



UMATILLA CITY COUNCIL MEETING

May 02, 2023 at 6:00 PM

Council Chambers, 1 S. Central Avenue, Umatilla, Florida 32784

AGENDA

Please silence your electronic devices

PLEDGE OF ALLEGIANCE AND INVOCATION

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES REVIEW

1. Approval of Minutes
- April 18, 2023, Regular City Council Minutes

PRESENTATIONS

PUBLIC COMMENT

At this point in the meeting, the Umatilla City Council will hear questions, comments and concerns from the public.

Please write your name and address on the paper provided at the podium. Zoning or code enforcement matters which may be coming before the Council at a later date should not be discussed until such time as they come before the Council in a public hearing. Comments, questions, and concerns from the public regarding items listed on this agenda shall be received at the time the Council addresses such items during this meeting. Public comments are generally limited to three minutes.

CONSENT AGENDA

2. Surplus Item May 2, 2023

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

3. Philips Manufacturing Site Plan
4. Resolution 2023-05, The Palm Mansion Variance
5. Final Reading of Ordinance 2023-09 The Palm Mansion Wedding Venue Conditional Use Permit

NEW BUSINESS

6. Turtle Cove Preliminary Plat Subdivision Plans

REPORTS

7. Staff Report

ADJOURNMENT

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352)669-3125. F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes, he 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.

Any invocation that may be offered before the official start of the Council meeting is and shall be the voluntary offering of a private citizen to and for the benefit of the Council pursuant to Resolution 2014-43. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief by the Council or the City. No person in attendance at this meeting is or shall be required to participate in any invocation and such decision whether or not to participate will have no impact on his or her right to actively participate in the public meeting.

The City of Umatilla is an equal opportunity provider and employer.



UMATILLA CITY COUNCIL MEETING

April 18, 2023 at 6:00 PM

Council Chambers, 1 S. Central Avenue, Umatilla, Florida 32784

MINUTES

PLEDGE OF ALLEGIANCE AND INVOCATION

CALL TO ORDER

Having been duly advertised as required by law Vice Mayor Creech led the pledge, gave the invocation, and called the Regular City Council Meeting to order at 6:00 P.M. in the Umatilla City Council Chambers.

ROLL CALL

MEMBERS PRESENT

Chris Creech, Vice-Mayor

Katherine Adams, Council Member

John Nichols, Council Member

Brian Butler, Council Member

Not Present

Kent Adcock, Mayor

Kevin Stone, City Attorney

ALSO PRESENT

Scott Blankenship, City Manager

Lewis Stone, City Attorney

Jessica Burnham, City Clerk

Regina Frazier, Finance Director

Aaron Mercer, Development and Public Services Director

Adam Bolton, Chief of Police

Amy Stultz, Library Director

Vaughan Nilson, Public Works Director

Sherie Lindh, Land Planner

Misti Lambert, Assistant to the City Manager

AGENDA REVIEW

MOTION BY COUNCIL MEMBER ADAMS TO APPROVE THE AGENDA; SECOND BY COUNCIL MEMBER BUTLER; MOTION APPROVED BY UNANIMOUS VOICE VOTE.

MINUTES REVIEW

1. Approval of Meeting Minutes
- April 4, 2023 Regular City Council Minutes

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE MINUTES; SECOND BY COUNCIL MEMBER ADAMS; MOTION APPROVED BY UNANIMOUS VOICE VOTE.

PRESENTATIONS

2. Mary Bedford Proclamation

Vice Mayor Creech read the Proclamation into the record and presented the Proclamation to Ms. Mary Bedford.

3. National Library Week Proclamation

Vice Mayor Creech read the Proclamation into the record.

PUBLIC COMMENT

Vice Mayor Creech opened public comment

No one spoke

Vice Mayor Creech closed public comment

CONSENT AGENDA

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

4. Resolution No. 2023-08, Amending Fee Schedule for Cemetery Fees

Attorney Stone read Resolution No. 2023-008 by title only.

RESOLUTION 2023-08

A RESOLUTION OF THE CITY OF UMATILLA, LAKE COUNTY, FLORIDA, TO REVISE THE FEE SCHEDULE FOR MISCELLANEOUS SERVICES; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

Misti Lambert, Assistant to the City Manager, provide the council with the background information regarding the Resolution.

Discussion took place on the surrounding cities process.

Vice Mayor Creech opened public comment

No one spoke

Vice Mayor Creech closed public comment

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE RESOLUTION NO. 2023-08, AMENDING FEE SCHEDULE FOR CEMETERY FEES; SECONDED BY COUNCIL MEMBER ADAMS. MOTION PASSED BY VOICE VOTE.

5. Approval of Flex Builders Investments, LLC Site Plan

Sherie Lindh, LPG Urban and Regional Planners, gave council an overview of the site plans and stated the owner is seeking a site plan approval for four (4) warehouses.

Discussion ensued on the type of items that would be in the warehouses and the type of tenants that may possibly rent the warehouses.

MOTION BY COUNCIL MEMBER ADAMS TO APPROVE FLEX BUILDERS INVESTMENTS, LLC SITE PLAN; SECONDED BY COUNCIL MEMBER NICHOLS. MOTION PASSED BY VOICE VOTE.

6. First Reading of Ordinance No. 2023-09, Palm Mansion Wedding Venue Conditional Use Permit

Attorney Stone read Ordinance No. 2023-09 by title only.

ORDINANCE NO. 2023-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, APPROVING A CONDITIONAL USE PERMIT TO ALLOW A WEDDING VENUE, LOCATED IN THE UR-5 ZONING DISTRICT FOR THE HEREAFTER DESCRIBED LANDS WITHIN THE CITY OF UMATILLA, FLORIDA; OWNED BY JEFFEREY AND EVELYN KRUG AND LOCATED AT 110 NORTH TROWELL AVENUE, UMATILLA, LAKE COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

Attorney Stone swore in those who would be providing testimony on the agenda item.

Sherie Lindh, LPG Urban and Regional Planners, gave council an overview of the agenda item. Ms. Lindh stated the applicant is seeking a conditional use permit to utilize the existing home and ground for a wedding venue and other special occasions.

Ms. Lindh stated should the conditional use permit be approved, staff recommends the following conditions:

1. A 15' Type "A" buffer shall be required along the property perimeter
2. All music equipment and speakers shall face toward the west so that sound is projected away from the residential properties
3. Access to the off-street parking shall be provided from Trowell Avenue unless a variance is granted
4. All guests shall depart by 10:00 p.m. on Fridays, Saturdays, and Sundays and shall depart by 9:00 p.m. on Tuesdays, Wednesdays and Thursdays
5. All music shall cease by 10:00 p.m. on Fridays, Saturdays and Sundays. All music shall cease by 9:00 p.m. on Tuesdays, Wednesdays and Thursdays.
6. Any proposed monument sign shall not exceed four feet (4') in height
7. Music shall not create a noise disturbance pursuant to Article IV of the City Code of Ordinances
8. A front setback of 25' shall be maintained from Trowell Avenue. Setbacks of 15' shall be provided on side and rear property lines including East Lake Street.

Alyana Burton, Applicant, spoke to council about the business plan and vision for the venue.

Discussion took place on the parking lot and buffers.

Vice Mayor Creech opened public comment

No one spoke

Vice Mayor Creech closed public comment

MOTION BY COUNCIL MEMBER BUTLER TO APPROVE FIRST READING OF ORDINANCE NO. 2023-09, PALM MANSION WEDDING VENUE CONDITIONAL USE PERMIT WITH THE RECOMMENDATIONS PROPOSED BY STAFF; SECONDED BY COUNCIL MEMBER NICHOLS. MOTION PASSED BY ROLL CALL VOTE.

Council Member Butler	YES
Council Member Nichols	YES
Council Member Adams	YES
Vice Mayor Creech	YES

NEW BUSINESS

REPORTS

7. Staff Report

City Manager Blankenship brought up to council that the first meeting in July falls on the July 4th Holiday and suggested to cancel that meeting. Council agreed unanimous.

Attorney Stone had nothing to report

Council Member Butler had nothing to report

Council Member mentioned that the museums BBQ was a great success this year.

Council Member Nichols had nothing to report

Chief Bolton had nothing to report

Ms. Frazier advised council that the new financial software was in the process of going live.

Mr. Mercer informed council that he went to the City of Palatka to accept a grant that was awarded to the City of Umatilla for the Mater Lift Station.

Mr. Nilson had nothing to report

Ms. Stultz had nothing to report

Ms. Lambert had nothing to report

ADJOURNMENT

With no further business for discussion, meeting adjourned at approximately 7:11 p.m.

Kent Adcock, MAYOR

Jessica Burnham
City Clerk



CITY OF UMATILLA
AGENDA ITEM STAFF REPORT

DATE: April 18, 2023

MEETING DATE: May 2, 2023

SUBJECT: Declaration of Surplus Goods

BACKGROUND SUMMARY:

When the city has items that no longer hold value or have exceeded their useful life, the City Council is asked to declare such items as surplus so they may be donated or sold to another agency for further use as the buyer or recipient sees fit.

- 1. 2008 Ford Fusion (This vehicle has 218,000 miles on it)**
- 2. Miscellaneous obsolete items of no value found during transition to new software**

RECOMMENDATIONS:

City Council to declare the items as surplus and allow staff to dispose of the items properly.

FISCAL IMPACTS:

None

ATTACHMENTS:

N/A



CITY OF UMATILLA
AGENDA ITEM STAFF REPORT

DATE: April 20, 2023

MEETING DATE: May 2, 2023

SUBJECT: Phillips Manufacturing Site Plan

BACKGROUND SUMMARY:

The applicant is seeking site plan approval for a 117,967 SF manufacturing, machine shop and office facility for Phase I. Future Phase II to consist of a total of 50,391 SF. Total building for phase I and II is 168,358 SF.

The site plan meets the minimum technical requirements of LDR Chapter 13, Section 8 and the landscaping plans meet the minimum technical requirements of LDR Chapter

15. The proposed development is consistent with IPUD Ordinance 2022-116 and Master Development Agreement.

RECOMMENDATIONS:

Approval of Phillips Manufacturing Site Plan

FISCAL IMPACTS:

None

ATTACHMENTS:

1. Staff Report for Phillips Manufacturing Site Plan
 2. Construction Plans for Phillips Manufacturing
-

CITY OF UMATILLA
STAFF REPORT BY LPG URBAN & REGIONAL PLANNERS, INC.

Site Plan

Owner: City of Umatilla

Applicant: Phillips Manufacturing, LLC

Number of Acres: 22 ± acres

General Location: North of Lake Fern Road and West of Golden Gem Drive

Existing Zoning: Industrial Planned Unit Development (IPUD)

Existing Land Use: Industrial

Date: April 19, 2023

Description of Project

The applicant is seeking site plan approval for a 117,967 SF manufacturing, machine shop and office facility for Phase I. Future Phase II to consist of a total of 50,391 SF. Total building for phase I and II is 168,358 SF.

