

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

July 6, 2016

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.

- A. CALL TO ORDER:** Mayor Ruth Kussard
- B. PROCEDURE:** *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. INVOCATION:** Father Gerry Shovelton – St. Timothy Catholic Church
- D. PLEDGE OF ALLEGIANCE**
- E. ROLL CALL:** Tony Holden, Commissioner Ward 2
Dan Vincent, Commissioner Ward 3
Paul Hannan, Commissioner Ward 4
Ruth Kussard, Mayor/Commissioner Ward 1
- ABSENT:** Jim Richards, Commissioner Ward 5

STAFF MEMBERS PRESENT: Kris Kollgaard, Town Manager; Derek Schroth, Town Attorney; Thad Carroll, Growth Management Director; C. T. Eagle, Public Works Director; Mike Burske, Parks and Recreation Director; Captain Jason Brough, Police Department; and Nancy Slaton, Deputy Town Clerk

F. PUBLIC COMMENTS: Mayor Kussard asked if there were any comments at this time. There were no comments.

G. CONSENT:

- 1. Minutes** – June 20, 2016 – Special Commission Meeting
– June 20, 2016 – Regular Commission Meeting

Mayor Kussard asked if there were any questions or comments on the Consent item, and hearing none, asked for a motion.

Upon a motion by Commissioner Vincent and a second by Commissioner Holden, the Commission approved Consent Item #G-1 by a vote of 4 to 0.

H. OLD BUSINESS:

2. Consideration of Approval of the Sale and Purchase Contracts for 217 Skyline Drive and 221 Skyline Drive (Kris Kollgaard)

Town Manager Kris Kollgaard gave the background summary for this agenda item (on file in the Clerk's office). She stated that as directed, the Town Attorney prepared Sale and Purchase Contracts for the vacant properties owned by the Town at 217 Skyline Drive and 221 Skyline Drive. The purchaser is L & G Construction of Central Florida, Inc., and they are purchasing the two lots for \$5,000 each, for a total of \$10,000 which will be revenue to the Town. Ms. Kollgaard asked if there were any questions.

Commissioner Hannan commented that his previous recommendations to fellow Commissioners were not taken into consideration. He apologized as he stated he was speaking from a realtor's standpoint, which was entirely over the Commissioners' heads. He stated that although he knows he cannot win this battle, if a realtor was creative like what was done at 1412 Oak Street, the Commissioners would not be approving this tonight. He recommended that the Commissioners check out 1412 Oak Street.

Mayor Kussard asked if there were any other questions or comments, and hearing none, asked for a motion.

Upon a motion by Commissioner Holden and a second by Commissioner Vincent, the Commission approved the Sale and Purchase Contract for 217 Skyline Drive in the amount of \$5,000.00, by a vote of 3 to 1 (Hannan).

Upon a motion by Commissioner Holden and a second by Commissioner Vincent, the Commission approved the Sale and Purchase Contract for 221 Skyline Drive in the amount of \$5,000.00, by a vote of 3 to 1 (Hannan).

I. NEW BUSINESS:

3. Consideration to Award RFQ # 2016-0001 to Neel-Schaffer, Inc. to Perform the C.E.I. Services for the Villages Elementary School Sidewalk Safety Improvements Project (Mike Burske)

Parks and Recreation Director Mike Burske gave the background summary for this agenda item (on file in the Clerk's office). He stated that the Town advertised a Request for Qualifications to perform C.E.I. Services for the Villages Elementary Sidewalk Project. Three firms submitted proposals: Neel-Schaffer Engineering, Keith and Schnars Engineering, and D.R.M.P Engineering. Town staff formed a Selection Committee to review and grade the three firms, which consisted of the Town Manager, the Public Works Director, the Human Resources Director, the Parks and Recreation Director and the Growth Management Director. All three firms were invited to make presentations. As shown in the documents included in the packet, Neel-Schaffer was the highest scoring firm.

Mr. Burske stated that F.D.O.T. has allowed a budget of \$45,000.00, and he and the Town Manager were able to negotiate with Neel-Schaffer to meet this price as their original proposal was \$49,780.00. He noted that F.D.O.T will not cover anything above the \$45,000.00 amount for engineering services for this project. Both this contract and the RFQ document are part of the contract approved by F. D.O.T. and no changes will be allowed.

