



## SPECIAL MEETING OF THE LADY LAKE TOWN COMMISSION

**DATE:** Wednesday, September 16, 2015  
**TIME:** 6:00 p.m.  
**PLACE:** Town Hall Commission Chambers  
409 Fennell Blvd., Lady Lake, Florida

ALL INTERESTED PERSONS ARE CORDIALLY INVITED TO ATTEND THIS PUBLIC MEETING

### AGENDA\*

- A. **CALL TO ORDER:** Mayor Ruth Kussard
- B. **PROCEDURAL:** *Citizens are encouraged to participate in the Town of Lady Lake meetings. Speakers will be limited to three (3) minutes. Additional time may be granted by the Mayor. Citizen groups are asked to name a spokesperson and the Mayor, at his/her discretion, may allow longer than three minutes. Upon being recognized by the Mayor, please approach the dais, state your name and address, and speak into the microphone. The order of agenda items may be changed if deemed appropriate by the Town Commission. Please be respectful of others and put your cell phone on silent mode.*
- C. **PLEDGE OF ALLEGIANCE:** Mayor Ruth Kussard
- D. **INVOCATION<sup>1</sup>:** Father Ed Waters – St. Timothy’s Catholic Church
- E. **ROLL CALL**
- F. **PUBLIC COMMENTS<sup>2</sup>**
- G. **PUBLIC HEARING:**
  - 1. Resolution No. 2015-112 – First/Final Reading – Adopt Final Millage Rate for FY 2015-2016 (Pam Winegardner)
  - 2. Ordinance No. 2015-12 – Second/Final Reading – Adoption of Budget for FY 2015-2016 (Pam Winegardner)
- H. **CONSENT<sup>3</sup>:**
  - 3. Minutes – September 2, 2015 – Special Commission Meeting
  - 4. Budget Amendment to Transfer Funds from Water-Professional Services to Sewer-Machinery & Equip-Capital Assets (Pam Winegardner)

5. Consideration of the Holiday Schedule for FY 2015-2016 (Tia O'Neal)
6. Consideration of Approval of the FY 2015-2016 Public Risk Management Renewal (Tia O'Neal)

**I. OLD BUSINESS:**

**J. NEW BUSINESS:**

7. Consideration of Hosting National Night Out on October 6, 2015 (Chris McKinstry)

**K. TOWN ATTORNEY'S REPORT:**

8. Ordinance No. 2015-13 – First Reading – Amending the Text of Policy 1-10.1, F) of the Future Land Use Element of the Lady Lake Comprehensive Plan 2030 – Allowing for the Construction of Individual Single Family Dwelling Units on Lots of Record Existing as of September 26, 2006 (Thad Carroll)

**L. TOWN MANAGER'S REPORT:**

**M. MAYOR/COMMISSIONER'S REPORT:**

**N. PUBLIC COMMENTS<sup>4</sup>**

**O. ADJOURN**

**\*Back up for agenda items is available on the Town's website at [www.ladylake.org](http://www.ladylake.org) or contact the Town Clerk at (352) 751-1571.**

This public hearing is being conducted in a handicapped accessible location. Any handicapped person requiring an interpreter for the hearing impaired or the visually impaired should contact the Clerk's Office at least two (2) days prior to the meeting and an interpreter will be provided. To access a Telecommunication Device for Deaf Persons (TDD), please call (352) 751-1565. Any handicapped person requiring special accommodations at this meeting should contact the Clerk's Office at least two (2) days prior to the meeting.

Advice to the Public: If a person decides to appeal a decision made with respect to any matter considered at the above meeting or hearing, he may need a verbatim record of the proceedings including the testimony and evidence, a record of which is not provided by the Town of Lady Lake. (F.S. 286-0105)

Please be advised that one or more members of any other Town Board or Committee may be in attendance of this meeting.

NS/Word/Town Clerk/Agendas - Commission Meeting – 09-16-2015

---

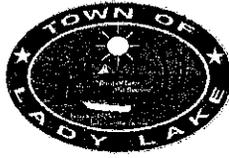
<sup>1</sup>Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

<sup>2</sup> This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda and it is open to any concern or comments that the public may have.

<sup>3</sup> All items listed under consent are considered routine by the Town Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Town Commissioner so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

---

<sup>4</sup> *This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda and it is open to any concern or comments that the public may have.*



# G-1

## TOWN COMMISSION AGENDA ITEM

REQUESTED COMMISSION MEETING DATE: September 16, 2015

**SUBJECT:** Adoption of the Property Tax millage rate for FY2016 Resolution No. 2015-112

**DEPARTMENT:** Finance

**STAFF RECOMMENDED MOTION:**

Adopt Resolution No. 2015-112 which sets the millage rate of 3.5510 mills per \$1,000 of taxable valuation which is equal to the current year's rolled-back rate.

**SUMMARY:** Per State Statute, the Town of Lady Lake must hold a public hearing on the tentative millage rate and proposed budget. At this hearing, the Town Commission will disclose and discuss the proposed millage rate, and if changed, re-compute the proposed millage rate and publicly announce the percent, if any, by which the re-computed millage rate is less than the rolled-back rate and approve the resolution prior to adoption of the proposed budget.

The proposed rate of 3.5510 mills or any rate less than this rate only requires an affirmative vote of three (3) members of the Town Commission.

This hearing was advertised via newspaper advertisement.

<b>FISCAL IMPACT:</b> \$14,427,985	<input type="checkbox"/> Capital Budget
	<input type="checkbox"/> Operating
	<input type="checkbox"/> Other

**ATTACHMENTS:**  Ordinance  Resolution  Budget Resolution

Other

Support Documents

DEPARTMENT HEAD *psur* Submitted Date 9/8/15

HR Approved as to Form Date

FINANCE DEPARTMENT *psur* Approved as to Budget Requirements Date 9/8/15

TOWN MANAGER *KOO* Approved Agenda Item for: 9-16-15 Date 9/9/15

**COMMISSION ACTION:**

- Approved as Recommended       Disapproved       Tabled Indefinitely
- Continued to Date Certain       Approved with Modification

RESOLUTION NO. 2015-112

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LADY LAKE, LAKE COUNTY, FLORIDA, ADOPTING THE PROPERTY TAX MILLAGE RATE TO BE LEVIED FOR FISCAL YEAR 2015/2016; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Commission of the Town of Lady Lake, Florida, has determined the amount of revenue required to meet the Town's operating objectives for fiscal year 2015/2016; and

**WHEREAS**, a portion of this operating revenue is derived from ad valorem tax receipts; and

**WHEREAS**, the gross taxable value for operating purposes not exempt from taxation within Lake County has been certified by the County Property Appraiser to the Town of Lady Lake as \$895,861,687.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LADY LAKE, LAKE COUNTY, FLORIDA:**

Section 1. The Fiscal Year 2015/2016 operating millage rate for the Town of Lady Lake is 3.5510 mills which is equal to the current year's rolled-back rate.

Section 2. This resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** at a public hearing this 16th day of September, 2015.

TOWN OF LADY LAKE

\_\_\_\_\_  
Ruth Kussard, Mayor

ATTESTED:

\_\_\_\_\_  
Kristen Kollgaard, Town Clerk

\_\_\_\_\_  
Derek Schroth, Town Attorney  
Reviewed as to Form



# G-2

## TOWN COMMISSION AGENDA ITEM

REQUESTED COMMISSION MEETING DATE: September 16, 2015  
Second and Final Reading

**SUBJECT:** Adoption of Budget Ordinance No. 2015-12

**DEPARTMENT:** Finance

**STAFF RECOMMENDED MOTION:** Adopt the FY2016 Budget Ordinance No. 2015-12 which sets the estimated revenues and expenditures/expenses for the General Fund, Special Revenue Fund and the Utilities Fund.

**SUMMARY:** Per State Statute, the Town of Lady Lake must hold a public hearing on the proposed FY2016 operating budgets. At this hearing, the Town Commission will amend and adopt the budget ordinance after adoption of the final millage rate. This hearing was advertised via newspaper advertisement.

**FISCAL IMPACT:** \$14,427,985  
 Capital Budget  
 Operating  
 Other

**ATTACHMENTS:**  Ordinance  Resolution  Budget Resolution

Other FY2016 Budget Book

Support Documents

DEPARTMENT HEAD *psw* Submitted Date *9/8/15*

HR Approved as to Form Date

FINANCE DEPARTMENT *psw* Approved as to Budget Requirements Date *9/8/15*

TOWN MANAGER *[Signature]* Approved Agenda Item for: *9-16-15* Date *9/9/15*

**COMMISSION ACTION:**

Approved as Recommended  Disapproved  Tabled Indefinitely

Continued to Date Certain  Approved with Modification

**ORDINANCE NO. 2015-12**

**AN ORDINANCE OF THE TOWN OF LADY LAKE, LAKE COUNTY, FLORIDA, ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016 FOR THE TOWN OF LADY LAKE; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$14,427,985; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Manager of the Town of Lady Lake has prepared the annual report and budget for the Town of Lady Lake for fiscal year 2016 and has submitted same to the Town Commission; and

**WHEREAS**, the proposed budget sets forth, in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

**WHEREAS**, the Town Commission has made a study of the recommended budget and has made amendments thereto as indicated in the budget; and

**WHEREAS**, a general summary of the proposed budget has been duly advertised in a newspaper of general circulation in the Town with notice to all citizens that the budget is available for public inspection in the office of the Town Clerk; and

**WHEREAS**, a public hearing on the proposed budget has been conducted by the Town Commission at 6:00 p.m. on September 16, 2015, in the Town Commission Chambers at 409 Fennell Blvd., Lady Lake, Florida.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LADY LAKE, LAKE COUNTY, FLORIDA:**

**Section 1.** The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
001	General Fund	\$ 10,335,392
101	Special Revenue Fund (Infrastructure Sales Tax)	1,174,600
401	Utilities Fund	2,917,993
		<hr/>
		\$ 14,427,985

**Section 2.** The 2016 fiscal year budget for the Town of Lady Lake, as submitted by the Town Manager and as amended by the Town Commission to fund the amounts necessary for the successful operation of the Town departments, is hereby adopted.

**Section 3.** The budget adopted in the preceding section shall govern the expenditures of the Town during the ensuing fiscal year effective October 1, 2015 through September 30, 2016.

**Section 4.** Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the Town Commission and the Town Manager as deemed necessary in strict compliance with the procedures specific in Article 7, Charter of the Town of Lady Lake, Florida.

**Section 5.** All ordinances or resolutions or parts of ordinances or resolutions in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**Section 6.** If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not effect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared severable.

**Section 7.** This ordinance shall become effective immediately upon final passage by the Town Commission.

**PASSED AND ADOPTED** at a public hearing on second and final reading on the **16th** day of **September, 2015**.

**TOWN OF LADY LAKE**

\_\_\_\_\_  
Ruth Kussard, Mayor

ATTEST:

\_\_\_\_\_  
Kristen Kollgaard, Town Clerk

Approved as to Form:

\_\_\_\_\_  
Derek Schroth, Town Attorney

1  
2  
3  
4  
5  
6  
7  
8  
9

**MINUTES OF THE SPECIAL MEETING  
OF THE LADY LAKE TOWN COMMISSION  
LADY LAKE, FLORIDA  
September 2, 2015**

**H-3**

10  
11  
12  
13  
14  
15  
16  
17  
18  
19

The Special Meeting of the Lady Lake Town Commission was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida with Mayor Ruth Kussard presiding. The meeting convened at 6:00 p.m.

20  
21

**A. CALL TO ORDER:** Mayor Ruth Kussard

22  
23  
24  
25  
26  
27  
28  
29  
30

**B. PROCEDURAL:** *Citizens are encouraged to participate in the Town of Lady Lake meetings. Speakers will be limited to three (3) minutes. Additional time may be granted by the Mayor. Citizen groups are asked to name a spokesperson and the Mayor, at his/her discretion, may allow longer than three minutes. Upon being recognized by the Mayor, please approach the dais, state your name and address, and speak into the microphone. The order of agenda items may be changed if deemed appropriate by the Town Commission. Please be respectful of others and put your cell phone on silent mode.*

31  
32

**C. PLEDGE OF ALLEGIANCE**

33  
34

**D. INVOCATION<sup>i</sup>:** Sheldon Skurow – Temple of Shalom

35  
36  
37  
38  
39  
40

**E. ROLL CALL:** Tony Holden, Commissioner Ward 2  
Dan Vincent, Commissioner Ward 3  
Jim Richards, Commissioner Ward 5  
Ruth Kussard, Mayor/Commissioner Ward 1

41  
42

**ABSENT:** Paul Hannan, Commissioner Ward 4

43  
44  
45

**STAFF MEMBERS PRESENT:** Kris Kollgaard, Town Manager; Derek Schroth, Town Attorney; Thad Carroll, Growth Management Director; C.T. Eagle, Public Works Director; Chief Chris McKinstry, Police Department; Pam Winegardner, Acting Finance Director; and Nancy Slaton, Deputy Town Clerk

46  
47

**F. PUBLIC COMMENTS<sup>ii</sup>**

48  
49  
50

Mayor Kussard asked if anyone in the audience would like to speak on any item. There were no comments.

