



**AGENDA  
TAVARES CITY COUNCIL  
January 19, 2022  
4:00 PM  
TAVARES CITY HALL COUNCIL CHAMBERS  
201 E MAIN STREET, TAVARES**

(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Council Meeting prior to the meeting being called to order. In addition, the Mayor will ask for comment under the agenda item titled "Audience to be Heard" for matters not on the Agenda. For further information contact the City Clerk at (352) 742-6209 or [snovack@tavares.org](mailto:snovack@tavares.org))

**I. CALL TO ORDER**

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Tab 1            Pastor Brooks Braswell, Umatilla Baptist Church

**III. APPROVAL OF AGENDA**

**IV. PROCLAMATIONS/PRESENTATIONS**

Tab 2            Proclamation - 2022 Arbor Day (Mayor)

**V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE COMMUNICATIONS**

**VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD**

**VII. CONSENT AGENDA**

Tab 3            Approval of the December 15, 2021, Tavares City Council Regular Meeting Minutes (City Clerk)

Tab 4            Approval of 2022 City Council Meeting Dates (City Clerk)

Tab 5            Eagle Homes at Tavares - Preliminary Plat (Community Development)

**VIII. RESOLUTIONS**

**IX. ORDINANCES - PUBLIC HEARING**

**First Reading**

## **Second Reading**

### **X. GENERAL GOVERNMENT**

- Tab 6            Board Appointment - Police Pension Board (Mayor)
- Tab 7            Cagan Management Group Offer to Purchase City Property  
(Economic Development)
- Tab 8            Establish FY 2023 Broad Budget Priorities (City Administrator)

### **XI. NEW BUSINESS**

### **XII. OLD BUSINESS**

### **XIII. AUDIENCE TO BE HEARD**

### **XIV. REPORTS**

- Tab 9            City Administrator Report
- Tab 10           City Council Member Reports

### **XV. ADJOURNMENT**

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.

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) 742-6209.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 1**

**SUBJECT TITLE: Pastor Brooks Braswell, Umatilla Baptist Church**

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**OBJECTIVE:**

Pastor Brooks Braswell, Umatilla Baptist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

**SUMMARY:**

Pastor Brooks Braswell, Umatilla Baptist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

*Attachments not provided are available to the public upon request to the City Clerk.*

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 2**

**SUBJECT TITLE: Proclamation - 2022 Arbor Day (Mayor)**

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**OBJECTIVE:**

For the Mayor to read the proclamation declaring January 21, 2022, as City of Tavares Arbor Day.

**SUMMARY:**

Trees are assets to a community when properly planted and maintained. They provide a multitude of benefits from visual appeal and increased property values to health and wellness. In 2018 the City of Tavares achieved the Tree City USA recognition by meeting the program's requirements as established by the Arbor Day Foundation, U.S. Forest Service, and the National Association of State Foresters. We, therefore, declare January 21, 2022, as City of Tavares Arbor Day.

**OPTIONS:**

1. The Mayor will read the City of Tavares Arbor Day Proclamation.
2. The Mayor will not read the City of Tavares Arbor Day Proclamation.

**STAFF RECOMMENDATION:**

The Mayor will read the City of Tavares Arbor Day Proclamation.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Arbor Day 2022 Proclamation form

*Attachments not provided are available to the public upon request to the City Clerk.*



## PROCLAMATION

**WHEREAS**, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil, cuts heating and cooling costs, moderates temperatures, cleans the air, produces life-giving oxygen, and provides a habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW, THEREFORE, BE IT RESOLVED** that I, Lori Pfister, Mayor of the City of Tavares, do hereby proclaim January 21, 2022 as

# CITY OF TAVARES ARBOR DAY

**PASSED AND DULY ADOPTED** by the Tavares City Council on this 19th day of January, 2022.

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Lori Pfister, Mayor

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 3**

**SUBJECT TITLE: Approval of the December 15, 2021, Tavares City Council Regular Meeting Minutes (City Clerk)**

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**OBJECTIVE:**

To consider approval of the December 15, 2021 City Council Regular Meeting minutes.

**SUMMARY:**

Attached are the December 15, 2021, Regular Meeting minutes as submitted by the City Clerk.

**OPTIONS:**

1. Move to approve the City Council meeting minutes as submitted under the Consent Agenda.
2. Move to approve the City Council meeting minutes with corrections.

**STAFF RECOMMENDATION:**

For Council approval.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Yes.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. 12-15-2021 CC Meeting

*Attachments not provided are available to the public upon request to the City Clerk.*



**TAVARES CITY COUNCIL  
MEETING MINUTES  
DECEMBER 15, 2021 – 4:00 PM  
TAVARES CITY HALL COUNCIL CHAMBERS  
201 EAST MAIN STREET, TAVARES**

**COUNCIL MEMBERS PRESENT**

**Lori Pfister, Mayor  
Walter Price, Vice Mayor  
Amanda Boggus, Council Member - *Absent*  
Sandy Gamble, Council Member  
Troy Singer, Council Member**

**STAFF PRESENT**

**John Drury, City Administrator  
Lindsay Holt, City Attorney  
Susie Novack, City Clerk  
Scott Aldrich, Community Services Director  
Crissy Bublitz, Human Resources Director  
Phil Clark, Utilities Director  
James Dillon, Public Works Director  
Mike Fitzgerald, Community Development Director  
Lori Houghton, Finance Director  
Richard Keith, Fire Chief  
Stoney Lubins, Police Chief  
Mark O'Keefe, Public Communications Director  
Bob Tweedie, Economic Development Director**

**I. CALL TO ORDER**

Mayor Pfister called the meeting to order at 4:00 p.m.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

**Tab 1. Pastor Mike Watkins, Friendship C.M.E. Church**

Pastor Mike Watkins, Friendship C.M.E. Church, provided the invocation and led those present in the Pledge of Allegiance.

### **III. APPROVAL OF AGENDA**

Mayor Pfister asked if there were any changes to the Agenda. Mr. Drury said staff had no changes.

### **MOTION**

**Troy Singe moved to approve the Agenda, seconded by Sandy Gamble. The motion carried unanimously 5-0.**

### **IV. PROCLAMATIONS/PRESENTATIONS**

### **V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE COMMUNICATIONS**

Attorney Holt swore in those who wished to provide testimony on quasi-judicial matters at second reading; Tabs 3 through 10 [Tab 3. Ordinance 2021-11 – Rezoning of Approximately 19.46 Acres Located at the South Corner of SR19 & Lake Park Cutoff – Idamere Crossings; Tab 4. Ordinance 2021-12 – Small Scale FLUM Amendment of Approximately 19.46 Acres Located at the South Corner of SR19 & Lane Park Cutoff – Idamere Crossings; Tab 5. Ordinance 2021-13 – Annexation and Rezoning of Approximately 0.63 Acres Located at 1693 & 1695 South Palm Circle – Avalon Park Tavares; Tab 6. Ordinance 2021-14 – Small Scale FLUM Amendment of Approximately 0.63 Acres Located at 1693 & 1695 South Palm Circle – Avalon Park Tavares; Tab 7. Ordinance 2021-17 – Rezoning of Approximately 13.19 Acres Located at the Northwest Corner of SR19 and Lane Park Road – Supervisor of Elections/Lake County Sheriff; Tab 8. Ordinance 2021-18 – Small Scale FLUM of Approximately 13.19 Acres Located at the Northwest Corner of SR19 and Lane Park Road – Supervisor of Elections/Lake County Sheriff; Tab 9. Ordinance 2021-19 – Annexation and Rezoning of Approximately 0.21 Acres Located at 31325 David Walker Drive – Land Trust Services Corporation Trustee; Tab 10. Ordinance 2021-20 – Small Scale FLUM of Approximately 0.21 Acres Located at 31325 David Walker Drive – Land Trust Services Corporation Trustee].

Attorney Holt asked the Council if they had any exparte communications to disclose.

The following disclosures were made:

- Council Member Gamble said he spoke with LPG representatives on Tabs 3 and 4, and Supervisor of Elections Alan Hays on Tabs 7 and 8.
- Council Member Singer said he received an email for the applicant on Tabs 3 and 4, and spoke with Supervisor of Elections Alan Hays on Tabs 7 and 8.

- Vice Mayor Price said he spoke with Greg Bellevue and Don Kehr on Tabs 3 and 4, and Supervisor of Elections Alan Hays and Lake County Sheriff Peyton Grinnell on Tabs 7 and 8.
- Mayor Pfister said she spoke with Don Kehr on Tabs 3 and 4, and Supervisor of Elections Alan Hays on Tabs 7 and 8.

