



## UMATILLA CITY COUNCIL MEETING

April 18, 2023 at 6:00 PM

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

### AGENDA

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*Please silence your electronic devices*

#### **PLEDGE OF ALLEGIANCE AND INVOCATION**

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **AGENDA REVIEW**

#### **MINUTES REVIEW**

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

#### **PRESENTATIONS**

2. Mary Bedford Proclamation
3. National Library Week 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**

#### **PUBLIC HEARING / ORDINANCES / RESOLUTIONS**

4. Resolution No. 2023-08, Amending Fee Schedule for Cemetery Fees
5. Approval of Flex Builders Investments, LLC Site Plan
6. First Reading of Ordinance No. 2023-09, Palm Mansion Wedding Venue Conditional Use Permit

#### **NEW BUSINESS**

#### **REPORTS**

## 7. Staff Report

### **ADJOURNMENT**

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

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

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



## UMATILLA CITY COUNCIL MEETING

April 04, 2023 at 6:00 PM

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

### MINUTES

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#### PLEDGE OF ALLEGIANCE AND INVOCATION

#### CALL TO ORDER

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

#### ROLL CALL

##### MEMBERS PRESENT

Kent Adcock, Mayor

Chris Creech, Vice-Mayor

Katherine Adams, Council Member

John Nichols, Council Member

Brian Butler, Council Member

##### ALSO PRESENT

Scott Blankenship, City Manager

Kevin Stone, City Attorney

Jessica Burnham, City Clerk

Regina Frazier, Finance Director

Aaron Mercer, Development and Public Services Director

Adam Bolton, Chief of Police

Amy Stultz, Library Director

Sherie Lindh, Land Planner

Misti Lambert, Assistant to the City Manager

#### AGENDA REVIEW

**MOTION BY VICE MAYOR CREECH TO APPROVE THE AGENDA; SECOND BY COUNCIL MEMBER NICHOLS; MOTION APPROVED BY UNANIMOUS VOICE VOTE.**

**MINUTES REVIEW**

1. March 21, 2023 Regular City Council Minutes

**MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE MINUTES; SECOND BY VICE MAYOR CREECH; MOTION APPROVED BY UNANIMOUS VOICE VOTE.**

**PRESENTATIONS**

**PUBLIC COMMENT**

*Mayor Adcock opened public comment*

*Ed Lisle, 16134 Wilson Parrish Road, stated the Umatilla Masons just celebrated the 150 anniversary and presented the city with their coin.*

*Mayor Adcock closed public comment*

**CONSENT AGENDA**

2. Resolution No. 2023-04, City of Umatilla Wastewater Asset Management and Fiscal Sustainability Plan
3. Appointment to Police Retirement Board
4. Resolution No. 2023-06, Florida Department of Environmental Protection and St. John’s River Water Management District Application Fees
5. Declaration of Surplus Goods

**MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE CONSENT AGENDA; SECOND BY COUNCIL MEMBER BUTLER; MOTION APPROVED BY UNANIMOUS VOICE VOTE**

**PUBLIC HEARING / ORDINANCES / RESOLUTIONS**

6. Final Reading of Ordinance No. 2023-07, Establishing City of Umatilla Design Review Board  
Attorney Stone read Ordinance No. 2023-07 by title only.

**ORDINANCE NO. 2023-07**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, CREATING SECTION 12 OF CHAPTER 3 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF UMATILLA; CREATING A DESIGN REVIEW BOARD; PROVIDING THAT THE CITY COUNCIL MAY DESIGNATE ITSELF AS THE DESIGN REVIEW BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR RECORDATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Attorney Stone provided an overview of the agenda item and stated we can only enforce design standards if the city has a design review board.

Mayor Adcock opened public comment

No one spoke

Mayor Adcock closed public comment

**MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE FINAL READING OF ORDINANCE NO. 2023-07, ESTABLISHING CITY OF UMATILLA DESIGN REVIEW BOARD; SECONDED BY COUNCIL MEMBER ADAMS. MOTION PASSED BY ROLL CALL VOTE.**

<b>Council Member Nichols</b>	<b>YES</b>
<b>Council Member Adams</b>	<b>YES</b>
<b>Council Member Butler</b>	<b>YES</b>
<b>Vice Mayor Creech</b>	<b>YES</b>
<b>Mayor Adcock</b>	<b>YES</b>

7. Resolution No. 2023-07, Designating City Council as the Design Review Board

Attorney Stone read the Resolution 2023-07 by title only.

**RESOLUTION 2023-07**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UMATILLA, LAKE COUNTY, FLORIDA, DESIGNATING ITSELF AS THE DESIGN REVIEW BOARD PURSUANT TO CITY ORDINANCE 2023-07; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

Attorney Stone provided the council with an overview of the agenda item.

**MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE RESOLUTION NO. 2023-07, DESIGNATING CITY COUNCIL AS THE DESIGN REVIEW BOARD; SECONDED BY COUNCIL MEMBER ADAMS. MOTION PASSED BY ROLL CALL VOTE.**

<b>Council Member Nichols</b>	<b>YES</b>
<b>Council Member Adams</b>	<b>YES</b>
<b>Council Member Butler</b>	<b>YES</b>
<b>Vice Mayor Creech</b>	<b>YES</b>
<b>Mayor Adcock</b>	<b>YES</b>

- 8. Final Reading of Ordinance No. 2023-08, Prohibiting smoking and vaping in public parks within the City of Umatilla

Attorney Stone read the Ordinance No. 2023-08 by title only.

**ORDINANCE NO. 2023-08**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, PROHIBITING SMOKING AND VAPING IN PUBLIC PARKS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR CODIFICATION AND SCRIVENERS ERRORS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mr. Blankenship provided the council with the history of the item and mentioned at the Feb 21<sup>st</sup> meeting the students with SWAT came to the meeting and provide council with a presentation on the topic.

Mayor Adcock opened public comment

No one spoke

Mayor Adcock closed public comment

Discussion ensued on the signage and how the enforcement would take place.

**MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE FINAL READING OF ORDINANCE NO. 2023-08 PROHIBITING SMOKING AND VAPING IN PUBLIC PARKS WITHIN THE CITY OF UMATILLA; SECONDED BY COUNCIL MEMBER ADAMS. MOTION PASSED BY ROLL CALL VOTE.**

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

**NEW BUSINESS**

**REPORTS**

Aaron Mercer, Development and Public Services Director provided the council with an update to ongoing projects within the city.

Attorney Stone advised council on the spray field agreement and mentioned that the applicant requested an extension and the agreement will be sign before the end of April.

Council Member Butler had no report

Vice Mayor Creech had no report

Council Member Adams mentioned the museums BBQ is being held this Thursday.

Council Member Nichols reported on the progress at the airport.

Mayor Adcock had no report

Chief Bolton spoke on the firing range and thanked the citizens on patrol for helping.

Ms. Frazier had no report

Mr. Mercer had no report

Ms. Lambert had no report

Ms. Stultz had no report

**ADJOURNMENT**

With no further business for discussion, meeting adjourned at approximately 6:32 p.m.

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Kent Adcock, MAYOR

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Jessica Burnham  
City Clerk

DRAFT





**CITY OF UMATILLA**  
**AGENDA ITEM STAFF REPORT**

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**DATE:** April 6, 2023

**MEETING DATE:** April 18, 2023

**SUBJECT:** Mary Bedford Proclamation

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**BACKGROUND SUMMARY:**

This is an opportunity for Mayor Adcock to read a Proclamation recognizing Mary Bedford for her years of service. Mary is a former city employee who has retired after a fifteen plus years of service as Treasurer of the Friends of the Umatilla Public Library.

**RECOMMENDATIONS:**

Reading of Proclamation only; no other action requested.

**FISCAL IMPACTS:**

N/A

**ATTACHMENTS:**

1. Mary Bedford Proclamation
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# PROCLAMATION

## CITY OF UMATILLA, FLORIDA

**WHEREAS**, we are here today to express our appreciation to *Mary Bedford* and honor her for her distinguished service with the City of Umatilla and dedicated service to the residents of Umatilla; and

**WHEREAS**, *Mary Bedford* began her career with the City of Umatilla as a Circulation Assistant at the Umatilla Public Library; and

**WHEREAS**, *Mary Bedford* retired from the library and served as Treasurer of the Friends of the Library for the past 15 years; and

**WHEREAS**, *Mary Bedford* began using public libraries in 1949 and is quoted as stating that she “loves the library because it is a place where every man, woman and child can go to enhance their life; a place of enlightenment and joy through reading...learning...and opportunities to read books;” and

**WHEREAS**, *Mary Bedford* has retired as Friends Treasurer but continues to serve as a member of the Friends of the Library; and

**WHEREAS**, the current City Council recognizes what a valuable and dedicated contribution *Mary Bedford* has made to the City of Umatilla; and

**WHEREAS**, the City Council of Umatilla wishes to formalize their appreciation to *Mary Bedford* for her many contributions to the City of Umatilla.

**NOW, THEREFORE**, I, Kent Adcock, as Mayor of the City of Umatilla, do hereby proclaim a deep appreciation of *Mary Bedford* for her dedicated service and contributions.

