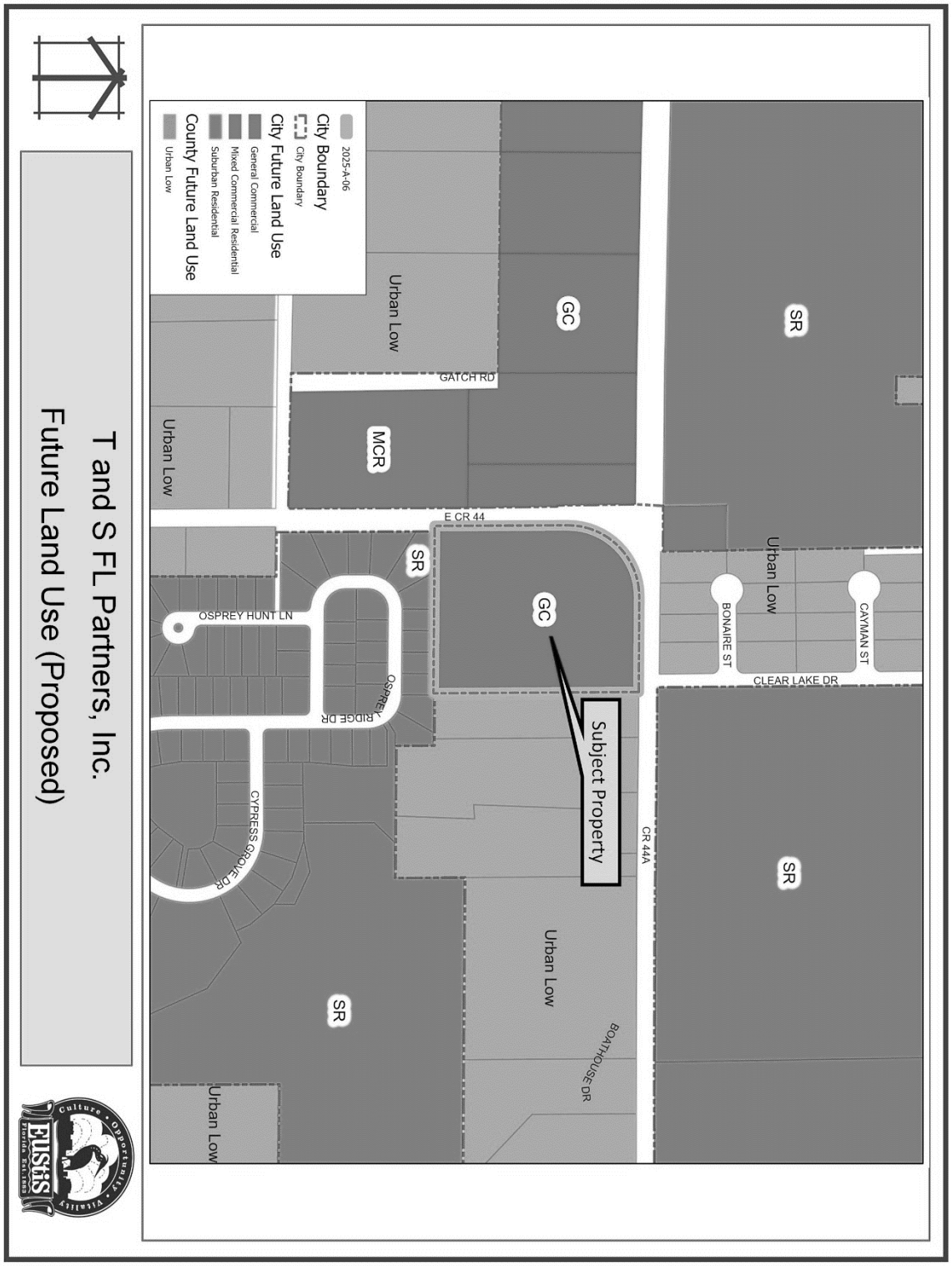
_____ _____
City Attorney's Office Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 25-21 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____
Christine Halloran, City Clerk

Exhibit A


T and S FL Partners, Inc.
Future Land Use (Proposed)
2025-A-06
City Boundary
City Boundary
City Future Land Use
General Commercial
Mixed Commercial Residential
Suburban Residential
County Future Land Use
Urban Low
Urban Low
GC
SR
GATCH RD
MCR
E CR 44
OSPREY HUNT LN
OSPREY RIDGE DR
CYPRESS GROVE DR
Subject Property
CR 44A
BONAIRE ST
CAYMAN ST
CLEAR LAKE DR
BOATHOUSE DR

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-22
Ordinance Subject	Design District Map Amendment 2025-DD-06
Legal Advertising Date	July 28, 2025
First Reading On	8/7/2025
Second Reading On	8/21/2025

Ordinance Title

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN CORRIDOR DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 10 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBERS 1040141, GENERALLY LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A.

Based on the City's review of the proposed ordinance (*must select one of the following*):

☒ The City has determined the statutory exemption identified below applies to the proposed ordinance; a Business Impact Estimate is NOT required and therefore not provided.

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; however, the City has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

☐ The City has prepared a Business Impact Estimate in accordance with section 166.041(4), Florida Statutes.

Exemptions

The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinance:

Section 166.041 (4)(c) exemption: It is enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

ORDINANCE NUMBER 25-22

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN CORRIDOR DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 10 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBER 1040141, GENERALLY LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A.

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 Corridor to approximately 10 acres of recently annexed real property further described below, and

WHEREAS, on **August 7, 2025**, the City Commission held the 1st Public Hearing to consider the Design District Amendment contained herein; and

WHEREAS, on **August 21, 2025**, the City Commission held the 2nd Public Hearing to consider the adoption of the Design District Amendment contained herein;

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

Section 1. Design District Designation

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

Parcel Alternate Key: 1040141

Parcel Identification Numbers: 06-19-27-0200-000-00500

Legal Description:

A portion of Lots 5, 6, and 7, C.M. Rehrer's Subdivision, according to the plat thereof, as recorded in Plat Book 1, Page 50, of the Public Records of Lake County, Florida, lying in Section 6, Township 1 9 South, Range 27 East, Lake County, Florida, described as follows:
Beginning at the Northwest corner of Tract S, Spring Ridge Estates, according to the plat thereof, as recorded in Plat Book 58, Pages 28 through 30, of the Public Records of Lake County, Florida, and with the Easterly Right-of-Way line of County Road No. 44, North 00°04'26" West, 1 1 5.21 feet, to the intersection of the Easterly Right-of-Way line of said County Road No. 44 and the Northerly line of said Lot 7; thence continuing with the Easterly Right-of-Way line of said County Road No. 44, North 00' 1 3'04" West, 366.04 feet, to the beginning of a non-tangent curve concave Southeasterly; thence with a radius of 258.33 feet, a delta of 90°32'39", and a chord bearing and distance of North 45°01 '32" East, 367. 07 feet, Northeasterly along said curve, an arc length of 408.24 feet, to the end of said curve on the Southerly Right-of-Way line of County Road No. 44A; thence with the Southerly Right-of-Way line of said County Road No. 44A, South 89°36'40" East, 344.52 feet, to a point lying 163.90 feet Westerly of the Westerly line of the lands described in

Official Records Book 5581, Page918, of the Public Records of Lake County, Florida; thence with a line parallel with the Westerly line of said lands described in Official Records Book 5581, Page 918, South 00°20'56" East, 743.66 feet, to the Northerly line of said Spring Ridge Estates; thence with the Northerly line of said Spring Ridge Estates, North 89°29'59" West, 607.20 feet, to the Point of Beginning.
Containing 435,632.66 Square Feet or 10.00 Acres, more or less.

(The foregoing legal description was copied from the Applicant's submitted survey 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 the annexation of the subject property through approval of Ordinance Number 25-20.

PASSED, ORDAINED, AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 21st day of August 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 21st day of August 2025, by Willie L. Hawkins, 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 the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

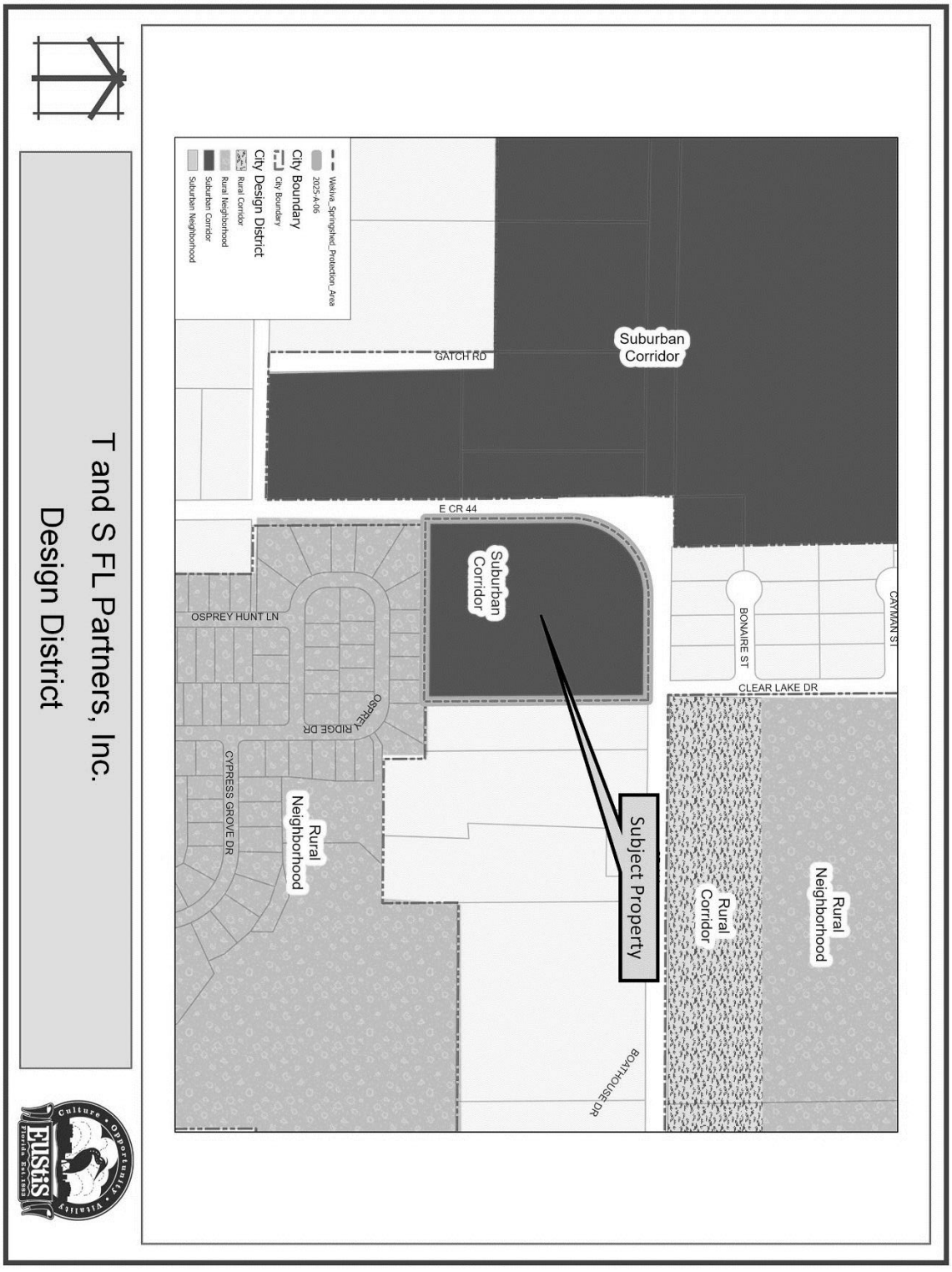
_____ _____
City Attorney's Office Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 25-22 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____ _____
Christine Halloran, City Clerk Date

Exhibit A


T and S FL Partners, Inc.
Design District
Wekiva_Springshed_Protection_Area
2025-A-06
City Boundary
City Boundary
City Design District
Rural Corridor
Rural Neighborhood
Suburban Corridor
Suburban Neighborhood
Suburban Corridor
GATCH RD
E CR 44
Suburban Corridor
OSPREY HUNT LN
OSPREY RIDGE DR
CYPRESS GROVE DR
Rural Neighborhood
Subject Property
BOATHOUSE DR
Rural Corridor
Rural Neighborhood
BONAIRE ST
CAYMAN ST
CLEAR LAKE DR

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 7, 2025

RE: Explanation of Ordinances Numbers 25-23, 25-24 and 25-25 for Annexation of Parcels with Alternate Key Number *LAKE COUNTY PROPERTY APPRAISER HAS NOT ASSIGNED*

Ordinance Number 25-23 – Voluntary Annexation
Ordinance Number 25-24 – Comprehensive Plan Amendment
Ordinance Number 25-25 – Design District Assignment

FIRST READING

Ordinance Number 25-23: Voluntary Annexation of Parcels with Alternate Key Numbers *LAKE COUNTY PROPERTY APPRAISER HAS NOT ASSIGNED*

Introduction:

Ordinance Number 25-23 provides for the voluntary annexation of approximately 2.8 acres located on the east side of the intersection of County Road 44 and County Road 44A (Alternate Key Number (Lake County Property Appraiser Has Not Assigned)). Provided the annexation of the subject property is approved, Ordinance Number 25-24 would change the Future Land Use designation from Urban Low in Lake County to General Commercial (GC) in the City of Eustis, and Ordinance Number 25-25 would assign the subject property a Design District designation of Suburban Corridor. If Ordinance Number 25-23 is denied, then there can be no consideration of Ordinance Numbers 25-24 and 25-25.

