MOUNT DORA CITY COUNCIL
June 4, 2019, 5:30 PM
City Hall Board Room, 510 N. Baker Street

REGULAR AGENDA

CALL TO ORDER

MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

- This is the time for the public to come forward with any comments on any subject related to City business that is not listed on the Agenda, however the following rules apply when speaking on an item that is listed on the Agenda.
- Please complete a speaker card and provide it to the City Clerk prior to the meeting.
- Please clearly state your name and address for the record. Comments will be limited to 3 minutes or less. If you are part of a group, try to designate a speaker.
- Please address all comments to the Chair and only the Chair.
- Please do not make any disparaging or personal attacks on the Mayor, Council, Staff or Residents.
- Please speak to the City Council with Civility and Decorum.
- Answers to your questions may not be given at the end of your speech. However, your question along with an answer will be placed on the City’s website under Frequently Asked Questions within 10 business days.

PRESENTATIONS

1. Mount Dora Fire Department ISO Rating Improvement and Recognition of Employees

APPROVAL OF AGENDA

CONSENT AGENDA
1. **Resolution No. 2019-55**, Historic Marker for 140 E. 7th Avenue

2. **Resolution No. 2019-56**, Historic Marker for 308 N. Tremain Street

3. **Resolution No. 2019-57**, Historic Marker for 312 N. Tremain Street


5. **Approval of City Council Meeting Session Minutes**:
   - Regular Session May 7, 2019 with Addendum
   - Regular Session May 21, 2019

**ACTION ITEMS**

**PUBLIC HEARINGS**

**RESOLUTIONS**

1. **Resolution No. 2019-54**, Preliminary Plat Lakes of Mount Dora Phase 5C

2. **Resolution No. 2019-70**, Department of Economic Agreement between Lake County and the City


4. **Approval of Resolution No. 2019-65**, Responding Action Interlocal Service Boundary Agreement

5. **Resolution No. 2019-68**, Amendment #2 to St. Johns River Water Management District for the Apopka Interconnect Project


**ORDINANCES**

1. **Final Reading of Ordinance No. 2019-07**, Change in Zoning City of Mount Dora
DISCUSSION ITEMS

CITY MANAGER

1. City Manager Vacation/Leave Request

2. City Manager's Reports and Updates

BOARD APPOINTMENTS

1. Board Appointment - Mount Dora Firefighters' Pension
2. Board Appointment - Planning and Zoning Commission

CITY ATTORNEY'S REPORT

1. Pursuant To Section 4B Of Resolution No. 2019-07, the SRF Loan Agreement Associated with the City's Apopka Water Interconnection Project No.: DW3514A0 was Renewed by the City Attorney and Executed by Mayor Girone.

2. Pursuant to Section 4B of Resolution No. 2019-08, the SRF Loan Agreement Associated with the City's Apopka Water Interconnection Project No.: WW35146, was renewed by the City Attorney and Executed by Mayor Girone.

3. Claims Update

COMMUNICATIONS AND REPORTS

- Council Member Laurie Tillett
- Council Member Crissy Stile
- Council Member John Tucker
- Council Member Marc Crail
- Council Member Harmon Massey
- Vice-Mayor Cal Rolfson
- Mayor Nick Girone

FUTURE MEETING DATES

- June 11, 2019, 9:00 AM, FY 2019-20 Operations Budget Work Session at Martin Luther King Building
- June 18, 2019, 5:30 PM, Regular Session at City Hall
- July 2, 2019, 1:00 PM, Work Session at Community Building Lobby
• July 2, 2019, 5:30 PM, Regular Session at City Hall
• July 9, 2019, 9:00 AM, Work Session at Martin Luther King Building
• July 16, 2019, 5:30 PM, Regular Session at City Hall
• August 6, 2019, 1:00 PM, Work Session at Community Building Lobby
• August 6, 2019, 6:00 PM, Regular Session at City Hall
• August 20, 2019, 3:00 PM Budget Work Session at Community Building - Tentative
• August 20, 2019, 5:30 PM, Regular Session at City Hall

ADJOURNMENT

Pursuant to Section 286.0105, Florida Statutes, if any person decides to appeal any decision made at this meeting with respect to any matter considered at any meeting or hearing, such person may need a record of these proceedings. For such purpose, a person 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. Verbatim record will not be provided by the City of Mount Dora.

Notice: In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact Gwen Johns, City Clerk, at least 48 hours prior to the proceedings. Telephone (352) 735-7126 for assistance. If hearing impaired, telephone the Florida Relay Service numbers, (800) 955-8771 (TDD) or (800) 955-8770 (Voice) for assistance.
DATE: June 4, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: Mount Dora Fire Department ISO Rating Improvement and Recognition of Employees

Introduction:
The Insurance Service Organization (ISO) has completed its analysis of the structural fire suppression delivery system provided in the community. The resulting classification is an improvement from the previous ISO Public Protection (PPC) Class 3 rating. The City of Mount Dora and the Mount Dora Fire Department earned a Class 2 rating.

The classification is a direct result of the information gathered by ISO, and is dependent on the resource levels devoted to fire protection in existence at the time of survey.

Discussion:
ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process of insurance companies. In fact, most U.S. insurers - including the largest ones - use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it will charge policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things - the company's fire-loss experience, rate making methodology, underwriting guidelines, and its marketing strategy.

PPC is important to communities and fire departments as well. Communities whose PPC improves may receive lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties.
**Budget Impact:**
A better ISO rating makes Mount Dora more attractive to businesses thus improving economic development. This will be very beneficial in attracting quality businesses to the City. With expected growth and development of the Wolf Branch Innovation District, businesses can be secure in knowing that capital investments made in Mount Dora are protected by a high quality Fire Department. This will in-turn broaden the tax base within the City providing a more diverse and stable economy within the community. All of this has a positive impact on the City's budget.

**Strategic Impact:**
This addresses three of the five goals stated in the City's Strategic Plan from July 2017 including accreditation.

Fiscal Objective: Ensure that our budget is used to provide the greatest possible benefit for the community.
Growth Management Objective: Ensure adequate services are provided and to handle the rapid growth that is imminent for Mount Dora.
Public Safety Objective: Become an Accredited Fire Department and improve the City’s ISO rating. Additionally, is in alignment with Fire Department's Standards of Cover as adopted by City Council.

**Recommendation** Special recognition should be given to MDFD Lieutenant Rich Loewer.

Lt. Loewer is the Accreditation Manager for MDFD and was the team leader for the Fire Department's preparation for this ISO review and the resulting improved ISO Class 2 rating.

**Attachment(s):**
1. CMCI Community Report
2. ISO Letter to City Manager
Public Protection Classification

(PPC™)

Summary Report

Mount Dora

FLORIDA

Prepared by

Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554

Report Created April 22, 2019
Effective August 1, 2019

PPC is a registered trademark of Insurance Services Office, Inc.
Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC™) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation.

The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.
Data Collection and Analysis

ISO has evaluated and classified over 46,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the Emergency Communications accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the Fire Department accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the Water Supply system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points
There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

**PPC Grade**

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

<table>
<thead>
<tr>
<th>PPC</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>90.00 or more</td>
</tr>
<tr>
<td>2</td>
<td>80.00 to 89.99</td>
</tr>
<tr>
<td>3</td>
<td>70.00 to 79.99</td>
</tr>
<tr>
<td>4</td>
<td>60.00 to 69.99</td>
</tr>
<tr>
<td>5</td>
<td>50.00 to 59.99</td>
</tr>
<tr>
<td>6</td>
<td>40.00 to 49.99</td>
</tr>
<tr>
<td>7</td>
<td>30.00 to 39.99</td>
</tr>
<tr>
<td>8</td>
<td>20.00 to 29.99</td>
</tr>
<tr>
<td>9</td>
<td>10.00 to 19.99</td>
</tr>
<tr>
<td>10</td>
<td>0.00 to 9.99</td>
</tr>
</tbody>
</table>

The classification numbers are interpreted as follows:

- **Class 1 through (and including) Class 8** represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- **Class 8B** is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- **Class 9** is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- **Class 10** does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.
New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications
Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications
When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What’s changed with the new classifications?
We’ve published the new classifications as “X” and “Y” — formerly the “9” and “8B” portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

<table>
<thead>
<tr>
<th>Prior Classification</th>
<th>New Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9</td>
<td>1/1X</td>
</tr>
<tr>
<td>2/9</td>
<td>2/2X</td>
</tr>
<tr>
<td>3/9</td>
<td>3/3X</td>
</tr>
<tr>
<td>4/9</td>
<td>4/4X</td>
</tr>
<tr>
<td>5/9</td>
<td>5/5X</td>
</tr>
<tr>
<td>6/9</td>
<td>6/6X</td>
</tr>
<tr>
<td>7/9</td>
<td>7/7X</td>
</tr>
<tr>
<td>8/9</td>
<td>8/8X</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prior Classification</th>
<th>New Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/8B</td>
<td>1/1Y</td>
</tr>
<tr>
<td>2/8B</td>
<td>2/2Y</td>
</tr>
<tr>
<td>3/8B</td>
<td>3/3Y</td>
</tr>
<tr>
<td>4/8B</td>
<td>4/4Y</td>
</tr>
<tr>
<td>5/8B</td>
<td>5/5Y</td>
</tr>
<tr>
<td>6/8B</td>
<td>6/6Y</td>
</tr>
<tr>
<td>7/8B</td>
<td>7/7Y</td>
</tr>
<tr>
<td>8/8B</td>
<td>8/8Y</td>
</tr>
<tr>
<td>8B</td>
<td>8B</td>
</tr>
</tbody>
</table>
What's changed?
As you can see, we’re still maintaining split classes, but it’s how we represent them to insurers that’s changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations
• To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
• To the community, the new classes reward a community’s fire suppression efforts by showing a more reflective designation
• To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class
Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We’ve introduced a new classification —10W — to recognize the reduced loss potential of such properties.

What’s changed with Class 10W?
Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What’s the benefit of Class 10W?
10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That’s reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?
Fire chiefs don’t have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?
Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.
Distribution of PPC Grades

The 2017 published countrywide distribution of communities by the PPC grade is as follows:

![Bar chart showing distribution of PPC grades across classes](chart.png)

**Assistance**

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at [www.isomitigation.com/talk/](http://www.isomitigation.com/talk/).

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).
ISO concluded its review of the fire suppression features being provided for Mount Dora. The resulting community classification is **Class 02/2X**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

### FSRS Feature

<table>
<thead>
<tr>
<th>FSRS Feature</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Communications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>414. Credit for Emergency Reporting</td>
<td>3.00</td>
<td>3</td>
</tr>
<tr>
<td>422. Credit for Telecommunicators</td>
<td>4.00</td>
<td>4</td>
</tr>
<tr>
<td>432. Credit for Dispatch Circuits</td>
<td>3.00</td>
<td>3</td>
</tr>
<tr>
<td><strong>440. Credit for Emergency Communications</strong></td>
<td>10.00</td>
<td>10</td>
</tr>
<tr>
<td><strong>Fire Department</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>513. Credit for Engine Companies</td>
<td>6.00</td>
<td>6</td>
</tr>
<tr>
<td>523. Credit for Reserve Pumpers</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>532. Credit for Pump Capacity</td>
<td>3.00</td>
<td>3</td>
</tr>
<tr>
<td>549. Credit for Ladder Service</td>
<td>4.00</td>
<td>4</td>
</tr>
<tr>
<td>553. Credit for Reserve Ladder and Service Trucks</td>
<td>0.00</td>
<td>0.50</td>
</tr>
<tr>
<td>561. Credit for Deployment Analysis</td>
<td>7.22</td>
<td>10</td>
</tr>
<tr>
<td>571. Credit for Company Personnel</td>
<td>7.50</td>
<td>15</td>
</tr>
<tr>
<td>581. Credit for Training</td>
<td>7.49</td>
<td>9</td>
</tr>
<tr>
<td>730. Credit for Operational Considerations</td>
<td>2.00</td>
<td>2</td>
</tr>
<tr>
<td><strong>590. Credit for Fire Department</strong></td>
<td>37.71</td>
<td>50</td>
</tr>
<tr>
<td><strong>Water Supply</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>616. Credit for Supply System</td>
<td>23.75</td>
<td>30</td>
</tr>
<tr>
<td>621. Credit for Hydrants</td>
<td>2.97</td>
<td>3</td>
</tr>
<tr>
<td>631. Credit for Inspection and Flow Testing</td>
<td>7.00</td>
<td>7</td>
</tr>
<tr>
<td><strong>640. Credit for Water Supply</strong></td>
<td>33.72</td>
<td>40</td>
</tr>
<tr>
<td><strong>Divergence</strong></td>
<td>-1.78</td>
<td>-</td>
</tr>
<tr>
<td><strong>1050. Community Risk Reduction</strong></td>
<td>4.91</td>
<td>5.50</td>
</tr>
<tr>
<td><strong>Total Credit</strong></td>
<td>84.56</td>
<td>105.50</td>
</tr>
</tbody>
</table>

PPC is a registered trademark of Insurance Services Office, Inc.
**Emergency Communications**

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

<table>
<thead>
<tr>
<th>Item</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>414. Credit Emergency Reporting</td>
<td>3.00</td>
<td>3</td>
</tr>
<tr>
<td>422. Credit for Telecommunicators</td>
<td>4.00</td>
<td>4</td>
</tr>
<tr>
<td>432. Credit for Dispatch Circuits</td>
<td>3.00</td>
<td>3</td>
</tr>
</tbody>
</table>

**Item 440. Credit for Emergency Communications:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>440. Credit for Emergency Communications</td>
<td>10.00</td>
<td>10</td>
</tr>
</tbody>
</table>

**Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.
### Item 410. Emergency Reporting (CER)

<table>
<thead>
<tr>
<th>Description</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A/B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</strong>&lt;br&gt;For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</td>
<td>20.00</td>
<td>20</td>
</tr>
<tr>
<td><strong>1. E9-1-1 Wireless</strong>&lt;br&gt;Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</td>
<td>25.00</td>
<td>25</td>
</tr>
<tr>
<td><strong>2. E9-1-1 Voice over Internet Protocol (VoIP)</strong>&lt;br&gt;Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</td>
<td>25.00</td>
<td>25</td>
</tr>
<tr>
<td><strong>3. Computer Aided Dispatch</strong>&lt;br&gt;Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</td>
<td>15.00</td>
<td>15</td>
</tr>
<tr>
<td><strong>4. Geographic Information System (GIS/AVL)</strong>&lt;br&gt;The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.&lt;br&gt;The individual fire departments being dispatched do not need GIS/AVL capability to obtain this credit.</td>
<td>15.00</td>
<td>15</td>
</tr>
<tr>
<td><strong>Review of Emergency Reporting total:</strong></td>
<td><strong>100.00</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

### Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 “Credit for Telecommunicators (TC)”. This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.
To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

<table>
<thead>
<tr>
<th>Item 420. Telecommunicators (CTC)</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1. Alarm Receipt (AR)</strong></td>
<td>20.00</td>
<td>20</td>
</tr>
<tr>
<td>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A2. Alarm Processing (AP)</strong></td>
<td>20.00</td>
<td>20</td>
</tr>
<tr>
<td>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B. Emergency Dispatch Protocols (EDP)</strong></td>
<td>20.00</td>
<td>20</td>
</tr>
<tr>
<td>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C. Telecommunicator Training and Certification (TTC)</strong></td>
<td>20.00</td>
<td>20</td>
</tr>
<tr>
<td>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <em>Standard for Professional Qualifications for Public Safety Telecommunicator</em>, and/or the Association of Public-Safety Communications Officials - International (APCO) <em>Project 33</em>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</strong></td>
<td>20.00</td>
<td>20</td>
</tr>
<tr>
<td>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Review of Telecommunicators total:</strong></td>
<td><strong>100.00</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO’s evaluation also includes a review of the communication system’s emergency power supplies.

Item 432 “Credit for Dispatch Circuits (CDC)” = 3.00 points
Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

<table>
<thead>
<tr>
<th>Item</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>513. Credit for Engine Companies</td>
<td>6.00</td>
<td>6</td>
</tr>
<tr>
<td>523. Credit for Reserve Pumpers</td>
<td>0.50</td>
<td>0.5</td>
</tr>
<tr>
<td>532. Credit for Pumper Capacity</td>
<td>3.00</td>
<td>3</td>
</tr>
<tr>
<td>549. Credit for Ladder Service</td>
<td>4.00</td>
<td>4</td>
</tr>
<tr>
<td>553. Credit for Reserve Ladder and Service Trucks</td>
<td>0.00</td>
<td>0.5</td>
</tr>
<tr>
<td>561. Credit for Deployment Analysis</td>
<td>7.22</td>
<td>10</td>
</tr>
<tr>
<td>571. Credit for Company Personnel</td>
<td>7.50</td>
<td>15</td>
</tr>
<tr>
<td>581. Credit for Training</td>
<td>7.49</td>
<td>9</td>
</tr>
<tr>
<td>730. Credit for Operational Considerations</td>
<td>2.00</td>
<td>2</td>
</tr>
</tbody>
</table>

**Item 590. Credit for Fire Department:** 37.71 50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3000 gpm.
**Item 513 - Credit for Engine Companies (6 points)**

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **2 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3000 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

**Item 513 “Credit for Engine Companies (CEC)” = 6.00 points**

PPC is a registered trademark of Insurance Services Office, Inc.

Page 13
**Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 “Credit for Reserve Pumpers (CRP)” = 0.50 points**

**Item 532 – Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 3000 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 “Credit for Pumper Capacity (CPC)” = 3.00 points**

**Item 549 – Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

**Item 549 “Credit for Ladder Service (CLS)” = 4.00 points**
**Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS).” This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points**

**Item 561 – Deployment Analysis (10 points)**

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 “Credit Deployment Analysis (DA)” = 7.22 points**
**Item 571 – Credit for Company Personnel (15 points)**

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **9.00 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

**Item 571 “Credit for Company Personnel (CCP)” = 7.50 points**
### Item 581 – Credit for Training (9 points)

<table>
<thead>
<tr>
<th>Training</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Facilities, and Use</strong></td>
<td>30.80</td>
<td>35</td>
</tr>
<tr>
<td>For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B. Company Training</strong></td>
<td>13.97</td>
<td>25</td>
</tr>
<tr>
<td>For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C. Classes for Officers</strong></td>
<td>11.45</td>
<td>12</td>
</tr>
<tr>
<td>For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. New Driver and Operator Training</strong></td>
<td>5.00</td>
<td>5</td>
</tr>
<tr>
<td>For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E. Existing Driver and Operator Training</strong></td>
<td>5.00</td>
<td>5</td>
</tr>
<tr>
<td>For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F. Training on Hazardous Materials</strong></td>
<td>0.00</td>
<td>1</td>
</tr>
<tr>
<td>For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G. Recruit Training</strong></td>
<td>5.00</td>
<td>5</td>
</tr>
<tr>
<td>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>H. Pre-Fire Planning Inspections</strong></td>
<td>12.00</td>
<td>12</td>
</tr>
<tr>
<td>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Item 580 “Credit for Training (CT)” = 7.49 points**

PPC is a registered trademark of Insurance Services Office, Inc.
Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<table>
<thead>
<tr>
<th>Operational Considerations</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Operating Procedures</strong></td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>The department should have established SOPs for fire department general emergency operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Incident Management Systems</strong></td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>The department should use an established incident management system (IMS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operational Considerations total:</strong></td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

**Water Supply**

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

<table>
<thead>
<tr>
<th></th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>616. Credit for Supply System</td>
<td>23.75</td>
<td>30</td>
</tr>
<tr>
<td>621. Credit for Hydrants</td>
<td>2.97</td>
<td>3</td>
</tr>
<tr>
<td>631. Credit for Inspection and Flow Testing</td>
<td>7.00</td>
<td>7</td>
</tr>
<tr>
<td><strong>Item 640. Credit for Water Supply:</strong></td>
<td>33.72</td>
<td>40</td>
</tr>
</tbody>
</table>
Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 23.75 points
Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 947 hydrants in the graded area.

<table>
<thead>
<tr>
<th>620. Hydrants, - Size, Type and Installation</th>
<th>Number of Hydrants</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. With a 6-inch or larger branch and a pumper outlet with or without 2½-inch outlets</td>
<td>914</td>
</tr>
<tr>
<td>B. With a 6-inch or larger branch and no pumper outlet but two or more 2½-inch outlets, or with a small foot valve, or with a small barrel</td>
<td>33</td>
</tr>
<tr>
<td>C./D. With only a 2½-inch outlet or with less than a 6-inch branch</td>
<td>0</td>
</tr>
<tr>
<td>E./F. Flush Type, Cistern, or Suction Point</td>
<td>0</td>
</tr>
</tbody>
</table>

Item 621 “Credit for Hydrants (CH)” = 2.97 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, Installation, Field Testing and Maintenance of Fire Hydrants.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>30</td>
</tr>
<tr>
<td>2 years</td>
<td>20</td>
</tr>
<tr>
<td>3 years</td>
<td>10</td>
</tr>
<tr>
<td>4 years</td>
<td>5</td>
</tr>
<tr>
<td>5 years or more</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 4.00 points**
**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 years</td>
<td>40</td>
</tr>
<tr>
<td>6 years</td>
<td>30</td>
</tr>
<tr>
<td>7 years</td>
<td>20</td>
</tr>
<tr>
<td>8 years</td>
<td>10</td>
</tr>
<tr>
<td>9 years</td>
<td>5</td>
</tr>
<tr>
<td>10 years or more</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

Total points for Fire Flow Testing = 3.00 points

Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 7.00 points

**Divergence = -1.78**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

**Community Risk Reduction**

<table>
<thead>
<tr>
<th>Item</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1025. Credit for Fire Prevention and Code Enforcement (CPCE)</td>
<td>2.17</td>
<td>2.2</td>
</tr>
<tr>
<td>1033. Credit for Public Fire Safety Education (CFSE)</td>
<td>1.93</td>
<td>2.2</td>
</tr>
<tr>
<td>1044. Credit for Fire Investigation Programs (CIP)</td>
<td>0.81</td>
<td>1.1</td>
</tr>
<tr>
<td>Item 1050. Credit for Community Risk Reduction</td>
<td>4.91</td>
<td>5.50</td>
</tr>
<tr>
<td>Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)</td>
<td>Earned Credit</td>
<td>Credit Available</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Fire Prevention Code Regulations (PCR)  
Evaluation of fire prevention code regulations in effect. | 10.00 | 10 |
| Fire Prevention Staffing (PS)  
Evaluation of staffing for fire prevention activities. | 8.00 | 8 |
| Fire Prevention Certification and Training (PCT)  
Evaluation of the certification and training of fire prevention code enforcement personnel. | 5.50 | 6 |
| Fire Prevention Programs (PCP)  
Evaluation of fire prevention programs. | 16.00 | 16 |
| Review of Fire Prevention Code and Enforcement (CPCE) subtotal: | 39.50 | 40 |

<table>
<thead>
<tr>
<th>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
</table>
| Public Fire Safety Educators Qualifications and Training (FSQT)  
Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction. | 5.00 | 10 |
| Public Fire Safety Education Programs (FSP)  
Evaluation of programs for public fire safety education. | 30.00 | 30 |
| Review of Public Safety Education Programs (CFSE) subtotal: | 35.00 | 40 |

<table>
<thead>
<tr>
<th>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
</table>
| Fire Investigation Organization and Staffing (IOS)  
Evaluation of organization and staffing for fire investigations. | 4.00 | 8 |
| Fire Investigator Certification and Training (IQT)  
Evaluation of fire investigator certification and training. | 4.80 | 6 |
| Use of National Fire Incident Reporting System (IRS)  
Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation. | 6.00 | 6 |
| Review of Fire Investigation Programs (CIP) subtotal: | 14.80 | 20 |
### Summary of PPC Review for Mount Dora

<table>
<thead>
<tr>
<th>FSRS Item</th>
<th>Earned Credit</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Communications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>414. Credit for Emergency Reporting</td>
<td>3.00</td>
<td>3</td>
</tr>
<tr>
<td>422. Credit for Telecommunicators</td>
<td>4.00</td>
<td>4</td>
</tr>
<tr>
<td>432. Credit for Dispatch Circuits</td>
<td>3.00</td>
<td>3</td>
</tr>
<tr>
<td><strong>440. Credit for Emergency Communications</strong></td>
<td>10.00</td>
<td>10</td>
</tr>
<tr>
<td><strong>Fire Department</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>513. Credit for Engine Companies</td>
<td>6.00</td>
<td>6</td>
</tr>
<tr>
<td>523. Credit for Reserve Pumpers</td>
<td>0.50</td>
<td>0.5</td>
</tr>
<tr>
<td>532. Credit for Pumper Capacity</td>
<td>3.00</td>
<td>3</td>
</tr>
<tr>
<td>549. Credit for Ladder Service</td>
<td>4.00</td>
<td>4</td>
</tr>
<tr>
<td>553. Credit for Reserve Ladder and Service Trucks</td>
<td>0.00</td>
<td>0.5</td>
</tr>
<tr>
<td>561. Credit for Deployment Analysis</td>
<td>7.22</td>
<td>10</td>
</tr>
<tr>
<td>571. Credit for Company Personnel</td>
<td>7.50</td>
<td>15</td>
</tr>
<tr>
<td>581. Credit for Training</td>
<td>7.49</td>
<td>9</td>
</tr>
<tr>
<td>730. Credit for Operational Considerations</td>
<td>2.00</td>
<td>2</td>
</tr>
<tr>
<td><strong>590. Credit for Fire Department</strong></td>
<td>37.71</td>
<td>50</td>
</tr>
<tr>
<td><strong>Water Supply</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>616. Credit for Supply System</td>
<td>23.75</td>
<td>30</td>
</tr>
<tr>
<td>621. Credit for Hydrants</td>
<td>2.97</td>
<td>3</td>
</tr>
<tr>
<td>631. Credit for Inspection and Flow Testing</td>
<td>7.00</td>
<td>7</td>
</tr>
<tr>
<td><strong>640. Credit for Water Supply</strong></td>
<td>33.72</td>
<td>40</td>
</tr>
<tr>
<td><strong>Divergence</strong></td>
<td>-1.78</td>
<td>--</td>
</tr>
<tr>
<td><strong>1050. Community Risk Reduction</strong></td>
<td>4.91</td>
<td>5.50</td>
</tr>
<tr>
<td><strong>Total Credit</strong></td>
<td>84.56</td>
<td>105.5</td>
</tr>
</tbody>
</table>

**Final Community Classification = 02/2X**
April 22, 2019
Ms. Robin Hayes, City Manager
Mount Dora
510 N Baker Street
Mount Dora, Florida, 32757

RE: Mount Dora, Lake County, Florida
Public Protection Classification: 02/2X
Effective Date: August 01, 2019

Dear Ms. Robin Hayes,

We wish to thank you and Chief Timmons Griner for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community’s PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO’s Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage’s to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO’s information on public fire protection may depend on several things – the company’s fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We’ve published the new classifications as “X” and “Y” — formerly the “9” and “88” portion of the split classification, respectively. For example:

• A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the “6X” denoting what was formerly classified as “9.”

• Similarly, a community currently graded as a split 6/88 classification will now be a split 6/6Y classification, the “6Y” denoting what was formerly classified as “88.”
Communities graded with single “9” or “8B” classifications will remain intact.
Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert
Manager - National Processing Center

cc: Mr. Josef Grusauskas, Water Superintendent, Mount Dora Water Utilities
    Chief Timmons Griner, Chief, Mount Dora Fire Department
    Mrs. Kimberly Stephens, Communications Supervisor, Lake Sumter EMS Communications
## HYDRANT FLOW DATA SUMMARY

<table>
<thead>
<tr>
<th>TEST NO.</th>
<th>TYPE</th>
<th>DIST.*</th>
<th>TEST LOCATION</th>
<th>SERVICE</th>
<th>INDIVIDUAL HYDRANTS</th>
<th>TOTAL</th>
<th>STATIC</th>
<th>RESID.</th>
<th>NEEDED</th>
<th>AVAIL.</th>
<th>REMARKS***</th>
<th>MODEL TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td></td>
<td></td>
<td>148 Charles Ave</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1190</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1190</td>
<td>90</td>
<td>66</td>
<td>4500</td>
</tr>
<tr>
<td>1.1</td>
<td></td>
<td></td>
<td>Same as 1</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1190</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1190</td>
<td>90</td>
<td>66</td>
<td>1000</td>
</tr>
<tr>
<td>10.0</td>
<td></td>
<td></td>
<td>906 E 10 AVE</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>920</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>920</td>
<td>56</td>
<td>40</td>
<td>1000</td>
</tr>
<tr>
<td>2.0</td>
<td></td>
<td></td>
<td>18440 RTE 441</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1140</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1140</td>
<td>62</td>
<td>58</td>
<td>4500</td>
</tr>
<tr>
<td>2.1</td>
<td></td>
<td></td>
<td>18691 RTE 441</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1140</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1140</td>
<td>62</td>
<td>58</td>
<td>1500</td>
</tr>
<tr>
<td>3.0</td>
<td></td>
<td></td>
<td>710 S ROSSITER ST</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1110</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1110</td>
<td>64</td>
<td>48</td>
<td>3500</td>
</tr>
<tr>
<td>4.0</td>
<td></td>
<td></td>
<td>555 S HIGHLAND ST</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>990</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>990</td>
<td>66</td>
<td>42</td>
<td>3000</td>
</tr>
<tr>
<td>5.0</td>
<td></td>
<td></td>
<td>18986 US HIGHWAY 441</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1140</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1140</td>
<td>62</td>
<td>58</td>
<td>3000</td>
</tr>
<tr>
<td>6.0</td>
<td></td>
<td></td>
<td>1198 CAMP AVE</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1030</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1030</td>
<td>62</td>
<td>44</td>
<td>3000</td>
</tr>
<tr>
<td>7.0</td>
<td></td>
<td></td>
<td>1003 BRISTOL LAKES RD</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1060</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1060</td>
<td>50</td>
<td>48</td>
<td>3000</td>
</tr>
<tr>
<td>8.0</td>
<td></td>
<td></td>
<td>1300 HEIM RD</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1300</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1300</td>
<td>86</td>
<td>82</td>
<td>2500</td>
</tr>
<tr>
<td>9.0</td>
<td></td>
<td></td>
<td>722 S ROSSITER ST</td>
<td>Mount Dora Water Utilities, Mount Dora</td>
<td>1110</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1110</td>
<td>64</td>
<td>48</td>
<td>2250</td>
</tr>
</tbody>
</table>

**FLOW - GPM**

\[ Q = (29.83(C(d^2)p^{0.5})) \]

**PRESSURE - PSI**

**FLOW - AT 20 PSI**

**INDIVIDUAL HYDRANTS**

**TOTAL**

**STATISTICAL**

**RESIDUAL**

**NEEDED**

**AVAIL.**


---

**THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.**

**THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.**

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.**

** *** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

---

*June 4, 2019 City Council Meeting Agenda Packet*
DATE: June 4, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: Resolution No. 2019-55, Historic Marker for 140 E. 7th Avenue

Introduction:
This is a request for City Council to approve Resolution No. 2019-55, Historical Marker located at 140 E. 7th Avenue.

Discussion:
This request is for a Historic Marker pursuant to the provisions of Section 3.6 of the City’s Land Development Code for inclusion in the City's Historic Marker Program. The Historic Preservation Board, at their regularly scheduled meeting held on April 24, 2019, approved the Historic Marker for “Ingram House” based on Historical and Cultural Significance for the existing residential dwelling (circa 1920) located at 140 E. 7th Avenue.

Attachment “1” is a copy of the Historic Preservation Board April 24, 2019 staff memo with a summary of the proposed Historic Marker. This memo includes a copy of the application request, Historic Marker Brochure, Historic Map Brochure, Photographs, and Site Inventory Forms (1987 and 2008).

Budget Impact:
The cost for production of a historic marker is $146.95. Funds are available in the Planning and Development Account No. 001-5150-548.00-00 with a balance of $23,727.25.

Strategic Impact:
Maintain and highlight historic properties within the City, supporting Economic Development.

Recommendation
City Council approve Resolution No. 2019-55.