Mayor Kussard asked if there were any questions or comments, and hearing none, asked for a motion.

Upon a motion by Commissioner Hannan and a second by Commissioner Holden, the Commission approved Awarding RFQ No. 2016-0001 to Neel-Schaffer, Inc. to Perform the C.E.I. Services for the Villages Elementary School Sidewalk Safety Improvements Project by a 4-0 vote.

J. TOWN ATTORNEY’S REPORT:

4. Ordinance No. 2016-18 – Annexation – The Villages of Lake-Sumter, Inc. – for Six Lots Consisting of Approximately 0.88 +/- Acres Within Orange Blossom Gardens Units 2, 3.1b, and 4 Within Lake County, Florida, Referenced by Alternate Keys 1672465, 3238575, 2523271, 2534672, 2800526, and 2701188 (Thad Carroll)

Town Attorney Derek Schroth read the ordinance by title only.

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 applications to annex properties consisting of six lots located north of Griffin Avenue and northeast of North Highway 27/441, within the Orange Blossom Gardens Subdivisions Units 2, 3.1B and 4. The annexation application involves 0.88 +/- acres of property from unincorporated Lake County into the Town of Lady Lake.

Mr. Carroll stated the six lots include the following addresses:

- 1015 Vermont Avenue
- 1305 Debra Drive
- 828 Silver Oak Avenue
- 816 Weeping Willow Avenue
- 1240 Dustin Drive
- 812 Tarrson Boulevard

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

In accordance with the provisions of Florida Statute 171.205 and the Interlocal Service Boundary Agreement executed September 4, 2013 between Lake County, Florida and the Town of Lady Lake, Florida, the Town may annex property into the Town which are non-contiguous to the existing municipal boundary. The proposed properties under this application exist as non-contiguous lots.

Mr. Carroll stated that the present use of the properties is manufactured homes that will be replaced, with five of the properties having been cleared at this point. He stated staff recommends approval of this application. A map, aerial views of the property, and photos of the posting of the properties were shown.

Mr. Carroll stated the annexation application was received on Thursday, May 5, 2016, and has been reviewed and determined to be complete, satisfying the necessary criteria as required for annexation under statutory requirements. The application was found to meet the requirements of the Land Development Regulations (LDRs) as well as the adopted Comprehensive Plan, and is ready for consideration by the Town Commission. He reported that notices to inform the surrounding property owners (98) within 150 feet of the properties proposed by annexation request were mailed Thursday, May 26, 2016, and the properties were posted Tuesday, June 31, 2016. No letters of objection or support have been received to date.

Mr. Carroll reported that the Technical Review Committee (TRC) members individually reviewed application for Ordinance No. 2016-18, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the June 13, 2016 meeting, the Planning and Zoning Board voted 4-0 for approval of Ordinance No. 2016-18. The Town Commission is scheduled to consider Ordinance No. 2016-18 for second/final reading on Monday, July 18, 2016 at 6:00 p.m.

Mr. Carroll stated that the applicant is not present, and he will attempt to answer any questions.

Mayor Kussard asked if anyone else had any questions or comments, and hearing none, asked for a motion.

Upon a motion by Commissioner Holden and seconded by Commissioner Hannan, the Commission approved the first reading of Ordinance No. 2016-18 by the following roll call vote:

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

5. Ordinance No. 2016-19 – Small Scale Future Land Use Comprehensive Plan Amendment – The Villages of Lake-Sumter, Inc. – from Lake County Medium Urban Density to Lady Lake Manufactured Home High Density for Six Lots Consisting of Approximately 0.88 +/- Acres Within Orange Blossom Gardens Units 2, 3.1b, and 4 Within Lake County, Florida, Referenced by Alternate Keys 1672465, 3238575, 2523271, 2534672, 2800526, and 2701188 (Thad Carroll)

Town Attorney Derek Schroth read the ordinance by title only.