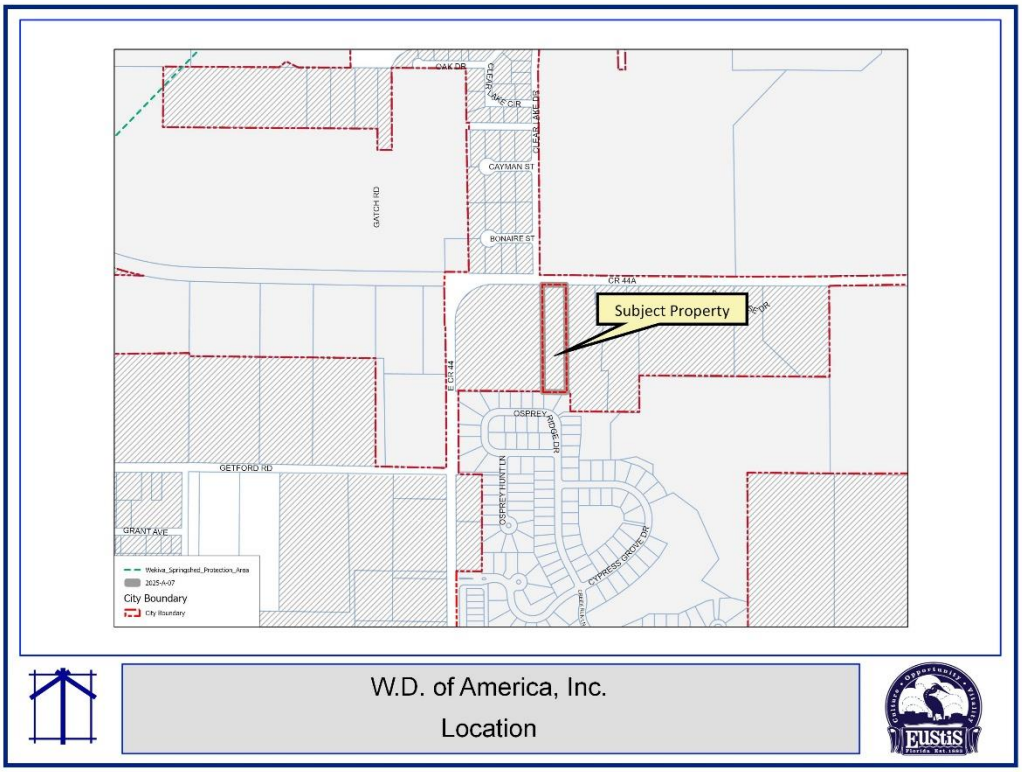
Background:

1. The site contains approximately 2.8 acres and is located within the Eustis Joint Planning Area. The site is currently Residential and agricultural/silvicultural (Planted Pines)
2. The subject property is contiguous to the current City of Eustis boundary on the south and west property lines.
3. The site has a Lake County Future Land Use Designation of Urban Low, but approval of Ordinance Number 25-24 would change the land use designation to General Commercial (GC) in the City of Eustis.
4. The West Side of the CR 44A/CR 44 intersection is already City of Eustis General Commercial (GC) and Mixed Commercial Residential (MCR).

Location	Existing Use	Future Land Use	Design District
Site	Vacant/Planted Pines	Urban Low (Lake County)	N/A
North	Single-Family Residential	Urban Low (Lake County)	N/A
South	Single-Family Residential	Suburban Residential (SR)	Rural Neighborhood

East	Single-Family Residential	Urban Low (Lake County)	Suburban Corridor
West	Vacant	General Commercial (GC) and Mixed Commercial Residential (MCR)	N/A





Applicant's Request

The applicant and property owner wish to annex the property, change the future land use to General Commercial (GC), and assign a design district of Suburban Corridor. The applicant's application did not detail the intended use of the property beyond future commercial development.

The current Lake County land use designation for the subject property is Urban Low. The Lake County land use designation allows for residential uses of up to four (4) dwelling units per one (1) net buildable acre and civic, institutional, commercial, and office uses at an appropriate scale and intensity to serve this category. Limited light industrial uses may only be allowed as a conditional use.

The proposed General Commercial (GC) land use designation within the City of Eustis provides for future commercial development. This future land use district request matches the designations to the west.

A. Analysis of Annexation Request **(Ordinance Number 25-23)**

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 Joint Planning Area. Urban services of adequate capacity are available to serve future development, consistent with the requested GC 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 Joint Planning Area boundaries define the reasonably compact area where the City can provide services effectively and efficiently. The subject property lies within that planning area. It is contiguous to the City limits on the southern and western boundary, and the owner has 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 in accordance with the requirements on July 28, 2025, and again on August 4, 2025.

4. Florida Statues 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.

5. Florida Statues 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..."

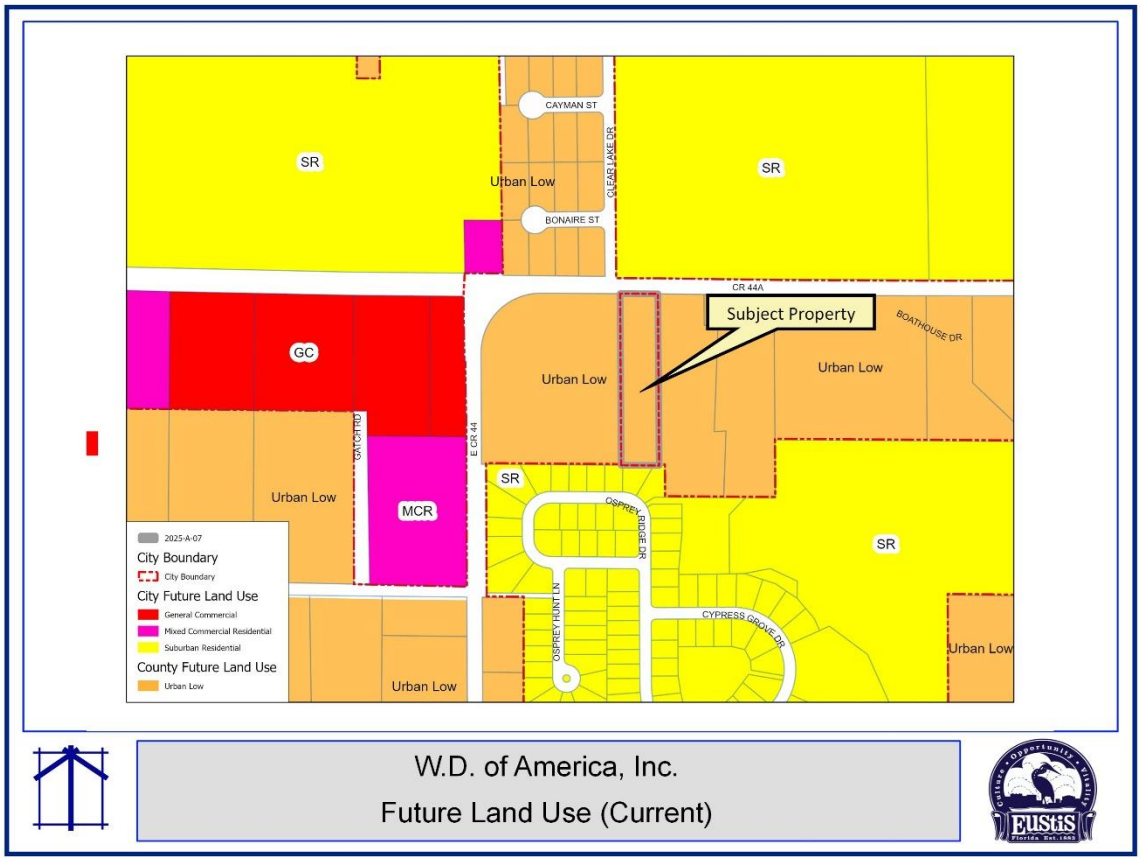
   The Department notified the Lake County Board of County Commissioners on July 17, 2025.

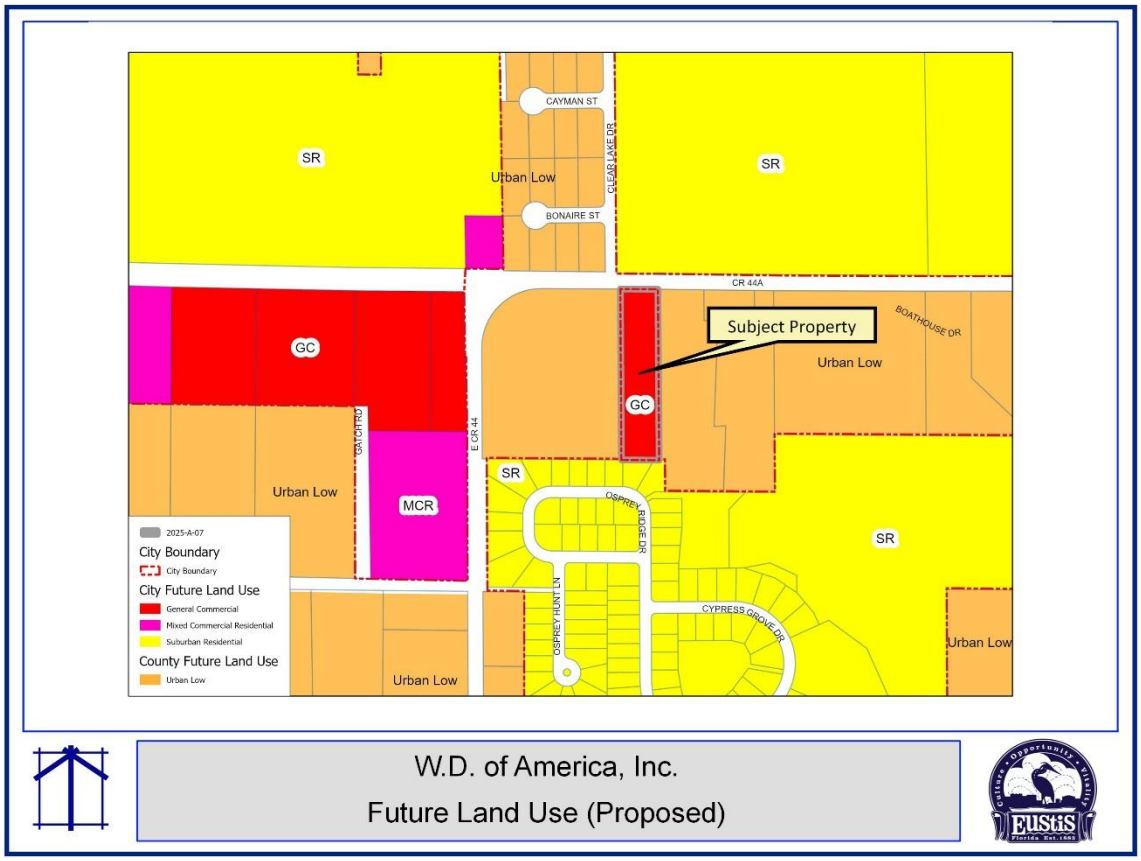
B. Analysis of Comprehensive Plan/Future Land Use Request (Ordinance Number 25-24)

In Accordance with Florida Statutes Chapter 163.3177.9, to discourage urban sprawl, the Florida Statutes outlines the Primary Indicators of Sprawl. Staff has reviewed these indicators and finds that the proposed annexation and assignment of Future Land Use does not contradict the intent of the primary indicators of sprawl as outlined. The outline and summary of these indicators are included in the supplement to this report.

C. Per the City of Eustis Comprehensive Plan, Future Land Use Element Appendix

Staff has assessed the proposed amendment to the City of Eustis Comprehensive Plan Future Land Use Map relating to the development patterns described and supported within the Plan, including conditions and impacts to utility infrastructure, transportation infrastructure, natural features, and the environment. Staff review finds that the proposed assignment of the General Commercial (GC) future land use district will not result in impacts that will cause detriment beyond current patterns. The outline and summary of this analysis are included as a supplement to this report.

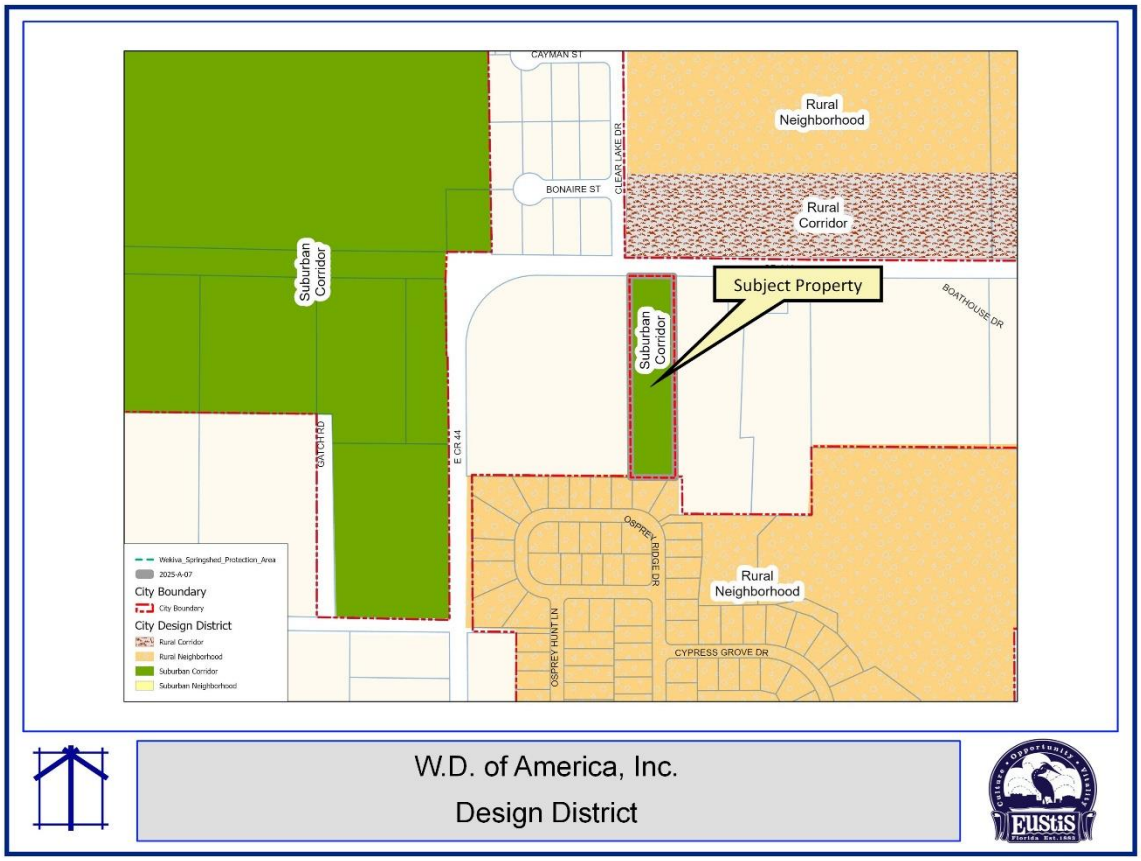

SR
Urban Low
CAYMAN ST
BONAIRE ST
CLEAR LAKE DR
SR
CR 44A
Subject Property
BOATHOUSE DR
Urban Low
GC
Urban Low
CATCH RD
E CR 44
MCR
SR
OSPREY RIDGE DR
SR
OSPREY HUNT LN
CYPRESS GROVE DR
Urban Low
Urban Low
2025-A-07
City Boundary
City Boundary
City Future Land Use
General Commercial
Mixed Commercial Residential
Suburban Residential
County Future Land Use
Urban Low
W.D. of America, Inc.
Future Land Use (Current)



D. Analysis of Design District Request **(Ordinance Number 25-25)**:

The City's Land Development Regulations are 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, or rural transect consistent with the surrounding area.

