



UMATILLA CITY COUNCIL MEETING

January 17, 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. Request Approval of Meeting Minutes:
- December 20, 2022 Regular City Council Meeting Minutes

MAYOR'S MESSAGE

PRESENTATIONS

2. Welton Cadwell Proclamation

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

3. Resolution No. 2023-02, Florida Department of Environmental Protection and St. John's River Water Management District Application Fees
4. Resolution No. 2023-01, City Wide Yard Sale

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

5. First Reading Ordinance No. 2023-01, Fletcher Road Small-Scale Comp Plan Amendment
6. Final Reading Ordinance No. 2022-112, Coral Bay Annexation

- [7.](#) Final Reading Ordinance No. 2022-113, Coral Bay Small-Scale Comp Plan Amendment
- [8.](#) Final Reading Ordinance No. 2022-114, Coral Bay Rezoning
- [9.](#) Resolution No. 2023-03, Rules and Regulations of Umatilla Municipal Cemeteries

NEW BUSINESS

- [10.](#) Request approval of City of Umatilla West Skyline Drive Water Main Replacement Bid No. 2022-C Revision
- [11.](#) Change Order #1 for Public Transportation Grant for General Terminal Building and Design of Terminal Area Improvements/T-Hangers
- [12.](#) Request approval of Add Service Amendment to GAI Task Order No. 1 for Construction Services on the General Aviation Terminal Project at Umatilla Municipal Airport

REPORTS

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
December 20, 2022, 6:00 P.M.
Council Chambers, 1 S. Central Avenue, Umatilla, Florida

CALL TO ORDER

Having been duly advertised as required by law Mayor Kent Adcock called the Regular City Council Meeting to order at 6:00 P.M. in the Umatilla City Council Chambers.

ROLL CALL

MEMBERS PRESENT

Kent Adcock, Mayor
Chris Creech, Vice-Mayor
Katherine Adams, Council Member
John Nichols, Council Member

ALSO PRESENT

Scott Blankenship, City Manager
Kevin Stone, City Attorney
Jessica Burnham, City Clerk
Aaron Mercer, Development and Public Services Director
Regina Frazier, Finance Director
Adam Bolton, Chief of Police
Amy Stultz, Library Director
Sherie Lindh, Land Planner
Vaughan Nilson, Public Works Director
Misti Lambert, Assistant to the City Manager

NOT PRESENT

Brian Butler, Council Member

AGENDA REVIEW

Mayor Adcock inquired if there were any agenda changes to which City Manager Blankenship asked council to consider the removal of agenda item, Lakeview Terrace Water and Wastewater Plant Service Contract with the City of Umatilla and to add Amendment #2 PTGA for the construction of Airport Terminal Building and Design under New Business of the agenda.

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE AGENDA WITH THE CHANGES STATED; SECOND BY COUNCIL MEMBER ADAMS; MOTION APPROVED BY UNANIMOUS VOICE VOTE.

MINUTES REVIEW

1. Request for Approval of Meeting Minutes:
 - December 6, 2022 Land Planning Agency Meeting Minutes
 - December 6, 2022 Regular City Council Meeting Minutes

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

PRESENTATIONS

2. Cemetery Presentation

Misti Lambert, Assistant to the City Manager, provided the council with a presentation in

regards to the City Cemetery. Ms. Lambert spoke on the history of the cemeteries, plot sales, current cemetery fee schedule, and local pricing comparison.

Discussion took place on columbarium and fee rates for the cemeteries.

PUBLIC COMMENT

Mayor Adcock opened public comment

No one spoke

Mayor Adcock closed public comment

CONSENT AGENDA

- 3. Lakeview Terrace Water and Wastewater Plant Service Contract with the City of Umatilla

**This item was pulled for a future meeting.*

PUBLIC HEARINGS/ORDINANCES/RESOLUTIONS

- 4. Final Reading of Ordinance 2022-116, Industrial Park PUD Rezoning

Attorney Stone read Ordinance 2022-116 by title only.

ORDINANCE 2022-116

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, RECLASSIFYING 42.52 ± ACRES OF LAND ZONED PUBLIC FACILITIES DISTRICT TO THE DESIGNATION OF INDUSTRIAL PLANNED UNIT DEVELOPMENT (PUD) FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY CITY OF UMATILLA LOCATED NORTH OF LAKE FERN ROAD AND WEST OF GOLDEN GEM DRIVE; APPROVING A MASTER DEVELOPER’S AGREEMENT FOR THE PROPERTY; PROVIDING FOR CONDITIONS AND CONTINGENCIES; DIRECTING THE CITY MANAGER TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, AND THE LAKE COUNTY MANAGER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Attorney Stone Swore in the witness providing testimony for this agenda item and asked council to consider things heard during the hearings.

Sherie Lynd, Land Planning Group, stated there has been minor changes to Ordinance No. 2022-116, Industrial Park PUD Rezoning, from the first reading to include the buffers and the entrance that employees would use.

Ms. Lynd also spoke on the economic analysis that was asked to be done from the last meeting.

Tim Green, Green Consulting Group, spoke to the changes that were made to the item.

Mayor Adcock opened public comment

No one spoke

Mayor Adcock closed public comment

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE FINAL READING OF ORDINANCE NO. 2022-116, INDUSTRIAL PARK COMPREHENSIVE PLAN AMENDMENT; SECOND BY VICE MAYOR CREECH. MOTION APPROVED BY A ROLL CALL VOTE.

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

NEW BUSINESS

5. Residential Solid Waste Collection Day Change Education Strategy and Service Improvement Plan

Aaron Mercer, Development and Public Services Director, provided the council with an overview of the agenda item and mentioned the outreach flyers started to go out today and there would be legal ads placed in the paper.

Regina Frazier, Finance Director, spoke to adding a full-time employee to be able to provide the city’s residents with customer service.

Discussion ensued on comingling the trash pickups.

MOTION BY VICE MAYOR CREECH TO APPROVE THE RESIDENTIAL SOLID WASTE COLLECTION DAY CHANGE EDUCATION STRATEGY AND SERVICE IMPROVEMENT PLAN; SECOND BY COUNCIL MEMBER NICHOLS; MOTION APPROVED BY UNANIMOUS VOICE VOTE.

6. Amendment #2 PTGA for the Construction of Airport Terminal Building and Design
**This item was added to the agenda*

Jack Thompson, GAI, spoke on the additional monies that the city was awarded for the construction of the airport terminal building and design (part two).

Discussion took place on the time line of the project.

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE AMENDMENT #2 PTGA FOR THE CONSTRUCTION OF AIRPORT TERMINAL BUILDING AND DESIGN; SECOND BY COUNCIL MEMBER ADAMS; MOTION APPROVED BY UNANIMOUS VOICE VOTE.

OLD BUSINESS

INFORMATIONAL

REPORTS

City Attorney

Attorney Stone had nothing to report

City Manager

City Manager Blankenship asked council to consider canceling the January 3, 2023 meeting.

Council unanimously agreed to canceled the January 3, 2023 meeting.

Council Members

Council Member Adams spoke on the museum’s upcoming events.

Council Member Nichols had nothing to report

Vice Mayor Creech had nothing to report

Mayor Adcock thanked everyone who worked on the float for the Christmas parade.

Staff

Chief Bolton had nothing to report

Ms. Frazier thanked council for attending the staff Christmas party.

Mr. Mercer had nothing to report

Ms. Stultz had nothing to report

ADJOURNMENT

With no further business for discussion, meeting adjourned at approximately 7:07 p.m.

Kent Adcock, MAYOR

Jessica Burnham
City Clerk



**CITY OF UMATILLA
AGENDA ITEM STAFF REPORT**

DATE: December 28, 2022

MEETING DATE: January 17, 2023

SUBJECT: Resolution No. 2023-02, Florida Department of Environmental Protection and St. John's River Water Management District Application Fees

BACKGROUND SUMMARY:

Section 218.075 Florida Statutes, provides for a reduction or waiver of processing fees for municipalities with a population of 25,000 or less and a per capita taxable value less than the statewide average. The City of Umatilla qualifies for reduced permit fee through March 31, 2023, because the City's per capita taxable value is less than the statewide average for the current fiscal year and the percentage of assessed property value that is exempt from ad valorem taxation is higher than the statewide average for the current fiscal year

The City of Umatilla does qualify for reduced permit application fees not to exceed \$100 for public purpose projects submitted to the FDEP and SJRWMD through March 31, 2023.

RECOMMENDATIONS:

City Council approve Resolution No. 2023-02, Florida Department of Environmental Protection and St. John's River Water Management District Application Fees

FISCAL IMPACTS:

TBD

ATTACHMENTS:

1. Resolution No. 2023-02, Florida Department of Environmental Protection and St. John's River Water Management District Application Fees
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RESOLUTION 2023-02**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UMATILLA, LAKE COUNTY, FLORIDA, REQUESTING REDUCTION OF PERMIT APPLICATION FEES BY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Section 218.075, Florida Statutes, provides for a reduction or waiver of processing fees for municipalities with a population of 25,000 or less and a per capita taxable value less than the statewide average; and

WHEREAS, the City of Umatilla certifies that it is a municipality with a population of 25,000 persons or less; and

WHEREAS, the City of Umatilla certifies that it qualifies for permit processing fee reduction through March 31, 2023, because the City's per capita taxable value is less than the statewide average for the current fiscal year and, further, because the percentage of assessed property value that is exempt from ad valorem taxation is higher than the statewide average for the current fiscal year; and

WHEREAS, these factors are supported by a Memorandum dated April 1, 2022 prepared by the Florida Department of Revenue, Property Tax Oversight Research & Analysis attached herewith as Exhibit "A", incorporated herein by reference;

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

Section 1. Recitals. The foregoing recitals are legislative findings of the Umatilla City Council, are true and correct, and are incorporated herein by reference.

Section 2. Certification. The City Council of the City of Umatilla does hereby certify that the City qualifies for reduced permit application fees not to exceed \$100 for public purpose projects submitted to the Florida Department of Environmental Protection (FDEP) or St. Johns River Water Management District (SJRWMD) through March 31, 2023. The Mayor is authorized to execute such forms of certification or resolution promulgated by FDEP or SJRWMD containing information consistent with this Resolution.

Section 3. Severability. It is the intent of the City Council of the City of Umatilla that if any section, sentence, clause, phrase or provision of this Resolution is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Resolution.

Section 4. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 17th day of January, 2023 by the City Council of the City of Umatilla, Lake County, Florida, at a special Council meeting.

Kent Adcock, Mayor

City of Umatilla, Florida

ATTEST:

Approved as to Form:

Jessica Burnham

City Clerk

Kevin Stone

City Attorney



Florida Department of Revenue
Property Tax Oversight

Jim Zingale
 Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

April 01, 2022

City of Umatilla
 PO BOX 2286
 UMATILLA, FL 32784

CITY OF UMATILLA

The table below shows the requested information related to per capita taxable value and the percentage of assessed property that is exempt from ad valorem taxation.

	<u>City of Umatilla</u>	<u>Statewide</u>
Total Just Value	292,647,593	3,319,252,495,294
Total Assessed Value	263,229,905	2,801,050,595,187
Taxable Value	180,454,097	2,264,099,065,740
Exempt Amount	82,775,808	536,951,552,760
Population	3,785	21,802,278
Per Capita Taxable Value Average	47,676	103,847
Percentage of Assessed Value Exempt from Taxation	31.45%	19.17%
Millage	7.1089	
Sources: "Ad Valorem Data Book 2021" (DOR) and "Florida Estimates of Populations 2021" (BEBR)		

Please contact either Lizette Kelly at 850-617-8865 or Lizette.Kelly@floridarevenue.com or Allison Kever at 850-617-8925 or Allison.Kever@floridarevenue.com if you have any questions. Thank you.

Property Tax Oversight, Research & Analysis

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Florida Department of Revenue
Property Tax Oversight

Jim Zingale
 Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

April 01, 2022

City of Umatilla
 PO BOX 2286
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Property Tax Oversight, Research & Analysis

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**CITY OF UMATILLA
AGENDA ITEM STAFF REPORT**

DATE: November 22, 2022

MEETING DATE: January 17, 2023

SUBJECT: Resolution 2023-01, City Wide yard Sale – Authorizing an Umbrella-Style Yard Sale Permit for Citywide event

BACKGROUND SUMMARY:

The 2023 City Wide Yard Sale will be the 22nd annual event. The date for this year’s event is Saturday, March 4, 2023.

This is an annual fundraiser for the Friends of the Library. The funds raised are used to offset costs of Library programs. Sale tables are rented at the Umatilla Library and individual yard sales are held throughout town. A book sale is also held at the Library from 8:00 a.m. through 2:00 p.m. Food trucks have also been invited as part of the Friends book sale fundraiser.

Participating residents will be asked to make a donation to have their sale put on a map which will be published by the Friends of the Library. Copies of the map are distributed to all residents and visitors.

The city waives the requirement for a yard sale permit for residents who are participating in this event. Generally, yard sale permits must be applied for but there are no fees involved.

RECOMMENDATIONS:

City Council to approve Resolution No. 2023-01, City Wide Yard Sale

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1.Resolution No. 2023-01, City Wide Yard Sale

RESOLUTION 2023 - 01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AUTHORIZING THE TWENTY SECOND ANNUAL CITY WIDE YARD SALE SPONSORED BY THE FRIENDS OF THE UMATILLA PUBLIC LIBRARY, TO BE HELD ON SATURDAY, MARCH 4, 2023, THROUGHOUT THE CITY OF UMATILLA AND ALONG THE SIDEWALK IN FRONT OF THE UMATILLA PUBLIC LIBRARY; ALLOWING WAIVER OF THE REQUIREMENT FOR A YARD SALE PERMIT FOR RESIDENTS OF THE CITY PARTICIPATING IN THIS EVENT; PROVIDING FOR AN EFFECTIVE DATE.

Whereas, the Friends of the Umatilla Public Library are sponsoring a fundraising event to directly benefit the Umatilla Public Library; and

Whereas, this event is known as the “City Wide Yard Sale” on Saturday, March 4, 2023, throughout the City of Umatilla and in the Umatilla Public Library parking lot; and

Whereas, the Friends of the Library request a waiver of the requirement to obtain a Yard Sale permit for residents participating in this event; and

Whereas, the Friends of the Library request use of the sidewalk area in front of the Umatilla Public Library as a venue to host food trucks, sell food and rent tables for this event;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Umatilla, Florida:

1. The City Council of the City of Umatilla grants permission to the request of the Friends of the Library to use the sidewalk area in front of the Umatilla Public Library during this event.
2. The City Council of the City of Umatilla waives the requirement for residents participating in this event to obtain a Yard Sale permit (Ordinance 1989 – A).