## **VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

Ms. Novack read the following ordinances by title only:

### **ORDINANCE 2021-11**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA; REZONING APPROXIMATELY 19.46 ACRES OF LAND LOCATED AT THE SOUTHEAST CORNER OF THE INTERSECTION OF STATE ROAD 19 AND LANE PARK CUTOFF FROM HIGHWAY COMMERCIAL (C-2) TO PLANNED DEVELOPMENT (PD); SUBJECT TO THE RULES, REGULATIONS, AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.**

### **ORDINANCE 2021-12**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 19.46 ACRES OF LAND LOCATED AT THE SOUTHEAST CORNER OF THE INTERSECTION OF STATE ROAD 19 AND LANE PARK CUTOFF, FROM COMMERCIAL (COM) TO HIGH DENSITY (HD); PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

### **ORDINANCE 2021-13**

**AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES BY ANNEXING APPROXIMATELY 0.631 ACRES OF PROPERTY LOCATED AT 1693 SOUTH PALM CIRCLE AND 1695 SOUTH PALM CIRCLE; REZONING THE PROPERTY FROM COUNTY URBAN RESIDENTIAL DISTRICT (R-6) TO CITY PLANNED DEVELOPMENT (PD); AMENDING CITY OF TAVARES ORDINANCE 2016-27 IN PART BY JOINING SAID 0.631 ACRES WITH THE PROPERTY SUBJECT TO ORDINANCE 2016-27 TO FORM ONE PLANNED DEVELOPMENT; SUBJECT TO THE RULES, REGULATIONS, AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

#### **ORDINANCE 2021-14**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 0.631 ACRES OF PROPERTY FROM COUNTY URBAN LOW TO CITY MEDIUM DENSITY (MED) FOR PROPERTY LOCATED AT 0.631 ACRES OF PROPERTY LOCATED AT 1693 SOUTH PALM CIRCLE AND 1695 SOUTH PALM CIRCLE; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

#### **ORDINANCE 2021-17**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING APPROXIMATELY 13.19 ACRES OF PROPERTY LOCATED ON THE NORTHWEST CORNER OF STATE ROAD 19 AND LANE PARK ROAD, FROM RESIDENTIAL SINGLE FAMILY (RSF-2) TO PUBLIC FACILITIES DISTRICT (PFD); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.**

#### **ORDINANCE 2021-18**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 13.19 ACRES OF PROPERTY FROM LOW DENSITY (LOW) TO PUBLIC FACILITY / INSTITUTIONAL (PUB) FOR PROPERTY LOCATED ON THE NORTHWEST CORNER OF STATE ROAD 19 AND LANE PARK ROAD; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

#### **ORDINANCE 2021-19**

**AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES BY ANNEXING APPROXIMATELY 0.21 ACRES OF PROPERTY LOCATED AT 31325 DAVID WALKER DRIVE; REZONING THE PROPERTY FROM COUNTY MOBILE HOME RENTAL PARK DISTRICT (RMRP) TO CITY RESIDENTIAL MULTI-FAMILY (RMF-3); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.**

#### **ORDINANCE 2021-20**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 0.21 ACRES OF PROPERTY FROM COUNTY URBAN HIGH DENSITY TO CITY HIGH DENSITY (HD) FOR PROPERTY LOCATED AT 31325 DAVID WALKER DRIVE; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**VII. CONSENT AGENDA**

Mayor Pfister asked if Council wished to pull an item from the Consent Agenda for discussion.

**MOTION**

Walter Price moved to approve the Consent Agenda [Tab 2. Approval of the December 1, 2021 City Council Regular Meeting Minutes], seconded by Sandy Gamble. The motion carried unanimously 4-0.

**Tab 2. Approval of the December 1, 2021 City Council Regular Meeting Minutes**

*Approved on the Consent Agenda.*

**VIII. RESOLUTIONS**

**IX. ORDINANCES – PUBLIC HEARING**

**First Reading**

**Second Reading**

**Tab 3. Ordinance 2021-11 – Rezoning of Approximately 19.46 Acres Located at the South Corner of SR19 & Lake Park Cutoff – Idamere Crossings**

Mr. Fitzgerald made the following presentation:

*The subject property consists of approximately 19.46 acres of vacant property located at the southeast corner of SR-19 & Lane Park Cutoff. The property is currently zoned as Highway Commercial (C-2), and the applicant is proposing that the property be rezoned to Planned Development (PD).*

*The proposed zoning of Planned Development (PD) is compatible with the surrounding zoning, which is a mixture of residential, commercial, and Public Facilities zoning. The applicant at this time envisions the construction of a residential apartment building 60 feet in height containing one hundred sixty-five (165) apartments together with recreational amenities including a clubhouse,*

*fitness center, walking trails, and picnic tables. The Land Development Regulations currently contain a maximum height limit of 45 feet for multi-family use, and restrict the appearance of a flat roof building design. The City's Planned Development zoning regulations allow for flexibility in residential design. The applicant is proposing a pitched roof that increases the overall building height and adds architectural character in accordance with design standards outlined in the Land Development Regulations. The proposed 60-foot building height shall be determined from the highest grade elevation of the property to the highest point of the roof.*

*The proposed use is consistent with the Comprehensive Plan by ensuring the availability, quality, and sustainability of a mix of housing types in Tavares.*

*The subject property is approximately 0.30 miles from Tavares Middle School and is walkable for students as there is an existing sidewalk on the south side of Lane Park Cutoff. The Lake County School District has reviewed the proposed 165-unit development and determined that there are adequate school facilities to serve the approximately 47 students anticipated. The property owner is required to apply for and obtain school capacity reservation prior to development approval.*

*The environmental assessment submitted by E Sciences, Inc. indicates no adverse conditions or environmental concerns with the property. Prior to any development, the property owner must comply with all Florida Fish and Wildlife Conservation Commission provisions as they pertain to threatened species.*

*The preliminary traffic analysis submitted by VHB does not indicate an adverse impact on the level of service for surrounding roadways. The report states that the proposed residential zoning and land use presents a potential trip reduction from the existing commercial zoning.*

*Development of the property will be in accordance with the provisions of Ordinance 2021-11 and the City's Land Development Regulations. Prior to the issuance of any Building Permits for this property, compliance with all applicable regulations will be required.*

*The City is concurrently processing a future land use map amendment to re-designate the property from Commercial (COM) to High Density (HD) on the Future Land Use Map 2040.*

*At their November 18th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-11.*

*Staff recommends Option 1, approve Ordinance 2021-11 rezoning of approximately 19.46 acres of property located at the southeast corner of SR-19 & Lane Park Cutoff from Commercial (C-2) to Planned Development (PD).*

Mayor Pfister asked for comments from the applicant's representative.

Greg Beliveau, LPG Urban & Regional Planners, Inc., 1162 Camp Avenue, Mount Dora, provided a PowerPoint presentation and made the following highlights:

- Multi-story facility and a multi-family project
- Main facility amenities will be internalized with a clubhouse, exercise rooms, patio, balconies
- Concept devised after all environmental assessments were received
- Site constraints exist including high topography allowing Lane Park falling toward Lake Idamere
- Site development will have retention ponds and amenities toward Lake Idamere
- Market rate project with varied floor plans from 438 square feet to 1791 square feet
- Anticipated rent structures are \$1,000 to \$2,229
- Project is not subsidized housing

Mr. Beliveau said the applicant would agree to a PUD condition not to allow financed or subsidized funding to ensure the project would remain at a market rate. He said the location is close to many amenities and employment centers, including a fire station, daycare center, retail shopping, recreation areas (Lake Idamere Park and Hickory Point), schools, and the industrial complex.

Mr. Beliveau said the site has been commercial for over 17 years and has not sold and noted constraints at the location, including typography and acreage limitations at eleven (11) usable acres. He said class A offices and retail stores are not marketable due to an increase in a remote workforce. A gas station would be costly due to the lakeside location. Mr. Beliveau said the project would pose no negative impacts on City services.

Mayor Pfister asked for comments from the Council. Mr. Bellevue said he would like to reserve the right to readdress the Council.

Council Member Gamble said he supports commercial zoning in the corridor.

Council Member Singer acknowledged a need for workforce housing and noted a concern for changing commercial zoning to residential and sixty (60) foot building heights.

Vice Mayor Price noted his desire for more commercial due to the higher cost of services for residential property. He said the site is a good location for commercial due to the future widening of SR 19, and residential zoning is not an appropriate use for the City's commercial land. Vice Mayor Price e said he does not support changing the zoning or future land use.

Mayor Pfister acknowledged the need for workforce housing and said she does not support the project at the proposed location.

Don Kehr, 16833 Deer Island Road, Lake County, provided a history of the property included sale prices from 2005 to current. He said the proposed development violates the Comprehensive Plan, Future Land Use Map, and City Zoning codes and does not recommend approval.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said any development that generates traffic needs to be placed on hold until roads are upgraded. He discussed traffic issues throughout Lake County.

Mayor Pfister asked Mr. Beliveau to the podium.

Mr. Beliveau thanked the Council for their consideration and wished those present a Merry Christmas.

Council Member Gamble said the development is needed and does not believe the proposed location is the right area as it is zoned commercial.

## **MOTION**

**Sandy Gamble moved to deny Ordinance 2021-11, seconded by Walter Price. The motion carried unanimously 4-0.**

## **Tab 4. Ordinance 2021-12 – Small Scale FLUM Amendment of Approximately 19.46 Acres Located at the South Corner of SR19 & Lane Park Cutoff – Idamere Crossings**

Mr. Fitzgerald made the following presentation:

*The subject property is located at the Southeast Corner of SR-19 & Lane Park Cutoff, and is approximately 19.46 acres in size. The land is presently vacant and has a land use designation of Commercial (COM). The property owner is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2040 to change the designation of said property from Commercial (COM) to High Density (HD).*

*Ordinance 2021-12 proposes a small-scale amendment to the Future Land Use Map 2040 of the Comprehensive Plan from Commercial (COM) to High Density (HD).*

*The subject property is adjacent to a mixture of a mixture of residential, commercial, and public facilities uses. An application to rezone this property to a Planned Development (PD) designation is concurrently under consideration.*

*The city is required to place a future land use designation on annexed property. The subject property is currently designated Commercial (COM). A City High Density (HD) designation is compatible with surrounding property and County Future Land Use.*

*Land surrounding this property is residential, commercial, and public facilities in nature.*

*The property is currently vacant.*

*The subject property is located in the City's Utility Service Boundary Area. The City of Tavares has municipal water and waste water utility service available for the subject parcel. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.*

*This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:*

- 1. A High Density (HD) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.*
- 2. Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)*

Mayor Pfister asked the applicant for comments. Mr. Beliveau said he had no further comment.

Jan Halbrook, 594 Juniper Way, Tavares, noted her support for the Council's denial of Ordinance 2021-11.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, commended Mr. Beliveau and said he hopes another location is identified for the project.