**G. PUBLIC HEARING:**

1. Resolution No. 2015-109 – First/Final Reading – Adoption of Tentative Millage Rate for FY 2015-2016 (Pam Winegardner)

Acting Finance Director Pam Winegardner gave the background summary for these agenda items (on file in the Clerk's office). She stated that per State Statute, the Town of Lady Lake must hold a public hearing on the tentative millage rate and proposed budget. At this hearing, the Town Commission will discuss the tentative millage rate, and if changed, re-compute its tentative millage rate and publicly announce the percent, if any, by which the re-computed tentative millage is greater

1 than or less than the rolled-back rate and approve the resolution, and by a separate motion, approve  
2 the proposed budget in the first reading of the ordinance.

3  
4 Ms. Winegardner stated that as a reminder, the Town Commission can reduce the millage rate at  
5 this meeting, but at the second public hearing on September 16<sup>th</sup>, they will not be able to increase it  
6 from what was approved at this meeting. This tentative rate plus any other rate below this rate  
7 requires an affirmative vote of three members of the Town commission. This hearing was  
8 advertised via the TRIM Notice mailed out by the Property Appraiser.

9  
10 Ms. Winegardner made the following required announcements:

- 11
- 12 • The Taxing Authority is the Town of Lady Lake;
- 13 • the roll-back rate is 3.5510
- 14 • the tentative millage rate is equal to the current year's rolled-back rate; and
- 15 • the tentative millage rate is 3.5510.

16  
17 Ms. Winegardner then read the heading of Resolution No. 2015-109 regarding the adoption of the  
18 tentative millage rate for FY 2015-2016.

19  
20 Mayor Kussard asked if there were any questions or comments from the Commissioners or the  
21 public. There were no questions or comments.

22  
23 *Upon a motion by Commissioner Richards and a second by Commissioner Holden, the*  
24 *Commission approved Resolution No. 2015-109 – First/Final Reading – Adoption of Tentative*  
25 *Millage Rate of 3.5510 Mills for FY 2015-2016, by the following roll call vote:*

26	
27	<i>HOLDEN</i> YES
28	<i>VINCENT</i> YES
29	<i>RICHARDS</i> YES
30	<i>KUSSARD</i> YES
31	

32 **2. Ordinance No. 2015-12 – First Reading – Adoption of Tentative Budget for FY 2015-**  
33 **2016 (Pam Winegardner)**

34  
35 Acting Finance Director Pam Winegardner gave the background summary for this agenda item (on  
36 file in the Town Clerk's office). She stated that this will be the first reading of Ordinance No. 2015-  
37 12, adopting the operating budget for FY 2015-2016 (October 1, 2015 through September 30,  
38 2016). She read the ordinance title which stated the budget is setting forth anticipated revenue of  
39 \$14,427,985 and expenditures in the equivalent amount, and stated the following amounts are  
40 appropriated for various funds: General Fund - \$10,335,392; Special Revenue (infrastructure sales  
41 surtax) - \$1,174,600; and Utilities Fund - \$2,917,993; for a total of \$14,427,985.

42  
43 The recommended motion for the above item is as follows:

- 44
- 45 • Approve Ordinance No. 2015-12 on first reading for the proposed FY2016 budget.

46  
47 Mayor Kussard asked if there were any questions or comments from the Commissioners or the  
48 public. There were no questions or comments.

1 *Upon a motion by Commissioner Vincent and a second by Commissioner Richards, the*  
2 *Commission approved Ordinance No. 2015-12– First Reading – Adoption of Tentative Budget for*  
3 *FY 2015-2016 by the following roll call vote:*

4  
5 *HOLDEN YES*  
6 *VINCENT YES*  
7 *RICHARDS YES*  
8 *KUSSARD YES*  
9

10 **H. PROCLAMATION:**

11  
12 **3. Proclaiming September 26, 2015 as National Public Lands Day (Mayor Kussard)**

13  
14 Mayor Ruth Kussard read the proclamation naming September 26, 2015 as National Public Lands  
15 Day, and urged all citizens to recognize and participate in this special observance of public lands  
16 which includes parks, unique landscapes, forests, wildlife refuges, trails, wetlands, etc.  
17

18 **I. CONSENT<sup>iii</sup>:**

19  
20 Mayor Kussard asked if the Commissioners had any questions or comments regarding the consent  
21 items.  
22

23 **4. Minutes – August 17, 2015 – Special Commission Meeting**  
24 **– August 17, 2015 – Regular Commission Meeting**

25  
26 *Upon a motion by Commissioner Richards and seconded by Commissioner Holden, the*  
27 *Commission approved Consent Item #I-4 by a vote of 4 to 0.*  
28

29 **J. OLD BUSINESS:** No old business.

30  
31 **K. NEW BUSINESS:**

32  
33 **5. Consideration of a Request from Wedgewood Enterprises Corporation for a Reduction**  
34 **of Water Lien for 503 Arlington Avenue (Pam Winegardner/Kris Kollgaard)**

35  
36 Town Manager Kris Kollgaard gave the background summary for this agenda item (on file in the  
37 Clerk's office). She stated that 503 Arlington Avenue was foreclosed on at the end of 2010. She  
38 stated that Wedgewood Enterprises Corporation of Redondo Beach, CA recently acquired the  
39 property via foreclosure and knowingly acquired it subject to this type of lien as per his letter which  
40 Ms. Kollgaard read into the record. Ms. Kollgaard stated that staff is not in favor of this request as  
41 the total lien to date is \$1,291.93, which includes water fees of \$867.74, late fees of \$404.19, and  
42 lien fees of \$20.00. She stated the Town has never reduced a water lien in the past and does not  
43 want to set a precedent. Ms. Kollgaard stated there is no representative present at this meeting.  
44

45 Commissioner Richards stated he is not in favor of reducing the lien as the Water Department is an  
46 Enterprise Fund, and the company was aware of the lien when they purchased it.  
47

48 *Upon a motion by Commissioner Richards and seconded by Commissioner Holden, the*  
49 *Commission denied the request from Wedgewood Enterprises Corporation for a reduction of the*  
50 *Water Lien for 503 Arlington Avenue by a vote of 4 to 0.*  
51

1       **6. Smallwood/Tutor Investment Real Estate Investment LLC Major Site Plan**  
2       **Application - MJSP 03/15-003 – Proposing a Two-Tenant Development Consisting of 3,600**  
3       **Sq. Ft. of Storage/Warehouse Area Including Approximately 710 Sq. ft. of Office Space in**  
4       **Each Unit – Located at 322 Oak Street (a 0.53 Acre Parcel), Approximately 475 Lineal Ft.**  
5       **West of the Intersection of Oak Street & Teague Trail/County Road 25 (Thad Carroll)**  
6

7       Growth Management Director Thad Carroll gave the background summary for this agenda item (on  
8       file in the Clerk's office). He stated that a site plan application has been submitted by Gary Tutor  
9       and Marvin Smallwood on behalf of Smallwood/Tutor Real Estate Investments, LLC, proposing a  
10      multi-tenant development for property located at 322 Oak Street, approximately 475 lineal feet west  
11      of the intersection of Oak Street and County Road 25 (Alt. Key #1279321). The site plan was  
12      reviewed to determine if it is in compliance with the Land Development Regulations (LDRs)  
13      including parking, setbacks, landscaping, engineering, environmental protection and commercial  
14      design standards. The applications were reviewed and determined to be in compliance with the  
15      Land Development Regulations (LDRs) and the Comprehensive Plan.

16  
17      Mr. Carroll reported that the entire parent parcel is approximately +/- 1.32 acres, but the project area  
18      is +/- .53 acres and is vacant commercial property at present. The property is currently zoned "CP"  
19      Planned Commercial, and is governed under the terms of Memorandum of Agreement of Ordinance  
20      No. 2006-06. The Future Land Use Map designation for the site is Commercial General- Retail  
21      Sales and Services (RET). The property originally received Town Commission approval in 2008  
22      for a Major Site Plan entitled "Oak Street Commercial Buildings" for 10,080 sq. ft. of  
23      office/warehouse, and now the owners are ready to move forward with this proposed project. Aerial  
24      views and photos of the subject property, site plan proposal and elevations for the project were  
25      shown.

26  
27      Civil and landscaping plans have been drawn and certified by David W. Springstead, Professional  
28      Engineer, Springstead Engineering, Inc., consisting of eight 24"X36" sheets. The proposed  
29      Architectural Exterior Building Elevations were drawn by AgeWage Solutions, Inc. The applicant  
30      has complied with requirements pursuant to the Land Development Regulations (LDRs) for site  
31      plans, including Chapter 7-Site Plan Development Regulations, Chapter 10-Landscaping & Tree  
32      Protection, Chapter 14-Water, Reuse Water, and Sewer Standard Specifications, and Chapter 20-  
33      Commercial Design Standards of the LDRs, as well as the terms adopted under the Memorandum of  
34      Agreement of Ordinance No. 2006-06. Reviews were completed for the Town of Lady Lake by  
35      Town staff, Neel-Schaffer Engineering, and Fire Inspector Kerry Barnett for compliance with the  
36      Florida Fire Prevention Code. The following reviews were included in the packet:

- 37  
38      a. Town Engineer comments plan dated June 24, 2015 (Satisfied).  
39      b. Fire Review comments dated June 3, 2015 (Satisfied).  
40      c. Waste Management comments dated June 3, 2015 (Satisfied).  
41      d. Lady Lake Building Official comments dated March 31, 2015 (Satisfied).  
42      e. Lady Lake Public Works comments dated April 15, 2015 (Satisfied).  
43      f. Lake-Sumter MPO traffic review comments/e-mail dated August 24, 2015 (Satisfied).  
44

45      It is anticipated that the applicant will receive a 10/2 Self Certification permit from the St. John's  
46      River Water Management District; however, in accordance with Florida Statute 166.033, Paragraph  
47      4, this permit may not be a requirement for development approval. The applicant, however, shall  
48      provide all required state permits prior to commencing construction. FDEP Water/Sewer is exempt  
49      (service connections only).  
50

1 Commercial Design Standards: In accordance with the Land Development Regulations, Chapter  
2 20, Section 20-3C).3).A), new buildings should adopt one of the four recommended architectural  
3 styles: Frame Vernacular, Craftsman/Bungalow, Mediterranean, or Mission.  
4

5 Mr. Carroll stated that the applicant has requested two waivers, as follows:  
6

- 7 • The applicant is proposing a mix of styles combining modern style with some Mediterranean  
8 style elements. Consistency with adjacent architecture on a case-by-case basis has been allowed  
9 for other outparcel projects within Town Limits in the past (i.e. McDonalds, Mattress Firm,  
10 etc.). Exterior building elevation compatibility in accordance with Chapter 20, section 20-  
11 3C).3).B). has been reviewed and met.  
12

13 Chapter 20 - Section 20-3C.4).C) requires that building façades shall not exceed 20 horizontal feet  
14 and ten vertical feet without a minimum of three architectural elements.  
15

- 16 • Landscaping buffers to be planted around the perimeter of the property will screen east, west,  
17 and south elevations of the building.  
18

19 Mr. Carroll stated that it was the consensus of the Commission to proceed with these waivers as  
20 requested at the Conceptual Workshop on August 17, 2015. He stated the justification for the  
21 waivers state that the building as planned coincides with the neighboring theme of the existing  
22 adjacent complex of commercial buildings: the abundance of landscaping and tree planting will  
23 screen the view from the side property lines, and the site is not located on a main road.  
24

25 Tree Requirements: In accordance with Chapter 10-Landscape and Tree Protection, the site is  
26 required to provide 84.8 tree caliper inches based on its .53-acre area (160'x .53). The landscaping  
27 tree proposal breakdown was reviewed as follows:  
28