	Surrounding Zoning	Surrounding Land Use
North	PFD and UR-5	Multi-family high density and SF medium density
South	Industrial PUD & MHRP	Industrial & Mobile home high density
East	MHRP	Mobile home high density
West	PFD	Multi-family high density

Assessment

The applicant has addressed all outstanding planning issues.

Recommendation

The site plan meets the minimum technical requirements of LDR Chapter 13, Section 8 and the landscaping plans meet the minimum technical requirements of LDR Chapter 15. The proposed development is consistent with IPUD Ordinance 2022-116 and Master Development Agreement.

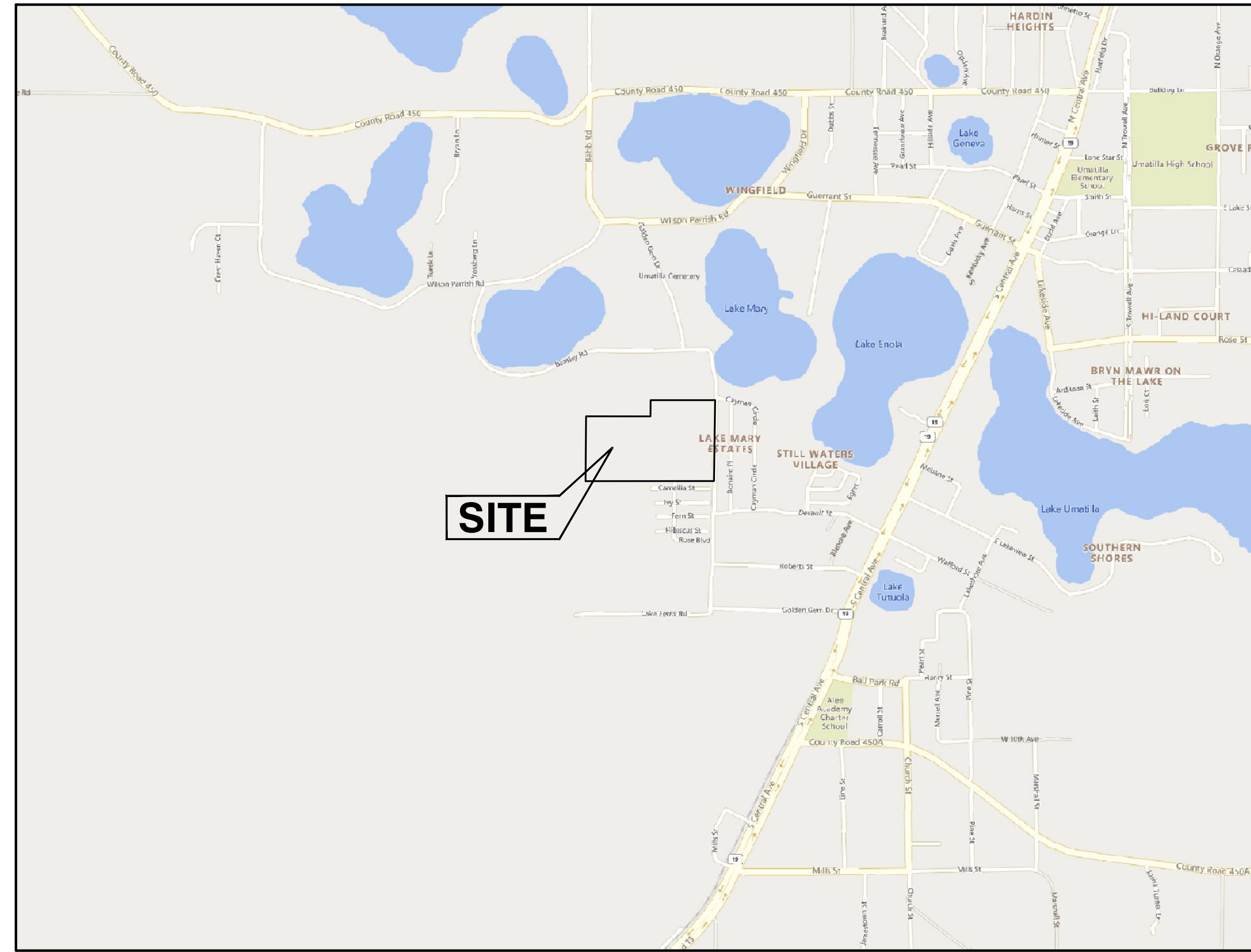
CONSTRUCTION PLANS FOR PHILLIPS MANUFACTURING CO.

SECTION 14 TOWNSHIP 18S RANGE 26E

DATE	ISSUE	BY
***	///	---

Tobias,
Brett

Digitally signed
by Tobias, Brett
DN: cn=Tobias,
Brett,
ou=Tavares
Date: 2023.04.03
08:47:17 -04'00'



LEGAL DESCRIPTION: (FIDELITY NATIONAL TITLE INSURANCE COMPANY ORDER NUMBER: 10393515, SCHEDULE A - EXHIBIT 'A')

PARCEL 1:
THE NORTH ONE-HALF OF THE SOUTH ONE-HALF OF THE EAST ONE-HALF OF THE NORTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER; ALSO THE SOUTH ONE-HALF OF THE SOUTH ONE-HALF OF THE NORTH ONE-HALF OF THE EAST ONE-HALF OF THE NORTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER, ALL IN SECTION 14, TOWNSHIP 18 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

PARCEL 2:
THE SOUTH ONE-HALF OF THE SOUTHEAST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 14, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA.

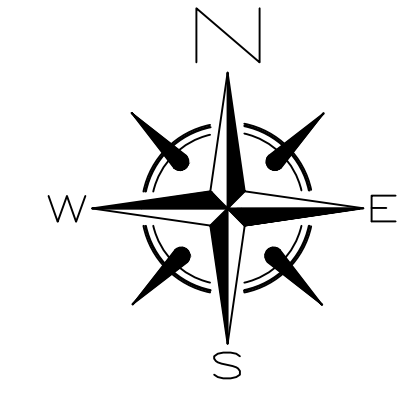
PARCEL 3:
THE SOUTHWEST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 14, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA.

OWNER:
City of Umatilla
1 South Central Ave
Umatilla, FL 32784
Aaron Mercer, Development & Public Services Director
PHONE: (352) 669-1539
AMercer@UmatillaFl.org

ENGINEER/SURVEYOR: Half Associates, Inc.
902 N Sinclair Avenue
Tavares, FL 32778
Brett J Tobias, PE
(352) 557-9225
BTobias@Half.com

APPLICANT: Phillips Realty LLC
4949 S. 30th St.
Omaha, NE 68107
Henri Jung, COO
(800) 822-5055
HJung@Phillipsmfg.com

VICINITY MAP
1" = 1000'



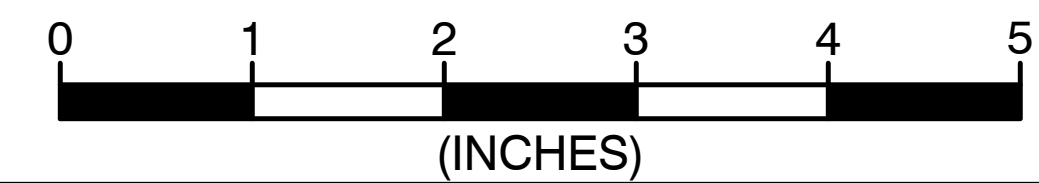
INDEX OF SHEETS

- 1 COVER SHEET
- 2 AERIAL PLAN
- 3 GEOMETRY PLAN



902 North Sinclair Ave.
Tavares, Florida 32778
Office: 352.343.8481
Fax: 352.343.8495
Certificate of Authorization Number: 33380

ORIGINAL DOCUMENT SIZE 24"x36"



03/30/2023 (NOT FOR CONSTRUCTION UNTIL CONFORMED)



REVISION	DATE
1	
2	
3	
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5	
6	
7	
8	

Phillips Manufacturing

Aerial Plan



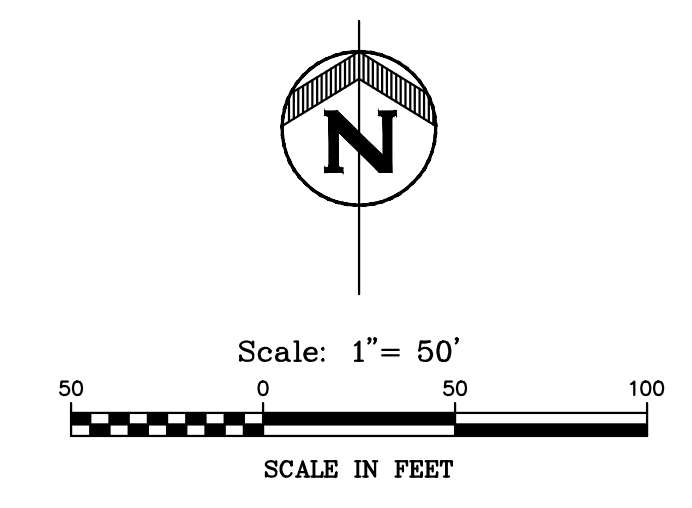
902 NORTH SINCLAIR AVE
TAVARES, FLORIDA 32778
TEL. (352) 343-8481