Attachment(s):
1. HPB Staff Memo Meeting
DATE: April 24, 2019

TO: Historic Preservation Board

FROM: Shelby Eldridge, Planner I

RE: Historic Marker Request; “The Ingram House” (Marker Name Proposal); 140 E. 7th Avenue (Location); Stewbay LLC. (Owner/Applicant)

Site Name: The Ingram House  
Date of Construction: 1920

Zoning/Use: Residential Professional/ SFR  
Style: Bungalow

Siding: Lap and Shake Siding  
Porch: 1 Open Front/ 2 Open Rear

Roof: Gable with Metal Shingles  
Windows: Majority 4 Over 1

Historical Significance: The following standards apply: A site will be deemed to have historical or cultural significance if it

a. Is associated in a significant way with the life or activities of a major person important in city, state or national history, or
b. Is the site of a historic events with significant effect upon city, state or nation, or

c. Is associated in a significant way with a major historic event whether cultural, economic, social, military, or political, or

d. Exemplifies the historical, political, cultural, economic or social trends of the community in history, or

W.W. Ingram was a wealthy lawyer that lived outside of East Liverpool, Ohio with his family.

Staff Analysis: This is a request for a Historic Marker pursuant to the provisions of Sections 3.6 of the City’s Land Development Code for inclusion in the City’s Historic Marker Program. The subject dwelling resides on the southwest corner of Baker Avenue and 7th Avenue (see Vicinity Map). The existing residence is a contributing structure within the Historic Preservation Review Boundary area. The City of Mount Dora Historic Design Guidelines, identifies the various architectural styles and building traditions.

W.W. Ingram was a wealthy lawyer that lived outside of East Liverpool, Ohio with his family.
The Ingram family built this house in 1920 as their winter residence. The family also built the Ingram Building located at 132-138 E 5th Avenue, a commercial building with several storefronts and apartments.

The Ingram House is a noble representative of Craftsman Bungalow. Craftsman Bungalow architecture is one of the most popular styles found in the City. The earliest American Bungalow appeared in the 1890s and during the early 1900s the Bungalow was the most common style of residential architecture.

On February 28, 2018 the Mount Dora Historic Preservation Board approved a Certificate of Appropriateness for exterior renovations in order to restore the Craftsman Bungalow architecture of the early 1900s. With the renovations the house showcases the historic nature of the Craftsman Bungalow and captures the intent of the Historic Marker Program.

**Staff Recommendation:** Staff recommends approval of the Historic Marker based on Historical and Cultural Significance and forwards the same to City Council.

**Attachments:**
Vicinity Map
Historic Marker Brochure
Historic Map Brochure
Photographs
Site Inventory Form (1987)
Site Inventory Form (2008)
Application
Application Information

You must have the following information to complete the Historic Marker Program Application:

- The property's address.
- Owner's information: name and mailing address
- Building information.
- Year built, style of building, use of building (residential, commercial, etc).

Application Submission

- The Historic Preservation Board meets the last Wednesday of every month.
- Applications must be submitted at least three weeks prior to the meeting.

There is no charge for this process or marker.

510 North Baker Street
Mount Dora, Florida 32757
(352) 735-7112
www.cityofmountdora.com
The Historic Preservation Board is a volunteer group of seven (7) citizens, appointed by the Mayor and City Council that is involved in historic preservation issues as specified in the Mount Dora Land Development Code. The Board is made up of residents or business owners in Mount Dora who are interested in, and have a working knowledge of, historic preservation. Through the Certificate of Appropriateness process, they make recommendations to ensure the property owner a quality restoration or rehabilitation project, which will not only enhance his property, but the entire neighborhood as well. The Board also awards historic markers that designate locally significant historic buildings within the city.

Usually the history of the building or property. A building's name is typically stated in the City's historic buildings survey. Names given to a building usually are those of the original resident, or for that person or persons who lived there the longest, or both. When researching your property make sure you note all names associated with the building as well as when they owned or resided at the property.
How Do I Research The History Of My Building?

As described in the Historic Marker Program Criteria, certain historic information is necessary to evaluate an application for a historic marker. How does one obtain this historical information? Fortunately, the Historic Preservation Board has conducted research and documented the historic significance of over 400 buildings in the oldest parts of the city. In most cases, these documents provide all the information required in the historic marker application. If your property has not been researched, detailed instructions on how to obtain historic information on your building is attached at the end of this brochure.

The Historic Marker Program

The City of Mount Dora Historic Marker Program identifies those buildings, structures, or sites of either historical or architectural significance. The purpose of the marker program is to illustrate our history and educate the public in that history and architecture. It also encourages the restoration and maintenance of historical properties located in the City of Mount Dora. An application is initiated by the property owner. There is no cost for this process or marker. Once a property is designated, a plaque and a certificate are presented to the property owner and a resolution is recorded. The property and the structure located upon it are subject to the requirements for historic sites as set forth in the Land Development Code. The designation conferred runs with the property.
Historic Marker Program Criteria

One or more of the following criteria must be met to qualify:

- The life or activities of a major person important in city, state or national history is associated in a significant way
- An historic event or major historic event occurred with a significant effect upon the city, state or nation
- Shows the historical, political, cultural, economic or social trends of the community in history
- A significant association with a past or continuing institution that has contributed substantially to the City

For a building, structure, or site to be deemed to have architectural or aesthetic significance, one or more the following criteria must be met to qualify:

- An era of history is characterized by one or more distinctive architectural styles
- Embodies distinguishing characteristics of an architectural style, period or method of construction
- Example of historic or outstanding work of a prominent architect, designer, landscape architect or builder
- Contains design, detail, material, or craftsmanship of outstanding quality or represents an innovation/adaptation to the Central Florida environment at that time.
Walking Tour

1. Atlantic Coastline Depot - 1913
   - 341 Alexander St
   - Constructed at a cost of $4,257, the building served as a passenger depot until 1933 and a freight depot until 1972. In that year, the Mount Dora Area Chamber of Commerce made the depot its permanent home. The building is listed on the National Register of Historic Places.

2. Childs House - 1922
   - 301 Alexander St

3. Donnelly House - 1899
   - 505 Dondley St
   - Built by entrepreneur and former Mayor J.R. Donnelly as a wedding gift for his bride Annie McDonald Slate. It remains an example of St. Augustine's Victorian architecture. Listed in the National Register of Historic Places.

4. Community Congregational Church - 1887
   - 450 Dondley St

5. Barnard House - 1911
   - 305-303 Tequesta St
   - The Barnard House was owned by George and Hannah Barnard early in its history. It's two-stories and owned by the city's oldest family.

6. The Ingram Building - 1923
   - 123-125 S. Third Ave
   - This building contains three stories, and apartments on the second floor. The store is open and has large brick facades. The building was built by W.H. Ingram, a lawyer and inventor from Ohio.

7. Childs House - 1922
   - 301 Alexander St

8. Donnelly House - 1899
   - 505 Dondley St

9. Community Congregational Church - 1887
   - 450 Dondley St

10. Barnard House - 1911
    - 305-303 Tequesta St

11. The Ingram Building - 1923
    - 123-125 S. Third Ave

12. Childs House - 1922
    - 301 Alexander St

13. Donnelly House - 1899
    - 505 Dondley St

14. Community Congregational Church - 1887
    - 450 Dondley St

15. Barnard House - 1911
    - 305-303 Tequesta St

16. The Ingram Building - 1923
    - 123-125 S. Third Ave
PHOTOS
April 24, 2019
140 East 7th Avenue

Northwest Elevation

Northwest Elevation
PHOTOS
April 24, 2019
140 East 7th Avenue

Northeast Elevation

North Elevation
Site Inventory Form

Site Name: The Ingram House

Address of Site: 140 E. 7th Ave., Mt. Dora Fl. 32757

Instruction for locating:

Location: Mt. Dora Sub

Subdivision Name: 50

County: Lake

District name if applicable:

Owner of Site: Name - Seabrook, Edward and Sally

Address: P.O. Box 1301, Mt. Dora Fl. 32757

Type of Ownership: private

Recording Date: 8711

Recorder: Name & Title - Barr, Melanie (Historical Preservation Consultant)

Address: P.O. Box 17 Gainesville Fl. 32602

Condition of Site:

(Choose one)
- Excellent
- Good
- Fair
- Deteriorated

Integrity of Site:

(Choose one or more)
- Altered
- Unaltered
- Original Use
- Restored/Date
- Moved/Date

Original Use: private residence

Present Use: private residence

Dates: c. 1920

Cultural Phase: American

Period: 20th Century

NP Classification Category: building

Date Listed on NR:

Significance:

This house was built for the Ingrams. W.W. Ingram was a lawyer and investor from Chester, West Virginia, near East Liverpool, Ohio. He lived here as a winter resident with his wife and their son and two daughters. The Ingrams are best known for the erection of the Ingram block, a large two story red brick building located at 132 E. Fifth Ave. It has two storefronts on the first floor with apartments on the second, and was built in 1923.

BW 10-19, L 227, RP 10-19
Architect:

Builder:

Style and/or Period: bungalow

Plan Type: rectangular; irregular

Exterior Fabric(s): stucco: textured

Structural System(s): wood frame: balloon

Porch: N/1 story porch enclosed

Orientation: N

Foundation: continuous: stuccoed

Roof Type: gable

Secondary Roof Structure(s):

Roof Surfacing: metal shingles

Window Type: awning

Ornament Exterior:

Chimney: stuccoed

Chimney Location: E:wall exterior # E:slope

No. of Chimneys: 2

No. of Stories: 1

No. of Dormers:

Outbuildings:

Surroundings:

Map Reference (incl. scale & date): USGS Eustis 7.5 Min. 1966 (PRI980)

Latitude and Longitude:

Site Size (approx. acreage of property): LTI

LOCATION SKETCH OR MAP

N

UTM Coordinates:

Zone  Easting  Northing

Photographic Records Number: A 8-10

Please attach Photographic Print
### GENERAL INFORMATION

- **Site Name (address if none):** 140 E 7th Ave
- **Other Names:**
- **Survey or Project Name:**
- **National Register Category:** Building(s)
- **Multiple Listing (DHR only):**

### LOCATION & IDENTIFICATION

<table>
<thead>
<tr>
<th>Street No.</th>
<th>Direction</th>
<th>Street Name</th>
<th>Street Type</th>
<th>Direction Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>140</td>
<td>East</td>
<td>7th</td>
<td>Avenue</td>
<td></td>
</tr>
</tbody>
</table>

- **Cross Streets (nearest/ between):**
- **City / Town (within 3 miles):** Mount Dora
- **County:** Lake
- **Tax Parcel #:**
- **In Current City Limits:** YES
- **Subdivision Name:**
- **Ownership:**
- **Name of Public Tract (e.g., park):**
- **Route to (especially if no street address):**

### MAPPING

- **USGS 7.5' Map Name:**
- **Publication Date:** EUSTIS;1980
- **Township:**
- **Range:**
- **Section:**
- **1/4 section:**
- **UTM:**
- **Zone:**
- **Easting:**
- **Northing:**
- **Plat or Other Map (map's name, location):**

### DESCRIPTION

<table>
<thead>
<tr>
<th>Style</th>
<th>Frame Vernacular</th>
<th>Other Style</th>
<th>Other Exterior Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rectangular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Stories</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Structural System(s):**
- **Other Structural System(s):**
- **Foundation Type(s):**
- **Other Foundation Types:**
- **Foundation Material(s):**
- **Other Foundation Material(s):**
- **Exterior Fabric(s):**
- **Other Exterior Fabric(s):**
- **Roof Type(s):**
- **Other Roof Type(s):**
- **Roof Material(s):**
- **Other Roof Material(s):**
- **Roof Secondary Structure(s) (dormers etc):**
- **Other Roof Secondary Structure(s):**

- **Number of Chimneys:**
- **Chimney Material:**
- **Other Chimney Material(s):**
- **Chimney Location(s):**

---

Page 1 of 3
Window Descriptions \(\text{fixed}\)

Main Entrance Description (stylistic details)

<table>
<thead>
<tr>
<th>Porches: #open #closed #incised Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porch Roof Types(s)</td>
</tr>
<tr>
<td>Exterior Ornament</td>
</tr>
<tr>
<td>Interior Plan Other Interior Plan</td>
</tr>
<tr>
<td>Condition Good</td>
</tr>
</tbody>
</table>

Structure Surroundings

| Commercial: MOSTLY this category Residential: |
| Institutional: Undeveloped: |

Ancillary Features (Number I type of outbuildings, major landscape features)

Archaeological Remains (describe)

If archaeological remains are present, was an Archaeological Site Form completed?

Narrative Description (optional)

<table>
<thead>
<tr>
<th>Construction year 1920</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect (last name first):</td>
</tr>
<tr>
<td>Builder (last name first):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changes in Locations or Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Change Year of Change Date Change Noted Description of Changes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Structure Use History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Year Use Started Year Use Ended (\text{office; 1920;})</td>
</tr>
<tr>
<td>Other Structure Uses</td>
</tr>
</tbody>
</table>

Ownership History (especially original owner, dates, profession, etc.)

RESEARCH METHODS

Research Methods \(\text{examine local tax records}\)

Other research methods

SURVEYOR'S EVALUATION OF SITE

| Potentially Eligible for a Local Register? YES |
| Individually Eligible for National Register? NO |
| Potential Contributor to NR District? YES |
| Area(s) of historical significance \(\text{EXPLAIN HERE}\) |

Other Historical Associations

Explanation of Evaluation (required) Because the resource retains much of its historic integrity and is located in a well-preserved collection of historic buildings, it appears to contribute to a historic district.

June 4, 2019 City Council Meeting Agenda Packet
HISTORICAL STRUCTURE FORM

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF, Including Field Notes, Plans, other Important Documents:

- Document type: ___________________________
- Maintaining Organization: ____________________
- File or Accession #: _________________________
- Descriptive Information: ______________________

RECORDE S INFORMATION

Recorder Name (Last, First) ____________________
Bland, Myles

Recorder Address / Phone _________________________
4104 St. Augustine Road Jacksonville, FL

Recorder Affiliation ____________________________
Bland & Associates, Inc

Other Affiliation ________________________________

Is a Text-Only Supplement File Attached (Surveyor Only)? YES NO

***** MASTER SITE FILE USE ONLY *****

- Cultural Resource Type: SS
- Electronic Form Used: S110
- Form Type Code: NORM
- Form Quality Ranking: NEW
- Form Status Code: SCAT
- Supplement Information Status: NO SUPPLEMENT
- Supplement File Status: NO SUPPLEMENT FILE
- FMSF Staffer: _________________________
- Computer Entry Date: 5/24/2008

SHPO’s Evaluation of Resource

Form Comments: ________________________________

REQUIRED PAPER ATTACHMENTS

(1) USGS 7.5” MAP WITH STRUCTURE PINPOINTED IN RED
(2) LARGE SCALE STREET OR PLAT MAP
(3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3”X5”
USGS map name/year of publication or revision:
EUST1S; 1980

Township/Range/Section/Qtr:
19S; 27E; 30; UNSP

Structural system(s):
Wood frame

Foundation types:
Continuous

Foundation materials:
Poured Concrete Footing

Exterior fabrics:
Stucco

Roof types:
Gable

Roof materials:

Roof secondary structures (dormers etc):

Change status/year changed/date noted/nature:

Original, intermediate, present uses/year started/year ended:
Office; 1920;

Research methods:
Examine local tax records
FL Master Site File-Cultural Resources
Pedestrian

Area(s) of historical significance:

Repositories: Collection/Housed/Accession#/Describe

[Other name(s)]:

HISTORIC MARKER PROGRAM APPLICATION FORM

140 E. 7TH AVE
Address of Historic Property

ALAN STEWART - STEWART LLC
Name of Applicant

4070 CR 124-A, WILDWOOD FL 34785
Mailing Address (if different) City ST Zip Code

352-267-6218 alan@theFloorshoppe.com
Home Phone Cell Phone Email

Historically relevant information pertaining to the property: (please include additional page and support materials) SEE ATTACHMENT

Building Information:

Year Built: 1916

Architectural Style: BUNGALOW

Building Materials/Siding/Windows: LAP SIDING, 8-OVER-1

WINDOWS, PRESSED METAL ROOFING

Current Use of the Building: RESIDENCE

Name request for Marker: THE INGRAM HOUSE

Applicant Signature

Date: 3/22/19

CIRCA 1920 1916
HISTORIC MARKER PROGRAM
PLAQUE AGREEMENT FORM

NOTE: This form is to be completed when applicant receives the Historic plaque.

The City of Mount Dora retains ownership of the plaque and reserves the right to remove the plaque from a property if the property is altered or changed in any manner which the City of Mount Dora’s Historic Preservation Board deems has diminished the architectural integrity of the property. You are responsible for the installation of the plaque in a location visible from the street.

Property Address: __________________________________________

Plaque Registration Number: __________________________________

Signature of Property Owner ___________________________ Date __________

Name of Property Owner (Typed or Printed)

Address of Property Owner ___________________________________________

Witness ___________________________
DATE: February 28, 2018
TO: Historic Preservation Board
FROM: Melissa Dameron, Planner I
RE: 140 E. 7th Avenue – Certificate of Appropriateness

Site Name: The Ingram House
Zoning/Use: RP / SFR
Siding: Stucco and Cinder Block
Roof: Gable, metal shingles

Date of Construction: c. +1920
Style: Bungalow
Porch: Fully Enclosed
Windows: Majority double hung

Description of proposed alteration:
Restore front enclosed porch, add 2 level porch (8’ X 9’) in rear yard with 2 new doors and 2 new windows, and add 6” traditional lap and shake siding. Add new entrance with new door on the west side elevation, eliminate chimney on east elevation, and replace windows.

Guidelines:
Recommended:
- Porches have been a traditional and significant feature of Florida architecture since the early nineteenth century. Porches served as a covered entrance to buildings and a transitional space between the interior and exterior. They provided a protected, shaded area used for relief from the state’s frequent hot and humid weather. They were often the principal location for ornamentation and detailing, such as brackets and other jigsaw woodwork, posts, columns, and balustrades. Size, style, ornamentation or simplicity, sense of openness, and detailing were all important attributes of porches.
- Design and construct a new porch when the historic porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.
- Principal doors and entrances are an integral part of historic building in Mount Dora. They frequently contain decorative or stylistic features, such as transom and sidelights or detailed surrounds.
- Retain and repair historic door openings, doors, screen doors, trim, and details such as transom, side lights, pediments, frontispieces, hoods, and hardware where they contribute to the architectural character of the building.
- The placement, design and materials of windows is often a significant part of the architectural character of a building. Common historic windows in Mount Dora are double hung sash in a 1/1, 2/2, 3/1 or multi-light/1 pattern, wood or steel casement and commercial show windows.
- Design and install new windows when historic windows (frames, sash, and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.
- Horizontal wood siding is the predominant exterior finish of residential buildings in Florida. Wood siding is a character defining feature of frame vernacular buildings and many of the late nineteenth and early twentieth century styles found in the states such as the Queen Anne, Colonial Revival, and Craftsman Bungalow. Important characteristics of wood siding which should be considered in its repair or replacement are board size, width of exposure, length, and trim detail.
- Design and install a new wood feature such as a cornice when the historic feature is completely missing. It may be an accurate restoration using information gleaned from vintage photos. Insect painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.

**Staff Analysis:**

The site is located at the corner of Baker Street and 7th Avenue. The property is located in the core downtown area surrounded by a mixture of uses including a church, a bank, and residential. The property was built in 1916 by a wealthy family from Ohio who vacationed in Mount Dora during the wintertime. In recent years, it has been used as a residence and office for an interior design and upholstery company. The business owner made several alterations to the property that were not in keeping with the historic character of the property or the surrounding area. The addition and several alterations were made before the Historic Preservation Board was formed. The primary use for this property will be single family residence. The alterations to the house are a step forward in restoring the property to its original character. The restorations will fit better within the surrounding context of the neighborhood.

**Staff Recommendation:**

Staff recommends approval of the restorations as presented in the Certificate of Appropriateness Request.

**Attachments:**

- Vicinity Map
- 1998 Site Form
- Photos
- Survey
- Residence Layout
- Application
RESIDENCE LAYOUT
1. 1916 YEAR BUILT
2. 1994 YEAR BUILT ADDITION
3. PROPOSED PORCH 8' X 9'
4. PROPOSED CLOSET 3' X 5'
5. PROPOSED SIDE DOOR
6. PROPOSED SHED ROOF
RESOLUTION NO. 2019-55

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, RELATED TO 140 EAST 7th AVENUE; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR HISTORIC SITE DESIGNATION; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mount Dora has been a Certified Local Government of the State of Florida Division of Historical Resources since April 20, 1998; and

WHEREAS, pursuant to Section 3.6.2.4.b. of the City’s Land Development Code, the City’s Historic Preservation Board nominates properties for designation as historic sites; and

WHEREAS, pursuant to Section 3.6 of the City’s Land Development Code, a request has been submitted by Someplace Special in Mount Dora LLC, formerly known as Stewbay LLC, (Owner), for that property located at 140 E. 7th Avenue, Mount Dora, Florida, and identified by Lake County Tax Parcel Identification Number 29-19-27-0010-050-00000, Alternate Key No. 1465028, to be designated as a historic site and included in the City’s Historic Marker Program; and

WHEREAS, the Historic Preservation Board held a public hearing on April 24, 2019, to consider the status of the structure on that property located at 140 E. 7th Avenue and determined that the structure has significant character that will add value to the historical, cultural, aesthetic and architectural heritage of the City; and

WHEREAS, pursuant to the provisions of Section 3.6.3.2.a.7.b. of the City’s Land Development Code a nomination for historic site designation shall be formally approved by the City Council.

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

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

SECTION 2. Historic Site Designation. The Property located at 140 E. 7th Avenue, Mount Dora, Florida, and identified by Lake County Tax Parcel Identification Number 29-19-27-0010-050-00000, Alternate Key No. 1465028, is hereby designated as a historic site within the City of Mount Dora. The Certificate of Historic Significance attached hereto as EXHIBIT A shall be presented to the Owner along with the historic marker to be affixed to the structure located on the Property which has been so designated. The Property and the structure situated thereon shall be subject to all requirements of the City’s Historic Marker Program as set forth in the City’s Land Development Code. This
designation applies to the Property and shall run with the land, so long as said structure remains on the Property.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as may deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to the designation of the Property as a historic site and appropriate for the installation of a historic marker, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 4TH day of June, 2019.

________________________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_____________________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only
Approved as to form and legal sufficiency

_____________________________________
Sherry G. Sutphen
City Attorney
EXHIBIT “A”
Certificate of Historic Significance
Let it be known that the Ingram House
140 East 7th Avenue
and Owned by Stewbay, LLC
Is presented this
Certificate of Historic Significance
For its historical significance to the City.
Awarded this 4th day of June, 2019
By the City of Mount Dora City Council
As recommended by the Historic Preservation Board.

Mayor, City of Mount Dora

Chairperson, Historic Preservation Board
DATE: June 4, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: Resolution No. 2019-56, Historic Marker for 308 N. Tremain Street

Introduction:
This is a request for City Council to approve Resolution No. 2019-56, Historic Marker 308 N. Tremain Street.

Discussion:
This request is for a Historic Marker pursuant to the provisions of Section 3.6 of the City’s Land Development Code for inclusion in the City's Historic Marker Program. The Historic Preservation Board, at their regularly scheduled meeting held on April 24, 2019, approved the Historic Marker for “North Key House” based on Historical and Cultural Significance for the existing residential dwelling (circa 1911) located at 308 N. Tremain Street.

Attachment “1” is a copy of the Historic Preservation Board April 24, 2019 staff memo with a summary of the proposed Historic Marker. This memo includes a copy of the application request, Historic Marker Brochure, Historic Map Brochure, Building Permit, Vernacular Design Guidelines, Photographs, and Site Inventory Form (1987).

Budget Impact:
The cost for production of a historic marker is $146.95. Funds are available in the Planning and Development Account No. 001-5150-548.00-00 with a balance of $23,727.25.

Strategic Impact:
Maintain and highlight historic properties within the City, supporting Economic Development.

Recommendation City Council approve Resolution No. 2019-56.

Attachment(s):
1. HPB Staff Memo Meeting
DATE: April 24, 2019
TO: Historic Preservation Board
FROM: Shelby Eldridge, Planner I
RE: Historic Marker Request; “North Key House” (Marker Name Proposal); 308 N. Tremain Street (Location); Toby Turner Properties Inc. (Owner/Applicant)

NOTE: This application was tabled at the Historic Preservation Board January 30, 2019 Meeting.

Site Name: The Barnard House  Date of Construction: 1911
Zoning/Use: Residential Professional/ SFR  Style: Frame Vernacular
Siding: Wood  Porch: South and West Two Tiered Veranda
Roof: Metal  Windows: Single Hung Vinyl

Historical Significance: The following standards apply: A site will be deemed to have historical or cultural significance if it

a. Is associated in a significant way with the life or activities of a major person important in city, state or national history, or
b. Is the site of a historic events with significant effect upon city, state or nation, or

c. Is associated in a significant way with a major historic event whether cultural, economic, social, military, or political, or

d. Exemplifies the historical, political, cultural, economic or social trends of the community in history, or

e. Is associated in a significant way with a past or continuing institution which has contributed substantially to the life of the city.

Staff Analysis: This is a request for a Historic Marker pursuant to the provisions of Sections 3.6 of the City’s Land Development Code for inclusion in the City’s Historic Marker Program. The HPB at the January 20, 2019, meeting tabled the request in order for staff and the applicant to provide additional historical research. At the previous meeting there was discussion pertaining to the original owners and how this relates to the marker identification. The subject dwelling...
resides on the northeast corner on Tremain Street and 3rd Avenue (see Vicinity Map). The existing residence is a contributing structure within the Historic Preservation Review Boundary area. The City of Mount Dora Historic Design Guidelines, identifies the various architectural styles and building traditions.

The 1987 Historic Site Files list this structure as being a Frame Vernacular residence with a two-tiered veranda on the south and west faces of the house. The Frame Vernacular style, prominent from 1880 through 1930, is showcased with this residence, detailing the simplicity of the time period with the metal shingles situated atop a wood framed structure creating the “ordinary” appearance for the average citizen. The Historic Inventory Form and photographs of the house are attached for support.

On October 17, 2012 the Mount Dora Historic Preservation Board granted a Certificate of Appropriateness for renovations to the existing structure which included the restoration of the original porch including, new balustrades, the storage area enclosure, and the installation of a picket fence. These improvements were completed in October of 2018.

A Certificate of Appropriateness was also granted on March 24, 2015 by the Mount Dora Historic Preservation Board in order to replace all of the single hung vinyl windows.

The historic records site the structure as the “Barnard House” as it was most notably owned by George and Bertha Barnard; however, the applicant would like to claim the marker as the “North Key House.” The house has undergone massive renovations in the past several years and much of the original style and materials renovated. As such, the house has superseded its historical significance. The applicant has requested the name of “North Key House” due to the extensive remodeling to reflect the current exterior style.

**Staff Recommendation:** Staff recommends approval of the Historic Marker.

**Attachments:**
- Vicinity Map
- Historic Marker Brochure
- Historic Map Brochure
- Building Permit
- Vernacular Design Guidelines (page 22 of the Historic Design Guidelines)
- Photographs
- Site Inventory Form (1987)
- Application
Application Information
You must have the following information to complete the Historic Marker Program Application:

- The property's address.
- Owner's information: name and mailing address
- Building information.
- Year built, style of building, use of building (residential, commercial, etc).

Application Submission

- The Historic Preservation Board meets the last Wednesday of every month.
- Applications must be submitted at least three weeks prior to the meeting.

There is no charge for this process or marker.
The Historic Preservation Board is a volunteer group of seven (7) citizens, appointed by the Mayor and City Council that is involved in historic preservation issues as specified in the Mount Dora Land Development Code. The Board is made up of residents or business owners in Mount Dora who are interested in, and have a working knowledge of, historic preservation. Through the Certificate of Appropriateness process, they make recommendations to ensure the property owner a quality restoration or rehabilitation project, which will not only enhance his property, but the entire neighborhood as well. The Board also awards historic markers that designate locally significant historic buildings within the city.

What's In A Name?

Usually the history of the building or property. A building's name is typically stated in the City's historic buildings survey. Names given to a building usually are those of the original resident, or for that person or persons who lived there the longest, or both. When researching your property make sure you note all names associated with the building as well as when they owned or resided at the property.
How Do I Research the History of My Building?

As described in the Historic Marker Program Criteria, certain historic information is necessary to evaluate an application for a historic marker. How does one obtain this historical information? Fortunately, the Historic Preservation Board has conducted research and documented the historic significance of over 400 buildings in the oldest parts of the city. In most cases, these documents provide all the information required in the historic marker application. If your property has not been researched, detailed instructions on how to obtain historic information on your building is attached at the end of this brochure.

The City of Mount Dora Historic Marker Program identifies those buildings, structures, or sites of either historical or architectural significance. The purpose of the marker program is to illustrate our history and educate the public in that history and architecture. It also encourages the restoration and maintenance of historical properties located in the City of Mount Dora. An application is initiated by the property owner. There is no cost for this process or marker. Once a property is designated, a plaque and a certificate are presented to the property owner and a resolution is recorded. The property and the structure located upon it are subject to the requirements for historic sites as set forth in the Land Development Code. The designation conferred runs with the property.
Historic Marker Program Criteria

One or more of the following criteria must be met to qualify:

- The life or activities of a major person important in city, state or national history is associated in a significant way
- An historic event or major historic event occurred with a significant effect upon the city, state or nation
- Shows the historical, political, cultural, economic or social trends of the community in history
- A significant association with a past or continuing institution that has contributed substantially to the City

For a building, structure, or site to be deemed to have architectural or aesthetic significance, one or more the following criteria must be met to qualify:

- An era of history is characterized by one or more distinctive architectural styles
- Embodies distinguishing characteristics of an architectural style, period or method of construction
- Example of historic or outstanding work of a prominent architect, designer, landscape architect or builder
- Contains design, detail, material, or craftsmanship of outstanding quality or represents an innovation/adaptation to the Central Florida environment at that time.
Walking Tour

1. Atlantic Coastline Depot - 1913

2. Alexander House - 1922

3. Childs House - 1922

4. Ciccone House - 1922

5. Donnelly House - 1898

6. Hammond House - 1887

7. Community Congregational Church - 1887

8. Donnelly St

9. 515 Alexander St

10. 13-305 Tequesta St

11. 10-203 Tequesta St

12. Barnard House - 1911

13. Barnard House - 1911

14. 30-3rd Ave - 1922

15. The Ingram Building - 1922

This building contains three classrooms on the first floor, and apartments on the second floor. The stores are unusual in that they have large brick facades. This building is one of the largest, altered buildings downtown. The building was built by E.W. Ingram, a lawyer and inventor from Ohio.
RESIDENTIAL BUILDING PERMIT APPLICATION

Please print and provide all information, incomplete applications may not be processed.

(Print or Type Application)

Project shall be designed to the locally adopted Florida Building Code.

JOB ADDRESS: 308 N TREMAIN STREET

ALTERNATE KEY: 1476119

(ATTACH COPY OF PROPERTY TAX APPRAISER’S PROPERTY SEARCH RECORD CARD)

PROPERTY OWNER

Name: TOBY TURNER PROPERTIES INC.