29 Existing trees to remain	36 tree caliper inches
30 Proposed canopy & understory trees	142.5 tree caliper inches
31 Total tree caliper inches	178.5 tree caliper inches

32  
33 Mr. Carroll noted that the applicant is providing more than the required on-site tree caliper inches  
34 and that no historic trees will be removed for this development.  
35

36 Mr. Carroll reported that the application was received on March 26, 2015. He stated the Technical  
37 Review Committee members individually reviewed the application on Thursday, June 4, 2015, and  
38 provided outstanding comments regarding the Site Plan application. No meetings were scheduled  
39 before the Parks, Recreation, and Tree Advisory Committee because no landscaping waivers were  
40 proposed for this project. The Special Town Commission Conceptual Workshop took place on  
41 Monday, August 17, 2015, and it was the consensus of the Commission that they were in favor of  
42 the Conceptual Presentation for Smallwood/Tutor Real Estate Investments, LLC MJSP 03/15-003.  
43

44 Mr. Carroll stated that Mr. Corky Smallwood, Mr. Gary Tutor, and Mr. David Springstead,  
45 Engineer, are present if there are any questions.  
46

47 *Upon a motion by Commissioner Holden and seconded by Commissioner Richards, the*  
48 *Commission approved the Smallwood/Tutor Investment Real Estate Investment LLC Major Site*  
49 *Plan Application - MJSP 03/15-003 as presented with the two waiver requests by a vote of 4 to 0.*  
50

1       **7. Village of Lake-Sumter Golfview Dock and Pavilion MJM 08/15-001 - Proposing the**  
2       **Construction of a New 108 Lineal Ft. Wooden Dock with Sidewalk Ramp and the Erection of**  
3       **a 400 Sq. Ft. Picnic Pavilion – Located at 1419 Paradise Drive (Thad Carroll)**  
4

5       Growth Management Director Thad Carroll gave the background summary for this agenda item (on  
6       file in the Clerk's office). Janet Tutt, representing the Village Center Community Development  
7       District, property owner, has submitted a Major Modification to the Site Plan as per Town of Lady  
8       Lake Land Development Regulations, Chapter 7, Section 11.b.1, where a 10% or more change in  
9       the project acreage or square footage requires the submittal and approval of a Major Modification  
10      application.

11  
12      Mr. Carroll stated that the project proposes the construction of a 108 lineal-foot wooden dock with  
13      sidewalk ramp and the erection of a 400 sq. ft. picnic pavilion to be constructed on Golfview Lake,  
14      just east of an existing wood dock to be removed, and northeast of the Paradise Regional Recreation  
15      Center located at 1415 Paradise Drive, within The Villages area (Alt. Key #3452399). The site plan  
16      was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs),  
17      including engineering and environmental protection regulations.

18  
19      The site is zoned "MX-8" Mixed Residential Medium Density; which permits the proposed  
20      improvements for Orange Blossom Gardens due to the fact that this facility will be considered an  
21      accessory amenity use such as swimming pools and recreational facilities, which is centrally located  
22      for local residents to use. The Future Land Use Map designation for the site is P (Recreation);  
23      which is consistent with the present and proposed use of the property. The requested use is  
24      consistent with the directives of the Comprehensive Plan and adopted Land Development  
25      Regulations.

26  
27      Mr. Carroll stated that the dock and pavilion improvements are proposed within a Special Flood  
28      Hazard Area Flood Zone A, so the applicant will adhere to St. John's River Water Management  
29      District guidelines and the Town of Lady Lake Floodplain Management Ordinance for development  
30      within Special Flood Hazard Areas. He stated the Base Flood Elevation (BFE) for Golfview Lake  
31      was determined at 61.09 feet NAVD 1988 datum, and the dock and pavilion structures are proposed  
32      to be constructed at 62.96 feet NAVD 1988 datum; thus meeting regulations. Mr. Carroll reported  
33      that the sidewalk ramp connecting to the dock will include handrails, but the dock and pavilion will  
34      not include electrical or plumbing, so a dawn to dusk sign will be required to be posted on premises.  
35      He reviewed the site plan and the elevations and noted that this dock will replace two existing docks  
36      that will be removed.

37  
38      Reviews were completed for the Town by Town staff and The Villages Fire Department, and the  
39      following items were included in the packet:

- 40  
41      1. Fire Review comments for the general site development completed by The Villages Fire  
42      Department, dated 08/19/2015 (Satisfied).  
43      2. Review comments by Building Official Dallas Foss dated 08/11/2015 (Satisfied).  
44

45      It was documented that the applicant anticipates that they will receive an environmental resource  
46      permit from the St. John's River Water Management District for the improvements; however, in  
47      accordance with Florida Statute 166.033, Paragraph 4, this permit may not be a requirement for  
48      development approval. The applicant, however, shall provide all required state permits prior to  
49      commencing construction. Mr. Carroll reported that the St. John's River Water Management  
50      District has since determined the applicant is exempt from needing an environmental resource  
51      permit for the improvements

1  
2 The applicant has met all requirements of the Land Development Regulations (LDRs) for site plan  
3 submittal per Chapter 7 of the Land Development Regulations.  
4

5 Mr. Carroll reported that the application was received on July 30, 2015. The Technical Review  
6 Committee (TRC) members individually reviewed the Major Modification application on August  
7 19, 2015 and determined the application to be complete and ready for transmittal to the Town  
8 Commission. He stated no other committees or boards are required to review this prior to Town  
9 Commission approval.

10  
11 Mr. Carroll stated that Jeff Head, project engineer, is present if there are any questions.  
12

13 *Upon a motion by Commissioner Richards and seconded by Commissioner Holden, the*  
14 *Commission approved the Village of Lake-Sumter Golfview Dock and Pavilion MJM 08/15-001*  
15 *by a vote of 4 to 0.*  
16

17 **8. Consideration of Agreement Extension for Towing and Recovery Services with Kling's**  
18 **Towing and Recovery, Inc. (Chris McKinstry)**  
19

20 Police Chief Chris McKinstry gave the background summary for this agenda item (on file in the  
21 Clerk's office). He stated that the Town Commission entered into an agreement with Kling's  
22 Towing in October of 2012 to provide towing and recovery services to the Town. That initial  
23 agreement term expired on September 30, 2013, and at that time, the Town Commission exercised  
24 the option of a two year extension as outlined on page 7, item 37 of the agreement. He stated that  
25 the extension expires September 30, 2015 and the agreement allows for one additional two year  
26 extension upon approval of the Town Commission.  
27

28 Chief McKinstry stated that Kling's Towing and Recovery, Inc. has provided effective service, and  
29 staff recommends that the Town extend the agreement term as outlined on page 7, line 37, of the  
30 original agreement for a two year period upon payment of the annual franchise fee. He stated that  
31 to cover increased costs for administrative searches, Kling's Towing has requested an  
32 administrative fee increase from \$60 to \$80 if a vehicle is left at Kling's Towing for 72 hours  
33 unclaimed, or when certified proof of ownership is required for disposition or release. No other fee  
34 increases were requested and an addendum fee schedule was attached to this item.  
35

36 Chief McKinstry stated that Town Attorney Derek Schroth reviewed and approved the original  
37 agreement.  
38

39 Mayor Kussard stated that she has heard many favorable comments about this company and that she  
40 is very impressed with their professionalism.  
41

42 *Upon a motion by Commissioner Vincent and seconded by Commissioner Richards, the*  
43 *Commission approved the Agreement Extension for Towing and Recovery Services with Kling's*  
44 *Towing and Recovery, Inc. by a vote of 4 to 0.*  
45

46 **L. TOWN ATTORNEY'S REPORT:**  
47

48 **9. Ordinance No. 2015-08 – First Reading – The Villages of Lake-Sumter, Inc. –Annexing**  
49 **11 Lots (Approximately 1.56 +/- Acres of Land) – Located within Orange Blossom Gardens**  
50 **Units 1, 2, 3, and 3.1B within Lake County, Florida (Thad Carroll)**  
51

1 Town Attorney Derek Schroth read the ordinance by title.

2  
3 Growth Management Director Thad Carroll gave the background summary for this agenda item (on  
4 file in the Clerk's office). He stated that the applicant, Martin L. Dzuro, on behalf of The Villages  
5 of Lake-Sumter, Inc., has filed applications to annex properties consisting of 11 lots located north of  
6 Griffin Avenue and northeast of North Highway 27/441 within the Orange Blossom Garden  
7 Subdivisions Units 1, 2, 3, and 3.1B. The annexation application involves 1.56 +/- acres of property  
8 from unincorporated Lake County into the Town of Lady Lake.

9  
10 Mr. Carroll reported that this is the first ordinance in a series of three. The 11 lots are spread out  
11 along different roads and Mr. Carroll read the subject parcel addresses as follows:

- 12
- 13 • 1011 Aloha Way,
- 14 • 806 Beechwood Avenue
- 15 • 913 Cindy Drive
- 16 • 1004 Nell Way
- 17 • 1015 Nell Way
- 18 • 1321 Paradise Drive
- 19 • 918 Tarrson Boulevard
- 20 • 1316 Teakwood Lane
- 21 • 704 Truman Avenue
- 22 • 819 Truman Avenue
- 23 • 1028 Vermont Way
- 24

25 Mr. Carroll reviewed a map of the properties and stated the present use of the property is a  
26 residential subdivision with manufactured homes; the proposed use will be a residential subdivision  
27 with single family homes. He stated staff recommends approval of this ordinance.

28  
29 The subject properties lie in Section 06, Township 18 South, Range 24 East, in Lake County,  
30 Florida. Appropriate legal descriptions, a location map, and a sketch of the property have been  
31 included with the submitted application. All lots will be served by the Village Center Community  
32 Development District Central Water and Sewer System, as well as the District's Fire Department.

33  
34 Mr. Carroll reported that in accordance with the provisions of Florida Statute 171.205 and the  
35 Interlocal Service Boundary Agreement executed September 4, 2013 between Lake County, Florida  
36 and the Town of Lady Lake, Florida, the Town may annex properties into the Town which are non-  
37 contiguous to the existing municipal boundary. The proposed properties under this application exist  
38 as both contiguous and non-contiguous lots. An aerial view of the properties were shown, as well  
39 as photos of the postings on the properties.

40  
41 The annexation application was received on Monday, July 13, 2015, and has been reviewed and  
42 determined to be complete, satisfying the necessary criteria as required for annexation under  
43 statutory requirements. The application was found to meet the requirements of the Land  
44 Development Regulations (LDRs) as well as the adopted Comprehensive Plan, and is ready for  
45 transmittal to the Town Commission.

46  
47 Mr. Carroll reported that notices to inform the surrounding property owners (193) within 150 feet of  
48 the properties proposed by annexation request were mailed by certified, return receipt mail on  
49 Monday, July 20, 2015 and the property was also posted this same day.

1 Mr. Carroll reported that the Technical Review Committee (TRC) members individually reviewed  
2 application for Ordinance No. 2015-08, provided comments on July 30, 2015, and determined the  
3 application to be complete and ready for transmittal to the Planning and Zoning Board. The  
4 Planning and Zoning Board heard the application for Ordinance No. 2015-08 at their regular  
5 meeting on Monday, August 10, 2015, and recommended approval by a 3-0 vote. The Town  
6 Commission is scheduled to consider Ordinance No. 2015-08 for second and final reading on  
7 Monday, October 5, 2015 at 6:00 p.m.

8  
9 Mr. Carroll stated that Martin Dzuro is present to represent the applicant if there are any questions.

10  
11 Mayor Kussard asked if there were any questions or comments from the Commissioners or the  
12 public. There were no questions or comments.

13  
14 *Upon a motion by Commissioner Richards and a second by Commissioner Vincent, the*  
15 *Commission approved the first reading of Ordinance No. 2015-08 by the following roll call vote:*

16		
17	<i>HOLDEN</i>	<i>YES</i>
18	<i>VINCENT</i>	<i>YES</i>
19	<i>RICHARDS</i>	<i>YES</i>
20	<i>KUSSARD</i>	<i>YES</i>
21		

22 **10. Ordinance No. 2015-09 – First Reading – The Villages of Lake-Sumter, Inc. –Small**  
23 **Scale Future Land Use Comprehensive Plan Amendment from Lake County Medium Urban**  
24 **Density to Lady Lake Manufactured Home High Density for 11 Lots (Approximately 1.56 +/-**  
25 **Acres of Land) – Located within Orange Blossom Gardens Units 1, 2, 3, and 3.1B within Lake**  
26 **County, Florida (Thad Carroll)**

27  
28 Town Attorney Derek Schroth read the ordinance by title.