DATE:	March 2023
DESIGNED BY:	DKB
DRAWN BY:	MC
CHECKED BY:	BJT
JOB NO.:	47624.001
FILE NAME:	PHILLIPS

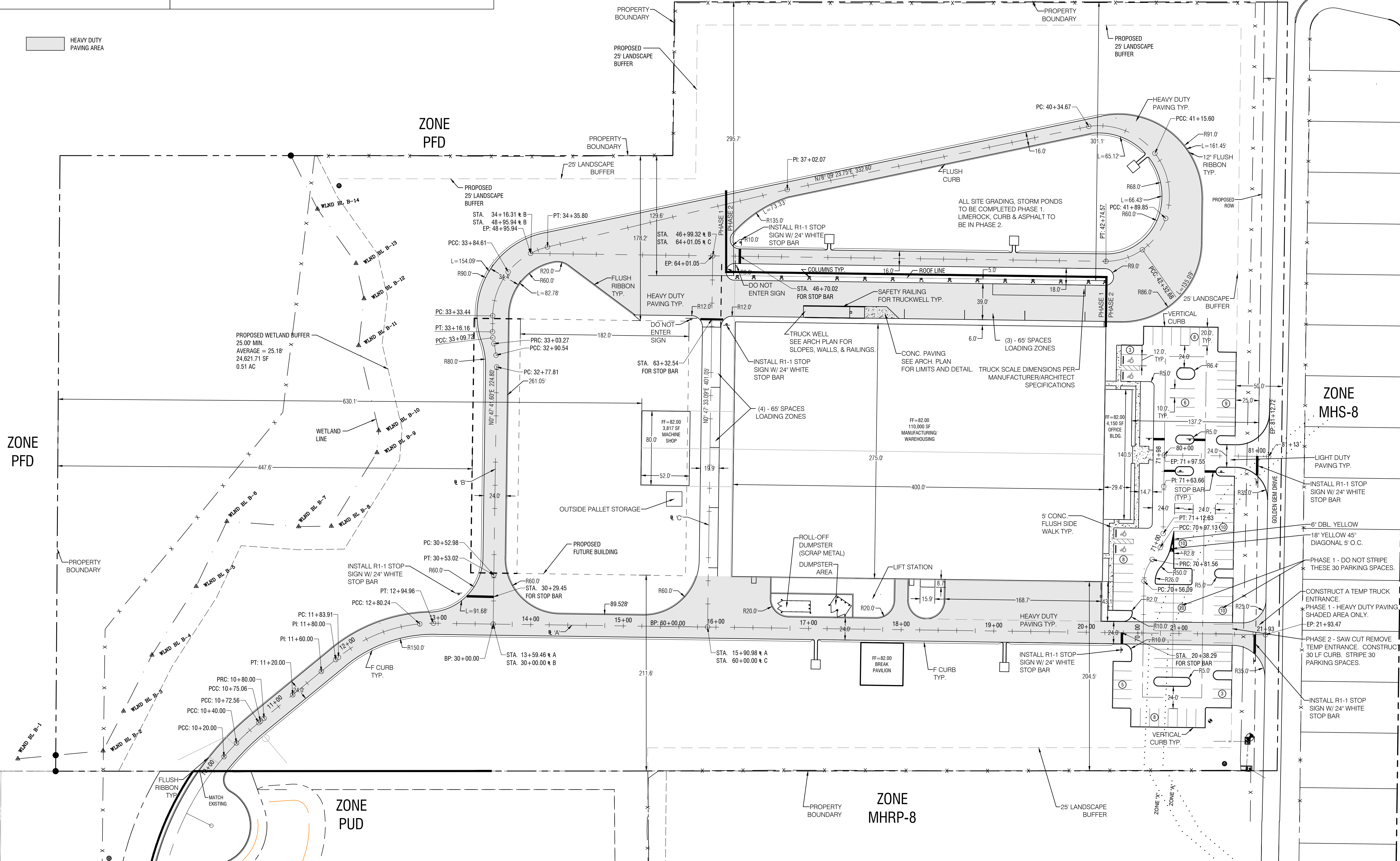
Sheet 2

BRETT J. TOBIAS, PE
Registered Eng 69017

PROJECT SUMMARY	
TOTAL ACREAGE:	±22,680 AC (987,965 SF)
TOTAL DEVELOPABLE ACREAGE:	±18,102 AC
EXISTING ZONING:	PUD
ADJACENT ZONING:	NORTH - UR-5, PFD SOUTH - MHRP-8, PUD EAST - MHS-8 WEST - PFD
EXISTING FUTURE LAND USE:	INDUSTRIAL
100 YEAR FLOOD ELEVATION:	AS SHOWN ON PLAN
WETLAND/OPEN WATER:	3.54 AC
EXISTING BUILDINGS:	0 SF
PROPOSED BUILDING PHASE1:	117,967 SF
PROPOSED BUILDING PHASE2:	168,358 SF (TOTAL)
PROPOSED IMPERVIOUS:	314,839 SF (32.54%)
PROPOSED PERVIOUS:	652,591 SF
MAXIMUM BUILDING HEIGHT:	50' (PUD CONCEPT PLAN)
REQUIRED BUILDING SETBACKS:	FRONT: 25' SIDE: 25' REAR: 25' ANOTHER LOT: 10'
PROVIDED BUILDING SETBACKS:	FRONT: 138.50' NORTH SIDE: 129.51' NORTH WEST SIDE: 178.20' WEST SIDE: 628.60' WEST SIDE FUTURE BUILDING: 447.60' SOUTH SIDE: 204.50'
REQUIRED PARKING:	100 PARKING SPACES
PROVIDED PARKING:	100 PARKING SPACES
SOILS ONSITE:	SPARR SAND, CANDLER SANE, POMPAÑO SAND, SWAMP, WAUCHULA SAND
PERCENT OF OPEN SPACE:	56%
MAX FAR:	25%
PROPOSED FAR:	23%
MAX ISR:	75%
PROPOSED ISR:	55%
PROJECTED NUMBER OF EMPLOYEES:	PHASE 1: 50 PHASE 2: 100



HEAVY DUTY PAVING AREA



REVISION	DATE
1	
2	
3	
4	
5	
6	
7	
8	

Phillips Manufacturing
Geometry Plan



902 NORTH SINCLAIR AVE
TAVARES, FLORIDA 32778
TEL. (352) 343-8481

DATE:	March 2023
DESIGNED BY:	DKB
DRAWN BY:	MC
CHECKED BY:	BJT
JOB NO.:	47624.001
FILE NAME:	PHILLIPS
Sheet 3	

BRETT J. TOBIAS, PE
Registered Eng 69017



CITY OF UMATILLA
AGENDA ITEM STAFF REPORT

DATE: April 6, 2023

MEETING DATE: May 2, 2023

SUBJECT: Resolution 2023-05 - The Palm Mansion Variance

BACKGROUND SUMMARY:

The applicant is seeking approval of a Conditional Use Permit for a wedding venue, Ordinance 2023-09; In review of the CUP, staff determined a variance will be required for the location of proposed access driveway on East Lake Street. The current driveway spacing local street at an intersection is from 150. The applicant is requesting a 70-ft reduction so the wedding venue access drive will be at 80' from the intersection.

A variance has been requested from Chapter 14, Section 4(e) spacing between access driveway and intersection. The justification submitted indicates that due to site constraints along East Lake Avenue, the pedestrian and bicycle path would be impacted without this variance. In order to provide proper circulation for vehicles a variance is requested.

RECOMMENDATIONS:

Approval of Resolution 2023-05

FISCAL IMPACTS:

None

ATTACHMENTS:

- 1. Staff Report for the Palm Mansion Variance
- 2. Schematic Diagram
- 3. Schematic Diagram of parking
- 4. Resolution 2023-05, Palm Mansion Variance

**CITY OF UMATILLA
STAFF REPORT BY LPG URBAN & REGIONAL PLANNERS, INC.**

VARIANCE

Owner: Jefferey & Evelyn Krug

Applicant: Alayna Burton

General Location: East of Trowell Ave. & South of East Lake Street

Number of Acres: 1.84 ± acres

Existing Zoning: Urban Residential District (UR-5)

Existing Land Use: SF Medium Density

Date: March 10, 2023

Description of Project

The applicant is seeking approval of a Conditional Use Permit for a wedding venue. A variance will be required for the location of proposed access driveway on East Lake Street from 150' to 80'.

	Surrounding Zoning	Surrounding Land Use
North	UR-5 and PFD	SF Medium Density & Institutional
South	UR-5	SF Medium Density (5 units/acre)
East	UR-5	SF Medium Density
West	PFD	Institutional

Assessment

A variance has been requested from Chapter 14, Section 4(e) spacing between access driveway and intersection from 150' to 80'.

The justification submitted indicates that due to site constraints along East Lake Avenue, the pedestrian and bicycle path would be impacted without this variance. In order to provide proper circulation for vehicles a variance is requested.

Chapter 20, Section 1(f) sets out the review criteria for variances as follows:

- 1) No diminution in value of surrounding properties would be suffered;

Granting of the variance does not and will not have an unduly adverse effect on adjacent properties.

- 2) Granting the permit would be of benefit to the public interest;

The benefit to the public would be to maintain the dedicated bicycle lane on Trowell Avenue without additional vehicle crossings. The site is constrained, a parking lot can only fit West of the adjacent property or South of the adjacent property. It is staff's opinion that a parking lot located to the West, abutting the side yard of the adjacent property will have less of an impact on said adjacent property owner (Alt Key 1499437).

- 3) Denial of the permit would result in unnecessary hardship to the owner seeking it;

The subject site has approximately 160' of frontage along East Lake Street and although technically, the site could meet the distance requirement, they could not meet the other requirements of minimum driveway width dimension of 20' and meet the distance from property line of the driveway of 5' thus in order to meet all requirements, a minimum frontage of 175' would be required.

The proposed distance of 80' from the intersection would still provide adequate sight distance, stacking of vehicles, and safe entry and exit onto East Lake Street. On the north side of the street is a stormwater pond associated with the school facilities. There is no driveway access associated with the stormwater pond. The closest driveway on the north side of the street is approximately 160' from the intersection and is associated with the Umatilla High School student parking. The closest driveway access on the south side of the street is approximately 250' from the intersection.

Placement of the driveway access at 80' from the intersection provides adequate sight distance between the existing driveways to the north (80') and to the south (170') and allows for safe entry and exit onto East Lake Street.

If the driveway was relocated along Trowell Avenue it would require the removal of large mature trees, impact the existing bicycle lane, impact the existing aesthetic landscaping that compliments the historic home and Trowell Avenue, and impact the proposed wedding venue outdoor event areas. A driveway located in this area would have more of a potential to impact pedestrian and bicycle safety.

Denial of the variance would result in an unnecessary hardship and would restrict the buildable area in such a manner that would severely limit the size and type of the proposed use.