Address: 33744 EAST LAKE JOANNA DRIVE

City: LEWIS State: FL Zip: 32757 Phone Number:

Contact Person: TOBY Phone: E-Mail: TOBY@TOBYTURNERCONSTRUCTION.COM

CONTRACTOR/DEVELOPER

Company Name: TOBY TURNER CONSTRUCTION

License Holder Name: ROBERT TURNER

State License #: CAC13 Lake Co Comp Card #:

Address (street/city/state/zip) 33744 EAST LAKE JOANNA DRIVE

Telephone: 352-223-9222 FAX:

Contact Person: TOBY Phone: E-Mail:

WORK DESCRIPTION

New Construction... Mechanical... X Electrical... X Plumbing... X
Alteration... Roofing... X Gas... X Other... X
Addition... Fence... X Demolition... X Change of Use... X

*Identify type of structure or location and type of work to be performed (i.e. kitchen, bathroom, shed, remodel, replace):

Description of Project*: RENW, REPLUM, NEW HVAC, FULL INTERIOR REMODEL

Conditioned Square Feet: 1520 Unconditioned SF. Total Square Feet: 1520

Total Cost of Construction: $18,000 Type of Construction (FBC Chap.6):

# of Story’s: 2 Height of Building: # of Bedrooms 3

Architect/Engineer’s Name:

Phone #: Fax #: E-Mail:

Structures over 50 years old in Historical Review Area, and/or on the City, County, State or National Historic Register shall require an additional review and approvals

REVISED 07/2015

June 4, 2019 City Council Meeting Agenda Packet
WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in home owner’s association’s covenants, the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

UTILITIES

Potable Water Meter: Size of Meter: _ # of Meters: _ Irrigation Meter: Size of Meter: _ # of Meters: _

Irrigation Check one: Potable [ ] Reclaimed [ ] (All potable meters will require a backflow preventer)

SUBCONTRACTORS

Electrical: Company Name GREYFORD ELECTRICAL Value: $3,000.00
Check one: S.E.C.O. [ ] Duke Energy [ ] Mount Dora Utilities [ ]

**MOUNT DORA RULES AND PROCEDURES FOR ELECTRIC SERVICE ARE AVAILABLE IN OFFICE OR ONLINE**

T Pole [ ] Yes [ ] No Size of new Service or increase for service upgrade: ___ v ___ a ___ phase

Plumbing: Company Name 5 S S PLUMBING Lic #: CPC1427261 Value: $700.00
# of Fixtures: __________________________

Mechanical: Company Name SWOOP AIR Conditioners Lic #: CPC1427261 Value: $10,000.00

Tonage of Unit/s: ___ # of Units: ___ Type of Fuel: Electric [x] Gas [ ]

Roofing: Company Name Lic #: Value: $
Type of Roofing: __________________________ # of Squares: __________________________

Gas: Company Name 5 S S PLUMBING Lic #: CPC1427261 Value: $1,000.00
# of Fixtures/appliances: __________________________

Irrigation: Company Name Lic #: Value: $

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for DETACHED STRUCTURES, ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, FENCES, FIRE ALARMS, FIRE SUPPRESSION SYSTEMS, FIRE SPRINKLERS and AIR CONDITIONERS, etc.

Affidavit: I certify that all the foregoing information is accurate and that all the work will be done in compliance with all applicable laws regulating construction and zoning.

Signature of Contractor (Owner if Owner-Builder) Date

STATE OF _ FL _ COUNTY OF _ LAKE_

Sworn to (or affirmed) and subscribed before me this 1st day of Jan., 2016, by Robert Turner, who is personally known to me or produced identification.

SEAL:

NICOLE EVerson
Notary Public - State of Florida
Commission # FF 228207

June 4, 2019 City Council Meeting Agenda Packet

Page 76 of 259
The Col. Alexander House on 8th Avenue, built circa 1889.

Characteristics
• **Plan:** regular, rectangular; ell and irregular also common
• **Foundation:** Piers, wood, tabby or coquina prior to Civil War; brick, concrete block after.
• **Height:** one to two and one-half stories.
• **Primary exterior material:** horizontal wood siding; less common, wood shingles, board and batten.
• **Roof type:** gable, less common hip, pyramidal; false front on commercial buildings.
• **Roof surfacing:** wood shingles during 19th Century; metal during late 19th, composition and asbestos shingles beginning in 1920s.
• **Detailing:** simple; usually jig-sawn woodwork on porches, around eaves, corbeling on chimneys.

FRAME VERNACULAR

Vernacular buildings were first constructed by lay or self-taught carpenters to provide basic shelter without attention to architectural style. These were ordinary homes for ordinary people. The buildings reflect locally available building materials, the skills and regional background of the builder and environmental conditions. Often ornamentation was applied at a later date, reflecting an owner's new prosperity.

Vernacular buildings were widely constructed in Mount Dora from the 1880s through the 1930s.
The Barnard House was owned by George and Bertha Barnard early in its history and may have been built by them. It is an early house but has been converted to apartments and current remodeling includes closing in the porch which is harmful to historic architectural quality of the house. Its two tiered wrap around porch was its unique feature.
Architect
Builder

Style and/or Period: frame vernacular
Plan Type: rectangular: irregular
Exterior Fabric(s): wood: novelty siding
Structural System(s): wood frame: balloon
Porches: S & W two-tiered veranda, partially enclosed
Orientation: W
Foundation: piers: brick
Roof Type: hip
Secondary Roof Structure(s): 
Roof Surfacing: metal shingles
Window Type: DHS, 1/1, wood # awning
Ornament Exterior: brick with corbelled cap
Chimney Location: N: slope
No. of Chimneys: 1  No. of Stories: 2
No. of Dormers: Outbuildings
Surroundings: 
Map Reference (incl. scale & date): USGS Furstis 7.5 MIN 1966 (PR 1980)

Latitude and Longitude:

Site Size (approx. acreage of property): 5.L1

LOCATION SKETCH OR MAP N

<table>
<thead>
<tr>
<th>Township</th>
<th>Range</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>27</td>
<td>31</td>
</tr>
</tbody>
</table>

UTM Coordinates:

Zone  Easting  Northing

Photographic Records Number: Q 34-36
Please attach Photographic Print
HISTORIC MARKER PROGRAM APPLICATION FORM

1. TOBY TURNER PROPERTIES INC
   NAME OF APPLICANT
   33744 EAST LAKE JOANNA DAVE EUSTIS FL 32736
   MAILING ADDRESS CITY STATE ZIP CODE
   352-223-9222 BUSINESS PHONE TOBY@TOBYTURNERCONSTRUCTION.COM
   HOME PHONE EMAIL

2. 308 NORTH TREMAIN STREET
   ADDRESS OF HISTORICAL PROPERTY

3. HISTORICALLY RELEVANT INFORMATION PERTAINING TO THE PROPERTY:
   SEE ATTACHED

4. BUILDING INFORMATION:
   Year Built: 1912
   Architectural Style: FL CRACKER
   Building Materials/Siding/Windows: WOOD
   Current Use of the Building RESIDENCE

5. NAME REQUEST FOR MARKER: NORTH KEY HOUSE
HISTORIC MARKER PROGRAM
PLAQUE AGREEMENT FORM

NOTE: This form is to be completed when applicant receives the Historic plaque.

The City of Mount Dora retains ownership of the plaque and reserves the right to remove the plaque from a property if the property is in any way altered or changed in a manner which in the discretion of the City of Mount Dora Historic Preservation Board diminishes it’s architectural integrity. You are responsible for the installation of the plaque in a location visible from the street.

Property Address: __________________________________________

Plaque Registration Number: __________________________________

_________________________________________                     ____________
Signature of Property Owner                                      Date

_________________________________________
Name of Property Owner (Typed or Printed)

_________________________________________
Address of Property Owner

_________________________________________
Witness
Historic Marker Program
Criteria

The fundamental purpose of the Historic Marker Program is two-fold. First, the markers identify those buildings of either historical or architectural significance which illustrate our history and educate the public in that history and architecture. Secondly, the purpose is to encourage the restoration and maintenance of historical properties located in the City of Mount Dora.

Preservation Standards:

To qualify as a historic site, individual properties, structures, sites or buildings will have significant character, interest or value as part of the historical, cultural, aesthetic and architectural heritage of the City. To qualify as a historic site, said property must fulfill one or more of the criteria set forth in paragraphs (1) and (2) as follows:

1) A building, structure or site will be deemed to have historical or cultural significance if it meets the following criteria:
   a) Is associated in a significant way with the life or activities of a major person important in city, state or national history (i.e., the homestead of a local founding family), or
   b) Is the site of a historic event with significant effect upon the city, state or nation, or
   c) Is associated in a significant way with a major historic event whether cultural, economic, social, military or political, or
   d) Exemplifies the historical, political, cultural, economic or social trends of the community in history, or
   e) Is associated in a significant way with a past or continuing institution that has contributed substantially to the life of the City.

2) A building, structure or site is deemed to have architectural or aesthetic significance if it fulfills one or more of the following criteria:
   a) Portrays the environment in an era of history characterized by one or more distinctive architectural styles, or
   b) Embodies those distinguishing characteristics of an architectural style, period or method of construction, or
   c) Is a historic or outstanding work of a prominent architect, designer, landscape architect or builder, or
   d) Contains elements of design, detail, material or craftsmanship of outstanding quality or which represented, in its time, a significant innovation or adaptation to the Central Florida environment.

A building, structure or site will be deemed to have historic significance if, in addition to or in place of the previously mentioned criteria, the building, structure or site meets historic development standards as defined by and listed in the regulations of and criteria for the national Register of Historic Places, as prepared by the U.S. Department of the Interior under the Historic preservation Act of 1966, as amended.

In order to be considered for this program, the applicant must supply adequate information to show that one or more of the above mentioned criteria are met. The Historic Preservation Board and City Council will use the information provided to make final determinations on acceptance into the program.
North Key House was originally built in 1912 by the Burkhart family. They understood the value of this central Florida location and started Mount Dora's first alligator trading post in this house. Local folk would gather here in the early mornings to see what the trappers had caught the night before. The gators back then would grow to a length of up to 18 feet. After a bit of ceremonial gator wrestling the meat was harvested and the hides were hung from both levels of the porches to dry. The dried gator leather was then shipped to manufactures up north to fulfill the high demand for alligator bags in those days. In the mid 1920s the home became a brothel. Many beautiful ladies adorned the porches waiting to entertain a gentleman caller. The madam of the house, known as
Cookie, actually coined a very famous phrase in memory of the houses alligator trading post history. Whenever a gentleman was leaving, all the ladies would gather on the porches and in their sweetest southern drawl say "see ya later alligator".

In the fifties the building next door, North Key Suites, was added to the property. The gentleman that owned the house in that era was a known conspiracy theorist. He believed the Russians were ready to replace their vodka in the snow for some rum and fun in the sun. Now that Russia and Cuba were friendlier than one of Cookies girls on payday, he knew those Russians would be relocating in mass to the sunny beaches just 90 miles off our southernmost coast. To prepare for the coming invasion, and in the name of good old patriotic capitalism, he added the duplex to the property. Below the
apartments is 3500 square foot bunker. It is now used as a wine cellar and for cat food storage. 
In the late 1960's the original home was also split into two apartments and the side porches were infilled to make additional bedrooms. The home slowly deteriorated till it was recently purchased in 2012. The current renovation began, 100 years from its original construction. Toby Turner Construction has been Rethinking, Renewing, and Rebuilding homes in the historic district of Mount Dora since the last millennium. We feel truly blessed to have the opportunity to give this great old home another chapter in its life. 
Thank you for taking a moment to read this history of North Key. Though all, some, or none of it may be true, I hope that you find Mount Dora to be the someplace special.
that those of us who live here know it is.

Toby Turner 2015
312 NORTH TREMAIN
NORTH KEY HOUSE

BEFORE

AFTER

FOR MORE INFORMATION PLEASE VISIT WWW.TOBYTURNERCONSTRUCTION.COM
308 NORTH TREMAIN
NORTH KEY SUITES

BEFORE

AFTER

FOR MORE INFORMATION PLEASE VISIT WWW.TOBYTURNERCONSTRUCTION.COM
340 NORTH TREMAIN
RENOVATIONS BEGINNING SPRING 2019

FOR MORE INFORMATION PLEASE VISIT WWW.TOBYTURNERCONSTRUCTION.COM
RESOLUTION NO. 2019-56

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, RELATED TO 308 NORTH TREMAIN STREET; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR HISTORIC SITE DESIGNATION; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mount Dora has been a Certified Local Government of the State of Florida Division of Historical Resources since April 20, 1998; and

WHEREAS, pursuant to Section 3.6.2.4.b. of the City’s Land Development Code, the City’s Historic Preservation Board nominates properties for designation as historic sites; and

WHEREAS, pursuant to Section 3.6 of the City’s Land Development Code, a request has been submitted by Toby Turner Properties, Inc., (Owner), for that property located at 308 N. Tremain Street, Mount Dora, Florida, and identified by Lake County Tax Parcel Identification Number 32-19-27-2400-000-00802, Alternate Key No. 1476119, to be designated as a historic site and included in the City’s Historic Marker Program; and

WHEREAS, the Historic Preservation Board held a public hearing on April 24, 2019, to consider the status of the structure on that property located at 308 N. Tremain Street and determined that the structure has significant character that will add value to the historical, cultural, aesthetic and architectural heritage of the City; and

WHEREAS, pursuant to the provisions of Section 3.6.3.2.a.7.b. of the City’s Land Development Code a nomination for historic site designation shall be formally approved by the City Council.

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

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

SECTION 2. Historic Site Designation. The Property located at 308 N. Tremain Street, Mount Dora, Florida, and identified by Lake County Tax Parcel Identification Number 32-19-27-2400-000-00802, Alternate Key No. 1476119, is hereby designated as a historic site within the City of Mount Dora. The Certificate of Historic Significance attached hereto as EXHIBIT A shall be presented to the Owner along with the historic marker to be affixed to the structure located on the Property which has been so designated. The Property and the structure situated thereon shall be subject to all requirements of the City’s Historic Marker Program as set forth in the City’s Land Development Code. This designation applies to the Property and shall run with the land, so long as said structure remains on the
SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as may deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to the designation of the Property as a historic site and appropriate for the installation of a historic marker, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 4th day of June, 2019.

________________________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_______________________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only
Approved as to form and legal sufficiency

Sherry G. Sutphen
City Attorney
EXHIBIT “A”
Certificate of Historic Significance
Let it be known that the
North Key House
308 N. Tremain Street
Owned by Toby Turner Properties, Inc
Is presented this

Certificate of Historic Significance
For its historical significance to the City.
Awarded this 4th day of June, 2019
By the City of Mount Dora City Council
As recommended by the Historic Preservation Board.

Mayor, City of Mount Dora                  Chairperson, Historic Preservation Board
DATE: June 4, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: Resolution No. 2019-57, Historic Marker for 312 N. Tremain Street

Introduction:
This is a request for City Council to approve Resolution No. 2019-57, Historic Marker for 312 N. Tremain Street.

Discussion:
This request is for a Historic Marker pursuant to the provisions of Section 3.6 of the City’s Land Development Code for inclusion in the City's Historic Marker Program. The Historic Preservation Board, at their regularly scheduled meeting held on April 24, 2019, approved the Historic Marker for “North Key Suites” based on Historical and Cultural Significance for the existing residential dwelling (circa 1922) located at 312 N Tremain Street.

Attachment “1” is a copy of the Historic Preservation Board April 24, 2019 staff memo with a summary of the proposed Historic Marker. This memo includes a copy of the application request, Historic Marker Brochure, Frame Vernacular Guidelines, Photographs, and Site Inventory Forms (2008).

The applicant has requested the name of the historic marker to state: "North Key Suites".

Budget Impact:
The cost for production of a historic marker is $146.95. Funds are available in the Planning and Development Account No. 001-5150-548.00-00 with a balance of $23,727.25.

Strategic Impact:
Maintain and highlight historic properties within the City.

Recommendation
City Council approve Resolution No. 2019-57.

Attachment(s):
1. HPB Staff Memo Meeting

Prepared by: Shelby Eldridge
Reviewed by: Vince Sandersfeld, Planning and Development Director
Sherry Sutphen, City Attorney
Michelle Jenkins, Assistant to the City Clerk
Gwen Johns, City Clerk
Robin R. Hayes, City Manager

Approved - 5/12/2019
Approved - 5/20/2019
Approved - 5/21/2019
Approved - 5/21/2019
Final Approval - 5/30/2019
DATE: April 24, 2019

TO: Historic Preservation Board

FROM: Shelby Eldridge, Planner I

RE: Historic Marker Request; “North Key Suites” (Marker Name Proposal); 312 N. Tremain Street (Location); Toby Turner Properties Inc. (Owner/Applicant)

NOTE: This application was tabled at the Historic Preservation Board January 30, 2019 Meeting.

<table>
<thead>
<tr>
<th>Site Name: None Listed</th>
<th>Date of Construction: 1922</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning/Use: RP/Residential Professional</td>
<td>Style: Masonry Vernacular</td>
</tr>
<tr>
<td>Siding: Drop Siding and Stucco</td>
<td>Porch: South and West - First Floor Veranda East – Two Tiered Veranda</td>
</tr>
<tr>
<td>Roof: Metal Channel</td>
<td>Windows: Single Hung Vinyl</td>
</tr>
</tbody>
</table>

Historical Significance: A site will be deemed to have historical or cultural significance if it meets the following criteria:

a. Is associated in a significant way with the life or activities of a major person important in city, state or national history, or
b. Is the site of a historic events with significant effect upon city, state or nation, or
c. Is associated in a significant way with a major historic event whether cultural, economic, social, military, or political, or
d. Exemplifies the historical, political, cultural, economic or social trends of the community in history, or
e. Is associated in a significant way with a past or continuing institution which has contributed substantially to the life of the city.

Staff Analysis: This is a request for a Historic Marker pursuant to the provisions of Sections 3.6 of the City’s Land Development Code for inclusion in the City’s Historic Marker Program. The HPB at the January 20, 2019, meeting tabled the request in order for staff and the applicant to
provide additional historical research. The subject dwelling resides on the north of 3rd Avenue and sits on the west side of Tremain Street (Vicinity Map). The existing residence is a contributing structure within the Histrionic Preservation Review Boundary area. The City of Mount Dora Historic Design Guidelines, identifies the various architectural styles and building traditions.

The 2008 Historic Site Files list this structure as being a Masonry Vernacular building with a one story veranda on the south and west sides of the house and an east facing two-tiered veranda. A subgroup of the Frame Vernacular style, this Masonry Vernacular house showcases the time period of development in Mount Dora from 1880 to 1930 where construction was primarily completed by self-taught carpenters using locally available materials. The Historic Inventory Form and photographs of the house are attached for support.

The Mount Dora Historic Preservation Board granted a Certificate of Appropriateness on March 25, 2015 approving a front porch addition that wraps around to the south side of the house, a two-tiered porch addition on the rear, stucco siding over the concrete block façade, and the replacement of the casement windows.

On June 28, 2018 a Certificate of Appropriateness was granted in order to replace the existing windows with double-pane single-hung vinyl windows.

The historic records do not list a specific name for this property. The applicant requested “North Key Suites” as the style of the residence, as recently modified, reflect a “key west” style. Unless a historic name is listed on an archeological survey, etc. the City will consider alternative name.

**Staff Recommendation:** Staff recommends approval of the Historic Marker.

**Attachments:**
- Vicinity Map
- Historic Marker Brochure
- Frame Vernacular Guidelines (page 22 of the Historic Design Guidelines)
- Photographs
- Site Inventory Form (2008)
- Application
Application Information

You must have the following information to complete the Historic Marker Program Application:

- The property's address.
- Owner's information: name and mailing address
- Building information.
- Year built, style of building, use of building (residential, commercial, etc).

Application Submission

- The Historic Preservation Board meets the last Wednesday of every month.
- Applications must be submitted at least three weeks prior to the meeting.

There is no charge for this process or marker.
The Historic Preservation Board is a volunteer group of seven (7) citizens, appointed by the Mayor and City Council that is involved in historic preservation issues as specified in the Mount Dora Land Development Code. The Board is made up of residents or business owners in Mount Dora who are interested in, and have a working knowledge of, historic preservation. Through the Certificate of Appropriateness process, they make recommendations to ensure the property owner a quality restoration or rehabilitation project, which will not only enhance his property, but the entire neighborhood as well. The Board also awards historic markers that designate locally significant historic buildings within the city.

What is the Historic Preservation Board?

What’s In A Name?

Usually the history of the building or property. A building’s name is typically stated in the City’s historic buildings survey. Names given to a building usually are those of the original resident, or for that person or persons who lived there the longest, or both. When researching your property make sure you note all names associated with the building as well as when they owned or resided at the property.
As described in the Historic Marker Program Criteria, certain historic information is necessary to evaluate an application for a historic marker. How does one obtain this historical information? Fortunately, the Historic Preservation Board has conducted research and documented the historic significance of over 400 buildings in the oldest parts of the city. In most cases, these documents provide all the information required in the historic marker application. If your property has not been researched, detailed instructions on how to obtain historic information on your building is attached at the end of this brochure.

The City of Mount Dora Historic Marker Program identifies those buildings, structures, or sites of either historical or architectural significance. The purpose of the marker program is to illustrate our history and educate the public in that history and architecture. It also encourages the restoration and maintenance of historical properties located in the City of Mount Dora. An application is initiated by the property owner. There is no cost for this process or marker. Once a property is designated, a plaque and a certificate are presented to the property owner and a resolution is recorded. The property and the structure located upon it are subject to the requirements for historic sites as set forth in the Land Development Code. The designation conferred runs with the property.
One or more of the following criteria must be met to qualify:

- The life or activities of a major person important in city, state or national history is associated in a significant way
- An historic event or major historic event occurred with a significant effect upon the city, state or nation
- Shows the historical, political, cultural, economic or social trends of the community in history
- A significant association with a past or continuing institution that has contributed substantially to the City

For a building, structure, or site to be deemed to have architectural or aesthetic significance, one or more the following criteria must be met to qualify:

- An era of history is characterized by one or more distinctive architectural styles
- Embodies distinguishing characteristics of an architectural style, period or method of construction
- Example of historic or outstanding work of a prominent architect, designer, landscape architect or builder
- Contains design, detail, material, or craftsmanship of outstanding quality or represents an innovation/adaptation to the Central Florida environment at that time.
PHOTOS
April 24, 2019
312 North Tremain Street

West Elevation
PHOTOS
April 24, 2019
312 North Tremain Street

Southwest Elevation
**HISTORICAL STRUCTURE FORM**

**First Site Form Recorded for this Site?**

**YES**

### GENERAL INFORMATION

**Site Name (address if none)**

312 N TREMAIN ST

**Multiple Listing (DHR only)**

**Survey or Project Name**

**National Register Category**

Building(s)

### LOCATION & IDENTIFICATION

<table>
<thead>
<tr>
<th>Address</th>
<th>Street No.</th>
<th>Direction</th>
<th>Street Name</th>
<th>Street Type</th>
<th>Direction Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>312</td>
<td>North</td>
<td>TREMAIN</td>
<td>Street</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cross Streets (nearest/ between)**

**City / Town (within 3 miles)**

Mount Dora

**In Current City Limits?**

**YES**

**County (Lake) Tax Parcel #**(s)

**Subdivision Name**

**Ownership**

**Name of Public Tract (e.g., park)**

**Route to (especially if no street address)**

### MAPPING

**USGS 7.5' Map Name**

>> EUSTIS;1980

**Township:**

**Range:**

**Section:**

**1/4 Section:**

>> 196;27E;32;UNSP

**Irregular Section Name**

**Land Grant**

**UTM: Zone**

**Easting**

**Northing**

**Plat or Other Map (map's name, location)**

### DESCRIPTION

**Style**

Masonry Vernacular

**Exterior Plan**

Rectangular

**Number of Stories**

2

**Structural System(s)**

Concrete block

**Foundation Type(s)**

Continuous

**Foundation Material(s)**

Poured Concrete Footing

**Exterior Fabric(s)**

Drop siding

**Roof Type(s)**

Sable

**Roof Material(s)**

**Roof Secondary Structure(s) (dormers etc)**

**Number of Chimneys**

1

**Chimney Material**

**Chimney Location(s)**
**HISTORICAL STRUCTURE FORM**

### DESCRIPTION (continued)

- **Window Descriptions**
  - CASEMENT 4

- **Main Entrance Description**
  - (stylistic details)

- **Porches**:
  - Open: 
  - Closed: 
  - Incised: 
  - Location(s): 

- **Porch Roof Types(s)**: 

- **Exterior Ornament**: 
  - Location(s): 

- **Interior Plan**:
  - Other Interior Plan: 

- **Condition**: Good

### Structure Surroundings

- **Commercial**: 
  - MOSTLY this category
- **Residential**:
  - MOSTLY this category
- **Institutional**: 
  - Undeveloped:

### Ancillary Features (Number / type of outbuildings, major landscape features)

### Archaeological Remains (describe):

- If archaeological remains are present, was an Archaeological Site Form completed? 

- **Narrative Description (optional)**

### HISTORY

- **Construction year**: 1922
- **Architect** (last name first): 
- **Builder** (last name first): 

#### Changes in Locations or Conditions

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Year of Change</th>
<th>Date Change Noted</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Structure Use History

- **Use**: Private residence; 1922
- **Year Use Started**
- **Year Use Ended**

#### Ownership History (especially original owner, dates, profession, etc.)

### RESEARCH METHODS

- **Research Methods**
  - Examine local tax records
- **Other research methods**

### SURVEYOR'S EVALUATION OF SITE

- **Potentially Eligible for a Local Register?** YES
- **Name of Local Register if Eligible**
- **Individually Eligible for National Register?** NO
- **Potential Contributor to NR District?** YES
- **Area(s) of historical significance***

#### Other Historical Associations

**Explanation of Evaluation (required)**

Because the resource retains much of its historic integrity and is located in a well-preserved collection of historic buildings, it appears to contribute to a historic district.
**HISTORICAL STRUCTURE FORM**

### DOCUMENTATION (Photos, Plans, etc.)

<table>
<thead>
<tr>
<th>Photographic Negatives or Other Collections Not Filed with FMSF, Including Field Notes, Plans, other Important Documents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document type:</td>
</tr>
<tr>
<td>File or Accession #:</td>
</tr>
</tbody>
</table>

### RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles  
Recorder Address / Phone 4104 St. Augustine Road Jacksonville, FL  
Recorder Affiliation Bland & Associates, Inc  
Is a Text-Only Supplement File Attached (Surveyor Only)? NO

### MASTER SITE FILE USE ONLY

| Cultural Resource Type: SS  
| Electronic Form Used: S110  
| Form Type Code: NORM  
| Form Quality Ranking: NEW  
| Form Status Code: SCAT  
| Supplement Information Status: NO SUPPLEMENT  
| Supplement File Status: NO SUPPLEMENT FILE |

SHPO’s Evaluation of Resource

| Date |

FMSF Staffer:  
Computer Entry Date: 5/28/2008

| Form Comments: |

### REQUIRED PAPER ATTACHMENTS

1. USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED  
2. LARGE SCALE STREET OR PLAT MAP  
3. PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"
USGS map name/year of publication or revision:
EUSTIS;1980

Township/Range/Section/Qtr:
19S ;27E ;32;UNSP

Structural system(s):
Concrete block

Foundation types:
Continuous

Foundation materials:
Poured Concrete Footing

Exterior fabrics:
Drop siding
Concrete block

Roof types:
Gable

Roof materials:

Roof secondary structures (dormers etc):

Change status/year changed/date noted/nature:

Original, Intermediate, present uses/year started/year ended:
Private residence;1922;

Research methods:
Examine local tax records
FL Master Site File-Cultural Resources
Pedestrian

Area(s) of historical significance:

Repositories: Collection/Housed/Accession#/Describe

[Other name(s)]:
HISTORIC MARKER PROGRAM APPLICATION FORM

1. **NAME OF APPLICANT**
   
   **TOBY TURNER PROPERTIES INC.**
   
   **MAILING ADDRESS**
   33744 EAST LAKE JOANNA DRIVE EUSTIS FL 32736
   
   **CITY**
   EUSTIS
   
   **STATE**
   FL
   
   **ZIP CODE**
   32736
   
   **BUSINESS PHONE**
   352-223-9222
   
   **HOME PHONE**
   
   **EMAIL**
   
   **ADDRESS OF HISTORICAL PROPERTY**
   312 NORTH TREMAY STREET
   
2. **HISTORICALLY RELEVANT INFORMATION PERTAINING TO THE PROPERTY:**
   
   SEE ATTACHED
   
3. **BUILDING INFORMATION:**
   
   **Year Built:** 1950
   
   **Architectural Style:** FL CRACKER
   
   **Building Materials/Siding/Windows:** CBS WITH WOOD PORCH
   
4. **Current Use of the Building**
   
   RENTAL
   
5. **NAME REQUEST FOR MARKER:** NORTH KEY SUITES
HISTORIC MARKER PROGRAM
PLAQUE AGREEMENT FORM

NOTE: This form is to be completed when applicant receives the Historic plaque.

The City of Mount Dora retains ownership of the plaque and reserves the right to remove the plaque from a property if the property is in any way altered or changed in a manner which in the discretion of the City of Mount Dora Historic Preservation Board diminishes its architectural integrity. You are responsible for the installation of the plaque in a location visible from the street.

Property Address: 

Plaque Registration Number: 

Signature of Property Owner Date

Name of Property Owner (Typed or Printed)

Address of Property Owner

Witness
Historic Marker Program
Criteria

The fundamental purpose of the Historic Marker Program is two-fold. First, the markers identify those buildings of either historical or architectural significance which illustrate our history and educate the public in that history and architecture. Secondly, the purpose is to encourage the restoration and maintenance of historical properties located in the City of Mount Dora.

Preservation Standards:

To qualify as a historic site, individual properties, structures, sites or buildings will have significant character, interest or value as part of the historical, cultural, aesthetic and architectural heritage of the City. To qualify as a historic site, said property must fulfill one or more of the criteria set forth in paragraphs (1) and (2) as follows:

1) A building, structure or site will be deemed to have historical or cultural significance if it meets the following criteria:
   a) Is associated in a significant way with the life or activities of a major person important in city, state or national history (i.e., the homestead of a local founding family), or
   b) Is the site of a historic event with significant effect upon the city, state or nation, or
   c) Is associated in a significant way with a major historic event whether cultural, economic, social, military or political, or
   d) Exemplifies the historical, political, cultural, economic or social trends of the community in history, or
   e) Is associated in a significant way with a past or continuing institution that has contributed substantially to the life of the City.

2) A building, structure or site is deemed to have architectural or aesthetic significance if it fulfills one or more of the following criteria:
   a) Portrays the environment in an era of history characterized by one or more distinctive architectural styles, or
   b) Embodies those distinguishing characteristics of an architectural style, period or method of construction, or
   c) Is a historic or outstanding work of a prominent architect, designer, landscape architect or builder, or
   d) Contains elements of design, detail, material or craftsmanship of outstanding quality or which represented, in its time, a significant innovation or adaptation to the Central Florida environment.

A building, structure or site will be deemed to have historic significance if, in addition to or in place of the previously mentioned criteria, the building, structure or site meets historic development standards as defined by and listed in the regulations of and criteria for the national Register of Historic Places, as prepared by the U.S. Department of the Interior under the Historic Preservation Act of 1966, as amended.

In order to be considered for this program, the applicant must supply adequate information to show that one or more of the above mentioned criteria are met. The Historic Preservation Board and City Council will use the information provided to make final determinations on acceptance into the program.
The professor had it pretty good. A beautiful tropical island. Sandy beaches and palm trees. A couple of drinking buddies to hang out with. Even two girls, always making coconut cream pies for everyone.

At about 8 years old I thought that looked like a goal worth setting my sights on. Unfortunately, I had to do a little time. The family imposed requirements of school, then university, had to be completed. While it was never really said, it was definitely implied, that if I didn't conform I would not get invited to family gatherings in the future. The Requirements met, it was time to head as far south as that grey 77' Pontiac Lemans would roll. I had heard that at the end of the road was an amazing little island.
It was there that I really started to learn. I sailed, I dove, I made cocktails and dreams. I read Hemingway and listened to Buffett. I took it all in, till it became a permanently imbedded ideology. I spent hours riding my scooter around the island, studying the architecture. Grand homes and small conch cottages all sharing that same vibe emanating from them. By the age of 30, I'd had my fill of boats and bars. I had also done well on my first house deal and it was time to start a new chapter.

Now when you live down there, the thought of living anywhere above Saint Augustine brings on horrific visions of getting frost bite. This makes leaving very difficult. Being originally from New England, I figured I could handle living on the latitudinal edge. I failed forward in Orlando, stayed briefly in the
"almost perfect" Appalchacola, and spent three excruciatingly long months confused in California. The universe eventually guided me to Mount Dora. To say the least, it was a little different than my previous surroundings. However, similar to my old island, this place also had that feeling of someplace special.

For the next dozen years I renovated historic cottages in town. Picket fences and porches adding a little island style into my projects. Then I saw her. She was big, old, and very broken. The porches had been enclosed and she been split into two apartments. No sooner than 20 years ago, she been sprayed in a shade of putrid salmon. She had been rode hard, put away wet, and I was in love.