29  
30 Growth Management Director Thad Carroll gave the background summary for this agenda item (on  
31 file in the Clerk's office). He stated that the applicant, Martin L. Dzuro, on behalf of The Villages  
32 of Lake-Sumter, Inc., has filed an application to amend the future land use comprehensive plan for  
33 properties consisting of 11 lots located north of Griffin Avenue and northeast of North Highway  
34 27/441 within the Orange Blossom Garden Subdivisions Units 1, 2, 3, and 3.1B. The application  
35 involves 1.56 +/- acres of property from Lake County Medium Urban Density to Lady Lake  
36 Manufactured Home High Density. The MH-HD future land use classification is consistent with  
37 the homes in the Orange Blossom Gardens sections already incorporated by the Town of Lady  
38 Lake. A map showing the subject properties was shown, as were existing and proposed Future  
39 Land Use maps.

40  
41 The Small Scale Future Land Use Map Amendment application was received on Monday, July 3,  
42 2015, and has been reviewed and determined to be complete, satisfying the necessary criteria as  
43 required to meet the requirements of the Land Development Regulations (LDRs) as well as the  
44 adopted Comprehensive Plan, and is ready for transmittal to the Town Commission. Additionally,  
45 the applications were reviewed and determined to be in compliance with the directives of the  
46 adopted Comprehensive Plan in accordance with the sought designation. A Concurrency  
47 Determination Statement has also been included as part of the Small Scale Comprehensive Plan  
48 Amendment Application, which the applicant submitted to explain expected impacts on Town  
49 Services

1 Mr. Carroll reported that notices to inform the surrounding property owners (193) within 150' of the  
2 property of the proposed annexation were mailed by certified, return receipt mail on Monday, July  
3 20, 2015, and the property was also posted this same day.

4  
5 Concurrency Determination Statement: The Villages is proposing to remove existing manufactured  
6 homes on 11 lots in an historic section of The Villages known as Orange Blossom Gardens and  
7 construct a similar size conventional built home on each lot. There will be no increase in utility  
8 services, traffic, population, or recreation use.

9  
10 Impact on Town Services:

11  
12 Potable Water – No impact, lots are served by the Village Center Community Development District  
13 Central Water System.

14  
15 Sewer – No impact, lots are served by the Village Center Community Development District Central  
16 Sewer System.

17  
18 Schools – Not factored for project – no foreseen impact of students as the project is located within  
19 an active adult retirement community.

20  
21 Transportation – No impact, the existing home will be replaced with a new home. There will be no  
22 change in average daily trip generation.

23  
24 Parks & Recreation – The annexation, small scale future land use amendment, and the rezoning  
25 applications will not cause P&R Level of Service to be exceeded since the project is for the  
26 replacement of existing homes. Additionally, The Villages provides its residents with all Park and  
27 Recreation Amenities.

28  
29 Stormwater – Project will be required to adhere to SJRWMD guidelines and of Town of Lady Lake  
30 Floodplain Management Ordinance for parcels within Special Flood Hazard Areas.

31  
32 The subject properties involve approximately 1.56 ± acres lies in Section 06, Township 18 South,  
33 Range 24 East in Lake County, Florida. The Future Land Use of the adjacent properties are as  
34 follows:

35  
36 **Future Land Use**

Subject Properties	Lake County Medium Urban Density
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County Medium Urban Density Lady Lake- Commercial General- Retail Sales and Services (RET)
East	Lake County – Medium Urban Density
North	Lake County – Medium Urban Density & Lady Lake- Manufactured Home High Density (MH-HD)
South	Lake County – Medium Urban Density & Lady Lake- Manufactured Home High Density (MH-HD)

37  
38 Comments:  
39

- 1) Annexation and Rezoning Applications have been submitted concurrently with this Small Scale Future Land Use Amendment Application.
- 2) In accordance to the Interlocal Agreement for Building Permits & Inspections Section 2).A)., executed on June 23, 2015, if The Villages has applied for annexation, then the Town can issue building permits located within the unincorporated area.
- 3) Project will be required to adhere to St. John's River Water Management District guidelines and the Town of Lady Lake Floodplain Management Ordinance for parcels within Special Flood Hazard Areas.

Mr. Carroll reported that the Local Planning Agency approved this ordinance at their meeting just prior to this meeting by a vote of 4-0. The Technical Review Committee (TRC) members individually reviewed application for Ordinance No. 2015-09, provided comments on July 30, 2015, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. The Planning and Zoning Board heard the application for Ordinance No. 2015-09 at their regular meeting on Monday, August 10, 2015, and recommended approval by a 3-0 vote. The Local Planning Agency is scheduled to consider Ordinance No. 2015-09 on Wednesday, September 2, 2015, at 5:30 p.m. The Town Commission is scheduled to consider Ordinance No. 2015-09 for second and final reading on Monday, October 5, 2015 at 6:00 p.m.

Mr. Carroll stated that Martin Dzuro is present to represent the applicant if there are any questions.

Mayor Kussard asked if there were any questions or comments from the Commissioners or the public. There were no questions or comments.

*Upon a motion by Commissioner Holden and a second by Commissioner Richards, the Commission approved the first reading of Ordinance No. 2015-09 by the following roll call vote:*

<i>HOLDEN</i>	<i>YES</i>
<i>VINCENT</i>	<i>YES</i>
<i>RICHARDS</i>	<i>YES</i>
<i>KUSSARD</i>	<i>YES</i>

**11. Ordinance No. 2015-10 – First Reading – The Villages of Lake-Sumter, Inc. –Rezoning from Lake County Residential Medium (RM) to Lady Lake Mixed Residential Medium Density (MX-8) for 11 Lots (Approximately 1.56 +/- Acres of Land) – Located within Orange Blossom Gardens Units 1, 2, 3, and 3.1B within Lake County, Florida (Thad Carroll)**

Town Attorney Derek Schroth read the ordinance by title.

Growth Management Director Thad Carroll gave the background summary for this agenda item (on file in the Clerk's office). He stated that the applicant, Martin L. Dzuro, on behalf of The Villages of Lake-Sumter, Inc., has filed an application to rezone properties consisting of 11 lots located north of Griffin Avenue and northeast of North Highway 27/441 within the Orange Blossom Garden Subdivisions Units 1, 2, 3, and 3.1B. The application involves rezoning 1.56 +/- acres of property from Lake County Residential Medium (RM) to Lady Lake Mixed Residential Medium Density (MX-8). The MX-8 designation is consistent with the other lots in The Villages which are presently in the Town of Lady Lake's jurisdiction. A map of the subject properties was shown, as were the existing and proposed zoning maps.

1 The Rezoning application was received on Monday, July 13, 2015, and has been reviewed and  
2 determined to be complete, satisfying the necessary criteria as required to meet the requirements of  
3 the Land Development Regulations (LDRs) as well as the adopted Comprehensive Plan, and is  
4 ready for transmittal to the Town Commission.  
5

6 Mr. Carroll reported that notices to inform the surrounding property owners (193) within 150' of the  
7 property of the proposed rezoning were mailed by certified, return receipt mail on Monday, July 20,  
8 2015, and the property was also posted this same day. He stated there have been no written  
9 objections regarding the zoning change, although there have been some inquiries.  
10

11 The subject properties lie in Section 06, Township 18 South, Range 24 East, in Lake County,  
12 Florida. Appropriate legal descriptions and survey information have been included with the  
13 submitted application. The zoning designation of the subject properties and adjacent properties are  
14 as follows:  
15

**Zoning**

Subject Property	Lake County Residential Medium (RM)
<b>Zoning of Adjacent Properties</b>	
West	Lake County Residential Medium (RM) Lady Lake- Planned Commercial (CP)
East	Lake County Residential Medium (RM)
North	Lake County Residential Medium (RM) Lady Lake- Mixed Residential Medium Density (MX-8)
South	Lake County Residential Medium (RM) Lady Lake- Mixed Residential Medium Density (MX-8)

16 Mr. Carroll reported that the Technical Review Committee (TRC) members individually reviewed  
17 application for Ordinance No. 2015-10, provided comments on July 30, 2015, and determined the  
18 application to be complete and ready for transmittal to the Planning and Zoning Board. The  
19 Planning and Zoning Board heard the application for Ordinance No. 2015-10 at their regular  
20 meeting on Monday, August 10, 2015, and recommended approval by a 3-0 vote. The Town  
21 Commission is scheduled to consider Ordinance No. 2015-10 for second and final reading on  
22 Monday, October 5, 2015 at 6:00 p.m.  
23

24 Mr. Carroll stated that Martin Dzuro is present to represent the applicant if there are any questions.  
25

26 Mayor Kussard asked if there were any questions or comments from the Commissioners or the  
27 public. There were no questions or comments.  
28

29  
30 *Upon a motion by Commissioner Richards and a second by Commissioner Holden, the*  
31 *Commission approved the first reading of Ordinance No. 2015-10 by the following roll call vote:*  
32

<b>HOLDEN</b>	<b>YES</b>
<b>VINCENT</b>	<b>YES</b>
<b>RICHARDS</b>	<b>YES</b>
<b>KUSSARD</b>	<b>YES</b>

33  
34  
35  
36  
37  
38 **M. TOWN MANAGER'S REPORT:**

39  
40 Town Manager Kris Kollgaard reported that the qualifying period ended last Friday, August 28,  
41 2015, at 12 noon, and no other candidates turned in qualifying packets other than the three

1 incumbents. She congratulated Mayor Kussard, Commissioner Richards and Commissioner  
2 Vincent, and stated there will still be an election held in Lady Lake for a referendum, but the three  
3 incumbents will not have to be on the ballot since they are running unopposed.  
4

5 Ms. Kollgaard stated that it has come to her attention that the Commission has no liaison assigned  
6 for the Chamber of Commerce. She asked the Commission if Commissioner Richards could be  
7 assigned as liaison since he already attends the Chamber breakfasts, and she will add it to the liaison  
8 list. She also stated she will most likely put a liaison report on the agenda for an October meeting.  
9

10 The Commissioners were in agreement with this.

11  
12 Ms. Kollgaard stated that a Commissioner has suggested viewing Commissioner Vincent's concerns  
13 regarding the trees in Water Oak, since the Town will be reviewing its tree ordinance. She stated it  
14 will have to be noticed as a public meeting if the Commission chooses to do this. Ms. Kollgaard  
15 stated she looked into renting a bus or van, but the cost by Lake Limo, who was the cheapest, was  
16 \$55.00 per hour, with a four hour minimum. She stated the cost would be prohibitive, but that  
17 everyone could meet there and view the concerns, then meet back at the Commission Chambers to  
18 discuss it so that the Clerk's office could more readily record the discussion for minutes.  
19

20 Commissioner Richards asked if the owner of the Water Oak property will have a representative  
21 available as the Commissioners view it.

22  
23 Commissioner Vincent stated he will contact them and ask them.  
24

25 It was the consensus of the Commissioners that they would agree to this field trip to Water Oak.  
26

27 Ms. Kollgaard stated staff will arrange this by finding a time that works for everyone and will post  
28 the notice.  
29

30 **N. MAYOR/COMMISSIONER'S REPORT:**

31  
32 Commissioner Richards suggested that the Town draw up an ordinance to make voluntary  
33 annexation of the enclave properties in the historic section of The Villages an easier process.  
34

35 Ms. Kollgaard stated that some requirements such as postings are per state statute.  
36

37 After further discussion, Town Attorney Derek Schroth stated that the Town could draw up an  
38 ordinance waiving the fees for voluntary annexation for a limited period of time such as one week,  
39 but that it could not be aimed at particular property owners without possibly violating equal  
40 protection rights. He stated that the Town's own codes require postings and mail-outs, which is  
41 more than the state statute requires, and the Town's codes would have to be revised to alleviate that.  
42

43 Commissioner Richards asked what the Town's current application fee is for annexation.  
44

45 Mr. Carroll replied that the application fee is currently \$2,500, and is a bundled fee for the  
46 annexation, small scale amendment and the rezoning. He stated that the developer for the  
47 annexation discussed tonight has agreed to pay for the postage for the mail-outs at an approximate  
48 cost of up to \$1,300.00. He stated that the application fee of \$2,500 is per application, whether it is  
49 one lot or multiple lots.  
50

1 Ms. Kollgaard pointed out that staff has the same amount of work to process an application whether  
2 the fee is waived or not. She suggested that the Town do an outreach to those in the enclaves to see  
3 if they are interested in annexing in if the Commission so chooses.  
4

5 After further discussion, it was the consensus of the Commission to have staff look into this and  
6 review options with the Town Attorney.  
7

8 **O. PUBLIC COMMENTS<sup>iv</sup>**  
9

10 Mayor Kussard asked if there were any questions or comments from the public. There were no  
11 questions or comments.  
12

13 **P. ADJOURN**  
14

15 There being no further discussion, the meeting was adjourned at 6:51 p.m.  
16  
17

18  
19 \_\_\_\_\_  
20 Kristen Kollgaard, Town Clerk  
21

22 \_\_\_\_\_  
Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk

<sup>i</sup> Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

<sup>ii</sup> This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda and it is open to any concern or comments that the public may have.