The City's Land Development Regulations set forth standards for review when changing or in the case of annexation, assigning a Design District. Staff has reviewed these standards and finds the proposed Suburban Corridor Design District consistent with those standards. The outline and summary of this analysis are included as a supplement to this report.



Recommended Action:
Development Services finds the proposed annexation, Future Land Use, and Design District designations consistent with the Comprehensive Plan, Land Development Regulations, and surrounding and adjacent land uses; therefore, it recommends approval of Ordinance Numbers 25-23, 25-24, and 25-25.

Policy Implications:
None

Alternatives:

1. Approve Ordinance Numbers 25-23 (Annexation), 25-24 (Comp. Plan Amendment), and/or 23-25 (Design District Designation).
2. Deny Ordinance Numbers 25-23, 25-24, and 25-25.

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.

Business Impact Estimate:
The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinances: Section 166.041(4)(c): …enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

Prepared By:
Jeff Richardson, AICP, Deputy Director, Development Services

Reviewed By:
Mike Lane, AICP, Development Services Director

Analysis of Comprehensive Plan/Future Land Use Request **(Ordinance Number 25-24)**

In Accordance with 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 Commercial uses at a major intersection.

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 area is a significant intersection in an urbanizing/suburbanizing area.

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 site is within an urbanizing corridor with commercial and industrial land uses designated to the west and residential development to the south.

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 a tree farm (silviculture) and is currently planted with pine and mixed natural deciduous trees.

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 property does support active agricultural or silvicultural activities (tree farm/planted pine). However, the property is within an existing developed and further developing area, with similar land uses assigned.

6. Public Facilities:

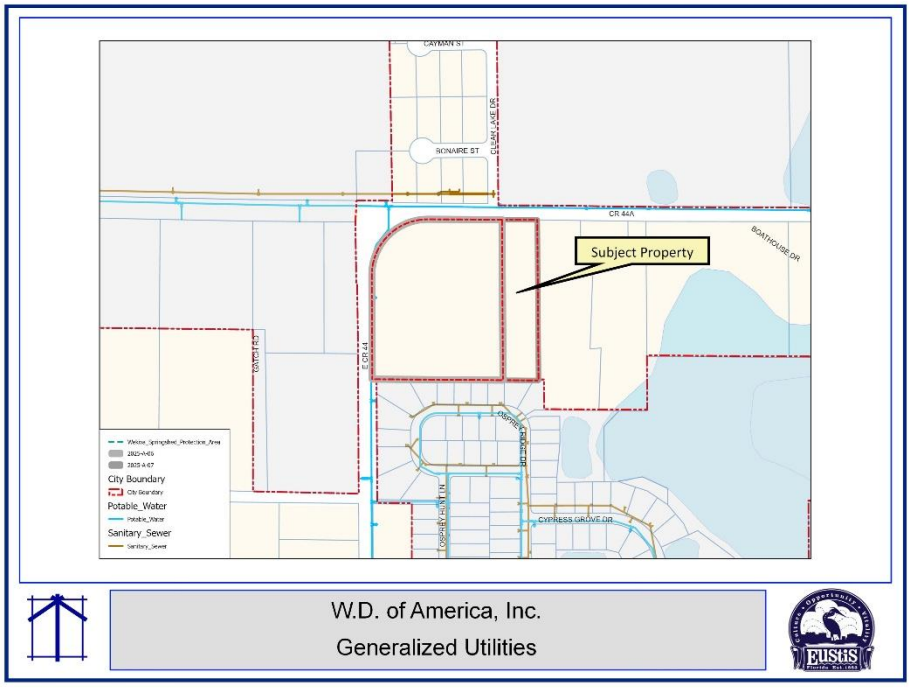
Fails to maximize use of existing public facilities and services.

This indicator does not apply. City water is available to the property. Development of this parcel will maximize the use and efficiency of the City's water service. City Sewer is available to the property and will be addressed via the site development process.

7. Cost Effectiveness and Efficiency of Public Facilities:

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

This indicator does not apply. Adequate capacity is available to serve the existing and future development consistent with the requested GC future land use designation. The City provides these services to other properties in the area, so efficiency will improve.



8. Separation of Urban and Rural:

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

This indicator does not apply. No other nearby properties contain active agricultural activities or uses. 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 is a logical extension of development for the city.

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. A variety of other uses are evident, including various commercial, industrial, and residential uses, within 1 mile of the subject property.

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 accessibility and linkages between related uses. Development Services 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.

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 extension of the urban development boundary. The Comprehensive Plan and Land Development Regulations have provisions to protect natural resources and ecosystems at 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 are available.

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 relating to connection and sidewalks. County Roads 44 and 44A are not City infrastructure and do not currently have a sidewalk system. Interconnectivity to existing and future uses will be a challenge.

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, which will require energy and water-efficient appliances.

e. Agricultural Preservation:
Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

Not applicable. The site is within an existing developed/developing 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.

g. Balance of Land Uses:
Creates a balance of land uses based upon the demands of the residential population for the nonresidential needs of an area.

The proposed land use would allow for additional commercial opportunities to serve existing residential development and capture market for through-commuters.

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 the 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 GC 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 24,500. Pursuant to Comprehensive Plan policy and Land Development Regulation, residential development will be required to provide on-site park amenities.

c. Potable Water & Sanitary Sewer:

Water and sewer are available to the subject property. Both the water and sewer systems have adequate capacity to serve the development of the property.

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.

g. Transportation Network Analysis:

This potential added Commercial development will be evaluated at the time a development plan is submitted. At this time, the adjacent transportation network (CR 44/CR 44A) has the capacity to serve the proposed GC land use district. Future improvements will depend on the ultimate buildout intensity and specific commercial uses. Prior to the development of the property, site plan approval amongst other approvals will be required. As part of the site plan review, a traffic study will be required to evaluate traffic impacts.

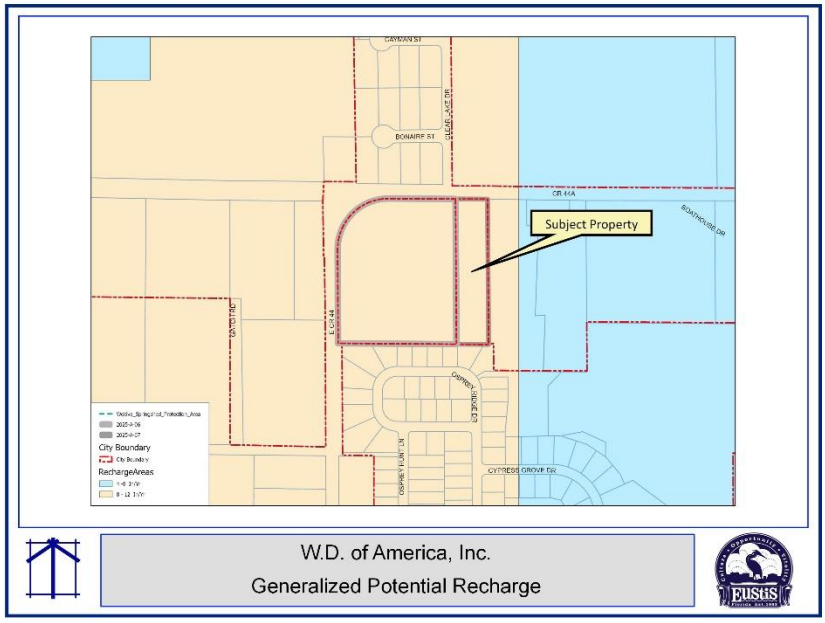
2. **Natural Resources/Natural Features:**

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 high recharge area. 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.

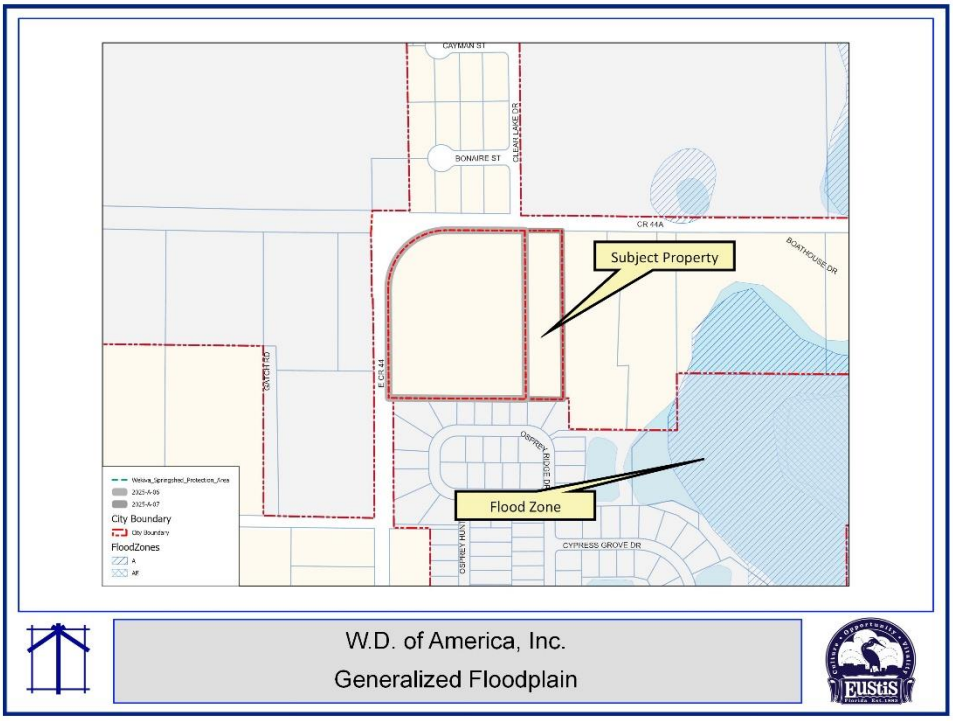


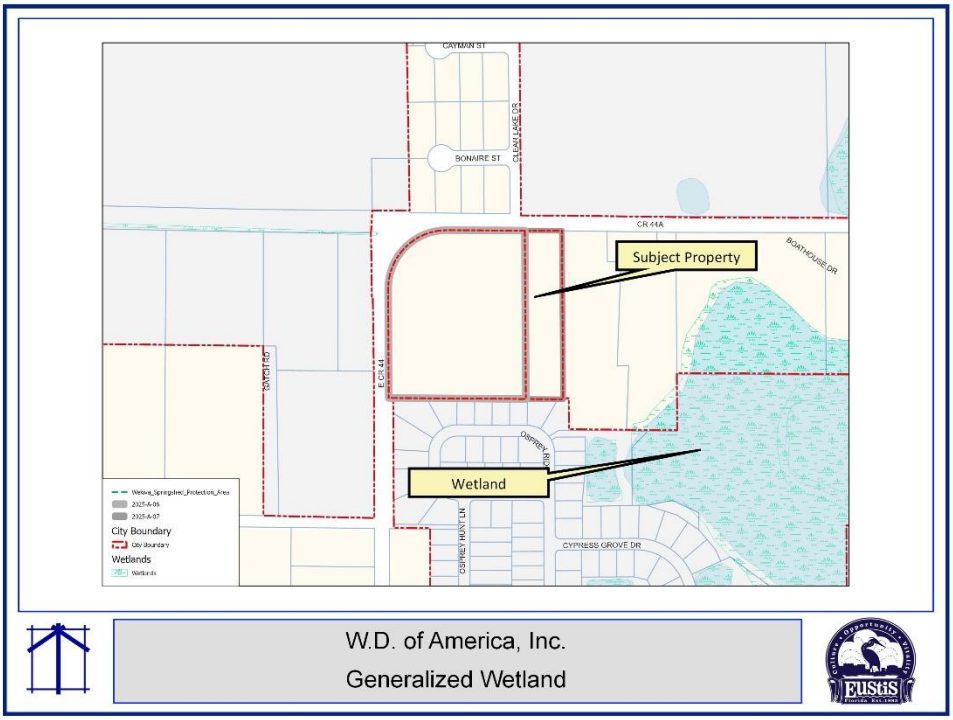
b. Historical or archaeological sites:

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. Development of the property poses no wetland impacts, as no wetlands exist on the property.

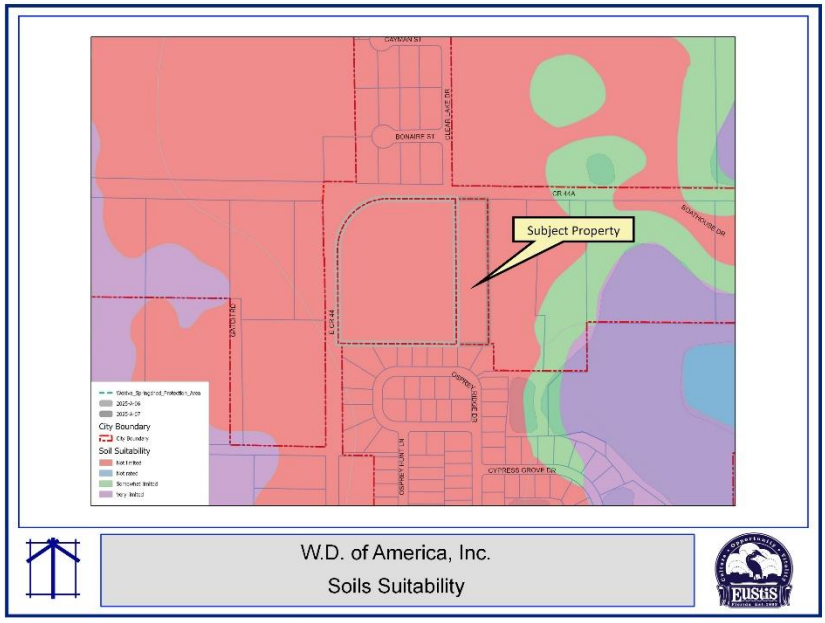

CAYMAN ST
BONAIRE ST
CLEAR LAKE DR
CR 44A
BOATHOUSE DR
Subject Property
E CR 44
OSPREY RIDGE DR
OSPREY HUNT LN
CYPRESS GROVE DR
Flood Zone
City Boundary
FloodZones
W.D. of America, Inc.
Generalized Floodplain


CAYMAN ST
BONAIRE ST
CLEAR LAKE DR
CR 44A
BOATHOUSE DR
Subject Property
E CR 44
OSPREY RIDGE DR
OSPREY HUNT LN
CYPRESS GROVE DR
Wetland
City Boundary
Wetlands
W.D. of America, Inc.
Generalized Wetland

d.*Soil and topography:*

The soils appear to pose no limitations for development. At the development application stage, soils and geotechnical reports will be required as part of the application packages, as well as, for permitting for development with the applicable state agencies.