There had been some pretty offensive changes done to the interior and exterior.
That, combined with the unquantifiable number of people to pass through her doors over the past 100 years, she was more than qualified for a complete DNA removal. We emptied her out, lifted her up and gave her all new everything. Giving this great old house a new chapter in it's life has coincided with a personal evolution as well. I have learned that it really doesn't matter where you live, as much as how you are living. Having a feeling of accomplishment, the support of your community, and pride in what you are producing can absolutely provide that happy, simple life so many desire. So for now, North Key is my own inner peace of paradise. My island home patiently waiting for the ocean to catch up.
340 NORTH TREMAIN
RENOVATIONS BEGINNING SPRING 2019

FOR MORE INFORMATION PLEASE VISIT WWW.TOBYTURNERCONSTRUCTION.COM
RESOLUTION NO. 2019-57

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, RELATED TO 312 NORTH TREMAIN STREET; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR HISTORIC SITE DESIGNATION; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mount Dora has been a Certified Local Government of the State of Florida Division of Historical Resources since April 20, 1998; and

WHEREAS, pursuant to Section 3.6.2.4.b. of the City’s Land Development Code, the City’s Historic Preservation Board nominates properties for designation as historic sites; and

WHEREAS, pursuant to Section 3.6 of the City’s Land Development Code, a request has been submitted by Toby Turner Properties, Inc., (Owner), for that property located at 312 N. Tremain Street, Mount Dora, Florida, and identified by Lake County Tax Parcel Identification Number 32-19-27-2400-000-00802, Alt. Key #1476119, to be designated as a historic site and included in the City's Historic Marker Program; and

WHEREAS, the Historic Preservation Board held a public hearing on April 24, 2019, to consider the status of the structure on that property located at 312 N. Tremain Street and determined that the structure has significant character that will add value to the historical, cultural, aesthetic and architectural heritage of the City; and

WHEREAS, pursuant to the provisions of Section 3.6.3.2.a.7.b. of the City’s Land Development Code a nomination for historic site designation shall be formally approved by the City Council.

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

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

SECTION 2. Historic Site Designation. The Property located at 312 N. Tremain Street, Mount Dora, Florida, and identified by Lake County Tax Parcel Identification Number 32-19-27-2400-000-00802, Alt. Key #1476119, is hereby designated as a historic site within the City of Mount Dora. The Certificate of Historic Significance attached hereto as EXHIBIT A shall be presented to the Owner along with the historic marker to be affixed to the structure located on the Property which has been so designated. The Property and the structure situated thereon shall be subject to all requirements of the City’s Historic Marker Program as set forth in the City’s Land Development Code. This designation applies to the Property and shall run with the land, so long as said structure remains on the Property.
SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as may deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to the designation of the Property as a historic site and appropriate for the installation of a historic marker, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 4th day of June, 2019.

_________________________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

________________________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only
Approved as to form and legal sufficiency

______________________________
Sherry G. Sutphen
City Attorney
EXHIBIT “A”
Certificate of Historic Significance
Let it be known that the
North Key Suites
312 North Tremain Street
Owned by Toby Turner Properties, Inc
Is presented this
Certificate of Historic Significance
For its historical significance to the City.
Awarded this 4th day of June, 2019
By the City of Mount Dora City Council
As recommended by the Historic Preservation Board.

Mayor, City of Mount Dora
Chairperson, Historic Preservation Board
DATE:       June 4, 2019

TO:         Honorable Mayor and City Council Members

FROM:       Robin R. Hayes, City Manager

SUBJECT:    Resolution No 2019-62, Approval to Launch Fireworks at the Freedom on the Waterfront event.

Introduction:
This is a request for City Council to approve Resolution No. 2019-62, approval to launch fireworks at the Freedom on the Waterfront event.

Discussion:
The City of Mount Dora has submitted an event application permit for the 2019 Freedom on the Waterfront event scheduled for July 3, 2019. The event’s festivities will take place at Elizabeth Evans Park with opportunities to view the fireworks at adjacent parks, Simpson Cove and Palm Island. The fireworks display will begin at approximately 9:15 p.m., and launched from Grantham Point. Grantham Point will be closed on July 3, 2019 in preparation of the event. The City of Mount Dora Code of Ordinances states in Section 50.250, that the City Council must approve fireworks launched in the city.

Budget Impact:
A total of $24,800 was appropriated and is available for the purpose of funding the estimated $24,500 cost associated with the "Freedom on the Waterfront Fireworks Presentation" in Account Number 130-5741-534.00-00-SE0015 (Special Events/Special Event Program/July 3rd Event/Other Contractual Service). City staff has conducted an RFP (Request for Proposal) for fireworks companies to bid on an Annual basis. As a result of the RFP process, there were no bids received at the May 28 deadline. At this time, City has secured three quotes from companies and will be moving forward with the best quote.

Strategic Impact:
To provide community events for our citizens in a safe manner.

Attachment(s):
1. Event Permit Application - 2019 Freedom on the Waterfront

Prepared by: Chris Carson, Special Events Coordinator
Reviewed by: Chris Carson, Special Events Coordinator

Approved - 5/14/2019

Sherry Sutphen, City Attorney
Approved - 5/23/2019

Amy Jewell, Leisure Services Director
Approved - 5/24/2019

Matt Dickey, Finance Director
Approved - 5/24/2019

Mark Rudowske, Public Works Director
Approved - 5/27/2019

Sharon Kraynik, Human Resources Director
Approved - 5/28/2019

Tim Griner, Fire Chief
Approved - 5/29/2019

Robert Bell, Deputy Police Chief
Approved - 5/30/2019

Gwen Johns, City Clerk
Approved - 5/30/2019

Michelle Jenkins, Assistant to the City Clerk
Approved - 5/30/2019

Misty Sommer, Deputy City Clerk
Approved - 5/30/2019

Robin R. Hayes, City Manager
Final Approval - 5/30/2019
Special Event Application
Permit Request

Thank you for choosing the City of Mount Dora, the Festival City, as the hosting location for the Special Event you are planning. Please complete this application, in its entirety, and return it at least one hundred and twenty (120) days prior to the event date to:

City of Mount Dora
Cultural & Special Events Division
900 North Donnelly Street
Mount Dora, FL 32757

If you have additional questions, please call (352) 735-7183 or email carsonc@cityofmountdora.com

Name of Event: **2019 Freedom on the Waterfront Event**

Facility / Location Requested: **Simpson Cove/Elizabeth Evans Park**

Event Date: **07/03/19**
Event Hours: From **5:00 PM** To **10:00 PM**

Set-Up Date: **07/02/19**
Set-Up Hours: From **8:00 PM** To **5:00 PM**

Break-Down Date: **07/03/19-07/04/19**
Break-Down Hours: From **10:00 PM** To **12:30 AM**

Estimated Number of Participants: **80**
Spectators: **25,000**
Vehicles **30**
Vessels (for boating events only) __________

Sponsoring Organization’s Name: **City of Mount Dora**

Address: __________
900 N. Donnelly Street
Mount Dora, FL 32757

Type of Organization: ☐ Profit __________ ☐ Not For Profit __________ ☐ Individual __________

Primary Contact Name: **Christopher Carson**
Phone: **352-735-7183**
Email: carsonc@cityofmountdora.com

Secondary Contact Name: __________
Phone: __________
Email: __________

CERTIFICATION BY APPLICANT: I certify that I have read this application and that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute a criminal violation of the code of the City of Mount Dora. I certify that I have received a copy of city code chapter 18a. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Chief of Police or The Fire Chief should any conditions/stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the notice informing me of my responsibilities and obligations should I cancel the event. By filing this application, I, and the organization on whose behalf I make this application, contract and agree that we will jointly and severally indemnify and hold the city harmless against liability, including court costs and attorneys' fees for trial and on appeal, for any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the activity or any of its participants.

**Christopher Carson**
Signature of Applicant

**03/25/2019**
Date
Please provide us with additional information regarding your event by checking off the items that pertain to your event in sections A-D; any services you require from the City in Section E and any other specific information about your event not previously covered or where you need additional space to explain your event in Section F. Do not forget to attach a diagram of your event.

A. Is your event:  □ Private  or  □ Public, costing the attendee $   or  □ is free
□ Is (or will become) a recurring event this often  □ weekly  □ monthly  □ quarterly  □ annually or

B. What kind of event are you hosting?

☐ Carnival/Circus/Fair  ☐ Charity Walk/ Run __________
☐ Exhibit/Festival  ☐ Tournament or Competition  ☐ Picnic/Party
☐ Reception  □ Fishing  ☐ Other Fireworks
☐ Wedding  ☐ Sailing / Boating
☐ Other ____________________  ☐ Other ____________________
(Explain) (Sponsor Name) (Explain)

C. At your event, you will offer:

☐ Alcohol sales  ☒ Food Trucks  ☒ Merchandise sales
☒ Food/beverage/catering  ☒ Fireworks/pyrotechnic company
☒ Concession stands  ☐ Inflatable Devices
.prod. (Explain)

D. Are you bringing in any special equipment such as:

☐ Large trailers (____ lbs)  ☐ Tents  ☐ Other ____________________
☒ Lighting  ☐ Generator(s)  _______________________
☒ Sound equipment  ☐ Stages / Props/ Production
☐ Equipment
prod. (Explain)

E. Do you need the City to provide or make available, at an additional fee, any of the following:

☐ Potable water  ☐ Trash Cans / Barrels ________  ☐ Security
☒ Connection(s) for electric power  ☐ Special Event Garbage Boxes__
☐ Special Event Garbage Boxes
☐ Audio Equipment  ☐ Dumpsters ________

□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
□ Streets/Avenues/Parks
ATTACHMENT #1

F. Please provide a detailed description of the Event and draw or attach a diagram and/or map of the proposed event site / layout / route. Ensure that you specify any requests for alcoholic beverages, street closures, pyrotechnics/fires, any city services you desire, etc.

Street Closures: 3rd Avenue @ Tremain Street; Grandview Street @ Liberty Avenue; and Donnelly Street @ 3rd Avenue

Edgerton Court will be designated for vendors and pyrotechnics will be launched from Grantham Point

Please see attached map of the event layout
ATTACHMENT #1

IF APPLYING AS A NON-PROFIT ORGANIZATION:

What is your financial plan for covering all event costs? **Budgeted, Community and Media Partnerships and additional sponsorships.**

How does your event benefit the general welfare of the City? **Holiday event celebrating Independence Day**

To what extent is the media or publicity campaign planned for this event? **Radio, Newsprint and Social Media**

FEES AND OTHER AGENCY PERMIT/LICENSES:

Please be aware that liquor licenses, business licenses, sign permit and other regulatory requirements may be necessary and are responsibility of the Applicant. However, some permits are covered under the umbrella of the special event permit and it is advised that you check with the Special Event Coordinator for compliance. In addition, the Special Event Application fee supplemental Public Service fees are payable in advance of the event upon City approval and billing. As part of the Special Event Plan developed by the Special Event Coordinator, changes to requested services may be imposed by the City.

Administrative Fees:
- Significant events: $650.00 (entire down area/150,000+ attendance)
- Large events: $425.00 (50,000+ attendance)
- Medium events: $300.00 (25,000+ attendance)
- Small events: $125.00 (5,000+ attendance)

ADDITIONAL ATTACHMENTS: (REQUIRED FOR NON-PROFIT ORGANIZATIONS)

Non-Profit Organizations to show 501 IRS Determination

INSURANCE REQUIREMENTS: The applicant will supply Certificate of Insurance(s) naming the City of Mount Dora as additionally insured in the following manner: “the City of Mount Dora, its agents, officers, officials, employees and volunteers are hereby named as additional insured as their interest may appear”. The applicant will also ensure that the City of Mount Dora, as the certificate holder, is provided a 30-day written notice if the insurance policy is cancelled or modified before the expiration date. All insurance policies provided shall be issued by insurance companies licensed to do business in the State of Florida and shall be rated with an A- or better rating in the most current edition of A.M. Best’s Key Rating. The City of Mount Dora shall be listed as certificate holder in the following manner:

City of Mount Dora
510 N. Baker Street
Mount Dora, Florida 32757

- All applicants must obtain Commercial General Liability insurance with limits of no less than $1,000,000 per occurrence to protect the City of Mount Dora, its agents, officers, officials, employees and volunteers, the Lessee, and any subcontractor from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from the Lessee’s operations, whether performed by Lessee itself, any subcontractor, or anyone directly or indirectly employed by either of them.
- If the applicant, or any of its vendors, offers for sale or distribution any products (food, beverages, souvenirs, etc.), then product liability insurance with limits of no less than $1,000,000 per occurrence will be required. Vendors will also be required to afford the statutory limits of worker’s compensation insurance protection to its employees.
• If the vendor is the holder or sponsor of the event, the vendor will afford worker’s compensation insurance
  protection to any City of Mount Dora off duty employees hired by the event.
• If automobiles or any other licensed motor vehicles are used as part of the event, Automobile Liability insurance
  with limits of no less than $1,000,000 per occurrence will also be required.
• If the sale or consumption of alcoholic beverages at the event is authorized, then Liquor Liability insurance with
  limits of no less than $1,000,000 per occurrence is required.
• Other types of coverage and limits may be required by the City of Mount Dora, depending upon exposure as
  assessed by the City’s Risk Management Department.

CITY OF MOUNT DORA NOTICE, INDEMNIFICATION, COVENANT AND
HOLD HARMLESS AGREEMENT

The City of Mount Dora hereby advises the applicant that the activities that are part of the special event plans of the
applicant may give rise to liability of diverse types and natures. The use of the word “City” herein means and includes
the government of the City and its officials, officers, employees, agents, servants, invitees and guests. The City is not
responsible for any events that are not specifically sponsored by the City. Approval of a special event is not acceptance
of the event as a City sponsored event. Thus, the applicant is advised to ensure that, beyond providing for insurance
relative to its own activities, it would be prudent for the applicant to resolve all insurance needs with the participants,
vendors, etc. that relate to the event in all respects. The applicant must, of course, adhere to all City requirements
relative to providing the City with requisite insurance at required levels and scopes of coverage with the City being named
as an additional insured and not a mere certificate holder.

The applicant shall take all precautions for the safety of and will provide reasonable protection to prevent damage, injury
or loss to all persons and property in association with the special event.

The applicant shall comply with all laws, ordinances, rules, regulations and other orders regarding the safety of persons
or property, or their protection from damage, injury or loss with regard to the special event.

The applicant shall be responsible to ensure that all trademark and copyright laws and all other laws relating to
intellectual property rights are adhered to in every respect.

In any emergency affecting the safety of persons or property, the applicant shall act with care and discretion to prevent
threatened damage, injury, loss or death. The applicant shall indemnify and hold harmless the City from and against all
claims, damages, losses and expenses, including reasonable attorney’s fees arising out of or resulting from the event.
Accordingly, the undersigned of her/himself and any and all derivative claimants, of whatsoever type or nature or
relationship, understands that the City and its officials, officers, agents and employees, participants, vendors, or
derivative claimants, may cause or suffer, of whatsoever type or nature or cause, as a result of, or associated with, the
special event.

In consideration of, and as an inducement for, the City approving the special event application, the undersigned, as an
individual and for the applicant and any and all derivative claimants including, but not limited to, any and all heirs,
assigns, executors, beneficiaries, administrators, and any and all other claimants or legal representatives of whatsoever
nature or relationship, do hereby forever fully release, remiss, indemnify, acquit, forever discharge, and hold harmless
and blameless, the City from, against and for any claims relating to losses described above or otherwise contemplated by
law in any respect; the activities that relate, in any way, to the special event; personal injury or property damage, of
whatsoever type or nature, that arise, in any way from the special event; and any all damages or losses however claimed
or asserted or cognizable under law that any claimant may suffer or cause as a result of, directly or indirectly, the special
event. I recognize and assume any and all risks, known or unknown, relating to the special event and covenant on behalf
of myself and all derivative claimants, as aforementioned in every respect, not to sue the City.

Should the City be sued as a result of the special event in any way or manner, the applicant shall be notified of such suit
and, thereupon, the applicant shall have the duty to defend the suit and the City. Should judgment be awarded against
the City in any such case, the applicant shall forthwith pay the same and relieve the City of any obligations relating
thereeto. The City shall not be liable in any respect or in any nature.

The applicant does hereby waive, release and agree to indemnify and hold harmless the City and it officials, officers,
agents and employees for any claim, demand, liability, costs, suits, charges or compensation for loss or injury of any kind

June 4, 2019 City Council Meeting Agenda Packet
Special Event Application, Permit Request Page 5 of 7 01.14.2019
arising out of a loss or any injury, including losses or injuries arising from the negligence of the City and its officials, officers, agents and employees arising from my participating in activities. The applicant assumes all risk of injury, liability, and loss arising from any participation or presence at said activity by the Applicant or others. The applicant acknowledges that the City will not assume any costs relating to any injury while the applicant is involved in any activity.

This document is in consideration of the City permitting the applicant’s participation in the activity or program at issue. The applicant freely and voluntarily assumes all risk of loss or injury arising from the activity whether due to the applicant’s negligence, or the negligence or intentional acts of others. I acknowledge that, absent this document, the City would not have offered the applicant access to the activity because of unacceptable exposure to civil liability claims, or the expense of providing a program that is risk-free.

By signing this waiver, the applicant agrees to indemnify any and all officials, officers, agents and employees of the City for any and all damages which result from any and all acts or omissions, including negligence, in whole or in part, on the part any City official, officer, agent or employee.

Should the applicant receive notice, in any way, of any suit or claim arising from the special event, the applicant shall promptly advise the City in writing.

Having read and understood this document the undersigned signs it freely and knowingly, intending that it shall be fully operative and effective in all respects and that it waives legal rights to which the applicant might be entitled if any person is hurt or suffers loss during any part of the activity.

**CERTIFICATION**

I hereby certify that all the information contained herein is true and correct to the best of my knowledge. I agree to abide by the regulations governing the said facility and/or property and be responsible for any charges incurred. I will supply Certificate of Insurance(s) as required.

If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any permit(s) issued.

______________________________
Signature of Applicant

______________________________
Witness

______________________________
Date

______________________________
Date
RESOLUTION NO. 2019-62

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE FREEDOM ON THE WATERFRONT EVENT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING AUTHORIZATION FOR FIREWORKS DISPLAY AND DOCK CLOSURE; PROVIDING FOR AUTHORITY TO THE CITY MANAGER FOR IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Freedom on the Waterfront is an event sponsored by the City of Mount Dora; and

WHEREAS, the Freedom on the Waterfront event is scheduled for Wednesday, July 3, 2019; and

WHEREAS, the 2019 Freedom on the Waterfront event requires the closing of the Grantham Point and Simpson Cove Docks in order to launch fireworks beginning at 9:15 p.m.; and

WHEREAS, all of the details associated with the Freedom on the Waterfront event remain consistent from the prior years; and

WHEREAS, Section 50.250, City of Mount Dora Code of Ordinances, requires City Council approval of any fireworks launched in the City.

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

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

SECTION 2. Authorization for Fireworks Display and Dock Closure. The City Council hereby authorizes the 2019 Freedom on the Waterfront fireworks display and closure of the Grantham Point and Simpson Cove Docks in order for the fireworks to be safely launched.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as may deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.
SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to the fireworks display and closure of the Grantham Point and Simpson Cove Docks, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar nature which do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 4th day of June, A.D., 2019

_________________________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

________________________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only.
Approved as to form and legality.

________________________________________
Sherry G. Sutphen
City Attorney

Resolution No. 2019-62
Page 2 of 2
DATE: June 4, 2019
TO: Honorable Mayor and City Council Members
FROM: Robin R. Hayes, City Manager
SUBJECT: Approval of City Council Meeting Session Minutes:

Introduction:
This is a request for City Council to approve meeting minutes.

Discussion:
The City Clerk prepares minutes and presents them to City Council as an opportunity to make suggestions or corrections prior to final approval.

Budget Impact:
N/A

Strategic Impact:
N/A

Recommendation City Council to approve minutes as transcribed.

Attachment(s):
1. May 7, 2019 City Council Meeting Minutes with Addendum
2. May 21, 2019 City Council Regular Session

Prepared by: Gwen Johns, City Clerk
Reviewed by: Michelle Jenkins, Assistant to the City Clerk
Final Approval - 5/30/2019
HAVING BEEN DUELY ADVERTISED AS REQUIRED BY LAW, MAYOR NICK GIRONE CALLED THE REGULAR SESSION OF CITY COUNCIL TO ORDER AT APPROXIMATELY 5:30 P.M.

COUNCILMEMBER STILE LED A MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG.

MEMBERS PRESENT
- Nick Girone, Mayor
- Cal Rolfsen, Vice-Mayor
- Crissy Stile, At-Large Even
- Harmon Massey, At-Large Odd
- Laurie Tillett, District 1
- John Tucker, District 3
- Marc Crail, District 4 (arrived at 5:39 p.m.)

ALSO PRESENT
- Robin R. Hayes, City Manager
- Gwen Johns, City Clerk
- Sherry Sutphen, City Attorney

PUBLIC COMMENTS
- Melinda Redd, 1113 E. Liberty Avenue, addressed City Council regarding the baseball field off Liberty Avenue. Ms. Redd expressed concern for the residents who live in the area of Heim Field. She requested placement of a higher net at Heim Field for the safety of residents in the area.
- Harvey Turnage, 1111 E. Liberty Avenue, stated his residence has also been hit with baseballs.
- Michael Salerno, 345 E. 10th Avenue, stated concern with regard to the vacant stores in downtown. He said while parking is an issue, he believes the two issues should be viewed together.

PRESENTATIONS
- Mayor Girone read and presented a Certificate of Appreciation to Ms. Maria Andrews. Ms. Andrews was extremely kind and patient with the amount of construction that was necessary to make repairs following Hurricane Irma. Mayor Girone also congratulated Ms. Andrews on recent receipt of her United States Citizenship.
- Mayor Girone read and presented Certificates of Appreciation to the City Clerk’s Office staff. Ms. Gwen Keough-Johns, City Clerk; Ms. Misty Sommer, Deputy City Clerk and Ms. Michelle Jenkins, Assistant to the City Clerk, were all presented certificates. City Councilmembers expressed their appreciation for all the City Clerk’s Office does for the City.

APPROVAL OF AGENDA
Motion was made by Vice-Mayor Rolfson; Councilmember Massey seconded the motion. The motion was approved by a unanimous vote.

CONSENT AGENDA

1. Approval of City Council Meeting Minutes:
   • Regular Session April 16, 2019

Motion was made by Councilmember Tillett; Councilmember Massey seconded the motion. The motion was approved by a unanimous vote.

PUBLIC HEARINGS

RESOLUTIONS

1. Resolution No. 2019-44, Gobie Block 28 Replat

Sherry Sutphen, City Attorney, read Resolution No. 2019-44 by title only.

RESOLUTION NO. 2019-44

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, RELATED TO THE REPLAT ENTITLED “GOBIE BLOCK 28 REPLAT”; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF THE REPLAT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Robin R. Hayes summarized the agenda item.

Motion was made by Councilmember Massey to approve Resolution No. 2019-44; Councilmember Tucker seconded the motion.

Ms. Hayes invited Vince Sandersfeld, Planning and Development Director, to further explain the item and answer questions.

The motion was approved by a roll call vote.

Councilmember Massey    YES    Councilmember Tillett    YES
Councilmember Tucker     YES    Vice-Mayor Rolfson        YES
Councilmember Stile      YES    Mayor Girone              YES
Councilmember Crail      YES

2. Resolution No. 2019-50, Mid-Year Budget Amendments

Sherry Sutphen, City Attorney, read Resolution No. 2019-50 by title only.
RESOLUTION NO. 2019-50

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, RELATED TO AN AMENDMENT OF THE 2018-19 FISCAL YEAR BUDGET; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF THE MID-YEAR BUDGET AMENDMENT; PROVIDING AUTHORITY TO THE CITY MANAGER FOR IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Robin R. Hayes, summarized the Resolution stating mid-year budget review is a statutory requirement. Ms. Hayes invited Matt Dickey, Finance Director, to address City Council.

Mr. Dickey, Finance Director, stated working through the FY 19-20 budget, the opportunity has presented itself for staff to look back at the FY 18-19 budget. As part of the transition plan, Tom Klinker continues to serve the City during the transitioning period for himself, the new Finance Director. Preserving the continuity of services within the Finance Department, is a cost to the City. Also notably, a FEMA reimbursement from Hurricane Irma for removal of debris is ongoing. There have been a number of legal issues which have had to be addressed moving forward, correcting outstanding issues. Items have been reviewed, successfully finding resources from other funds to help cover overages exhibited in the budget. In reference to the general fund, roughly $1.2 million was budgeted to be used for the general fund. So far this year, $2.2 million has been carried forward. Therefore, there is $2.2 million available to help cover overages for FY 2018-19.

The question was raised with regard to limits on funding that can be carried over. Ms. Hayes responded there are no limits since City Council sets the policy.

Mr. Dickey stated this is a great opportunity for the City Council and the City to increase best practices while going through the fy 2019-20 budget scenario. There were a number of items not carried forward during the previous budget session. This is providing the opportunity to carry forward when opportunity presents. There were a lot of funds that could have been used, but were allowed to expire from the previous budget.

Vice-Mayor Rolfson expressed appreciation to City Manager and staff.

*Motion was made by Councilmember Crail to approve Resolution No. 2019-50; Councilmember Tucker seconded the motion. The motion was approved by a roll call vote.*

<table>
<thead>
<tr>
<th>Councilmember Crail</th>
<th>YES</th>
<th>Councilmember Tillett</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember Tucker</td>
<td>YES</td>
<td>Vice-Mayor Rolfson</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Massey</td>
<td>YES</td>
<td>Mayor Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Stile</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

June 4, 2019 City Council Meeting Agenda Packet  Page 143 of 259
PUBLIC HEARINGS

ORDINANCES

1. First Reading of Ordinance No. 2019-07, Change in Zoning City of Mount Dora

   Sherry Sutphen, City Attorney, read Ordinance No. 2019-07 by title only.

   **ORDINANCE NO. 2019-07**

   AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE ZONING CLASSIFICATION CHANGE FOR THAT PROPERTY LOCATED AT 206 E. 3RD AVENUE, 230 E. 3RD AVENUE, AND 230 N. BAKER STREET; PROVIDING FOR ZONING DISTRICT CLASSIFICATION CHANGE; PROVIDING FOR MODIFICATION OF THE OFFICIAL ZONING MAP; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

   Robin R. Hayes, City Manager, summarized the Ordinance. This item is being presented to City Council for a zoning change to allow the City to proceed with surface parking and to construct restrooms in the area. The City is prudently looking to provide parking area as green space, knowing in the future a land use change may be desirous. This plan will bring additional permanent parking to downtown. This additional parking area is scheduled to open by October 1, 2019 for use by citizens and visitors.

   Public Comment

   None.

   Motion was made by Councilmember Tucker to approve the first reading of Ordinance No. 2019-07; Councilmember Crail seconded the motion. The motion was approved by a roll call vote.

   | Councilmember Tucker | YES    | Councilmember Tillett | YES    |
   | Councilmember Crail  | YES    | Vice-Mayor Rolfson    | YES    |
   | Councilmember Massey  | YES    | Mayor Girone          | YES    |
   | Councilmember Stile   | YES    |                        |        |

2. First Reading of Ordinance No. 2019-10, Amending Chapter Two of the City of Mount Dora Code of Ordinances

   Sherry Sutphen, City Attorney, read Ordinance No. 2019-10 by title only.
ORDINANCE NO. 2019-10

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA AMENDING THE CITY OF MOUNT DORA CODE OF ORDINANCES; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING AN AMENDMENT TO CHAPTER 2 – ADMINISTRATION, PART VIII – BOARDS AND COMMISSIONS, SUBPART 3 – PARKS AND RECREATION BOARD; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR CODIFICATION AND SCRIVENER’S ERRORS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Robin R. Hayes, City Manager, summarized Ordinance No. 2019-10. This change to the Code of Ordinances will allow the Parks & Recreation Advisory Board to meet monthly due to the workload.

Motion was made by Councilmember Massey to approve the first reading of Ordinance No. 2019-10; Councilmember Tillett seconded the motion. The motion was approved by a roll call vote.

Councilmember Massey YES Councilmember Tucker YES
Councilmember Tillett YES Vice-Mayor Rolfson YES
Councilmember Stile YES Mayor Girone YES
Councilmember Crail YES

3. First Reading of Ordinance No. 2019-11, Election Qualification Dates

Sherry Sutphen, City Attorney, read Ordinance No. 2019-11 by title only.

ORDINANCE NO. 2019-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MOUNT DORA, FLORIDA AMENDING THE CITY OF MOUNT DORA CODE OF ORDINANCES; PROVIDING LEGISLATIVE FINDINGS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR AN AMENDMENT TO THE CITY OF MOUNT DORA CODE OF ORDINANCES, CHAPTER 2 – ADMINISTRATION; PROVIDING FOR CODIFICATION AND SCRIVENER’S ERRORS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Robin R. Hayes, City Manager, summarized the election ordinance and stated City Council is being asked to select dates with regard to election qualification time periods.
Gwen Keough-Johns, City Clerk, addressed the elections process with regard to the qualifications ordinance. She pointed out information from the Florida Election Code, stating several options available to City Council with regard to setting qualification dates. Ms. Johns also shared information contrasting the duties of a City Clerk/Filing Officer to those duties of the Supervisor of Elections, including the fact Lake County Supervisor of Elections is a constitutional officer, elected by all of Lake County. Financial savings or expenses are not impacted by when a legislative body sets the qualification dates, unless such dates would require a stand-alone election process. Ms. Johns also shared information pertaining to geographical facts related to each voting district within the City of Mount Dora.

Public Comments

Pam Burnett, 741 East 8th Avenue, addressed the proposed Ordinance. She stated this is a non-partisan election, so until there is a partisan race, there is really no reason for a primary election. Therefore, as a voting person, she prefers not to listen to five months of campaigning. Ms. Burnett opined five months of campaigning is too much.

City Council Discussion

City Council discussion ensued. Councilmember Tillett asked when a report from the Charter Review Committee would be presented to City Council, since it is her understanding the committee is looking at making a recommendation with regard to “majority” or “plurality” as applied to the candidate who prevails during an election.

Sherry Sutphen, City Attorney, reported the Charter Review committee has completed their task. There will be a presentation to City Council. There is a recommendation pertaining to “majority” vs “plurality” because the code is currently not consistent with the charter.

Councilmember Massey has been following the Charter Review Ad Hoc Committee and he is pleased with their work.

Motion was made by Councilmember Tillett to approve the first reading of Ordinance No. 2019-11, recommending qualification in the future be held from Monday at noon to Friday at noon the 2nd full week in August; Councilmember Crail seconded the motion. The motion was approved by roll call vote.

<table>
<thead>
<tr>
<th>Councilmember Tillett</th>
<th>YES</th>
<th>Councilmember Massey</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember Crail</td>
<td>YES</td>
<td>Vice-Mayor Rolfson</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Tucker</td>
<td>YES</td>
<td>Mayor Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Stile</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISCUSSION ITEMS

CITY MANAGER

Robin R. Hayes, City Manager, distributed a new proposed ISBA document from the City of Eustis. It is different from the previous one and does not overlap the joint planning agreement
between Mount Dora and Lake County. Ms. Hayes asked Vince Sandersfeld, Planning and Development Director, to address City Council.

Mr. Sandersfeld confirmed the information presented by the City of Eustis is not in the City’s JPA. Ms. Hayes mentioned she had spoken to Ron Neibert, City Manager of Eustis, prior to the meeting. The information distributed to City Council will be placed on the City’s website. City staff has held discussions with the City of Eustis pertaining to the territorial agreement and believes an agreement can be reached without interfering with the proposed ISBA. Lake County is supposed to consider this item of business at their meeting on June 4, 2019.

Robin R. Hayes, City Manager, said if the City of Mount Dora decides to respond to this correspondence in any way, such response would be drafted by the City Attorney to the Lake County Board of County Commissioners. This will inform county commissioners of Mount Dora’s intent to support.