EFFECTIVE DATE: This Resolution shall take effect immediately upon its adoption by the City Council of the City of Umatilla, Lake County, Florida.

PASSED AND RESOLVED this 17th day of January, 2023, by the City Council of the City of Umatilla, Lake County, Florida.

Kent Adcock
Mayor

ATTEST:

Approved as to form:
STONE & GERKEN, P.A.

Jessica Burnham
City Clerk

Kevin Stone
City Attorney



**CITY OF UMATILLA
AGENDA ITEM STAFF REPORT**

DATE: January 12, 2023

MEETING DATE: January 17, 2023

SUBJECT: First Reading Ordinance No. 2023-01, Fletcher Road Small-Scale Comp Plan Amendment

BACKGROUND SUMMARY:

The owner is seeking a small-scale comp plan amendment from SF medium density (5 units/acre) to MF High Density (12 units/acre) and rezoning to PUD for a 116-unit multi-family/apartment development consisting of 2-bedroom apartments (net living area of 959 SF) located within 5 buildings. The proposed apartment complex will be market rate rentals. The proposed density of the PUD is 11.85 units/acre. Recreational amenities include an 8' wide paved trail, two (2) pavilions, clubhouse, and dog park. Open space provided is 48% and consists of landscape buffers and open/green space areas. Pedestrian access is provided by both the paved trail and sidewalks. The proposed units are 2 story with a maximum building height of 35'.

RECOMMENDATIONS:

Applicant is requesting a continuance to the March 7, 2023 City Council meeting

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. First Reading Ordinance No. 2023-01, Fletcher Road Small-Scale Comp Plan Amendment
-

ORDINANCE 2023-01

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, PURSUANT TO THE PROVISIONS OF FLORIDA STATUTE 163.3187(1)(c); AMENDING THE LAND USE DESIGNATION OF 9.789 ± ACRES OF LAND DESIGNATED SINGLE FAMILY MEDIUM DENSITY TO MULTI-FAMILY HIGH DENSITY IN THE CITY OF UMATILLA FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY FLETCHER GROVE DEVELOPMENT, LLC LOCATED NORTH OF CR 450 AND WEST OF FLETCHER ROAD ; DIRECTING THE CITY MANAGER TO TRANSMIT THE AMENDMENT TO THE APPROPRIATE GOVERNMENTAL AGENCIES PURSUANT TO CHAPTER 163, FLORIDA STATUTES; AUTHORIZING THE CITY MANAGER TO AMEND SAID COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a petition has been received from Tim Shultz, P.E. on behalf of the owner, Fletcher Grove Development, LLC as owner, requesting that real property within the city limits of the City of Umatilla be assigned a land use designation from Residential Single-Family Medium Density to Multi-Family High Density under the Comprehensive Plan for the City of Umatilla;

WHEREAS, the amendment would facilitate residential development and is in compliance with the policies of the City’s comprehensive plan; and

WHEREAS, the required notice of the proposed small-scale comprehensive plan amendment has been properly published as required by Chapter 163, Florida Statutes; and

WHEREAS, the Local Planning Agency for the City of Umatilla have reviewed the proposed amendment to the Comprehensive Plan and have made recommendations to the City Council of the City of Umatilla.

WHEREAS, the City Council reviewed said petition, the recommendations of the Land Planning Agency, staff report and any comments, favorable or unfavorable, from the public and surrounding property owners at a public hearing duly advertised;

WHEREAS, the City has held such public hearings and the records of the City provide that the owners of the land affected have been notified as required by law; and,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF UMATILLA, FLORIDA, AS FOLLOWS:

Section 1: Purpose and Intent.

That the land use classification of the following described property, being situated in the City of Umatilla, Florida, shall hereafter be designated from Single Family Medium Density to Multi-Family High Density as more particularly described and depicted as set forth on Exhibit “A” and

as depicted on the map attached hereto as Exhibit “B” and incorporated herein by reference, and as defined in the Umatilla Comprehensive Plan.

LEGAL DESCRIPTION: See Exhibit “A”

Alternate Key # 1037620

- A. That a copy of said Land Use Plan Amendment is filed in the office of the City Manager of the City of Umatilla as a matter of permanent record of the City, and that matters and contents therein are made a part of this ordinance by reference as fully and completely as if set forth herein, and such copy shall remain on file in said office available for public inspection.
- B. That the City Manager, after passage of this Ordinance, is hereby directed to indicate the changes adopted in this Ordinance and to reflect the same on the Comprehensive Land Use Plan Map of the City of Umatilla.

Section 2: 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 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4: Scrivener’s Errors.

Scrivener’s errors in the legal description may be corrected without a public hearing or at public meeting, by re-recording the original ordinance or a certified copy of the ordinance and attaching the correct legal description.

Section 5: Effective Date.

This Ordinance shall become effective 31 days after its adoption by the City Council. If this Ordinance is challenged within 30 days after its adoption, it may not become effective until the state land planning agency or Administrative Commission, respectively, issues a final order determining that this Ordinance is in compliance.

PASSED AND ORDAINED in regular session of the City Council of the City of Umatilla, Lake County, Florida, this _____ day of _____, 2022.

Kent Adcock, Mayor
City of Umatilla, Florida

ATTEST:

Approved as to Form:

Jessica Burnham
City Clerk

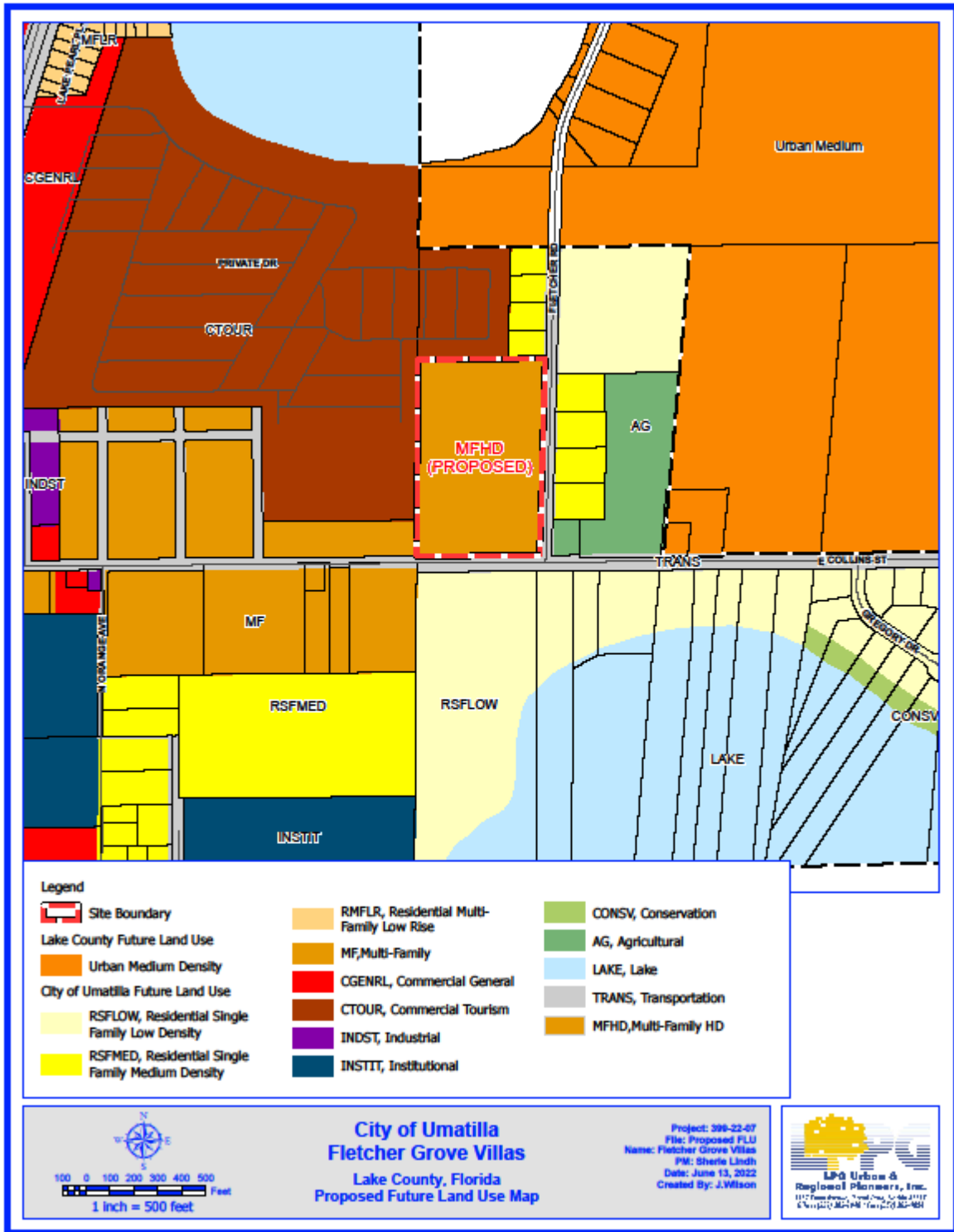
Kevin Stone
City Attorney

Passed First Reading _____
Passed Second Reading _____
(SEAL)

EXHIBIT "A"

BEGINNING AT A POINT 468 FEET SOUTH OF THE NORTHWEST CORNER OF GOVERNMENT LOT 3 OF SECTION 7, TOWNSHIP 18 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA, SAID LOT 3 BEING IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 7, AND FROM SUCH BEGINNING POINT RUN EAST 8.4 CHAINS. THENCE SOUTH 862 FEET, MORE OR LESS TO THE SOUTH LINE OF SAID GOVERNMENT LOT 3; THENCE WEST 8.4 CHAINS, THENCE NORTH 862 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

EXHIBIT "B"





CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: January 11, 2023

MEETING DATE: January 17, 2023

SUBJECT: Request approval of Ordinance No. 2022-112, Turtle Cove Annexation, Ordinance No. 2022-113, Turtle Cove Small-Scale Comp Plan Amendment, and Ordinance No. 2022-114, Turtle Cove Rezoning

BACKGROUND SUMMARY:

The owner is seeking annexation, small scale comp plan amendment and rezoning for a 16-lot single family subdivision with a proposed minimum lot size of 8,700 SF and a proposed density of 2.4 units/acre. The average lot size is 10,868 SF and the minimum lot width is 65'. The applicant has submitted a conceptual plan.

Annexation: The subject property is located adjacent to the city limits along the southern property boundary; therefore, the property is eligible for annexation

Rezoning: The applicant is requesting that the site be rezoned from Lake County Agriculture to City Single Family Medium Density Residential (R-5).

Conceptual Plan: The proposed plan indicates a 16-lot subdivision (proposed density is 2.4 units/acre) with a minimum lot size of 8,700 SF, an average lot size of 10,868 SF, and a minimum lot width of 70' which exceeds the minimum criteria of the R-5 District. A 15' perimeter landscape buffer is proposed. A 6' decorative white vinyl fence is proposed within the landscape buffers adjacent to the north (Peru Road), southeast (adjacent to cemetery) and western property boundary (adjacent to Maxwell Road). The proposed 15' buffers meet the requirements of Chapter 15.

The applicant is advised that proposed homes will need to meet the requirements of Chapter 6, Section 4 (Residential Design Standards).

The conceptual plan denotes a proposed minimum living area of 1,200 SF which exceeds the R- 5 zoning district minimum required living area of 1,000 SF.

The plan identifies 1.82 acres of open space (25.8%) which does not include the WRAs.

A tot lot/playground is proposed within the southern open space area.

Comprehensive Plan Amendment: The applicant is requesting a map amendment from Lake County Urban Low Density (4 units/acre) to Single Family Residential Medium Density (5

units/acre) on 7.05 + acres. The existing Lake County Urban Low-Density land use designation was established with the intention of annexation into the City.

The land use pattern within the city limits is characteristic of a mix of uses within urban core areas and include multi-family, single family medium density, commercial, institutional and utilities. For comprehensive plan purposes a maximum development scenario was utilized. Under the existing land use the maximum development potential is 28 single family residential units and under the proposed land use the maximum development is 35 single family residential units. The amendment increases the residential units by 7.

RECOMMENDATIONS:

City Council to Approve:

Annexation: The subject property is located adjacent to the city limits along the southern property boundary; therefore, the property is eligible for annexation.

Small Scale Comprehensive Plan Map Amendment: The proposed map amendment will not degrade the Level of Service (LOS) of public facilities and is consistent with the policies (among others) as outlined below:

FLU Policy 1-1.10.1 – Land Use Allocation

FLU Policy 1-1.10.2 – Promote Orderly Compact Growth

FLU Policy 1-2.1.1 – Land Use Designations

Rezoning: The subject site is in close proximity to employment and retail centers that would support the proposed R-5 zoning. The proposed rezoning is compatible with adjacent properties, is within walking distance to commercial shopping, and is in close proximity to a major roadway (SR 19). Transit (Lake Xpress) bus service is available along SR 19, approximately $\frac{3}{4}$ mile from the subject site.

Conceptual Plan: The conceptual plan meets the minimum technical requirements.

FISCAL IMPACTS:

ATTACHMENTS:

1. Staff Reports for Ordinances No. 2022-112, Turtle Cove Annexation, 2022-113, Turtle Cove Small-Scale Comp Plan Amendment, and 2022-114, Turtle Cove Rezoning
2. Notice of Public Hearings
3. Ordinance No. 2022-112, Turtle Cove Annexation
4. Ordinance No. 2022-113, Turtle Cove Small-Scale Comp Plan Amendment
5. Ordinance No. 2022-114, Turtle Cove Rezoning



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

ANNEXATION, SSCPA AND REZONING

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: County Agriculture

Existing Land Use: Lake County Urban Low Density (4 units/acre)

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

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

Date: November 28, 2022

Description of Project

The owner is seeking annexation, small scale comp plan amendment and rezoning for a 16-lot single family subdivision with a proposed minimum lot size of 8,700 SF and a proposed density of 2.4 units/acre. The average lot size is 10,868 SF and the minimum lot width is 65’. The applicant has submitted a conceptual plan.

	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

Annexation

The subject property is located adjacent to the city limits along the southern property boundary; therefore, the property is eligible for annexation.