As site plan and 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 conditions at the time of development warrant such protection.



3. Comprehensive Plan Review:

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

Existing Land Use According to the Lake County Comprehensive Plan:

"The Urban Low Density Future Land Use Category provides for a range of residential development at a maximum density of four (4) dwelling units per net buildable acre; in addition to civic, institutional, commercial, and office uses at an appropriate scale and intensity to serve this category. Limited light industrial uses may only be allowed as a conditional use.

This category shall be located on or in proximity to collector or arterial roadways to minimize traffic on local streets and provide convenient access to transit facilities. Within this category any residential development in excess of 10 dwelling units shall be required to provide a minimum 25% of the net buildable area of the entire site as common open space.

The maximum intensity in this category shall be 0.25, except for civic institutional uses which shall be 0.35. The maximum Impervious Surface Ratio shall be 0.60."

Proposed Land Use According to the Eustis Comprehensive Plan:

General Commercial

(GC)

The GC designation is intended to provide an area consisting of primarily free-standing commercial land uses serving both motorists and local residents.

General Range of Uses: General Commercial may include a variety of free-standing retail and service uses and small strip centers including automotive-oriented uses such as service stations and auto sales as well as outdoor recreation, and schools. Public and utility services and facilities that are 5 acres or less in size are also permitted.

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

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.

Comparison of Lake County Development Conditions

The existing Lake County future land use designation of the property is Urban Low, which provides for a range of residential development in addition to civic, commercial and office uses at an appropriate scale and intensity to serve this category. Allowable density and intensity in Urban Low is a maximum of 4 dwelling units per acre and intensity of 0.25 to 0.35 floor area ratio, with the sum of residential density and non-residential intensity not exceeding 100%.

Residential: Lake County limits residential development to 4 du/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.

Not applicable.

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.

The proposed future land use does not allow for industrial-type uses that may be incompatible with existing residential uses. Through the site development process, each project is evaluated, and the appropriate land development regulations are applied to mitigate potential incompatibility.

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.

This potential added commercial development will be evaluated at the time a development plan is submitted. At this time, the adjacent transportation network (CR 44/CR 44A) has the capacity to serve the proposed GC land use. Future improvements will depend on the ultimate buildout intensity and specific commercial uses. Prior to the development of the property, site plan approval amongst other approvals will be required. As part of the site plan review, a traffic study will be required to evaluate traffic impacts.

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 are available. The City's adopted Water Supply Plan anticipated additional growth consistent with this development, so both supply and capacity are available.

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 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.

City commercial future land use has been designated for the west side of the CR 44/44A intersection. The General Commercial FLU would not be inconsistent for the area.

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 are available and, in close proximity to the site. Adequate capacity is available to serve future development consistent with the requested future land use designation.

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, so 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 annexation would create a logical development pattern as it extends the City limits to a more natural boundary in this area.

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

i. *Other Matters:*

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

No other matters.

Analysis of Design District Request **(Ordinance Number 25-22)**:

Form-Based Code:

The City's Land Development Regulations are 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 Corridor). The Suburban development pattern and intent, and the Suburban Corridor definition, structure and form description are stated below. The assignment of a Suburban Corridor 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 center.

a. *Definition. Mix of commercial, office, and potentially multifamily residential uses.*
b. *Structure. Development blocks organized with streets, pedestrian walkways and driveways.*
c. *Form. Mix of nonresidential uses from office to commercial with supportive uses adjacent to larger use types.*

A Suburban Corridor 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 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 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 Corridor definition, structure and form are compatible with the existing uses and any proposed uses permitted under the General Commercial and Suburban Residential future land use designations in the area.

f. ***Changed Conditions:***

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

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

g. ***Public Facilities.***

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

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

h. Impact on Environment:

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

The proposed Design District designation for this property does not change the development potential of the parcel. Design Districts control the form and function of any development that does occur.

The Future Land Use designation controls the density, intensity, and minimum open space permitted on the site, so the Design District amendment would not result in additional impacts on the natural environment. As building permit approval must be obtained before development can begin, the Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should 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 City of 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 Corridor design district designation to an annexation parcel, which is consistent with the existing transect.

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-23
Ordinance Subject	Annexation 2025-CPLUS-07
Legal Advertising Date	July 28, 2025
First Reading On	8/7/2025
Second Reading On	8/21/2025

Ordinance Title

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 2.8 ACRES OF REAL PROPERTY AT LAKE COUNTY PROPERTY APPRAISER'S ALTERNATE KEY NUMBERS (TO BE ASSIGNED), LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A.

Based on the City's review of the proposed ordinance (*must select one of the following*):

☒ The City has determined the statutory exemption identified below applies to the proposed ordinance; a Business Impact Estimate is NOT required and therefore not provided.

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; however, the City has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

☐ The City has prepared a Business Impact Estimate in accordance with section 166.041(4), Florida Statutes.

Exemptions

The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinance:

Section 166.041 (4)(c) exemption: It is enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

ORDINANCE NUMBER 25-23

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 2.8 ACRES OF REAL PROPERTY AT LAKE COUNTY PROPERTY APPRAISER'S ALTERNATE KEY NUMBER (TO BE ASSIGNED), LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A.

WHEREAS, Denton Cairnes & Travis Sawchuk have made an application for voluntary annexation, on behalf of W.D. of America, Inc., the property owner, for approximately 2.8 acres of real property located on the east side of the intersection of County Road 44 and County Road 44A, more particularly described as:

Parcel Alternate Key: ***Lake County Property Appraiser Has Not Assigned***

Parcel Identification Numbers: ***Lake County Property Appraiser Has Not Assigned***

Legal Description:

A portion of Lot 5, C.M. Rehrer's Subdivision, according to the plat thereof, as recorded in Plat Book 1 , Page 50, of the Public Records of Lake County, Florida, lying in Section 6, Township 19 South, Range 27 East, Lake County, Florida, described as follows:

Commencing at the Northwest corner of Tract S, Spring Ridge Estates, according to the plat thereof, as recorded in Plat Book 58, Pages 28 through 30, of the Public Records of Lake County, Florida, and with the Easterly Right-of-Way line of County Road No. 44, North 00°04'26" West, 1 1 5.21 feet, to the intersection of the Easterly Right-of-Way line of said County Road No. 44 and the Northerly line of said Lot 7; thence continuing with the Easterly Right-of-Way line of said County Road No. 44, North 00°13'04" West, 366.04 feet, to the beginning of a non-tangent curve concave Southeasterly; thence with a radius of 258.33 feet, a delta of 90°32'39", and a chord bearing and distance of North 45'01 '32" East, 367.07 feet, Northeasterly along said curve, an arc length of 408.24 feet, to the end of said curve on the Southerly Right-of-Way line of County Road No. 44A; thence with the Southerly Right-of-Way line of said County Road No. 44A, South 89°36'40" East, 344.52 feet, to the Point of Beginning.

Thence continuing with the Southerly Right-of-Way line of said County Road No. 44A, South 89°36'40" East, 163.90 feet, to the Westerly line of the lands described in Official Records Book 5581, Page 918, of the Public Records of Lake County, Florida; thence departing the Southerly Right-of-Way line of said County Road No. 44A, and with the Westerly line of said lands described in Official Records Book 5581, Page 918, South 00°20'56" East, 743.98 feet, to the Northerly line of said Spring Ridge Estates; thence departing the Westerly line of said lands described in Official Records Book 5581, Page 918, and with the Northerly line of said Spring Ridge Estates, North 89°29'59" West, 163.90 feet; thence departing the Northerly line of said Spring Ridge Estates, and with a line parallel with the Westerly line of said lands described in Official Records Book 5581, Page 918, North 00°20'56" West, 743.66 feet, to the Point of Beginning.

Containing 121,902. 10 Square Feet or 2.80 Acres, more or less.

(The foregoing legal description was copied from the Applicant's submitted survey 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 and sewer service is available to the property; and

WHEREAS, on August 7, 2025, the City Commission held the 1st Public Hearing to consider the voluntary annexation of the property contained herein; and

WHEREAS, on August 21, 2025, the City Commission held the 2nd Public Hearing to consider the voluntary annexation of the property contained herein

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

SECTION 1.
That pursuant to, and under the authority of, Florida Statute 171.044, the City of Eustis, Lake County, Florida, does hereby annex and amend the municipal boundaries to include approximately 2.8 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 21st day of August 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this this 21st day of August 2025, by Willie L. Hawkins, 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 for form and legal content for the use and reliance of the Eustis City Commission; however, I have not performed an independent title examination to verify the accuracy of the legal description.

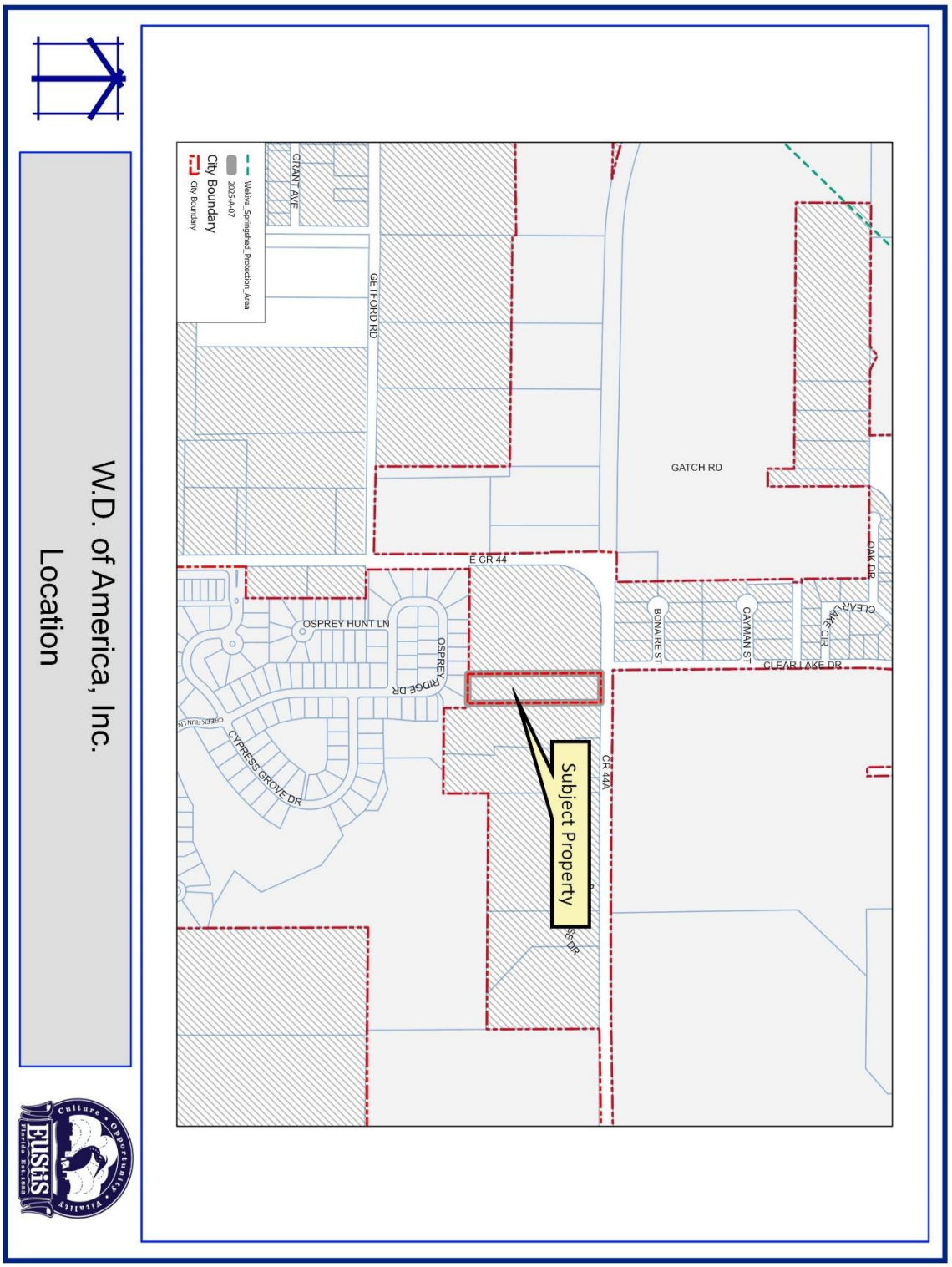
_____
City Attorney's Office Date

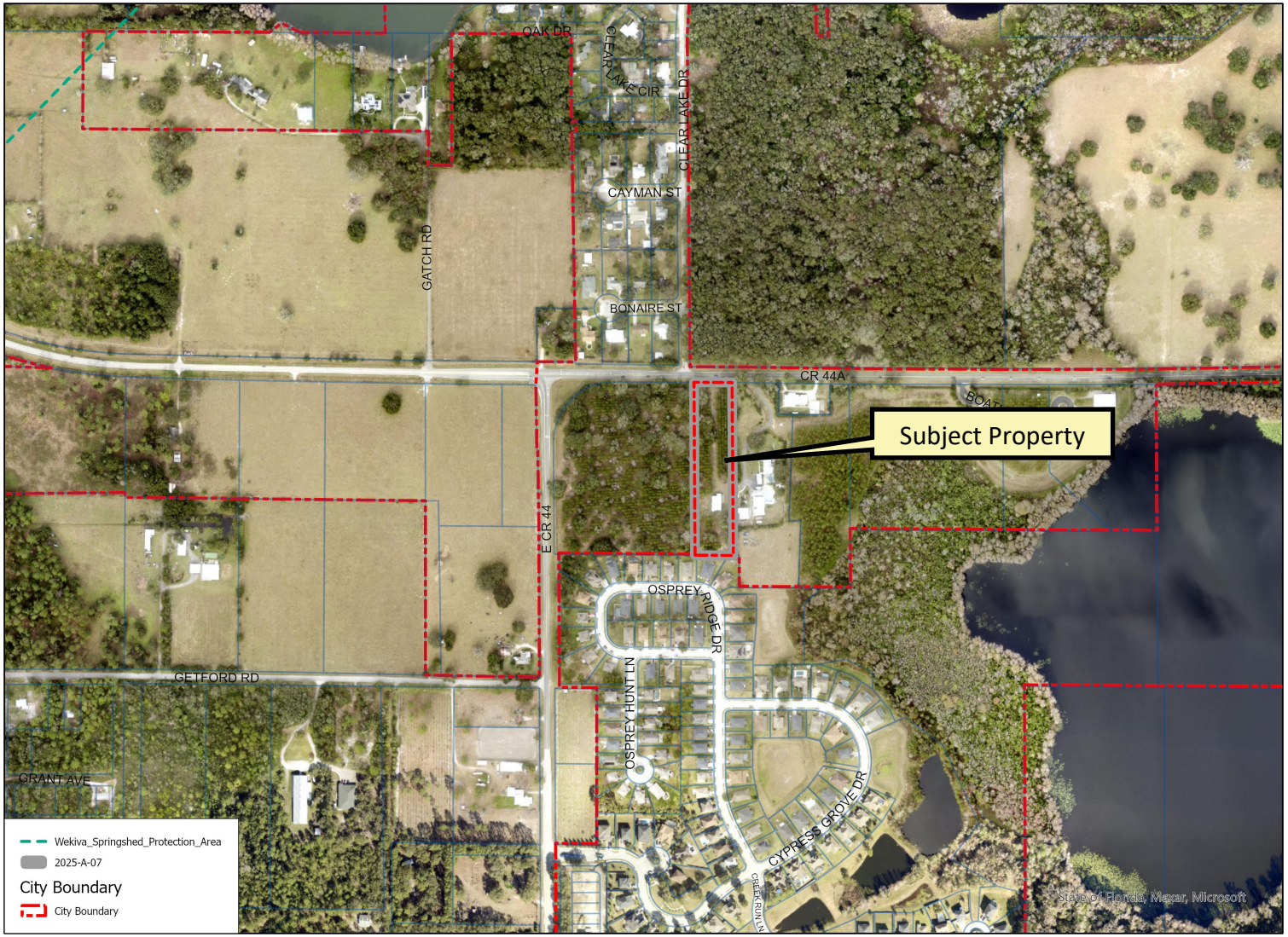
CERTIFICATE OF POSTING

The foregoing Ordinance Number 25-23 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____ _____
Christine Halloran, City Clerk Date