Signed this 18<sup>th</sup> day of April, 2023, by

\_\_\_\_\_  
Kent Adcock, Mayor of the  
City of Umatilla





# PROCLAMATION

## CITY OF UMATILLA, FLORIDA

**WHEREAS**, National Library Week is an annual celebration highlighting the valuable role libraries, librarians and library workers play in transforming lives and strengthening our communities; and

**WHEREAS**, the City of Umatilla’s Library so far for fiscal year 2022-2023 has had 175 new patrons, has 241 programs and 17,352 total checkouts; and

**WHEREAS**, libraries and library workers provide a variety of resources and services that promote education and lifelong learning; and

**WHEREAS**, libraries connect people to opportunities, resources, and provide professional assistance through online or in-person programs and activities; and

**WHEREAS**, libraries, librarians, library workers, and supporters across America are celebrating National Library Week, with this year’s theme of “There’s More to the Story”.

**NOW, THEREFORE**, I, Kent Adcock, as Mayor of the City of Umatilla, have the distinct honor of proclaiming April 23-29, 2023 as National Library Week.

Signed this 18<sup>th</sup> day of April, 2023, by

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Kent Adcock, Mayor of the  
City of Umatilla



**RESOLUTION 2023-08**

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

**WHEREAS**, the City Council of the City of Umatilla adopted Resolution 2022-32 adopting an updated fee schedule for miscellaneous services; and

**WHEREAS**, the City Council of the City of Umatilla further desires to amend the Miscellaneous fee schedule to set fees associated with the cemeteries; and

**WHEREAS**, the City Council of the City of Umatilla hereby desires to adopt this Resolution 2023-08 to do so and to restate Cemetery Fees portion of the fee schedule for miscellaneous services.

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

**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. Approval and Adoption of Miscellaneous Fee Schedule.** The Miscellaneous Fee Schedule attached hereto as **Exhibit “A”** is hereby approved and adopted.

**SECTION 3. 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 4. Severability.** If any section, sentence, clause, or phrase of the Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of this Resolution.

**SECTION 5. Effective Date.** This Resolution shall become effective April 18, 2023.

**PASSED AND ADOPTED** in regular session of the City Council of the City of Umatilla, Florida, this 18<sup>th</sup> day of April, 2023

\_\_\_\_\_  
Kent Adcock  
Mayor

ATTEST:

Approved as to Form:  
STONE & GERKEN, PA

\_\_\_\_\_  
Jessica Burnham  
City Clerk

\_\_\_\_\_  
Kevin Stone  
City Attorney

**Exhibit A****Cemetery Fees**

Service/ Product	Total
Burial Plot with maintenance in perpetuity – City Resident	\$1000.00
Burial Plot with maintenance in perpetuity – Non-Resident	\$16000.00
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
Funeral Home administrative fee	\$250.00



**CITY OF UMATILLA**  
**AGENDA ITEM STAFF REPORT**

**DATE: March 24, 2023**

**MEETING DATE: April 18, 2023**

**SUBJECT: Flex Builders Investments, LLC Site Plan**

**BACKGROUND SUMMARY:**

The owner is seeking site plan approval for four (4) warehouses of 6,000 square feet each on Lot 11 of Gateway Commerce Center. Review of the data submitted indicates 24 employees and 10 bays.

The applicant is proposing warehousing which is a permitted use pursuant to the adopted Ordinance 2020-B (Gateway Commerce Park I-PUD). Ordinance 2020-B limits the uses on lot 11 as follows:

- a. Artisan/Craftsman Shop
- b. Motor Vehicle, Boat and RV storage
- c. Mini-warehouses
- d. Warehousing
- e. Appliance/Electronic Repair
- f. Furniture and Appliance Stores
- g. Offices
- h. Xerographic and Offset Printing

All work proposed shall be conducted indoors. Noise generating activities are limited to the hours between 7 am and 7 pm.

**RECOMMENDATIONS:**

City Council approve the site plan for Flex Builders Investments, LLC

**FISCAL IMPACTS:**

None

**ATTACHMENTS:**

1. Staff Report – Flex Builders Investments, LLC Site Plan
2. Flex Builders Investments, LLC Site Development Usage
3. Flex Builders Investments, LLC Site Plan



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

**SITE PLAN**

**Owner:** Flex Builder Investments, LLC

**Engineer:** Tyler Malmborg, P.E.

**General Location:** 1059 Duck Box Road

**Number of Acres:** 2.67 ± acres

**Existing Zoning:** Industrial PUD (IPUD)

**Existing Land Use:** Industrial

**Date:** March 10, 2023

**Description of Project**

The owner is seeking site plan approval for four (4) warehouses of 6,000 square feet each on Lot 11 of Gateway Commerce Center. Review of the data submitted for the septic tank sizing indicates 24 employees and 10 bays.