Robin R. Hayes, City Manager, stated through the use of mutual aid agreement for police services, the City of Mount Dora will enter into a contract with the City of Winter Park for Deputy Police Chief Services not to exceed 90 days or $35,000. The City of Winter Park has indicated they have a Deputy Police Chief available who has agreed to assist Mount Dora temporarily.

Ms. Hayes said train and disposition of the tracks, as well as, a trail system will be brought forward to City Council on June 4, 2019.

The Food Truck program in Mount Dora will sunset effective May 16, 2019.

BOARD APPOINTMENTS

*Councilmember Tillett recommended appointment of John Wesner to the Public Art Commission pending background check. Mr. Wesner was appointed by a unanimous vote.*

CITY ATTORNEY

Sherry Sutphen, City Attorney, stated no new claims have been filed against the City of Mount Dora.

Sherry Sutphen, City Attorney, stated the City has been invited to join in an Amicus Curiae with the Florida Municipal Power Association (FMPA). The brief is pertaining to an FCC regulation related to small cell attachments. FCC is regulating vendors who wish to attach their wares to power poles, light poles, etc., resulting in regulations being placed on local governments. In particular, FCC would end up reducing the time allowed for local government staff to process applications, which places a financial burden on the staff due to having to put other locally driven tasks aside to deal with these regulations. This issue would also limit the amount that may be charged for such attachments, not taking into account associated costs.

Ms. Sutphen stated the Charter Review Committee has done an excellent job and is currently structuring the ballot questions. Ms. Sutphen proposed a joint work session with the Charter Review Ad Hoc Committee, providing discussion about what the Charter Review Ad Hoc Committee has been doing.
Robin R. Hayes, City Manager, added by statute the City has to educate public on information contained in wording of the ballot. The City is allowed to educate the public, as long as voters are not being encouraged to vote one way or the other. The education process is a critical piece of any ballot and funding for this needs to be included in the budget.

Ms. Hayes said a work session will be scheduled at 3:00 p.m. on May 21, 2019, to allow the opportunity for City Council and the Charter Review Ad Hoc Committee members to discuss proposed amendments to the Charter.

Ms. Sutphen, City Attorney, stated recently, an item to change zoning to the City’s property, Ordinance No. 2019-07 – property located in the vicinity of 3rd and Baker, was before the Planning and Zoning Commission for approval. Being the only item on that PZC agenda, it was presented by staff as applicant/staff. Mr. James Homich, member of the Planning and Zoning Commission, acted outside of the scope of a commission member. Mr. Homich interrogated staff members, specifically Vince Sandersfeld, Planning and Development Director. During this time the record was used as a platform to indicate the City had lowered property values of a neighboring property owner even though it was not the appropriate time or place for such discussion. Mr. Homich then proceeded to entertain and indicate to the rest of the commission, this was evidence being presented. This is the first time Ms. Sutphen has personally witnessed Mr. Homich behaving in this way, acting inappropriately toward staff. However, she said this is not the first time she has heard about Mr. Homich mistreating staff since she is copied on public record request emails where Mr. Homich berates the City Clerk over and over, continually indicating she is not providing records or is hiding things. This is another example of City staff being berated on a public forum. Mr. Homich left Ms. Sutphen with the impression he was trying to get business from the dais, to legally represent parties against the City. Unfortunately, this is not the first time Ms. Sutphen has known of Mr. Homich using his position on the PZC to benefit his representation of a client against the City. She stated the PZC is supposed to be a neutral commission making decisions consistent with the City’s Code of Ordinances and Land Development Code.

Ms. Sutphen advised the Code of Ordinances provides the City Council authority to appoint various advisory boards/committees and commissions. The Code also indicates the council, as a whole, has the ability to remove appointees at their absolute and sole discretion. Ms. Sutphen advised City Council of the necessity to remove Mr. Homich from the Planning and Zoning Commission. She respectfully requested City Council consider removal of Mr. Homich.

Robin R. Hayes, City Manager, weighed in sharing situations before the Code Enforcement Magistrate where Mr. Homich was representing someone against the City.

**Vice-Mayor Rolffson said, sadly, he is willing to make a motion to remove James Homich from the Planning and Zoning Commission immediately. Councilmember Massey seconded for the sake of discussion.**

Councilmember Stile asked if it is different for the Planning and Zoning Commission in that he should declare an ethics conflict. Ms. Sutphen said it is no different than City Council.
Councilmember Stile said after hearing the audio, Mr. Sandersfeld was obviously uncomfortable. She does not know where Mr. Homich got off track with what was to be voted upon. However, Councilmember Stile said no one should ever be treated unfairly at their job. Period.

Councilmember Tucker echoed Councilmember Stile’s comments.

Councilmember Massey stated with regard to any action being taken, such action is not being prompted by Mr. Homich questioning an issue, but how he went about it, projecting the appearance he was taking on the side of an applicant. The conduct of Mr. Homich was inappropriate during the course of that hearing.

Councilmember Tillett said Mr. Homich never raised his voice. She does agree there were parts of the discussion that should not have happened. However, Mr. Homich never used inappropriate language. Councilmember Tillett would have liked for Mr. Homich to have been extended the opportunity to address concerns rather than being removed from service. She was unaware of any issues with any other staff members prior to this evening. Councilmember Tillett said she thinks Mr. Homich may very well need to be removed but should be given the opportunity to defend himself.

Mayor Girone stated the City Council needs to take action.

<table>
<thead>
<tr>
<th>Vice-Mayor Rolfson</th>
<th>YES</th>
<th>Councilmember Tillett</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember Massey</td>
<td>YES</td>
<td>Councilmember Tucker</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Stile</td>
<td>YES</td>
<td>Mayor Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Crail</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMUNICATIONS AND REPORTS

Councilmember Tillett
Councilmember Tillett stated she will provide the Community Trust update on May 21, 2019.

Councilmember Stile
Councilmember Stile thanked Ms. Johns, City Clerk, for putting election information together because it was very helpful with the discussion. She thanked staff in the City Clerk’s office for doing a good job and always smiling.

Councilmember Tucker
Councilmember Tucker thanked the City Clerk and staff.
Councilmember Tucker suggested Certificates of Appreciation to every volunteer who serves on any board/committee.

Councilmember Crail
Councilmember Crail thanked the City Clerk and staff for always doing a great job.

Councilmember Massey
Councilmember Massey recently attended the Mount Dora Junior ROTC Awards and Scholarship Banquet which he enjoyed very much.
**Vice-Mayor Rolfson**

Vice-Mayor Rolfson provided a Legislative Update to City Council.

He extended his appreciation to the City Clerk and staff.

Vice-Mayor Rolfson also supports issuance of a Certificate of Appreciation to volunteer board/committee members.

**Mayor Girone**

Mayor Girone supports a Letter and/or Certificate of Appreciation to volunteer board/committee members.

**ADJOURNMENT**

There being no further business for discussion, the meeting adjourned at approximately 7:57 p.m.

______________________________

NICK GIRONE, Mayor

______________________________

Gwen Keough-Johns, MMC
City Clerk
CITY COUNCIL REGULAR SESSION MINUTES
HELD MAY 7, 2019 AT 5:30 P.M.

ADDENDUM

On May 21, 2019, the City Council was presented minutes transcribed from their May 7, 2019, Regular City Council Session. Upon review of the minutes, there was pause given to the City Attorney section where discussion and action took place to remove a member of the Planning and Zoning Commission.

The term “minutes” as used in s. 286.011, F.S., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting; accordingly a verbatim transcript is not required. AGO 82-47. And see State v. Adams, No. 91-175-CC (Fla. Sumter Co. Ct. July 15, 1992) (no violation of Sunshine Law where minutes failed to reflect brief discussion concerning a proposed inspection trip). Cf. s. 20.052(5)(c), F.S., requiring that minutes, including a record of all votes cast, be maintained for all meetings of an advisory body, commission, board of trustees, or other collegial body adjunct to an executive agency.

As such, Gwen Keough-Johns, City Clerk, prepared the minutes to reflect what happened at the meeting, including the reasons given during a brief presentation by Sherry Sutphen, City Attorney.

Following the meeting where the minutes were not approved, Ms. Johns, City Clerk, sent the minutes to City Councilmembers individually, via e-mail, and asked for statements regarding their impression of the minutes and recommended alterations. The following reflects what was received in response to this inquiry:

Mayor Nick Girone

May 28, 2019 - I will be in the office tomorrow for a meeting at 2. I will see you after that meeting to discuss my thoughts.

Vice-Mayor Cal Rolfson

May 23, 2019 - I will review and make recommendations. I see that the vote on Mr. Homich’s removal is not reflected in the minutes. I will have some style suggestions.

Councilmember Crissy Stile

May 23, 2019 - My only note of confusion was in the highlighted part where it says Ms. Sutphen said this was his first time and then in the next sentence it says Sherry notes this is NOT the first time Mr. Homich has…

Other than that it seems accurate to my recollection.
**Councilmember Marc Crail**

May 24, 2019 - As I recall what you have written accurately reports Ms. Sutphen’s statements.

**Councilmember John Tucker**

May 24, 2019 - From the minutes I read and I speak only for my testimony, I have no problem with the transcribed minutes.

**Councilmember Laurie Tillett**

May 24, 2019 - I have attached my suggested changes with accompanying rationale. Laurie.” Councilmember Tillett attached the narrative as follows.

I think the only statement the minutes should include are something like the following:

“Ms Sutphen shared concerns about the conduct of a P&Z Board member during a recent meeting. A motion was made by Mr. Rolfson to remove this member from the Board. Ms. Stiles seconded the motion. The council discussed the issue and voted 6:1 to remove the board member. Ms Tillett was the dissenting vote.”

MY (Councilmember Tillett) THOUGHTS:

In my opinion, there was no reason for this public shaming of a citizen volunteer board member. This issue could have been adequately handled privately by the council member who appointed him, as that council member (as well as the entire council) has the absolute right to remove members they appoint.

Point of confusion: Sentence “This is the first time Ms Sutphen has witnessed Mr. Homich behaving in this way, acting inappropriately toward staff” does not track with the next sentence, “She said this is NOT the first time she has been witness to Mr. Homich mistreating staff…..” Its either the first time, or not the first time.

In addition, there was absolutely NO proof produced about the second charge of bullying the city clerk. That very well MAY have happened, but no proof was produced at the meeting, therefore it should not be part of the charges levied against Mr. Homich until proven. I myself am still waiting to see the email string that Ms Sutphen says corroborates her accusations.

Third, to my recollection, there has been no formal move by council to reinstitute extensive minutes. In late 2015 or early 2016, council voted to institute “action minutes”, and I think we have just gradually migrated back to more extensive minutes without a formal vote on the issue.
However, IF the rest of council insists on leaving all of this verbiage in the formal minutes, then I will insist that the vote be a part of the formal record as well. I want to go on record that I was AGAINST this action.

I have discussed with both Ms. Sutphen and Ms Hayes my displeasure and disappointment about how a citizen volunteer was treated, so I will refrain from making any further comments.

**Councilmember Harmon Massey**

No comment submitted.
Having been duly advertised as required by law, Mayor Nick Girone called the Regular Session of City Council to order at approximately 5:30 p.m.

Councilmember Massey led a Moment of Silence and Pledge of Allegiance to the Flag.

**Presentations**

1. Mayor Girone asked Councilmember Tucker to read the National Safe Boating Week Proclamation.
2. Fire Department Pinning Ceremony

Tim Griner, Fire Chief, introduced firefighters to be recognized and pinned this evening.

Josue Prado, Firefighter, received his firefighter’s badge, pinned by his wife, Maggie.

Marc Mathis, Firefighter, was pinned by wife Danielle.

Evelyn Arnold, Firefighter/EMT, was pinned by her mother Luce.

Chris Rauth, Firefighter, was pinned by his wife, Christina.

Robin R. Hayes, City Manager, asked that Heather Churchwell, Firefighter/Paramedic, be recognized for her promotion to Lieutenant. She also wanted to recognize Ms. Churchwell and Mr. Rauth for serving in dual roles for the City both in the Fire Department and Police Department.

**Public Comments**

James Homich, 621 E. 5th Avenue, addressed City Council. He stated, “I’m here tonight to request a full opportunity to publicly respond to the false allegations made by the city attorney and some of you at the May 7 meeting. First, no one advised me that the City Attorney was going to take such unprecedented public action against me so I had no reason to be here. Mr. Tucker sent me a generic e-mail after my workday saying that council meetings are open to the public.”
knew that. ¶ What Mr. Tucker did not bother to inform me about in his e-mail, sent 15 minutes before the meeting started and 15 minutes after I left my office, was that the matter that would be addressed. Apparently, many of you knew and also did not feel the need to inform me. ¶ Perhaps in the future you should think about that courtesy to a volunteer board member. ¶ You spent a half hour completely mischaracterizing my conduct on the P & Z commission not having bothered to understand the important issue being addressed, listening to the full recording or investigating the false claims. ¶ Mr. Rolfson, claiming knowledge as an attorney, has tried to remove me from the P & Z board for two years now and clearly ran with these false allegations. ¶ During the past two years, Mr. Rolfson has made numerous false pronouncements regarding my professionalism (never to me), which I have somewhat ignored. ¶ But I am here this evening to request a commensurate opportunity to address the city at a meeting that your 3 minute time frame does not afford especially given that you spent 30 minutes attacking me. ¶ I am also requesting that you strike the language currently in the proposed minutes, which is first of all not accurate and which reiterates the false allegations. ¶ There is no reason for that language to be in the minutes as there was no reason for what you did last week. All Mr. Massey had to do was request to replace me. ¶ If you have not read the Daily Commercial editorial, I would suggest you do so. ¶ Hopefully you will afford a resident a chance to respond to the public flogging you so readily, and shamefully participated in two weeks ago. ¶ Please let me know about the request for opportunity to be heard and the request about the minutes. Thank you. – James L. Homich, Esq., Resident, City of Mount Dora.

Trish Morgan, 1220 Alysium Blvd, addressed City Council relative to the comments made by Mr. Homich.

APPROVAL OF AGENDA

Motion was made by Vice-Mayor Rolfson to approve the agenda as amended to include item 6. Resolution 2019-40; Councilmember Massey seconded the motion. The motion was approved by unanimous voice vote.

CONSENT AGENDA

Motion was made by Councilmember Stile to remove minutes from the consent agenda for discussion; Councilmember Tillett seconded the motion. The motion was approved by a unanimous voice vote.

The remainder of the consent agenda, items 1 and 2 were approved by a unanimous voice vote.

Councilmember Stile noted a portion of the minutes pertaining to a visit to Charles Avenue to talk about parking was not included in the work session minutes dated May 7, 2019.

Councilmember Tillett commented with regard to the regular session minutes dated May 7, 2019. Councilmember Tillett stated she would like to postpone voting on the regular session minutes until City Council decides whether or not to address the issue brought to City Council by James Homich.
The May 7, 2019, Regular Session minutes and May 7, 2019 Work Session minutes pertaining to the Gilbert Park / Charles Street field trip will be presented for approval at a future meeting.

Motion was made by Councilmember Tillett to approve the Work Session minutes dated May 7, 2019, Northeast CRA Governing Board minutes dated May 7, 2019, the CRA Governing Board minutes dated May 7, 2019, and the Special Session minutes dated February 28, 2019; Councilmember Tucker seconded the motion. The motion was approved by a unanimous voice vote.

PUBLIC HEARINGS

RESOLUTIONS

1. Resolution No. 2019-43, Approval of the Dora Parc Replat

Sherry Sutphen, City Attorney, read Resolution No. 2019-43 by title only.

RESOLUTION NO. 2019-43

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, RELATED TO THE SUBDIVISION PARTIAL REPLAT ENTITLED "DORA PARC PARTIAL REPLAT"; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF SUBDIVISION PARTIAL REPLAT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Robin R. Hayes, City Manager, stated the applicant is requesting to replat the Dora Parc subdivision to allow for a single boat slip in lieu of multiple individual boat slips.

Motion was made by Vice-Mayor Rolfson to approve Resolution No. 2019-43; Councilmember Crail seconded the motion.

Public Comment

Jeff White, 585 Chatauqua Drive, entered information into the record and expressed continued concern about an increase in the elevation at the Dora Parc work site and particular to 580 Chatauqua Drive.

Vince Sandersfeld, Planning and Development Director, stated in response to the inquiry on the grading and drainage plan, those issues, for clarification, are unrelated to Resolution No. 2019-43. However, the City did identify some erosion issues earlier in the year. The City approved restructuring of the lots in part to remove some of the terraces and place retaining walls to facilitate the internal building pads. The land development code does include provisions for grading
modifications and the approvals are consistent with the City’s plan. The final acceptance of grading modifications has not taken place and will not happen until the as-built record drawings are verified in-house and by the City’s independent engineer. The concerns are being taken seriously and Dora Parc is aware they are the new development and the need for them to be good neighbors.

Mr. Sandersfeld also said when the revised grading plan was submitted to the City, it was reviewed against the City’s Land Development Code and found to be consistent. In addition, the developer has to obtain state mandated permits for stormwater management and control of drainage.

Robin R. Hayes, City Manager, said the City has been monitoring the site and has issued some citations. Staff will continue to monitor the site and there will likely be other issues to prompt discussions between Lennar Homes personnel and the Chatauqua residents. The City will stand willing to assist in working through the process.

Councilmember Tillett said it is important to separate the issues, and with this item only pertaining to the boat slip area, it seems worthy of consideration.

Don Plasse, 580 Seneca Oaks Circle, addressed City Council with regard to the single boat slip. He shared the same concerns mentioned by Mr. Jeff White.

The motion was approved by a majority roll call vote.

<table>
<thead>
<tr>
<th>Vice-Mayor Rolfsen</th>
<th>YES</th>
<th>Councilmember Stile</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember Crail</td>
<td>YES</td>
<td>Councilmember Tillett</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Tucker</td>
<td>NO</td>
<td>Mayor Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Massey</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Sherry Sutphen, City Attorney, read Resolution No. 2019-60 by title only.

RESOLUTION NO. 2019-60

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO ARCHITECTURAL SERVICES FOR FIRE STATIONS AND RELATED FACILITIES; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AUTHORIZATION TO NEGOTIATE; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Robin R. Hayes, City Manager, introduced Resolution No. 2019-60. She said this would be the initial fire station on Limit Avenue, which will also serve as the City’s Fire Department Administration and possibly fire training facility, if space available. Ms. Hayes said the top three
firms were ranked in the following order: (1) Architect Design Group; (2) Bentley Architects & Engineers; and (3) Luntz Group.

Councilmember Stile did not recall discussion of a training facility and would not want to see fire assessment fees increased in the future because a training facility was constructed even though it was not in the initial plan. She thought the Fire Assessment Fee was for the Safer Grant and three fire stations. Ms. Hayes said a training facility is only a possibility that would be funded by impact fees or general funds.

Councilmember Stile would also like to see “green” construction practices and Ms. Hayes said the City would absolutely consider opportunities to be “green.”

Councilmember Stile questioned the need to “harden” a building to protect against terrorist activity.

Councilmember Stile asked if the City has taken into consideration any future need for expanding the water plant. Ms. Hayes said that has been taken into consideration and the architectural and engineering firms have been asked to take potential growth into consideration. She said the details on the CMAR would include them providing a detailed assessment of the cost other than anything from a security perspective that would be exempt under Florida Statutes.

Motion was made by Councilmember Massey to approve Resolution No. 2019-60; Councilmember Tucker seconded the motion. The motion was approved by a roll call vote.

<table>
<thead>
<tr>
<th>Councilmember Massey</th>
<th>YES</th>
<th>Councilmember Tillett</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember Tucker</td>
<td>YES</td>
<td>Vice-Mayor Rolfson</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Crail</td>
<td>YES</td>
<td>Mayor Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Stile</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Resolution No. 2019-61, Authorization to Negotiate for Construction Manager At-Risk Services for Fire Stations and Related Facilities

Sherry Sutphen, City Attorney, read Resolution No. 2019-61 by title only.

RESOLUTION NO. 2019-61

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO CONSTRUCTION MANAGER AT RISK SERVICES FOR FIRE STATIONS AND RELATED FACILITIES; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AUTHORIZATION TO NEGOTIATE; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
Robin R. Hayes, City Manager, said the top four proposals have been provided to City Council. The top rated firm was Wharton-Smith for Construction Manager At-Risk.

*Motion was made by Councilmember Crail to approve Resolution No. 2019-61; Councilmember Massey seconded the motion.*

Councilmember Crail commented having a construction manager for a project this size is absolutely necessary. While it costs money, it also protects a large investment on behalf of the City.

The question was raised as to what litigation has been filed against Wharton-Smith, Inc., as indicated in their required forms. Ms. Sutphen stated three specific lawsuits, two of which were settled within two months of being filed against them. She stated they were breach of contract claims and one was a negligence claim.

*The motion was approved by a roll call vote.*

<table>
<thead>
<tr>
<th>Councilmember</th>
<th>YES</th>
<th>Councilmember</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember Crail</td>
<td></td>
<td>Councilmember Tillett</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Massey</td>
<td>YES</td>
<td>Vice-Mayor Rolfson</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Stile</td>
<td>YES</td>
<td>Mayor Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Tucker</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Sherry Sutphen, City Attorney, read Resolution No. 2019-53 by title only.

**RESOLUTION NO. 2019-53**

* A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE W.T. BLAND PUBLIC LIBRARY FOOD FOR FINES DONATION DRIVE; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING AUTHORIZATION TO HOST FOOD FOR FINES DONATION DRIVE; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Robin R. Hayes, City Manager, introduced this item and invited Cathy Lunday, Library Services to address City Council.
Ms. Lunday stated this is the 20th year of the Food for Fines program. Ms. Lunday also promoted the summer learning program, featuring almost 150 free programs at the library throughout the summer months.

Ms. Hayes stated the Mount Dora Heroes Foundation has agreed to assist with funding for this program next summer.

Motion was made by Councilmember Tucker to approve Resolution No. 2019-53; Councilmember Tillett seconded the motion. The motion was approved by a roll call vote.

<table>
<thead>
<tr>
<th>Councilmember Tucker</th>
<th>YES</th>
<th>Councilmember Crail</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember Tillett</td>
<td>YES</td>
<td>Vice-Mayor Rolfson</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Stile</td>
<td>YES</td>
<td>Mayor Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Massey</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Resolution No. 2019-49, Award of contract to DRMP for Construction Engineering and Inspection for US 441 Utility Relocation Work

Sherry Sutphen, City Attorney, read Resolution No. 2019-49 by title only.

RESOLUTION NO. 2019-49

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THAT AGREEMENT WITH DRMP, INC.; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF RECOMMENDATION AND AUTHORIZATION FOR AGREEMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Robin R. Hayes, City Manager, introduced the agenda item. She stated Joe Grusauskas, Public Works Director, is available to answer any questions.

Motion was made by Vice-Mayor Rolfson to approve Resolution No. 2019-49; Councilmember Tucker seconded the motion. The motion was approved by a roll call vote.

<table>
<thead>
<tr>
<th>Vice-Mayor Rolfson</th>
<th>YES</th>
<th>Councilmember Massey</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember Tucker</td>
<td>YES</td>
<td>Councilmember Stile</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Tillett</td>
<td>YES</td>
<td>Mayor Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Councilmember Crail</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

June 4, 2019 City Council Meeting Agenda Packet
5. Resolution No. 2019-40, Purchase of a Portion of that Real Property Identified by Alternate Key No. 1445647, Located on Limit Avenue

Sherry Sutphen, City Attorney, read Resolution No. 2019-40 by title only.

RESOLUTION NO. 2019-40

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, RELATED TO THE PURCHASE OF A PORTION OF THAT REAL PROPERTY IDENTIFIED BY ALT. KEY NUMBER 1445647, LOCATED ON LIMITE AVENUE, MOUNT DORA, FLORIDA; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF THE REAL PROPERTY PURCHASE AGREEMENT; PROVIDING FOR AUTHORITY TO THE CITY MANAGER FOR IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion was made by Vice-Mayor Rolfson to approve Resolution No. 2019-40; Councilmember Crail seconded the motion. The motion was approved by a roll call vote.

Vice-Mayor Rolfson   YES   Councilmember Stile   YES
Councilmember Crail   YES   Councilmember Massey   YES
Councilmember Tillet   YES   Mayor Girone   YES
Councilmember Tucker   YES

PUBLIC HEARINGS

ORDINANCES

1. Final Reading of Ordinance No. 2019-10, Amending Chapter Two of the City of Mount Dora Code of Ordinances

Sherry Sutphen, City Attorney, read Ordinance No. 2019-10 by title only.

ORDINANCE NO. 2019-10

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA AMENDING THE CITY OF MOUNT DORA CODE OF ORDINANCES; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING AN AMENDMENT TO CHAPTER 2 – ADMINISTRATION, PART VIII – BOARDS AND COMMISSIONS, SUBPART 3 – PARKS AND RECREATION BOARD; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR CODIFICATION AND
Robin R. Hayes, City Manager, summarized Ordinance No. 2019-10. This change to the Code of Ordinances will allow the Parks & Recreation Advisory Board to meet monthly due to the work load. Amy Jewell, Leisure Services Director, was present to answer questions.

Motion was made by Councilmember Tillett to approve the final reading of Ordinance No. 2019-10; Councilmember Tucker seconded the motion. The motion was approved by a roll call vote.

<table>
<thead>
<tr>
<th>Councilmember</th>
<th>YES</th>
<th>Councilmember</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tillett</td>
<td></td>
<td>Stile</td>
<td></td>
</tr>
<tr>
<td>Tucker</td>
<td></td>
<td>Rolfson</td>
<td>YES</td>
</tr>
<tr>
<td>Crail</td>
<td>YES</td>
<td>Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Massey</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. First Reading of Ordinance No. 2019-11, Election Qualification Dates

Sherry Sutphen, City Attorney, read Ordinance No. 2019-11 by title only.

ORDINANCE NO. 2019-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MOUNT DORA, FLORIDA AMENDING THE CITY OF MOUNT DORA CODE OF ORDINANCES; PROVIDING LEGISLATIVE FINDINGS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR AN AMENDMENT TO THE CITY OF MOUNT DORA CODE OF ORDINANCES, CHAPTER 2 – ADMINISTRATION; PROVIDING FOR CODIFICATION AND SCRIVENER’S ERRORS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Robin R. Hayes, City Manager, explained the ordinance stating a candidate, in order to qualify to run, must file an election package sometime between noon on Monday, the 2nd full week in August and noon on Friday, of the 2nd week in August.

Motion was made by Vice-Mayor Rolfson to approve the final reading of Ordinance No. 2019-11 with underlining Section 2.230(e); Councilmember Tillett seconded the motion. The motion was approved by a roll call vote.

<table>
<thead>
<tr>
<th>Vice-Mayor</th>
<th>YES</th>
<th>Councilmember</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolfson</td>
<td></td>
<td>Stile</td>
<td></td>
</tr>
<tr>
<td>Tillett</td>
<td></td>
<td>Crail</td>
<td>YES</td>
</tr>
<tr>
<td>Tucker</td>
<td>YES</td>
<td>Girone</td>
<td>YES</td>
</tr>
<tr>
<td>Massey</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DISCUSSION ITEMS

1. Fire Assessment Fee Methodology

Robin R. Hayes, City Manager, asked Tim Griner, Fire Chief, to present this item to City Council. Chief Griner stated the methodology used by the Fire Assessment Fee program is called the historical demand methodology. There is a different method referred to as the availability model. He explained both methodologies for discussion by City Council. As additional availability models are identified, Chief Griner will present same to City Council.

Councilmembers were in agreement not to risk studying or adopting a methodology that has not been properly vetted. Ms. Hayes said it would also have to be approved by the city’s bond counsel.

Councilmember Tillett asked if investigation has been done on the per square foot cost apportionment assessment methodology. Chief Griner reiterated he is continuing to look into the Brevard County tiered model to provide additional information to City Council.

Ms. Hayes said at the time there was no bond counsel that had approved a square foot cost apportionment assessment methodology. She said staff will continue to research and review methodologies and keep City Council informed.

Chief Griner presented draft examples of a hardship exemption application. He asked for direction with regard to which of the three hardship models would be most desired.

The majority consensus of City Council was for staff to pursue a hardship application where the applicant pays a minimum of $50.00 and very low (50%) income limits.

Councilmember Stile asked under what circumstances an application for the hardship exemption would be denied. Ms. Hayes said the property appraiser’s office would be consulted before any determination is made. She said a standard would have to be developed to guide the process once an application is approved.

2. Use of Public Property for Special Events

Robin R. Hayes, City Manager, asked Amy Jewell, Leisure Services Director, to present this item to City Council.

Ms. Jewell stated information gathering for this presentation has been a collaborative effort of key staff members who are involved in the process. They downtown merchants have also been a part of the process and she made a point to state her appreciation for the input they have brought to the table.

Following the presentation and extensive discussion by City Council, Ms. Hayes stated a future meeting will be held, allowing the opportunity for citizens, merchants and sponsors to discuss special events in an open forum. The dialogue between all parties will continue and periodic
updates will be presented to City Council leading up to the drafting of an Ordinance for the entire special events process.

No one wishes to see a negative outcome where Mount Dora loses events. However, it is important to reach balance in order to allow the special event process to be handled efficiently and consistently. It was realized the services provided to special events has a significant monetary value, in many cases, not being charged back to the event organizer.

Discussion was also held pertaining to animals at special events. Further discussion will take place with respect to animal allowances and appropriate language will be incorporated into the ordinance when drafted.

There was general discussion regarding county programs, applications and grants related to festival events and marketing including rebate programs. Community grant applications were also discussed.

Ms. Jewell also discussed the potential to use a program for rounding up utility bills payments to help fund grants. She encouraged input from Council on the items for consideration.

**CITY MANAGER**

1. City Manager’s Reports and Updates

Robin R. Hayes, City Manager, stated the records presentation planned for this evening will be the first item at the June 4, 2019 work session.

2. Golf ITB Discussion – Update and Presentation of Invitation to Bid (ITB)

Robin R. Hayes, City Manager, has an ITB for this property. Ms. Hayes has spoken with Bob Schmidt at the Country Club and his main concern was to make sure the process is very public with an explanation of the scope of services. Ms. Hayes read the scope of services published in the invitation to bid. The City is desirous to expand and utilize the property but intends to work in conjunction with the operators of the golf course.

3. Departmental Update for April

Robin R. Hayes, City Manager, encouraged City Councilmembers to review the departmental updates provided which include the regular monthly metric information.

**BOARD APPOINTMENTS**

Councilmember Massey deferred his appointment to the vacant Planning and Zoning Commission. He does have a qualified applicant in mind.

Councilmember Tillett stated her CRA appointee had to step down and she appointed Nancy Balisone to step in and serve on the CRA Advisory Committee.

*Motion was made by Vice-Mayor Rolfson to appoint Ms. Balisone to the CRA Advisory Committee; Councilmember Crail seconded the motion. The motion was approved by a unanimous voice vote.*
CITY ATTORNEY
Nothing to report.

COMMUNICATIONS AND REPORTS

Councilmember Tillett
Councilmember Tillett mentioned fire assessment fee figures have been revised for 2019 and are lower numbers. She requested a revised copy of the figures.

Councilmember Tillett stated she would like to have a date secured and an agenda item as soon as possible for Mr. Homich to address City Council. In addition, the minutes were pulled and need to be revised for approval.

Ms. Sutphen asked if the City Council wishes to have the minutes revised or if they would like to have discussion.

Gwen Johns, City Clerk, recommended if a change is made to the minutes, it should be done at the table. The minutes are a record of what actually happened at the meeting and should be changed by stating desired changes at a public meeting. City Councilmembers were asked to submit revisions and be prepared to discuss and make changes to the minutes if necessary at a future meeting.

Councilmember Tillett said the thought process in those minutes that was attributed to her, could have been worded differently in order to provide a truer reflection of her feeling on the matter.

Councilmember Stile
Councilmember Stile does feel Mr. Homich deserves a fair chance to defend himself even if such defense does not alter the action taken by City Council.

Councilmember Tucker
Councilmember Tucker clarified information stated by James Homich pertaining to an e-mail exchange. He also stated he has no problem with Mr. Homich being given an opportunity to address City Council.

