

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

May 15, 2017

This regular 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 Jim Richards presiding. The meeting convened at 6:00 p.m.

- A. CALL TO ORDER:** Mayor Jim Richards
- 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:** Deacon Ideal Baldoni, First Baptist Church of Lady Lake
- D. PLEDGE OF ALLEGIANCE**
- E. ROLL CALL:** Paul Hannan, Commissioner Ward 4
Ruth Kussard, Commissioner Ward 1
Tony Holden, Commissioner Ward 2
Dan Vincent, Commissioner Ward 3
Jim Richards, Mayor/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; Wendy Then, Town Planner; Police Chief Chris McKinstry; Captain Jason Brough, Captain Robert Tempesta, Detective Butch Purdue, and Jan Miller, Administrative Assistant to Police Chief; Pam Winegardner, Finance Director; Michelle Bilbrey, Code Enforcement Officer; Julia Harris, Administrative Assistant to Town Manager; and Nancy Slaton, Deputy Town Clerk

F. PUBLIC COMMENTS: Mayor Richards asked if there were any comments from the audience. There were no comments.

G. PROCLAMATION:

1. Proclaiming May 26th & 27th, 2017 as Poppy Days in the Town of Lady Lake (Mayor Richards)

Mayor Richards read the proclamation and presented it to Lois Glosch of the American Legion Auxiliary Unit #347.

H. PRESENTATION:

Police Chief Chris McKinstry introduced the Lady Lake Police Department’s new K9, Lux, to the Town Commission. He stated Lux is a narcotics trained canine, and will be joining the patrol fleet once he completes training with the Lake County Sheriff’s Office and once a new handler has been selected next week. He stated several officers have expressed interest in being his handler.

2. Presentation of Awards to Villages Elementary School Students for Winners of the Water Conservation Poster Contest Sponsored by the Town and FGUA (Mayor Richards/Maryann Krisovitch)

Mayor Richards officiated the presentation of awards to Villages Elementary School students for winning the Water Conservation Poster contest sponsored by the Town and FGUA, along with Maryann Krisovitch and Michelle Harris of FGUA. Nine children out of 430 total participating students, from grades one through three, received first, second and third place prizes, and one honorable mention. Prizes were donated by Paramount Urgent Care, Center State Bank, Claudia Jean Consulting, and Chick Fil-A; and three new bikes were donated for first prizes by the Town of Lady Lake Police Department. The Villages Elementary School Art teacher, Brooke Wong, was recognized for her participation. The winning posters will be on display with the sponsor banner through the month of June at the Lady Lake Public Library.

I. CONSENT:

3. Minutes – May 1, 2017 Regular Commission Meeting

Mayor Richards asked if there were any corrections to the minutes, and hearing none, asked for a motion.

Upon a motion by Commissioner Kussard and a second by Commissioner Vincent, the Commission approved Consent Item I-3 by a vote of 5 to 0.

J. OLD BUSINESS: No old business.

K. NEW BUSINESS:

4. Consideration to Accept Proposal Number Two for the New Pyramid Park Play Structure (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 Parks and Recreation Department has budgeted \$24,000.00 to replace one of the old “Lil Tykes” play structures at Pyramid Park. Three proposals were received from Top Line Recreation which include many different sizes and costs. Staff recommends accepting proposal number two as it is within budget while giving the children a nice entry-level play structure to play on. The proposals and photos were included in the packet for review. The color scheme of the new structure will be similar to the other pieces. Mr. Burske noted that if this is approved, the Town will piggy-back off of the Osceola County School District contract for pricing at a cost of \$21,343.86.

The Parks, Recreation & Tree Advisory Committee recommended approval of this item at their meeting on April 12, 2017 with a vote of 5-0.

Upon a motion by Commissioner Holden and a second by Commissioner Vincent, the Commission approved Proposal Number Two for the New Pyramid Park Play Structure in the amount of \$21,343.86 by a vote of 5 to 0.

5. Consideration to Invest Up to \$6,720 for Sod at the Driving Range and Heritage Park Utilizing Donated Tree and Beautification Funds (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 Parks and Recreation Department is asking to invest up to \$6,720.00 dollars for sod at the Driving Range and at Heritage Park. As shown on the e-mails and quotes included in the packet, the 8,000 sq. ft. of Bahia sod for the Driving Range will cost approximately \$1,920.00 (\$96.00 per pallet). Heritage Park will need up to 10,000 sq. ft. of St. Augustine sod, which will cost approximately \$4,300.00 (\$172.00 per pallet). The prices are from Cottom's A-1 Sod, and include installation as well as the sod and delivery. An extra \$500.00 has been included in the estimate for contingency.