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 applications to amend the future land use comprehensive plan for properties consisting of six lots located north of Griffin Avenue and northeast of North Highway 27/441, within the Orange Blossom Garden Subdivisions Units 2, 3.1B, and 4, from Lake County Medium Urban Density to Lady Lake Manufactured Home High Density. The application involves 0.88 +/- acres of property from unincorporated Lake County into the Town of Lady Lake. The proposed properties are as follows:

- 1015 Vermont Avenue
- 1305 Debra Drive

- 828 Silver Oak Avenue
- 816 Weeping Willow Avenue
- 1240 Dustin Drive
- 812 Tarrson Boulevard

Mr. Carroll stated the Small Scale Future Land Use Map Amendment application was received on Thursday, May 5, 2016, and has been reviewed and determined to be complete, satisfying the necessary criteria as required to meet the requirements of the Land Development Regulations (LDRs) as well as the adopted Comprehensive Plan, and is ready for consideration by the Town Commission. Staff recommends approval. He stated that notices to inform the surrounding property owners (98) within 150' of the property of the proposed annexation were mailed on Thursday, May 26, 2016, and the properties were posted Tuesday, May 31, 2016. No letters of objection or support have been received to date.

Concurrency Determination Statement: The Villages has removed existing manufactured homes on six lots in a historic section of the Villages known as Orange Blossom Gardens to construct a similar size conventional built home on each lot (the one home on Dustin Drive has yet to be removed). There will be no increase in utility services, traffic, population, or recreation use.

Mr. Carroll reviewed the impact on Town services as follows:

Potable Water - No impact, lots are served by the Village Center Community Development District Central Water System.

Sewer - No impact, lots are served by the Village Center Community Development District Central Sewer System.

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

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

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

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

The subject properties involve approximately 0.88 ± acres lie in Section 06, Township 18 South, Range 24 East in Lake County, Florida. The Future Land Use of the adjacent properties is as follows:

Future Land Use

Subject Properties	Lake County Medium Urban Density
Future Land Use of Adjacent Properties	
West	Lake County Medium Urban Density/ Lady Lake Manufactured Home High Density
East	Lake County – Medium Urban Density/ Lady Lake Manufactured Home High Density
North	Lake County Medium Urban Density/ Lady Lake Manufactured Home High Density
South	Lake County Medium Urban Density/ Lady Lake Manufactured Home High Density

Note: 812 Tarrson Boulevard abuts RET (Commercial General - Retail) to the west.

Comments:

- 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 Technical Review Committee (TRC) members individually reviewed application for Ordinance No. 2016-19, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the June 13, 2016 meeting, the Planning and Zoning Board voted 4-0 for approval of Ordinance No. 2016-19. The Local Planning Agency considered Ordinance No. 2016-19 previous to this meeting at 5:45 p.m. and voted 4-0 to approve. The Town Commission is scheduled to consider Ordinance No. 2016-19 for second/final reading on Monday, July 18, 2016 at 6:00 p.m.

Mr. Carroll stated that the applicant is not present and that he will attempt to answer any questions.

Mayor Kussard stated that on page 180 of the packet, it specifies three lots, and it should be six lots instead. She asked if anyone else had any questions or comments, and hearing none, asked for a motion.

Upon a motion by Commissioner Holden and seconded by Commissioner Hannan, the Commission approved the first reading of Ordinance No. 2016-19 by the following roll call vote:

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

6. Ordinance No. 2016-20 – Rezoning – The Villages of Lake-Sumter, Inc. – from Lake County Residential Medium (RM) to Lady Lake Mixed Residential Medium Density (MX-8) for Six Lots Consisting of Approximately 0.88 +/- Acres Within Orange Blossom Gardens Units 2, 3.1b, and 4 Within Lake County, Florida, Referenced by Alternate Keys 1672465, 3238575, 2523271, 2534672, 2800526, and 2701188 (Thad Carroll)

Town Attorney Derek Schroth read the ordinance by title only.