<sup>iii</sup> All items listed under consent are considered routine by the Town Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Town Commissioner so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

<sup>iv</sup> This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda and it is open to any concern or comments that the public may have.



TOWN COMMISSION AGENDA ITEM

H-4

REQUESTED REGULAR COMMISSION MEETING DATE September 16, 2015

**SUBJECT:** Budget Amendment to transfer funds from Water- Professional Services to Sewer-Machinery & Equip-Capital Assets

**DEPARTMENT:** Finance Department

**RECOMMENDED MOTION:** Staff recommends approval of BT15-018 to increase available funds for the emergency purchase of a Sodium Hypchlorite Tank in Sewer-Capital Assets and decrease Water- Professional Services.

**SUMMARY:** Amendment BT15-018 increases available funds by \$12,300 for Sewer Capital Assets-Machinery & Equip expenses and decreases Water-Professional Service available funds by \$12,300 in order to purchase a replacement Sodium Hypchlorite Tank. This amendment will not change the bottom line of the budget. This tank is used both by the Water and Sewer departments.

**FISCAL IMPACT:** \$0

- Personal Budget
- Operating Budget
- Other Capital Outlay

**ATTACHMENTS:**  Ordinance  Resolution  Budget Resolution

Other (Budget Transaction FT15-018)

Support Documents/Contracts Available for Review in Manager's Office

DEPARTMENT HEAD *psw*

Submitted Date *9-9-15*

FINANCE DEPARTMENT *psw*

Approved as to Budget Requirements Date *9-9-15*

TOWN MANAGER *(Signature)*

Approved Agenda Item for: Date *9-16-15*

COMMISSION ACTION:  Approved as Recommended  Disapproved

Tabled Indefinitely  Continued to Date Certain

Approved with Modification

TO: Town Manager

DATE: 9/9/2015

FROM: Public Works

TRANS NO : BT15-18

FUND	ACCT DESCRIPTION	INCREASE	(DECREASE)
REV			
001			
001			
EXP			
401-3301-533-6410	Capital- Machinery & Equip	12,300	
401-3503-535-3110	Professional Services-Other		12,300.00
	Total	12,300.00	12,300.00

JUSTIFICATION: Emergency Replacement of Sodium Hypchlorite Tank

**Required Authorization/Approval**

- Town Commission Action Required**  
From Fund Balance  
Transfer of Budget Between Funds  
Transfer of Budget Between Departments - Anything  
Within Department - Capital  
Increasing total revenue and expenditure bottom-line budget

**TOWN COMMISSION ACTION:**

- Approved
- Disapproved

**Agenda Item #**

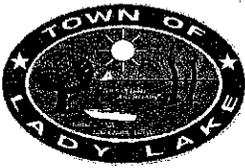
- Town Manager**  
Transfer of Budget Within Department  
- Operating & Personal Services

- Department Heads**  
Transfer of Budget Within Operating  
- Not Capital or Personal Services  
- With Town Manager Approval

Department Head Signature and Date

Town Manager Signature and Date

<b>Finance Dept. Action:</b>	
<input type="checkbox"/> Amendatory Required	
<input type="checkbox"/> Disapproved	<u>psw 9/9/15</u>
<input checked="" type="checkbox"/> Approved	Finance Director Date
<b>DATA ENTRY ACTION:</b>	
Accounting Period:	_____
Posted by:	_____
Data Entry Date:	_____



TOWN COMMISSION AGENDA ITEM

H-5

REQUESTED COMMISSION MEETING DATE: September 16, 2015

SUBJECT: Holiday Schedules for FY 2015-2016

DEPARTMENT: Human Resources

STAFF RECOMMENDED MOTION: Consideration of the approval of the Holiday Schedules for FY 2015-2016.

SUMMARY: Attached are the holiday schedules for FY 2015-2016. The schedules reflect holidays based on the 8 and 10 hour work days. Holiday pay has been included in the budget.

FISCAL IMPACT: \$0

- Capital Budget
- Operating
- Other

ATTACHMENTS:  Ordinance  Resolution  Budget Resolution

2015-2016 Holiday Schedules

DEPARTMENT HEAD

Submitted

Date

HR

Approved as to Form

Date 09-08-15

FINANCE DEPARTMENT

Approved as to Budget Requirements

Date

TOWN MANAGER

Approved Agenda Item for: 9/16/15

Date 9/8/15

COMMISSION ACTION:

- Approved as Recommended
- Disapproved
- Tabled Indefinitely
- Continued to Date Certain
- Approved with Modification

# **Holiday Schedule**

**Fiscal Year 2015 - 2016**  
**(10 Hour Day)**



- |    |                                    |                                      |
|----|------------------------------------|--------------------------------------|
| 1. | <b>Veteran's Day</b>               | Wednesday, <b>November 11</b> , 2015 |
| 2. | <b>Thanksgiving Day</b>            | Thursday, <b>November 26</b> , 2015  |
| 3. | <b>Martin Luther King, Jr. Day</b> | Monday, <b>January 18</b> , 2016     |
| 4. | <b>President's Day</b>             | Monday, <b>February 15</b> , 2016    |
| 5. | <b>Memorial Day</b>                | Monday, <b>May 30</b> , 2016         |
| 6. | <b>Independence Day</b>            | Monday, <b>July 4</b> , 2016         |
| 7. | <b>Labor Day</b>                   | Monday, <b>September 5</b> , 2016    |
| 8. | <b>Personal Day**</b>              | <b>Employee's Choice</b>             |

## **Note**

**\*\***You are eligible to use a Personal Holiday after 90 days of employment. The Personal Day must be used during the 2015-2016 Fiscal Year. It cannot be carried over.

# Holiday Schedule

Fiscal Year 2015 – 2016  
(8 Hour Day)



1.	<b>Veteran's Day</b>	Wednesday, <b>November 11</b> , 2015
2.	<b>Thanksgiving Day</b>	Thursday, <b>November 26</b> , 2015
3.	<b>Day after Thanksgiving</b>	Friday, <b>November 27</b> , 2015
4.	<b>Christmas</b>	Friday, <b>December 25</b> , 2015
5.	<b>New Year's Day</b>	Friday, <b>January 1</b> , 2016
6.	<b>Martin Luther King, Jr. Day</b>	Monday, <b>January 18</b> , 2016
7.	<b>President's Day</b>	Monday, <b>February 15</b> , 2016
8.	<b>Memorial Day</b>	Monday, <b>May 30</b> , 2016
9.	<b>Independence Day</b>	Monday, <b>July 4</b> , 2016
10.	<b>Labor Day</b>	Monday, <b>September 5</b> , 2016
11.	<b>Personal Day**</b>	<b>Employee's Choice</b>

## Note

\*\*You are eligible to use a Personal Holiday after 90 days of employment. The Personal Day must be used during the 2015-2016 Fiscal Year. It cannot be carried over.



# H-6

## TOWN COMMISSION AGENDA ITEM

REQUESTED COMMISSION MEETING DATE: September 16, 2015

**SUBJECT:** FY 2015-2016 Public Risk Management Renewal  
**DEPARTMENT:** Human Resources

**STAFF RECOMMENDED MOTION:** To accept the proposal presented to Town staff by PRM and the 7% premium increase for the property, workers compensation, and general liability.

**SUMMARY:** Staff received the 2015-2016 PRM/WRM renewal for property, workers comp, general liability and pollution insurance coverage for the upcoming fiscal year. The grand total is \$422,858.00 which included a \$16,914.00 preferred member participation credit. There was an estimated 10% increase proposed in the 2015/2016 budget. The total increase is 7% increase for property, liability and work comp.

<b>FISCAL IMPACT:</b>	<input type="checkbox"/> Capital Budget
<b>TOTAL- \$422,858</b>	
<b>BUDGETED-\$462,466</b>	<input checked="" type="checkbox"/> Operating
	<input type="checkbox"/> Other

001-1901-519-4500	\$202,973	
401-3301-533-4500	\$50,575	
401-3503-535-4500	\$50,575	
001-xxxx-xx-2400	\$138,218	(Worker's Comp-This amount will be split between general fund departments.)
401-xxxx-xx-2400	\$20,125	(Worker's Comp-This amount will be split between water and sewer department.)

Various departments will get charged their portion of the worker's compensation insurance renewal for FY2015/2016 as shown above. The cost code will be each department's 2400 (worker's compensation) line.  
**TOTAL-\$422,858.00**

**ATTACHMENTS:**  Ordinance  Resolution  Budget Resolution

Other

Support Documents

<b>DEPARTMENT HEAD</b>	Submitted 	Date 09-03-15
<b>HR</b>	Approved as to Form 	Date 09-03-15
<b>FINANCE DEPARTMENT</b> <i>psw</i>	Approved as to Budget Requirements	Date 9-8-15
<b>TOWN MANAGER</b> 	Approved Agenda Item for: <i>9/16/15</i>	Date 9/16/15

**COMMISSION ACTION:**

- Approved as Recommended       Disapproved       Tabled Indefinitely
- Continued to Date Certain       Approved with Modification



## Proposal Pricing & Binding Authority

After careful consideration of the referenced proposal, we accept your insurance program as indicated with an "X" below:

	2014/2015	2015/2016	% Change
<input type="checkbox"/> PRM PROPERTY AND CRIME	\$170,491	\$168,607	-1.11%
<input type="checkbox"/> PRM GL/AL/E&O/LEL	\$105,076	\$115,930	+10.33%
<input type="checkbox"/> PRM WORKERS' COMPENSATION	\$137,685	\$153,505	+11.49%
<input type="checkbox"/> PRM BOILER & MACHINERY	\$1,699	\$1,730	+1.81%
Preferred Member Participation Credit	-\$19,760	-\$16,914	
<b>GRAND TOTAL</b>	<b>\$395,192</b>	<b>\$422,858</b>	<b>+7.00%</b>
<b>OPTIONAL/ANCILLARY COVERAGES:</b>			
Inverse Condemnation - \$100,000 Per Occ/Agg	\$12,375	INCL	0.0%
Non-Monetary Damage - \$10,000 Per Occ/Agg	\$1,800	INCL	0.0%
<input type="checkbox"/> Pollution Liability	\$17,816	\$12,948	-27.3%

PAYMENT PLAN: PRM allows their members to pay their total costs in four (4) quarterly installments. The first installment is due at inception and is equal to 60% of all costs. The remaining costs will be paid over the next three (3) quarters.

This warrants that you have no knowledge of any claim, or incident that may result in a claim, that has not been reported to the insurance carrier.

It is understood and agreed that referenced proposal provides only a summary of the insurance program options offered. The actual policies will contain the complete terms, conditions, deductibles, exclusions, etcetera. Please review policy language for a full understanding of purchased program.

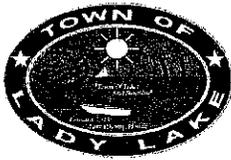
\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Member Name

**SIGNED BINDING AUTHORITY TO BE RETURNED BY  
 SEPTEMBER 14, 2015 TO WRM.**

THIS DOCUMENT IN ITS ENTIRETY IS CONFIDENTIAL & PRIVILEGED PROPRIETARY DOCUMENTATION-NOT PUBLIC RECORD.



TOWN COMMISSION AGENDA ITEM

J-7

REQUESTED COMMISSION MEETING DATE:

September 16, 2015

SUBJECT: National Night Out

DEPARTMENT: POLICE

STAFF RECOMMENDED MOTION: Approval for the Lady Lake Police Department to partner with Target and co-host National Night Out 2015 for the Town of Lady Lake on October 6, 2015 from 4:00 pm until 7:00 pm.