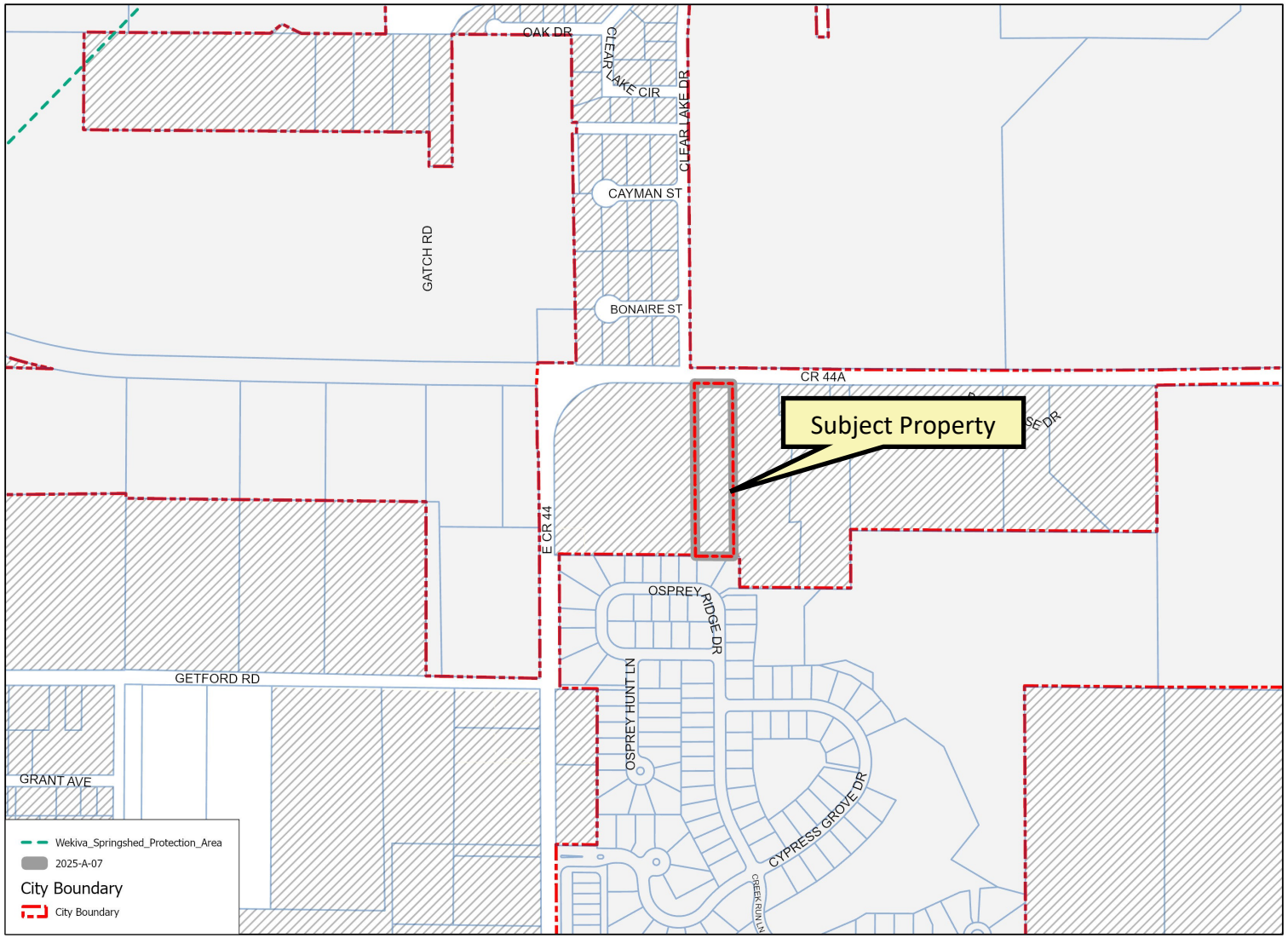
EXHIBIT A


W.D. of America, Inc.
Location
City Boundary
City Boundary
2025-A-07
Wekiva_Springshed_Protection_Area
GRANT AVE
GETFORD RD
GATCH RD
E CR 44
OSPREY HUNT LN
OSPREY RIDGE DR
CYPRESS GROVE DR
CR 44A
OAK DR
BONAIRE ST
CAYMAN ST
CLEAR LAKE CIR
CLEAR LAKE DR
Subject Property



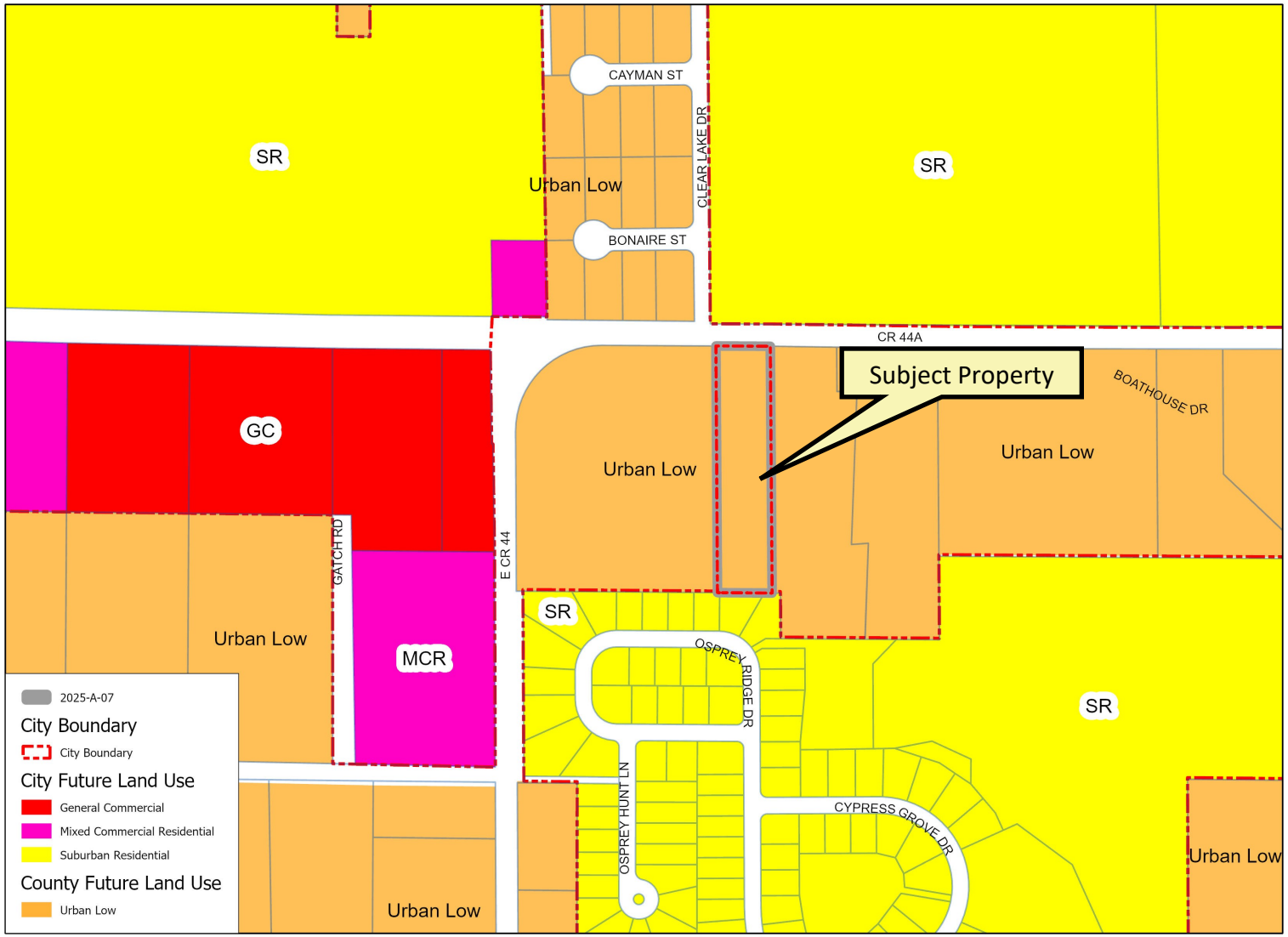
W.D. of America, Inc.

Aerial Location



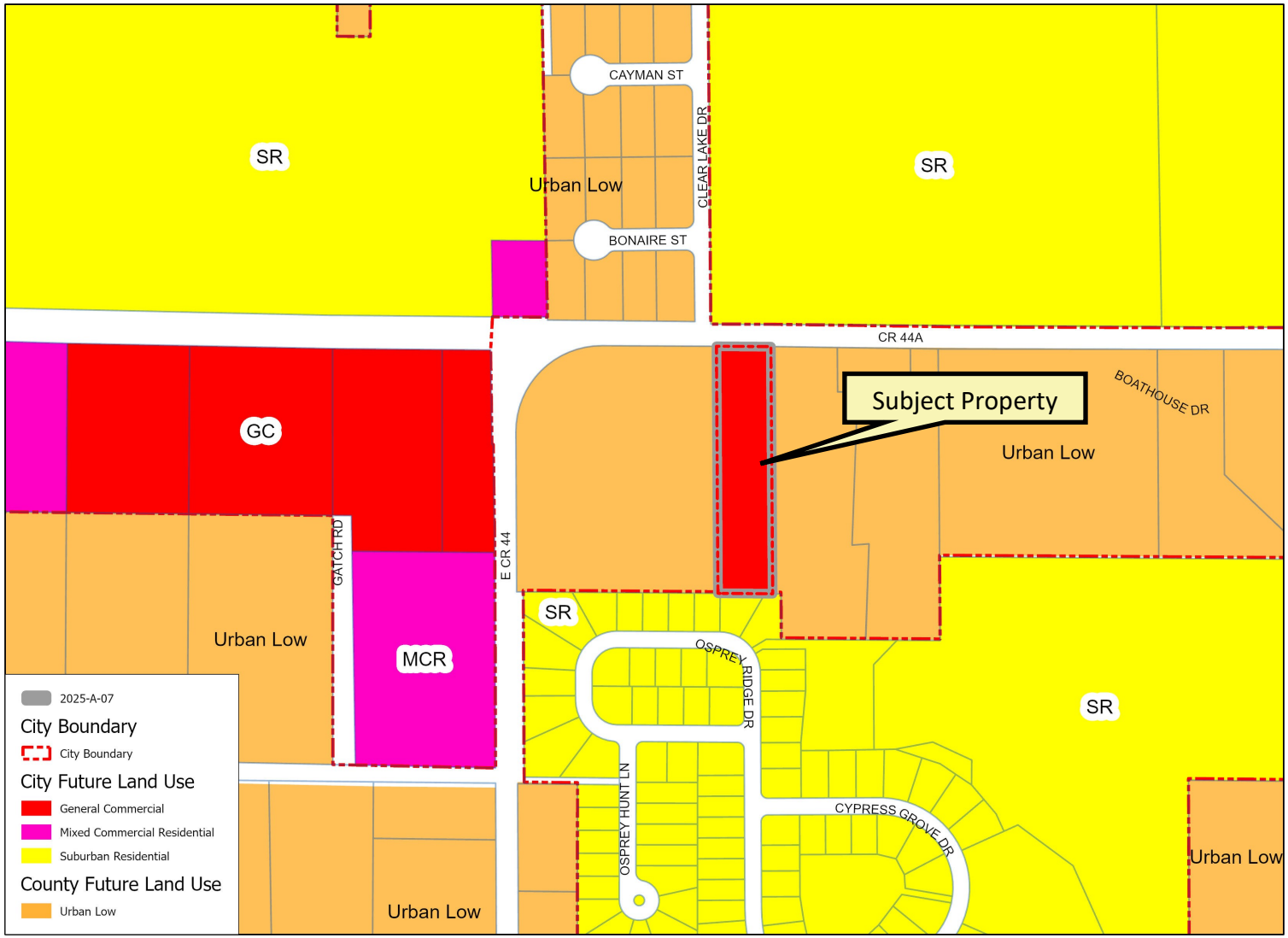
W.D. of America, Inc.