Small Scale Comprehensive Plan Map Amendment

The applicant is requesting a map amendment from Lake County Urban Low Density (4 units/acre) to Single Family Residential Medium Density (5 units/acre) on 7.05 ± acres. The existing Lake County Urban Low Density land use designation was established with the intention of annexation into the City.

The land use pattern within the city limits is characteristic of a mix of uses within urban core areas and include multi-family, single family medium density, commercial, institutional and utilities.

For comprehensive plan purposes a maximum development scenario was utilized. Under the existing land use the maximum development potential is 28 single family residential units and under the proposed land use the maximum development is 35 single family residential units. The amendment increases the residential units by 7.

School Impact Analysis – The amendment will increase school age children by 1 student. The proposed amendment will not cause a deficiency in school facilities.

Existing County Land Use Residential Units: 28 SF units

Proposed Development Residential Units: 35 SF units

The anticipated number of students generated by the existing land use is shown in Table 1.

**TABLE 1
STUDENTS GENERATED BASED ON EXISTING DEVELOPMENT**

Lake County Student Generation Rates	
Single Family	
Type	Student Multipliers per Dwelling Unit
High School	0.114
Middle School	0.079
Elementary School	0.157
Total	0.350

SCHOOL	SF Units	STUDENT GENERATION RATE	STUDENTS GENERATED	MF UNITS	STUDENT GENERATION RATE	STUDENTS GENERATED	GRAND TOTAL
ELEMENTARY	28	0.157	4	0	0.143	0	4
MIDDLE	28	0.079	2	0	0.063	0	4
HIGH	28	0.114	3	0	0.077	0	3
GRAND TOTAL							11

The anticipated number of students generated by the proposed land use is shown in Table 2.

**TABLE 2
STUDENTS GENERATED BASED ON PROPOSED DEVELOPMENT**

SCHOOL	SF Units	STUDENT GENERATION RATE	STUDENTS GENERATED	MF UNITS	STUDENT GENERATION RATE	STUDENTS GENERATED	GRAND TOTAL
ELEMENTARY	35	0.157	5	0	0.143	0	5
MIDDLE	35	0.079	3	0	0.063	0	3
HIGH	35	0.114	4	0	0.077	0	4
GRAND TOTAL							12

Traffic Impact Analysis –

The proposed amendment would increase the daily trips as outlined below based on maximum development potential; however, the increase is considered de minimis (7 additional PM peak hour trips). Maxwell Road is classified as a local roadway (under the jurisdiction of Lake County) with an adopted Level of Service (LOS) of D. The amendment would not degrade the LOS.

TRIP GENERATION ANALYSIS

Proposed Land Use Program

Land Use	Size/Unit	ITE Code	Daily Trips	PM Peak Hour Trips	PM Trips Enter	PM Trips Exit
Single Family	35 units	210	330	33	21	12
TOTAL GROSS TRIPS (PROPOSED)			330	33	21	12

* 11th Edition

Existing Land Use Program

Land Use	Size/Unit	ITE Code	Daily Trips	PM Peak Hour Trips	PM Trips Enter	PM Trips Exit
Single Family	28 units	210	264	26	16	10
TOTAL GROSS TRIPS (EXISTING)			264	26	16	10

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)	7	5	2

Potable Water Analysis

The subject site is within the City of Umatilla's Utility Service Area. The City currently owns, operates and maintains a central potable water treatment and distribution system. The permitted plant capacity is 2.290 MGD and the permitted consumptive use permit capacity is .653 MGD. The City has a current available capacity of .199 MGD and an analysis was conducted of the proposed amendment based on maximum intensity land use and the City's Level of Service (LOS) standards (Table 1). The analysis concludes that the proposed amendment will not cause a deficiency and the City will have a remaining available capacity of 0.187 MGD.

Sanitary Sewer Analysis

The subject site is within the City of Umatilla's Utility Service area. The City currently owns, operates, and maintains a central sanitary sewer system. The permitted plant capacity is 0.300 MGD and the current available capacity is 0.097 MGD and an analysis was conducted of the proposed amendment based on maximum intensity land use and the City's Level of Service (LOS) standards (Table 2). The analysis concludes that the proposed amendment will not cause a deficiency and the City will have a remaining capacity of 0.089 MGD.

Solid Waste Analysis

The LOS for solid waste is 5 lbs per day per capita. The estimated population is 80 (35 units x 2.29 pph) and the estimated solid waste is 400 lbs per day. The proposed amendment will not cause a deficiency in the LOS.

Environmental Analysis

An environmental assessment was conducted by Stillwater Environmental, Inc. Results of the survey indicated that there are no wetlands onsite, evidence of gopher tortoises and the potential for other protected species which utilize their burrows. A sand skink survey was conducted and results of the survey indicate that sand skinks do not occupy the site. Prior to development, regulatory permits will need to be secured to relocate the gopher tortoises.

Rezoning

The applicant is requesting that the site be rezoned from Lake County Agriculture to City Single Family Medium Density Residential (R-5).

Conceptual Plan

The proposed plan indicates a 16-lot subdivision (proposed density is 2.4 units/acre) with a minimum lot size of 8,700 SF, an average lot size of 10,868 SF, and a minimum lot width of 70' which exceeds the minimum criteria of the R-5 District. A 15' perimeter landscape buffer is proposed. A 6' decorative white vinyl fence is proposed within the landscape buffers adjacent to the north (Peru Road), southeast (adjacent to cemetery) and western property boundary (adjacent to Maxwell Road). The proposed 15' buffers meet the requirements of Chapter 15.

The applicant is advised that proposed homes will need to meet the requirements of Chapter 6, Section 4 (Residential Design Standards).

The conceptual plan denotes a proposed minimum living area of 1,200 SF which exceeds the R-5 zoning district minimum required living area of 1,000 SF.

The plan identifies 1.82 acres of open space (25.8%) which does not include the WRAs.

A tot lot/playground is proposed within the southern open space area.

Recommendation

Annexation

The subject property is located adjacent to the city limits along the southern property boundary; therefore, the property is eligible for annexation.

Small Scale Comprehensive Plan Map Amendment

The proposed map amendment will not degrade the Level of Service (LOS) of public facilities and is consistent with the policies (among others) as outlined below:

FLU Policy 1-1.10.1 – Land Use Allocation

FLU Policy 1-1.10.2 – Promote Orderly Compact Growth

FLU Policy 1-2.1.1 – Land Use Designations

Rezoning

The subject site is in close proximity to employment and retail centers that would support the proposed R-5 zoning. The proposed rezoning is compatible with adjacent properties, is within walking distance to commercial shopping, and is in close proximity to a major roadway (SR 19). Transit (Lake Xpress) bus service is available along SR 19, approximately $\frac{3}{4}$ mile from the subject site.

Conceptual Plan

The conceptual plan meets the minimum technical requirements.

Table 1 – Water Analysis

Ordinance #	Acres	Existing County Land Use	Proposed City Land Use	Maximum Development	Water Demand (gross) (mgpd)	Capacity or Deficit (mgpd)
City of Umatilla Current Capacity						0.199*
		Urban Low Density (4 units/acre) 28 units	SFRMD (5 units/acre)	35 units		0.012
**2022-	7.02	28 units		35 units		0.187

* Includes Church of God Amendment

** SSCPA Ordinance No

Projected population – 80 (35 x 2.29 pph)

Estimated water demand based on PF Policy 4-1.10.1 of LOS of 150 gdpdc

Table 2 – Wastewater Analysis

Ordinance #	Acres	Existing County Land Use	Proposed City Land Use	Maximum Development	Water Demand (gross) (mgpd)	Capacity or Deficit (mgpd)
City of Umatilla Current Capacity						0.097*
		Urban Low Density (4 units/acre)	SFRMD (5 units/acre)	35 units	.008	.008
**2022	7.02	28 units	35 units			0.089

* Includes Church of God Amendment

** SSCPA Ordinance No

Projected population – 80 (35 x 2.29 pph)

Estimated wastewater demand based on PF Policy 4-1.2.1 of LOS of 100 gdpdc

ATTACHMENT 2

NOTICE OF PUBLIC HEARINGS

ORDINANCE 2022-112

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AMENDING THE BOUNDARIES OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, IN ACCORDANCE WITH THE PROCEDURE SET FORTH IN SECTION 171.044, FLORIDA STATUTES, TO INCLUDE WITHIN THE CITY LIMITS APPROXIMATELY 7.02 ± ACRES OF LAND GENERALLY LOCATED SOUTH OF PERU ROAD AND WEST OF MAXWELL ROAD; DIRECTING THE CITY MANAGER TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, THE LAKE COUNTY MANAGER AND THE SECRETARY OF STATE OF THE STATE OF FLORIDA; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2022-113

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, PURSUANT TO THE PROVISIONS OF FLORIDA STATUTE 163.3187(1)(c); AMENDING THE LAND USE DESIGNATION OF 7.02 ± ACRES OF LAND DESIGNATED LAKE COUNTY URBAN LOW TO SINGLE FAMILY MEDIUM DENSITY IN THE CITY OF UMATILLA FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY CORAL BAY DEVELOPMENT & INVESTMENT, LLC LOCATED SOUTH OF PERU ROAD AND WEST OF MAXWELL ROAD ; DIRECTING THE CITY MANAGER TO TRANSMIT THE AMENDMENT TO THE APPROPRIATE GOVERNMENTAL AGENCIES PURSUANT TO CHAPTER 163, FLORIDA STATUTES; AUTHORIZING THE CITY MANAGER TO AMEND SAID COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2022-114

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, RECLASSIFYING 7.02 ± ACRES OF LAND ZONED LAKE COUNTY AGRICULTURE (A) TO THE DESIGNATION OF SINGLE FAMILY MEDIUM RESIDENTIAL DISTRICT (R-5) FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY CORAL BAY DEVELOPMENT & INVESTMENT, LLC LOCATED SOUTH OF PERU ROAD AND WEST OF MAXWELL ROAD; PROVIDING FOR CONDITIONS AND CONTINGENCIES; DIRECTING THE CITY MANAGER TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, AND THE LAKE COUNTY MANAGER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The proposed Ordinances will be considered at the following public meetings:

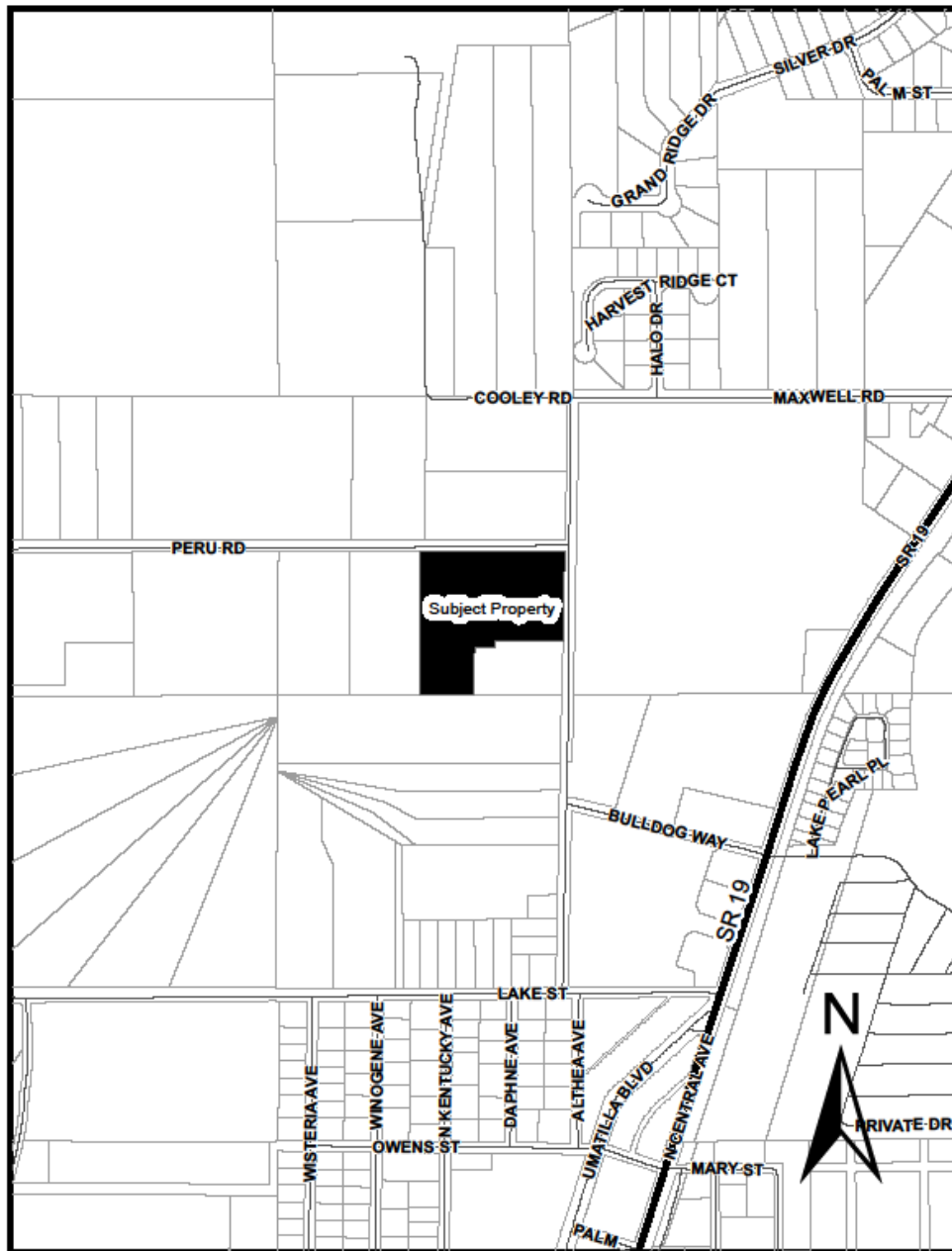
Local Planning Agency Meeting on December 6, 2022 at 6:00 p.m.

Umatilla City Council Meeting on December 6, 2022 Immediately following the Local Planning Agency Meeting

Umatilla City Council Meeting on January 17, 2023 at 6:00 p.m.

All meetings will be held at the Council Chambers, 1 S. Central Avenue, Umatilla, Florida. The proposed Ordinances and metes and bounds legal description of the property may be inspected by the public between the hours of 8:00 a.m. to 5:00 p.m. Monday to Friday at the City Clerk's office at City Hall. For further information call (352) 669-3125.