Councilmember Tucker mentioned the need for a community garden.

Councilmember Crail
Nothing to report.

Councilmember Massey
Nothing to report.

Vice-Mayor Rolfson
Nothing to report.
Mayor Girone

Nothing to report.

ADJOURNMENT

There being no further business for discussion, the meeting adjourned at approximately 10:07 p.m.

__________________________________________________________________________

NICK GIRONE, Mayor

_______________________________

Gwen Keough-Johns, MMC
City Clerk
DATE: June 4, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: Resolution No. 2019-54, Preliminary Plat Lakes of Mount Dora Phase 5C

Introduction:
This is a request for City Council to approve Resolution No. 2019-54.

Discussion:
Further project descriptions and design elements are contained in Attachment #1 (Preliminary Plat Summary Report). The proposed subdivision is located south of SR 44 of the Lakes of Mount Dora. Phase 5C is a continuation of the home sites at Bridgeport Bay Circle on the western side of the community (61 Lots). Recently, the PUD was amended, along with other design standards, to increase the total number of residential units to 1,032. The proposed Preliminary Plat for Lakes of Mount Dora is consistent with the Final PUD approved by City Council under Ordinance No. 2018-02 enacted on June 5, 2018.

The sequences of events leading to presentation to City Council are as follows:

The Planning and Zoning Commission (PZC) at their regularly scheduled meeting held on May 15, 2019, recommended approval of the Preliminary Plat.

The Development Review Committee (DRC) at the April 24, 2019, approved the Preliminary Plat request and recommended to forward the same to the PZC.

Budget Impact:
There are no budgetary impacts to the City relative to the processing of the Preliminary Plat action.

**Strategic Impact:**
Development plans which address density and/or intensity changes are consistent with Growth Management and Economic Development Goals to foster development and growth opportunities.

**Recommendation** City Council approve the Resolution No. 2019-54.

**Attachment(s):**
1. Preliminary Plat Summary Report

Prepared by: Vince Sandersfeld, Planning and Development Director
Reviewed by:
- Sherry Sutphen, City Attorney  Approved - 5/6/2019
- Michelle Jenkins, Assistant to the City Clerk  Approved - 5/7/2019
- Gwen Johns, City Clerk  Approved - 5/17/2019
- Sherry Sutphen, City Attorney  Approved - 5/20/2019
- Robin R. Hayes, City Manager  Final Approval - 5/29/2019
The applicant is requesting Preliminary Plat approval for Phase 5C of the Lakes of Mount Dora subdivision. The proposed subdivision is located south of SR 44 of the Lakes of Mount Dora. Phase 5C is a continuation of the home sites at Bridgeport Bay Circle on the western side of the community (61 Lots). Recently, the PUD was amended, along with other design standards, to increase the total number of residential units to 1,032.

Minimum living area shall be 1,200 sf (consistent with the original R-1 zoning). Each lot is required a minimum three canopy type trees (one must be planted as a lot frontage). Prior to issuance of the individual lot Certificate of Occupancy the builder is required to provide the City's Planning and Zoning Department certification of meeting the minimum landscaping requirements and standards of the PUD Master Plan and the City's Land Development Code. As required by the PUD, the lot size varies throughout the Lake of Mount Dora. Following are the lot breakdown by phase:
Phase 1 215 lots  
Phase 2 283 lots  
Phase 3A 32 lots  
Phase 3B 34 lots  
Phase 4A 57 lots  
Phase 4B 64 lots  
Phase 3C 14 lots  
Phase 5A 26 lots  
Phase 3D 101 lots  
Phase 5C 61 lots  
**TOTAL 887 lots (145 remaining lots for future phases)**

The minimum lot size breakdown and building setbacks are as follows:

<table>
<thead>
<tr>
<th>Lot Sizes</th>
<th>Building Setbacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>48’ x 120’ (5760 square feet)</td>
<td>Front: 15 feet</td>
</tr>
<tr>
<td>60’ x 120’ (7200 square feet)</td>
<td>Side: 5 feet</td>
</tr>
<tr>
<td>80’ x 120’ (9600 square feet)</td>
<td>Rear: 15 feet</td>
</tr>
</tbody>
</table>

This section of the phase program will trigger the emergency access, golf cart, and utility connect to the southern property directly located near the Country Club maintenance area (see attached Access Connection Map). The Preliminary Plat for Phase 5C will provide these improvements and terminate directly at property line of this phase. The PUD condition pertaining to these aspects is listed below.

*PUD Ordinance No. 2018-02: “Condition #12 Emergency and Utility Access. The developer shall dedicate or otherwise provide an emergency, gated, golf carts, and utility connection to Country Club of Mount Dora for the exclusive use of emergency vehicles responding to emergency calls, construction of underground utilities, access for utility maintenance vehicles, and golf cart access with such access being at a location to be mutually determined by the City, and Developer. If needed for governmental uses the City will improve the access to code.”*

The typical plan review steps are as follows: The Preliminary Plat Planning and Zoning Commission (PZC) recommendations are forwarded to the City Council for consideration. Once the Preliminary Plat has been approved, this authorizes the applicant to file the Final Construction Plan and Plat. These final plans and plat are reviewed by the Development Review Committee (DRC) for consistency with the, Planned Units Development (PUD) Master Plan (Development Plan), Preliminary Plat, the City’s Land Development Code, and the platting requirements pursuant to Florida Statutes. The last step is the Final Plan/Plat. Once DRC accepts the Final Plan/Plat this allows the applicant to begin the site infrastructure construction work through the issuance of a Site Development Permit.
RESOLUTION NO. 2019-54

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA RELATED TO THE PRELIMINARY PLAT ENTITLED “LAKES OF MOUNT DORA PHASE 5C”; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR PRELIMINARY PLAT APPROVAL WITH CONDITIONS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the provisions of Section 4.2.3 of the City’s Land Development Code, an application has been filed with the City of Mount Dora, Florida, for a Preliminary Plat entitled “Lakes of Mount Dora Phase 5C”; and

WHEREAS, the Lakes of Mount Dora Planned Unit Development (PUD) Final Development Plan (Final PUD Master Plan) was approved by the City on August 3, 2004, by Ordinance No. 857; amended on April 3, 2012, by Ordinance No. 2012-06; and amended again on June 5, 2018, by Ordinance No. 2018-02; and

WHEREAS, the Lakes of Mount Dora Phase 5C Preliminary Plat includes 61 single-family detach residential dwelling units; and

WHEREAS, the City Attorney reviewed said preliminary plat and found it consistent with controlling law; and

WHEREAS, the Development Review Committee reviewed the preliminary plat on April 24, 2019, and recommended approval as being in compliance with the minimum requirements of the City’s Land Development Code and as being consistent with the City’s Comprehensive Plan and controlling Florida law; and

WHEREAS, the Planning and Zoning Commission reviewed the Preliminary Plat on May 15, 2019, and recommended approval as being in compliance with the minimum requirements of the City’s Land Development Code and as being consistent with the City’s Comprehensive Plan and controlling Florida law; and

WHEREAS, the City of Mount Dora, Florida, considered the Preliminary Plat and finds it to be in compliance with the minimum requirements of the City’s Land Development Code and as being consistent with the City’s Comprehensive Plan and controlling Florida law; and

WHEREAS, pursuant to the Section 4.2.3.5 of the City’s Land Development Code, a Final Plat and Plan will be submitted to the City within six (6) months of this Preliminary Plat approval.
NOW, THEREFORE BE IT RESOLVED BY THE CITY OF MOUNT DORA, 
FLORIDA, AS FOLLOWS:

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

SECTION 2. Approval of Preliminary Plat with Conditions. The City hereby approves 
the preliminary plat entitled “Lakes of Mount Dora Phase 5C” attached hereto as Exhibit “A” 
subject to the Conditions attached hereto as Exhibit “B”.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby 
authorized and directed to take such action as may be deemed necessary and appropriate in order 
to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, 
necessary and convenient, delegate the powers of implementation as herein set forth to such City 
employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to 
the preliminary plat entitled “Lakes of Mount Dora Phase 5C”, as well as any and all matters 
relating thereto, are hereby ratified and affirmed consistent with the provisions of this 
Resolution.

SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar 
nature which do not affect the intent of this Resolution, as determined by the City Clerk and City 
Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of 
the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution 
proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the 
validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon 
its passage and adoption.

(Signatures on Following Page)

Resolution No. 2019-54
Page 2 of 5
PASSED AND ADOPTED this 4th day of June, 2019.

______________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

______________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only.
Approved as to form and legal sufficiency.

______________________________
Sherry G. Sutphen
City Attorney
LAKES OF MOUNT DORA - PHASE 5C
MOUNT DORA, FLORIDA

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.

PHASE 5C LEGAL DESCRIPTION

A tract of land lying west of US 441, east of Atlantic Drive, north of flirting with SR 27 (Longwood Road) and south of FL 452, in the southern 1/8 of the SE 1/4, SW 1/4, NW 1/4 and NE 1/4, Section 16, Township 19 South, Range 27 East (Eustis), Lake County, Florida, containing 558.70 acres, more or less.

Said tract comprises 243.30 acres, more or less, in the SE 1/4 of Section 16; 254.90 acres, more or less, in the NW 1/4 of Section 16; and 60.50 acres, more or less, in the SW 1/4 of Section 16, Township 19 South, Range 27 East, Eustis, Lake County, Florida.
Exhibit “B”
Lakes of Mount Dora, Phase 5C (61 Lots)
Preliminary Plat Conditions

This section of the Lakes of Mount Dora phase program will allow for possible golf cart and utility connect to the southern property directly located near the Country Club Mount Dora. The Preliminary Plat for Phase 5C will provide for these certain improvements. The PUD condition pertaining to this requirement is listed below.

PUD Ordinance No. 2018-02: “Condition #12 Emergency and Utility Access. The developer shall dedicate or otherwise provide an emergency, gated, golf carts, and utility connection to Country Club of Mount Dora for the exclusive use of emergency vehicles responding to emergency calls, construction of underground utilities, access for utility maintenance vehicles, and golf cart access with such access being at a location to be mutually determined by the City, and Developer. If needed for governmental uses the City will improve the access to code.”

Preliminary Plat Condition: Private golf cart access and City utility connection installed between the Lakes of Mount Dora and Country Club of Mount Dora developments shall include evidence of the proper shared cross-access easement agreements prior to the recording of the final plat for Phase 5C. The developer for Lakes of Mount Dora, Phase 5C, shall be required to make the necessary golf cart and utility site improvements within any such easement, which includes the connections located on Tract E of the Country Club of Mount Dora. The engineering design elements and specifications shall be included within a separate site plan and shall meet the City’s Land Development Code requirements.
DATE: June 4, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: Resolution No. 2019-70, Department of Economic Agreement between Lake County and the City

Introduction:
This is a request for City Council to approve Resolution No. 2019-70 for a Department of Economic Opportunity (DEO) Infrastructure Grant between Lake County and the City. The grant is for construction of a master lift station and necessary utilities on Round Lake Road.

Discussion:
The Lake County Board of County Commissioners has been awarded $2,500,000 for the construction of a master lift station facility on Round Lake Road that will serve the Wolf Branch Innovation District in conjunction with the City. The City is the utility provider to support the district growth. The project also includes Design and Engineering of Round Lake Road, to support the future widening and extending the road from a two-lane to a four lane through the corridor from the Lake County/Orange County line to SR 44. Both projects are located in the Wolf Branch Innovation District and serve the future growth and commercial development of the area. The Wolf Branch Innovation District is a strategic corridor located in the joint planning area between Lake County and the City of Mount Dora, which is approximately 1,300 acres in size.

The proposed agreement outlines funding via reimbursement from the Lake County Board of County Commissioners to the City of Mount Dora through awarded funds from the Florida Job Growth Infrastructure Grant in the amount of $1,500,000 for construction of a master lift station. The City will pay back the $1,500,000 to Lake County that will be reimbursed for via the grant, through legally permissible funds over a period of time. The Agreement is pending approval of the Department of Economic Opportunity Florida Job Growth Infrastructure Grant Agreement by the Lake County Board of County Commissioners. The reimbursement of funds from the City to Lake County will be spent on future infrastructure projects in the Wolf Branch Innovation District per this agreement.

Budget Impact:
The grant will initially fund the construction of the master lift station via the 421-0000-337.30-01 GL and will be repaid through sewer impact fees as they are collected in the future. As those fees are collected the City will pay back the $1,500,000 on a regular basis to be determined by the regularity and amount of fees collected.

**Strategic Impact:**
The Wolf Branch Innovation District is an economic development area that the City is trying to develop. The lift station furthers that strategic goal of encouraging economic growth in this area.

**Recommendation** Recommend that City Council approve Resolution No. 2019-70.

**Attachment(s):**
1. Interlocal Agr w. Mt. Dora on Utility_5.29.19.sgs clean
RESOLUTION NO. 2019-70

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THAT INTERLOCAL AGREEMENT WITH LAKE COUNTY STEMMING FROM THE FLORIDA JOB GROWTH INFRASTRUCTURE GRANT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF THE INTERLOCAL AGREEMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Lake County has been awarded a Florida Job Growth Infrastructure Grant from the State of Florida, Department of Economic Opportunity, for the construction of a master lift station facility on Round Lake Road that will serve the Wolf Branch Innovation District; and

WHEREAS, the City is the regional utility supplier to the area of the Wolf Branch Innovation District; and

WHEREAS, the City and Lake County have determined that there is a public need for a master lift station on Round Lake Road; and

WHEREAS, the City and Lake County desire to enter into an Interlocal Agreement whereby the City will construct the master lift station and the County will provide funding to the City for the project by way of the Grant.

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

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

SECTION 2. Approval of Interlocal Agreement. On behalf of the City, the Mayor is authorized to execute the Interlocal Agreement with Lake County, attached hereto as Exhibit “A”.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions and execute said lease agreements as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.
SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to the Agreement with the Interlocal Agreement with Lake County stemming from the Florida Job Growth Infrastructure Grant, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 4th day of June, 2019.

_________________________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_________________________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only.
Approved as to form and legality.

_________________________________________
Sherry G. Sutphen
City Attorney
EXHIBIT “A”
Interlocal Agreement with Lake County
INTERLOCAL AGREEMENT BETWEEN
LAKE COUNTY, FLORIDA AND
CITY OF MOUNT DORA, FLORIDA
ON THE FLORIDA JOB GROWTH INFRASTRUCTURE GRANT

THIS INTERLOCAL AGREEMENT ("Agreement") is entered by and between LAKE COUNTY, FLORIDA, a political subdivision of the State of Florida (the "County"), and the CITY OF MOUNT DORA, FLORIDA, a municipal corporation of the State of Florida (the "City"), collectively the "parties", regarding cooperation between the County and the City concerning a Florida Job Growth Infrastructure Grant.

WITNESSETH

WHEREAS, the County has been awarded a Florida Job Growth Infrastructure Grant from the State of Florida, Department of Economic Opportunity ("DEO") for the construction of a master lift station facility on Round Lake Road that will serve the Wolf Branch Innovation District ("Utility Project"); and

WHEREAS, the Wolf Branch Innovation District is a strategic corridor located in the joint planning area between Lake County and the City of Mount Dora which is approximately 1,300 acres in size; and

WHEREAS, the City and the County have determined that there is a public need for a master lift station on Round Lake Road in Lake County, Florida; and

WHEREAS, the City is the regional utility supplier to the area of the Wolf Branch Innovation District; and

WHEREAS, the County intends to enter into a Florida Job Growth Infrastructure Grant Agreement with the State of Florida, Department of Economic Opportunity to receive funding for the Utility Project ("Grant Agreement"); and

WHEREAS, the parties desire to enter into an interlocal agreement whereby the City will construct the Utility Project and the County will provide funding to the City for the Utility Project by way of the Grant Agreement; and

WHEREAS, the City agrees to repay the County overtime and the parties acknowledge such repayment funds will be from any sources legally available to the City; and

WHEREAS, entry of this Agreement by the County and the City is in the best interest of both parties and will provide benefit the health, safety and welfare of the citizens of the County and the City.
NOW, THEREFORE, in consideration of the foregoing recitals, understandings, promises and mutual covenants contained herein, the County and the City agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and incorporated herein.

2. **Grant Agreement.** The City acknowledges that the County will be bound by the terms of the subject Florida Job Growth Infrastructure Grant Agreement with the State of Florida, Department of Economic Opportunity or its assignee or successor (“Grant Agreement”). By way of the Grant Agreement, the County is subject to requirements including, but not limited to, submission of certifications, progress reports, and certain deliverables, a copy of which are attached hereto as Attachment A and incorporated herein. The City agrees to cooperate with the County in order to assure compliance with all requirements of the funding entity applicable to the use of the funding.

3. **Agreement.** Pursuant to the terms and conditions contained within this Agreement, the County and the City agree as follows:
   
   A. **Design and Construction.** The City agrees to design and construct a master lift station facility on or at Round Lake Road located in Lake County, Florida, that will serve the Wolf Branch Innovation District (“Utility Project”). The City shall use a competitive bidding process in retaining a licensed, qualified contractor for the Utility Project. It is the responsibility of the City to enter into a construction contract(s) with the lowest, responsive, and responsible contractor in accordance with the City’s purchasing code and applicable state and federal statutes, rules, and regulations, including Chapter 255, Florida Statutes, if applicable. The City shall acquire a bond from the awarded contractor and require such contractor to carry policies of insurance in the minimum amounts, as referenced in the Grant Agreement. The County will have the right to review the bidding process utilized by the City and to obtain a copy of award tally sheet(s) and the construction contract(s). The City shall obtain the services of a consultant construction engineering inspection (“CCEI”) firm or individual for the Utility Project. The City shall provide to the County a copy of the final signed and sealed design plans for the Utility Project.
   
   B. **Notice to Proceed.** Upon obtaining a notice to proceed by the DEO’s Agreement Manager or designee, the County will notify the City in writing and will provide
the City a copy of the state issued Notice to Proceed. The County shall not be obligated to reimburse the City for any costs or expenses for work performed by the City or its contractors prior to the effective date of this Agreement or issuance of the Notice to Proceed, whichever is later.

C. **Construction Timing.** The City agrees that work on the Utility Project shall commence on or before *June 1, 2020* (“Commencement Date”) and shall be completed on or before the fifth (5th) year anniversary of the effective date of the Grant Agreement (“Completion Date”), unless otherwise agreed to by the parties. The City shall be responsible for ensuring the construction is performed in accordance with approved construction documents and meets applicable standards. The City agrees to permit inspection of the Utility Project site by DEO.

D. **Permits and Approvals.** It will be the responsibility of the City to obtain all federal, state or local government approvals and permits, at the City’s expense, for the Utility Project. By May 1, 2020, the City shall provide the County with written certification that the City or the City’s design consultant and/or contractor has obtained all necessary permits for the Utility Project. It shall be the responsibility of the City to have all underground utilities located before any work begins (Sunshine State One Call 1-800-432-4770). The City agrees to obtain a right-of-way utilization permit from the Lake County Public Works Department, if required, and the County agrees to waive the right-of-way utilization permit fee for the Utility Project. The repairs of any damaged underground utilities as a result of the work being performed by the City shall be the responsibility of the City.

E. **Performance.** After the effective date of this Agreement, if the City delays, discontinues, or is unable to proceed on the Utility Project due to any circumstance, including unforeseen circumstances, acts of nature, or a state of emergency, then the City Manager shall promptly notify the County Manager. The City and the County agree to cooperate to determine whether this Agreement should or can be amended or terminated.
F. **Project Completion.** Nothing herein shall be construed as placing any ownership or maintenance responsibilities upon the County for the utilities. At all times during construction and after completion of the Utility Project, the City will have ownership and maintenance responsibility for its utilities, including any water lines and force mains.

4. **Funding and Payment.**

A. The County agrees to reimburse the City, by way of the funds received by the County through the Grant Agreement, for the costs expended by the City for the design, construction, and CCEI for the Utility Project. The parties acknowledge that the Grant Agreement is a cost reimbursement agreement. The City agrees to cooperate and promptly comply with request from the County regarding submission of invoices, receipts, and other detailed records reflecting the goods or services expended for the Utility Project. The City agrees to comply with all requirements imposed by DEO and other applicable state and federal laws. The parties acknowledge that the amount to be reimbursed under this Agreement shall not exceed **$1,500,000.00.** The County may withhold payment, in full or in part, to the City in the event the City fails to complete or submit invoices, receipts, records, DEO required forms or certifications. Upon receipt of the funding from DEO or its successor by way of the Grant Agreement, the County will reimburse the City.

B. The County is not obligated to pay or reimburse the City pursuant to paragraph 4(A) if the funding to be provided by way of the Grant Agreement: (1) is not appropriated by the State legislature, (2) is not provided to the County from DEO, or (3) is forfeited or reverted back to the DEO, so long as notice of the same is provided to the City as soon as the County is made aware.

C. The parties agree that County expended the grant funds to benefit the City and its utilities. As a result, the City shall pay back to the County the amount provided to the City under the terms of paragraph 4(A) above, in an amount not to exceed $1,500,000.00. The payment from the City to the County shall be paid in full prior to ten (10) years from the Completion Date. Payment to the County is due, no matter if the County provides an invoice to the City or not. The City may elect to
make partial payments to the County within the ten (10) year period or to pay the full amount early without penalty.

D. The County and the City agree and acknowledge that the amount funded to the County under the terms of paragraph 4(C), will be programmed and utilized by the County for purpose of improving other public infrastructure, such as transportation projects including roads, trails or other mobility projects, within the Wolf Branch Innovation District.

5. Accounting and Audit. The City shall establish and maintain a reasonable accounting system that enables the County to readily identify the City’s expenses, costs of goods, and use of funds for and related to the Utility Project. DEO and the County and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other), relating to or pertaining to this Agreement kept by or under the control of the City, including, but not limited to, those kept by the City, its employees, agents, assigns, contractors, and subcontractors. The City shall at any time requested by the County or DEO, whether during or after completion of this Agreement, make such records available for inspection and audit (including copies and extracts of records as requested).

6. Term of Agreement. This Agreement shall become effective upon execution of the parties (“effective date”) and shall remain in full force satisfaction by parties of the obligations contained within this Agreement. The parties acknowledge that this Agreement may be terminated by the County in the event the Grant Agreement is terminated by the DEO. The County agrees that if the event the Grant Agreement is terminated by DEO, the County will work with DEO and the City to obtain funding for the work completed on the Utility Project prior to the notice of termination by DEO. In termination of the Grant Agreement occur, the parties agree that the City will be obligated to reimburse the County pursuant to paragraph 4(C) for the dollar amount actually distributed to the County from DEO. Termination of this Agreement shall not relieve the City from any obligation under this Agreement regarding payment to the County with respect to funding, unless otherwise agreed to in writing by both parties.

7. Equal Opportunity Employment. The City agrees that it will not discriminate and will provide in all contracts that its contractors will not discriminate against any employee or applicant for employment under this Agreement because of race, color, religion, sex, age, or
national origin and will take affirmative steps to ensure that applicants and employees are treated
during employment without regard to race, color, religion, sex, age, or national origin.

8. **Assignment.** Neither party may assign or otherwise transfer its obligations under
this Agreement without the express, prior, and written consent of the other party.

9. **Public Entity Crimes.** A person or affiliate who has been placed on the convicted
vendor list following a conviction of a public entity crime may not be awarded or perform work
as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in
excess of the threshold amount provided in Florida Statutes, Section 287.017 for Category Two
for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
The City shall notify the County in the event the City obtains goods or services for the Utility
Project from a vendor on the convicted vendor list or on a discriminatory vendor list pursuant to
Florida Statutes, Section 287.134 or on any similar list maintained by any other state or the federal
government.

10. **Conflict of Interest.** The City and the County agree that they will not engage in
any action that would create a conflict of interest in the performance of its obligations pursuant to
this Agreement, or which would violate or cause others to violate the provisions of Part III, Chapter
112, Florida Statutes, relating to ethics in government. The parties acknowledge limitations
imposed by the County by way of the Grant Agreement concerning public dissemination of
information concerning the Grant Agreement, as provided in the Grant Agreement. A copy of the
Grant Agreement will be provided to the City upon request by the City to the County.

11. **Notices.** Wherever provision is made in this Agreement for the giving, serving or
delivering of any notice, statement, or other instrument, such notice shall be in writing and shall
be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United
States registered or certified mail, addressed as follows:

**County**
Lake County Manager
315 W. Main Street
P.O. Box 7800
Tavares, Florida 32778

**City**
City Manager
P.O. Box 176
Mount Dora, FL 32757

cc: Lake County Economic Prosperity
Attn: Director
12. **Entire Agreement.** This document embodies the entire agreement between the parties, and that neither party has made any statement, promise or agreement, or taken upon itself any engagement whatsoever that it is not fully capable of honoring to its fullest.

13. **Severability.** If any provision, condition, promise, or part of this Agreement is found or held to be invalid, it is the intent of the parties that the remaining provisions are unaffected and will be honored by the parties. To this end, the provisions of this Agreement are declared severable.

14. **Modification.** No modification, amendment or alternation of the terms or conditions contained in this Agreement shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**IN WITNESS WHEREOF** the parties hereto have made and executed this Interlocal Agreement on the respective dates under each signature: Lake County, Florida, through its Board of County Commissioners, signing by and through its Chairman, and the City of Mount Dora, Florida, through its Mayor.

**CITY**

**CITY OF MOUNT DORA, FLORIDA**

_________________________________
Nick Girone, Mayor
This ____ day of ______________, 2019.

ATTEST:

_________________________________
Gwen Keough-Johns, City Clerk

Approved as to form and legality:

_________________________________
Sherry G. Sutphen, City Attorney
COUNTY
BOARD OF COUNTY COMMISSIONERS
OF LAKE COUNTY, FLORIDA

__________________________
Leslie Campione, Chairman

This ___ day of______________, 2019.

ATTEST:

______________________________
Gary J. Cooney, Clerk
Board of County Commissioners of
Lake County, Florida

Approved as to form and legality:

______________________________
Melanie Marsh, County Attorney
### ATTACHMENT A – DELIVERABLES

<table>
<thead>
<tr>
<th>Deliverable No. 1: Design and Engineering</th>
<th>Minimum Level of Service</th>
<th>Financial Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tasks</strong></td>
<td><strong>Grantee may be allowed reimbursement upon 30%, 90%, and 100% completion of the deliverable as evidence by submission of the following:</strong></td>
<td><strong>Failure to meet the minimum level of service shall result in non-payment:</strong></td>
</tr>
</tbody>
</table>
| Grantee shall complete and provide copies of final design and engineering plans, specifications, bid plans, permits, as described in Section 2.a and 2.b of the Scope of Work, prior to proceeding with any construction activities. | a. 50%-Copy of the final signed and sealed design plans.  
b. 90%-Copy of signed and sealed specifications.  
c. 100%-Copies of final bid documents.  
d. Invoice package in accordance with Section 7 of the Scope of Work. |  |

**DELIVERABLE NOT TO EXCEED:** $1,000,000

<table>
<thead>
<tr>
<th>Deliverable No. 2: Construction of a Master Lift Station Facility</th>
<th>Minimum Level of Service</th>
<th>Financial Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tasks</strong></td>
<td><strong>Grantee may be allowed reimbursement upon 10%, 20%, 30%, 40%, 50%, 60%, 70%, 80%, 90%, and 100% completion of the deliverable as evidence by submission of the following:</strong></td>
<td><strong>Failure to meet the minimum level of service shall result in non-payment:</strong></td>
</tr>
</tbody>
</table>
| Grantee shall complete the activities described in section 2.b and 2.d. of the Scope of Work. | a. Completed AIA Forms G702 and G703, signed by a licensed professional certifying to the percentage of project completion.  
b. Photographs of project in progress, and  
c. Invoice package in accordance with Section 7 of the Scope of Work. |  

**DEO shall withhold 10% of the total Agreement amount until Grantee provides proof to DEO, and DEO accepts that the project is 100% complete.**

**DELIVERABLE NOT TO EXCEED:** $4,500,000

**TOTAL AMOUNT NOT TO EXCEED $2,500,000.00**
DATE:       June 4, 2019

TO:          Honorable Mayor and City Council Members

FROM:        Robin R. Hayes, City Manager


Introduction:
This is a request for City Council to approve Resolution No. 2019-59.

Call Up Item
Mayor Asks Attorney to Read Resolution by Title Only
City Manager Background
Applicant Comments
Public Hearing
Discussion
Council Action

Discussion:
Further project descriptions are contained in Attachment #1 (Replat Summary Report). The proposed replat is consistent with the requirements of the City’s Land Development Code.

The applicant is requesting a Minor Subdivision approval to subdivide a vacant parcel (2.43 acres in size) located on the northwest corner of Old US Highway 441 (Heim Road) and Park Place. The property is located in an R-1-A (Single Family Residential) zoning district and has been designated Low Density Residential (4 DU/AC or Less) on the Future Land Use Map.

Replat requests of this size and nature are only considered by the City Council for approval once all replat technical requirements have been reviewed and accepted by the Development Review Committee (DRC) and the City Attorney. The City’s Land Development Code does not include Planning and Zoning Commission for these types of minor changes to plats, as there are infrastructure improvements. The DRC members reviewed and approved the request on April 24, 2019.

Budget Impact:
There are no budgetary impacts to the City relative to the processing Replat actions.
**Strategic Impact:**
Replat requests which address redevelopment projects are consistent with Growth Management and Economic Development Goals to foster development and growth opportunities.

**Recommendation** City Council approve Resolution No. 2019-59.

**Attachment(s):**
1. Summary Report

Prepared by: Vince Sandersfeld, Planning and Development Director
Reviewed by: Sherry Sutphen, City Attorney
               Michelle Jenkins, Assistant to the City Clerk
               Gwen Johns, City Clerk
               Robin R. Hayes, City Manager

Approved - 5/7/2019
Approved - 5/22/2019
Approved - 5/28/2019
Final Approval - 5/29/2019
SUMMARY REPORT
WARD PLACE

Report Date:
June 4, 2019

Reference/Support:
Section 4.3.5 LDC
Section 3.4.2 LDC

Background:
Owner: Forward Properties, LLC c/o Gary Ward
Applicant: Scott A. Gerken, Esquire
Engineer: Walling Engineering, Inc. – H. Bennett Walling
Surveyor: Freeland-Clinkscales and Associates – Fulton V. Clinkscales, Jr, P.S.M
Existing Use: Vacant Land
Proposed Use: Three Single Family Residential Lots
Future Land Use: Low Density Residential (4 DU/AC or Less)
Zoning: R-1-A (Single Family Residential)
Overlay Zones: None
Site Area: 2.43 Acres

The applicant is requesting a Minor Subdivision approval to subdivide a vacant parcel (2.43 acres in size) located on the northwest corner of Old US Highway 441 (Heim Road) and Park Place. The property is located in an R-1-A (Single Family Residential) zoning district and has been designated Low Density Residential (4 DU/AC or Less) on the Future Land Use Map. Density calculations is less any normal high water line of a lake, wetlands or floodplain areas (see LDC for complete definition).

The applicant proposes to subdivide the property into three residential lots. Two lots are fronting Park Place and have lake access to Lake Gertrude. The third lot is rectangular in shape and is on the corner of Park Place and Old US Highway 441 (Heim Road). Residential lots within the R-1-A zoning district are required to be a minimum of 10,000 square feet. Minimum lot width in the R-1-A district must be 90 feet. The minimum setbacks are as follows: 25 feet (Front); 10 feet (Sides); and 25 feet (Rear).

The applicant has included two (2) lots (lots 1A and 2A) for future boat docks along Lake Gertrude. These structure are permitted separately and subject to placement, size limitations, and requirements of the City’s Land Development Code (LDC).

The Land Development Code does not include Planning and Zoning Commission for these types of minor changes to plats. Replat requests of this size and nature only are considered by the City.
Council for approval once all replat technical requirements have been reviewed and accepted by the Development Review Committee (DRC) and the City Attorney.