- 4) By granting the permit, substantial justice will be done; and

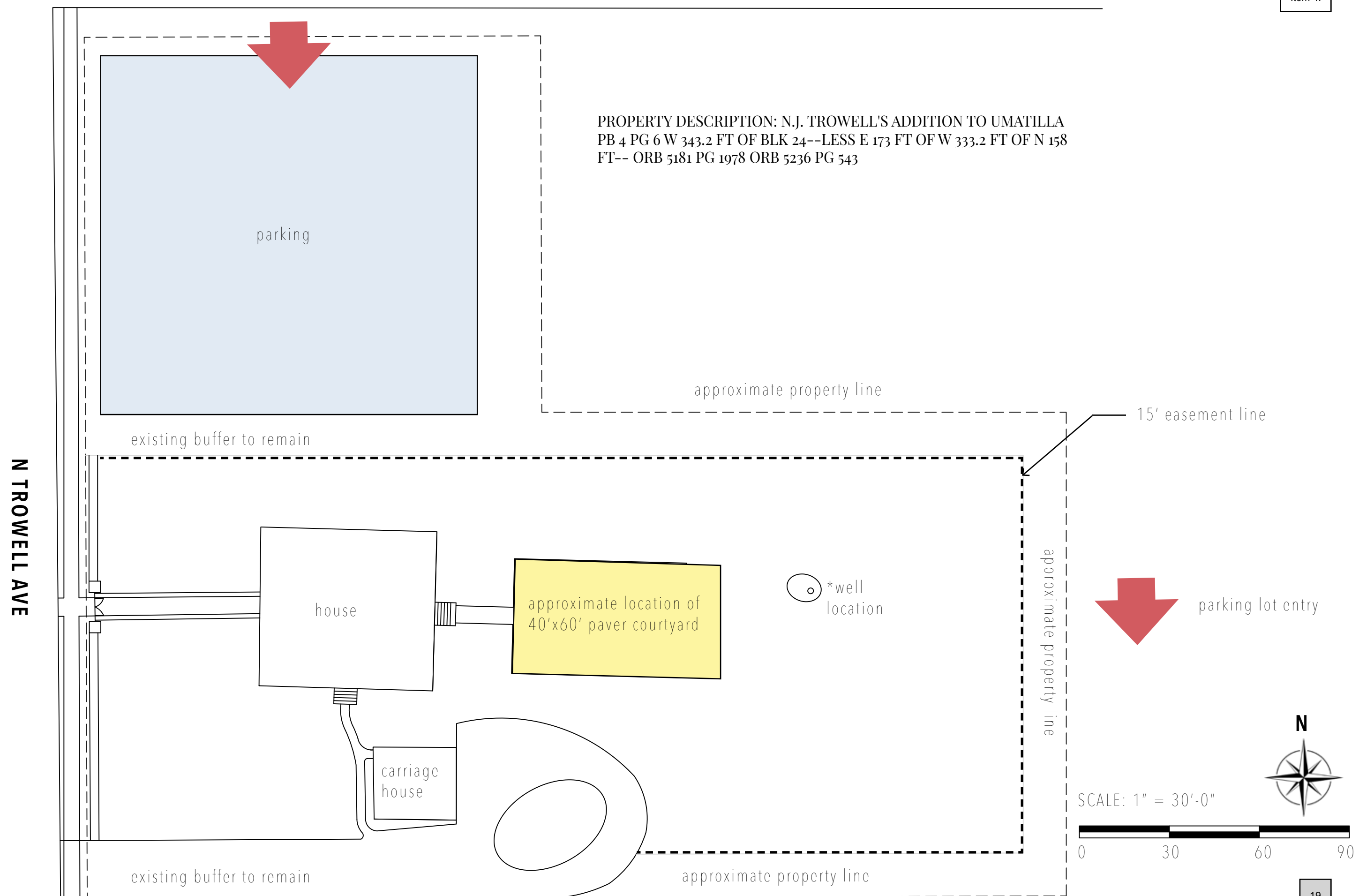
Granting of the variance is the minimum variance necessary to accommodate the wedding venue. Granting of the variance will not adversely affect the public health, safety and general welfare of the citizens.

- 5) The use must not be contrary to the spirit of the ordinance.

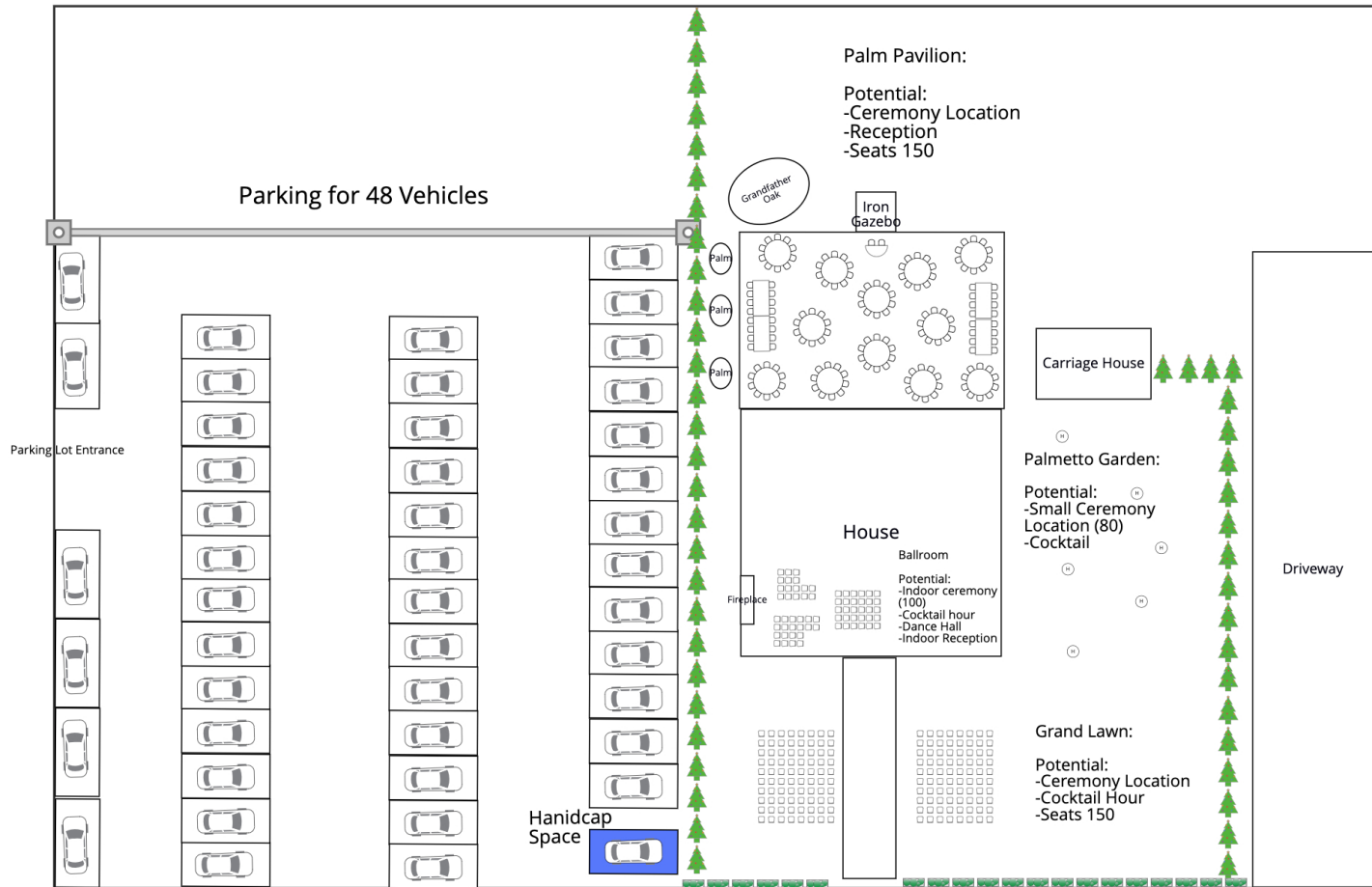
The minimum distance between a driveway access and an intersection is to provide adequate sight distance, minimize impacts on traffic while providing safe entry and exit from the development served. The location should take into account characteristics of the roadway, the site and potential users. East Lake Street has a posted speed limit of 25 mph. The proposed distance of 80' from the intersection would still provide available stacking on East Lake Avenue of approximately 5 vehicles versus the LDR regulation of 10 vehicles; provide for adequate sight distance and provide for safe vehicle entry and exit. A reduction in the distance will still meet the intent and spirit of the ordinance.

Recommendation

Staff recommends approval of the variance for the access drive separation from 150' to 80'.



Stall Size
10' x 20'



Overflow Parking in Public Lot



Return to:
City Clerk
City of Umatilla
P.O. Box 2286
Umatilla, FL 32784

RESOLUTION 2023-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, GRANTING A VARIANCE TO THE LAND DEVELOPMENT REGULATION (LDR) REQUIREMENTS PERTAINING TO INTERSECTION SPACING BETWEEN DRIVEWAY ACCESS FROM 150’ TO 80’ ON THE SUBJECT PROPERTY OWNED BY JEFFEREY AND EVELYN KRUG AND LOCATED AT 110 NORTH TROWELL AVENUE, PROVIDING FOR AN EXPIRATION DATE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Alayna Burton, as applicant, on behalf of the Owner(s), Jefferey and Evelyn Krug, has petitioned for a variance for the property located at 110 North Trowell Avenue, in the City of Umatilla, Florida; and

WHEREAS, the owner requests a variance to the following LDR requirements:

- Chapter 14, Section 4(e) spacing between access driveway and intersection from 150’ to 80’

WHEREAS, this Resolution met all public notice requirements;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, as follows:

1. The City Council has determined that a reduction of the spacing between access drive and intersection from one hundred fifty feet (150’) to eighty feet (80’) is not detrimental to the character of the area.
2. The City Council has determined that a reduction of the spacing between access drive and intersection from one hundred fifty feet (150’) to eighty feet (80’) will not have an unduly adverse effect on surrounding property.
3. Special conditions and circumstances exist which are peculiar to the Property which are not applicable to other land and structures.
4. A variance of seventy feet (70’) from the existing code for intersection spacing is the minimum variance to accommodate the development of the site.
5. The variance relating to intersection spacing will not adversely affect the public health, safety and general welfare of the citizens of the City of Umatilla.
6. The petition for variance filed by Alayna Burton, as applicant, on behalf of the Owner(s), Jefferey and Evelyn Krug, for property located at 110 North Trowell Avenue in the City of Umatilla, Florida, more particularly described as:

LEGAL DESCRIPTION: The West 343.2 feet of Lot 24 of N.J. Trowell’s Plan of Umatilla, a Subdivision in the City of Umatilla, Florida, according to the plat thereof recorded in Plat Book 1,

Page 23, and in Plat Book 4, Page 4, of the Public Records of Lake County, Florida, LESS AND EXCEPT the East 173 feet of the West 333.2 feet of the North 158 feet of said Lot 24.

Alternate Key # 1499445

is GRANTED as follows:

1. Chapter 14, Section 4(e) spacing between access driveway and intersection from one hundred fifty feet (150') to eighty feet (80').

PASSED AND ORDAINED in regular session of the City Council of the City of Umatilla, Lake County, Florida, this _____ day of _____, 2023.

 Kent Adcock, Mayor
 City of Umatilla, Florida

ATTEST:

Approved as to Form:

 Jessica Burnham
 City Clerk

 Kevin Stone
 City Attorney

Passed First Reading _____
 Passed Second Reading _____
 (SEAL)



CITY OF UMATILLA
AGENDA ITEM STAFF REPORT

DATE: April 6, 2023

MEETING DATE: May 2, 2023

**SUBJECT: Final Reading of Ordinance No. 2023-09, Palm Mansion Wedding Venue
Conditional Use Permit**

BACKGROUND SUMMARY:

The applicant is seeking a Conditional Use Permit to utilize the existing home and grounds for wedding venues and other special occasions. The applicant expects to be open by fall 2023. It is anticipated that during peak wedding season (December through March) that 9 events will occur each month. It is anticipated that during April through July that 2 events will occur each month.