Mr. Burske stated that in phone price comparisons, the prices were very similar, but Cottom's includes installation and delivery. Lake Jem Sod would charge \$4,100.00 for an equal amount of St Augustine and \$2,320.00 for an equal amount of Bahia, but not installed, and staff would have to pick it up. Circle C Sod Farm was \$150.00 per pallet of St Augustine and Bahia, but was not ready to cut for another month, and the price did include delivery.

Commissioner Kussard commented that she has received many compliments on the paving of the parking lot, and this will just add to the aesthetics.

Upon a motion by Commissioner Vincent and a second by Commissioner Holden, the Commission approved the consideration to invest up to \$6,720 for sod at the Driving Range and Heritage Park utilizing donated Tree and Beautification Funds by a vote of 5 to 0.

6. Consideration of Installation of New Stop Signs on Clay Avenue (C.T. Eagle)

Public Works Director C.T. Eagle gave the background summary for this agenda item (on file in the Clerk's office). He stated that he investigated concerns received from residents regarding vehicle and pedestrian safety at the intersection of N. Clay Avenue and W. Hermosa Street. Currently, two of the four ways of traffic have existing stop signs; the addition of the requested stop signs would create a four-way stop intersection.

Mr. Eagle stated that the intersection of concern is in a moderately trafficked area, used as a "cut through" from CR 466 to CR 25. The new stop sign's main purpose would be "traffic calming" and would not cause traffic stacking issues, nor would it significantly impede the traffic thoroughfare. The stop sign installation would increase driver safety and pedestrian safety without excessively hindering traffic flow. He stated that staff would not recommend expending traffic study and/or engineering funds for this particular situation due to the existing intersection conditions and minimal installation of traffic control devices. As shown on the map included in the packet, the new installation would consist of new "Stop at Crosswalk" and "Stop Ahead" signs on N. Clay Avenue, as well as two new "Stop" signs at the intersection with new painted stop bars in the roadway. All four stop signs would also have a "Four Way" sign added. The estimated cost for this installation is \$1,000.00, and will be funded out of already budgeted Street Maintenance funds.

Commissioner Vincent commented that Clay Avenue may end up being a thoroughfare in a couple of years when the bridge comes down (during the widening of Hwy 27/441). He stated a stop sign may not be the answer for traffic concerns.

Town Manager Kris Kollgaard stated that one of staff's concerns is that this intersection is located next to the park, and the stop sign would help keep people from picking up too much speed coming down the hill on Clay from CR 466.

Mr. Eagle also stated that there has been a lot more pedestrian traffic on this street since the sidewalks have been installed, and there is a pedestrian crossing at the intersection, particularly from Oak Leaf Apartments. He stated residents have expressed some concerns. He stated there is a vertical curve challenge at that intersection when sitting at the exit from the apartments looking to the right (south), and a four-way stop would slow vehicles down near the park as well.

Mayor Richards stated he is against this as the warrant for having a four-way stop is the same as having a traffic signal, and this intersection would not meet the criteria for the federal manual on uniform traffic signals and standards. He stated there are reasons for these standards.

Mr. Eagle stated he understood Mayor Richards reasons for being against this, and he agreed that it did not meet the warrants; although there are a lot of trips on this street. He stated the main issue was the pedestrian safety crossing from the apartments to the park as the new sidewalks have increased the usage of this area, and vehicles catch a lot of speed coming down the hill from CR 466.

After further discussion, and upon a motion by Commissioner Kussard and a second by Commissioner Hannan, the Commission denied the consideration of installation of new stop signs on Clay Avenue by a vote of 5 to 0.

7. Consideration of Engineering, Architectural and Bidding Services Proposal for the New Utilities Operations Building (C.T. Eagle)

Public Works Director C.T. Eagle gave the background summary for this agenda item (on file in the Clerk's office). He stated that in February of 2016, the Town Commission authorized the Public Works Director to move forward with the new Utilities Operation Building project. The proposal included in the packet is for engineering, architectural and bidding services related to this project, and is provided by the Town's contracted engineering consultant, Neel Schaffer, Inc. Funding of this project will be provided by Infrastructure Sales Tax revenue. This is not a budgeted item at this time, although funds are available for this portion of the project.