**Development Steps:**

Step 1  Replat Reviews/Approvals: DRC Review and City Council via Resolution Approval.
Step 2  Replat Recording: Mayor’s Signature of Replat and plat recording.
RESOLUTION NO. 2019-59

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA RELATED TO THE MINOR SUBDIVISION REPLAT ENTITLED “WARD PLACE”; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR MINOR SUBDIVISION REPLAT APPROVAL; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 4.3.10, of the City’s Land Development Code, an application has been filed by Forward Properties, LLC (Property Owner) with the City of Mount Dora, Florida, for a minor subdivision replat entitled “Ward Place”; and

WHEREAS, the City Attorney reviewed said replat and found it consistent with controlling law; and

WHEREAS, the City Surveyor reviewed said replat and found it compliant with Florida Statutes, Chapter 177, and has executed the same; and

WHEREAS, the Development Review Committee reviewed the minor subdivision replat request on April 24, 2019, and recommended approval as compliant with the minimum requirements of the City’s Land Development Code and as consistent with the City’s Comprehensive Plan; and

WHEREAS, the City’s Land Development Code does not require formal review or approval by the City’s Planning and Zoning Commission for the replat or re-subdivision of lots of record; and

WHEREAS, the City of Mount Dora, Florida finds the subject replat to be in compliance with the minimum requirements of the City’s Land Development Code and consistent with the City’s Comprehensive Plan and controlling Florida law.

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

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

SECTION 2. Approval of Minor Subdivision Replat. The City hereby approves the minor subdivision replat entitled “Ward Place” attached hereto as Exhibit “A”.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate,
necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

**SECTION 4. Savings Clause.** All prior actions of the City of Mount Dora pertaining to the replat entitled “Ward Place”, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

**SECTION 5. Scrivener’s Errors.** Typographical errors and other matters of a similar nature which do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

**SECTION 6. Conflicts.** All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 7. Severability.** If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

**SECTION 8. Effective Date.** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED this 4th day of June, 2019.**

________________________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

________________________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only. Approved as to form and legal sufficiency.

________________________________________
Sherry G. Sutphen
City Attorney
EXHIBIT “A”
Ward Place

Resolution No. 2019-59
Page 3 of 3
DATE:       June 4, 2019

TO:         Honorable Mayor and City Council Members

FROM:       Robin R. Hayes, City Manager

SUBJECT:    Approval of Resolution No. 2019-65, Responding Action Interlocal Service Boundary Agreement

Introduction:

Approval of Resolution No. 2019-65 City of Eustis Negotiations for an Interlocal Service Boundary Agreement (ISBA)

Call Up Item
Mayor Asks Attorney to Read Resolution by Title Only
City Manager Background
Public Hearing
Discussion
Council Action

Discussion:
On April 18, 2019, the City of Eustis adopted Resolution No. 19-43 requesting that Lake County, begin negotiations on an ISBA addressing voluntary annexation

Pursuant to Chapter 171.20 Florida Statutes (Interlocal Service Boundary Agreement Act), a municipality that is not invited to participate in the process by an initiating or responding resolution may request to participate by adopting a requesting resolution within 60 days of receipt of the initiating resolution or within 10 days of receipt of the responding resolution. The responding resolution may identify additional areas and/or issues for negotiation. If additional areas or issues are noted, the City’s resolution must be specific and show a descriptive exhibit and the list of issues accordingly. Ultimately, at the wishes of the City Council, it may be deemed appropriate to consider changes (or not) related to the ISBA agreement issues.

Budget Impact:
No budget impacts with processing Interlocal Service Boundary Agreements. The City's ad valorem tax base will expand as the City Limits of the City are annexed in a logical pattern.
Strategic Impact:
This agreement is consistent with Growth Management and Economic Development Goals for continuation of annexations of areas that are logical and fill in the logical and natural boundaries of the City Limits impacts the City in a favorable manner.

Recommendation City Council approve the Resolution No. 2018-65

Attachment(s):
1. Eustis ISBA Documents

Prepared by: Vince Sandersfeld, Planning and Development Director
Reviewed by: Tim Wilson,
Sherry Sutphen, City Attorney
Michelle Jenkins, Assistant to the City Clerk
Gwen Johns, City Clerk
Robin R. Hayes, City Manager

Approved - 5/16/2019
Approved - 5/21/2019
Approved - 5/22/2019
Approved - 5/28/2019
Final Approval - 5/29/2019
TO: EUSTIS CITY COMMISSION
FROM: RONALD R. NEIBERT, CITY MANAGER
DATE: APRIL 18, 2019
RE: RESOLUTION NO. 19-43: INTERLOCAL SERVICE BOUNDARY AGREEMENT (ISBA) PROCESS INITIATION

Introduction:
Resolution No. 19-43 initiates the process, pursuant to §171.203, Florida Statutes, for negotiating an Interlocal Service Boundary Agreement (ISBA) with Lake County.

Recommended Action:
The administration recommends approval of Resolution No. 19-43.

Background:

1. Florida Statutes, Chapter 171, Part 1 (171.044 Voluntary Annexation) specifies that, “Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.”

   A number of interested parties wish to voluntarily annex their property into the City limits of Eustis, but annexation of those properties would create enclaves.

2. Chapter 171, Part II of the Florida Statutes outlines the legislative intent of ISBAs: “…The principal goal of this part is to encourage local governments to jointly determine how to provide services to residents and property in the most efficient and effective manner while balancing the needs and desires of the community. This part is intended to establish a more flexible process for adjusting municipal boundaries and to address a wider range of the effects of annexation. This part is intended to encourage intergovernmental coordination in planning, service delivery, and boundary adjustments and to reduce intergovernmental conflicts and litigation between local governments. It is the intent of this part to promote sensible boundaries that reduce the costs of local governments, avoid duplicating local services, and increase political transparency and accountability. This part is intended to prevent inefficient service delivery and an insufficient tax base to support the delivery of those services.

   “As determined in the Interlocal Service Boundary Agreement, any character of land may be annexed, including…an annexation that creates an enclave…”

Page 1 of 3
3. The Florida Statutes (F.S.) outline the process for establishing an ISBA, including the following:

a. **County or City adopts initiating resolution.**
   - Pursuant to Sec. 171.203(1), F.S., the initiating resolution identifies an incorporated or unincorporated area to be discussed, and the issues to be negotiated as part of the process. The adopted initiating resolution is sent to other invited parties by mail.

b. Within 60 days of receipt of the initiating resolution, the county or invited municipality adopts a responding resolution.
   - The responding resolution may identify additional areas and issues for negotiation, and may also invite additional municipalities to participate in the process.
   - Within 7 days after the adoption of the responding resolution, the responding party sends the resolution by mail to the initiating municipality and each invited municipality.
   - An invited municipality that fails to adopt a responding resolution waives its right to participate in the negotiation process and shall be bound by an interlocal agreement resulting from the negotiation process, if any is reached.

c. A municipality that is not invited to participate in the process by an initiating or responding resolution may request to participate by adopting a requesting resolution within 60 days of receipt of the initiating resolution or within 10 days of receipt of the responding resolution.

d. **Negotiation of Interlocal Service Boundary Agreement:** Starts within 60 days after receipt of the responding resolution or a participating resolution; an impasse may be declared after 6 months, followed by joint public hearing to address issues.
   - Pursuant to Sec. 171.203(6), F.S., ISBAs may address any issue concerning service delivery, fiscal responsibilities, and boundary adjustment, including establishment of municipal service areas, unincorporated service areas, and responsibility for delivery or funding of public facilities and services within these areas.

e. When the local governments have reached an interlocal service boundary agreement, the county and the municipalities each adopt the agreement by ordinance.

f. Each party to the ISBA shall amend the intergovernmental coordination element of its comprehensive plan no later than 6 months following adoption of the interlocal service boundary agreement. If the ISBA designates an unincorporated area for municipal annexation (e.g., a municipal service area), this area must be included in the municipal comprehensive plan.

**Considerations**

1. **Voluntary Contiguous Annexation:***
   
   Chapter 171, Part I, F.S., regulate annexation, which regulations require a property proposed for annexation to have a contiguous boundary with property already within...
the City limits, but prohibits the creation of enclaves. The ISBA would permit only voluntary annexation of contiguous properties even with the creation of enclaves. The opportunity to process these annexations would expand the City’s growth possibilities.

2. **E-911 Addressing:**
   An agreement within the ISBA to address fire services would provide for an integrated dispatching system for fire service regardless of jurisdictional boundaries.

**Alternatives:**
1. Approve Resolution No. 19-43.
2. Deny Resolution No. 19-43.

**Discussion of Alternatives:**
Alternative 1 approves Resolution No. 19-43.

**Advantages:**
- The City Manager can begin ISBA negotiations with Lake County.

**Disadvantages:**
- There is no disadvantage to approving the resolution; approval only initiates the ISBA process and future City Commission action is required to adopt an ISBA.

Alternative 2 denies Resolution No. 19-43.

**Advantages:**
- There is no advantage to denying the resolution.

**Disadvantages:**
- The City could not pursue opportunities for contiguous voluntary annexations if enclaves are created.

**Community Input:**
Opportunities for public input will be available at the City Commission Meeting.

**Budget / Staff Impact:**
The resolution initiating the ISBA process has no budget impact. Approval of this resolution will require additional staff time to negotiate the agreement and prepare future ordinances for City Commission consideration.

**Prepared by:**
Lori Barnes, AICP, CPM Development Services Director

**Attachments:**
- Resolution No. 19-43 w/Exhibit A–Proposed ISBA Map
- Eustis-Lake County JPA Resolution No. 87-34
- ISBA Process with Estimated Timeline
PROCESS FOR INTERLOCAL SERVICE BOUNDARY AGREEMENTS
UNDER CHAPTER 171, PART II, FLORIDA STATUTES

Counties and cities may enter into Interlocal Service Boundary Agreements (ISBAs) pursuant to Chapter 171, Part II, Florida Statutes to address issues relating to service delivery, fiscal responsibilities, and boundary adjustment. An ISBA may include establishment of municipal service areas which could function as the exclusive areas within which municipalities may annex. The following are the major steps in the ISBA process with estimated minimum timeframes (also see the accompanying flowchart of the ISBA process).

**Estimated Time Frame**

1. **County or City adopts initiating resolution.**
   - Pursuant to Sec. 171.203(1), F.S., the initiating resolution identifies an incorporated or unincorporated area to be discussed, and the issues to be negotiated as part of the process. The adopted initiating resolution is sent to other invited parties by mail. **2 months**

2. **Within 60 days of receipt of the initiating resolution, the county or invited municipality adopts a responding resolution.**
   - The responding resolution may identify additional areas and issues for negotiation, and may also invite additional municipalities to participate in the process.
   - Within 7 days after the adoption of the responding resolution, the responding party sends the resolution by mail to the initiating municipality and each invited municipality. **2 months**
   - An invited municipality that fails to adopt a responding resolution waives its right to participate in the negotiation process and shall be bound by an interlocal agreement resulting from the negotiation process, if any is reached. **Optional**

3. **A municipality that is not invited to participate in the process by an initiating or responding resolution may request to participate by adopting a requesting resolution within 60 days of receipt of the initiating resolution or within 10 days of receipt of the responding resolution.** **Up to 6 months**

4. **Negotiation of Interlocal Service Boundary Agreement: Starts within 60 days after receipt of the responding resolution or a participating resolution; an impasse may be declared after 6 months, followed by joint public hearing to address issues.**
   - Pursuant to Sec. 171.203(6), F.S., ISBAs may address any issue concerning service delivery, fiscal responsibilities, and boundary adjustment, including establishment of municipal service areas, unincorporated service areas, and responsibility for delivery or funding of public facilities and services within these areas. **Up to 6 months**

5. **When the local governments have reached an interlocal service boundary agreement, the county and the municipalities each adopt the agreement by ordinance.** **3 months**

6. **Each party to the ISBA shall amend the intergovernmental coordination element of its comprehensive plan no later than 6 months following adoption of the interlocal service boundary agreement. If the ISBA designates an unincorporated area for municipal annexation (e.g., a municipal service area), this area must be included in the municipal comprehensive plan.** **Up to 6 months**
RESOLUTION NO. 19-43

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, INITIATING THE PROCESS, PURSUANT TO §171.203, FLORIDA STATUTES, FOR NEGOTIATING AN INTERLOCAL SERVICE BOUNDARY AGREEMENT; INVITING LAKE COUNTY TO PARTICIPATE; IDENTIFYING ISSUES TO BE NEGOTIATED; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature adopted Part II of Chapter 171, Florida Statutes as an alternative for local governments regarding annexation of real property into a municipality; and

WHEREAS, in part, the intent of the Legislature is to "encourage intergovernmental coordination in planning, service delivery, and boundary adjustments"; and

WHEREAS, the City is authorized by §171.203 to participate in negotiations with other local governments; and

WHEREAS, the City of Eustis desires to initiate negotiations for an Interlocal Service Boundary Agreement with Lake County, concerning the existing Joint Planning Area established by Resolution No. 87-34.

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

Section 1: The above recitals are true and correct and, by this reference, are hereby incorporated into and made an integral part of this resolution.

Section 2: The City of Eustis invites Lake County per the provisions of Chapter 171.203, Florida Statutes.

Section 3: The City of Eustis identifies for discussion the existing Joint Planning Area as depicted in Exhibit A, which is attached hereto and incorporated herein.

Section 4: The issues for negotiation are as follows:
   a. Designation of all of the existing Joint Planning Area as depicted in Exhibit A as the Interlocal Service Boundary Area, and
   b. Voluntary annexation of contiguous properties including annexation that creates enclaves and E-911 system addressing standards.

Section 5: That the City Clerk shall send a certified copy of this Resolution by United States Postal Service certified mail to the County Manager of Lake County, Florida in Lake County, Florida.
Section 6: That this resolution shall become effective immediately.

DONE AND RESOLVED this 18th day of April, 2019, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA

Michael L. Holland
Mayor/Commissioner

ATTEST:

Mary C. Montez, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this 19th day of April 2019, by Michael L. Holland, Mayor, and Mary C. Montez, City Clerk, who are personally known to me.

SERITA HILL
My Commission # GG 019203
Expires: August 20, 2020
Bonded thru Notary Public Underwriters

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content.

City Attorney's Office

Date 1/18/19

Resolution No. 19-43
ISBA Initiating Resolution
June 4, 2019 City Council Meeting Agenda Packet
CERTIFICATE OF POSTING

The foregoing Resolution No. 19-43 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Mary C. Montez, City Clerk
RESOLUTION NO. 2019-65

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA PERTAINING TO PARTICIPATION IN INTERLOCAL SERVICE BOUNDARY AGREEMENT NEGOTIATIONS WITH THE CITY OF EUSTIS, FLORIDA AND LAKE COUNTY, FLORIDA; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR A REQUEST TO PARTICIPATE; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Eustis adopted Resolution Number 19-43, on April 18, 2019, to engage in statutory interlocal service boundary agreement negotiations with Lake County, Florida; and

WHEREAS, the City of Mount Dora received City of Eustis Resolution Number 19-43, by electronic mail from Lake County, Florida, on May 2, 2019; and

WHEREAS, Pursuant to Chapter 171.203 Florida a municipality that is not invited to participate in the process by an initiating or responding resolution may request to participate by adopting a requesting resolution within 60 days of receipt of the initiating resolution or within 10 days of receipt of the responding resolution; and

WHEREAS, the City of Mount Dora believes that it is beneficial for local governments to work together in a spirit of harmony and sound judgment; and

WHEREAS, the City of Mount Dora has previously entered into interlocal agreements with other jurisdictions to advance legitimate public purposes and to serve and benefit the public interest; and

WHEREAS, Florida Statutes, Chapter 163, Part II, the Growth Policy Act and Florida Statutes, Chapter 171, relating to interlocal service boundary agreements, provide for intergovernmental coordination in the comprehensive planning process and other planning processes; and

WHEREAS, the provisions of the Florida Statutes, Chapter 187, encourage sound land use and other planning activities and emphasizes the efficient provision of public services by governments; and

WHEREAS, the City of Mount Dora agrees that joint planning efforts for growth and development and joint efforts for all matters of common impact and interest is consistent with Florida law and serve the public interest, provided that such efforts do not work against generally
accepted planning practices and principles, the logical provision of services and the prior efforts of a municipality related to future growth and economic development; and

WHEREAS, the City of Mount Dora believes that it is in the best interest of its citizens to avoid unnecessary intergovernmental conflict and for municipalities to develop consistent with the provision of public services and planned growth; and

WHEREAS, the City of Mount Dora desires to provide a high quality, standard of living to both current and future residents of the City; and

WHEREAS, the City of Mount Dora has determined that its participation in the statutory interlocal service boundary agreement negotiation process with the City of Eustis, Florida, and Lake County, Florida, is in the best interest of the citizens of Mount Dora and will further the public health, safety and welfare.

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

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

SECTION 2. Request to Participate.
(A) Pursuant to Florida Statutes, Section 171.203, the City of Mount Dora hereby requests to participate in the interlocal service boundary agreement negotiation process with the City of Eustis, Florida and Lake County, Florida as initiated by City of Eustis Resolution Number 19-43.
(B) The City of Mount Dora, Florida, hereby identifies its topics of discussion as any issue concerning service delivery, fiscal responsibilities or boundary adjustment, as more specifically set forth in Florida Statutes, Section 171.203(6).
(C) The City of Mount Dora, Florida, hereby identifies its area of discussion as that municipal and unincorporated area depicted in Exhibit “A”, attached hereto.

SECTION 3. Implementing Administrative Actions.
(A) The City Manager is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.
(B) The City Manager is hereby directed to cause a copy of this Resolution to be forwarded by United States certified mail to the City of Eustis, Florida, and Lake County, Florida, pursuant to the requirements of Florida Statutes, Section 171.203(3).

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to its request to participate in the statutory interlocal service boundary agreement negotiation process with the City of Eustis, Florida and Lake County, Florida, as well as any and all matters
SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar nature which do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 4th day of June, 2019.

_________________________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

__________________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only.
Approved as to form and legal sufficiency.

_______________________________________
Sherry G. Sutphen
City Attorney
DATE:       June 4, 2019

TO:         Honorable Mayor and City Council Members

FROM:       Robin R. Hayes, City Manager

SUBJECT:    Resolution No. 2019-68, Amendment #2 to St. Johns River Water Management District for the Apopka Interconnect Project

Introduction:
This is a request for City Council to approve Resolution No. 2019-68, Amendment #2 (time extension) to the St. Johns River Water Management District (SJRWMD) Agreement for the Apopka Interconnect Project.

Discussion:
The Apopka Interconnect Project is currently under construction with approximately 60% of the 16-inch diameter pipe installed. The contract completion date is September 28, 2019. The project has a SJRWMD grant for $550,000.00 and Amendment #1 was executed to extend the grant completion date to September 27, 2019.

While the pipe installation is going well and it appears the completion date should be met, construction of the small pump-house is less certain due to pumps on backorder and delays in obtaining the pump-house prefabricated building. SJRWMD is advising the City that if there is any question as to whether the project can be completed on time, it is best to request an extension prior to the deadline date. It is felt that a three month extension would be sufficient to ensure completion of the project. If City Council and SJRWMD approve Amendment #2, the grant term will be extended to December 31, 2019. The contract completion date remains unchanged at this time. It will be adjusted based on the delays with the pump-house & appurtenances.

Budget Impact:
There is no monetary budget impact as part of this request.

Strategic Impact:
The Apopka Interconnect Project is needed to supply reclaim water to the City's customers and maintain quality customer service.
Recommendation: City Council approve Resolution No. 2019-68.

Attachment(s):

Prepared by: Paul Lahr, City Engineer
Reviewed by: Josef Grusauskas, Utilities & Plant Operations Director

Approved - 5/29/2019
Sherry Sutphen, City Attorney
Approved - 5/30/2019
Matt Dickey, Finance Director
Approved - 5/30/2019
Misty Sommer, Deputy City Clerk
Approved - 5/30/2019
Gwen Johns, City Clerk
Approved - 5/30/2019
Michelle Jenkins, Assistant to the City Clerk
Approved - 5/30/2019
Robin R. Hayes, City Manager
Final Approval - 5/30/2019
RESOLUTION NO. 2019-68

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO AND FURTHER AMENDING THAT COST SHARING AGREEMENT WITH ST. JOHNS RIVER WATER MANAGEMENT DISTRICT FOR THE CITY’S APOPKA RECLAIM INTERCONNECTION PROJECT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AMENDMENT AUTHORITY; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 14, 2017, the City approved Resolution No. 2017-172, which authorized the execution of a cost sharing Agreement between the City of Mount Dora and St. Johns River Water Management District (Agreement) in order to partially offset the cost of constructing the City’s Apopka Reclaim Interconnection Project; and

WHEREAS, on January 15, 2019, the City approved Resolution No. 2019-04, which authorized the execution of Amendment 1 to the Agreement in order to extend the term thereof to September 27, 2019; and

WHEREAS, the City and St. Johns River Water Management District have determined that it is in their mutual best interest to further amend the Agreement to extend the term of the same to December 31, 2019.

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

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

A. The City Council hereby authorizes the Mayor to execute Amendment 2, attached hereto as Exhibit “A”, to that Agreement with St. Johns River Water Management District related to the City’s Apopka Reclaim Interconnection Project.

B. The City Council hereby authorizes the Mayor to execute any future Amendments to the Agreement so long as any such Amendment does not have a financial impact on the City.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as may be deemed necessary and appropriate in order
to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to the cost sharing Agreement with St. Johns River Water Management District related to the City’s Apopka Reclaim Interconnection Project, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 4th day of June, 2019.

________________________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_______________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only. Approved as to form and legality.

_______________________________
Sherry Sutphen, City Attorney

Resolution No. 2019-68
EXHIBIT “A”
Amendment 2 to cost sharing Agreement between
City of Mount Dora and St. Johns River Water Management District
related to the City’s Apopka Reclaim Interconnection Project

Resolution No. 2019-68
AMENDMENT 2 TO THE COST SHARE AGREEMENT BETWEEN
THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
AND CITY OF MOUNT DORA FOR
RECLAIMED INTERCONNECTION WITH CITY OF APOPKA PROJECT

THIS AMENDMENT is entered into by and between the GOVERNING BOARD of the ST. JOHNS
RIVER WATER MANAGEMENT DISTRICT (the "District"), whose mailing address is 4049 Reid Street,
Palatka, Florida 32177-2571, and CITY OF MOUNT DORA ("Recipient") whose address is 510 North
Baker Street, Mount Dora, Florida 32757-0176, and is effective on the date the last party has executed same.

PREMISES:

The parties entered into Agreement No. 32449 on December 21, 2017 to provide funding for the Recipient's
Reclaimed Interconnection with City of Apopka project ("Agreement"), and amended the Agreement on
January 29, 2019. The parties desire to further amend the Agreement.

NOW, THEREFORE, in consideration of the above premises, which are hereby made a part of this
amendment, the mutual covenants contained herein, and other good and valuable consideration, the parties
hereby agree to amend the Agreement as follows:

1. Paragraph 1(a) TERM; WITHDRAWAL OF OFFER: delete this paragraph and replace it with the
   following paragraph:
   
   (a) The term of this Agreement is from December 21, 2017 ("Effective Date") through December 31,
       2019 ("Completion Date"). Time is of the essence for every aspect of this Agreement, including any
time extensions. Any request for an extension of time beyond the Completion Date must be made in
writing before October 1, 2019. For projects whose District contribution exceeds $100,000, timely
requests to extend the Completion Date more than six months beyond the revised Completion date,
December 31, 2019, may only be approved by the District's Governing Board. Notwithstanding
specific mention that certain provisions survive termination or expiration of this Agreement, all
provisions of this Agreement that by their nature extend beyond the Completion Date, for example,
delivery of a final report, will remain in full force and effect after the Completion Date as necessary
to affect performance.

2. All other terms and conditions of the Agreement, including any subsequent amendments, are hereby
ratified and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this amendment on the date set forth
below.

ST. JOHNS RIVER WATER
MANAGEMENT DISTRICT

By: ____________________________
    Ann B. Shortelle, Ph.D., Executive Director or Designee

Date: ____________________________

CITY OF MOUNT DORA

By: ____________________________

Typed Name and Title

Date: ____________________________

Attest: ____________________________

Typed Name and Title
DATE: June 4, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: Resolution No. 2019-71, Establishing a Hardship Assistance Program for the Fire Assessment Fee

Introduction:
This is a request for City Council to approve Resolution No. 2019-71, Establishing a Hardship Assistance Program for the Fire Assessment Fee.

Discussion:
In order to apply for hardship assistance under the Fiscal Year 2019-20 Fire Protection Services Special Assessment Program, the applicant shall apply with the City, under oath, with the following required information necessary to demonstrate entitlement to hardship assistance.

To qualify for Economic Hardship Assistance:
(1) The applicant must be the owner of the residential property and shall be entitled to a homestead exemption pursuant to the requirements of Chapter 196, Florida Statutes.
(2) The total household Income of all lawful occupants of the property shall be less than or equal to 50% of the 2018 Income Limits Documentation System established by the U.S. Department of Housing and Urban Development, as adjusted for family size (see chart below):

<table>
<thead>
<tr>
<th>Very Low (50%) Income Limits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person</td>
<td>$22,400</td>
</tr>
<tr>
<td>2 Person</td>
<td>$25,600</td>
</tr>
<tr>
<td>3 Person</td>
<td>$28,800</td>
</tr>
<tr>
<td>4 Person</td>
<td>$31,950</td>
</tr>
<tr>
<td>5 Person</td>
<td>$34,550</td>
</tr>
</tbody>
</table>
6 Person  
$37,100  
7 Person  
$39,650  
8 Person  
$42,200  

(3) The applicant shall have the present intent to maintain the residential property as their Permanent Residence throughout the remainder of the Fiscal Year for which the assessment is imposed.  
(4) Prior to August 1, 2019 and prior to August 1 each year thereafter, the applicant shall file with the City Manager an application under oath demonstrating entitlement to hardship assistance.

Additionally; proof of the total household income of all occupants of the residential property from all sources and other documentation required to demonstrate qualification as a Low Income Person. Substantive documentation may include: Social Security Income Statements, IRS Income Tax Returns, and W2s. Applications submitted without proper documentation may be denied. Applicants will also furnish such other information relating to the application as may be reasonably requested.

Eligibility for hardship assistance will be submitted to the City Manager and a determination will be based upon the attached information. The City Manager may adjust any Fire Protection Assessment imposed for the Fiscal Year beginning October 1, 2019 upon a parcel of residential property whose Owner timely and satisfactorily demonstrates by affidavit that the criteria is met and reducing the assessment.

**Budget Impact:**
By comparing the frequency of hardship assistance granted in other nearby jurisdictions with similar program, such as Leesburg, staff does not project this program will have a significant budgetary impact.

**Strategic Impact:**
The Fire Assessment Fee program addresses three of the five goals stated in the City's Strategic Plan from July 2017 including accreditation.

**Fiscal Objective:** Ensure that budget funds are used to provide the greatest possible benefit to the community.  
**Growth Management Objective:** Ensure adequate services are provided and to handle the rapid growth that is imminent for Mount Dora.  
**Public Safety Objective:** Become Accredited Fire Department and improve the City’s ISO rating, which is in alignment with Fire Department's Standards of Cover as adopted by City Council.
**Recommendation**  City Council to approve Resolution No. 2019-71.

**Attachment(s):**
1. Fire Assessment Hardship Application

Prepared by: Merry Lovern  
Reviewed by: Tim Griner, Fire Chief  
Sherry Sutphen, City Attorney  
Gwen Johns, City Clerk  
Misty Sommer, Deputy City Clerk  
Robin R. Hayes, City Manager

Approved - 5/29/2019  
Approved - 5/30/2019  
Approved - 5/30/2019  
Approved - 5/30/2019  
Final Approval - 5/30/2019
City of Mount Dora
APPLICATION FOR HARDSHIP ASSISTANCE
FISCAL YEAR 2019-20
FIRE PROTECTION SERVICES SPECIAL ASSESSMENT
(Application Deadline – August 1, 2019)

PLEASE READ ENTIRE APPLICATION FORM CAREFULLY BEFORE SIGNING

AUTHORITY
Pursuant to Resolution 2019-71, the City of Mount Dora has created a Hardship Assistance Program to aid residential property owners, who meet certain eligibility criteria, with paying the City’s annual Fire Services Special Assessment.

REQUIRED INFORMATION
To qualify for hardship assistance:
(1) An applicant must be the owner(s) of the residential property and entitled to a homestead exemption pursuant to the requirements of Florida Statutes, Chapter 196.
(2) The owner(s) shall have the present intent to maintain the residential property as his/her/their permanent residence throughout the remainder of the Fiscal Year for which the assessment is imposed.
(3) The total household income of all lawful occupants of the property shall be less than or equal to 50% of the 2018 Income Limits Documentation System established by the U.S. Department of Housing and Urban Development, as adjusted for family size (see chart below):

<table>
<thead>
<tr>
<th>Income Limits</th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
<th>4 Person</th>
<th>5 Person</th>
<th>6 Person</th>
<th>7 Person</th>
<th>8 Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$22,400</td>
<td>$25,600</td>
<td>$28,800</td>
<td>$31,950</td>
<td>$34,550</td>
<td>$37,100</td>
<td>$39,650</td>
<td>$42,200</td>
</tr>
</tbody>
</table>

(4) Prior to September 15, 2019, and prior to August 1 each year thereafter, the owner(s) shall file an application with the City, in the approved form and under oath, demonstrating entitlement to hardship assistance.

In order to apply for aid under the Fiscal Year 2019-20 Hardship Assistance Program, property owner(s) must file this application with the City, under oath, providing the following information:

(PLEASE PRINT CLEARLY)

A. Name of all Owners of the Property:
   Owner Name: ___________________ Owner Address: _____________________
   Owner Name: ___________________ Owner Address: _____________________

B. Property Physical Address and Tax Parcel ID Number of the Property (Property):
   Property Physical Address: ________________________________
   Tax Parcel ID #: ________________________________

C. Owner Contact Information:
Telephone Number: ________________________________

Email Address: ________________________________

D. **Name of all occupants of the Property, including all dependents, giving names, addresses, ages, relationships and employment:**

   Occupant 1: ________________________________

   Occupant 2: ________________________________

   Occupant 3: ________________________________

   Occupant 4: ________________________________

   Occupant 5: ________________________________

   Occupant 6: ________________________________

   Occupant 7: ________________________________

   Occupant 8: ________________________________

E. Proof of the total household income of all occupants of the Property from all sources and other documentation required to demonstrate qualification within the specified Income Limits. Substantive documentation may include: Social Security Income Statements, IRS Income Tax Returns and W2. The owner(s) shall furnish such other information as may be reasonably requested. Applications submitted without proper documentation may be denied.

F. By signing below, owner(s) swear or affirm entitlement to hardship assistance and the present intent to maintain the above listed Property as their permanent residence for the remainder of the Fiscal Year.

**APPROVAL PROCEDURE**

Eligibility for hardship assistance will be determined by the City Manager based upon the information provided by the owner(s). The City Manager may adjust a Fire Protection Assessment imposed for the Fiscal Year beginning October 1, 2019, upon a parcel of residential property if the owner(s) timely and satisfactorily demonstrate through the application and attached documentation that the criteria is met for reducing the assessment.

Within twenty (20) days after the filing of a timely and complete application with appropriate documentation attached, the City Manager shall review the same and determine if the owner(s) is/are qualified for hardship assistance. If deemed qualified for the hardship assistance, the owner(s) shall be required to pay the first Fifty Dollars ($50.00) of the Fire Services Special Assessment imposed on the residential property and the City shall pay the remainder of the Fire Protection Assessment on behalf of the owner(s).
AFFIDAVIT
I hereby swear or affirm that the information I have provided in this application, and in any accompanying documentation, is true and correct.

Owner Signature __________________________ Date __________________________

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was executed before me this ____ day of _______________, 2019, by ______________________, who personally swore or affirmed that information provided is true and correct and who is personally known to me OR has produced __________________ as identification.

(stamp)

______________________________
NOTARY PUBLIC, State of Florida

Owner Signature __________________________ Date __________________________

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was executed before me this ____ day of _______________, 2019, by ______________________, who personally swore or affirmed that information provided is true and correct and who is personally known to me OR has produced __________________ as identification.