Interested parties may appear at the meetings and be heard with respect to the proposed Ordinance. A person who decides to appeal any decision made by any board, agency or commission with respect to any matter considered at such meeting or hearing, will need a record of the proceedings. For such purposes, any such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence which the appeal is based (Florida Statutes 286.0105).



ORDINANCE 2022-112

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AMENDING THE BOUNDARIES OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, IN ACCORDANCE WITH THE PROCEDURE SET FORTH IN SECTION 171.044, FLORIDA STATUTES, TO INCLUDE WITHIN THE CITY LIMITS APPROXIMATELY 7.02 ± ACRES OF LAND GENERALLY LOCATED SOUTH OF PERU ROAD AND WEST OF MAXWELL ROAD; DIRECTING THE CITY MANAGER TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, THE LAKE COUNTY MANAGER AND THE SECRETARY OF STATE OF THE STATE OF FLORIDA; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a petition has been submitted for annexation of approximately 7.02 acres of land generally located south of Peru Road and west of Maxwell Road (the “Property”) by Coral Bay Development & Investment, LLC as Owner;

WHEREAS, the petition bears the signature of all applicable parties; and

WHEREAS, the required notice of the proposed annexation has been properly published; and

WHEREAS, the Property is contiguous to the City limits and may be annexed by the City of Umatilla.

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

Section 1. The following described property consisting of approximately 7.02 acres of land generally located south of Peru Road and west of Maxwell Road, is hereby incorporated into and made part of the City of Umatilla Florida. The property is more particularly described and depicted as set forth on Exhibit “A” and as depicted on the map attached hereto as Exhibit “B” and incorporated herein by reference.

LEGAL DESCRIPTION: See Exhibit “A”

Alternate Key # 1122457

Section 2. The City Clerk shall forward a certified copy of this Ordinance to the Clerk of the Circuit Court, the County Manager of Lake County, Florida, and the Secretary of State of Florida within seven (7) days after its passage on second and final reading.

Section 3. 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. The property annexed in this Ordinance is subject to the Land Use Plan of the Lake County Comprehensive Plan and county zoning regulations until the City adopts the Comprehensive Plan Amendment to include the property annexed in the City Comprehensive Plan.

Section 5. The City Council is exercising discretion to accept the Owner's application for annexation of the property described in this Ordinance, and does so in reliance on the agreement of the Owner to develop the property in accordance with the Conceptual Site Plan, including all standards and features depicted thereon, attached hereto as Exhibit "C" and that, further, all construction shall be in accordance with the residential design standards presently set forth in Section 4, Chapter 6, of the Land Development Regulations, regardless of whether or not they would otherwise apply to development within the Property, and that each single family dwelling unit constructed within the Property shall have a minimum living area of one thousand five hundred (1,500) square feet, which shall not include carports and/or garages; provided, however, that in all circumstances development shall be undertaken in accordance with the City Comprehensive Plan and land development regulations. The Owner hereby agrees to the conditions set forth herein, which shall run with the land and be binding upon the Owner's successors and assigns.

Section 6. The property is located within the City's Chapter 180, Florida Statutes, Utility District. The Owner hereby agrees that the City shall be the sole provider of water and wastewater services to the property subject to this Ordinance when such services become available subject to the rules and regulations established by State and Federal regulatory agencies, and applicable City ordinances, policies, and procedures. For the purposes of this Section 5, 'available' shall mean when the City's potable water system comes within 300' of the private water system or any of the central lines of such private system and when the City's wastewater system comes within 1,000' of the private treatment system or any central lines of such private system. Distances shall be measured as a curb line distance within the right of way or the centerline distance within an easement. The Owner further agrees that when the City provides notice that such utilities are available; the Owner shall connect to the applicable system within 12 months of the date of the City's written notice.

Section 7: Scrivener's errors in the legal description may be corrected without a public hearing or at public meeting, by re-recording the original ordinance or a certified copy of the ordinance and attaching the correct legal description.

Section 8. This Ordinance shall become effective immediately upon passage by the City Council of the City of Umatilla.

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)

EXHIBIT "A"

BEGIN 239.5 FEET NORTH OF THE SE CORNER OF THE NE 1/4 OF THE NW 1/4 OF SECTION 12, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, AND RUN WEST 329.6 FEET, SOUTH 27.5 FEET, WEST 89 FEET, SOUTH 212 FEET, WEST 241.4 FEET, NORTH 660 FEET, EAST 660 FEET, SOUTH 420.5 FEET TO THE POINT OF BEGINNING.

EXHIBIT 'B'



Exhibit "C"

LOT REQUIREMENTS

STREET

25' FRONT SETBACK

65' MIN

15' FRONT YARD

5' SIDE AND REAR YARD

5' SIDE SETBACK

VARIES

25' REAR SETBACK

MINIMUM LENGTH (REQ) - VARIES
 MINIMUM WIDTH (REQ) = 65'
 MINIMUM SIZE = 8,719-SF
 FRONT SETBACK = 25'
 REAR SETBACK = 15'
 SIDE SETBACK = 5'

CONCEPT PLAN

TABLE OF TRACTS		
TRACT NO.	DESCRIPTION	AREA (AC)
1	LANDSCAPING / OPEN SPACE	1.821
2	DRA-1	0.170
3	DRA-2	0.180

TYPICAL ROADWAY SECTION (ONSITE)

PROPOSED PLAYGROUND EQUIPMENT

PLAYGROUND SET
SHEET NUMBER 2.00

PICNIC TABLE

SINGLE GYM
SHEET NUMBER 4.00

TABLE OF AREAS

TYPE	AREA (AC)
ROAD	0.552
LOTS	3.992
OPEN SPACE*	1.821

* EXCLUDES WRA'S

TYPE A LANDSCAPE BUFFERS (PLAN VIEW)

TYPICAL ROADWAY SECTION (ONSITE)

TYPE A LANDSCAPE BUFFERS (PLAN VIEW)

TYPE A BUFFER REQUIREMENTS PER 100':

- THREE (3) CANOPY TREES
- TWO (2) UNDERSTOREY TREES
- TWO (2) FOOT HIGH HEDGES
- 15% OF LANDSCAPE GROUND COVER OTHER THAN TURF

TYPE A LANDSCAPE BUFFERS (CROSS SECTION)

TYPE A LANDSCAPE BUFFERS (CROSS SECTION)

DESIGNED BY: M&A
 CHECKED BY: DC

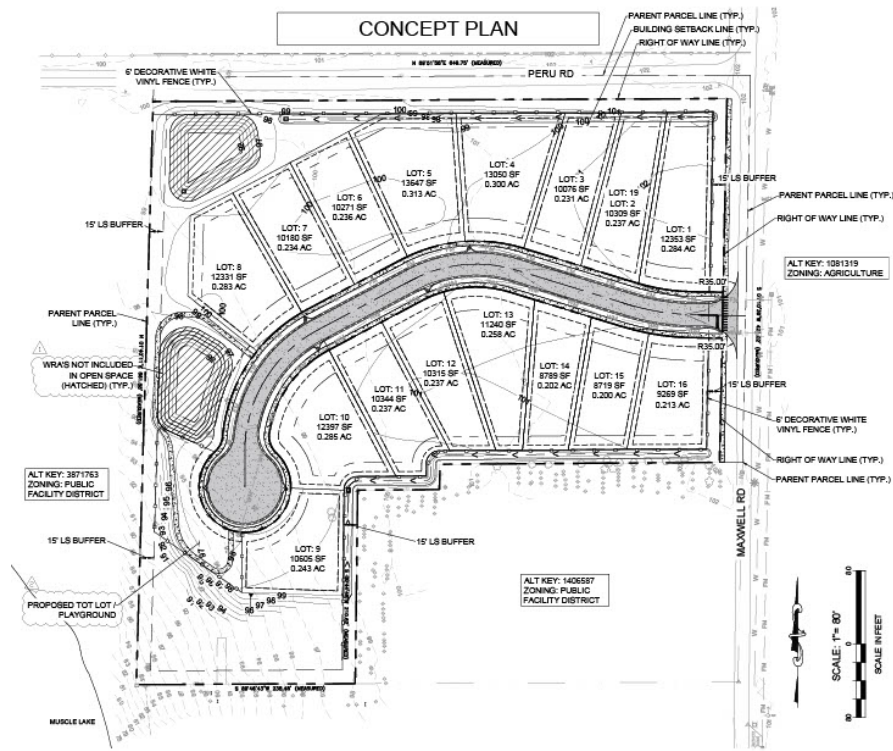
FILE NUMBER: 2018

ISSUE DATE: 06/2023

SHEET SIZE: 11 x 17

Site Plan Information

SHEET NUMBER: CP2.0



LEGAL DESCRIPTION:

BEING 228.5 FEET NORTH OF THE SE CORNER OF THE NE 1/4 OF THE NW 1/4 OF SECTION 12, TOWNSHIP 18 SOUTH, RANGE 28 EAST, AND COUNTY, FLORIDA AND RUN WEST 338.8 FEET, SOUTH 27.3 FEET, WEST 89 FEET, SOUTH 23.3 FEET, WEST 26.4 FEET, NORTH 860 FEET, EAST 94 FEET, SOUTH 433 FEET TO THE POINT OF BEGINNING.

- GENERAL NOTES:**
1. SITE INFORMATION
 - 1.1. ALTERNATE WEST EASEMENT
 - 1.2. 10% MINIMUM OPEN SPACE (MINIMUM OPEN SPACE)
 - 1.3. PROJECT AREA 75 AC
 - 1.4. CDD: 50%
 - 1.5. MINIMUM OPEN SPACE REQUIRED: 25% (17.5 AC)
 - 1.6. PROPOSED OPEN SPACE (50%)(15.0 AC) (PROPOSED) (WEAK) (NOT INCLUDED)
 2. ZONING AND REGULATIONS: A-2
 - 2.1. MINIMUM LOT AREA BASED ON 1.0 DENSITY PER ACRE DENSITY: 5200 SF (2.0 AC)
 - 2.2. MINIMUM SIDE YARD SETBACK: 5 FT
 - 2.3. PROPOSED MINIMUM LOT AREA: 5200 SF
 - 2.4. MINIMUM LOT WIDTH: 8 FT
 - 2.5. MINIMUM REAR YARD SETBACK: 5 FT
 - 2.6. MINIMUM LOT COVER: 5%
 - 2.7. MAXIMUM SETBACK: 10 FT
 - 2.8. LANDSCAPING: 20% OF LOT AREA
 - 2.9. SIGNAGE: 15' IF 75' WIDE, 15' IF 10' WIDE
 3. PROPOSED NET TRAFFIC AND USE (110)
 - 3.1. PROPOSED RESIDENTIAL UNITS @ 3.0 ADFU/ACQUIRE 4 110 TRIPS PER HOUR @ 15 MIN (INTERMEDIATE) (RESIDENTIAL)
 - 3.2. THROUGH: 1500 PASSENGER TRIPS
 - 3.3. LOCAL: 5000 8 PM TRIPS
 - 3.4. TRIP: 1000 8 PM TRIPS
 4. UTILITY PROVIDERS
 - 4.1. FUTURE WATER: CITY OF UNIMATULA
 - 4.2. FUTURE PROTECTION: CITY OF UNIMATULA
 - 4.3. WATER METER: CITY OF UNIMATULA
 - 4.4. RECLAIMED WATER: NOT PROVIDED
 - 4.5. POWER: NOT PROVIDED
 - 4.6. GAS: NOT PROVIDED
 - 4.7. SOLID WASTE: WASTE MANAGEMENT
 5. PER FROM RATE MAP (10/26/2016) (DATED: 12/20/2012)
 - 5.1. THIS SITE DOES NOT LAY WITHIN THE FLOOD ZONE
 - 5.2. STREET LIGHTING SHALL BE PROVIDED
 6. DESIGN (SHEET 10 OF 16)
 - 6.1. SIGNAGE SHALL BE CONSTRUCTED ALONG WITH FUTURE CONSTRUCTION
 - 6.2. SIGNAGE SHALL BE CONSTRUCTED ALONG WITH FUTURE CONSTRUCTION
 - 6.3. SIGNAGE SHALL BE CONSTRUCTED ALONG WITH FUTURE CONSTRUCTION
 - 6.4. SIGNAGE SHALL BE CONSTRUCTED ALONG WITH FUTURE CONSTRUCTION
 - 6.5. SIGNAGE SHALL BE CONSTRUCTED ALONG WITH FUTURE CONSTRUCTION
 7. IDENTIFY (UNDEVELOPED) LOTS:
 - 7.1. PROVIDED BY: AMERICAN VETERAN SURVIVORS COMPANY, LLC
 - 7.2. DATED: OCTOBER 18, 2021

TABLE OF SHEETS	
CP1.0 CONCEPTUAL SITE PLAN	
CP2.0 SITE PLAN INFORMATION	

TURTLE COVE
CONCEPT PLAN
UNIMATULA, FL, ORDA

<p>ALAN E. WILLIAMS INC. SURVEYORS & ENVIRONMENTAL ENGINEERS, INC.</p>	
<p>DESIGNED BY: [Name]</p> <p>CHECKED BY: [Name]</p>	<p>DATE: [Date]</p> <p>SCALE: [Scale]</p>

JOINDER AGREEMENT

(Brent Howells, Coral Bay Development & Investment, LLC)

THIS JOINDER AGREEMENT (the "Agreement") is made by and between the **CITY OF UMATILLA, FLORIDA**, a Florida municipal corporation, whose address is 1 South Central Ave, Umatilla FL 32784 (hereinafter referred to as the "City"), **Brent Howells** ("Owner"), and **Coral Bay Development & Investment, LLC**, a Florida corporation whose address is 1060 Woodcock Road, Orlando, FL 32803 (hereinafter referred to as "Developer");

WITNESSETH:

WHEREAS, Owner possesses land with a legal description of: BEGIN 239.5 FEET NORTH OF THE SE CORNER OF THE NE 1/4 OF THE NW 1/4 OF SECTION 12, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, AND RUN WEST 329.6 FEET, SOUTH 27.5 FEET, WEST 89 FEET, SOUTH 212 FEET, WEST 241.4 FEET, NORTH 660 FEET, EAST 660 FEET, SOUTH 420.5 FEET TO THE POINT OF BEGINNING.