Commissioner Holden asked how the figure of \$125,406 was arrived at for these services.

Mr. Eagle replied that it was from the schedule of fees received from the engineering consultant. He stated the estimated cost for the building at this time is \$1.2 to \$1.4 million, and the cost for these services falls within the customary 10% range. He pointed out that the service fees include the design, bidding, and construction services.

Upon a motion by Commissioner Kussard and a second by Commissioner Hannan, the Commission approved the engineering, architectural and bidding services proposal for the new Utilities Operations building by Neel-Schaffer, Inc. in the amount of \$125,406.00 by a vote of 5 to 0.

L. TOWN ATTORNEY’S REPORT:

8. Ordinance No. 2017-09 – Second/Final Reading – Annexation – The Villages of Lake-Sumter, Inc. – Annexing One Lot (0.15 +/- Acres; Alternate Key #1483932) – Located within Orange Blossom Gardens Unit 3, Lake County, FL (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 property consisting of one lot located within Orange Blossom Gardens Unit 3. The annexation application involves annexing 0.15 +/- acres of property from unincorporated Lake County into the Town of Lady Lake.

The lot is addressed as follows: 813 Truman Avenue.

A map of the property was shown, as were aerial views of the property, photos of the postings, and the survey map submitted by the property owner.

The subject property lies in Section 06, Township 18 South, Range 24 East, in Lake County, Florida. An appropriate legal description, a location map, and a sketch of the property was included with the submitted application. The lot 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 property under this application exists as a contiguous lot.

The annexation application was received on Tuesday, February 28, 2017, 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 final consideration by the Town Commission.

Mr. Carroll reported that notices to inform the surrounding property owners (25) within 150 feet of the property proposed by the annexation request were mailed Thursday, March 9, 2017, and the property was also posted this same date. There have been no objections or letters of support from surrounding property owners regarding the application to date.

The Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2017-09, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the April 10, 2017 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance No. 2017-09 to the Town Commission with the recommendation of approval. At the May 1, 2017 meeting, the Town Commission voted 5-0 for approval of Ordinance No. 2017-09 upon first reading.

Mr. Carroll stated the applicant is present if there are any questions.

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

Upon a motion by Commissioner Kussard and seconded by Commissioner Holden, the Commission approved the second/final reading of Ordinance No. 2017-09 by the following roll call vote:

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

9. Ordinance No. 2017-10 – Second/Final Reading – Small Scale Future Land Use Comprehensive Plan Amendment – The Villages of Lake-Sumter, Inc. – Change from Lake County Medium Urban Density to Lady Lake Manufactured Home High Density – for One Lot (0.15 +/- Acres; Alternate Key #1483932) – Located within Orange Blossom Gardens Unit 3, Lake County, FL (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 amend the future land use comprehensive plan designation for property consisting of one lot located within Orange Blossom Gardens Unit 3, from Lake County Medium Urban Density to Lady Lake Manufactured Home High Density. The application involves annexing 0.15 +/- acres of property from unincorporated Lake County into the Town of Lady Lake.

The lot is addressed as follows: 813 Truman Avenue.

A map of the subject parcel, a map of showing the future land use of the subject parcel and adjacent properties, and photos of the posting of the property were shown.

The Small Scale Future Land Use Map Amendment application was received on Tuesday, February 28, 2017, 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 final consideration by the Town Commission.

Mr. Carroll reported that notices to inform the surrounding property owners (25) within 150 feet of the property proposed by the SSFLUM Amendment request were mailed Thursday, March 9, 2017, and the property was also posted this same date. There have been no objections or letters of support from surrounding property owners regarding the application to date.

Concurrency Determination Statement: A Concurrency Determination Statement has also been included as part of the Small Scale Comprehensive Plan Amendment Application, which the applicant submitted to explain expected impacts on Town services. The Villages has removed the existing manufactured home on the lot to construct a conventional built home. There will be no increase in utility services, traffic, population, or recreation use.

Mr. Carroll stated there will be no impact on Town services as shown below:

Potable Water – No impact, lot is served by the Village Center Community Development District Central Water System.

Sewer – No impact, lot is 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 property involves approximately 0.15 ± 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
East	Lady Lake Manufactured Home – High Density
North	Lake County Medium Urban Density
South	Lake County Medium Urban Density

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.

The Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2017-10, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the April 10, 2017 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance No. 2017-10 to the Town Commission with the recommendation of approval. The Local Planning Agency considered Ordinance No. 2017-10 earlier this evening and voted 5-0 for approval. At the May 1, 2017 meeting, the Town Commission voted 5-0 for approval of Ordinance No. 2017-10 upon first reading.

Mr. Carroll stated the applicant is present if there are any questions.

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

Upon a motion by Commissioner Vincent and seconded by Commissioner Holden, the Commission approved the second/final reading of Ordinance No. 2017-10 by the following roll call vote:

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

10. Ordinance No. 2017-11 - Second/Final Reading – Rezoning – The Villages of Lake-Sumter, Inc. – from Lake County Residential Medium (RM) to Lady Lake Mixed Residential Medium Density (MX-8) – for One Lot (0.15 +/- Acres; Alternate Key #1483932) – Located within Orange Blossom Gardens Unit 3, Lake County, FL (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 property consisting of one lot located within Orange Blossom Gardens Unit 3. The application involves rezoning 0.15 +/- 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 property is addressed as follows: 813 Truman Avenue.

A map of the property and an aerial view of the property with the zoning designations of the parcel and adjoining parcels was shown.

The Rezoning application was received on Tuesday, February 28, 2017, 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.

Mr. Carroll reported that notices to inform the surrounding property owners (25) within 150 feet of the property proposed by the rezoning request were mailed Thursday, March 9, 2017, and the property was also posted this same date. There have been no objections or letters of support from surrounding property owners regarding the application 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 were 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)
East	Lady Lake Mixed Residential Medium Density (MX-8)
North	Lake County Residential Medium (RM)
South	Lake County Residential Medium (RM)

The Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2017-11, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the April 10, 2017 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance No. 2017-11 to the Town Commission with the recommendation of approval. At the May 1, 2017 meeting, the Town Commission voted 5-0 for approval of Ordinance No. 2017-11 upon first reading.

Mr. Carroll stated the applicant is present if there are any questions.

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

Upon a motion by Commissioner Kussard and seconded by Commissioner Hannan, the Commission approved the second/final reading of Ordinance No. 2017-11 by the following roll call vote:

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

11. Ordinance No. 2017-12 – Second/Final Reading – Annexation – The Villages of Lake-Sumter, Inc. – Annexing Three Lots (0.42 +/- Acres; Alternate Key #2594161, 2523026, and 2523361) – Located within Orange Blossom Gardens Unit 3.1B, Lake County, FL (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 three lots located within Orange Blossom Gardens Unit 3.1B. The annexation application involves annexing 0.42 +/- acres of property from unincorporated Lake County into the Town of Lady Lake.

The lots are addressed as follows:

- 809 Aloha Way
- 806 Maple Lane
- 820 Silver Oak Avenue

A map of the property was shown, as were aerial views of the property, photos of the postings, and the survey maps submitted by the property owner.

The subject properties lie in Section 06, Township 18 South, Range 24 East, in Lake County, Florida. An appropriate legal description, a location map, and a sketch of the properties have been included with the submitted application. The 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 exists as both contiguous and non-contiguous lots.

The annexation application was received on Monday, March 20, 2017, 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 transmittal to the Town Commission.

Mr. Carroll reported that notices to inform the surrounding property owners (53) within 150 feet of the property proposed by the annexation request were mailed Thursday, March 23, 2017. The properties were posted Monday, March 27, 2017. There have been no objections or letters of support from surrounding property owners regarding the application to date, although one property owner cited concern with the construction and heavy equipment used in the site work and building of the home.

The Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2017-12, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the April 10, 2017 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance No. 2017-12 to the Town Commission with the recommendation of approval. At the May 1, 2017 meeting, the Town Commission voted 5-0 for approval of Ordinance No. 2017-12 upon first reading.

Mr. Carroll stated the applicant is present if there are any questions.

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

Upon a motion by Commissioner Holden and seconded by Commissioner Kussard, the Commission approved the second/final reading of Ordinance No. 2017-12 by the following roll call vote:

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

12. Ordinance No. 2017-13 – Second/Final Reading – Small Scale Future Land Use Comprehensive Plan Amendment – The Villages of Lake-Sumter, Inc. – Change from Lake County Medium Urban Density to Lady Lake Manufactured Home High Density for Three Lots (0.42 +/- Acres; Alternate Key #2594161, 2523026, and 2523361) – Located within Orange Blossom Gardens Unit 3.1B, Lake County, FL (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 amend the future land use comprehensive plan designation for properties consisting of three lots located within Orange Blossom Gardens Unit 3.1B, from Lake County Medium Urban Density to Lady Lake Manufactured Home High Density. The application involves annexing 0.42 +/- acres of property from unincorporated Lake County into the Town of Lady Lake. The proposed properties are addressed as follows:

- 809 Aloha Way
- 806 Maple Lane
- 820 Silver Oak Avenue

A map and an aerial view of the property was presented showing the future land use of the subject parcel and adjacent properties.