Location



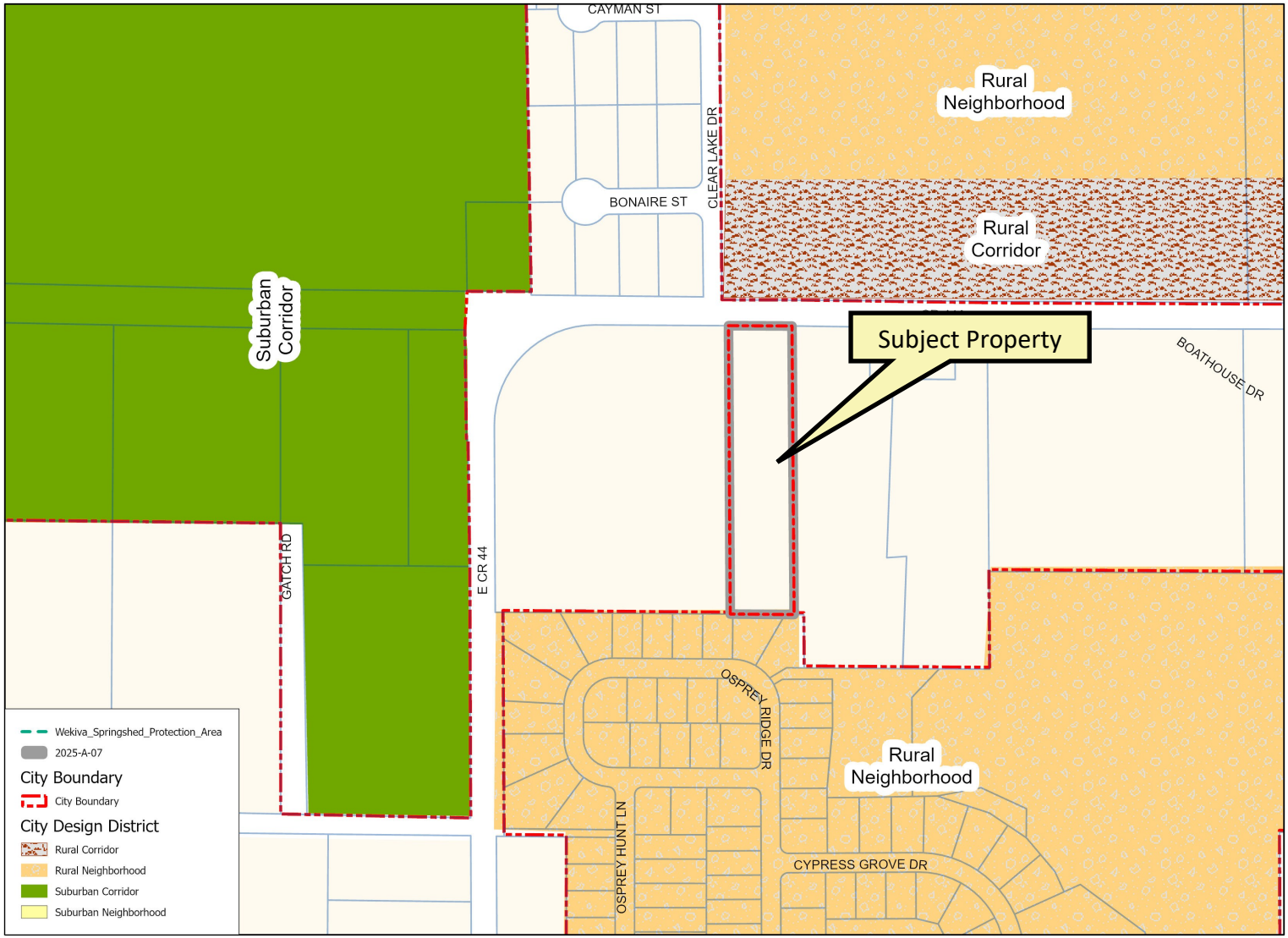
W.D. of America, Inc.

Future Land Use (Current)



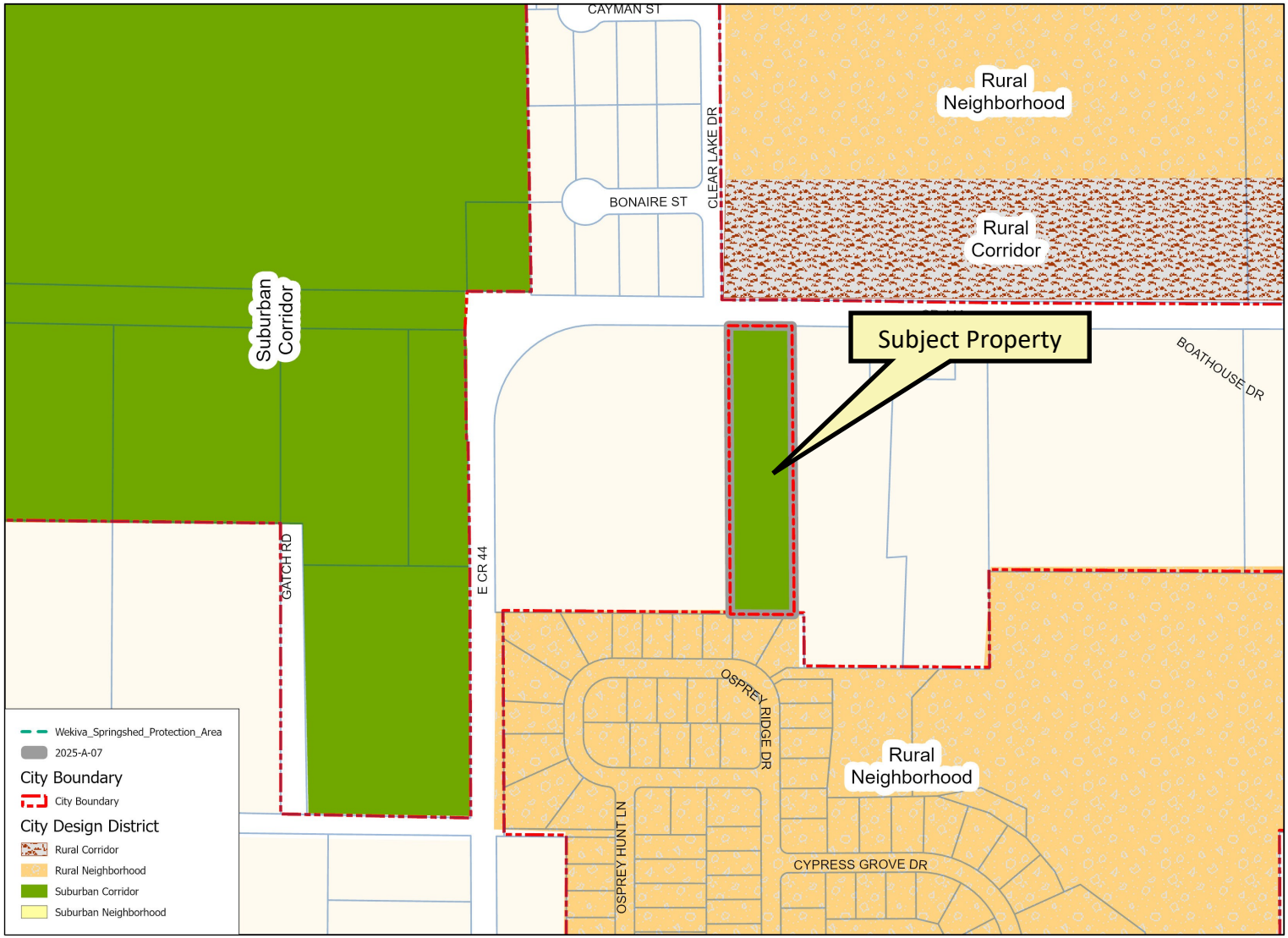
W.D. of America, Inc.

Future Land Use (Proposed)



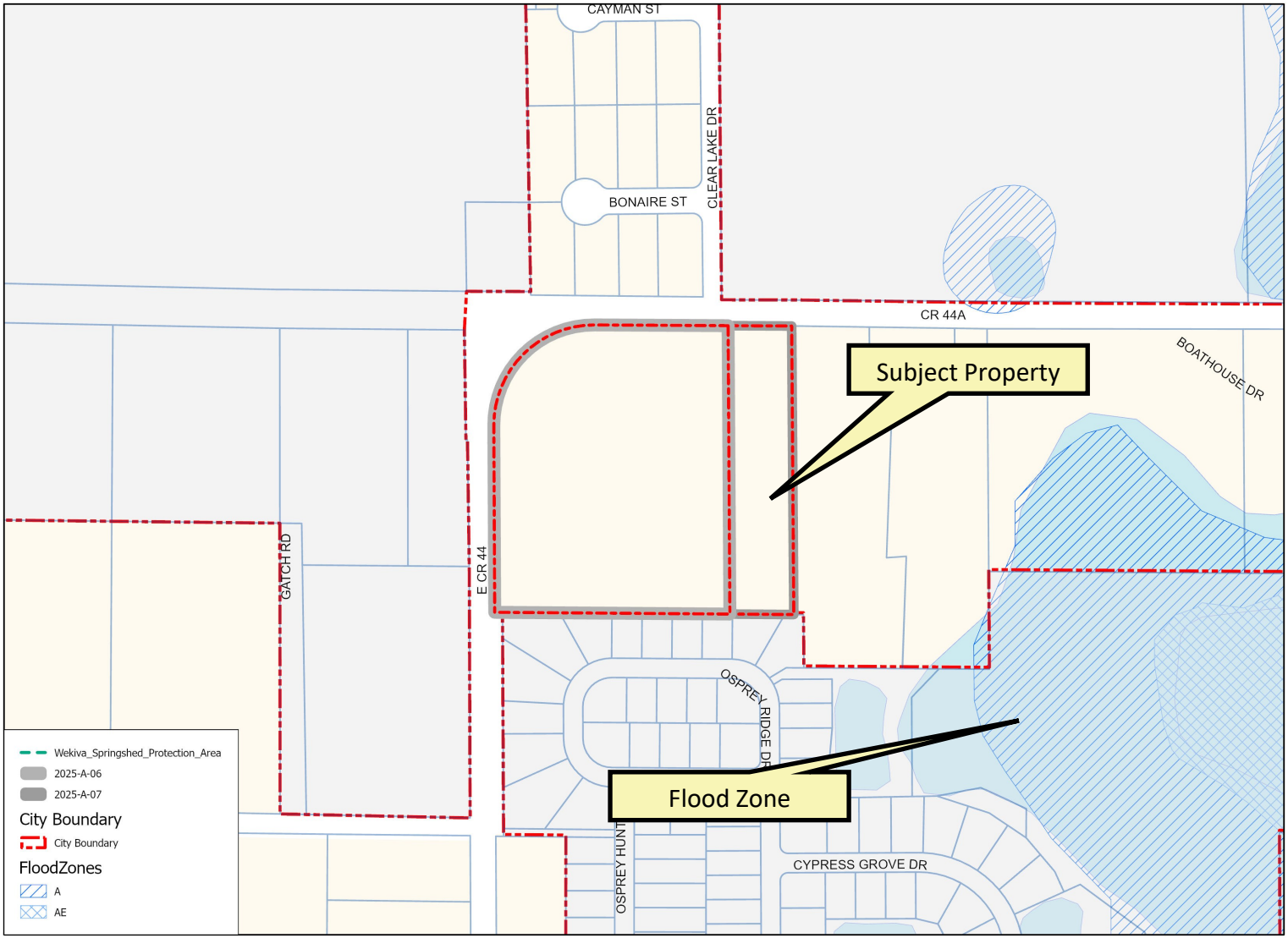
W.D. of America, Inc.

Design District



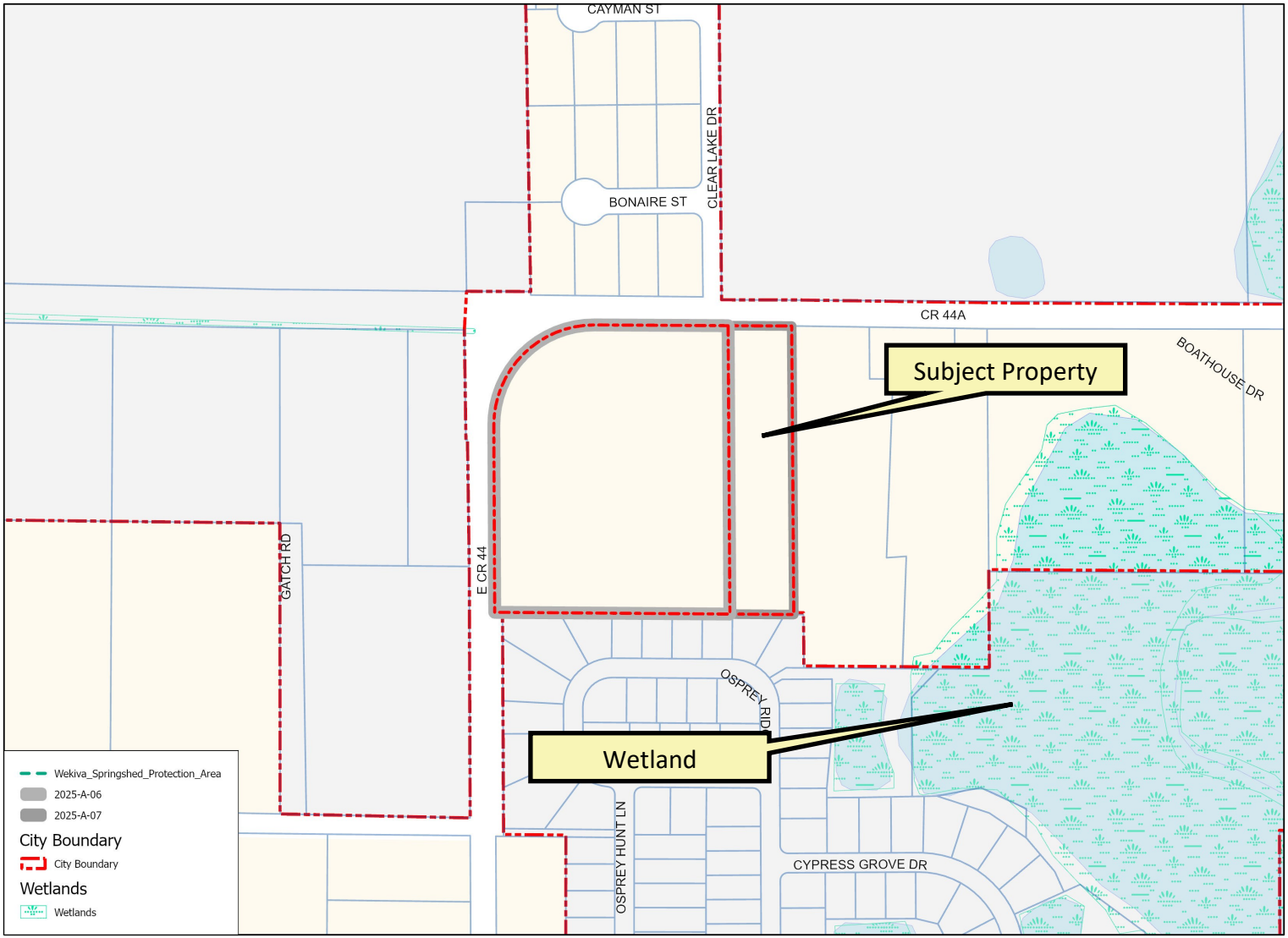
W.D. of America, Inc.