Typical wedding events last approximately 6 to 7 hours with all guests departing and music ending by 10:00 pm. Music is typically played during the reception which normally lasts 2 to 3 hours (7:00 pm to 9:45 pm).

It is anticipated that the weddings will occur Friday through Sundays. During the week days it is anticipated that the home will be open to tours and other special events. During the week day (Closed on Monday, Tuesday through Wednesday) the office will be open normal business hours and close by 5:00 pm.

The applicant does not propose to construct any new structures on site. All tents, lighting, and music equipment are temporary and are on the site a few days before the event and are removed by the day after each event. No food service is provided by the venue owner. All caterers for each event are licensed and insured vendors.

The wedding venue carries liability insurance and requires each event to purchase event insurance.

RECOMMENDATIONS:

Approval of Final Reading of Ordinance No. 2023-09, Palm Mansion Wedding Venue
Conditional Use Permit

FISCAL IMPACTS:

None

ATTACHMENTS:

1. LPG Staff Report
 2. The Palm Mansion Business Plan and Organization Vision
 3. Property Schematic Diagram
 4. Schematic with Parking
 5. Ordinance No. 2023-09, Palm Mansion Wedding Venue Conditional Use Permit
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**CITY OF UMATILLA
STAFF REPORT BY LPG URBAN & REGIONAL PLANNERS, INC.**

CONDITIONAL USE PERMIT

Owner: Jefferey & Evelyn Krug

Applicant: Alayna Burton

General Location: East of Trowell Ave. & South of East Lake Street

Number of Acres: 1.84 ± acres

Existing Zoning: Urban Residential District (UR-5)

Existing Land Use: SF Medium Density

Date: March 24, 2023

Description of Project

The applicant is seeking a Conditional Use Permit to utilize the existing home and grounds for wedding venues and other special occasions. The applicant expects to be open by fall 2023. It is anticipated that during peak wedding season (December through March) that 9 events will occur each month. It is anticipated that during April through July that 2 events will occur each month. Typical wedding events last approximately 6 to 7 hours with all guests departing and music ending by 10:00 pm. Music is typically played during the reception which normally lasts 2 to 3 hours (7:00 pm to 9:45 pm).

The subject property and proposed use are subject to the City of Umatilla Noise Ordinance, which regulates specific uses which may create a noise disturbance from the hours of 9:00 pm to 6:00 am. It should be noted that loudspeakers, musical instruments, cd players or similar devices may not create a noise disturbance from the property boundaries. Although music is typically played for a duration of about 3 hours (7 pm to 10 pm) following the wedding ceremonies, the proposed wedding venue is subject to the same noise regulations as the adjacent single-family homes.

It is anticipated that the weddings will occur Friday through Sundays. During the week days it is anticipated that the home will be open to tours and other special events. During the week day (Closed on Monday, Tuesday through Wednesday) the office will be open normal business hours and close by 5:00 pm. Should any outdoor events occur during the week, all guests will depart the site by 9:00 p.m. Thursdays will be the typical day for wedding rehearsals; however, no music will be played during this time and depart by 9:00 p.m. Vendor access and parking will be from the existing circular drive located off of Trowell Ave. Proposed guest parking is located off of East Lake Street. The applicant intends to utilize public parking for any overflow parking.

The applicant does not propose to construct any new structures on site. All tents, lighting, and music equipment are temporary and are on the site a few days before the event and are removed by the day after each event.

No food service is provided by the venue owner. All caterers for each event are licensed and insured vendors.

The wedding venue carries liability insurance and requires each event to purchase event insurance.

	Surrounding Zoning	Surrounding Land Use
North	UR-5 and PFD	SF Medium Density & Institutional
South	UR-5	SF Medium Density (5 units/acre)
East	UR-5	SF Medium Density
West	PFD	Institutional

Assessment

Residential properties abut the subject site to the northeast, east and south. Review of the site indicates that there is an existing privacy fence adjacent to the residential parcel located to the northeast, an existing 6' +/- shrub and tree buffer adjacent to the property to the south, and an existing treed buffer to the residential property to the east. The existing privacy fence and natural treed area along the property boundary to the northeast, south, and east acts as a buffer and provides some visual and acoustical relief during the events.

The Umatilla high school campus is located to the north, across East Lake Street and consist of student parking. Also in this general area is the high school's baseball and football fields. Typical football season is from September to November with games starting at 7:00 p.m. The typical baseball season is from February to April with games starting at 7:00 p.m. To the west is an open field also owned by Lake County Schools and the Jerusalem Worship Center. Currently, the closest public parking lot is associated with city hall; however, the city is coordinating with the First Baptist Church and Jerusalem Worship Center to obtain property associated with the church to utilize for a public parking lot.

The proposed access to the parking area is from East Lake Street and review of the aerial indicates that there is no existing access to the site from this street. Please be advised that Chapter 14, Section 4 (c) allows the access driveway within 5' from the property line, Section 4 (d) requires a minimum access drive of 20', and Section 4(e) requires intersection spacing of 150'. There may not be sufficient property length to meet these criteria as available data indicates that the property boundary in this area is 160'. Access may need to come from Trowell Ave and meet the same criteria listed above unless a variance is granted.

Chapter 7, Section 1(d)2 identifies the review criteria the city council shall consider as follows:

- A) Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety;

The ITE Trip Generation Manual does not specifically address wedding venues or provide trip generation estimates for that specific use. A church is a similar use due to services taking place primarily on weekends with specific schedules for each service.

Applying the church classification to a wedding venue with 120 guests, it would be expected to generate about 332 daily trips on the day of an event. The trips would be dispersed over the duration of the event and would not be expected to exceed 77 trips in the peak hour. However, the highest volume of traffic would likely be in the hour before the event start time.

Applying the church classification to a wedding venue with 3,500 SF, it would be expected to generate about 110 trips on the day of the event. The trips would be dispersed over the duration of the event and would not be expected to exceed 36 trips in the peak hour. However, the highest volume of traffic would likely be in the hour before the event start time.

The site is located along Trowell Avenue which is a 2-lane divided roadway designated as a local minor collector with an adopted LOS of D. East Lake Street is designated as a local roadway with an adopted LOS of D. The proposed use would not adversely impact adjoining properties and the general public safety. In addition, the proposed use would not degrade the LOS of Trowell Avenue or East Lake Street.

TRIP GENERATION ANALYSIS

Proposed Land Use Program

Land Use	Size/Unit	ITE Code	Sunday Daily Trips	Peak Hour Trips	Trips Enter	Trips Exit
Wedding Venue	150 seats	560	332	77	49	28
TOTAL GROSS TRIPS (PROPOSED)			332	77	49	28

Proposed Land Use Program

Land Use	Size/Unit	ITE Code	Sunday Daily Trips	Peak Hour Trips	Trips Enter	Trips Exit
Wedding Venue	3.5 KSF	560	110	36	17	19
TOTAL GROSS TRIPS (PROPOSED)			110	36	17	19

Existing Land Use Program

Land Use	Size/Unit	ITE Code	Daily Trips	PM Peak Hour Trips	PM Trips Enter	PM Trips Exit
Single Family	1 Unit	210	10	1	0	1
TOTAL GROSS TRIPS (EXISTING)			10	1	0	1

Net Difference (Proposed Net Trip Generation Minus Existing Net Trip Generation)

Land Use	PM Peak Hour Trips	PM Trips Enter	PM Trips Exit
TOTAL NET TRIPS (PROPOSED – EXISTING)	76	49	27

B) Off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond that generally experienced in the district;

Guest and vendor off street parking is proposed in the northwest section of the site adjacent to Trowell Ave. and East Lake Street. Based on the number of maximum guests (150) a minimum of 50 parking spaces is required. It is proposed to provide 48 stabilized parking spaces in the northwest section of the property and vendor parking/unloading spaces within the existing circular driveway located off of Trowell Avenue. A residential property is located along the northeast boundary and there is an existing privacy fence which would mitigate any potential light pollution from vehicle headlights. Vendor loading and unloading is proposed within the existing circular driveway located along the southern boundary. There is an existing 6’ shrub hedge along the driveway which would mitigate any potential light pollution from vehicle headlights.

C) Required yards, screening or buffering and landscaping shall be consistent with the district in general and the specific needs of the abutting land uses;

There is an existing tree and shrub buffer around the property. Staff recommends that these existing buffers be maintained consistent with the UR-5 minimum standards of a Type “A” 15’ buffer which may require supplemental planting (3 canopy trees, 2 understory trees, 2’ hedge and 15% groundcover per 100 linear feet).

D) Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development; and

The concept plan does not indicate that any additional permanent buildings will be constructed. Any proposed additional structures would need to comply with the residential design criteria of the LDRs.

Proposed signage would need to comply with Chapter 16 of the LDRs. Chapter 16 would allow for one (1) monument sign not to exceed thirty-five square feet.

Size, location and number of conditional uses in an area shall be limited so as to maintain the overall character of the district as intended by this Code.

There are no existing conditional uses in the area that staff is aware of.

Recommendation

The proposed wedding venue use is not addressed in the LDRs or Comprehensive Plan. The LDRs within the UR-5 category do address uses which because of their uniqueness, are not specifically identified as permitted uses or special exception uses, may be permitted as conditional uses. The UR-5 category does list licensed community residential homes with more than 6 residents and a bed and breakfast as a special exception use. Typically, normal larger events located within residential areas such as garage sales, holiday parties, and other family parties are limited in duration, scale, and scope. These types of events are often scheduled intermittently throughout the year and are less likely to take place on a weekly, or even monthly basis.

Wedding venues have in other communities been considered as recreational or ceremonial activities as an institutional type use similar to a church. The comprehensive plan allows for public facility/institutional uses in all land use categories (FLU Policy 1-2.1.3). FLU Policy 1-1.5.1 allows institutional uses in residential areas with a conditional use permit.

The City Council may prescribe appropriate conditions and safeguards to ensure compliance with the requirements of Chapter 7 and Code in general. Such conditions may include time limits for the initiation and duration of the conditional use, specific minimum or maximum limits to regular Code requirements, or any other conditions reasonably related to the requirements and criteria of Chapter 7.