Tom Drozd, 2508 Baywater Road, Tavares, said he does not support changing commercial to high-density residential.

Geoffrey Yonk, 3600 Bayshore Circle, Tavares, stated he concurs with Mr. Drozd.

Kevin Frisby, 3576 Bayshore Circle, noted a concern that the height of the building would impede on existing businesses, including Progressive Aerodyne.

Paul Hutchings, 3564 Bayshore Circle, Tavares, said he concurs with previous public comments.

Don Kehr, 16833 Deer Island Road, Lake County, said many people were concerned the development would become affordable housing as the developer is the largest developer of affordable housing in the state.

## **MOTION**

**Walter Price moved to deny Ordinance 2021-12, seconded by Sandy Gamble. The motion carried unanimously 4-0.**

### **Tab 5. Ordinance 2021-13 – Annexation and Rezoning of Approximately 0.63 Acres Located at 1693 & 1695 South Palm Circle – Avalon Park Tavares**

Mr. Fitzgerald made the following presentation:

*The subject property is located at 1693 & 1695 South Palm Circle, approximately 0.63 acres in size, and contiguous to the City boundary. The land is presently zoned as County Urban Residential (R-6), and the applicant is proposing that the property be annexed and rezoned to Planned Development (PD), and incorporated into the Avalon Park Planned Development that is subject to the provisions contained in Ordinance 2016-27 approved by City Council on October 19, 2016. Two (2) single family homes are located on the subject parcels, and it is the intention of the owner, Avalon Park LLC, to demolish the existing homes, and have the property become part of a future phase of the Avalon Park development.*

*This property is in close proximity to a mixture of single family and commercial uses. The proposed zoning of Planned Development (PD) is compatible with surrounding property.*

*The annexation of this property has been reviewed per the City's Annexation Policy. It has been determined by City staff that the property may be properly serviced by the City without undue hardship or significant negative fiscal impact on the City. The City of Tavares has municipal water and waste water utility capacity available for the subject parcels. The Avalon Park developer shall be responsible for extending municipal utility services to the subject property upon development.*

*The City is concurrently processing a future land use map amendment to re-designate the property from Lake County Urban Low Density to City of Tavares Medium Density (MED) on the Future Land Use Map 2040.*

*At their November 18th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-13.*

*Staff recommends approval of Option 1, that City Council moves approve*

*Ordinance 2021-13 annexation and rezoning to Planned Development (PD), of approximately 0.63 acres of property located at 1693 & 1695 South Palm Circle.*

Mayor Pfister asked for comments from the Council.

Council Member Singer noted the property recently became available for Avalon Park to purchase. He asked when the City annexed the adjacent Avalon Park property. Mr. Fitzgerald said the first phase of the property was annexed in 1994, and the remaining property was annexed in 2006. Council Member Singer asked if the subject property would have been annexed at the same time if Avalon Park had purchased the property earlier. Mr. Drury confirmed.

Vice Mayor Price said he understands why the need to annex and rezone the property exists.

Mayor Pfister asked for confirmation there would be no unforeseen water pressure issues if approved. Mr. Clark confirmed.

### **MOTION**

**Troy Singer moved to approve Ordinance 2021-13, seconded by Walter Price. The motion carried unanimously 4-0.**

### **Tab 6. Ordinance 2021-14 – Small Scale FLUM Amendment of Approximately 0.63 Acres Located at 1693 & 1695 South Palm Circle – Avalon Park Tavares**

Mr. Fitzgerald made the following presentation:

*The subject property is located at 1693 & 1695 South Palm Circle, and is approximately 0.63 acres in size. The land presently has a land use designation of County Urban Low Density, and the property owner is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2040 to change the designation of said property from Lake County Urban Low to City Medium Density (MED).*

*Ordinance 2021-14 proposes a small-scale amendment to the Future Land Use Map 2040 of the Comprehensive Plan from County Urban Low to City Medium Density (MED).*

*The subject property is adjacent to a mixture of residential and commercial uses. An application to annex and rezone this property to a Planned Development (PD) designation is concurrently under consideration.*

*The city is required to place a future land use designation on annexed property. The subject property is currently designated County Urban Low Density. A City Medium Density (MED) designation is most compatible with surrounding property and County*

*Future Land Use.*

*The land surrounding this property is residential and commercial in nature.*

*The property currently contains single family homes.*

*The subject property is located in the City's Utility Service Boundary Area. The City of Tavares has municipal water and waste water utility service capacity available for the subject parcel. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.*

*This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:*

- 1. A Medium Density (MED) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.*
- 2. Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)*

*At their November 18th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-14.*

*Staff recommends Option 1, that City Council moves to approve Ordinance 2021-14, a Future Land Use Map amendment from County Urban Low Density to City Medium Density for 0.63 acres of property located at 1693 & 1695 South Palm Circle.*

Mayor Pfister asked for comments from the Council. There were none.

## **MOTION**

**Walter Price moved to approve Ordinance 2021-14, seconded by Troy Singer. The motion carried unanimously 4-0.**

## **Tab 7. Ordinance 2021-17 – Rezoning of Approximately 13.19 Acres Located at the Northwest Corner of SR19 and Lane Park Road – Supervisor of Elections/Lake County Sheriff**

Mr. Fitzgerald made the following presentation:

*The subject property consists of approximately 13.19 acres of vacant property located at the northwest corner of SR-19 & Lane Park Road. The property is*

*currently zoned as Residential Single Family (RSF-2), and the applicant, Lake County, is proposing that the property be rezoned to Public Facilities District (PFD).*

*The proposed zoning of Public Facilities District (PFD) is compatible with Lake County's proposal to construct government facilities on the subject property. The surrounding zoning is a mixture of residential and commercial zoning. Lake County at this time envisions the construction of a fifty-thousand (50,000) square foot building to house operations for the Supervisor of Elections, and an eighty-thousand (80,000) square foot building for the Lake County Sheriff's office. The proposed use is consistent with the Comprehensive Plan by ensuring intergovernmental coordination between the City of Tavares and Lake County.*

*The environmental assessment submitted by Kleinfelder, Inc. states that no conditions were visually and/or physically observed on the property that would suggest the presence of conditions representative of environmental concerns that could impact the property. The assessment recommends soil sampling to confirm or dismiss the presence of residual agricultural products on the property. Prior to any development, the property owner must comply with all Florida Fish and Wildlife Conservation Commission provisions as they pertain to threatened species.*

*Lake County submitted a statement to City staff regarding traffic impact that the Supervisor of Elections will not require a traffic study as the trips will meet the Lake-Sumter MPO de minimis requirement with a very low number of staffed employees. Lake County is requesting that the traffic study for the Sheriff's office be deferred until the time of site plan submittal.*

*Any development of the property will be in accordance with the City's Land Development Regulations. Prior to the issuance of any Building Permits for this property, compliance with all applicable regulations will be required.*

*The City is concurrently processing a future land use map amendment to re-designate the property from Low Density (LOW) to Public Facility / Institutional (PUB) on the Future Land Use Map 2040.*

*At their November 18th meeting, the Planning & Zoning Board voted 3-3 on the motion to recommend approval of Ordinance 2021-17, and as a result of the split vote the motion failed.*

*Staff recommends that City Council moves to approve Ordinance 2021-17 rezoning approximately 13.19 acres of property located at the northwest corner of SR-19 & Lane Park Road from Residential Single Family (RSF-2) to Public Facilities District (PFD).*

Mayor Pfister asked for comments from the applicant.

McGregor Love, N. 215 North Eola Drive, Orlando, said the 3.19-acre vacant property, located at the northwest corner intersection of SR19 and Lane Park Road, is currently zoned residential single-family (RSF-2). He said the request is to rezone as Public Facilities District. The current concept plan anticipates a 50,000 square foot building for the Supervisor of Elections and an 80,000 square foot building for the Lake County Sheriff's Office. In 2007 the property was annexed into the City as a commercial PD (Ordinance 2007-01). The intent at the time was to develop a large commercial project with entitlements for 140,000 square feet of commercial uses at 45 feet in height. The ordinance required site plan submittal within 24 months, which never occurred. In 2019 the property was rezoned to RSF-2 (Ordinance 2018-22) to develop 46 single-family homes. In 2021 the applicant was approached by Lake County, resulting in the rezoning request before the Council. Mr. Love provided a PowerPoint present including the concept plan.

Mr. Love said the surrounding area is existing residential and commercial. Concurrent with the rezoning request is a Future Land Use amendment from low density to public facility institutional and is compatible with the zoning request. He said the project is the most appropriate land use for the subject property as it had been on the market for a considerable time as commercial. Following the rezoning to RSF-2 in 2019, the applicant obtained construction plan approval and realized the contours of the land made single-family residential infeasible. Lake County approached the property owner regarding the property's potential uses, which resulted in this rezoning and FLUM request. He said the applicant requests approval of Ordinance 2021-17 to permit a rezoning to Public Facilities District.

Mayor Pfister asked for comments from the Supervisor of Elections, Alan Hays.

Alan Hays, Lake County Supervisor of Elections, 1819 E. Burleigh Boulevard, Tavares, said it is a joy to work with the City staff and City Administrator. He commended the leadership of Mr. Drury and the attitude of professionalism he has cultivated in the City. Mr. Hays said the Council had expressed a desire for commercial in the area, and the Supervisor of Elections office would fit in with a commercial designation. He said the State Constitution, Article VIII, Section 1, requires the Supervisor of Elections office to reside within the county seat, and there is no option to move out of Tavares. The building will be an aesthetically pleasing gateway to the City, and the location will assist the Supervisor of Elections in serving the residents of south Lake County conveniently. He said his current facility is overflowing as over 44,000 new registered voters have been added to the county since 2016. The Department of Transportation indicated it would be 8-10 years before SR19 is widened between the City of Tavares and Howey in the Hills. The Supervisor of Elections office has 20 full-time staff members with a de minimis impact on traffic on SR19. He discussed the positive economic impact of the Supervisor of Elections and Sheriff's offices on the area. All taxpayers of Lake County will experience savings as the cost to rent is \$21,000 per month for their current location on U.S. Hwy 441. City services, including water and wastewater, would continue. Mr.