	<b>Surrounding Zoning</b>	<b>Surrounding Land Use</b>
<b>North</b>	Lake County R-6	County Urban Low Density
<b>South</b>	IPUD and Lake County R-6	Industrial & County Urban Low Density
<b>East</b>	IPUD	Industrial
<b>West</b>	Lake County R-6	County Urban Low Density

**Assessment**

The applicant is proposing warehousing which is a permitted use pursuant to the adopted Ordinance 2020-B. Ordinance 2020-B further limits the uses on lot 11 as follows:

- a. Artisan/Craftsman Shop
- b. Motor Vehicle, Boat and RV storage
- c. Mini-warehouses
- d. Warehousing
- e. Appliance/Electronic Repair
- f. Furniture and Appliance Stores

- g. Offices
- h. Xerographic and Offset Printing

All work proposed shall be conducted indoors. Noise generating activities are limited to the hours between 7 am and 7 pm.

The applicant indicated in the response letter that a note was added to the site plan regarding the limitation of noise generating activities; however, said note was not located on the plan. The applicant has addressed all other outstanding planning issues.

### **Recommendation**

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Staff recommends approval subject to engineering approval and subject to the noise limitation note being added to the site plan.

# SITE DEVELOPMENT USAGE

1. SETBACKS:	BUILDING	LANDSCAPE	Item 5.
FRONT (DUCK BOX RD)	25 FEET	0 FEET	
REAR (JIM DOUGHERTY LN)	25 FEET	30 FEET	
SIDE (S)	10 FEET	VARIES	
SIDE (N)	10 FEET	30 FEET	

2. PROPOSED SITE COVERAGE:	SQ. FT	ACRE	%
BUILDING	24,000	0.551	20.61
PAVEMENT	25,941	0.596	22.27
CONCRETE SIDEWALKS & PATIOS	3,325	0.077	2.86
INTERIOR LANDSCAPE	4,216	0.097	3.62
EXTERIOR LANDSCAPE	16,605	0.381	14.26
TOTAL SITE	116,443	2.673	100.00
TOTAL IMPERVIOUS	53,266	1.223	45.74
TOTAL PERVIOUS (OPEN SPACE)	63,177	1.450	54.26