SUMMARY: The Lady Lake Police Department (LLPD) is requesting to co-host National Night Out on Tuesday, October 6, 2015 from 4:00 pm until 7:00 pm to heighten crime prevention and enhance safety awareness. This is the 32nd Anniversary of National Night Out and the 3rd year that the LLPD would like to organize with our local Target Store a community event to be located in the north front parking lot of the store. Community partners expressing a strong interest in participating at this time include: The Villages Public Safety, the Lake County Fire Department, the Sumter County Sheriff's Office, McDonald's, The Home Depot, and our local Seniors vs. Crime offices.

FISCAL IMPACT: \$0

- [ ] Capital Budget
[ ] Operating
[ ] Other

ATTACHMENTS: [ ] Ordinance [ ] Resolution [ ] Budget Resolution

[ ] Other

[ ] Support Documents

DEPARTMENT HEAD

Submitted [Signature]

Date 08/31/2015

HR

Approved as to Form

Date

FINANCE DEPARTMENT

Approved as to Budget Requirements Date

[Signature] Reviewed

TOWN MANAGER [Signature]

Approved Agenda Item for: 9/16/15 Date 9/8/15

COMMISSION ACTION:

- [ ] Approved as Recommended [ ] Disapproved [ ] Tabled Indefinitely
[ ] Continued to Date Certain [ ] Approved with Modification



# K-8

## SPECIAL TOWN COMMISSION AGENDA ITEM

REQUESTED COMMISSION MEETING DATE: September 16, 2015- First Reading

---

**SUBJECT:**            **Ordinance 2015-13 - An Ordinance of The Town of Lady Lake, Lake County, Florida; Amending the Text of Policy 1-10.1, F) of The Future Land Use Element of The Lady Lake Comprehensive Plan 2030; Allowing For The Construction of Individual Single Family Dwelling Units On Lots of Record Existing As of September 21, 2006, In The Manufactured Home High Density (MH-HD) Future Land Use Designation.**

**DEPARTMENT:**    **GROWTH MANAGEMENT**

---

### STAFF RECOMMENDED MOTION:

**Staff recommends approval of Ordinance No. 2015-13 - An Ordinance of The Town of Lady Lake, Lake County, Florida; Amending the Text of Policy 1-10.1, F) of The Future Land Use Element of The Lady Lake Comprehensive Plan 2030**

---

The Town of Lady Lake has filed a text amendment to the Comprehensive Plan 2030 in an effort to address a necessary correction to the description of the Manufactured Home High Density (MH-HD) Future Land Use (FLU) Classification. This amendment is directly related to the request to annex properties in the Orange Blossom Gardens Subdivisions into the Town of Lady Lake, and to rezone them to the Mixed Residential Medium Density (MX-8) FLU classification.

Orange Blossom Gardens has been in existence since the 1960's and was begun as a mobile home community in Lake County, Florida (unincorporated). In the 1980's, the Town of Lady Lake began to annex areas of Orange Blossom Gardens, assigning them the R-3 zoning classification which permitted mobile home construction. In August of 1989, Ordinance 89-22 of the Town of Lady Lake amended the R-3 classification of the Town's zoning ordinance to allow mobile homes, as well as pre-fabricated homes. In the following year, under Ordinance 90-102, the Town again amended the R-3 zoning category to allow site-built homes.

On August 15, 1994, through Ordinance 94-08, the Town of Lady Lake elected to repeal numerous ordinances and provisions by adopting "The Land Development Code of the Town of Lady Lake", as well as an accompanying Town Zoning Map. The properties of Orange Blossom Gardens were given the zoning classification of Mixed Residential Medium Density (MX-8), which permitted mobile home construction, as well as single-family conventional construction.

Finally, under Ordinance 2006-68 adopted September 21, 2006, the Town Commission of the Town of Lady Lake amended the language the Manufactured Home High Density (MH-9) to allow individual single family dwelling units to be located on lots of record existing as of September 21, 2006. Until that time, the MH-9 zoning classification was the only residential classification that did not permit single-family residential construction. Given the age of many of the mobile homes in the community, the ordinance expanded the opportunity for those choosing to replace their mobile home to do so with a conventional single family home.

Again, the areas of the Villages (Orange Blossom Gardens/Hills) were rezoned MX-8 in 1994; therefore, the zoning has long been in place for either construction type. However, concurrent with the adoption of Ordinance 94-08, the Town failed to amend the Future Land Use Classification to Mixed Residential Medium Density (MR-MD), the properties remained under the MH-HD future land use classification which permitted only the manufactured home and mobile home construction types.

Given that the MX-8 zoning classification density (8 dwelling units per acre) is less than the density allowed under the Manufactured Home High Density classification (9 dwelling units per acre), the Town at this time is requesting a text amendment to the Comprehensive Plan to incorporate the necessary language to the MH-HD future land use classification to allow both housing types as intended under Ordinance 94-08, and edified by the adoption of Ordinance 2006-68 to allow the replacement of mobile and manufactured homes town-wide (at least for those lots of record which existed prior to September 21, 2006, of which those lots assigned MX-8 in 1994 within the Villages qualify). The amendment will in no way prohibit the residents of the MH-HD future land use classification from choosing the construction type of their home through its passage.

This amendment is consistent with the Town's Comprehensive Plan policy:

Policy HSG 1-1.2: Promote a Diversity of Housing Types. The Town's Future Land Use Map shall designate the appropriate land uses to accommodate a diversity of housing needs.

---

**Public Hearings**

The **Planning and Zoning Board** heard the application for Ordinance 2015-13 at their regular meeting on Monday, September 14, 2015. (Recommendation to be provided to the Town Commission at the meeting).

The **Local Planning Agency** is scheduled to consider Ordinance 2015-13 on Wednesday, September 16, 2015, at 5:45 p.m.

The **Town Commission** is scheduled to consider Ordinance 2015-13 for second and final reading on Monday, October 5, 2015 at 6:00 p.m.

---

FISCAL IMPACT: \$ \_\_\_\_\_

Capital Budget                       Operating                                       Other

---

ATTACHMENTS:     Ordinance(s)     Resolution     Budget Resolution

Other

Support Documents/Contracts Available for Review in Manager's Office

---

DEPARTMENT HEAD		Submitted 9/8/15	Date
FINANCE DEPARTMENT		Approved as to Budget Requirements	Date
TOWN ATTORNEY		Approved as to Form and Legality	Date
TOWN MANAGER		Approved Agenda Item for: 9/16/15	Date 9/16/15

---

BOARD ACTION:     Approved as Recommended                       Disapproved

Tabled Indefinitely                       Continued to Date Certain

Approved with Modification

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**ORDINANCE NO. 2015-13**

**AN ORDINANCE OF THE TOWN OF LADY LAKE, LAKE COUNTY, FLORIDA; AMENDING THE TEXT OF POLICY 1-10.1, F) OF THE FUTURE LAND USE ELEMENT OF THE LADY LAKE COMPREHENSIVE PLAN 2030; ALLOWING FOR THE CONSTRUCTION OF INDIVIDUAL SINGLE FAMILY DWELLING UNITS ON LOTS OF RECORD EXISTING AS OF SEPTEMBER 21, 2006, IN THE MANUFACTURED HOME HIGH DENSITY (MH-HD) FUTURE LAND USE DESIGNATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on February 2, 1981, the Town Commission of the Town of Lady Lake (the "Town") adopted a Comprehensive Plan pursuant to requirements set forth in Florida Statutes, and on December 2, 1991, the Town substantially amended its Comprehensive Plan pursuant to Ordinance 91-21 in order to comply with the requirements of Chapter 163.3164 and Chapter 163.3184, Florida Statutes (the "Lady Lake Comprehensive Plan"); and

**WHEREAS**, on August 15, 1994, the Town adopted the Town of Lady Lake Land Development Regulations (the "LDRs") for the purpose of implementing the Lady Lake Comprehensive Plan; and

**WHEREAS**, the Lady Lake Comprehensive Plan and LDRs meet the requirements of Chapter 163, Florida Statutes, Florida Administrative Code (the "Minimum Criteria for Review of Local Government Comprehensive Plans and Determination of Compliance of the Department of Community Affairs"); and

**WHEREAS**, on September 21, 2006, under Ordinance 2006-68, the Town of Lady Lake amended the Land Development Regulations to allow for the construction of individual single-family homes in the Manufactured Home High Density (MH-9) zoning designation for lots of record existing as of September 21, 2006; and

**WHEREAS**, to establish consistency between the Manufactured Home High Density (MH-HD) Future Land Use Designation of the Comprehensive Plan and the Manufactured Home High Density (MH-9) zoning designation of the LDR's, and the Mixed Residential Medium Density (MX-8) zoning designation of the LDR's, the text amendment is necessary; and

**WHEREAS**, this Ordinance was noticed in accordance with Chapter 163, Florida Statutes, pertaining to comprehensive plan amendments and Chapter 166, Florida Statutes, pertaining to the procedure for adoption of ordinances, and public hearings were held before the Planning and Zoning Board, the Land Planning Agency and the Town Commission of the Town of Lady Lake; and

**WHEREAS**, the text amendment to the Lady Lake Comprehensive Plan effectuated by this Ordinance was found to be in compliance with the Lady Lake Comprehensive Plan by the Florida Department of Economic Opportunity.



EXHIBIT "A"

1  
2  
3  
4       **Section 3.    Allowable Uses in "Manufactured Home, High Density".** Development  
5 within the manufactured home, high density land use category shall be limited to manufactured  
6 homes. Densities cannot exceed nine (9) units/acre. Single family, multi-family, commercial and  
7 industrial uses are prohibited, however, a mixed use PUD shall be allowed as outlined in Policy 1-  
8 9.2. Public facilities shall be allowed as outlined in Policies 1-1.3 and 1A-1.2. Individual single  
9 family dwelling units may be constructed on lots of record in the MH-HD category existing as of  
10 September 21, 2006.

**TOWN OF LADY LAKE  
TEXT AMENDMENT TO THE COMPREHENSIVE PLAN**

1. Applicant's Name: Town of Lady Lake  
Mailing Address: 409 Fennell Boulevard, Lady Lake FL 32159  
Email Address: kkollgaard@ladylake.org  
Telephone #: (352) 751-1544
  
2. Please reference Chapter and Section of the Comprehensive Plan which you are seeking to amend: Policy FLU 1-10.1 F.)
  
3. The amendment requested is as follows: Allowing for the construction of individual single family dwelling units on lots of record existing as of September 21, 2006, in the Manufactured Home - High Density Future Land Use Designation.
  
4. The amendment should be supported for the following reasons:  
Please attach a justification statement to this application on letterhead or on a document which clearly indicates that it is authored by the applicant with the contact information clearly depicted.

I certify that the statements in this application are true to the best of my knowledge.

  
Signature of Applicant

PLEASE SUBMIT THE APPLICATION, ACCOMPANIED BY THE APPROPRIATE REVIEW FEES AND ALL APPLICABLE INFORMATION DOCUMENTATION AS REQUIRED BY THE LADY LAKE LAND DEVELOPMENT REGULATION, ADOPTED AUGUST 15, 1994 TO THE GROWTH MANAGEMENT DEPARTMENT.

**Office Use:**

Date Application Received: 8/21/15 Received by: TR  
Fees Paid: N/A

**APPLICANT'S AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF LAKE**

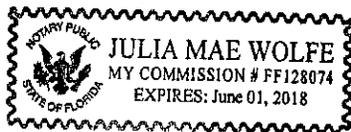
Before me, the undersigned authority, personally appeared Kristen Kallman who being by me first duly sworn on oath, deposes and says:

- (1) That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the Town of Lady Lake, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Lady Lake, Florida, and are not returnable.
- (2) That he desires approval for:  
Text amendment to Comprehensive Plan
- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

Kristen Kallman  
Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this 27 day of August, 2015, by Kristen Kallman, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Julia Mae Wolfe  
Notary Public



ORDINANCE 89-22

AN ORDINANCE AMENDING SECTION 12.15 OF THE TOWN OF LADY LAKE PLANNING AND ZONING ORDINANCE PERTAINING TO PERMITTED USES IN THE R-3 ZONING DISTRICT; PROVIDING PRE-FABRICATED HOMES AS A PERMITTED USE IN THE R-3 DISTRICT; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LADY LAKE, FLORIDA:

Section 12.15 of Article XIII of the Town of Lady Lake Zoning Ordinance is hereby amended to provide as follows:

1. One single family dwelling unit, which may be either a mobile home or a pre-fabricated home, of mobile-construction-having a minimum area of six hundred (600) square feet. The finished floor of all pre-fabricated homes must be at least 12 inches above the surrounding grade. The minimum width of any pre-fabricated home shall be not less than 24 feet.
2. Accessory structures, such as carports, utility buildings, etc., thereto, not to include guest cottages.
3. Public parks.
4. Recreational facilities incidental to the mobile home park.
5. Self-service laundromats, provided, however, that this land is so situated within the park to be equally convenient to all residents of the park, and also, provided that it is intended for use of the residents of the park only.