Should the CUP be approved, staff recommends the following conditions:

- 1) A 15' Type "A" buffer shall be required along the property perimeter.
 - 2) All music equipment and speakers shall face toward the west so that sound is projected away from the residential properties
 - 3) Access to the off-street parking shall be provided from Trowell Avenue unless a variance is granted
 - 4) All guests shall depart by 10:00 p.m. on Fridays, Saturdays, and Sundays and shall depart by 9:00 p.m. on Tuesdays, Wednesdays and Thursdays
 - 5) All music shall cease by 10:00 p.m. on Fridays, Saturdays and Sundays. All music shall cease by 9:00 p.m. on Tuesdays, Wednesdays and Thursdays.
 - 6) Any proposed monument sign shall not exceed four feet (4') in height
 - 7) Music shall not create a noise disturbance pursuant to Article IV of the City Code of Ordinances
 - 8) A front setback of 25' shall be maintained from Trowell Avenue. Setbacks of 15' shall be provided on side and rear property lines including East Lake Street.
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The Palm Mansion

Business Plan & Organization Vision

110 N Trowell Ave, Umatilla FL

Written Narrative Introduction:

What an honor it has been learning about the beautiful city of Umatilla and the home that I have learned many call "The Big White House" on Trowell avenue. The Trowell family legacy, and the history of Umatilla runs deep, and I have spent hours upon hours in awe gathering stories and legends from the times of Nathan Trowell, Drucilla Trowell, Robert Lee Collins, and the rest of the wonderful family that has loved and lived in this town for generations.

I take great responsibility in knowing that if I am awarded the Conditional Use Permit for the property, I must carry on your town's legacy and the Trowell / Collins family stories into the future - authentically and respectfully. I do not take this duty lightly as I know that every inch of the Trowell Home (from the orange crate crown molding, to the heart of pine floors) has a story - and I hope to continue to keep the Trowell family at heart of it.

My vision is to continue to care for this home, keeping its architectural integrity and Victorian feel, and share that with couples wanting to use this magical place to begin their love story on their wedding day. Where the Krug's family chapter in this house may end, I hope that I can bring joy to this town knowing that these doors will now open to many other families looking to start their love story on their wedding day.

Every tour, every conversation, every event held here will be a tribute to this town and to the legacy of the Trowell family - the first founding family of Umatilla. In additions to weddings and special events, I hope to also continue to share the beauty of this house with your community for tours, graduation pictures, holiday events, City Council gatherings, and more. I plan to work with the City of Umatilla to team up on opportunities to keep this house the heart of the town; a gathering place for those who also treasure this beautiful home.



Alayna Mines

CEO / Founder of The Palm Mansion

Renovation and Opening Plan:

The "Big White House" will be restored in 6 months and transformed into The Palm Mansion (new name of the venue). I hope to have the The Palm Mansion ready for events this fall of 2023. Through my current connections to the Orlando wedding community along with my expert level background in digital marketing, I hope to attract couples from the Central Florida area and draw them to the beautiful town of Umatilla and to The Palm Mansion to host their wedding.

Event Schedule and Frequency:

Frequency of events will vary based on season. December - March we call "peak season" which I hope to host about 5-9 events per month. April - July is low (and hot!) season, which I estimate to have maybe 1 or 2 weddings per month. This is based on my current understanding of the wedding industry in Florida as well as my personal wedding planning company that I own and our yearly calendar. In terms of time onsite, typically weddings last about 6-7 hours (all in) including ceremony, cocktail hour and reception. See example timeline below:

3:30 PM - Guest arrival onsite to take their seats
4:00 PM - Ceremony begins
4:30-5:30 PM - Cocktail Hour
6:00 PM - Dinner
7:00 - 9:45 PM Reception
10:00 PM - Bride and Groom leave and guests depart

Safety, Staff and Sound:

The safety of guests, staff, the townspeople and my clients (and the acceptance and support from the community) are my number one priority. I hope to become an exciting part of community, offering tours, teaming up with the local museum, partnering with the City on events - I think the possibilities of having a "home" for this family-like community will be endless. In terms of keeping things pleasant and fair, all guests must exit the property at 10pm and all music will stop.

It should be noted that NO staff member (or anyone) will be living on the property; it will NOT be lived in. Staff, vendors and guests have access to property during business or event hours (described in detail below under Open Hours and Times of Business). Typically, weddings are on weekends Friday - Sundays (Saturday being our most popular day). My vision is to host weddings on the weekends, and on the weekdays host tours and community daytime events (maybe City Council lunches, tea parties, club gatherings, etc.) Monday - Wednesday we will close at 5pm and have standard business hours. Thursday during the day and evenings will typically be reserved for wedding rehearsals, which are no more than an hour in duration with no music and usually only about 15 people onsite.

In terms of staff working these events, all vendors must be licensed and insured up to 1 Million Per Occurrence. We also will require all guests to use Arthur's Catering, the number 1 catering company in Orlando. This adds to further protect the venue by having only trusted team members onsite serving food and beverages that will know the regulations of the town and the property, and who we trust to always follow our rules. With each booking, the venue will provide a Housemen for every event who will be onsite for its entirety, to manage the affairs of the house and ensure all rules and regulations are being followed. They will also set venue belongings prior to the event (like chairs and tables the are owned by the venue) as well as clean the house floors, clean the bathrooms, take the trash out, monitor sound levels and lock up and close the venue doors once all vendors are offsite.

Trash and Dumpster Plan:

The mansion will not need a dumpster onsite due to the service that the preferred catering team will provide at each event. Our preferred catering team will pack up all trash and take it with them in order to dispose of the event waste on their property and in their dumpster. This will occur after each event and contain items like leftover food, plates, plastic silverware, and/or any floral items / decor items used at the event.

Trash and waste used by the office team (less than 3 people using the office TUES-THURS) we will use the local city services to dispose of our office trash each week using the city trash cans the house currently has. This trash will be minimal.

Open Hours and Times of Business:

Monday: CLOSED

Tuesday: Office hours 9-5pm | Events must end at 9pm and guests must exit property

Wednesday: Office hours 9-5pm | Events must end at 9pm and guests must exit property

Thursday: Office hours 9-5pm | Events must end at 9pm and guests must exit property

Friday: 8am - 11pm | All music must end by 10pm and guests must exit property

Saturday: 8am - 11pm | All music must end by 10pm and guests must exit property

Sunday: 8am - 11pm | All music must end by 10pm and guests must exit property

Note* Friday - Sunday, all music must end and guests exit the property 10pm. Staff and clean up crews must exit the property by 11pm.

Note* Example noise ordinance regulations in surrounding counties:

- Eustis, FL: 11pm
- Mount Dora: 11pm
- Deland, FL: 11pm
- Winter Park: 11pm

Venue Rules and Regulations:

Venue Rules and Regulations:

All vendors contracted by the client must be licensed and insured up to 1M per occurrence

A wedding planner who is licensed and insured up to 1M per occurrence is required from our trusted preferred vendor list or a fee will be charged. For a wedding planner not on our preferred vendor list, the planner must be licensed and insured up to 1M per occurrence and an approval will also be needed from the venue. The planner is expected to be on the property when vendors arrive and stay until all guests and vendors have departed the property. The planner needs to check out the vendors and then must check out with the Manager of the Estate before 11pm.

Sendoff for all guests (including bride and groom) is no later than 10pm

All music onsite must be off prior to sendoff of the bride and groom (10PM).

NO Street Parking. All guests must park in designated lots owned by the venue or in a public lot.

Events with more than 60 guests, the venue requires a tent ordered or on backup from a vendor on our preferred vendor list. Tents are permitted on the Estate House grounds with prior approval from Management and proper permitting. Client shall, at its own expense, and prior to installation of the tent, provide all necessary permits, licenses and other consents.

Clients must use our licensed and insured preferred wedding catering team for all food or alcohol. NO alcohol is allowed to be served onsite by any other provider.

A Damage Deposit of \$500 is due at the time of booking along with a 50% deposit. Damage deposit will be refunded to the contractual client at the address on the contract within 2-6 weeks following your event. A portion of your damage deposit will be retained should any of the following occur within your allotted time slot (amount will vary based on severity of damage):

Nicks/Marks on Walls, Windows, Doors, Floors, Inside Spills/Stains on Furniture, Walls, Windows, Doors, Floors, not following the boise / sound rules, Use of Prohibited Decor Items, Decor Removal

Premise Damage from Sparklers, The damage deposit includes, but is not limited to, the aforementioned items.

Clients must sign and agree to begin event promptly at the scheduled start time and agree to have all guests, invitees and other persons vacate the designated event space at the end time (no later than 10pm).

Client will sign contract and agree to comply with all applicable federal, state and local laws including health and safety codes and federal antiterrorism laws and regulations. Client will agree to cooperate with Venue and any relevant governmental authority to ensure compliance with such laws. For the safety of persons and property, no fireworks or incendiary devices may be used at the Venue. Client's will assume full responsibility for the conduct of all persons in attendance at their event and for any damage done to any part of our premises during the time of event.

All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance and fire exits. Any event which has vehicle displays, fog machines, fueled cooking demonstrations, laser, exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are client's responsibility. We do allow sparklers, but only outside at the front door entrance to the Mansion. The planner is required to have a bucket with water or sand for extinguishing the sparklers. Planners are responsible for collecting all sparklers and disposing of them.

The venue will have the right to review and approve any advertisements or promotional materials in connection with the function which specifically reference the Venue name or logo.

The venue will provide a Housemen for every event who will be onsite for the entirety of the event to manage the affairs of the house and ensure all rules and regulations are being followed. They will also set venue belongings prior to the event (like chairs and tables the are owned by the venue) as well as clean the house floors, clean the bathrooms, take the trash out, and lock up and close the venue doors once all vendors are offsite.

Wedding guests are not allowed to go upstairs during the event and will never be allowed on the 2nd floor balcony.

The venue will allow real flame candles, but they must be in a container with the flame not exceeding the top of the container, this includes unity candle ceremonies (per fire code)

Confetti, rice, glitter are not permitted and will acquire a cleanup fee of **\$750 + tax** for each used area. Real petals can be used outdoors only and must be cleaned up by the florist or planner. Artificial petals can be used indoors only and must be cleaned up by the florist or planner.

Trash: All trash must be packed out because we do not have a dumpster. This applies to all vendors onsite.

Vendors are encouraged to enter through the private drive to the backyard and unload through the circular driveway and enter through the backdoor in order not to stop traffic on the main road. Vendors are not permitted to park in the driveway however, or drive on the front or back lawn. Vendor parking is located to the left side of the Mansion and in our onsite lot.

Traffic and Parking

Parking will be on our onsite designated lot. Based on projections of the size of the space using 10 x 20 lot sizes, the lot can fit about the **48** vehicles - this is ideal for our venue size which can hold up to about **150** guests comfortably (usually venue guests arrive as couples or families in groups of 2-4 people. Based on this many spaces, I am estimating this will be enough spaces for most weddings). It is also worth noting that it's very common for guests to take an Uber / Taxi or for the couple to provide transportation which will reduce vehicles in our lot. The grass will be maintained in the lot and stay looking beautiful for guests of the venue and for the city.

Our staff will also provide parking maps and diagrams for all vendors and clients in order to ensure their understanding of our lot. Vendors will also be encouraged to enter through the private drive to the backyard to unload decor items in our concrete circular driveway in order not stop traffic on the main road. Vendors are not permitted to park in on the front or back lawn. Our property also has a 2nd "back" entrance we can use for vendor load in if need be.