(the "Property") and wishes to develop it under the terms of this Developer's Agreement; and

WHEREAS, Developer, working on behalf of Owner, is the current developer of a proposed residential subdivision for approximately 7.05 acres recently annexed into the City of Umatilla under Ordinance 2022-112; and

WHEREAS, Owner has filed applications for annexation, rezoning, and amendment to the City's Comprehensive Plan, and if such applications are approved, the proposed development shall be consistent with the City's Comprehensive Plan and land development regulations; and

WHEREAS, the City has approved Ordinance 2022-114 conditioned upon the owner's joinder for the purposes of confirming the owner's acceptance of obligations set forth in Ordinance 2011-112 and Ordinance 2022-113 and establishing that such obligations run with the land and are binding upon Owner's successors and assigns; and

WHEREAS, Owner has the full power and authority to make, deliver, enter into, and perform pursuant to the terms and conditions of this Agreement and has taken all necessary action to authorize the execution, delivery, and performance of the terms and conditions of this Agreement; and

NOW, THEREFORE, in consideration of mutual covenants and representations set forth herein and other valuable consideration, the receipt of which is acknowledged, the parties agree as follows:

1. **Recitals.** The above recitals are true and correct and are incorporated herein by reference.
2. **Conditions Precedent.** Owner has filed an Annexation Petition and the City has approved the annexation of the Property in accordance with the laws of the State of Florida by Ordinance passed on second reading by a vote of the City Council at its regular meeting held January 3, 2023. Further, Owner has applied for rezoning of the Property from Lake County Agriculture (AG) to City of Umatilla Single Family Medium Residential District (R-5), which rezoning has been proposed in an ordinance which is before the City Council for second reading at its regular meeting held January 3, 2023. It is understood and agreed to by the City and the Owner that neither the rezoning nor this Agreement shall be binding or enforceable as to any party unless and until the City duly adopts the Agreement and adopts Ordinance 2022-114. The parties hereto understand and acknowledge that the City is in no way bound to rezone the Property and that adoption of the rezoning ordinance requires passage of the same on a second reading. The City shall have the full and complete right to approve or deny the rezoning.

1 3. **Joinder.** Owner hereby gives its joinder to Ordinance 2022-112, the annexation ordinance,
2 and agrees to comply with all of the conditions, restrictions, and owner’s obligations set forth in said Ordinance 2022-
3 112 including, but not limited to, obligations relating to connection of utilities to City utility systems. Owner hereby
4 gives its joinder to Ordinance 2022-114, the rezoning ordinance, and agrees to comply with all of the conditions,
5 restrictions, and owner’s obligations set forth in said Ordinance 2022-114 including, but not limited to, development
6 in accordance with the development standards set forth therein.

7 4. **Waiver; Modification.** The failure by any party to insist upon or enforce any of their rights shall
8 not constitute a waiver thereof and nothing shall constitute a waiver of any party’s right to insist upon strict
9 compliance with the terms of this Agreement. Any party may waive the benefit of any provision or condition for its
10 benefit which is contained herein. No oral modification of this Agreement shall be binding upon the parties and any
11 modification must be in writing and signed.

12 5 **Development Approvals.** This Agreement shall, in no manner, constitute development approval
13 from the City regarding the Property. Development plans shall be submitted pursuant to the Land Development
14 Regulations.

15 6. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of
16 Florida and venue for any dispute arising out of this Agreement is the appropriate court in Lake County, Florida.

17 7. **Compliance with Laws and Regulations.** Except as expressly modified herein, all development of
18 the Property shall be subject to compliance with the City Land Development Regulations and City Ordinances, as
19 amended, as well as regulations of county, state, local, and federal agencies. The failure of this Agreement to address
20 a particular permit, condition, term, or restriction shall not relieve the developer of the necessity of complying with
21 the law governing said permitting requirements, conditions, term, or restriction.

22 8. **Binding Effect, Assignability.** This Agreement, once effective, shall be binding upon and
23 enforceable by and against the parties hereto and their assigns. This Agreement shall be assignable by the
24 Owner/Developer to successive owners. Owner/Developer shall, however, provide written notice to the City of any
25 and all such assignees. The rights and obligations set forth in the Agreement shall run with the land and be binding
26 on all successors and/ or assignees. The parties hereby covenant that they will enforce this Agreement and that it is a
27 legal, valid, and binding agreement.

28 9. **Waiver, Remedies.** No failure or delay on the part of either party in exercising any right, power,
29 or privilege hereunder will operate as a waiver thereof, nor will any waiver on the part of either party or any right,
30 power or privilege hereunder operate as a waiver of any other right, power, privilege hereunder, nor will any single
31 or partial exercise of any right, power, or privilege hereunder preclude any other further exercise thereof or the
32 exercise of any other right, power, or privilege hereunder.

33
34

1 **IN WITNESS WHEREOF**, the parties have set their hands and seals this ____ day of
2 _____, 2023.

3 **CITY OF UMATILLA, FLORIDA**

4 A Florida Municipal Corporation

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6
7 **Attest:**

By: _____

8
9 **Name:** _____

10
11 **Its:** _____

12 **City Clerk**

13
14 **Date:** _____
15 _____

Date: _____

16
17 **Approved as to form:**

18
19 _____
20 **Kevin M. Stone, City Attorney**

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25 **OWNER:**

26
27 _____
28 **Printed Name:** _____

_____ **Brent Howells**

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30 _____
31 **Printed Name:** _____

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34 **STATE OF FLORIDA**
35 **COUNTY OF LAKE**

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The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by **Brent Howells**. He is personally known to me or has produced _____ (type of identification) as identification and (did/did not) take an oath.

Signature of Notary Public

Type or Print Name

My Commission Expires: _____

Commission No. _____

SEAL

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DEVELOPER
CORAL BAY DEVELOPMENT & INVESTMENT,
LLC

Printed Name: _____

By: Brent Howells, Manager and Member

Printed Name: _____

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Brent Howells. He is personally known to me or has produced _____ (type of identification) as identification and (did/did not) take an oath.

Signature of Notary Public

Type or Print Name

My Commission Expires: _____

Commission No. _____

SEAL

ORDINANCE 2022-113

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, PURSUANT TO THE PROVISIONS OF FLORIDA STATUTE 163.3187(1)(c); AMENDING THE LAND USE DESIGNATION OF 7.02 ± ACRES OF LAND DESIGNATED LAKE COUNTY URBAN LOW TO SINGLE FAMILY MEDIUM DENSITY IN THE CITY OF UMATILLA FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY CORAL BAY DEVELOPMENT & INVESTMENT, LLC LOCATED SOUTH OF PERU ROAD AND WEST OF MAXWELL ROAD ; DIRECTING THE CITY MANAGER TO TRANSMIT THE AMENDMENT TO THE APPROPRIATE GOVERNMENTAL AGENCIES PURSUANT TO CHAPTER 163, FLORIDA STATUTES; AUTHORIZING THE CITY MANAGER TO AMEND SAID COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a petition has been received from Coral Bay Development & Investment, LLC as owner, requesting that real property within the city limits of the City of Umatilla be assigned a land use designation from Lake County Urban Low Density to City Residential Single Family Medium Density under the Comprehensive Plan for the City of Umatilla;

WHEREAS, the amendment would facilitate residential development and is in compliance with the policies of the City’s comprehensive plan; and

WHEREAS, the required notice of the proposed small scale comprehensive plan amendment has been properly published as required by Chapter 163, Florida Statutes; and

WHEREAS, the Local Planning Agency for the City of Umatilla have reviewed the proposed amendment to the Comprehensive Plan and have made recommendations to the City Council of the City of Umatilla.

WHEREAS, the City Council reviewed said petition, the recommendations of the Land Planning Agency, staff report and any comments, favorable or unfavorable, from the public and surrounding property owners at a public hearing duly advertised;

WHEREAS, the City has held such public hearings and the records of the City provide that the owners of the land affected have been notified as required by law; and,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF UMATILLA, FLORIDA, AS FOLLOWS:

Section 1: Purpose and Intent.

That the land use classification of the following described property, being situated in the City of Umatilla, Florida, shall hereafter be designated from Lake County Urban Low Density to Single Family Medium Density as more particularly described and depicted as set forth on Exhibit “A” and as depicted on the map attached hereto as Exhibit “B” and incorporated herein by reference, and as defined in the Umatilla Comprehensive Plan.

LEGAL DESCRIPTION: See Exhibit “A”

Alternate Key # 1122457

- A. That a copy of said Land Use Plan Amendment is filed in the office of the City Manager of the City of Umatilla as a matter of permanent record of the City, and that matters and contents therein are made a part of this ordinance by reference as fully and completely as if set forth herein, and such copy shall remain on file in said office available for public inspection.
- B. That the City Manager, after passage of this Ordinance, is hereby directed to indicate the changes adopted in this Ordinance and to reflect the same on the Comprehensive Land Use Plan Map of the City of Umatilla.

Section 2: 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 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4: Scrivener’s Errors.

Scrivener’s errors in the legal description may be corrected without a public hearing or at public meeting, by re-recording the original ordinance or a certified copy of the ordinance and attaching the correct legal description.

Section 5: Effective Date.

This Ordinance shall become effective 31 days after its adoption by the City Council. If this Ordinance is challenged within 30 days after its adoption, it may not become effective until the state land planning agency or Administrative Commission, respectively, issues a final order determining that this Ordinance is in compliance.

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

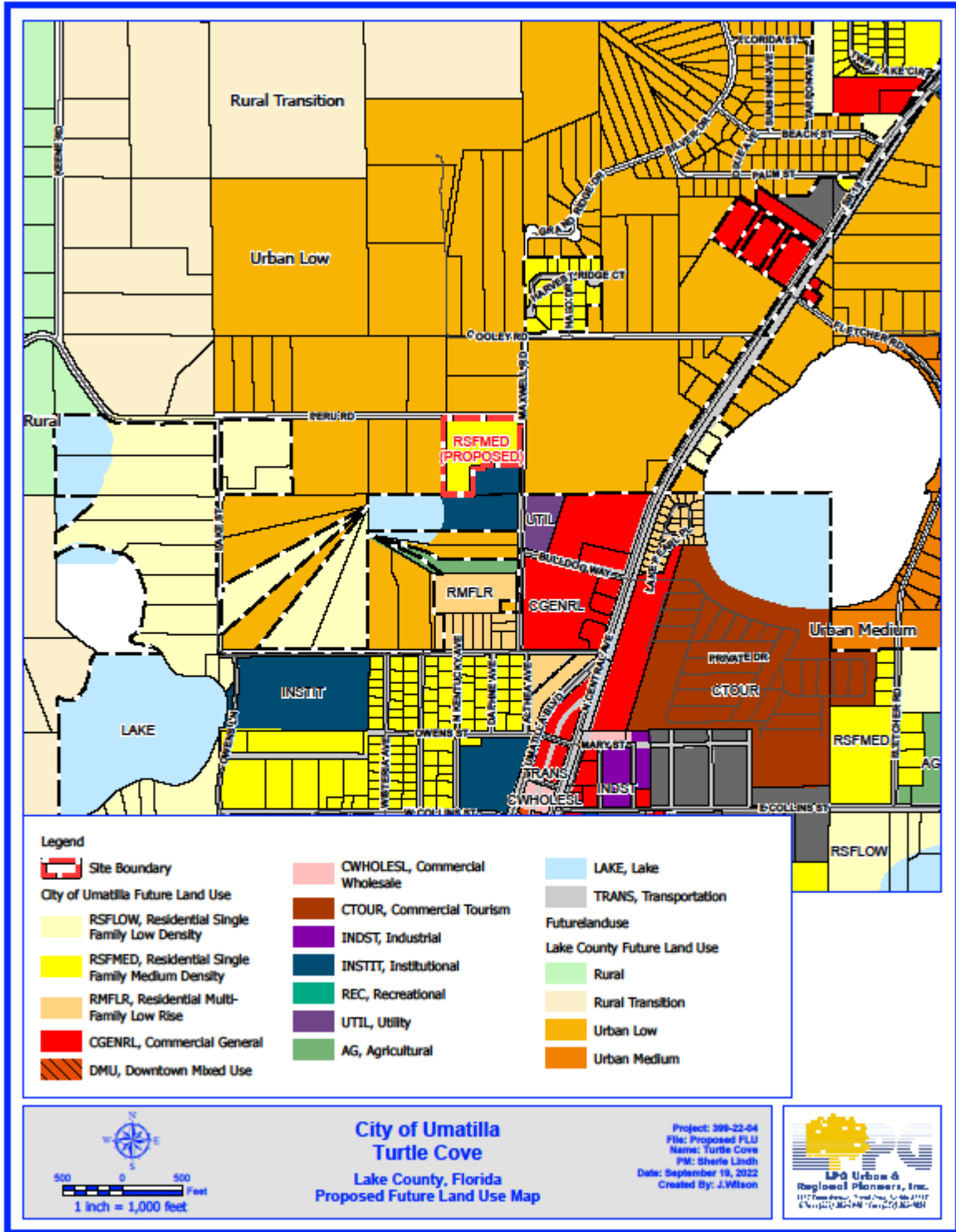
Kevin Stone
City Attorney

Passed First Reading _____
Passed Second Reading _____
(SEAL)

EXHIBIT "A"

BEGIN 239.5 FEET NORTH OF THE SE CORNER OF THE NE 1/4 OF THE NW 1/4 OF SECTION 12, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, AND RUN WEST 329.6 FEET, SOUTH 27.5 FEET, WEST 89 FEET, SOUTH 212 FEET, WEST 241.4 FEET, NORTH 660 FEET, EAST 660 FEET, SOUTH 420.5 FEET TO THE POINT OF BEGINNING.

EXHIBIT 'B'



ORDINANCE 2022-114

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, RECLASSIFYING 7.02 ± ACRES OF LAND ZONED LAKE COUNTY AGRICULTURE (A) TO THE DESIGNATION OF SINGLE FAMILY MEDIUM RESIDENTIAL DISTRICT (R-5) FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY CORAL BAY DEVELOPMENT & INVESTMENT, LLC LOCATED SOUTH OF PERU ROAD AND WEST OF MAXWELL ROAD; PROVIDING FOR CONDITIONS AND CONTINGENCIES; DIRECTING THE CITY MANAGER TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, AND THE LAKE COUNTY MANAGER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a petition has been submitted by Coral Bay Development & Investment, LLC as Owner, to rezone approximately 7.02 acres of land from Lake County Agriculture (A) to City Single Family Medium Residential District (R-5);

WHEREAS, the Petition bears the signature of all required parties; and

WHEREAS, the required notice of the proposed rezoning has been properly published;

WHEREAS, the City Council reviewed said petition, the recommendations of staff report and any comments, favorable or unfavorable, from the public and surrounding property owners at a public hearing duly advertised;

WHEREAS, upon review, certain terms pertaining to the development of the above-described property have been duly approved, and

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

Section 1: Purpose and Intent.