This Ordinance shall take effect immediately upon its final adoption by the Town Commission of the Town of Lady Lake.

PASSED AND ORDAINED this 21<sup>st</sup> day of August, 1989, by the Town Commission of the Town of Lady Lake, Florida.

Yvonne I. Knudson  
Yvonne I. Knudson, Mayor  
Town of Lady Lake

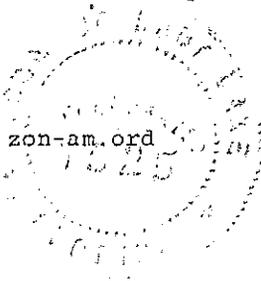
ATTEST:

Ellie L. Whigham  
Ellie L. Whigham, Clerk

Passed First Reading 08/07/89

Passed/Second Reading 08/21/89

[Signature]  
Approved as to form:  
Town Attorney



RECORDED - PUBLIC RECORDS  
CLERK COUNTY CLERK  
TALLAHASSEE, FLORIDA

Oct 4 10 34 AM '89

REC 5.00

TF 1.00

RESOLUTION 90-102

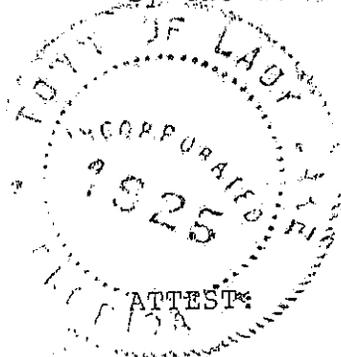
A RESOLUTION GRANTING THE PETITION OF ORANGE BLOSSOM HILLS, INC. FOR A CLASSIFICATION OF USE IN AN R-3 ZONING DISTRICT FOR ORANGE BLOSSOM GARDENS.

BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LADY LAKE, FLORIDA AS FOLLOWS:

- 1. The petition by Orange Blossom Hills, Inc. for a classification of use in the R-3 Zoning District for Orange Blossom Gardens to allow the site-built homes is hereby granted based upon the findings of facts set forth hereafter to Orange Blossom Gardens only. The homes shall be at least 24 feet wide at the main body of the house.
- 2. The Commission finds:
  - (a) That this use will be no more obnoxious or detrimental to the community than the prefabricated homes which are currently allowed under the R-3 Zoning District Classification as the homes will be identical when completed as the only difference is in the fabrication method and not the end product.
  - (b) The gross density of Orange Blossom Gardens is only 3.72 units per acre.
  - (c) The community is a master planned, closed retirement community with central water and sewer and has received a development order as a development of regional impact.

This resolution shall take effect immediately upon its final adoption by the Town Commission of the Town of Lady Lake.

PASSED AND ADOPTED this 16<sup>th</sup> day of April, 1990 by the Town Commission of the Town of Lady Lake, Florida.



*Storm Kern*  
 Storm T. Kern, Mayor  
 Town of Lady Lake

*Ellie L. Whigham*  
 Ellie L. Whigham, Town Clerk

MAY 4 10 40 AM '90

ORDINANCE NO. 94- 08

AN ORDINANCE OF THE TOWN OF LADY LAKE, FLORIDA, PERTAINING TO LAND DEVELOPMENT REGULATIONS; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR GENERAL PROVISIONS AND ADMINISTRATIONS; PROVIDING FOR DEFINITIONS AND INTERPRETATIONS; PROVIDING FOR DEVELOPMENT PROCEDURES AND REGULATIONS; PROVIDING FOR A CONCURRENCY MANAGEMENT SYSTEM; PROVIDING FOR CONDITIONAL USES AND SPECIAL EXCEPTIONS; PROVIDING FOR SITE DEVELOPMENT PLAN REGULATIONS; PROVIDING FOR SUBDIVISIONS AND PLATS; PROVIDING MISCELLANEOUS REGULATIONS; PROVIDING LANDSCAPING AND TREE PROTECTION; PROVIDING WATER-EFFICIENT LANDSCAPING; PROVIDING ENVIRONMENTAL REGULATIONS; PROVIDING STORMWATER MANAGEMENT; PROVIDING WATER AND SEWER STANDARDS SPECIFICATIONS; PROVIDING TRANSPORTATION STANDARDS; PROVIDING BUILDING AND FIRE REGULATIONS; PROVIDING SIGN REGULATIONS; PROVIDING WELLFIELD AND AQUIFER PROTECTION; PROVIDING FOR HISTORIC AND ARCHEOLOGICAL RESOURCE PROTECTION; PROVIDING FOR AN OFFICIAL ZONING MAP; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LADY LAKE, FLORIDA:

Section 1. "The Land Development Code of the Town of Lady Lake, Florida," dated August 15, 1994 consisting of Chapters 1-19, which are attached hereto as Attachment A, are hereby adopted.

Section 2. The following ordinances and provisions are hereby repealed:

- (a) Sections 2-71 through 2-87, Chapter 2, Article III, Division 2, Code of Ordinances (Code Enforcement Board);
- (b) Section 3-2, Chapter 3, Code of Ordinances (Alcoholic Beverages);
- (c) Article I, Chapter 5, Code of Ordinances (Buildings and Building Regulations);
- (d) Chapter 6, Code of Ordinances (Flood Prevention and Protection);
- (e) Sections 7-91 through 7-100, Chapter 7, Article III, Code of Ordinances (Hazardous Waste/Health and Sanitation);
- (f) Chapter 7.5, Code of Ordinances (Landscaping and Trees);
- (g) Section 9-4, Chapter 9 (Mobile Home Lot Size/Mobile Homes and Recreational Vehicles);
- (h) Chapter 11, Code of Ordinances (Planning);

- (i) Chapter 12, Code of Ordinances (Signs and Advertising);
- (j) Chapter 15, Code of Ordinances (Subdivision Regulations);
- (k) Chapter 18, Code of Ordinances (Utilities);
- (l) Chapter 19, Code of Ordinances (Zoning);
- (m) Ordinance 83-2 (100) (Subdivision Regulations, and all amendments thereto and related ordinances, including but not limited to: Ordinance 84-14 (116) (Design Standards); Ordinance 88-31 (New Regulations); Ordinance 89-29 (New Regulations); Ordinance 90-11 (Performance Bond)).
- (n) Ordinance 83-4 (102) (Zoning Rules and Regulations), and all amendments thereto and related ordinances, including but not limited to: Ordinance 84-13 (115) (Setbacks in R-3 District); Ordinance 85-5 (126) (Urban Residential District R-1-B); Ordinance 85-9 (130) (Back Flow and Cross Connection); Ordinance 85-17 (138) (One Water Service to Each Premise); Ordinance 85-18 (139) (Multi-Family Residential District); Ordinance 86-7 (152) (Planned Commercial District); Ordinance 86-7 (153) (Planned Unit Development); Ordinance 86-8 (156) (Code Enforcement); Ordinance 86-8 (161) (Permit Fees); Ordinance 86-8 (162) (Voluntary Annexation Fee); Ordinance 86-8 (163) (Commercial Zoning); Ordinance 86-10 (168) (Publication of Notice); Ordinance 87-01 (176) (Mobile Park District) Ordinance 87-01 (178) (Fees); Ordinance 87-01 (181) (Planning and Zoning Board); Ordinance 87-09 (198) (Site Plan Review); Ordinance 87-09 (204) (Water Tap-On Fees; Reconnection Charges); Ordinance 87-09 (206) (Water Tap-On Fees) Ordinance 87-09 (207) (Water Service Deposits); Ordinance 87-09 (208) (Water Service Deposits); Ordinance 87-12 (211) (Permit Fees); Ordinance 87-10 (213) (Parking Spaces); Ordinance 88-03 (Commercial Zoning/Floor Space); Ordinance 88-04 (Water Reconnection Charges); Ordinance 88-07 (Building Inspection Activities); Ordinance 88-14 (Permit Fees); Ordinance 88-17 (National Electric Code); Ordinance 88-24 (Landscaping/Plant Removal); Ordinance 88-28 (Subdivision Regulations); Ordinance 88-31 (Subdivision Regulations); Ordinance 88-39 (Adopting Standard Code for Repair and Elimination of Buildings); Ordinance 89-13 (Public Facilities District); Ordinance 89-22 (Allowance of Pre-Fab Homes in R-3 District); Ordinance 89-25 (Planning and Zoning Board); Ordinance 89-29 (Subdivision Regulations); Ordinance 90-08 (Abolishing BOA); Ordinance 90-11 (Performance Bond); Ordinance 90-13 (Commercial Zoning Classification); Ordinance 90-14 (Parking and Loading); Ordinance 90-15 (Building Codes); Ordinance 90-27 (Setbacks in nonresidential area); Ordinance 92-02 (Simple and Complex Site Plan Review); Ordinance 93-07 (Code Enforcement Board); provided, however, Ordinance

93-15 (Tents) codified in Section 5-26, Chapter 5, Article II, Code of Ordinances, shall remain in full force and effect.

- (o) All ordinances and resolutions pertaining to land development regulations of a general or permanent nature enacted on or before August 15, 1994, which are in conflict with the Land Development Code.

Section 3. The repeal provided for in Section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Additions or amendments to the Land Development Code when passed in the form as to indicate the intention of the Town Commission to make the same a part of the Land Development Code shall be deemed to be incorporated in the Land Development Code, so that reference to the Land Development Code includes the additions and amendments.

Section 5. This ordinance shall become effective on August 15, 1994.

PASSED AND ORDAINED by the Town Commission for the Town of Lady Lake, Florida, this 15<sup>th</sup> day of August, 1994.

TOWN OF LADY LAKE, FLORIDA

By: Lee W. Hokr  
Lee W. Hokr, Mayor

ATTEST:

Ellie L. Whigham  
Ellie L. Whigham, Town Clerk

Passed on First Reading 08/01/94.

Passed on Second Reading 08/15/94.

Approved as to Form:

Robert Q. Williams  
Robert Q. Williams  
Town Attorney



CFW 2006150579  
BK 03276 Pgs 2337 - 2342 (6pgs)  
DATE: 10/06/2006 09:06:45 AM  
JAMES C. WATKINS, CLERK OF COURT  
LAKE COUNTY  
RECORDING FEES 52.50

**ORDINANCE 2006 - 68**

**AN ORDINANCE OF THE TOWN OF LADY LAKE, LAKE COUNTY, FLORIDA; AMENDING THE TOWN OF LADY LAKE LAND DEVELOPMENT REGULATIONS; CHAPTER 5, ZONING DISTRICT REGULATIONS, SECTION 4, ZONING DISTRICT USES, SUBSECTION (f), MANUFACTURED HOMES HIGH DENSITY; AMENDING PROVISIONS GOVERNING PERMITTED USES IN THE DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, on December 2, 1991, the Town of Lady Lake adopted a Comprehensive Plan (Ordinance No. 91-21) pursuant to the requirements of Chapter 163, Part II, Florida Statutes and Chapter 9J-5, Florida Administrative Code; and

WHEREAS, on January 23, 1992, the Florida Department of Community Affairs determined that the Town of Lady Lake Comprehensive Plan was in compliance with the requirements of Chapter 163, Part II, Florida Statutes and Chapter 9J-5, Florida Administrative Code; and

WHEREAS, on August 15, 1994, the Town of Lady Lake adopted the Land Development Code of the Town of Lady Lake, Florida in accordance with the Town of Lady Lake Comprehensive Plan and the requirements of Chapter 163, Part II, Florida Statutes; and

WHEREAS, on March 9, 2006, pursuant to the provisions of the Town of Lady Lake Land Development Code, the Planning and Zoning Commission of the Town of Lady Lake reviewed the proposed amendment to the Land Development Code which is attached hereto as Exhibit "A" and recommended to the Town Commission of the Town of Lady Lake that said amendment be adopted, and

WHEREAS, the Town of Lady Lake has elected to amend Chapter 5, Section 4, of the Land Development Regulations finding it is in the best interests of the Town of Lady Lake and promotes the general welfare of its citizens.