Organizational Structure:

The Palm Mansion will be set up as a Limited Liability Company (LLC) with one owner / operator (Alayna Burton). We will have two contractors to round out the team working on an hourly/part-time basis. Those contractors will be the following:

Housemen: A houseman will be employed hourly for cleaning, maintenance and other general work outside and inside the home in order to keep the home and property presentable and running smoothly.

Responsibilities

- Clean and maintain the cleanliness and appearance of the venue entrance, hallways, public restrooms, and public areas
 - Deep cleaning assigned areas of the venue at the end of each event
 - Clean and set-up venue based on floorplan diagram outlines provided by the wedding planner
 - Greet each guest that you encounter in the hallways, foyer or public areas with "Good Morning" or "Good Afternoon" or "Good Evening"
- Quickly respond to guest requests in a timely and friendly manner while working onsite
- Communicate to Owner venue needs or any and all lost and found items at the end of each event
 - Effectively work with team members and other venue members to accomplish assigned tasks each day to create an exceptional event for our couples
 - Follow all instructions when filling spray bottles with cleaning chemicals, never mix chemicals
 - Lock all doors and put away all venue owned items (like tables and chairs) at the end of each event when shift ends
 - Work in a safe manner to prevent injury to yourself, other staff members or our valued guests
 - Maintain organization and cleanliness of venue closets, guest areas and facilities
 - Watch for safety hazards and report them immediately to owner
 - Perform other duties as directed, developed or assigned
 - Report to work on time and in uniform
 - Maintain control of keys issued to perform assigned duties
 - Shifts range from 10-12 hours onsite for each event

Venue Sales Manager: The primary function of this position is to manage and facilitate events for The Palm Mansion including sales calls, venue tours, scheduling, and more.

Responsibilities:

- The primary representative onsite for sales related and venue booking questions
- Schedule and Execute tours enthusiastically onsite for potential couples and their families
- Manage The Palm Mansion email and respond to inquires but answering questions, setting up calls, scheduling tours, etc.
- Working closely with our vendor partners to ensure all vendors send us their insurance, understand our rules and regulations, as well as understand what our team is responsible for day of the event like diagram setup, etc.
- Working closely with our planning partners to tie up loose ends, understand "in time" of the clients, gather timeline and floorplans, etc.
- Assist fellow team members by going above and beyond to get tasks accomplished
- Creating event blueprints / floorplans alongside event planners
- Participating in weekly team meetings to review catering and event details
- Perform other related duties incidental to the work described herein
- Ensure housemen us aware of timeline, floorplan and any other details needed to know prior to each event with a focus on venue & catering details

Marketing Demographic and Market:

The Central Florida wedding venue market is booming with couples wanting to begin their love story in the sunshine state. From snow birds traveling down to catch a glimpse at our beautiful beaches, to family trips to explore the variety of theme parks, Florida has a lot to offer residents and non-residents. According to FOX 35, Central Florida ranks as the No. 1 as best place to get married in 2022, report says. For its report, WalletHub compared 182 cities based on 28 measurements in three categories: costs, facilities & services, and activities & attractions, Orlando, Florida, ranked number 1.

Given our powerful place in the wedding market, it's no surprise that there are dozens of popular venues in Central Florida alone accommodate the influx of the couples wanting to get married in the sunshine state. In 2021 alone, about 133,860 couples said "I do" in Florida. The state ranks as the 3rd out of 51 States in number of weddings each year held in the US. Because of the high number of couples wanting to explore the idea of a "Florida wedding,"

current venues are growing larger and new venues are joining in on the action – The Palm Mansion being one of them.

Customer Base:

With an average wedding guest list of 75-150 or so guests, The Palm Mansion capacity of 150 guests fits right in the sweet spot for our ideal customer base.

Customers will range in age from newly engaged young adults to middle-aged 2nd marriage couples all looking to start their new love story in a beautiful, elegant and peaceful setting like The Palm Mansion will offer.

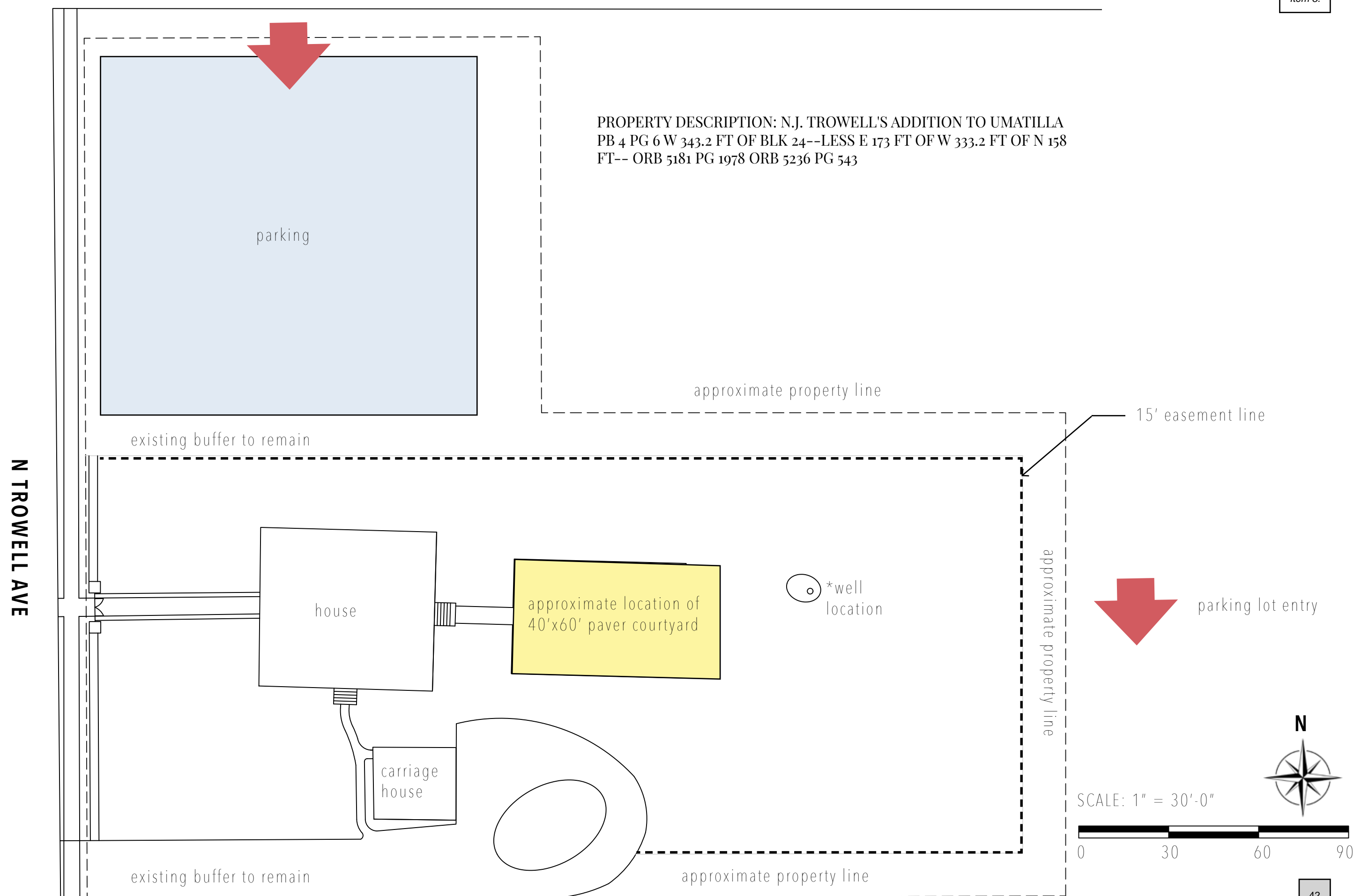
Wedding party size can be big or small, as our venue will have dozens of on-site locations clients will be able to curate the guest experience. For example, our larger weddings may take place on our 40X60 paver pavilion out back, or smaller more intimate affairs may chose to use the inside fireplace as a backdrop for their wedding of less than 60.

Competitive Advantages:

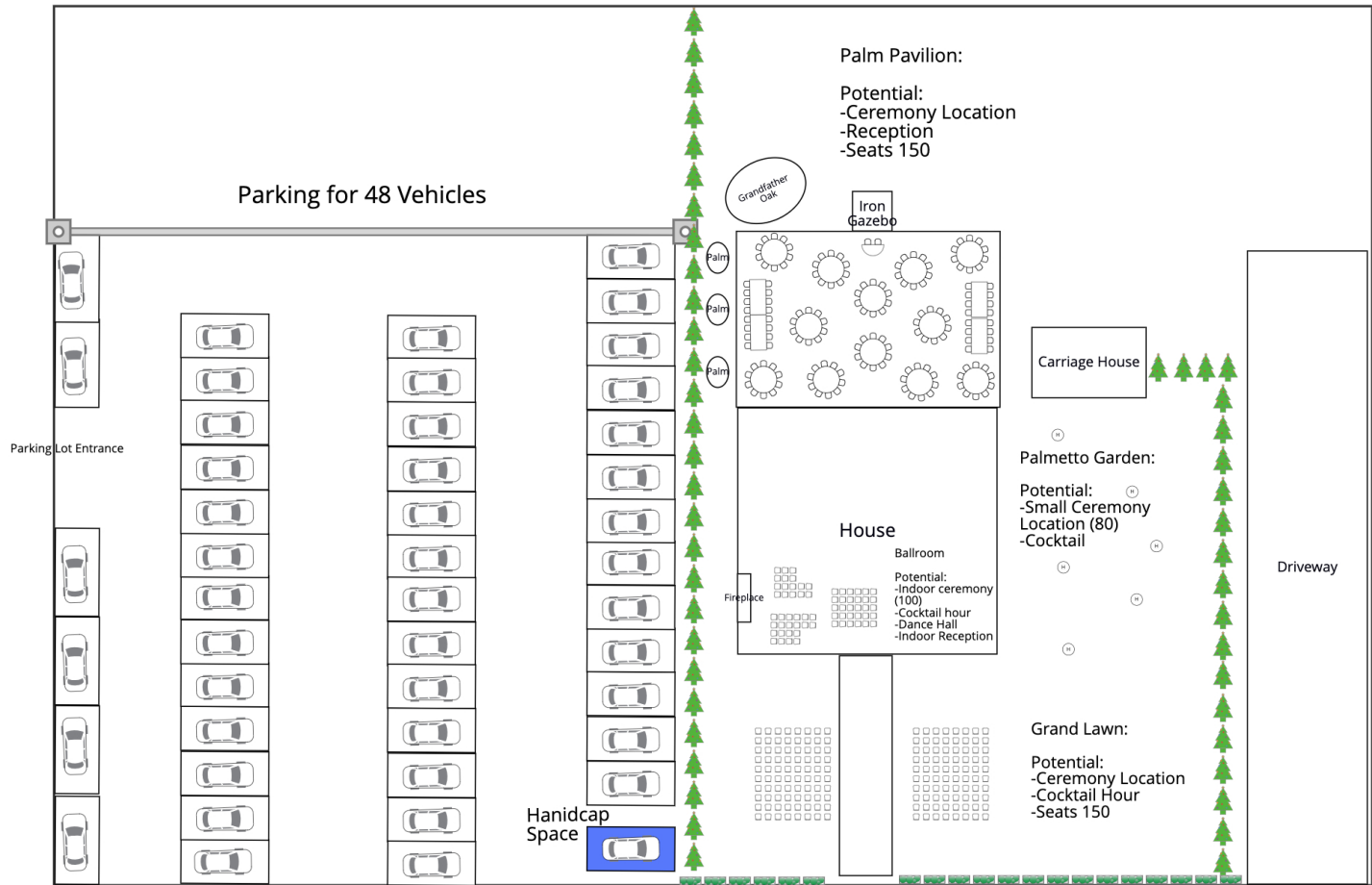
Having a love for history, elegance, and old Florida will win over the hearts of couples searching for the perfect place to host their big day. A list of complete advantages below:

- Our rich 100 year old history adds an incredibly unique layer unlike any other venue in the area.
- The look and feel of the antebellum 1900's vintage home is incomparable to any other venue in Florida.
- The Palm Mansion will offer multiple ceremony, cocktail hour and reception spaces for guests to pick, chose and curate their wedding day.
- The venue can hold up to 150 guests yet feel intimate for our smaller wedding party sizes. No matter the size, our clients' wedding day will feel perfect
- Onsite Private Bridal Suite and Groomsmen Suite
- Complimentary onsite parking
- Complimentary Market lighting under the romantic 100 year old Sabal Palm

- Cross back chairs for ceremony and reception use included in price
- Banquet tables and Round tables included in price
- In-house 5 star wedding planning team to support our clients for their big day
- In-house venue manager
- In-house exclusive 5 star catering that includes linens, napkins, flatware, glassware, tables, beverage stations, bar options and more
- 10 hour event space rental (11am-10pm)
- Use of property for photography / engagement photos
- High speed WiFi throughout property



Stall Size
10' x 20'



Overflow Parking in Public Lot



ORDINANCE 2023-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, APPROVING A CONDITIONAL USE PERMIT TO ALLOW A WEDDING VENUE, LOCATED IN THE UR-5 ZONING DISTRICT FOR THE HEREAFTER DESCRIBED LANDS WITHIN THE CITY OF UMATILLA, FLORIDA; OWNED BY JEFFEREY AND EVELYN KRUG AND LOCATED AT 110 NORTH TROWELL AVENUE, UMATILLA, LAKE COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, an application has been received by Alayna Burton, on behalf of the Owner(s), Jefferey and Evelyn Krug requesting a Conditional Use Permit pursuant to Chapter 7 of the City Land Development Regulations to allow the property located at 110 North Trowell Avenue, Umatilla, Florida (the "Property"), to be used for a wedding venue within the UR-5 zoning district; and

WHEREAS, public notice has been provided as required by the Land Development Regulations of the City of Umatilla; and

WHEREAS, the City Council of the City of Umatilla acts in the capacity of the Planning & Zoning Board.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Umatilla, Florida, as follows:

Section 1: Purpose and Intent.

That the Property in the zoning district of Urban Residential (UR-5), being situated in the City of Umatilla, Florida, shall hereafter be granted a Conditional Use Permit to allow a wedding venue.

LEGAL DESCRIPTION: The West 343.2 feet of Lot 24 of N.J. Trowell's Plan of Umatilla, a Subdivision in the City of Umatilla, Florida, according to the plat thereof recorded in Plat Book 1, Page 23, and in Plat Book 4, Page 4, of the Public Records of Lake County, Florida, LESS AND EXCEPT the East 173 feet of the West 333.2 feet of the North 158 feet of said Lot 24.

Alternate Key # 1499445

Section 2: Zoning Classification.

That the Property shall be granted a Conditional Use Permit to allow a wedding venue located in the UR-5 zoning district in accordance with Chapter 7, Section 1 of the Land Development Regulations of the City of Umatilla, Florida.

- a. Development of the site shall be substantially consistent with the "Concept Plan" prepared by Alayna Burton, dated March 24, 2023 and attached as **Exhibit "A"** (the "Plan").
- b. A fifteen foot (15'), Type "A" buffer around the property perimeter meeting the requirements of Chapter 15 of the Land Development Regulations shall be required.
- c. All outdoor music equipment and speakers shall face toward the west so that sound is projected away from the residential properties.

- d. Access to the off-street parking shall be provided from Trowell Avenue unless a variance is granted to access East Lake Street.
- e. All guests shall depart by 10:00 p.m. on Fridays, Saturdays, and Sundays.
- f. All outdoor music shall cease by 10:00 p.m. on Fridays, Saturdays, and Sundays.
- g. All guests shall depart by 9:00 p.m. on Mondays, Tuesdays, Wednesdays, and Thursdays.
- h. All outdoor music shall cease by 9:00 p.m. on Mondays, Tuesdays, Wednesdays, and Thursdays.
- i. Any proposed monument sign shall not exceed four feet (4') in height.
- j. Music shall not create a noise disturbance pursuant to Article IV of the City Code of Ordinances.
- k. A front setback of 25' shall be maintained from Trowell Avenue. Setbacks of 15' shall be provided on side and rear property lines including East Lake Street.
- k. The Owner shall comply with all applicable provisions of the Code of Ordinances of the City of Umatilla.

Section 3: Severability.

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 4: Effective Date.

This Ordinance shall become effective upon passage.

PASSED AND ORDAINED in regular session of the City Council of the City of Umatilla, Lake County, Florida, this _____ day of _____, 2023.

Kent Adcock, Mayor

City of Umatilla, Florida

ATTEST:

Jessica Burnham
City Clerk
(SEAL)

Approved as to Form:

Kevin Stone
City Attorney

Passed First Reading: _____
Passed Second Reading: _____



**CITY OF UMATILLA
AGENDA ITEM STAFF REPORT**

DATE: April 20, 2023

MEETING DATE: May 2, 2023

SUBJECT: Turtle Cove Preliminary Plat

BACKGROUND SUMMARY:

The owner is seeking approval of a 16-lot single family Preliminary Plat subdivision plan with a minimum lot size of 8,700 SF and a density of 2.4 units/acre. The average lot size is 10,868 SF and the minimum lot width is 65’.

Pursuant to the PUD Rezoning Ordinance 2022-114 (Coral Bay Development), this preliminary plat is consistent with the approved conceptual development plan.

RECOMMENDATIONS:

Approval

FISCAL IMPACTS:

None

ATTACHMENTS:

1. Staff Report
 2. Turtle Cove Preliminary Plan
-

**CITY OF UMATILLA
STAFF REPORT BY LPG URBAN & REGIONAL PLANNERS, INC.**

PRELIMINARY PLAT

Owner/Applicant: Coral Bay Development, LLC – Brent Howells

Engineer: Civil Engineering Solutions, Inc. – David Clutts, P.E.

General Location: West of Maxwell Road and south of Peru Road

Number of Acres: 7.05 ± acres

Existing Zoning: Single Family Medium Density Residential (R-5).

Existing Land Use: Single Family Medium Density (5 units/acre)

Date: April 7, 2023

Description of Project

The owner is seeking approval of a 16-lot single family subdivision with a minimum lot size of 8,700 SF and a density of 2.4 units/acre. The average lot size is 10,868 SF and the minimum lot width is 65’.

	Surrounding Zoning	Surrounding Land Use
North	County A	Lake County Urban Low Density (4 units/acre)
South	PFD	Institutional (Glendale Cemetery)
East	County A*	Urban Low Density (4 units/acre) *
West	County A	Urban Low Density (4 units/acre)

*An application has been submitted to the City to annex the adjacent property to the east with an amendment to SFMD and a rezoning to PUD

Assessment

Pursuant to Annexation Ordinance 2022-112 development of the site must be consistent with the ordinance and conceptual development plan.

The note section on Sheet PP2.00 regarding maximum lot coverage: 30% should read maximum **building** coverage: 30 %.

Pursuant to the approved concept plan, please add the typical playground equipment to Sheet PP2.00.

Please be advised that landscape/irrigation plans and street lighting plan will be required at time of construction plan submittal.



Via Email jayers@umatillafl.org

April 14, 2023

Julie Ayres
Planning Technician
City of Umatilla
P.O. Box 2286
Umatilla, Florida 32784

RE: Turtle Cove Preliminary Plan Review #3 (Halff AVO 053292.002)

Dear Ms. Ayres:

Per your email request dated April 13, 2023, I have reviewed the documents for the above referenced project. Based on my review, I recommend approval of the Preliminary Subdivision Plan with the understanding that the cul-de-sac radii will be evaluated to determine that it meets all requirements for fire safety at the construction plan stage.

Should you have any questions regarding this matter, please feel free to contact our office.

Sincerely,
HALFF

A handwritten signature in blue ink, appearing to read "BT", with a stylized flourish.

Brett Tobias, P.E.
Team Leader
btobias@Halff.com

BT:eb

CC: Aaron Mercer, City of Umatilla (via email)

UMATILLA POLICE DEPARTMENT PRESS RELEASE

WEEK OF
April 11, 2023 through April 17, 2023

ARRESTS

n/a			
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CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

n/a			
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REPORTS FILED

4/11/2023	10:00 a.m.	A wallet was turned into the Umatilla Police Department. Owner was found and wallet was turned over to them.
4/12/2023	9:12 a.m.	Officers responded to business alarm at 607 North Central Avenue. It was determined to be a false alarm.
4/12/2023	2:05 p.m.	Officers responded to a residence on South Orange Avenue in reference to a verbal altercation. Subjects were separated.
4/13/2023	9:44 p.m.	Officers responded to North State Road 19 in reference to a lost person. Family was located.
4/14/2023	6:43 p.m.	Officers responded to a call on North Central Avenue. A person was transported to Lifestreams Behavioral Center for treatment under the Baker Act.
4/17/2023	11:14 a.m.	Officers received a call on North Central Avenue in reference to a suspicious person at their store front. They were not trespassed just asked to leave per owner request.
4/17/2023	12:56 p.m.	Officers responded to a call on Trowell Avenue property owner trespassed three persons.
4/17/2023	8:17 p.m.	Officers responded to South Orange Avenue in reference to a verbal disturbance. A person was transported to Lifestreams Behavioral Center for treatment under the Baker Act.

ARRESTS	0
DISPATCHED CALLS	86
TRAFFIC STOPS	2
TRAFFIC CITATIONS ISSUED	0