The Small Scale Future Land Use Map Amendment application was received on Monday, March 20, 2017, 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 transmittal to the Town Commission.

Concurrency Determination Statement: A Concurrency Determination Statement has also been included as part of the Small Scale Comprehensive Plan Amendment Application, which the applicant submitted to explain expected impacts on Town services. The Villages proposes to remove the existing manufactured homes on the lots to construct conventional built homes. There will be no increase in utility services, traffic, population, or recreation use.

Mr. Carroll reported there will be no impact on Town services as shown below:

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 homes will be replaced with new homes. 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 property involves approximately 0.45 ± 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

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 notices to inform the surrounding property owners (53) within 150 feet of the property proposed by the SSFLUM Amendment request were mailed Thursday, March 23, 2017. The properties were posted Monday, March 27, 2017. There have been no objections or letters of support from surrounding property owners regarding the application to date.

The Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2017-13, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the April 10, 2017 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance No. 2017-13 to the Town Commission with the recommendation of approval. At the May 1, 2017 meetings, the Local Planning Agency voted 5-0 for approval, and the Town Commission voted 5-0 for approval of Ordinance No. 2017-13 upon first reading.

Mr. Carroll stated the applicant is present if there are any questions.

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

Upon a motion by Commissioner Kussard and seconded by Commissioner Vincent, the Commission approved the second/final reading of Ordinance No. 2017-13 by the following roll call vote:

HANNAN	YES
KUSSARD	YES

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

13. Ordinance No. 2017-14 – Second/Final Reading – Rezoning – The Villages of Lake-Sumter, Inc. – from Lake County Residential Medium (RM) to Lady Lake Mixed Residential Medium Density (MX-8) for Three Lots (0.42 +/- Acres; Alternate Key #2594161, 2523026, and 2523361) – Located within Orange Blossom Gardens Unit 3.1B, Lake County, FL (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 property consisting of three lots located within Orange Blossom Gardens Unit 3.1B. The application involves rezoning 0.42 +/- 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 addressed as follows:

- 809 Aloha Way
- 806 Maple Lane
- 820 Silver Oak Avenue

A map of the property and a map of the zoning designations of the parcel and adjoining parcels was shown.

The Rezoning application was received on Monday, March 20, 2017, 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 transmittal to the Town Commission.

Mr. Carroll reported that notices to inform the surrounding property owners (53) within 150 feet of the property proposed by the rezoning request were mailed Thursday, March 23, 2017. The properties were posted Monday, March 27, 2017. There have been no objections or letters of support from surrounding property owners regarding the application 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)

The Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2017-14, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the April 10, 2017 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance No. 2017-14 to the Town Commission with the recommendation of approval. At the May 1, 2017 meeting, the Town Commission voted 5-0 for approval of this ordinance upon first reading.

Mr. Carroll stated the applicant is present if there are any questions.

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

Upon a motion by Commissioner Holden and seconded by Commissioner Kussard, the Commission approved the second/final reading of Ordinance No. 2017-14 by the following roll call vote:

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

14. Ordinance No. 2017-21 – Second/Final Reading – Parking Ordinance (Chris McKinstry)

Town Attorney Derek Schroth read the ordinance by title only.

Police Chief Chris McKinstry gave the background summary for this agenda item (on file in the Clerk’s office). He stated that the Town does not currently have any process in place to issue parking citations or adjudicate violations. Parking violations are a consistent complaint from Town residents and a source of frustration for both residents and police officers when blatant violations go unresolved. There are currently two municipalities within Lake County (Mount Dora and Groveland) that utilize the services of the Lake County Clerk of the Court for parking violation hearings and delinquent collections, thus eliminating the need for a Town parking magistrate.