Design District



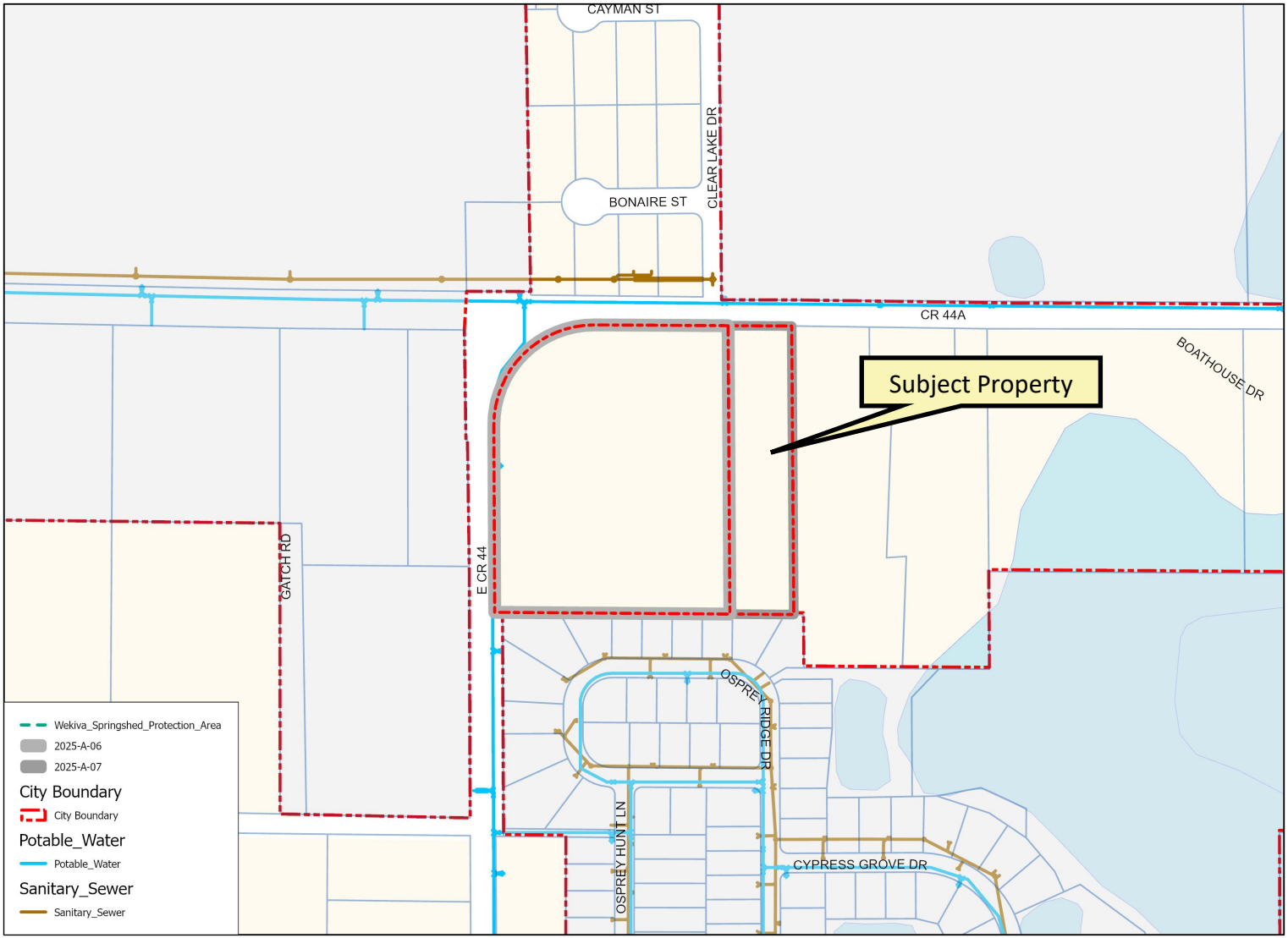
W.D. of America, Inc.

Generalized Floodplain



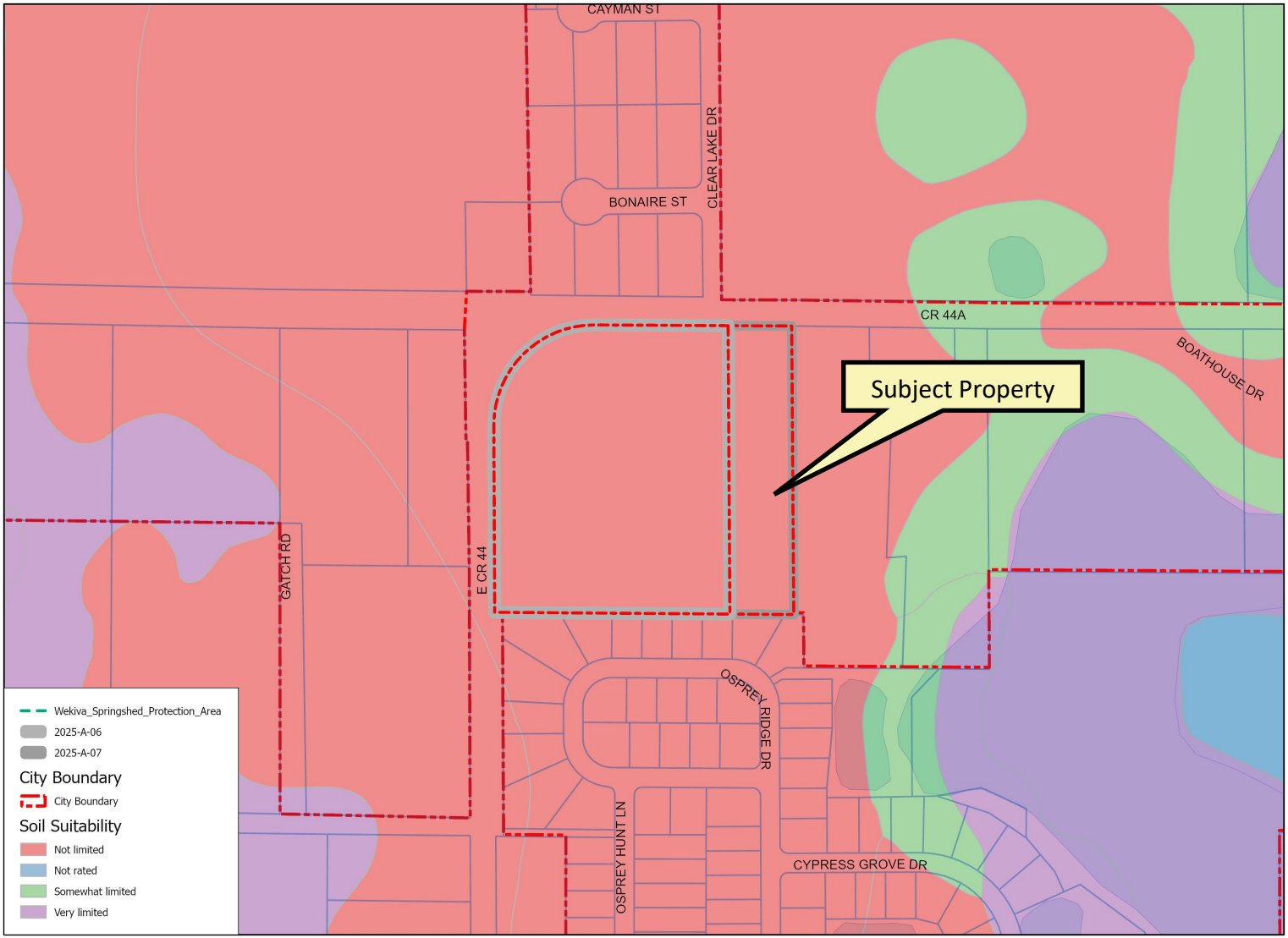
W.D. of America, Inc.

Generalized Wetland



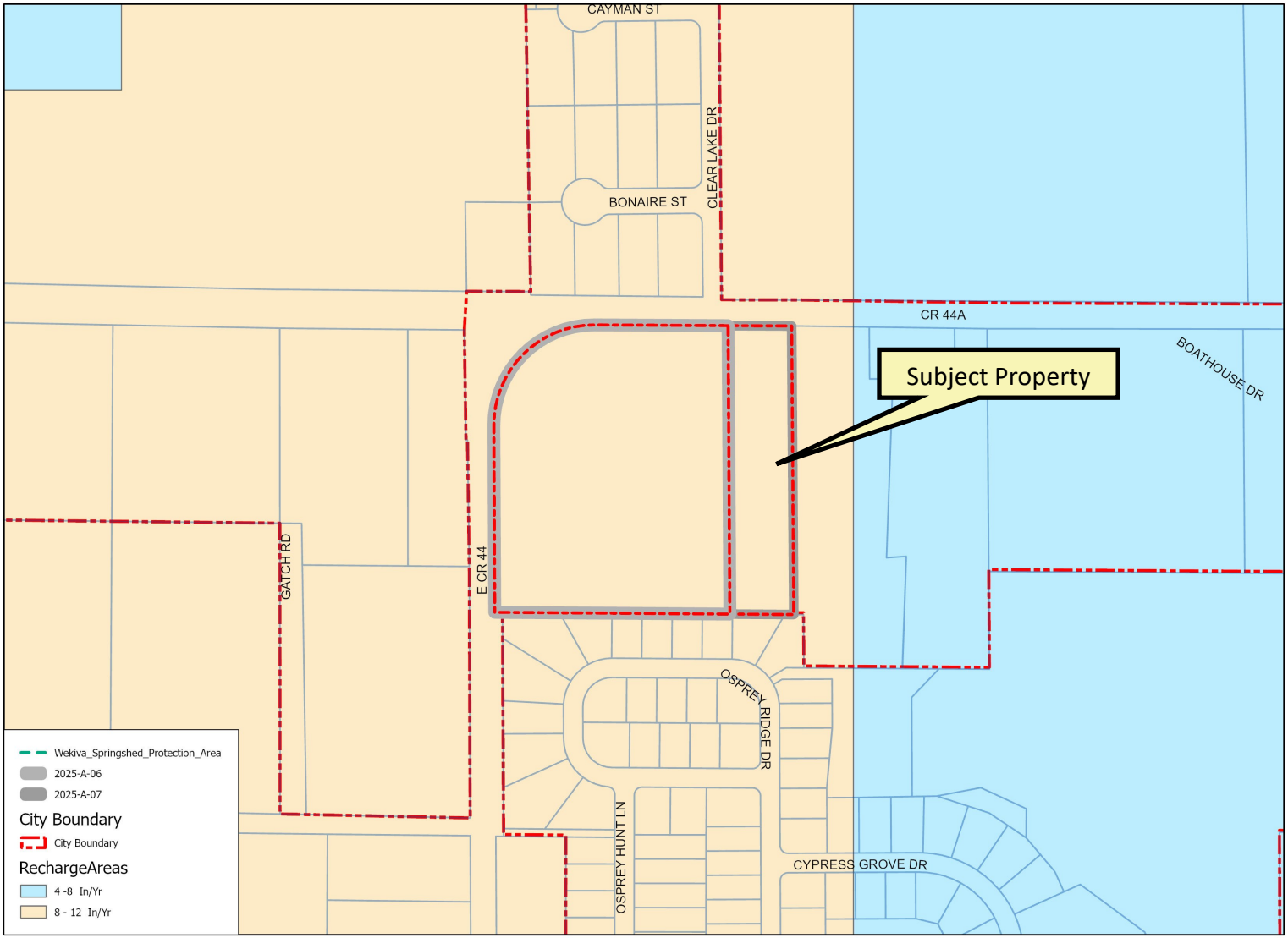
W.D. of America, Inc.

Generalized Utilities



W.D. of America, Inc.

Soils Suitability



W.D. of America, Inc.

Generalized Potential Recharge

ORDINANCE NUMBER 25-24

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 2.8 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBER (*Lake County Property Appraiser Has Not Assigned)*, GENERALLY LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A.

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, the 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 2.8 acres of real property located on the east side of the intersection of County Road 44 and County Road 44A and more particularly described herein; and

WHEREAS, on August 7, 2025, 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 August 7, 2025, the City Commission held the 1st 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 August 21, 2025, the City Commission held the 2nd 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 Urban Low in Lake County to **General Commercial (GC)** within the City of Eustis:

Parcel Alternate Key: ***Lake County Property Appraiser Has Not Assigned***

Parcel Identification Numbers: ***Lake County Property Appraiser Has Not Assigned***

Legal Description:

A portion of Lot 5, C.M. Rehrer's Subdivision, according to the plat thereof, as recorded in Plat Book 1 , Page 50, of the Public Records of Lake County, Florida, lying in Section 6, Township 19 South, Range 27 East, Lake County, Florida, described as follows:

Commencing at the Northwest corner of Tract S, Spring Ridge Estates, according to the plat thereof, as recorded in Plat Book 58, Pages 28 through 30, of the Public Records of Lake County, Florida, and with the Easterly Right-of-Way line of County Road No. 44, North 00°04'26" West, 1 1 5.21 feet, to the intersection of the Easterly Right-of-Way line of said County Road No. 44 and the Northerly line of said Lot 7; thence continuing with the Easterly Right-of-Way line of said County Road No. 44, North 00°13'04" West, 366.04 feet, to the beginning of a non-tangent curve concave Southeasterly; thence with a radius of 258.33 feet, a delta of 90°32'39", and a chord bearing and distance of North 45'01 '32" East, 367.07 feet, Northeasterly along said curve, an arc length of 408.24 feet, to the end of said curve on the Southerly Right-of-Way line of County Road No. 44A; thence with the Southerly Right-of-Way line of said County Road No. 44A, South 89°36'40" East, 344.52 feet, to the Point of Beginning.

Thence continuing with the Southerly Right-of-Way line of said County Road No. 44A, South 89°36'40" East, 163.90 feet, to the Westerly line of the lands described in Official Records Book 5581, Page 918, of the Public Records of Lake County, Florida; thence departing the Southerly Right-of-Way line of said County Road No. 44A, and with the Westerly line of said lands described in Official Records Book 5581, Page 918, South 00°20'56" East, 743.98 feet, to the Northerly line of said Spring Ridge Estates; thence departing the Westerly line of said lands described in Official Records Book 5581, Page 918, and with the Northerly line of said Spring Ridge Estates, North 89°29'59" West, 163.90 feet; thence departing the Northerly line of said Spring Ridge Estates, and with a line parallel with the Westerly line of said lands described in Official Records Book 5581, Page 918, North 00°20'56" West, 743.66 feet, to the Point of Beginning.