That the zoning classification of the following described property, being situated in the City of Umatilla, Florida, shall hereafter be designated as R-5, Single Family Medium Density Residential District, as defined in the Umatilla Land Development Regulations. The property is more particularly described and depicted as set forth on Exhibit “A” and as depicted on the map attached hereto as Exhibit “B” and incorporated herein by reference.

LEGAL DESCRIPTION: Exhibit “A”

Alternate Key # 1122457

Section 2: Zoning Classification.

That the property shall be designated as R-5, Single Family Medium Density Residential District, in accordance with Chapter 6, Section 2(d) of the Land Development Regulations of the City of Umatilla, Florida.

Section 3: The City Manager, or designee, is hereby directed to amend, alter, and implement the official zoning map of the City of Umatilla, Florida, to include said designation consistent with this Ordinance.

Section 4: 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 5: Scrivener’s Errors.

Scrivener’s errors in the legal description may be corrected without a public hearing or at public meeting, by re-recording the original ordinance or a certified copy of the ordinance and attaching the correct legal description.

Section 6: Effective Date.

This Ordinance shall become effective immediately upon passage by the City Council of the City of Umatilla.

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

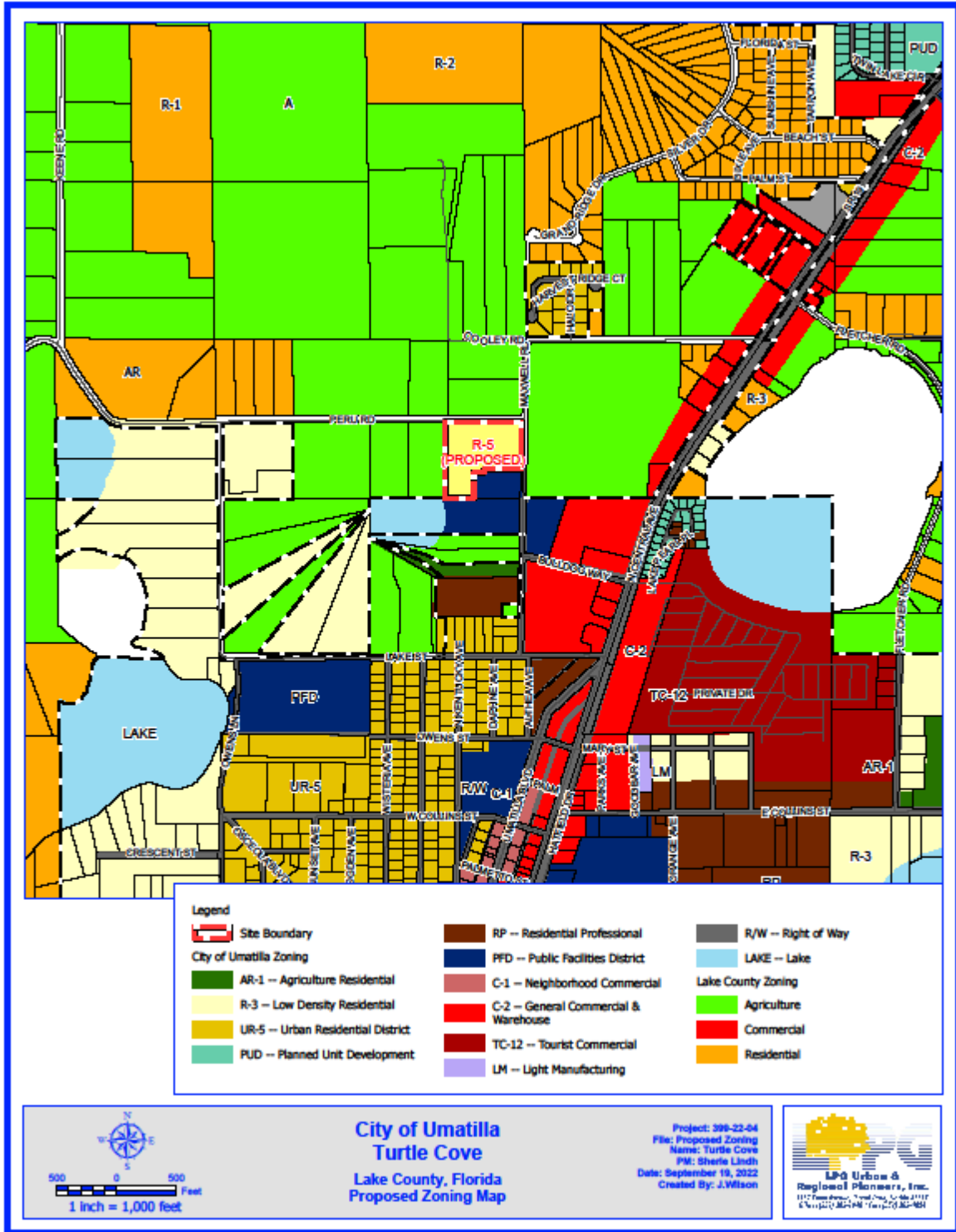
Kevin Stone
City Attorney

Passed First Reading _____
Passed Second Reading _____
(SEAL)

EXHIBIT "A"

BEGIN 239.5 FEET NORTH OF THE SE CORNER OF THE NE 1/4 OF THE NW 1/4 OF SECTION 12, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, AND RUN WEST 329.6 FEET, SOUTH 27.5 FEET, WEST 89 FEET, SOUTH 212 FEET, WEST 241.4 FEET, NORTH 660 FEET, EAST 660 FEET, SOUTH 420.5 FEET TO THE POINT OF BEGINNING.

EXHIBIT "B"





**CITY OF UMATILLA
AGENDA ITEM STAFF REPORT**

DATE: January 10, 2023

MEETING DATE: January 17, 2023

SUBJECT: Resolution No. 2023-03, Rules and Regulations of Umatilla Municipal Cemeteries

BACKGROUND SUMMARY:

In order to maintain the quality of service and beauty of the Umatilla cemeteries, it is necessary for the City to explore an increase of the revenues generated by Cemetery products and services. Staff considered the cost comparison with nearby municipal cemeteries, as well as current operating expenses when formulating the proposed rate adjustments to be presented. Rate proposals align with other local municipalities and will make up the bulk of the operational shortfall. Staff continues to explore the possibility of assuming opening and closing arrangements with third party contractors to recover the rest of the operations deficit.

Staff recommends revising the Cemetery Rules and Regulations of Umatilla Cemeteries to make permanent markers mandatory. The change would mitigate the continuing challenge of occupied graves without permanent identification. Furthermore, Staff would like you to consider a change to the fee schedule to include a refundable \$200 marker deposit at the time the respective grave is prepared for burial, and would be refunded upon proof of purchase of a permanent marker within one year of the burial date. If no such proof is provided within one year, the marker deposit would be used to purchase a 16” W x 8” L x 4”H granite permanent marker from a local supplier with contract pricing. No deposit is required if a marker is already present.

RECOMMENDATIONS:

City Council to approve Resolution No. 2023-03, Rules and Regulations of Umatilla Municipal Cemeteries

FISCAL IMPACTS:

TBD

ATTACHMENTS:

Attachment 1: Resolution No. 2023-03, Rules and Regulations of Umatilla Municipal Cemeteries

RESOLUTION 2023 - 03

A RESOLUTION OF THE CITY OF UMATILLA, LAKE COUNTY, FLORIDA, RELATED TO UMATILLA MUNICIPAL CEMETERIES; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR REPEAL OF RESOLUTION NO. 2020-13; PROVIDING THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City of Umatilla Code of Ordinance Chapter 14 Cemeteries, Section 14-3 Rules, Regulations, Restrictions, provides that the City Council shall by resolution adopt rules, regulations, and restrictions for the use of Umatilla Municipal Cemeteries; and

WHEREAS, the City adopted its current Resolution for adopting rules, regulations, and restrictions for the use of Umatilla Municipal Cemeteries on October 6, 2020; and

WHEREAS, it has been determined by the City Council that the adoption of amended rules, regulations, and restrictions is in the best interest of all users of Umatilla Municipal Cemeteries and the citizens of Umatilla;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF UMATILLA, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. The City of Umatilla has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Repeal of Prior Cemetery Resolutions. City of Umatilla Resolution No. 2020-13 is hereby repealed in its entirety.

SECTION 3. Adoption of Rules and Regulations. The Rules and Regulations of Umatilla Municipal Cemeteries attached hereto as **Exhibit “A”** is hereby approved and adopted for implementation.

SECTION 4. Implementation of Administrative Actions. The City Manager is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 5. Savings Clause. All prior actions of the City of Umatilla pertaining to the adoption of the Rules and Regulations of Umatilla Municipal Cemeteries relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 6. Scrivener’s Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 7. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 8. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 9. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2023.

Kent Adcock
Mayor, City of Umatilla

Attest:

Approved as to form:
STONE & GERKEN, PA

Jessica Burnham
City Clerk

Kevin Stone
Attorney, City of Umatilla

Exhibit A – Resolution 2023-03

RULES AND REGULATIONS OF UMATILLA MUNICIPAL CEMETERIES

PURPOSE

These rules and regulation are designed for the protection of owners and interment rights as a group. The enforcement is intended to protect the Cemeteries and create and preserve their beauty. These rules and regulations are hereby adopted by the City of Umatilla as rules and regulations of the Umatilla Municipal Cemeteries, and all owners of interment rights, visitors and contractors performing work within the Cemeteries shall be subject to said rules and regulations, amendments, or alterations as shall be adopted by the City of Umatilla from time to time.

DEFINITIONS

Burial space or plot means a parcel of property located within a cemetery in which or upon which one (1) human remain; one (1) human remain and one (1) human cremain; or two (2) human cremains are to be interred in the ground or above ground in a cremation monument or burial crypt.

Burial vault means a prefabricated concrete inner lined secure sealed container which does not allow contaminants to travel in or out and is designed to receive a casket at burial.

Cemetery/Cemeteries means a parcel or parcels of property owned by the City or approved by the State of Florida pursuant to Chapter 497, Florida Statutes, which is used or intended to be used for the burial or disposal of human remains or cremains.

City means the City of Umatilla and/or City Council

Coping means the covering course of a wall usually with a sloping top.

Cribs means to line or support with a framework of timber.

Crypt means interment space in pre-placed chambers located within a mausoleum.

Gravesite means a place of burial; the site of a grave or graves.

Headstone saddle means a metal frame that sits on top of an upright headstone holding a floral arrangement.

Immediate family and their heirs means a person who is next in line or relation. For purposes of these rules it means grandfather, grandmother, father, mother, spouse, child, grandchild, brother, sister, half-brother, half-sister, and in-laws.

Interment means cremation and interment; entombment or burial of the remains of a deceased person.

Interment Right means the right granted by a land owner to another person which allows the other person the interment of human remains or cremains in a specified burial space.

Mausoleum means a substantially exposed aboveground structure which is used or intended to be used for the interment of human remains or cremains.

Memorial or Monument means any marker or structure upon or in any lot or niche, placed thereupon for the purpose of identification or in memory of the interred.

Niches means interment space located within a mausoleum.

Non-Resident means a person residing outside the corporate city limits at the time of death or purchase of the right of interment.

Owner means the owner of the right of interment.

Plot means a small area of land within a cemetery for the interment of human remains or cremains.

Remains means a deceased human body.

Resident means an individual whose primary residence, at the time of purchase or death, was within the municipal boundaries of the City of Umatilla.

Veteran means a person who honorably served in United States military service

SUPERVISION OF MUNICIPAL CEMETERIES

- 1 Hours of the Municipal Cemeteries are sunrise to sunset.
- 2 Persons seeking to perform paranormal activities in the Municipal Cemeteries are prohibited.
- 3 The City reserves the right to compel all persons entering Municipal Cemeteries to obey all Rules and Regulations adopted by the City. The Rules and Regulations may be changed without notice to any owner of a Right of Interment by the City Council through adoption of Resolution.
- 4 The City shall take reasonable precaution to protect Municipal Cemeteries from loss or damage from causes beyond reasonable control and especially from damages caused by the elements as an act of God, common enemy, thieves,

vandals, strikers, invasion, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral.

- 4 The City reserves the right to correct any errors that may be made in marking gravesites for interment by or through the transfer, conveyance and substitution of interment through rights of equal value and similar location, as far as possible.
- 5 Motor vehicles shall be driven only on the designated driving lanes.

SALE OF RIGHT OF INTERMENT

- 1 No human remains or cremains shall be interred in any cemetery owned by the City except upon the purchase of a right of interment from the City or gifting of a lot to an individual. The right of interment shall entitle the purchaser to bury or dispose of the purchaser's remains or cremains, or the remains or cremains of any natural person within the purchaser's immediate family, in a cemetery owned by the City. The right of interment shall be limited to the particular burial space set forth in the document conferring the right. The right of interment shall not be construed as conveying any interest in the real property upon which or in which remains or cremains may be buried or disposed, nor shall it be construed as granting the owner any rights other than those specifically granted by the City. In order to be valid, the right of interment issued hereunder must be recorded in the office of the City Manager.
- 2 Sales are limited to individuals only, not to exceed eight (8) burial spaces to any single individual unless approved by the City Manager.
- 3 The City Manager, City Clerk, or designee shall issue the right of interment to either residents or nonresidents. The City Council may set a schedule of fees by resolution that is deferential to residents over non-residents of the City.
- 4 Sales of burial spaces in Glendale II is now available. Burial spaces in Umatilla Cemetery Annex II are sold on a first come, first served basis.
- 5 The Right of Interment for a single burial space can accommodate:
 - (a) A full body interment
 - (b) A full body and cremain interment
 - (c) Two cremains
 - (d) A parent and an infant
 - (e) Two children with caskets placed end to end

TRANSFERABILITY

- 1 Rights of Interment issued hereunder are only transferable in the form of a gift or by bequest or court ordered inheritance or other legal proceedings.
- 2 Any person owning a Right of Interment may return the Right of Interment for an unused and unmarked cemetery space to the City whereupon the Right of Interment will be extinguished and the City will refund the original purchase price of the interment less administrative costs.