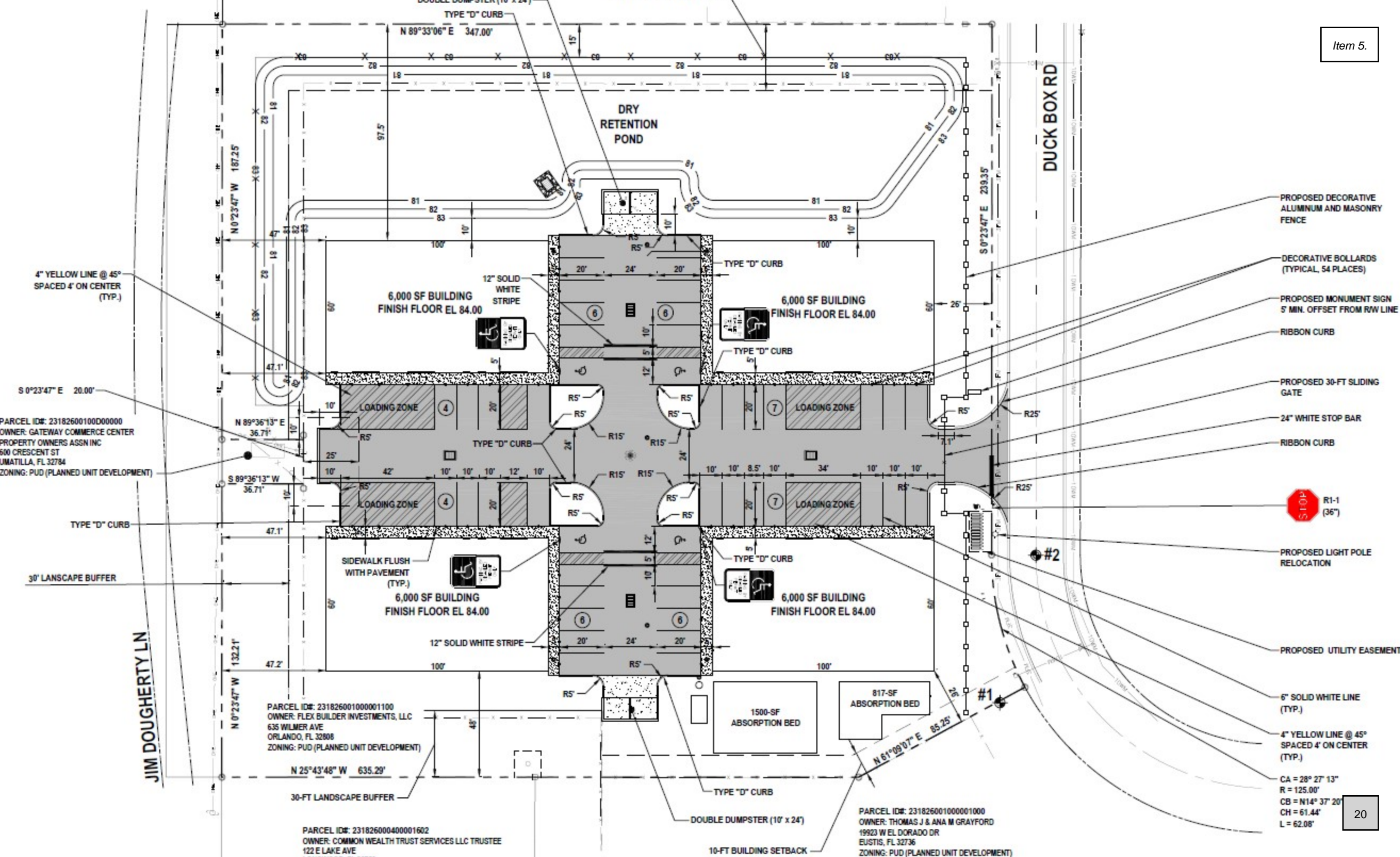
### 3. PARKING REQUIREMENTS

1 SPACE PER 1000 SF OF BUILDING (24,000 SF TOTAL \* 1 SPACE / 1000 SF) = 24.0

TOTAL PARKING REQUIRED = 24

### 4. PARKING PROVIDED

HANDICAP	4	9.1
STANDARD	38	86.4
COMPACT	2	4.5
TOTAL PARKING PROVIDED	46	100.0



PARCEL ID#: 2318260010000000  
 OWNER: GATEWAY COMMERCE CENTER  
 PROPERTY OWNERS ASSN INC  
 600 CRESCENT ST  
 UMATILLA, FL 32784  
 ZONING: PUD (PLANNED UNIT DEVELOPMENT)

PARCEL ID#: 231826001000001100  
 OWNER: FLEX BUILDER INVESTMENTS, LLC  
 635 WILMER AVE  
 ORLANDO, FL 32808  
 ZONING: PUD (PLANNED UNIT DEVELOPMENT)

PARCEL ID#: 231826000400001602  
 OWNER: COMMON WEALTH TRUST SERVICES LLC TRUSTEE  
 122 E LAKE AVE  
 LONGWOOD, FL 32750

PARCEL ID#: 231826001000001000  
 OWNER: THOMAS J & ANA M GRAYFORD  
 19923 W EL DORADO DR  
 EUSTIS, FL 32736  
 ZONING: PUD (PLANNED UNIT DEVELOPMENT)

- PROPOSED DECORATIVE ALUMINUM AND MASONRY FENCE
- DECORATIVE BOLLARDS (TYPICAL, 54 PLACES)
- PROPOSED MONUMENT SIGN 5' MIN. OFFSET FROM R/W LINE
- RIBBON CURB
- PROPOSED 30-FT SLIDING GATE
- 24" WHITE STOP BAR
- RIBBON CURB
- R1-1 (36")
- PROPOSED LIGHT POLE RELOCATION
- PROPOSED UTILITY EASEMENT
- 6" SOLID WHITE LINE (TYP.)
- 4" YELLOW LINE @ 45° SPACED 4' ON CENTER (TYP.)
- CA = 28° 27' 13"  
R = 125.00'  
CB = N14° 37' 20"  
CH = 61.44'  
L = 62.08'



**CITY OF UMATILLA  
AGENDA ITEM STAFF REPORT**

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**DATE: April 6, 2023**

**MEETING DATE: April 18, 2023**

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

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**BACKGROUND SUMMARY:**

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

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

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

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

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

**RECOMMENDATIONS:**

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

**FISCAL IMPACTS:**

None

**ATTACHMENTS:**

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

**CONDITIONAL USE PERMIT**

**Owner:** Jefferey & Evelyn Krug

**Applicant:** Alayna Burton

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

**Number of Acres:** 1.84 ± acres

**Existing Zoning:** Urban Residential District (UR-5)

**Existing Land Use:** SF Medium Density

**Date:** March 24, 2023

**Description of Project**

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

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

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

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

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

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

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

**Assessment**

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

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

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

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



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

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

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

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

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

**TRIP GENERATION ANALYSIS**

**Proposed Land Use Program**

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

**Proposed Land Use Program**

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

**Existing Land Use Program**

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

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

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

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

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

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

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

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

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

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

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

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

**Recommendation**

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

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

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

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

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

# *The Palm Mansion*

Business Plan & Organization Vision

110 N Trowell Ave, Umatilla FL

## Written Narrative Introduction:

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

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

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

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



*Alayna Mines*

CEO / Founder of The Palm Mansion

## Renovation and Opening Plan:

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

## Event Schedule and Frequency:

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

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

## *Safety, Staff and Sound:*

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

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

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

## Trash and Dumpster Plan:

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

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

## Open Hours and Times of Business:

Monday: CLOSED

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

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

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

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

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

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

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

Note\* Example noise ordinance regulations in surrounding counties:

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



## Venue Rules and Regulations:

### Venue Rules and Regulations:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Traffic and Parking

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

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

## Organizational Structure:

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

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

### Responsibilities

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

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

Responsibilities:

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

### Marketing Demographic and Market:

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

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

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

### Customer Base:

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

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

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

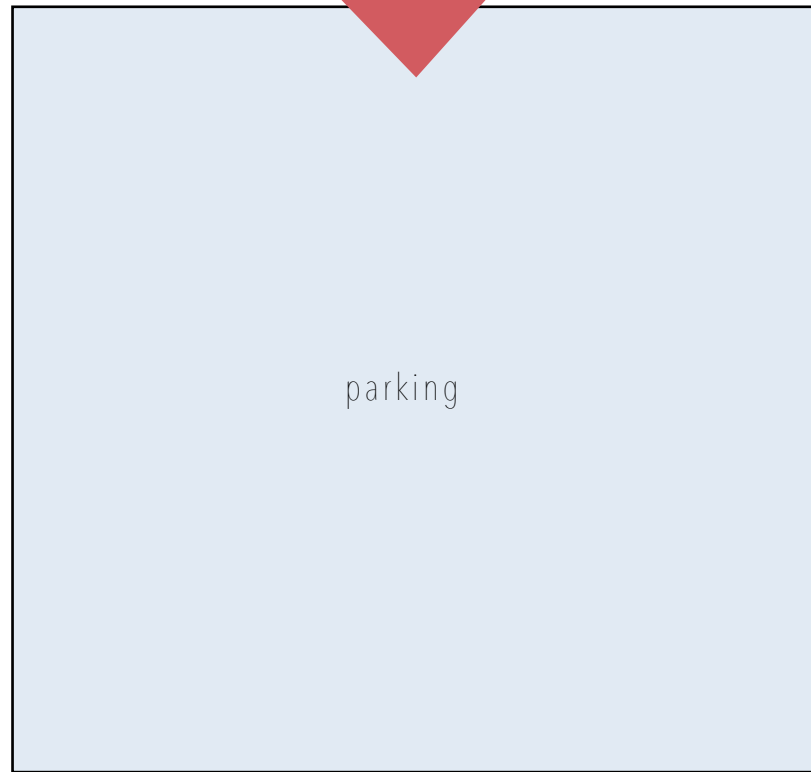
### Competitive Advantages:

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

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

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

N TROWELL AVE

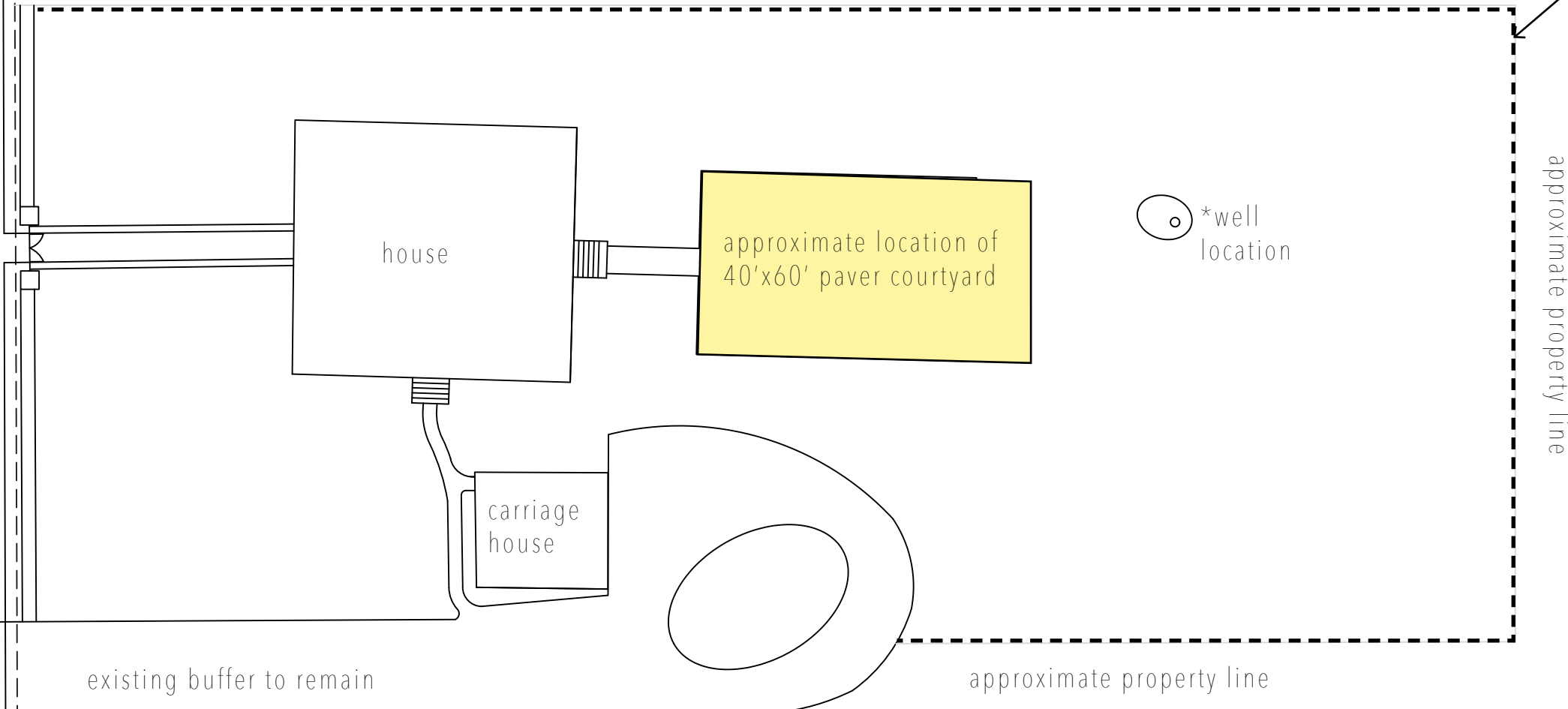


PROPERTY DESCRIPTION: N.J. TROWELL'S ADDITION TO UMATILLA  
 PB 4 PG 6 W 343.2 FT OF BLK 24--LESS E 173 FT OF W 333.2 FT OF N 158  
 FT-- ORB 5181 PG 1978 ORB 5236 PG 543