Hays asked for other options if the Council does not desire the proposed use for the site.

Mayor Pfister asked for comments from the Council.

Council Member Singer asked for the City's revenue from the property and the amount projected for 46 homes at the current zoning. Mr. Drury said the property currently has an agriculture use with no revenues derived from the property. Forty-six (46) homes at an average price of \$300,000, the City would have a one-time infusion of approximately \$300,000 for impact fees. He said the City would receive the same impact fees from the Supervisor of Elections offices. There would be \$290,000 in property taxes for the homes and recurring water and sewer purchases at approximately \$70,000. The Supervisor of Elections would also pay for water and sewer on the property. Council Member Singer said having the facility at the proposed location would draw more commercial in the area.

Council Member Gamble said the Supervisor of Election has to be in Tavares and felt the corridor could handle the service. He said his only concern is the impact of the Sheriff Department employees. The ingress/egress design does not appear to create an issue on SR19 or Lane Park. He suggested the county place footers and foundation for a potential second story for the Supervisor of Elections and a third story for the Sheriff's Office. He noted his support for the City to move forward with approval.

Vice Mayor Price said he understands the Supervisor of Elections and Sheriff's Office are outgrowing their current facilities. He noted a concern for the loss of future ad valorem tax revenue. He said the City begins each budget year in a deficit due to the government and religious buildings that do not pay property taxes. Vice Mayor Price said he identified a 41 acres parcel in the county as an alternative site.

Mayor Pfister noted there is currently no revenue from the property. She said she is excited about the economic driver with the Supervisor of Elections and Sheriff's offices generating the necessary commercial growth and felt the request is the best use of the property.

Don Kehr, 16833 Deer Island Road, Lake County, said he does not believe the proposed location is the right site for the Supervisor of Elections and Sheriff's offices and recommended tabling the request and looking for alternate locations.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said the big issue is lost revenue due to the requirement of locating the Supervisor of Elections office in the county seat. He challenged the County Attorney, City Attorney, and Council to change the law so the Supervisor of Election offices could relocate to unincorporated Lake County. Mr. Jochim said the proposal would have a minimal impact on traffic and recommended deferring to look for an alternate site and make the lot's front area available for commercial retail development.

Mayor Pfister asked for comments from the Council.

Council Member Singer inquired about the alternate site identified by Vice Mayor Price. Council Member Gamble said the property was designated as the future fairgrounds site. Mr. Hays said the County leased the property to the Lake County Fairgrounds for a term of 50 years.

Mayor Pfister said the Supervisor of Elections has been looking at properties for some time. Mr. Hays confirmed.

Council Member Singer asked what more could be done in the search if tabled. Mr. Hays said he does not know of any other property that would be reasonable or is for sale and noted a change to the law of location would require a constitutional amendment as Article VIII, Section 1, stipulates the county seat location.

Melanie Marsh, County Attorney, Lake County Government, said she represents the County and Supervisor of Elections. She said the Supervisor of Elections would like to have the building ready for the 2024 elections and the County was in the selection process for the design consultant. Postponing a decision would delay the selection of a consultant and hamper purchasing time constraints for due diligence. She said the County respectfully requests approval.

### **MOTION**

**Sandy Gamble moved to approve Ordinance 2021-17, seconded by Troy Singer. The motion carried unanimously 4-0.**

### **Tab 8. Ordinance 2021-18 – Small Scale FLUM of Approximately 13.19 Acres Located at the Northwest Corner of SR19 and Lane Park Road – Supervisor of Elections/Lake County Sheriff**

Mr. Fitzgerald made the following presentation:

*The subject property is located at the Northwest Corner of SR-19 & Lane Park Road, and is approximately 13.19 acres in size. The land is presently vacant and has a land use designation of Low Density (LOW). The property owner is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2040 to change the designation of said property from Low Density (LOW) to Public Facility / Institutional (PUB).*

*Ordinance 2021-18 proposes a small-scale amendment to the Future Land Use Map 2040 of the Comprehensive Plan from Low Density (LOW) to Public Facility / Institutional (PUB).*

*The subject property is adjacent to a mixture of residential and commercial uses. An application to rezone this property to Public Facilities District (PFD)*

*designation is concurrently under consideration.*

*The city is required to place a future land use designation on annexed property. The subject property is currently designated Low Density (LOW). A City Public Facility / Institutional (PUB) designation is compatible with surrounding property and County Future Land Use.*

*The land surrounding this property is residential and commercial in nature.*

*The property is currently vacant.*

*The subject property is located in the City's Utility Service Boundary Area. The City of Tavares has municipal water and waste water utility service available for the subject parcel. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.*

*This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:*

- 1. A Public Facility / Institutional (PUB) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1, and Intergovernmental Coordination policy 7-2.3.*
- 2. Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)*

*At their November 18th meeting, the Planning & Zoning Board voted unanimously to recommend denial of Ordinance 2021-18.*

*Staff recommends that City Council moves to approve Option 1, approving Ordinance 2021-18, a Future Land Use Map amendment from Low Density (LOW) to Public Facility / Institutional (PUB) for 13.19 Acres Located at the Northwest Corner of SR-19 & Lane Park Road.*

Mr. Hays thanked the Council on behalf of the Supervisor of Election staff and election workers.

Mr. Love said he agrees with the staff's interpretation that the request is compatible with the City's Comprehensive Plan and requested approval.

## **MOTION**

**Troy Singer moved to approve Ordinance 2021-18, seconded by Walter Price. The motion carried unanimously 4-0.**

Mr. Drury recognized Lake County Commissioner Kirby Smith, District 3. He thanked Commissioner Smith for his work on behalf of the City of Tavares and Lake County.

**Tab 9. Ordinance 2021-19 – Annexation and Rezoning of Approximately 0.21 Acres Located at 31325 David Walker Drive – Land Trust Services Corporation Trustee**

Mr. Fitzgerald made the following presentation:

*The subject property is located at 31325 David Walker Drive, approximately 0.21 acres in size, and contiguous to the City boundary. The land is presently zoned as County Mobile Home Rental Park District (RMRP), and the applicant is proposing that the property be annexed and rezoned to Residential Multi-Family (RMF-3).*

*This property is in close proximity to a mixture of single family, multi-family, and commercial uses. The proposed zoning of Residential Multi-Family (RMF-3) is compatible with surrounding property. There is an existing mobile home located on the property, and the use of the property for a mobile home residence may continue until the time that the property is developed for multi-family purposes.*

*The annexation of this property has been reviewed per the City's Annexation Policy. It has been determined by City staff that the property may be properly serviced by the City without undue hardship or significant negative fiscal impact on the City. The City of Tavares has municipal water and waste water utility services available for the subject parcel.*

*The City is concurrently processing a future land use map amendment to re-designate the property from Lake County Urban High Density to City of Tavares High Density (HD) on the Future Land Use Map 2040.*

*At their November 18th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-19.*

*Staff recommends that City Council moves to approve Ordinance 2021-19 annexation and rezoning to Residential Multi-Family (RMF-3) of approximately 0.21 acres of property located at 31325 David Walker Drive.*

Mayor Pfister asked for comments from the Council.

Vice Mayor Price asked for the intended use for the site. Mr. Fitzgerald said the site would be approved for multi-family use and confirmed a triplex or above could be placed on the property if approved. He noted the current use may continue indefinitely until the

redevelopment of the property. If the existing mobile home moved off the site for less than a year, the City would honor the current zoning.

Mayor Pfister noted the current zoning is for a mobile home.

Council Member Gamble asked inquired about a triplex. Mr. Drury said a triplex would include three units. The property may also sell to the adjacent neighbor with mobile homes. Mr. Fitzgerald said Three Palms is zoned RMF-3 High-Density Residential and confirmed the proposed zoning would be compatible with the surrounding property. He said it is for the future projected redevelopment in the area as multi-family.

Vice Mayor Price asked if the current mobile home park wished to place an apartment complex on the site would the subject property provide ingress/egress for the development. Mr. Fitzgerald confirmed and said the parcel would be available to purchase as ingress/egress as part of the master development.

### **MOTION**

**Sandy Gamble moved to approve Ordinance 2021-19, seconded by Walter Price. The motion carried unanimously 4-0.**

### **Tab 10. Ordinance 2021-20 – Small Scale FLUM of Approximately 0.21 Acres Located at 31325 David Walker Drive – Land Trust Services Corporation Trustee**

Mr. Fitzgerald made the following presentation:

*The subject property is located at 31325 David Walker Drive, and is approximately 0.21 acres in size. The land presently has a land use designation of County Urban High Density, and the property owner is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2040 to change the designation of said property from Lake County Urban High Density to City High Density (HD).*

*Ordinance 2021-20 proposes a small-scale amendment to the Future Land Use Map 2040 of the Comprehensive Plan from County Urban High Density to City High Density (HD).*

*The subject property is adjacent to a mixture of residential and commercial uses. An application to annex and rezone this property to Residential Multi-Family (RMF-3) designation is concurrently under consideration.*

*The city is required to place a future land use designation on annexed property. The subject property is currently designated County Urban High Density. A City High Density (HD) designation is most compatible with surrounding property and the existing County Future Land Use.*

*The land surrounding this property is residential and commercial in nature.*

*The property currently contains one mobile home.*

*The subject property is located in the City's Utility Service Boundary Area. The City of Tavares has municipal water and waste water utility services available for the subject parcel. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.*

*This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:*

- 1. A High Density (HD) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.*
- 2. Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)*

*At their November 18th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-20.*

*Staff recommends that City Council moves to approve Option 1, approving Ordinance 2021-20, a Future Land Use Map amendment from County Urban High Density to City High Density for 0.21 acres of property located at 31325 David Walker Drive.*

Mayor Pfister asked for comments from the Council. There were none.