Containing 121,902. 10 Square Feet or 2.80 Acres, more or less.

(THE FOREGOING LEGAL DESCRIPTION WAS COPIED FROM THE APPLICANT'S SUBMITTED SURVEY 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: That the effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the Department of Commerce notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the Department of Commerce or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by the adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Department of Commerce.

PASSED, ORDAINED, AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 21st day of August 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 21st day of August 2025, by Willie L. Hawkins, 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 the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

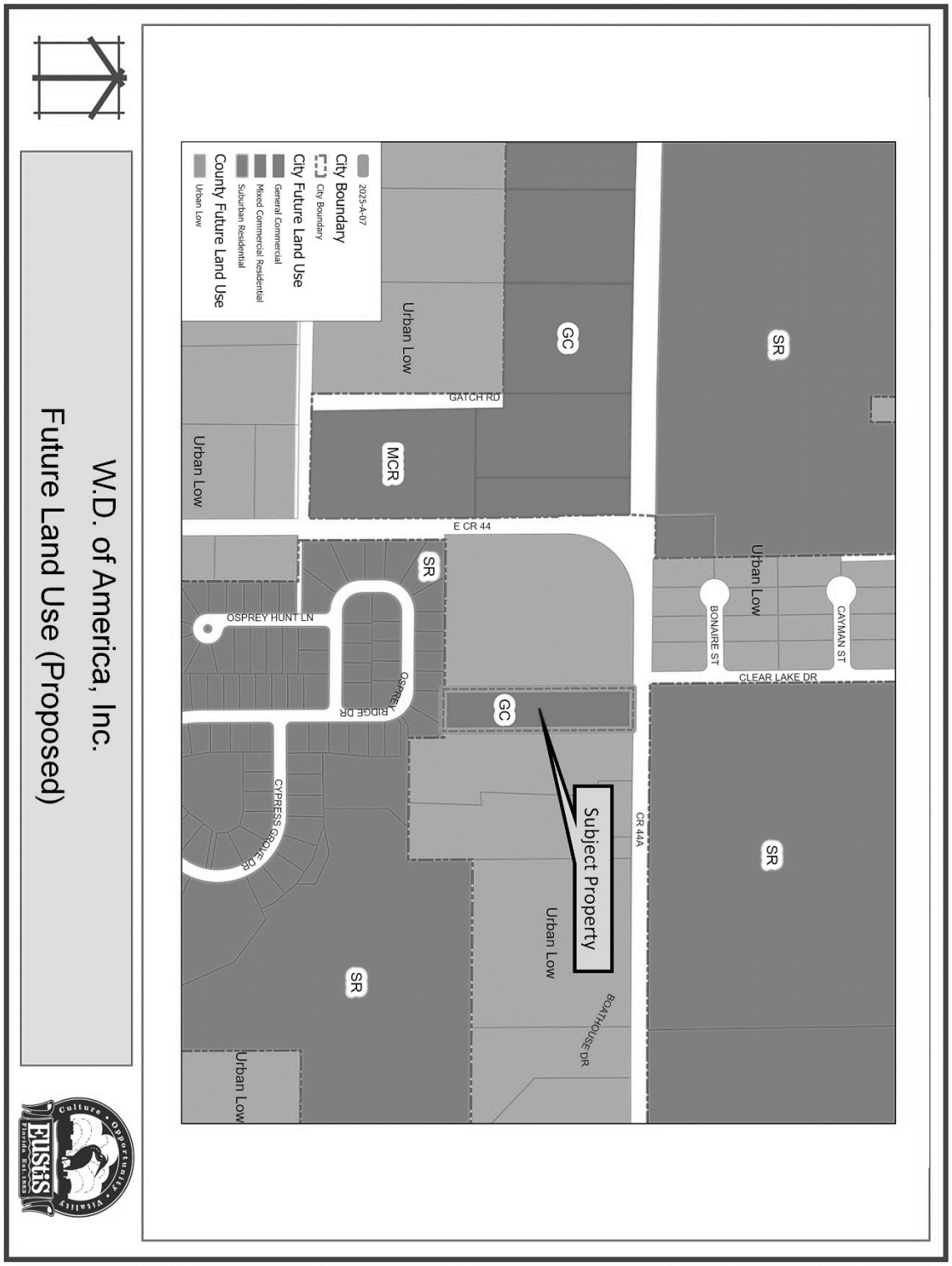
_____ _____
City Attorney's Office Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 25-24 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____
Christine Halloran, City Clerk

Exhibit A


W.D. of America, Inc.
Future Land Use (Proposed)
City Boundary
2025-A-07
City Boundary
City Future Land Use
General Commercial
Mixed Commercial Residential
Suburban Residential
County Future Land Use
Urban Low
Subject Property
GC
SR
MCR
Urban Low
GATCH RD
E CR 44
CR 44A
CLEAR LAKE DR
BONAIRE ST
CAYMAN ST
OSPREY HUNT LN
OSPREY RIDGE DR
CYPRESS GROVE DR
BOATHOUSE DR

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-24
Ordinance Subject	Future Land Use Map Amendment 2025-CPLUS-07
Legal Advertising Date	July 28, 2025
First Reading On	8/7/2025
Second Reading On	8/21/2025

Ordinance Title

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 2.8 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBERS (Lake County Property Appraiser Has Not Assigned), GENERALLY LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A.

Based on the City's review of the proposed ordinance (*must select one of the following*):

☒ The City has determined the statutory exemption identified below applies to the proposed ordinance; a Business Impact Estimate is NOT required and therefore not provided.

☐ The City has determined the statutory exemption identified below applies to the proposed ordinance; however, the City has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

☐ The City has prepared a Business Impact Estimate in accordance with section 166.041(4), Florida Statutes.

Exemptions

The City has determined that a Business Impact Estimate is NOT required as the following exemption applies to the proposed ordinance:

Section 166.041 (4)(c) exemption: It is enacted to implement comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.

ORDINANCE NUMBER 25-25

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN CORRIDOR DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 2.8 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBER (Lake County Property Appraiser has not assigned**), GENERALLY LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A.**

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 Corridor to approximately 2.8 acres of recently annexed real property further described below, and

WHEREAS, on August 7, 2025, the City Commission held the 1st Public Hearing to consider the Design District Amendment contained herein; and

WHEREAS, on August 21, 2025, the City Commission held the 2nd Public Hearing to consider the adoption of the Design District Amendment contained herein;

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

Section 1. Design District Designation

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

Parcel Alternate Key: Lake County Property Appraiser has not assigned

Parcel Identification Numbers: Lake County Property Appraiser has not assigned

Legal Description:

A portion of Lot 5, C.M. Rehrer's Subdivision, according to the plat thereof, as recorded in Plat Book 1 , Page 50, of the Public Records of Lake County, Florida, lying in Section 6, Township 19 South, Range 27 East, Lake County, Florida, described as follows:
Commencing at the Northwest corner of Tract S, Spring Ridge Estates, according to the plat thereof, as recorded in Plat Book 58, Pages 28 through 30, of the Public Records of Lake County, Florida, and with the Easterly Right-of-Way line of County Road No. 44, North 00°04'26" West, 1 1 5.21 feet, to the intersection of the Easterly Right-of-Way line of said County Road No. 44 and the Northerly line of said Lot 7; thence continuing with the Easterly Right-of-Way line of said County Road No. 44, North 00°13'04" West, 366.04 feet, to the beginning of a non-tangent curve concave Southeasterly; thence with a radius of 258.33 feet, a delta of 90°32'39", and a chord bearing and distance of North 45'01 '32" East, 367.07 feet, Northeasterly along said curve, an arc length of 408.24 feet, to the end of said curve on the Southerly Right-of-Way line of County Road No. 44A; thence with the

Southerly Right-of-Way line of said County Road No. 44A, South 89°36'40" East, 344.52 feet, to the Point of Beginning.

Thence continuing with the Southerly Right-of-Way line of said County Road No. 44A, South 89°36'40" East, 163.90 feet, to the Westerly line of the lands described in Official Records Book 5581, Page 918, of the Public Records of Lake County, Florida; thence departing the Southerly Right-of-Way line of said County Road No. 44A, and with the Westerly line of said lands described in Official Records Book 5581, Page 918, South 00°20'56" East, 743.98 feet, to the Northerly line of said Spring Ridge Estates; thence departing the Westerly line of said lands described in Official Records Book 5581, Page 918, and with the Northerly line of said Spring Ridge Estates, North 89°29'59" West, 163.90 feet; thence departing the Northerly line of said Spring Ridge Estates, and with a line parallel with the Westerly line of said lands described in Official Records Book 5581, Page 918, North 00°20'56" West, 743.66 feet, to the Point of Beginning.

Containing 121,902.10 Square Feet or 2.80 Acres, more or less.

(The foregoing legal description was copied from the Applicant's submitted survey 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 the annexation of the subject property through approval of Ordinance Number 25-23

PASSED, ORDAINED, AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 21st day of August 2025.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

_____
Willie L. Hawkins
Mayor/Commissioner

ATTEST:

_____
Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 21st day of August 2025, by Willie L. Hawkins, 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 the use and reliance of the Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

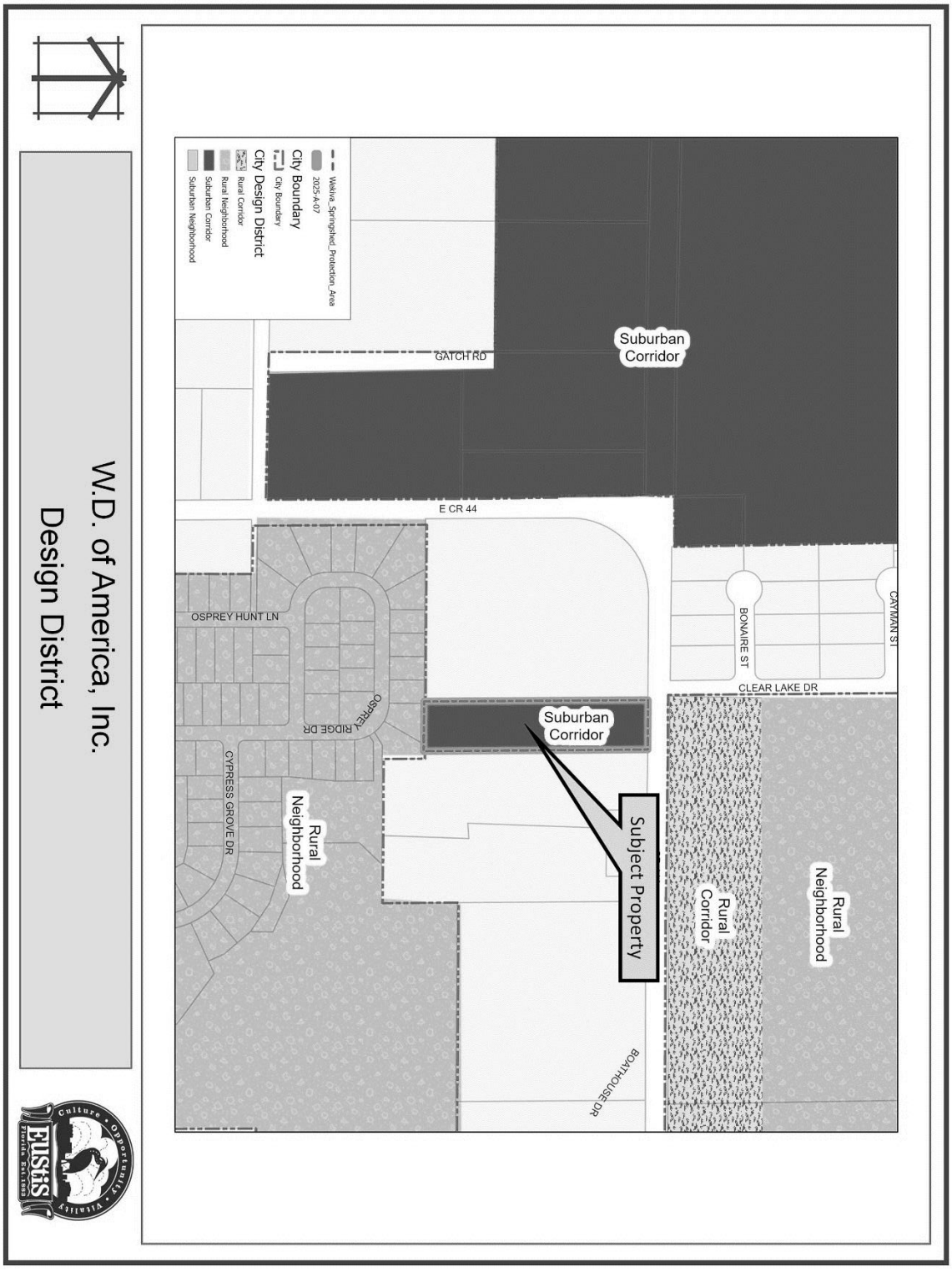
_____ _____
City Attorney's Office Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 25-25 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

_____ _____
Christine Halloran, City Clerk Date

Exhibit A


W.D. of America, Inc.
Design District
Wekiva_Springshed_Protection_Area
2025-A-07
City Boundary
City Boundary
City Design District
Rural Corridor
Rural Neighborhood
Suburban Corridor
Suburban Neighborhood
GATCH RD
Suburban Corridor
E CR 44
OSPREY HUNT LN
OSPREY RIDGE DR
CYPRESS GROVE DR
Rural Neighborhood
BONAIRE ST
CAYMAN ST
CLEAR LAKE DR
Suburban Corridor
Subject Property
Rural Corridor
Rural Neighborhood
BOATHOUSE DR

Business Impact Estimate Eligibility Form

Section 166.041(4), Florida Statutes

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Eustis' website by the time notice of the proposed ordinance is published.

This form simply assists in determining whether a Business Impact Estimate must be completed under Florida law for the proposed ordinance. Should a Business Impact Estimate be required or should the City opt to provide one as a courtesy based on the selection below then a separate form with the statutory components of Section 166.041(4)(a) shall also accompany the proposed ordinance.

Ordinance Number	25-25
Ordinance Subject	Design District Map Amendment 2025-DD-07
Legal Advertising Date	July 28, 2025
First Reading On	8/7/2025
Second Reading On	8/21/2025

Ordinance Title

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN CORRIDOR DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 2.8 ACRES OF RECENTLY ANNEXED REAL PROPERTY AT ALTERNATE KEY NUMBERS (Lake County Property Appraiser has not assigned), GENERALLY LOCATED ON THE EAST SIDE OF THE INTERSECTION OF COUNTY ROAD 44 AND COUNTY ROAD 44A

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Exemptions

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