GRAVE OPENINGS AND BURIALS OF REMAINS AND CREMAINS

- 1 It shall be unlawful for any person to bury or dispose of human remains within the City of Umatilla except as provided for in the Rules and Regulations.
- 2 All grave opening and closings within Municipal Cemeteries shall be performed by and under the supervision of a licensed funeral director, by City Staff, or City-Contracted vault service provider
- 3 All remains and cremains shall be interred in a sealed vault which shall be installed at the time of grave opening.
- 4 A burial space in which human remains or cremains have been interred may be partially opened to allow the interment of an additional cremain if cremain interment rights have been sold in the burial space. In no other instance shall a city owned burial space in which remains or cremains have been interred be opened.
- 5 Notwithstanding any other provision of these rules, a court of competent jurisdiction may order the opening of a city owned burial space in which remains or cremains have been interred.
- 6 Final disposition of human remains and cremains in Umatilla Municipal Cemeteries must be may be accomplished in the following ways:
 - (a) Ground burial
 - (b) Above ground burial by entombment in a mausoleum
 - (c) Cremation with ground burial in a cremains vault
 - (d) Cremation with above ground burial by inurnment in a cremation monument
- 7 Cremains or ashes are prohibited from being spread within a Umatilla Municipal Cemetery.

MONUMENTS

- 1 Mausoleums may be installed or constructed within any cemetery owned by the City.

- 2 A permanent monument shall be installed upon a burial space located within a cemetery owned by the City subject to the following restrictions:
 - (1) No copings, cribs may be installed or constructed, no gravels, no fences, no improvements of any kind other than the approved monuments outlined in the Rules are permitted.

 - (2) Cornerstones may be installed, but they must be set flush with the ground;

 - (3) Monuments identifying the individual burial spaces may be headstones or slabs (see exhibit “A”), or a combination thereof; however, no slab may exceed six inches (6”) in height, and no headstone may exceed forty-eight inches (48”) in height; Flat markers or “grass markers” shall be a minimum of twenty-four inches (24”) by twelve inches (12”).

a. Permitted Monuments and Markers



- (4) All headstones shall be attached to a below-ground foundation consisting of a slab and subterranean pilings which shall be constructed to prevent the sinking or tipping of the headstone; and,
- (5) Monuments shall be constructed of either granite, marble or bronze.
- (6) Monuments shall be located on the west side of the gravesite only.
 - a. No person shall install a monument within any Municipal Cemetery without first receiving permission from the City to do so. The City Manager or designee shall verify valid Right of Interment is on file with the city.
 - b. The City Manager or designee shall initiate the marking of the burial space for the monument installation. The burial space shall be marked with flags indicating the name of the remains interred.
 - c. The City shall not be responsible for, nor shall it perform, any monument installation or repair. All monument installation and repair within the city shall be performed by and under the supervisor of a licensed monument installer. The City shall be notified prior to installation.
- (7) No burial space may be mounded.
- (8) No trees or shrubbery of any nature shall be planted on individual lots.
- (9) If any tree or shrub presently situated in any lot shall by means of its roots, branches or otherwise become detrimental in any way to the adjoining lot, avenue, or walk, the City hereby reserves the right to enter upon said lot and remove the said tree or shrub or such parts thereof as may be considered detrimental, dangerous, or inconvenient. No tree growing in any lot or border shall be injured or removed without the consent of the City.

Floral designs are permitted in vases attached or part of an existing marker or monument. Monuments without attached vases are permitted to place a florist saddle to display floral arrangements.

a. Permitted receptacles for flowers



- b. It shall be the duty of individual lot owners to remove all floral designs, flowers, weeds, trees, shrubs, plants or herbage of any kind from the cemetery as soon as they become faded, unsightly, dangerous, detrimental, diseased, or when they do not conform to the standards maintained. Should the above duties not be assumed by individual lot owners, the City reserves the right to carry out same and shall not be liable for flowers, trees, shrubs, plants, herbage of any kind, floral pieces, baskets, or frames in which or to which such floral pieces are attached.

- (10) If any memorial, or structure whatsoever, or any inscription to be placed on some shall be determined by the City to be offensive, they shall have the right, and it shall be its duty to enter upon such lot and remove, change, or correct the offensive or improper object or objects.

GRAVESITES

- 1 No person shall plant any flower or shrub on any gravesite, pluck or remove any plant or flower, either wild or cultivated, from any part of the cemeteries.
- 2 No boxes, shells, toys, discarded items, sprinkling cans, receptacles, trinkets, solar lights, beverage cans or bottles, or similar articles will be permitted on any grave, lot, or tree.
- 3 No person shall pluck or remove any plant, flower, or item from any gravesite.
- 4 The city is not responsible for theft or damage to anything placed on graves or lots.
- 5 No "For Sale" signs will be allowed on plots. No advertisements in any form will be allowed on any lots in the Cemetery, and the City reserves the right to remove any such signs or advertisements.
- 6 The City and its agents have authority to enter upon any lot and to remove any objectionable thing or any item that may have been placed there contrary to the regulations of said City and they may remove any dead or damaged tree, shrub, or vine.
- 7 The City may remove any tree or shrub that encroaches on another gravesite.

CEMETERY ETIQUETTE

- 1 All persons are reminded that the Cemetery grounds are sacredly devoted to the burial of the dead and that the provisions and penalties of the law as provided by statute will be strictly enforced in all cases of wanton injury, disturbance, and disregard of the rules.
- 2 Be respectful by keeping the volume of voices down. Refrain from using offensive language. Do not play excessively loud music. Keep a respectful distance from burial services or other mourners.

VARIANCE TO RULES AND REGULATIONS

The City recognizes the emotional ties families have with their loved ones. Families are required to meet the Rules and Regulations listed in this document but may submit a request for Variance to be approved by the City Manager.

MAINTENANCE

- 1 The City shall maintain the cemetery grounds.
- 2 Upon the use of a right of interment, the owner of the Right of Interment shall become and remain responsible for the maintenance of any monument installed upon the burial space referenced in the Right of Interment. This maintenance responsibility shall continue in perpetuity, and shall be the responsibility of the owner's heirs and assigns.
- 3 In the event the burial space is not maintained, the City reserves the right to bring the burial space into compliance with the current rules.

PENALTIES

A violator of these Rules shall be liable for a civil penalty not to exceed \$500 for each violation plus costs of enforcement required to ensure compliance, including a reasonable attorney's fee.

PREEXISTING NONCONFORMING CONDITIONS

All existing nonconforming conditions of these Rules shall be removed by the City.

SCHEDULE OF FEES

- 1 The City Council by resolution shall establish fees from time to time as deemed necessary by administrators of these Rules.
- 2 There is hereby created an accounting system for the deposit of all monies, including donations, received for the operation of the Municipal Cemeteries.
- 3 All funds shall be recorded in the accounting system of the City of Umatilla. A separate ledger shall be kept showing deposits and withdrawals from the fund for Cemetery purposes. Money which is earmarked for the Cemetery shall not be expended for any purpose other than the administration, operation, and maintenance of Municipal Cemeteries.
- 4 A refundable marker deposit may be required upon notification to the City of Umatilla of a pending burial.
 - a. No deposit shall be required when a pre-installed monument is in place at the time of burial.

- b. No deposit shall be required with proof of purchase of an approved marker from a licensed Funeral Director or Monument Dealer.
- c. A full refund of the marker deposit shall be issued upon receipt of valid proof of purchase of an approved marker from a licensed Funeral Director or Monument Dealer within one year of the date of burial.
- d. The deposit shall be used to procure and install an approved sixteen inch (16”) by eight inch (8”) by 4 inch (4”) thick granite monument from a City contracted licensed Monument Dealer if proof of purchase is not provided to the City within one year.



**Cemetery Fee Schedule
Fee Schedule and Maintenance; Administrative Costs**

Service/Product	Total
Burial Plot with maintenance in perpetuity – City Resident	\$1000.00
Burial Plot with maintenance in perpetuity – Non-Resident	\$1600.00
Veteran Burial Plot with maintenance in perpetuity	\$200.00
Administrative cost for transfer or City re-purchase of Right of Interment	\$25.00
Marker Deposit (Refundable with proof of purchase of marker)	\$200.00



**CITY OF UMATILLA
AGENDA ITEM STAFF REPORT**

DATE: January 9, 2023

MEETING DATE: January 17, 2023

SUBJECT: Cassidy Street Water Line Project

BACKGROUND SUMMARY:

In 2020, the City received \$243,045 in Senate Appropriations funding for the Cassidy Street (Skyline Drive) replacement water line project. Due to the extensive delays from Covid, the funds were only made available in the fall of 2022. Furthermore, the price of supply and labor increased significantly from the time our 2020 was approved until the project was bid and ready to award.

Due to the unforeseen increased construction costs, the city staff has Halff Engineering to revised the scope of the project to fit the funding we received from Appropriations and ask Cathcart Construction if they would consider a small scope of work. Cathcart and Halff Engineering developed a revised water line project that consists of 331 ft of installed 12”water line along with additional fire hydrants needed along Cassidy Street.

RECOMMENDATIONS:

City Council approval Bid Award 2022-C Revision to Cathcart Constuction Company Florida, LLC

FISCAL IMPACTS:

\$220,767 Appropriations Funds

ATTACHMENTS:

1. Original Bid for 2022-C, Water Main Replacement Skyline
2. 2022-C, Revision Bid Recommendation
3. City of Umatilla West Skyline Drive Water Main Replacements Schedule of Unit Prices Base Bid

2022-C West Skyline Drive Water Main Replacement

2:05 pm Aaron Mercer opened the bid. Present at the bid were Joshua Llamas of Halff Engineering and Misti Lambert of the City of Umatilla.

One bid was received as follows:

Bidding Company

Date & Time Rec

1. Cathcart Construction Company- Florida LLC
1056 Willa Springs Drive
Winter Springs, FL 32708

9/22/2022 11:59 am

Base Bid: \$370,700

Bid Alternate Addition: \$160,020

Bidding closed at 2:06 pm

No others present, no questions asked.

January 9, 2023

Electronic Submittal

Aaron Mercer
City of Umatilla
1 S. Central Ave
Umatilla, Florida 34784

RE: CITY OF UMATILLA – WEST SKYLINE DRIVE WATER MAIN REPLACEMENT BID NO. 2022-C REVISION : BID RECOMMENDATION:

Dear Mr. Mercer:

We are in receipt of the revised bid for the above referenced project, which was submitted on January 6, 2023. The revised bid is based on a reduced scope of service to accommodate appropriation funding. The results of the bid opening, are as follows:

Bidder Name	Total Base Bid Amount
Cathcart Construction Company – FL, LLC	\$220,767.00

Based upon our review of the revised bid and the Contractor's Schedule of Values, we would recommend approval of the revised bid provided by Cathcart Construction Company – FL, LLC.

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

Sincerely,
Halff Associates, Inc.



Troy Mitchell, P.E.
Civil Engineer
troy.mitchell@Halff.com

TM/II

Enclosure

**City of Umatilla
West Skyline Drive Water Main Replacements
Schedule of Unit Prices
Base Bid**

1. It shall be the responsibility of the BIDDER to perform whatever tests and/or calculations as are necessary to determine quantities required for the performance of the work described herein.
2. Should certain additional work be required, or should the quantities submitted by the Contractor of certain classes of work be increased or decreased from those required by the Contract Documents, by authorization of the Owner, the unit prices contained in the following Schedule of Unit Prices shall, at the option of the Owner, be the basis of payment to the Contractor credit to the Owner, for such increase or decrease in the work.
3. The Unit Prices shall represent the exact net amount per unit to be paid by the Contractor (in the case of additions or increases) or to be refunded by the Owner (in the case of decrease). No additional adjustments will be allowed for overhead, profit, insurance, or to other direct or indirect expenses of the Contractor or Subcontractors, and no additional adjustments will be allowed.

Item #	Description	Quantity	Unit	Unit Price	Amount
1	Mobilization	1	LS	13,500	13,500
2	Demolition	1	LS	9,500	9,500
3	Maintenance of Traffic	1	LS	7,500	7,500
4	Clear & Grub R/W	0.3	AC	7,500	2,250
5	Construction Staking/As-Built	1	LS	2,000	2,000
6	Pressure Test Water Line	331'	LS	650	650
7	Density Testing	33'	LS	1,250	1,250
8	Disinfection/Bac-t Sampling	1	LS	650	650
9	Erosion Control/Silt Fence	400	LF	4	1,600
10	Replace Driveway	41 SY	SY	150	6,150
11	Open Cut & Repair Roadway	128	SY	200	25,600
12	12" C900 PVC Pipe	331	LF	150	49,650
13	12" Gate Valve & Box	4	EA	5,500	22,000
14	DIP Fittings	1	LS	6,000	6,000
15	12" Tapping Sleeve/Valve	2	LS	25,000	25,000
16	Water Service	2 Long	EA	3,000	6,000
17	Fire Hydrant Assembly	1	EA	8,500	8,500
18	Connect to Existing WM	3	EA	5,000	15,000
19	Temporary Jumper Connection	1	EA	1,500	1,500
20	Cap and Abandon Exist. 2" WM	318	LF	9	2,862
21	Cap and Abandon Exist. 6" WM	318	LF	15	4,770
22	Restoration - Bahia Sod	667	SY	5	3,335
23	NPDES Permit	1	LS	500	500
24	110% Payment & Performance Bond	1	LS	5000	5000
Total Base Bid					220,767


Matt T. Blanton, President
Cathcart Construction Company-Florida LLC



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: January 10, 2023

MEETING DATE: January 17, 2023

SUBJECT: Change Order #1 to the General Aviation Terminal construction contract between the City of Umatilla and GSB Construction & Development, Inc.

BACKGROUND SUMMARY:

This is a request to approve Change Order #1 to the General Aviation Terminal construction contract between the City of Umatilla and GSB Construction & Development, Inc.

On August 2, 2022, City Council approved a contract with GSB Construction & Development, Inc. for construction of the General Aviation Terminal (Phase 1) at Umatilla Municipal Airport. The contract total approved was \$843,087.67. The project included site and utility improvements for the future terminal.

On December 20, 2022, City Council approved Resolution No. 2022-33, approved the second amendment to Public Transportation Grant Agreement (431620-1-94-01), to add funds for construction of the Airport Terminal Building (Phase 2) at Umatilla Municipal Airport, which increased the total grant-funding for the project to \$2,611,000.

Change Order #1 to the General Aviation Terminal construction contract between the City of Umatilla and GSB Construction & Development, Inc. includes construction of the terminal building, security gates and sanitary sewer connection. The change order is for an additional \$1,299,573.88.