## **MOTION**

**Walter Price moved to approve Ordinance 2021-20, seconded by Sandy Gamble. The motion carried unanimously 4-0.**

## **X. GENERAL GOVERNMENT**

### **Tab 11. Smart Growth Horizon Team**

Mr. Drury made the following presentation:

*The City has completed and adopted a 20-year Comprehensive Plan, manages an Interlocal Service Boundary Agreement between six (6) cities and Lake County, maintains and is updating its Land Development Codes. Recently adopted the Bert Harris Act Amendment, (HB 421 & HB 1101), making it easier*

*for property owners to challenge local government regulation that burdens, restricts, or limits their property and right to develop it. The City also has property owners of large tracks of land who have plans for development and re-development. The City Administrator has developed a Horizon Team made up of the Community Development Director, City Planner, Economic Development Director and City Administrator to review all of these local and state regulations and provide summaries to the City Council at periodic workshops on where future development is occurring in the city and how these regulations apply to the development in an effort to maintain smart growth decisions.*

*Staff recommends Option 1, for Council to appoint a Council member to the Horizon Team.*

Mayor Pfister volunteered to serve on the Smart Growth Horizon Team.

Council Member Singer noted his support for the Horizon Team including workshops.

Vice Mayor Price said he would be happy to assist Mayor Pfister.

Council Member Gamble inquired about community involvement on the Horizon Team. Mr. Drury said Horizon Teams consist of staff and one Council member who conducts research and brings its findings back to the Council during public meetings and workshops. The process allows for public input and involvement.

**There was a consensus from the Council to appoint Lori Pfister to the Smart Growth Horizon Team, with Walter Price as the Alternate member.**

**Tab 12. Tikis Lake Dora LLC Commercial Lease Agreement, Tavares Marina**

Mr. Tweedie made the following presentation:

*Previously the City Council approved the Tavares Seaplane Base & Marina Facility Leasing Policy (attached) which includes, among other provisions a rate and fee schedule for commercial and non-commercial marina tenants. In accordance with that policy, commercial leases and lease rates are to be approved by Council on a case by case basis.*

*Tikis Lake Dora LLC wishes to enter into a commercial agreement with the City in order to provide boat excursion services to the public from the newly reconstructed marina. Salient points for this lease are:*

- *A 1-year initial term with 5 additional 1-year optional renewal terms.*
- *A monthly linear dockage lease fee payment of \$410.40 per month to the City for 57 linear feet of dock space. (57ft x \$7.20/ft=\$410.40)*

- *A 4% increase in lease rate per year for each renewal period throughout the term of the lease*

*\*The rate and lease term for this lease agreement is consistent with all other previously approved marina commercial leases for the Tavares Marina.*

*Staff recommends approval of Option 1, for Council to approve the lease agreement between the City of Tavares and Tikis Lake Dora.*

Mayor Pfister asked for comments from the Council.

Council Member Gamble said he watched the delivery of the tiki boat and met the applicants. He noted his support.

Council Member Singer said the tiki boat fits perfectly in the entertainment district and the new docks. He asked if the boats were wheelchair accessible.

Deanne Squire, Business Owner, said the boat is somewhat wheelchair accessible and noted they would be willing to improve accessibility.

Vice Mayor Price asked if the agreement would fill all commercial slots. Mr. Tweedie said the commercial slots are full, and the tiki boat would be stationed on linear space along the side of the dock.

## **MOTION**

**Troy Singer moved to accept the lease agreement as presented, seconded by Sandy Gamble. The motion carried unanimously 4-0.**

## **Tab 13. Florida League of Cities Legislative Action Days**

Mr. Drury made the following presentation:

*The Florida League of Cities is holding the 2022 Legislative Action Days on February 8-9 in Tallahassee. Legislative Action Days is a valuable opportunity for city officials from across the state to get to know their legislators, discuss the important issues facing cities and view the legislature at work firsthand. The Florida League of Mayors will also be holding its events during this time.*

*Additionally, on Monday, February 7, 2022, the League is offering a four-hour ethics workshop that meets the state requirements for continuing education in ethics. There is no cost to League members for this Ethics workshop.*

*Lake County Days will not be held in 2022. The next Lake County Days are anticipated to be held in February 2023.*

*Staff recommends Option 1, for Council discuss Council representation at the Florida League of Cities Legislative Action Days in Tallahassee.*

Council Member Singer said the Mayor should have the first right of refusal.

Mayor Pfister said she would prefer to attend the Florida Association of Counties Legislative Days in Tallahassee January 18 through 21, 2022.

Commissioner Kirby Smith, Lake County, District 3, said he will be attending the Florida Association of Counties Legislative Days. He confirmed the dates.

Mr. Drury said it would be appropriate to send the Mayor to the Florida Association of Counties Legislative Days and have another Council Member or Vice Mayor attend the Florida League of Cities legislative event in February. Mr. Drury said having the City represented in Tallahassee is important and positive, and noted the City received a \$6 million dollar grant for a new Public Works Facility partnering with Lake Tech from the State due to staff working behind the scenes as well as the Council going to Tallahassee to meet with individuals such as the Secretary of Transportation, Secretary of Environmental Protection, Senators, and Representatives to advocate projects.

**There was a consensus for Lori Pfister to attend the Florida Association of Counties Legislative Days in Tallahassee January 18 through 21, 2022; and Walter Price to attend the Florida League of Cities Legislative Action Days in Tallahassee February 8 through 9, 2022.**

**XI. NEW BUSINESS**

**XII. OLD BUSINESS**

**XIII. AUDIENCE TO BE HEARD**

Vance Jochim, 12619 Milwaukee Avenue, Lake County, commended the Council for voting against ordinances 2021-11 and 2021-12.

**XIV. REPORTS**

**Tab 14. City Administrator Report**

Mr. Drury said he recently had the opportunity to provide the State of the City address at the Chamber of Commerce business luncheon. He thanked those Council members who attended. Mr. Drury said during the meeting, the tiki boat owners provided a presentation and said they chose Tavares because their families visit and enjoy the Tavares Splash Park and Wooton Park. He noted the business owners resided in Apopka and said the Splash Park attracts people to invest in the City.

Ms. Novack noted the next City Council meeting was scheduled January 19, 2022.

Mr. Tweedie noted December 19 is National Cupcake Day.

Mayor Pfister noted the Library Ribbon Cutting is scheduled for January 6, 2022. She asked those present to attend.

### **Tab 15. City Council Member Reports**

#### **Council Member Gamble**

- Commended the Tavares High School jazz band for their performance prior to the Council meeting.
- Thanked Carrie Petroski, Pavilion Manager, for decorating the lobby and Council Chambers with a Christmas tree and holiday decorations.

#### **Council Member Singer**

- Commended the Tavares High School jazz band for their performance prior to the Council meeting, as well as the Tavares High School choir prior to the December 1, 2021 City Council meeting.
- Thanked Carrie Petroski, Pavilion Manager, for decorating the lobby and Council Chambers with a Christmas tree and holiday decorations.
- Said staff did a wonderful job on the Christmas parade. He said it is a team effort and impressive how quickly the downtown is cleaned after the parade.

Mr. Drury noted the Christmas parade consisted of 800 walkers, 220 vehicles for over 1,000 people participating in the parade. He commended Mr. Aldrich and Debby Blais, Administrative Coordinator.

#### **Vice Mayor Price**

- Wished Mayor Pfister a happy birthday.
- Said the Christmas parade was wonderful and the staff did a great job.

#### **Mayor Pfister**

- Said the parade was great. She said it takes everyone from each department to put it together. She said the entire city is involved and Team Tavares is phenomenal.

Council Member Gamble suggested distributing City of Tavares bags at the 2022 Christmas parade.

The Council and staff wished those present a Merry Christmas.

### **XV. ADJOURNMENT**

There was no further business and Mayor Pfister adjourned the meeting at 5:53 p.m.

Respectfully,

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Susie Novack, MMC, FCRM  
City Clerk

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 4**

**SUBJECT TITLE: Approval of 2022 City Council Meeting Dates (City Clerk)**

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**OBJECTIVE:**

To provide the scheduled 2022 City Council Regular Meeting dates.

**SUMMARY:**

The following is a list of the scheduled 2022 City Council Regular Meeting dates:

- January 19
- February 2
- February 16
- March 2
- March 16
- April 6
- April 20
- May 4
- May 18
- June 1
- June 15
- July 6
- July 20
- August 3
- August 17
- September 7
- September 21
- October 5
- October 19
- November 2
- December 7
- December 21

**OPTIONS:**

1. Approve the scheduled meeting dates as presented.
2. Approve the scheduled meeting dates with changes.

**STAFF RECOMMENDATION:**

Option 1. Approve the scheduled meeting dates as presented.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Yes.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

*Attachments not provided are available to the public upon request to the City Clerk.*

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 5**

**SUBJECT TITLE: Eagle Homes at Tavares - Preliminary Plat (Community Development)**

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**OBJECTIVE:**

To approve the Preliminary Plat for the Eagle Homes at Tavares Subdivision located west of North New Hampshire Ave, south of West Clifford Street.

**SUMMARY:**

The Eagle Homes at Tavares Subdivision is a proposed residential subdivision located west of North New Hampshire Ave, south of West Clifford Street. The subdivision is 01.43 acres in size and consists of 6 lots for single family dwellings as permitted under the existing Residential Single Family (RSF-1) zoning.