**NOW THEREFORE THE TOWN COMMISSION OF THE TOWN OF LADY LAKE ORDAINS:**

**Section 1. Amendment.**

"The Land Development Code of the Town of Lady Lake, Florida," dated August 15, 1994 (the "Land Development Code") is hereby amended as provided below:

Chapter 5, Section 4 (f) of the Land Development Code entitled "MH-9 Manufactured Homes High Density" is replaced in its entirety with the provisions set forth in Exhibit "A", attached hereto and incorporated herein.

**Section 2. Severability.**

If any section, sentence, clause, phrase or word of this Ordinance is for any reason held, or declared to be unconstitutional, inoperative or void, such holding or invalidity shall not effect the remaining portions of this ordinance; and it shall be construed to have been the Town Commission's intent to pass this Ordinance without such unconstitutional, invalid or inoperative part therein; and the remainder of this

Ordinance, after the exclusion of such part or parts, shall be deemed and held to be valid, as if such parts had not been included herein; or if this Ordinance or any provisions thereof shall be held inapplicable to any person, groups of persons, property, kind of property, circumstances or set of circumstances, such holding shall not effect the applicability thereof to any other person, property or circumstances.

**Section 3. Conflicts.**

All ordinances or part of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

**Section 4. Codification.**

The provisions of this Ordinance shall be codified as and become part of the Codes of Ordinances, Town of Lady Lake. The sections of this Ordinance may be re-numbered or re-lettered to accomplish such intention and the word "Ordinance", or similar words, may be changed to "Section", "Article", or other appropriate word.

**Section 5. Applicability.**

This Ordinance does not have retroactive applicability and does not apply to applications filed prior to the effective date of this Ordinance.

**Section 6. Effective Date. This ordinance shall become effective upon adoption.**

**PASSED AND ORDAINED** this 21<sup>st</sup> day of September 2006, in the regular session of the Town Commission of the Town of Lady Lake, Lake County, Florida, upon the second and final reading.

  
\_\_\_\_\_  
Max Pullen, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristen Straka, Town Clerk



Approved as to Form:

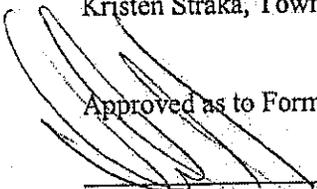
  
\_\_\_\_\_  
Derek Schroth, Town Attorney

EXHIBIT "A"

CHAPTER 5: DEVELOPMENTAL PROCEDURES AND REGULATIONS

SECTION 4: REZONING

f) MH-9 "Manufactured Homes High Density"

This district is established to implement comprehensive plan policies to provide for the establishment of manufactured home dwellings in urban environments at a density not to exceed four (4) units per acre unless central sewer facilities are available at which time density is not allowed to exceed nine (9) dwelling units per acre.

1) Permitted Uses

- A) Manufactured Home Rental Parks for the placement of residential design manufactured homes (RDMH).
- B) Manufactured Home Subdivisions for the placement of residential design manufactured homes (RDMH).
- C) For Manufactured Home Rental Parks and Manufactured Home Subdivisions, accessory uses such as laundries, community buildings, offices, swimming pools and recreational facilities shall be permitted subject to the following conditions:
  - 1. The establishments shall not be advertised for patronage by the general public.
  - 2. Recreational facilities shall in general be centrally located.
- D) Agriculture. A minimum of five (5) acres is required for the keeping, harboring or maintaining of livestock or fowl. Accessory structures and uses incidental to agricultural activity shall maintain a setback of two-hundred (200) feet from any lot line.
- E) Family Child Care Home.
- F) Customary accessory structures and uses incidental to the principal structure. Accessory structures shall be limited in size to a maximum of 25% of the square footage of the principal structure.
- G) Individual Single Family Dwelling units to be located on lots of record existing as of September 21, 2006.
- H) Individual Manufactured Home, Residential Design (RDMH) to be located on lots of record existing as of September 21, 2006.

2) Uses Permitted as Special Exception Use Upon Approval:

- A) Restaurants, if they are part of the permitted use development.
- B) Manufactured Home, Standard Design (SDMH)

3) Uses Expressly Prohibited

- A) Commercial land uses (except restaurants permitted as a Special Exception).
- B) Industrial land uses.
- C) Bed and Breakfast Inns.
- D) Two-family (duplex) dwelling units.
- E) Multi-family dwelling units.
- F) Any use prohibited by Town, State or Federal law.

4) Manufactured Home Rental Park Development Standards

- A) The developer shall submit Master Park Plans at the time of application, prepared in accordance with the Design Standards subsection later in this section. Final Site Development Plans must be submitted in accordance with the improvement standards (i.e., water, sewer, drainage, etc.) in other chapters of this Code.
- B) A manufactured home rental park shall be entirely enclosed, exclusive of driveways, at its external boundaries by a solid wall, fence or evergreen hedge not less than six (6) feet in height.
- C) Manufactured homes shall meet the setback requirements in the Design Standards subsection later in this section.
- D) There shall be at least two (2) paved, off-street parking spaces for each home space, which shall be on the same site as the home served and may be located in the front or side yard of the home unit.
- E) Streets, areas at the entrances to buildings used by occupants at night, and walkways shall be lighted.
- F) All manufactured homes in all zoning districts that permit manufactured homes shall be skirted between the ground and floor of the manufactured home. The skirting material may be either contiguous blocks, bricks, treated lumber, aluminum siding, or a suitable material as approved by the Building Official.
- G) All lots should be permanently pinned (corner markers) at the corner points prior to issuance of certificate of occupancy.

5) Manufactured Home Subdivision Development Requirements

The developer shall submit Master Park Plans at the time of application, prepared in accordance with the Design Standards subsection later in this section. Final Development

Plans and a plat must be submitted in accordance with the criteria in the Subdivisions and Plats chapter and shall meet the development, design and improvement standards for subdivisions as stated in other chapters of this Code.

6) Manufactured Home Subdivision, Ownership Limitations

Any manufactured home subdivision in which any person, group, or company obtains ownership of ten percent (10%) or more of the subdivision units for rental or leasing purposes, shall be deemed to be a manufactured home rental park and appropriate licenses and/or permits shall be obtained from the Town.

Any builder(s), owner(s), or developer(s) of a manufactured home subdivision who retains, or within a period of eighteen (18) months regains, possession of ten percent (10%) or more of the subdivision units for purposes of rental or lease shall be subject to the regulations of the Town governing all aspects of manufactured home rental parks.

7) Setbacks

Individual Single Family Dwelling units and Individual Manufactured Home, Residential Design (RDMH) units, shall meet the setback requirements in the Design Standards subsection later in this Section.

8) Design Standards

A) The minimum lot area shall be five thousand (5,000) square feet if central water and sewer facilities are provided. Should septic tanks be utilized then the minimum lot area shall be twelve thousand five hundred (12,500) square feet. Projects may be designed to allow clustering of residential units, however, overall density may not exceed nine (9) units per acre. The lot shall be clearly defined by permanent markers.

B) The minimum lot width shall be fifty (50) feet measured along the building setback line if central sewer is provided. If septic tank is used, minimum width is one hundred (100) feet. Minimum lot widths may be waived if clustering of units is provided.

C) The maximum building height shall be thirty-five (35) feet.

D) Minimum Setback Requirements

1. Front Yard Setback

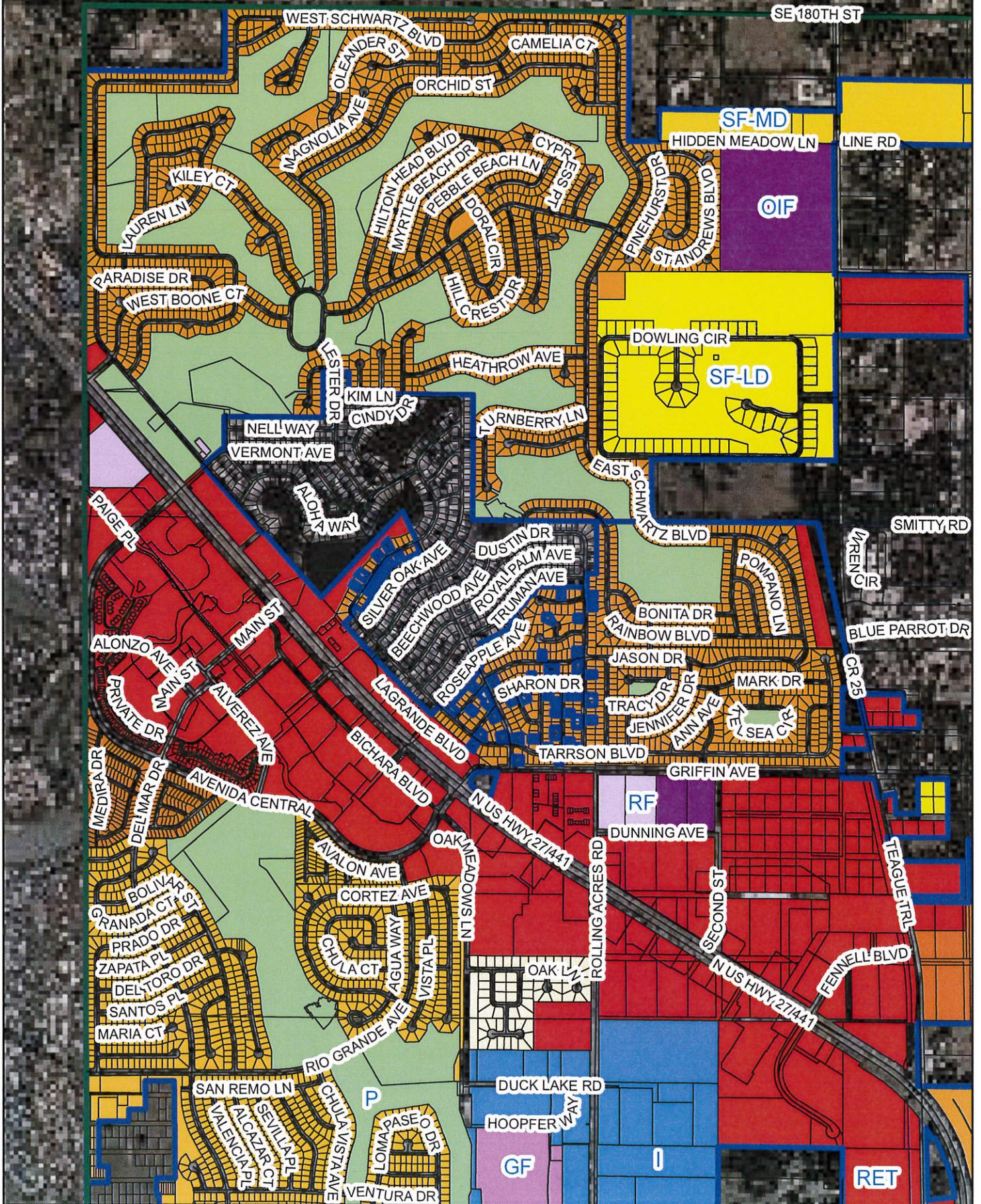
a. Local Platted Roadway - Twenty (20) feet.

b. Collector Roadway - Thirty-five (35) feet.

c. Arterial Roadway - Fifty (50) feet.

- d. Local Private paved streets - Twenty-five (25) feet off of edge of pavement.
2. Side Yard Setback When Adjoining
- a. Another lot - five (5) feet.
  - b. Local Roadway - Twenty-five (25) feet.
  - c. Collector Roadway - Thirty-five (35) feet.
  - d. Arterial Roadway - Fifty (50) feet.
  - e. Interior paved streets - Twenty (20) feet.
3. Rear Yard Setback: Ten (10) feet.
4. Where a front yard of lesser depth than required exists in front of dwellings on more than sixty (60%) percent of lots of record on one side of the street in any one block in the MH-District, the depth of the front yard for any building hereafter erected or replaced on any lot in such block need not be greater than the average depth of front yards of existing buildings.
- E) The minimum living area shall be eight hundred (800) square feet. For Mobile Homes, Standard Design, the minimum living area shall be based on the original unit size exclusive of any additions.
- F) The maximum impervious surface ratio (which includes building coverage) shall not exceed sixty (60) percent.

# LADY LAKE FLU MAP



# LADY LAKE ZONING MAP