(stamp)

______________________________
NOTARY PUBLIC, State of Florida

SUBMIT COMPLETED APPLICATION and SUPPORTING DOCUMENTS TO:

City of Mount Dora
Mount Dora Fire Protection Assessment
Attention: City Manager
510 N Baker Street
Mount Dora, Florida 32757
(352) 735-7100
RESOLUTION NO. 2019-71

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE FIRE SERVICES SPECIAL ASSESSMENT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE ESTABLISHMENT OF A HARDSHIP ASSISTANCE PROGRAM; PROVIDING AUTHORIZATION FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to City of Mount Dora Code of Ordinances, Chapter 78, Taxation, Part VII – Fire Services Special Assessments, the City adopted a Fire Services Special Assessment which is imposed annually; and

WHEREAS, pursuant to City of Mount Dora Code of Ordinances, Chapter 78, Section 78.985.1, the City, in its sole discretion, may determine whether it is proper to provide payment assistance to property owners for the annual Fire Services Special Assessment; and

WHEREAS, the City has determined that it is in the best interest of the citizens of the City of Mount Dora to provide assistance to certain residential property owners based on level of household income.

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

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

SECTION 2. Establishment of a Hardship Assistance Program.

A. A Hardship Assistance Program is hereby created to assist residential property owners, who meet certain eligibility criteria, with paying the City’s annual Fire Services Special Assessment. To be eligible for hardship assistance:

1. An applicant must be the owner(s) of the residential property and entitled to a homestead exemption pursuant to the requirements of Florida Statutes, Chapter 196.

2. The owner(s) shall have the present intent to maintain the residential property as his/her/their permanent residence throughout the remainder of the Fiscal Year for which the assessment is imposed.
3. The total household income of all lawful occupants of the property shall be less than or equal to 50% of the 2018 Income Limits Documentation System established by the U.S. Department of Housing and Urban Development, as adjusted for family size (see chart below):

<table>
<thead>
<tr>
<th>Income Limits</th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
<th>4 Person</th>
<th>5 Person</th>
<th>6 Person</th>
<th>7 Person</th>
<th>8 Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$22,400</td>
<td>$25,600</td>
<td>$28,800</td>
<td>$31,950</td>
<td>$34,550</td>
<td>$37,100</td>
<td>$39,650</td>
<td>$42,200</td>
</tr>
</tbody>
</table>

4. Prior to September 15, 2019, and prior to August 1 each year thereafter, the owner(s) shall file an application with the City, in the approved form and under oath, demonstrating entitlement to hardship assistance. Such application shall be in a form approved by the City Manager.

5. In addition to the approved application, the owner(s) must provide proof of the total household income of all occupants of the residential property from all sources and other documentation required to demonstrate qualification within the specified Income Limits. Substantive documentation may include: Social Security Income Statements, IRS Income Tax Returns and W2. The owner(s) shall furnish such other information as may be reasonably requested by the City Manager.

6. Eligibility for hardship assistance will be determined by the City Manager based upon the information provided by the owner(s). The City Manager may adjust a Fire Services Special Assessment imposed for the Fiscal Year beginning October 1, 2019, upon a parcel of residential property if the owner(s) timely and satisfactorily demonstrate(s) through the application and attached documentation that the criteria is met for reducing the assessment.

7. Within twenty (20) days after the filing of a timely and complete application with appropriate documentation attached, the City Manager shall review the same and determine if the owner(s) is/are qualified for hardship assistance. If deemed qualified for the hardship assistance, the owner(s) shall be required to pay the first Fifty Dollars ($50.00) of the Fire Services Special Assessment imposed on the residential property and the City shall pay the remainder of the Fire Protection Assessment on behalf of the owner(s). Applications submitted without proper documentation may be denied. The decision of the City Manager is final.

B. The City may pay the remainder of the assessment, after any hardship assistance granted hereunder, by utilizing any legally available funds, or combination of such funds; however, no such shortfall shall be paid with proceeds or funds derived from the collected Fire Service Special Assessment.
C. In the event a court of competent jurisdiction determines that any assistance provided by the City hereunder is improper, or otherwise adversely affects the validity of the Fire Service Special Assessment imposed for any Fiscal Year, the sole and exclusive remedy shall be the imposition of the Fire Service Special Assessment, upon each affected residential property, in the amount the assessment would have otherwise been if the assistance afforded to the property owner had not been provided by the City.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to the Fire Service Special Assessment Hardship Assistance Program, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 4th day of June, 2019.

______________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST: For the use and reliance of City of Mount Dora only. Approved as to form and legality.

GWEN KEOUGH-JOHNS, MMC
CITY CLERK

Sherry G. Sutphen
City Attorney

Resolution No. 2019-71
Page 2 of 2
DATE:       June 4, 2019

TO:         Honorable Mayor and City Council Members

FROM:       Robin R. Hayes, City Manager

SUBJECT:    Final Reading of Ordinance No. 2019-07, Change in Zoning City of Mount Dora

---

**Introduction:**
This is a request for City Council to approve final reading of Ordinance No. 2019-07.

Call Up Item
Mayor Asks Attorney to Read Ordinance by Title Only
City Manager Background
Public Hearing
Discussion
Council Action

**Discussion:**
The sequence of events leading to presentation to City Council are as follows:

The City Council at their regularly scheduled meeting held on May 7, 2019, recommended approval of the First Reading of Ordinance No. 2019-07 and hold hearing for Second Reading and Final Adoption.

The Planning and Zoning Commission (PZC), at their regularly scheduled meeting held on April 17, 2019, made two motions for change in zoning from R-1 to MU-2 as follows: The first motion was for denial of the rezoning request failed (vote 2-5). A second motion for approval of the rezoning passed (vote 5-2).

The applicant (City) is requesting a change of the zoning district for approximately 0.54 acres located at the southeast corner Third Avenue and Baker Street. The property is currently zoned R-1 and consists of two single family dwelling units and a storage barn. The existing structures were approved for demolition by City Council on March 5, 2019.
In 2013, the City Council adopted amendments to the Comprehensive Plan, which included changes to the Future Land Use Map Series. The proposed parcel’s future land use was amended to Mixed Use Downtown in order to follow the City’s Envision Plan. Envision Mount Dora was set in place to help guide strategic development within the existing city limits and Joint Planning Areas. The Mixed Use district was created for three areas: Golden Triangle, Downtown south of 3rd Avenue and west of Tremain Street (see attached Mixed Use Area Map - Attachment #1).

The existing zoning of Single Family Residential (R-1) is inconsistent with the adopted Future Land Use designation of “Mixed Use Downtown (MU-2).” Pursuant to Section 3.4.16 (Description of the District) of the Land Development Code, the Mixed Use Downtown (MU-2) Zoning District is appropriate in the Mixed Use Downtown Future Land Use Category. The MU-2 zoning district encourages civic uses and lists parking facilities as a permitted use. The proposed rezoning request will establish the parcel zoning district compatible with the City’s 2032 Comprehensive Plan.

**Budget Impact:**
There are no budgetary impacts to the City relative to the processing of the rezoning action.

**Strategic Impact:**
Rezoning requests which address redevelopment are consistent with Growth Management and Economic Development Goals to foster development and growth opportunities.

**Recommendation** City Council to approve Second Reading and Adoption of Ordinance No. 2019-07.

**Attachment(s):**
1. Summary Report Rezoning
2. Legal Advertising Adoption Publications

Prepared by: Vince Sandersfeld, Planning and Development Director
Reviewed by: Sherry Sutphen, City Attorney Approved - 5/20/2019
Michelle Jenkins, Assistant to the City Clerk Approved - 5/21/2019
Gwen Johns, City Clerk Approved - 5/22/2019
Robin R. Hayes, City Manager Final Approval - 5/29/2019
SUMMARY REPORT
ORDINANCE NO. 2019-07
CITY OF MOUNT DORA

Report Date:
May 7, 2019

Reference/Support:
Section 1.4 LDC - Land use category and zoning district compatibility
Section 3.3 LDC - Procedures for rezoning

Background:
Owner/Applicant: City of Mount Dora
Existing Use:
- 206 N Baker Street: Single Family Dwelling Unit
- 230 N Baker Street: Single Family Dwelling Unit
- 230 E 3rd Avenue: Storage Barn
Proposed Use: City Parking Facility
Future Land Use: Mixed Use Downtown (MU-2)
Current Zoning: R-1 (Single-Family Residential)
Proposed Zoning: MU-2 (Mixed Use Downtown)
Overlay Zones: Community Redevelopment Area (CRA)
- Historic Preservation Area
JPA: Yes - Mount Dora and Lake County Joint Planning Area
Site Area: 0.54 +/- acres (168.30’ x 138.20”) or 23,259.06 sf

Surrounding Property Table:

<table>
<thead>
<tr>
<th>Direction</th>
<th>City/County</th>
<th>FLU</th>
<th>Zoning</th>
<th>Existing Use(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>County</td>
<td>Rural 1/5</td>
<td>A</td>
<td>SFR and Vacant Land</td>
</tr>
<tr>
<td>South</td>
<td>County</td>
<td>PS/Inst</td>
<td>CFD</td>
<td>School</td>
</tr>
<tr>
<td>South</td>
<td>County</td>
<td>Regional Office</td>
<td>Ag</td>
<td>Vacant Land</td>
</tr>
<tr>
<td>West</td>
<td>City</td>
<td>Low Density</td>
<td>R-1A</td>
<td>Vacant Land</td>
</tr>
<tr>
<td>West</td>
<td>County</td>
<td>Low Density</td>
<td>R-1</td>
<td>Vacant Land</td>
</tr>
<tr>
<td>West</td>
<td>County</td>
<td>Low Density</td>
<td>Ag</td>
<td>SFR</td>
</tr>
<tr>
<td>East</td>
<td>County</td>
<td>Rural 1/5</td>
<td>AR &amp; R-1</td>
<td>SFR</td>
</tr>
</tbody>
</table>
Change in Zoning From R-1 To MU-2
Ordinance No. 2019-07
Page 2

Surrounding Property Table:

<table>
<thead>
<tr>
<th>Direction</th>
<th>City/County</th>
<th>FLU</th>
<th>Zoning</th>
<th>Existing Use(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>City</td>
<td>High Density Res.</td>
<td>R-3</td>
<td>Multiple-Family</td>
</tr>
<tr>
<td>South</td>
<td>City</td>
<td>MU-2</td>
<td>R-1</td>
<td>Residential</td>
</tr>
<tr>
<td>East</td>
<td>City</td>
<td>MU-2</td>
<td>R-1</td>
<td>Residential</td>
</tr>
<tr>
<td>West</td>
<td>City</td>
<td>MU-2</td>
<td>C-2</td>
<td>Commercial</td>
</tr>
</tbody>
</table>

This is a City owned parcel which has inconsistent zoning with the current Mixed Use Future Land Use classification. The change of the zoning district for approximately 0.54 acres located at the southeast corner of Third Avenue and Baker Street. The property is currently zoned R-1 and consists of two single family dwelling units and a storage barn. The existing structures were approved for demolition by City Council on March 5, 2019.

In 2013, the City Council adopted amendments to the Comprehensive Plan, which included changes to the Future Land Use Map Series. The proposed parcel’s future land use was amended to Mixed Use Downtown in order to follow the City’s Envision Plan. Envision Mount Dora was set in place to help guide strategic development within the existing city limits and Joint Planning Areas. The Mixed Use district was created for three areas: Golden Triangle, Downtown south of 3rd Avenue and west of Tremain Street (see attached Mixed Use Area Map).

The existing zoning of Single Family Residential (R-1) is inconsistent with the adopted Future Land Use designation of “Mixed Use Downtown (MU-2).” Pursuant to Section 3.4.16 (Description of the District) of the Land Development Code, the Mixed Use Downtown (MU-2) Zoning District is appropriate in the Mixed Use Downtown Future Land Use Category. The MU-2 zoning district encourages civic uses and lists parking facilities as a permitted use. The proposed rezoning request will establish the parcel zoning district compatible with the City’s 2032 Comprehensive Plan.

A review of the criteria in Section 3.3.4 of the Land Development Code reveals the following:

1. **The need and justification for the change:** The applicant would like the ability to develop the site as parking facility for the City. The proposed use is allowed under the MU-2 (Mixed Use Downtown) Zoning District. The parking facility will help to alleviate the need for parking in the downtown area, as adopted in the Downtown Parking Study Implementation Plan (City Resolution No. 2017-32 approved on March 21, 2017).

2. **The effect of the change, if any, on the particular property and on surrounding property:** Assigning this property to City MU-2 Zoning District will not have a negative effect on this property nor on the surrounding property. The proposed zoning is consistent with the land use pattern and character of the area, which is part the downtown core area.

3. **The relationship of the proposed amendment to the purpose of the City’s Comprehensive Plan, with appropriate consideration as to whether the proposed change will further the**
purpose of this Code and the Plan: The MU-2 zoning district is consistent with the Mixed Use Downtown Future Land Use classification.

4. The availability and provision of adequate services and facilities: Services and facilities are currently available to this property.

5. The impact on the natural environment: There are no adverse impacts on the natural environment as a result of this rezoning.

Notifications:

JPA Notice to Lake County: March 12, 2019
Legal Notice PZC: April 5, 2019
Notice to Surrounding Owners Notice of PZC and CC meeting dates: April 5, 2019
Non-Legal with Map Ad City Council 1st Reading: April 26, 2019
Ordinance Enactment Legal Ad: May 24, 2019
Non-Legal with Map Ad City Council Adoption: May 24, 2019

Public Hearing Schedule:

DRC: March 27, 2019
PZC: April 17, 2019
City Council (CC) 1st Reading: May 7, 2019
City Council (CC) 2nd Reading/Adoption: June 4, 2019
Future Land Use Map
City of Mount Dora
3rd Avenue and Baker Street
Mixed Use Area Map

Area 1
13 Parcels
35.78 acres

Mixed Use Traditional (MU-1)

Area 2
31 Parcels
17.61 acres

Mixed Use Downtown (MU-2)

Area 3
7 Parcels
24.76 acres

Mixed Use Traditional (MU-1)

Overall FLU Map

Legend
- Mixed Use Traditional (MU-1)
- Mixed Use Downtown (MU-2)
- Employment Center
- Residential Professional/Office
- Low Density Residential (2.5 DU/AC or Less)
- Low/Medium Density Residential (4 DU/AC or Less)
- Medium Density Residential (6 DU/AC or Less)
- High Density Residential (12 DU/AC or Less)
- Industrial
- Commercial
- Office
- Public Lands/Institutions
- Recreation
- Conservation
- Water Bodies/Lakes

City of Mount Dora

Date: 6/4/2019

June 4, 2019 City Council Meeting Agenda Packet
NOTICE OF PROPOSED ENACTMENT
ORDINANCE NO. 2019-07
CITY OF MOUNT DORA, FLORIDA

Notice is hereby given that the City Council of the City of Mount Dora, Florida proposes to enact Ordinance No. 2019-07. The final public hearing on the ordinance will be held on Tuesday, June 4, 2019, at 5:30 p.m., or as soon thereafter as possible at City Hall, 510 North Baker Street, Mount Dora, Florida.

The title and substance of Ordinance No. 2019-07 is as follows:

ORDINANCE NO: 2019-07
AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE ZONING CLASSIFICATION CHANGE FOR THAT PROPERTY LOCATED AT 206 E. 3RD AVENUE, 230 E. 3RD AVENUE, AND 230 N. BAKER STREET; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ZONING DISTRICT CLASSIFICATION CHANGE; PROVIDING FOR MODIFICATION OF THE OFFICIAL ZONING MAP; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Interested parties may appear at the meeting and be heard with respect to the proposed ordinance.

This public hearing may be continued to a future date or dates. The times, places, and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice.

The file may be inspected by the public at the Planning and Development Department, City Hall, 510 N. Baker Street, Mount Dora, Florida between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

Notice: If any person decides to appeal any decisions made at this meeting with respect to any matter considered at this meeting, such person may need a record of these proceedings. For such purpose, a person 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.

Notice: In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact Planning and Development no later than seven (7) days prior to the proceedings. Telephone (352) 735-7112 for assistance. If hearing impaired, telephone the Florida Relay Service numbers, (800) 955-8771 (TDD) or (800) 955-8770 (Voice) for assistance.

Published (Legal Notice): May 24, 2019
Notice is hereby given that the City Council of the City of Mount Dora, Florida proposes to adopt the following Ordinance No. 2019-07 for the lands within the area shown in the map in this advertisement.

ORDINANCE NO: 2019-07

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE ZONING CLASSIFICATION CHANGE FOR THAT PROPERTY LOCATED AT 206 E. 3RD AVENUE, 230 E. 3RD AVENUE, AND 230 N. BAKER STREET; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ZONING DISTRICT CLASSIFICATION CHANGE; PROVIDING FOR MODIFICATION OF THE OFFICIAL ZONING MAP; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
A public hearing on the change in zoning will be held on **Tuesday, June 4, 2019 at 5:30 p.m.**, or as soon thereafter as possible at City Hall, 510 North Baker Street, Mount Dora, Florida.

Interested parties may appear at the above meeting and be heard with respect to the proposed rezoning.

This public hearing may be continued to a future date or dates. The times, places, and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice.

The proposed ordinance may be inspected by the public at the Planning and Development Department, City Hall, 510 North Baker Street, Mount Dora, Florida between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

Notice: If any person decides to appeal any decision made at this meeting with respect to any matter considered at this meeting such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made, which records include the testimony and evidence upon which the appeal is to be based.

Notice: In accordance with the American with Disabilities Act persons with disabilities needing special accommodations to participate in this proceeding shall contact the Planning and Development Department no later than seven (7) days prior to the proceedings. Telephone (352) 735-7112 for assistance. If hearing impaired, telephone the Florida Relay service numbers (800) 955-8771 (TDD), or (800) 955-8770 (Voice) for assistance.
ORDINANCE NO. 2019-07

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE ZONING CLASSIFICATION CHANGE FOR THAT PROPERTY LOCATED AT 206 E. 3RD AVENUE, 230 E. 3RD AVENUE, AND 230 N. BAKER STREET; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ZONING DISTRICT CLASSIFICATION CHANGE; PROVIDING FOR MODIFICATION OF THE OFFICIAL ZONING MAP; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the owners of that property located at 206 E. 3rd Avenue, 230 E. 3rd Avenue, and 230 N. Baker Street (Property) have submitted an application to the City requesting a zoning district classification change and Zoning Map amendment; and

WHEREAS, the requested zoning district classification change and Zoning Map amendment are consistent with the City of Mount Dora Comprehensive Plan and meet the criteria established by Florida Statutes, Chapter 166; and

WHEREAS, pursuant to applicable law, notice has been given to Lake County and to the public by publication in a newspaper of general circulation in the City; and

WHEREAS, the City of Mount Dora Planning and Zoning Commission approved this Ordinance on April 17, 2019; and

WHEREAS, the City of Mount Dora held a duly noticed public hearing on the proposed zoning district classification change for the Property to MU-2 (Mixed Use Downtown), considered the findings and advice of staff and considered the written information, oral comments and supporting data and analysis provided by citizens and all interested parties; and

WHEREAS, the City of Mount Dora finds such zoning district classification change and Zoning Map amendment serves a legitimate public purpose and is in the best interest of the health, safety and welfare of the citizens of the City of Mount Dora, Florida.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF MOUNT DORA, FLORIDA:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT. The recitals set forth above are hereby adopted as legislative findings and intent of the City Council of the City of Mount Dora.
SECTION 2. **ZONING DISTRICT CLASSIFICATION CHANGE.** Pursuant to City of Mount Dora Land Development Code, Chapter III, the Property as more particularly described below is hereby rezoned and assigned the Mixed Use Downtown (MU-2) zoning classification:

BEGIN AT THE NORTHWEST CORNER OF BLOCK 11, SECTION 31, TOWNSHIP 19 SOUTH, RANGE 27 EAST, ACCORDING TO THE OFFICIAL MAP OF MOUNT DORA, RECORDED IN PLAT BOOK 3, PAGES 37 THROUGH 43, INCLUSIVE, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, RUN THENCE EAST 70 FEET, MORE OR LESS, TO A POINT 70 FEET WEST OF THE NORTHEAST CORNER OF THE WEST 1/2 OF SAID BLOCK 1, RUN THENCE SOUTH 112 FEET THENCE WEST 70 FEET, MORE OR LESS, TO THE WEST LINE OF SAID BLOCK 11, THEN NORTH TO THE POINT OF BEGINNING; AND

THE EAST 70 FEET OF THE WEST 140 FEET OF THE NORTH 125 FEET OF BLOCK 11, OFFICIAL MAP OF MOUNT DORA, SECTION 31, TOWNSHIP 19 SOUTH, RANGE 27 EAST, AS RECORDED IN PLAT BOOK 3, PAGES 37 THROUGH 43, INCLUSIVE, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; AND

BEGIN 112 FEET SOUTH OF THE NORTHWEST CORNER OF BLOCK 11, OFFICIAL MAP OF MOUNT DORA, SECTION 31, TOWNSHIP 19 SOUTH, RANGE 27 EAST, ACCORDING TO PLAT THEREOF, RECORDED IN PLAT BOOK 3, PAGES 37 THROUGH 43, INCLUSIVE, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, RUN THENCE EAST 69.2 FEET, THENCE SOUTH 13.5 FEET, THENCE EAST 69 FEET, THENCE SOUTH 42.8 FEET, THENCE WEST 138.2 FEET, THENCE NORTH TO THE POINT OF BEGINNING.

ALL ABOVE LANDS CONTAINING 0.53 ACRE MORE OR LESS.

SECTION 3. **OFFICIAL ZONING MAP MODIFICATION.** The Official City Zoning Map of the City of Mount Dora shall be amended to conform to the zoning assignment approved in Section 2 of this Ordinance.

SECTION 4. **IMPLEMENTING ADMINISTRATIVE ACTIONS.** The City Manager is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 5. **SAVINGS CLAUSE.** All prior actions of the City of Mount Dora pertaining to the zoning district classification change for the Property, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

Ordinance No: 2019-07
SECTION 6. NON-CODIFICATION AND SCRIVENER’S ERRORS. The provisions of this Ordinance shall not be codified in the City of Mount Dora Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 7. CONFLICTS. All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

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

SECTION 9. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and adoption.

FIRST READING: May 7, 2019
SECOND READING: June 4, 2019
PASSED AND ADOPTED this 4th day of June 2019.

____________________________________
NICK GIRONE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_____________________________
GWEN KEOUGH-JOHNS, MMC
CITY CLERK

For the use and reliance of City of Mount Dora only. Approved as to form and legality.

__________________________________________
Sherry G. Sutphen, 
City Attorney
DATE: June 4, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: City Manager Vacation/Leave Request

Introduction:
This is a request for City Manager to take Vacation time.

Discussion:
This is a request from the City Manager, Robin R. Hayes, to use four (4) Vacation and or PTO days from June 21, 2019 through June 26, 2019. As per the City Charter Section 24, "By letter of record filed with the city council, the city manager shall designate, subject to approval of the city council, a qualified city administrative officer or department head to exercise the powers and perform the duties of city manager during any temporary absence or disability of the city manager of not less than three (3) nor more than twenty-one (21) days duration.” The intent of this letter is to err on the side of caution, I will be traveling out of state and anything could happen with the weather or even transportation and I could be delayed unintentionally. I would like to appoint Charles Revell, Electric Utility Director, as the “Acting City Manager” while I am out of the office, to include signatory authority on items relating to the City Operations. Charles is well equipped for the position, and since it is Hurricane season he will be more than prepared should an event arise. Charles is also in the position in which he will be retiring this year and his successor, Steve Langley will Direct the Electric Utility, allowing Charles the time to operate efficiently as the Acting City Manager.

I appreciate your consideration with this request and will gladly discuss any of your concerns.

Thank you for your consideration on this matter.

Budget Impact:
No Budget Impact

Strategic Impact:
N/A
Recommendation  I appreciate your consideration of this request. I will gladly discuss any concerns.

Attachment(s):
DATE: June 4, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: City Manager's Reports and Updates

Introduction:
This is an opportunity for City Manager Robin R. Hayes to communicate information to City Council as she deems necessary.

Discussion:
Robin R. Hayes, City Manager, reports to City Council Members on a periodic basis about various special events or departmental happenings. At her discretion departmental directors may be asked to address City Council when appropriate.

The PIO will also provide you an update on the City advertising campaign.

Discuss the Magistrate Contract.

Budget Impact: N/A

Strategic Impact: N/A

Recommendation N/A

Attachment(s):

1. May 14 Metrics

Prepared by: Gwen Johns, City Clerk
Reviewed by: Robin R. Hayes, City Manager

Final Approval - 5/30/2019
## Performance Report

### FOX35Orlando.com Metrics

<table>
<thead>
<tr>
<th>Advertiser</th>
<th>Campaign</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Mount Dora</td>
<td>Launch+Giveaway+ROS</td>
<td>3/12-5/12/19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivered Impressions</th>
<th>Click Through</th>
<th>CTR</th>
</tr>
</thead>
<tbody>
<tr>
<td>415,521</td>
<td>935</td>
<td>.23%</td>
</tr>
</tbody>
</table>

### Plan Your Visit to City of Mount Dora

### FOX35Orlando.com Metrics Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Ad size</th>
<th>Impressions</th>
<th>Total clicks</th>
<th>CTR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar-19</td>
<td>300 x 250</td>
<td>44,749</td>
<td>67</td>
<td>0.15%</td>
</tr>
<tr>
<td>Mar-19</td>
<td>320 x 50</td>
<td>107,126</td>
<td>243</td>
<td>0.23%</td>
</tr>
<tr>
<td>Mar-19</td>
<td>640 x 480v</td>
<td>4,333</td>
<td>11</td>
<td>0.25%</td>
</tr>
<tr>
<td>Mar-19</td>
<td>728 x 90</td>
<td>11,674</td>
<td>28</td>
<td>0.24%</td>
</tr>
<tr>
<td>Apr-19</td>
<td>300 x 250</td>
<td>30,810</td>
<td>52</td>
<td>0.17%</td>
</tr>
<tr>
<td>Apr-19</td>
<td>320 x 50</td>
<td>114,309</td>
<td>264</td>
<td>0.23%</td>
</tr>
<tr>
<td>Apr-19</td>
<td>640 x 480v</td>
<td>8,851</td>
<td>26</td>
<td>0.29%</td>
</tr>
<tr>
<td>Apr-19</td>
<td>728 x 90</td>
<td>12,303</td>
<td>26</td>
<td>0.21%</td>
</tr>
<tr>
<td>May-19</td>
<td>300 x 250</td>
<td>16,378</td>
<td>26</td>
<td>0.16%</td>
</tr>
<tr>
<td>May-19</td>
<td>320 x 50</td>
<td>56,050</td>
<td>165</td>
<td>0.29%</td>
</tr>
<tr>
<td>May-19</td>
<td>640 x 480v</td>
<td>2,293</td>
<td>4</td>
<td>0.17%</td>
</tr>
<tr>
<td>May-19</td>
<td>728 x 90</td>
<td>6,645</td>
<td>23</td>
<td>0.35%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>415,521</strong></td>
<td><strong>935</strong></td>
<td><strong>0.23%</strong></td>
</tr>
</tbody>
</table>
DATE:       June 4, 2019

TO:         Honorable Mayor and City Council Members

FROM:       Robin R. Hayes, City Manager

SUBJECT:    Board Appointment - Mount Dora Firefighters' Pension

Introduction:
This is a request for City Council to approve Jeffrey Phillips’ and Michael Garcia’s applications to serve on the Mount Dora Firefighters’ Pension Board of Trustees.

Discussion:
Pursuant to the Mount Dora Firefighters’ Pension Fund Summary Plan Description, two (2) Trustees are appointed by City Council and serve four (4) year terms. Mr. Phillips has an MBA in Finance and deep roots within the community including previously serving on the Firefighters’ Pension Board for 3 terms. Mr. Phillips is interested and willing to continue to serve on the Board. Mr. Phillips’ term will expire in November, 2022. Mr. Garcia is also very involved in our community, especially our schools, community youth programs and law enforcement. His 25 years’ experience in public safety makes him very familiar with the Pension Board process. Mr. Garcia’s appointment will fill the current mid-term vacancy which expires in January 2020.

Budget Impact:
N/A

Strategic Impact:
This is complimentary to the City’s goals of improved Public Safety and Fiscal responsibility.

Recommendation
Staff recommends City Council approve Jeffrey Phillips and Michael Garcia application to the Firefighters Pension Board.

Attachments:
1. Jeffrey Phillips' Application
2. Michael Garcia's Application

Prepared by: Angela House, Fire Administrative Coordinator and Police & Fire Pension Records Management
Reviewed by: Angela House, Fire Administrative Coordinator and Police & Fire Pension

Records Management          Approved - 5/28/2019
Tim Griner, Fire Chief       Approved - 5/28/2019
Gwen Johns, City Clerk       Approved - 5/28/2019
Misty Sommer, Deputy City Clerk Approved - 5/28/2019
Robin R. Hayes, City Manager Final Approval - 5/29/2019
ATTACHMENT #1

APPLICATION TO SERVE AS A BOARD OR COMMITTEE MEMBER
FOR THE
CITY OF MOUNT DORA

Please complete all of the data fields listed below. Each applicant is advised that a very thorough criminal background investigation will be conducted through the Florida Department of Law Enforcement.

Applicant is subject to Florida Sunshine Laws
Immediately Upon Appointment to a Board or Committee

1. Name: Phillips Jeffrey Daniel
(last) (first) (middle)

2. Sex: M

3. DOB: 5/20/68

4. Home Address: 1424 5th Mount Dora, FL 32757
(street, city, state and zip code)

5. Mailing Address:

6. Primary phone no. 561-5673

7. Secondary phone no.

8. Social Security Number: [Redacted]
(For the Purpose of Background investigation)

9. Email: jphillipsdme.com

10. Provide a brief statement relating to your education, experience and reason for wishing to serve. (You may attach a resume.)

   I have served on the board many years and wish to continue to serve.

11. Boards on which you wish to serve: Fire Pension

Please return this form to the Office of the City Manager, 510 Baker Street, Mount Dora, FL 32757
PH: 735-7126 for additional information.
bldapp (4/2/02)

June 4, 2019 City Council Meeting Agenda Packet
ATTACHMENT #2

APPLICATION TO SERVE AS A BOARD OR COMMITTEE MEMBER
FOR THE
CITY OF MOUNT DORA

Please complete all of the data fields listed below. Each applicant is advised that a very thorough criminal background investigation will be conducted through the Florida Department of Law Enforcement.

Applicant is subject to Florida Sunshine Laws
Immediately Upon Appointment to a Board or Committee

1. Name: GARCIA, MICHAEL ANGELO
   (last) (first) (middle)

2. Sex: MALE
3. DOB: 07-16-1966

4. Home Address: [Redacted]
   (street, city, state and zip code)

5. Mailing Address:

6. Primary phone no: [Redacted]
7. Secondary phone no.

8. Social Security Number: [Redacted]
   (For the Purpose of Background investigation)

9. Email: BEOXTALE66@YAHOO.COM

10. Provide a brief statement relating to your education, experience and reason for wishing to serve. (You may attach a resume.)

   TO MY EXPERIENCE AS A LAWENFORCEMENT OFFICER FOR 25 YEARS, I HAVE HAD THE PRIVILEGE OF SERVING ON SEVERAL BOARDS AND COMMITTEES... SITTING ON THE BOARD OF DIRECTORS FOR THE YMCA TEEN AGERS PROGRAM, VICE PRESIDENT OF T.O.P., STATE PRESIDENT FOR THE NATIONAL LATINO POLICE ASSOCIATION, CHAIR PERSON FOR OMEGA LAMBDA GAMMA HIGH SCHOOL ASSOCIATION.

11. Boards on which you wish to serve: FIRE FIIGHTERS PENSION BOARD.

Please return this form to the Office of the City Manager, 510 Baker Street, Mount Dora, FL 32757
Ph: 735-7126 for additional information.
brdapp (4/2/02)
DATE:       June 4, 2019

TO:       Honorable Mayor and City Council Members

FROM:       Robin R. Hayes, City Manager

SUBJECT:       Claims Update

Introduction:
This is an opportunity for City Attorney Sherry Sutphen to provide legal related claim information to the City Council as deemed necessary.

Prepared by:       Gwen Johns, City Clerk