A Preliminary Plat for the Eagle Homes at Tavares Subdivision has been submitted by the developer. This document has been reviewed by City staff and meets the requirements of the City of Tavares Land Development Regulations and Comprehensive Plan 2040. The City's Concurrency Management System will ensure that levels of service will not be degraded beyond the adopted levels of service for all regulated public facilities.

This Preliminary Plat is for evaluation purposes, and approval does not constitute the subdivision of land. If approved, the developer may proceed with the engineering for all necessary infrastructure systems for staff review and must prepare a Final Plat of the property for Council consideration.

**OPTIONS:**

1. City Council approves the Preliminary Plat for the Eagle Homes at Tavares Subdivision located west of North New Hampshire Ave, south of West Clifford Street.
2. City Council denies the Preliminary Plat.

**STAFF RECOMMENDATION:**

Staff recommends that City Council moves to approve the Preliminary Plat for the Eagle Homes at Tavares Subdivision located west of North New Hampshire Ave, south of West Clifford Street.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

This Preliminary Plat has been reviewed by the City Attorney and approved for legal sufficiency.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Preliminary Plat

2. Aerial Map
3. Environmental Assessment
4. School Concurrency Exemption Report
5. Traffic Study Exemption per City Engineer

*Attachments not provided are available to the public upon request to the City Clerk.*

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 6**

**SUBJECT TITLE: Board Appointment - Police Pension Board (Mayor)**

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**OBJECTIVE:**

For the Council to ratify the selection of Eric Filkin as the 5th Trustee joint appointment to the Police Pension Board.

**SUMMARY:**

The Tavares Police Pension Board consists of five (5) members. Two members are appointed by the Mayor and ratified by the City Council, two members are appointed by the Police Pension Board, and the 5th trustee seat is a joint appointment. The Police Pension Board elected Eric Filkin to continue serving in the 5th Trustee seat for the term December 2021 through November 2023, and is requesting the City Council ratify their selection. *(see attached email)*

**OPTIONS:**

1. For the Council to ratify Eric Filkin as the 5th Trustee to the Police Pension Board for the term December 2021 through November 2023.
2. Do not ratify.

**STAFF RECOMMENDATION:**

Option 1, for the Council to ratify Eric Filkin as the 5th Trustee to the Police Pension Board for the term December 2021 through November 2023.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Yes.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Email from Plan Administrator re Tavares Police, 5th Trustee

*Attachments not provided are available to the public upon request to the City Clerk.*

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 7**

**SUBJECT TITLE: Cagan Management Group Offer to Purchase City Property (Economic Development)**

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**OBJECTIVE:**

For Council to consider a request and letter of intent from Cagan Management Group Inc. to purchase the vacant parcel of City owned property on East Caroline Street for the intended use of developing a market rate townhome rental community on the property.

**SUMMARY:**

The Cagan Management Group Inc. has submitted the attached letter of intent requesting to purchase the 6.7 acre parcel of City-owned property located on E. Caroline Street (Alt Key # 13739334) with the intent of developing, constructing and operating a market-rate town home community on the property.

Cagan presently owns and manages the 240 unit Atwater rental apartment community off of Hufstettler Drive in Tavares (behind Waterman Hospital) which they have developed and built in phases within the past 5 years. Atwater is presently at full capacity with a waiting list.

This property has been owned by the City for several years and has most recently been identified and considered for possible development and operation by the City as a pocket R.V. park to support tourism and special events in the downtown entertainment district and surrounding area. This project is currently identified in the City 5-year Capital Improvement Plan. It has not been funded through the annual budgeting process thus far. The estimated cost of development/construction for the preliminary phase of the R.V. park project is \$250,000.

The Cagan Management Group has submitted a proposed purchase price of \$211,700.00 for the parcel which is presently valued at \$20,100 by the Lake County Property Appraiser.

If Council accepts this letter of intent, staff will hire an appraisal firm to conduct a full appraisal on the property and the final purchase and sale contract would be negotiated and presented to Council for final acceptance subject to that property appraisal report.

The City Attorney has opined that under State Statute and the City Charter it is legal for the City to sell real property based on an un-solicited offer without conducting a request for proposals (RFP) process.

**OPTIONS:**

1. Accept the Cagan letter of intent and authorize staff to hire an appraisal firm to conduct a full appraisal on the property, negotiate a final purchase and sale contract to be brought back to Council for final review and consideration.
2. Do not accept the Cagan letter of intent and authorize staff to hire an appraisal firm to conduct a full appraisal on the property, negotiate a final purchase and sale contract to be brought back

to Council for final review and consideration.

**STAFF RECOMMENDATION:**

Staff recommends that Council moves to approve option 1.

**FISCAL IMPACT:**

Staff has obtained a cost of \$3,200 to complete the appraisal and have identified available funding within the current FY22 budget. If approved this will be the only cost associated with this action.

**LEGAL SUFFICIENCY:**

Legally sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. LOI for City Of Tavares Owned Land Final
2. Cagan Tavares Townhomes Concept 10-12-2021

*Attachments not provided are available to the public upon request to the City Clerk.*

## Letter of Intent

December 8, 2021

To: City of Tavares

We wanted to take a moment to further express our commitment to the City of Tavares and interest in the property. As you know we have a long and successful history of development in Lake County and more locally in Mount Dora and Tavares. Our projects over the years demonstrate our ability to perform in the area and leverage the relationships and experiences we have to execute on these great developments.

This letter will outline terms and conditions under which the undersigned or its assignee ('purchaser') is prepared to enter into a definitive written agreement (the 'contract') to purchase from the owner ('seller') the real property and all improvements and appurtenances thereto, commonly known as Alt Key # 1379334 on E. Caroline St. Approximately 5.8 Acres (the 'property' – shall include all real and personal property):

Seller: City of Tavares

Purchaser: Jeffrey and Bryan Cagan

Property: Alt Key # 1379334 on E. Caroline St. ,Tavares, Florida

Purchase Price: \$211,700.00

Proposed Use: Subject to appropriate City and County approvals Purchaser intends to develop a market rate townhome rental community.

Deposit: \$15,000.00 at signing of the contract. Upon the expiration of the inspection period, the deposit will become non-refundable. All deposits will be held in escrow by agreement of both parties and will be applied to the purchase price.

Inspection Period:  
Purchaser shall be entitled to a commensurate inspection period commencing with the execution of a formal contract to secure all necessary entitlements and zoning approvals for a Townhouse project with Utilities to the site. Seller will provide full access to the property, books and records, surveys, environmental reports, physical condition reports, easements, historical leases and other customary items requested by purchaser. Seller shall fully cooperate with purchaser in performing the inspections and examinations.

Purchaser will perform various physical inspections such geo-technical studies, environmental reports and other customary items that Seller will provide full access to property for. Purchaser also plans to meet with local and county governmental entities during this period to review property zoning, use and utility access.

If purchaser in its sole discretion determines as a result of any inspection, test, examination, verification, or investigation performed is unacceptable or unsatisfactory, purchase may terminate this agreement and/or contract by written notice to seller during inspection period in which event neither party shall have any further liability to each other and purchaser shall receive immediate return of any deposit or escrow monies without penalty.

Closing and Possession: The closing shall occur no later than 30 days following the waiving or expiration of the inspection period or any other date mutually agreeable to purchaser and seller.

Warranties and Representations: In the contract, Seller shall make representations and warranties customary for this type of transactions. Seller shall warrant that there are no rent or deed restrictions, no outstanding code violations and all certificates of occupancy were issued.

Commission: No commission shall be due from Buyer.

Financing: None.

Conditions Precedent to Purchaser: Purchaser's obligation under the contract to purchase shall be subject to the satisfaction of certain conditions precedent which shall include the following: purchaser shall have approved the condition of title to the property, a title insurance commitment, a survey, an environmental audit report which shall be provided to the purchaser by the seller and meet purchaser approval and other documents and information relating to the property.

Contract: This letter is intended as an expression of our mutual intent but is not intended to be and shall not be construed as a definitive contract. The parties contemplate that a definitive contract is to be executed by purchaser and seller following the execution hereof, setting forth in detail the respective rights and obligations of purchaser and seller regarding the sale and purchase of the property. Upon execution of the contract, the contract shall supersede the terms hereof. Anything to the contrary notwithstanding, no personal liability shall be attached to any of the signatories hereto.

Acceptance: If the terms contained herein are acceptable to you please so indicate by causing the enclosed copy to be signed and returned to the undersigned.

Sincerely,  
*Bryan Cagan*

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

By: \_\_\_\_\_ Print: \_\_\_\_\_

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 8**

**SUBJECT TITLE: Establish FY 2023 Broad Budget Priorities (City Administrator)**

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**OBJECTIVE:**

To establish the City Council's broad budget priorities for the City Administrator to use in developing the FY 2023 budget (October 1, 2022 through September 30, 2023)

**SUMMARY:**

It has been the practice of the Council to set the broad budget priorities for the City Administrator to use as guiding principles in developing a budget that is commensurate with the Council's collective overall budgetary goals.

By way of background, the City operates six (6) governmental operations as follows:

1. **General Government** (revenues derived from property taxes, other taxes, and fees)
2. **Utilities** - Water, Waste Water (Sewer), Reclaimed Water, Stormwater (Revenues derived from fees – no property taxes)
3. **Solid Waste (Garbage Collection)** (revenues derived from fees – no property taxes)
4. **Seaplane Base and Marina Enterprise** (revenues derived from fuel sales, prop shop sales, rental income from Seaplane operator and Marina Slip leases, the General Fund (taxes) and CRA TIF Fund (Incremental property tax revenues within the CRA District).
5. **Pavilion on the Lake Events Venue**. (revenues derived from rental income and General Fund taxes)
6. **Capital Projects**. (revenues are derived from grants like ARPA funds, impact fees, special tax revenues like "Infrastructure Sales Tax" and property taxes).