RECOMMENDATIONS:

City Council approve Change Order #1 to the General Aviation Terminal construction contract between the City of Umatilla and GSB Construction & Development, Inc.

FISCAL IMPACTS:

The estimated total construction cost of the project is being increased by \$1,299,573.88 bringing the revised total construction cost of the project to \$2,142,661.55. The project is being funded by the previously accepted 100% FDOT PTGA.

ATTACHMENTS:

1. Change Order #1 to the General Aviation Terminal construction contract between the City of Umatilla and GSB Construction & Development, Inc.
-

Date: 1/6/2023

CHANGE ORDER



Project: General Aviation Terminal Building

Owner: City of Umatilla

Engineer: GAI Consultants, Inc.

Contractor: GSB Construction & Development, Inc.

8470 NE 44th Dr. Suite B

Wildwood, Florida 34785

C.O. Number:	1
Contract Number:	431620-1-94-01

CONTRACT ITEM #	DESCRIPTION	ADD or CREDIT	AMOUNT
10	Concrete Sidewalk, 4" Thick --> Add: 70 SY @ \$65.55/SY	ADD	\$4,588.50
14	Bollards --> Add: 8 EA @ \$823.91/EA	ADD	\$6,591.28
25	Sodding --> Add: 4,500 SY @ \$3.39/SY	ADD	\$15,255.00
35	Construction Safety and Phasing Plan --> Add: \$26,790.00	ADD	\$26,790.00
37	Storm Drain Inlet Protection --> Add: 2 EA @ \$723.90/EA	ADD	\$1,447.80
38	Temporary Air & Water Pollution, Soil Erosion, & Siltation Control --> Add: \$17,271.00	ADD	\$17,271.00
39	Mobilization--> Add: \$94,164.00	ADD	\$94,164.00
40	New, General Aviation Building, Furnished, Installed, Inspected, and Complete --> Add: 1 LS @ \$952,443.80	ADD	\$952,443.80
41	Security Cameras and System Components, Furnished, Installed, and Commissioned --> Add: 1 ALLOW @ \$15,000	ADD	\$15,000.00
42	Demolish Existing CA Terminal Building and Foundation, Complete --> Add: 1 LS @ \$10,260.00	ADD	\$10,260.00
43	Cantilever Gate Assembly, Including Gate Operator, Loop Detector, and Card Readers, Complete --> Add: 1 LS @ \$26,250.00	ADD	\$26,250.00
44	Pedestrian Gate Assembly, Complete --> Add: 1 LS @ \$1,355.00	ADD	\$1,355.00
45	1 1/4" Sanitary Force Main Installed, Tested, and Complete --> Add: 495 LF @ \$28.50/LF	ADD	\$14,107.50
46	Small Package Grinder Pump Station, Installed, Tested, and Complete --> Add: 1 EACH @ \$94,050.00	ADD	\$94,050.00
47	Xfinity Installation of Underground Communication Lines --> Add: 1 ALLOW @ \$20,000	ADD	\$20,000.00

NET TOTAL OF CHANGE ORDER MODIFICATIONS:	ADD	\$1,299,573.88
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CONTRACT SUMMARY			
Original Contract Price:	\$843,087.67	Original Contract Time:	120 Days
Change Order #1 - ADD:	\$1,299,573.88	Change Order #1:	180 Days
Revised Contract Amount:	\$2,142,661.55	Revised Contract Time:	300 Days

AUTHORIZED SIGNATURES:

ACCEPTED: **DOMINIC GIANNINI**
Contractor: GSB Construction & Development, Inc. **President** Date: 1-9-23

RECOMMENDED: **Daniel J. Nichols Jr. P.E.**
Engineer of Record: GAI Consultants, Inc. Date: 1-9-2023

APPROVED: _____ Date: _____
FDOT Proj No.: 431620-1-94-01

APPROVED: _____ Date: _____
Owner: City of Umatilla Proj No.: 2022-B



Orlando Office
618 East South Street
Suite 700
Orlando, Florida 32801

T 407.423.8398
F 407.843.1070

December 16, 2022

TO: Scott Blankenship, City Manager
City of Umatilla
1 South Central Avenue
P.O. Box 2286
Umatilla, FL 32784

RE: Umatilla Municipal Airport
Task Order No. 1 – **ADD SERVICE**
General Aviation Terminal (**Phase 2**) – Construction Services

1. AUTHORIZATION REQUEST:

In conformance to your instructions, and in accordance with the Agreement dated May 17, 2022 between the City of Umatilla (SPONSOR) and GAI Consultants, Inc. (CONSULTANT) for providing periodic professional services, enclosed please find our request for authorization to furnish services in connection with the construction of the general aviation terminal (the “Project”).

2. DESCRIPTION OF SERVICES:

The CONSULTANT shall provide construction phase services for the General Aviation Terminal (**Phase 2**) as further described in Attachment A.

3. SPONSORS RESPONSIBILITIES:

Sponsor’s responsibilities shall be as described in the Agreement.

4. PERIOD OF SERVICES:

Services are anticipated to be complete by **September 30, 2023**.

5. PAYMENTS:

Payments shall be made in accordance with Section 2.2A of the Agreement. The total fee amount is **\$149,980.00** as further defined in Attachment B.

6. GENERAL CONSIDERATIONS

The CONSULTANT designates Jack Thompson as the person who will be responsible for coordinating the services rendered by the CONSULTANT for the Project.

7. SPECIAL PROVISIONS:

Prior to the employment of any person performing services under this Agreement, CONSULTANT shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of (a) all employees within the State of Florida that are hired by CONSULTANT after the execution of this Agreement who are providing labor under the Agreement during the term of the Agreement; and (b) all employees within the State of Florida of any of the CONSULTANT’s sub-contractors that are hired by those sub-contractors after the execution of this Agreement who are providing labor under the Agreement during the term of the Agreement.

Your signature, in the space provided below, will signify approval of the terms and conditions of this request which, together with the basic Agreement and Attachments identified below will constitute Task Order No. 1 – **ADD SERVICE**.

Please return this executed Task Order, which shall constitute your authorization to proceed, to our office together with the executed attachments.

Very truly yours,

SPONSOR

City of Umatilla

By: _____

Title: _____

Date: _____

CONSULTANT

GAI Consultants, Inc.

By:  Jack E. Thompson Jr
Digitally signed by Jack E. Thompson Jr
DN:
E=J.Thompson@gaiconsultants.com,
CN=Jack E. Thompson Jr
Date: 2023.01.07 15:04:09-0500

Title: Aviation Director

Date: January 7, 2023

ATTACHMENTS:

- Attachment A: Scope of Services
- Attachment B: Cost Summary

Task Order No. 1 – **ADD SERVICE****ATTACHMENT A****SCOPE OF SERVICES**

Umatilla Municipal Airport

General Aviation Terminal Project (**Phase 2**)

Construction Phase Services

PROJECT DESCRIPTION:

The CONSULTANT shall provide construction phase services for the General Aviation Terminal Project at Umatilla Municipal Airport. **Phase 2 construction includes the building, an approximately 2,000 SF facility that will house FBO space, offices, restrooms, and a training room, as well as sanitary sewer and data service connections to the facility.** The site construction includes paving, grading and drainage for landside access and auto parking for approximately 20 vehicles, airside access and a 2,000 SY aircraft parking apron, site utilities (water and power), and stormwater improvements required by St. John’s River Water Management District (SJRWMD) **were include in Phase 1.**

CONSTRUCTION PHASE SERVICES:**Construction Contract Administration**

Construction Contract Administration shall consist of observation of the construction to become generally familiar with the progress and quality of the Contractor’s work to determine if the work is proceeding in general conformity with the Contract Documents. In addition, the CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with the FAA and FDOT during the construction of the Project.

Construction Contract Administration includes the following services:

- Prepare reimbursement request packages; coordinate their execution by the SPONSOR; and submit to the funding agencies.
- Schedule and conduct a pre-construction conference. Prepare and distribute meeting minutes.
- Schedule and conduct weekly construction coordination meetings. Prepare and distribute meeting minutes.
- Review, approve, or take other appropriate action on all Contractor-required submittals, such as construction schedules and phasing programs, shop drawings, product data, catalog cuts, and samples.
- Review alternative construction methods proposed by the Contractor and advise the SPONSOR of the impact of these methods on the schedule and quality of the Project.
- Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist the SPONSOR in resolving contractor claims and disputes.

- Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of the SPONSOR when necessary.
- Review and approve monthly and final payments to Contractor(s).
- Furnish the SPONSOR one reproducible set of the record drawings for the completed Project taken from the annotated record drawings based upon Contractor provided information and Contractor submitted as-built drawings.
- Conduct a final project punch-walk, submit a final project punch-list to the Contractor based on observations made at the final project punch-walk, and complete the final project inspection of the completed Project with the SPONSOR, FDOT, and the Contractor.
- Issue certificates of construction completion to the SPONSOR and FDOT.
- Perform an orderly closeout of the Project as required by the SPONSOR and FDOT.

Construction Observation

Construction Observation shall consist of observation on a part-time basis by an engineer/inspector who will also:

- Maintain the Project records in accordance with FDOT standard requirements.
- Review documents and submissions by Contractor(s) pertaining to scheduling or Contract compliance and advise the SPONSOR as to their acceptability.
- Observe the Work to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the Work. Neither the activities of the engineer/inspector and/or supporting staff nor the presence of any of them at a construction/Project site shall relieve Contractor of its obligations, duties, and responsibilities, including but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating the Work in accordance with the Contract Documents and any health or safety precautions or measures required by regulatory agencies.
- Review of testing and inspection completed by Contractor.
- Prepare and submit inspection reports of construction activity and problems encountered as required by the SPONSOR and FDOT.

The construction contract has a **180**-calendar day duration from the full notice to proceed. This scope and fee assume that there will be part-time inspection of the project and it is assumed that one personnel will be onsite 3 day a week for **26** weeks.

The CONSULTANT agrees to perform the Construction Observation services for this Project during the construction contract period, estimated to be as follows:

Pre-Construction: 1 day (Inspector Only)
 Part-time Inspection: 3 days per week for **26** weeks
 Post-Construction: 1 day (Inspector Only)

END OF ATTACHMENT A

Task Order No. 1 - **ADD SERVICE**
ATTACHMENT B
COST SUMMARY
 Umatilla Municipal Airport
 General Aviation Terminal Project (**Phase 2**)
 Construction Phase Services

Labor Classification	2022 Invoice Rate	Estimated Hours	Estimated Cost
Principal	\$330	0	\$0.00
Technical/Professional 30	\$310	0	\$0.00
Technical/Professional 29	\$295	0	\$0.00
Technical/Professional 28	\$285	36	\$10,260.00
Technical/Professional 27	\$250	0	\$0.00
Technical/Professional 26	\$240	0	\$0.00
Technical/Professional 25	\$235	0	\$0.00
Technical/Professional 24	\$230	0	\$0.00
Technical/Professional 23	\$225	0	\$0.00
Technical/Professional 22	\$220	0	\$0.00
Technical/Professional 21	\$210	0	\$0.00
Technical/Professional 20	\$205	0	\$0.00
Technical/Professional 19	\$200	0	\$0.00
Technical/Professional 18	\$195	0	\$0.00
Technical/Professional 17	\$185	104	\$19,240.00
Technical/Professional 16	\$180	0	\$0.00
Technical/Professional 15	\$170	0	\$0.00
Technical/Professional 14	\$160	0	\$0.00
Technical/Professional 13	\$150	0	\$0.00
Technical/Professional 12	\$140	0	\$0.00
Technical/Professional 11	\$135	648	\$87,480.00
Technical/Professional 10	\$130	0	\$0.00
Technical/Professional 9	\$125	0	\$0.00
Technical/Professional 8	\$110	0	\$0.00
Technical/Professional 7	\$105	0	\$0.00
Technical/Professional 6	\$100	0	\$0.00
Technical/Professional 5	\$95	0	\$0.00
Technical/Professional 4	\$90	0	\$0.00
Technical/Professional 3	\$85	0	\$0.00
Technical/Professional 2	\$75	0	\$0.00
Technical/Professional 1	\$70	0	\$0.00
Technical/Support 1	\$50	0	\$0.00
Survey Crew - 3 Person	\$230	0	\$0.00
Surveyor	\$200	0	\$0.00
Survey Crew - 2 Person	\$180	0	\$0.00
Survey Senior CAD Operator	\$100	0	\$0.00
Survey Crew Chief	\$85	0	\$0.00
SUBTOTAL AMOUNT:			\$116,980.00

SUBCONTRACTS:

Architectural Sub **\$33,000.00**

LUMP SUM CONTRACT AMOUNT: \$149,980.00



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: January 11, 2023

MEETING DATE: January 17, 2023

SUBJECT: Add Service Amendment to GAI Task Order No. 1 for Construction Services on the General Aviation Terminal Project at Umatilla Municipal Airport.

BACKGROUND SUMMARY:

This is a request to approve Add Service Amendment to GAI Consultants, Inc. Task Order No. 1 for Construction Services on the General Aviation Terminal Project at Umatilla Municipal Airport.

On August 17, 2022, City Council approved a contract with GAI Consultants, Inc. to provide for construction inspection services of the General Aviation Terminal (Phase 1) at Umatilla Municipal Airport. The contract total approved was \$90,000.00. The project included site and utility improvements for the future terminal.

On December 20, 2022, City Council approved Resolution No. 2022-33, approved the second amendment to Public Transportation Grant Agreement (431620-1-94-01), to add funds for construction of the Airport Terminal Building (Phase 2) at Umatilla Municipal Airport, which increased the total grant-funding for the project to \$2,611,000.

The Add Service Amendment to GAI Consultants, Inc. Task Order No. 1 for Construction Services on the General Aviation Terminal (Phase 2) construction includes inspection on construction of the terminal building, security gates and sanitary sewer connection. The change order is for an additional \$149,980.00.

RECOMMENDATIONS:

City Council approve Add Service Amendment to GAI Consultants, Inc. Task Order No. 1 for Construction Services on the General Aviation Terminal Project at Umatilla Municipal Airport.

FISCAL IMPACTS:

The estimated total construction inspection cost of the project is being increased by \$149,980.00 bringing the revised total construction services cost of the project to \$239,980.00. The project is being funded by the previously accepted 100% FDOT PTGA.

ATTACHMENTS:

1. Add Service Amendment to GAI Task Order No. 1 for Construction Services on the General Aviation Terminal Project at Umatilla Municipal Airport.
-