approximate property line

existing buffer to remain

15' easement line

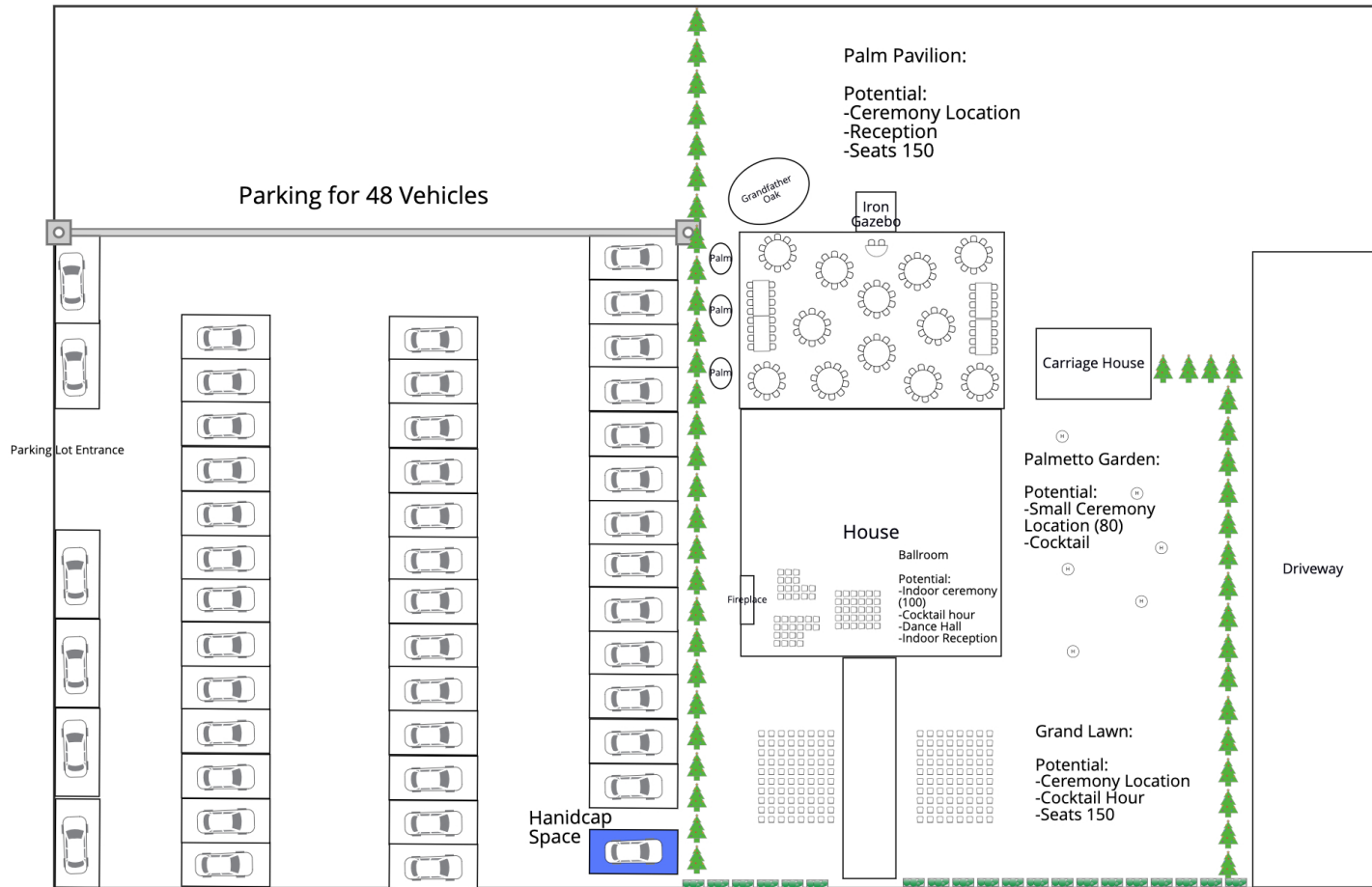


SCALE: 1" = 30'-0"





Stall Size  
10' x 20'



Overflow Parking in Public Lot



ORDINANCE 2023-09

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

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

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

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

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

**Section 1: Purpose and Intent.**

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

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

Alternate Key # 1499445

**Section 2: Zoning Classification.**

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

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

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

**Section 3: Severability.**

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

**Section 4: Effective Date.**

This Ordinance shall become effective upon passage.

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

\_\_\_\_\_  
Kent Adcock, Mayor

**City of Umatilla, Florida**

ATTEST:  
  
\_\_\_\_\_  
**Jessica Burnham**  
**City Clerk**  
(SEAL)

Approved as to Form:  
  
\_\_\_\_\_  
**Kevin Stone**  
**City Attorney**

Passed First Reading: \_\_\_\_\_  
Passed Second Reading: \_\_\_\_\_

# UMATILLA POLICE DEPARTMENT PRESS RELEASE

WEEK OF  
March 28, 2023 through April 3, 2023

## ARRESTS

3/29/2023	4:45 p.m.	Thornton, Amber Umatilla	Violation of no contact order (Domestic)
3/31/2023	3:32 p.m.	Doe, John Unknown	Petit theft; obstruction by disguise; added charge petit theft and added charge of obstruction by disguise.
4/02/2023	3:02 a.m.	Neely, Russell Altoona	Officers conducted a routine traffic stop in the area of Wafford Street and South Central Avenue for equipment violation. Upon identifying the other passengers Mr. Neely admitted to a possible warrant out of Marion County for violation of probation. After a check through FCIC/NCIC Mr. Neely did have warrant. He was detained and transported to the Lake County Detention center.

## CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

n/a			
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## REPORTS FILED

3/28/2023	7:04 p.m.	Officers responded to a residence on Lakeside Avenue and took a report of found property.
3/31/2023	8:31 p.m.	Officers responded to East Collins Street to transport a person to Lifestreams Behavioral Center for treatment under the Baker Act.
4/01/2023	12:55 a.m.	Officers responded to a residence on Cassady Street in reference to an argument. Both parties agreed to separate.
4/03/2023	6:05 p.m.	Officers responded to Umatilla Boulevard and transported a person to Lifestreams Behavioral Center for treatment under the Baker Act.

ARRESTS	2
DISPATCHED CALLS	65
TRAFFIC STOPS	15
TRAFFIC CITATIONS ISSUED	1



# UMATILLA POLICE DEPARTMENT PRESS RELEASE

WEEK OF  
March 21, 2023 through March 27, 2023

## ARRESTS

3/27/2023	2:00 a.m.	Thornton, Amber Umatilla	Simple Battery (Domestic)
3/27/2023	8:20 p.m.	Vazquez, Steven Umatilla	Simple Battery (Domestic)

## CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

n/a			
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## REPORTS FILED

3/22/2023	4:25 p.m.	Officers met with complainant at Umatilla Police Department. A report of fraud was taken.	
3/22/2023	4:59 p.m.	Officers responded to Crescent Lake to assist the Lake County Sheriff's office. A sea plane had landed upside down in the water. No injuries reported.	
3/23/2023	12:12 p.m.	Officers responded to Lakeview Terrace Drive in reference to a phone scam.	
3/24/2023	2:54 p.m.	Officers responded to a call on Umatilla Boulevard for a person seeking medical attention. They were turned over to Emergency Medical Services.	
3/27/2023	8:28 a.m.	Officers responded to Wafford Street in reference to a fight. A report was taken and parties were separated.	

ARRESTS	2
DISPATCHED CALLS	90
TRAFFIC STOPS	5
TRAFFIC CITATIONS ISSUED	1