*(Note: in addition to the above are debt service costs associated with prior capital projects)*

Attached to this summary are:

Exhibit A: Recent Historical Information Regarding the City Budget

Exhibit B: Future Budgetary Information

Exhibit C: A listing of some of the Projects and Initiatives Underway in the current year (FY 2022)

**OPTIONS:**

1. Council to provide its collective broad budget priorities to the City Administrator
2. Discuss and bring back to the next meeting for finalization.

**STAFF RECOMMENDATION:**

Council discusses and then establishes its collective broad budget priorities for the City Administrator

to incorporate into the FY 2023 budgets for all funds including a discussion on:

1. Maintaining or not maintaining a similar level of service
2. Adding or not adding new programs and services
3. Employee compensation and benefits
4. Capital Projects
5. Tax rates, fees, reserves, debt, and grants

**FISCAL IMPACT:**

None to establish budget priorities. The budget will be developed this spring and provided to Council this summer for deliberation and then adoption this fall.

**LEGAL SUFFICIENCY:**

Legally sufficient

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Exhibit A Economic Conditions FY 2023
2. Exhibit B FY 2023 Budget
3. Exhibit C Projects Underway in FY 2023

*Attachments not provided are available to the public upon request to the City Clerk.*

## **Exhibit A**

### **Recent Historical Information Regarding the City Budget**

The ebbs and flows of the economic conditions of the United States and Florida are well beyond the control of Tavares as was/is the Pandemic. These economic conditions along with the Pandemic have affected all cities in Lake County creating some challenges to overcome. Each city has taken a different approach to work in these economic realities. Tavares continues to invest in itself by improving the Seaplane Base and Marina and supporting the downtown entertainment district with events, like the 4<sup>th</sup> of July, Christmas celebration and parade, Boo Fest, music venues, Seaplane events, and privately-operated waterfront events. The Pavilion on the Lake (Lake County's premier events venue – A Central Florida Destination) continues to be an economic contributor, job creator, and business support engine by hosting conferences and weddings. The City continues to support the Hospital and Medical Park area with water and sewer improvements further supporting high wage job growth and residential living opportunities.

State Road 19 continues to see growth along the corridor as the Publix shopping center expands to build-out and vacant abutting properties are the recipient of private investment and businesses such as the newly opened Taco Bell, and Popeyes. The Medical Park off New 441 continues to see private investment and growth in medical businesses also creating good high-wage jobs.

In summary, the economic conditions in Tavares are very good in terms of business expansion, business retention, business start-ups, job creation, prosperity, and an increased tax base to support the public services the community enjoys.

The fruits of the City Council's, staff's, and citizen's labor have not come without challenges. While the City was investing in itself, it did so amongst the backdrop of some very challenging national and state economic realities including a national pandemic. This has led to increased pricing structures when securing contractors to build public infrastructure; the City will need to monitor this closely.

The cost to provide the citizens governmental services, when benchmarked against other communities of similar size in Florida, reveals Tavares comes out on top in terms of efficiencies. For example, the number of employees per capita for various services offered like police and fire protection which make up a significant part of any city's General Fund budget is lower than cities of comparable size. This "lean" approach carries across all of Tavares governmental services.

The working in a lean environment and resulting positive economic conditions Tavares is enjoying today did not materialize without hard work by the City Council, all of its employees, and a civic entrepreneurial approach to governing, taking calculated risks, being creative, and overcoming fiscal challenges.

## **Exhibit B**

### **Future Budgetary Formation**

**1. Utilities: Water, Sewer, Reclaim and Storm Water:** The City conducted a rate study which determined an increase in expenses due to reasonable growth as detailed in the table below:

|                 | <u>2021/22</u> | <u>2022/23</u> |
|-----------------|----------------|----------------|
| Water           | 0.00%          | 0.00%          |
| Wastewater      | 2.00%          | 0.00%          |
| Reclaimed Water | 1.00%          | 1.00%          |

- 2. Garbage Collection:** Council previously addressed moderate growth on the expense side and revenue side of the budget. Rate increases are capped at Consumer Price Index (CPI).
- 3. Seaplane Base and Marina Enterprise:** Hurricane Irma destroyed the seaplane base and marina. Insurance proceeds paid 98% of the cost to rebuild this. The project was completed and the marina and seaplane base is back in full operation.
- 4. Pavilion on The Lake:** The facility has become one of Lake County's premier and signature venues. There are two primary goals: 1) Continue to have a positive effect on the local economy by filling up hotels, patronizing restaurants, and supporting wedding/conference support businesses (photography, florist, catering companies, hair/makeup, wedding planners, limo service, new paddleboat operations, and seaplane business) And 2) Self-sufficiency operationally. It is estimated the annual economic impact on the local community per year is more than \$2.5 million.
- 5. Capital Improvement Projects:** Each year the City Council develops and maintains a five-year Capital Improvement program. This plan will be updated based on what has occurred and what this Council desires for future capital items.
- 6. Debt Service Costs:** A debt service schedule was provided in the current year's budget which will be updated for the next budget cycle. The Debt Service Management Report shows Tavares is in good standing on all of its debt.

## **Exhibit B**

### **Future Budgetary Formation**

**7. General Fund:** At this early point in time, it is not possible to predict with precision the actual revenue or expenses that will occur for the Fiscal Year 2023 (Beginning October 1, 2022, through September 30, 2023) because the city does not know:

1. How many new properties have been added to the tax rolls nor how much property values will increase? (The Property Appraiser issues the report in May 2022).
2. What the State shared revenues will be? (State sets this in June 2022)
3. What the increased operational cost will be? (fuel, electricity, healthcare, payroll, etc. – staff bases this on economic indicators)

However, “possible” scenarios for the purpose of starting the discussion on the Council’s broad budget priorities based on staff following trends and conducting the research could result in the following possible budget scenarios:

#### **Revenues:**

1. Property Tax revenue collections increasing due to an increase in property values and new construction.
2. All other revenues increased over the current year due to positive economic conditions.

#### **Expenses:**

1. Personnel expenses increasing
2. Operational expense increasing due to increased cost of goods and services
3. Employee healthcare costs increasing

**Tax Rate:** Tavares has maintained a steady and incremental reduction in the property tax rate over the past several years as it balances the increased cost of delivering services and providing new services by setting a reasonable property tax rate to support these increased costs and new services.

FY19 - 7.1119 millage rate

FY20 - 6.9500 millage rate

FY21 – 6.9000 millage rate

FY22 – 6.7579 millage rate

**Some of the Projects and Initiatives  
Underway Current FY 2022  
Exhibit C**

**1) PROJECTS:**

**Seaplane Base/Marina Reconstruction:** Done

**History Museum:** Done

**Tavares-Mount Dora (YMCA) Recreation Trail along Old 441:** Alternatives Analysis study completed with a \$233,626 FDOT Grant. The county is now doing a PD&E study after which grants will be applied to acquire the R.R. ROW and construct the trail.

**Library Expansion:** Done

**Public Works Operations Facility:** Under design after which bids will be received and then construction off Captain Haynes Road next to Water Administration Building.

**Lake Francis utility line replacement and upgrades:** This project is under construction and should be completed this year.

**Comprehensive Plan Update:** The 20 year City Comp Plan has been completed and ratified by both the City P&Z Board as well as the City Council.

**Land Development Regulations Update:** Staff is updating the LDR's based on the new Comprehensive Plan. This should go to Council this year for review and approval.

**State Road 19 widening:** State road 19 is undergoing the FDOT planning process to be widened from Woodlea Road to the Howey Bridge. The project concept plans are complete and the project is now undergoing design.

**West Main Street Gateway:** The City Planning Department has a Horizon Team to Master Plan this area.

**West Main Street Improvements:** This project is preliminarily designed. Final design and construction subject to funding. Includes, paving, sidewalk improvements, parking, lighting, landscaping, etc.

- No funding was identified for this project. Remains on hold. The estimated cost is \$1.2 million

**Chris Daniels Memorial/FDOT Triangle Fountain Gateway:** FDOT Landscaping grant funding secured for landscaping improvements. Project engineering and design have been bid out. No responsive bids were received. This project will be re-bid. Funded by the State of Florida DOT \$260,575 and \$78,000 city.

**Some of the Projects and Initiatives  
Underway Current FY 2022  
Exhibit C**

**Wooton Wonderland Replacement:** Antiquated Children's playground to be replaced. The project is under design after which it will be bid out and reconstruction can commence this year.

**Children's Splash Park Renovations:** In conjunction with the Wooton Wonderland Playground Project, the City's popular Splash Park will be renovated and improved this year.

**Peninsula Water and Sewer line:** Preliminary design completed. Construction to follow after bids have been received.

**Roadway Intersection Improvements:** The following intersections are programmed to be improved over the next 5 years.

- Dead River Road and SR 19 \$650,000 (Lake County Funded)
- David Walker and New 441 \$1.4 million (Lake County)
- Alfred Street and SR 19 \$600,000 (Lake County)
- Main Street and SR 19 \$200,000 (Lake County)
- New 441 at Fish Camp intersection SR 500A and SR441 \$746,060 (FDOT – Under construction)
- \$3.6 million - TOTAL ROADWAY IMPROVEMENTS UNDERWAY IN TAVARES!

**Cedar Avenue Drainage Improvements** – Designed, bid out, and in process.

**Public Works Asset Management System:** Public Works is transitioning from NovoSolutions, a software that provided real-time work order and asset management, to Cartegraph Systems which will provide a more detailed real-time work order system and extensive asset management program as well as provide a Public Portal for public requests. This system will also integrate with the new SeeClickFix App to allow external stakeholders the generation of work orders from requests. The project is ongoing.