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 six lots located north of Griffin Avenue and northeast of North Highway 27/441, within the Orange Blossom Gardens Subdivisions Units 2, 3.1B, and 4. The application is the last in this series and involves rezoning 0.88 +/- 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. The proposed properties are as follows:

- 1015 Vermont Avenue
- 1305 Debra Drive
- 828 Silver Oak Avenue
- 816 Weeping Willow Avenue
- 1240 Dustin Drive
- 812 Tarrson Boulevard

Mr. Carroll stated that the Rezoning application was received on Thursday, May 5, 2016, and has been reviewed and determined to be complete, satisfying the necessary criteria as required to meet the requirements of the Land Development Regulations (LDRs) as well as the adopted Comprehensive Plan, and is ready for consideration by the Town Commission. He stated that notices to inform the surrounding property owners (98) within 150’ of the property of the proposed annexation were mailed on Thursday, May 26, 2016, and the properties were posted Tuesday, May 31, 2016. No letters of objection or support have been received to date.

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

Zoning

Subject Property	Lake County Residential Medium (RM)
Zoning of Adjacent Properties	
West	Lake County Residential Medium (RM)/ Lady Lake Mixed Residential Medium Density (MX-8)
East	Lake County Residential Medium (RM) Lady Lake Mixed Residential Medium Density (MX-8)
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)

Note: 812 Tarrson Boulevard abuts CP (Planned Commercial) to the west.

Mr. Carroll reported that the Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2016-20, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the June 13, 2016 meeting, the Planning and Zoning Board voted 4-0 for approval of Ordinance No. 2016-20. The Town Commission is scheduled to consider Ordinance No. 2016-20 for second/final reading on Monday, July 18, 2016 at 6:00 p.m.

Mr. Carroll stated that the applicant is not present and that he will attempt to answer any questions.

Commissioner Hannan asked if there will be any more annexations, etc., or if this is the last altogether.

Mr. Carroll replied that this is the last application in the series (annexation, small scale future land use, rezoning) for these parcels, but he believes there will be subsequent submittals for other parcels.

Mayor Kussard asked if anyone else had any questions or comments, and hearing none, asked for a motion.

Upon a motion by Commissioner Hannan and seconded by Commissioner Holden, the Commission approved the first reading of Ordinance No. 2016-20 by the following roll call vote:

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

K. TOWN MANAGER’S REPORT:

7. Consideration of One Appointment to the Economic Development Advisory Committee (Kris Kollgaard)

Town Manager Kris Kollgaard gave the background summary for this agenda item (on file in the Clerk’s office). She stated that Ron Francis, III, a member of the Economic Development Advisory Committee, resigned last month as he was transferred to another city for work. There is one application on file by Gil Pierson for consideration for this vacant position.

Commissioner Vincent noted that Mr. Pierson’s residence is in Summerfield.

Ms. Kollgaard stated that the Economic Development Committee is the only one where you do not have to be a resident as long as you work in the Town. She asked the Commissioners to make their selection. The following result was read into the record:

The Commissioners voted unanimously (4-0) to appoint Gil Pierson to the Economic Development Advisory Committee.

8. Consideration of One Appointment to the Planning and Zoning Board (Kris Kollgaard)

Town Manager Kris Kollgaard gave the background summary for this agenda item (on file in the Clerk’s office). She stated that there has been a vacancy on the Planning and Zoning Board for several months since Gil Pierson moved out of town. There have been no applications on file for this board until recently. Robert Conlin, Sr. has asked that his application be considered for appointment to the Planning and Zoning Board.

Ms. Kollgaard noted that you do have to be a resident to be considered for the Planning and Zoning Board. She asked the Commissioners to make their selection. The following result was read into the record:

The Commissioners voted unanimously (4-0) to appoint Robert Conlin, Sr. to the Planning and Zoning Board.

Ms. Kollgaard reminded the Commissioners that the budget workshop is scheduled for Tuesday, July 12, 2016 at 9 a.m., and budget books will be delivered to the Commissioners tomorrow. She also asked if the Commissioners would be available for another workshop regarding fiber optics presented by John Pearl, I.T. Director, at 5:00 p.m. on July 18, 2016, prior to the regular Commissioner meeting.

It was the consensus of the Commissioners that they would be available for the workshop on July 18, 2016 at 5:00 p.m.

L. MAYOR/COMMISSIONER’S REPORT: No reports.

M. PUBLIC COMMENTS:

Mayor Kussard asked if there were any further questions or comments. There were no questions or comments.

N. ADJOURN: The meeting was adjourned at 6:19 p.m.

Kristen Kollgaard, Town Clerk

Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk

ⁱ 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.