**Mansfield Signalized Railroad Crossing:** The City secured a non-matching grant from FDOT to install Automatic Grade Crossing Signals. This project is complete.

**City of Tavares Urban Pond:** The City is currently working with Florida Fish and Wildlife Conservation Commission (FWC) to develop an Urban Pond from what is currently an existing Retention Pond on Captain Haynes Road. This will create excellent fishing and bird-watching locations while maintaining a healthy environment and ecosystem.

**Downtown Wayfinding Signs:** A strategic plan for the development, construction, and installation of (6) Wayfinding signs are in progress. Funding has been

**Some of the Projects and Initiatives  
Underway Current FY 2022  
Exhibit C**

identified at \$43,000. Permitting has been approved for sign placement and is expected to be completed by April. The project is ongoing.

**ARPA Projects**: A funding program is being developed for City Council review and approval.

## **2) INITIATIVES:**

**Benchmarking**: The City participates in the Florida Benchmarking Consortium which compares similar Cities in Florida on various aspects of Government like Policing and Fire Protection. Although a very time-consuming program to administer and input data, it provides elected Officials, Management, and the public with an independent credible source of information on aspects of service delivery including fiscal efficiency markers. The City continues to participate in this program and looks forward to adding benchmarking modules that make comparative sense.

**Police Department Accreditation**: Now that the Police Department is in a proper facility, it can and has begun the process of Florida Accreditation and thus will become a Florida State Accredited Police Agency in the near future.

**Police Department Social Media Presence**: The Police Department continues to expand and refine its social media presence. It recently was recognized for running a great program in Central Florida.

**Police Department Community Out Reach**: This program sends officers out into the community for coffee and doughnuts at the many HOA monthly meetings and meets and greets with neighborhood leaders where HOA's do not exist as well as the business community.

**Fire Department Paramedic Program**: After transitioning from a Basic Life Support (BLS) to Advanced Life Support (ALS) Fire Department, the Department has and continues to grow its Paramedic Program. The new Public Safety Complex has made this initiative easier to achieve.

**Economic Development**: The Economic Development program includes 13 specific areas of focus. This initiative nurtures each area with a focus on retention and expansion.

- 1) **Hospital**: Hospital Campus growth and development of the hospital campus inclusive of boosting the water pressure in this area.
- 2) **Medical Village Area**: known as Lakeview Center development of specialized medical offices.
- 3) **Downtown Professional Services**: in and around the County Government Center.

**Some of the Projects and Initiatives  
Underway Current FY 2022  
Exhibit C**

- 4) **Downtown Entertainment & Business District**: growth of its various dining, music, and entertainment options.
- 5) **Commerce Park**: located at the “Lake Ridge Industrial Park”.
- 6) **Ecotourism & Sports Tourism**: by fully engaging the Marina facilities at Wooton Park, Hickory Point Park, Tavares Recreation Park, and the extension of the Tav-Lee Trail connecting Wooton Park with South Sinclair Avenue.
- 7) **Seaplane Base**: development, maintenance, and management of all waterfront facilities, the Prop Shop/Seaplane Base terminal building, fueling, and FBO for all aircraft including based commercial seaplane operator.
- 8) **Special Events**: Hosting and coordinating many annual events at the Wooton Park waterfront.
- 9) **Arts, Culture & History**: By supporting the new Tavares History Museum and Lake County Museum of Arts both located in Downtown Tavares.
- 10) **Highway Commercial/Retail**: along the City’s “gateway” entrance roadways (SR19, SR441, Old 441, and CR561 & CR448).
- 11) **Quick Service/Fast Casual Dining**: growing and developing additional options and concepts along the City’s commercial 441 and 19 corridors.
- 12) **Light Industrial Manufacturing Center**: located at the City’s Eastern gateway along the old 441 corridors.
- 13) **Pavilion On The Lake**: The Pavilion On The Lake continues to provide an economic boost to area businesses including Hotel stays, restaurants, Florists, photographers, seaplane businesses, paddlewheel boat businesses, wedding planners, hair/make up businesses, catering companies, and transportation-related companies as the Pavilion is now a destination event and wedding facility for central Florida.

**CRA TIF funded Façade Grant Program**: acting in its management capacity for the Downtown CRA TIF District administering the CRA TIF funded Façade Grant Program providing 50% matching grants for eligible exterior improvement to enhance the exterior of business and residential properties within the downtown business district.

**Pavement Preservation**: Public Works deployed a new pavement preservation program to protect the roadway base material and minimize pavement distresses (potholes, rutting, etc.). Most importantly, this program allows the City to stretch the taxpayer dollars farther by providing a greater return on investment. For example, for every \$1.00 spent on pavement preservation it is estimated a savings of \$6.00 to \$10.00 or more in future reconstruction costs. By resurfacing at this time, the life of the pavement is extended.

**Paving City Streets**: As part of the city’s maintenance and pavement preservation program, the following roads have been identified to be resurfaced for FY-22:

1. Hidden Cove (Entire neighborhood)

**Some of the Projects and Initiatives  
Underway Current FY 2022  
Exhibit C**

2. Orange Ave (From Tangerine to the Cul-de-sac +/-)
3. Ridge Road (Improvements also include Stormwater)
4. Lake Harris Drive
5. Rose Ave

**Record Retention:** Records retention laws continue to change and the City Clerk has implemented a program to keep up with the laws and retain records so that they are accessible to the public. One area of accessibility includes ADA compliance and the Clerk has completed and will continue to maintain compliance with these ADA requirements.

**Records Management:** The City Clerk under her Records Management Liaison Officer role has launched an initiative to process document conversions from paper to digital format to improve records retention and retrieval processes now and into the future.

**Agenda Management:** The City Clerk recently launched a state-of-the-art software system for City Council agenda processing including creation, review, and distribution. This new initiative is being expanded to other boards that include but are not limited to the Planning & Zoning Board and Code Enforcement/Special Magistrate.

**SelectTXT for Building Inspections** – Customers may now request building inspections through text messaging. Customers may dial 855-936-4488 to access SelectTXT. – DONE

**On-line and Auto Bill Pay for Marina Slip Rentals (Click2Gov)** – Customers can visit the Seaplane Base webpage and make payments for slip rental, and in addition, customers may set up monthly auto-pay as well or review their account history. -DONE

**IVR Pay By Phone for Slip Rentals** – Customers can pay marina slip rentals through the City's Innovative Voice Response System. – DONE

**IVR Pay by Phone for Building Permits** – Customers may pay for Building Permits through the City's Innovative Voice Response System. – DONE

**Online Payments for Building Permits (Click2Gov)** – Customers can go online to the Community Development Page on the City Website and pay for Building Permits. In addition, anyone may inquire about any Building Permit from the site.

**SeeClickFix** – Any resident can report an observed City Issue needing attention using their phone (Tree Limb down, leaking fire Hydrant, pothole, etc.) by snapping a photo and submitting it to the city through a phone app called SeeClickFix. – DONE

**Some of the Projects and Initiatives  
Underway Current FY 2022  
Exhibit C**

**City Council Meetings live stream:** – DONE

**SMART GROWTH HORIZON TEAM** - Developed and beginning its work.

**Tavares Bocce Ball Courts:** Four courts to be constructed next to the Shuffleboard Courts in Ridge Park. Proposals have been collected and final design is underway.

**Golden Triangle Regional Park – East Campus:** Joint partnership between Lake County, the Central Florida YMCA, and the City of Tavares to explore the development of a regional park for Lake County at the YMCA.

**Neptune 360 and Base Read Program:** Neptune 360 is an upgraded platform that will allow the City of Tavares to monitor customer accounts with greater efficiency. As more of the City water meters are readable by the base-read towers, staff will be able to provide more detailed information to customers without the need to data log a meter via an on-site visit. The Neptune 360 dashboard will allow Utility Billing staff to customize reports and identify spikes in usage in real-time. The reduction in time needed to analyze fluctuations in consumption for customer accounts will allow staff to take a broader and more proactive customer service approach.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 9**

**SUBJECT TITLE: City Administrator Report**

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**OBJECTIVE:**

The City Administrator will inform the Council on city-related matters.

**SUMMARY:**

The City Administrator will provide a summary at the meeting.

**UPCOMING MEETINGS:**

|                                             |                                                                                                               |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| City Council Meetings                       | February 2, 2022, 4:00 p.m., City Council Chambers<br><br>February 16, 2022, 4:00 p.m., City Council Chambers |
| Planning & Zoning Board Meeting             | January 20, 2022, 3:00 p.m., City Council Chambers                                                            |
| Library Board Meeting                       | February 16, 2022, 2:30 p.m., Library Conference Room                                                         |
| Code Enforcement Special Magistrate Hearing | January 25, 2022, 5:00 p.m., City Council Chambers                                                            |

**OUTSIDE AGENCY MEETINGS:**

|                                               |                                                             |
|-----------------------------------------------|-------------------------------------------------------------|
| Lake County League of Cities                  | February 11, 2022, 11:30 a.m., Mount Dora Golf Course       |
| Lake Sumter MPO Executive Board Meeting       | February 23, 2022, 2:00 p.m., 1300 Citizens Blvd., Leesburg |
| Tavares Chamber of Commerce Business Luncheon | January 26, 2022, 11:30 a.m., Tavares Civic Center          |

**CITY EVENTS - The current 2022 City Event Calendar is attached.**

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Tavares\_2022EventCalendar\_1.3.2022

*Attachments not provided are available to the public upon request to the City Clerk.*

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/19/2022**

**AGENDA TAB NO.: 10**

**SUBJECT TITLE: City Council Member Reports**

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**OBJECTIVE:**

To inform the Council on city-related items.

**SUMMARY:**

The Council will be offered an opportunity to provide a report at the meeting.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

*Attachments not provided are available to the public upon request to the City Clerk.*