When a parking citation is issued, the violator has the option to pay a fine or request a hearing. If the violator pays the fine within the prescribed time limit, the Town retains the fine amount in its entirety. If a violator does not pay the fine within the prescribed time limit, the parking citation is forwarded to the Lake County Clerk of the Court, and they will charge a statutory fee (FS 34.045) of \$10.00 for filing each case the municipality sends as “default”. A default case would be any case in which a fine has not been paid within the time allotted. To cover the filing fee, an escrow

account would be established with the Lake County Clerk’s Office with no minimum set amount. The Town could start with \$100.00 in escrow. For each sustained violation, the Lake County Clerk’s Office charges an additional \$10.00 fee to the fine amount established by the municipality ordinance. The late fee is assessed to the violator and returned to the Town. This return is basically to refund the filing fee. In the event that a hearing officer finds that the Town issued a parking citation improperly, the Town would be required to pay a \$40.00 fee.

The Police Department currently utilizes TRACS software for traffic citations which gives officers the ability to create and print parking tickets on existing software at no additional cost. The only initial expense incurred would be the purchase of pre-printed envelopes for parking violation notices. Town Attorney Derek Schroth has reviewed this proposal.

Chief McKinstry stated there have been no changes to the ordinance since first reading on May 1, 2017.

Mayor asked if anyone had any questions or comments.

Commissioner Hannan commented that this ordinance is much better than the one that was proposed approximately eight years ago, and that he loves it.

Commissioner Kussard agreed; stating it is about time the Town has a parking ordinance. She stated she is glad to see the authority to impound vehicles is part of the ordinance.

Mayor Richards asked if golf carts will still be able to park perpendicular to the curb, sometimes allowing four carts to park in one parking space.

Chief McKinstry stated it will still be allowed as long as the carts are within the lines of the parking space. He stated the biggest headache with parking is the obstruction of traffic and being able to access and egress.

Upon a motion by Commissioner Hannan and seconded by Commissioner Kussard, the Commission approved the second/final reading of Ordinance No. 2017-21 by the following roll call vote:

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

Town Attorney Derek Schroth stated that agenda item L-16, Resolution No. 2017-106, will be heard prior to item L-15, Resolution No. 2017-105, because if the Commission denied Resolution No. 2017-106, Resolution No. 2017-105 would be moot.

16. Resolution No. 2017-106 – First/Final Reading – Side-Yard Easement Vacation Request – Continued from May 1, 2017 – The Villages of Lake- Sumter, Inc. – Vacating Two Feet of the Five Foot East Elevation Side-Yard Drainage and Utility Easement for Lot 2570 of the Orange Blossom Gardens Unit 9 – Located at 1716 Myrtle Beach Drive (Thad Carroll)

Town Attorney Derek Schroth read the resolution by title only.

Growth Management Director Thad Carroll gave the background summary for this item (on file in the Clerk’s Office). He stated that the applicant, Doug Wade with Wade Surveying, has submitted an application on behalf of The Villages of Lake-Sumter, Inc., property owners, for the partial vacation of a five-foot side-yard drainage and utility easement. The applicant is requesting a vacation of two feet of the five-foot east elevation side-yard drainage and utility easement for Lot 2570 of the Orange Blossom Gardens Unit 9, property addressed as 1716 Myrtle Beach Drive.

The former property owners, who acquired the property in late 2014 when the house was originally built, entered into a contract with a second individual buyer, and at that time, as a result of a survey issued by Farner Barley dated January 25, 2017, a 1.76-foot setback encroachment was found on the east elevation side-yard utility and drainage easement. On March 7, 2017, a survey was issued by Douglas C. Wade, Professional Surveyor and Mapper, FL Certificate Number 4685, stating that no utilities were found or located within the easement proposed to be vacated.

As part of the easement vacation application, the Utility Review Form for vacation of an easement was submitted to the following local utility companies:

- Lady Lake Public Works Department
- CenturyLink/Embarq
- Duke Energy
- Comcast
- The Villages Utilities

Their response/comments are shown in the following table:

Utility Name	Utilities on Site	Approve/Deny Project	Comments
Lady Lake Public Works	No	Approve	Utilities service provided by The Villages.
CenturyLink/Embarq	No	Approve	Encroachment does not interfere with the maintenance and operation of services.
Duke Energy	No	Approve	The encroachment, in its present form, does not interfere with Duke Energy’s use of easement. No objection.
Comcast	No	Approve	Comcast design does not show any facilities within this easement, so no objection.
The Villages Utility	No	Approve	Utilities run along the front yard of the property. Encroachment does not interfere with any of the Villages Utilities.

In order to remedy the accidental encroachment and comply with Town regulations, the applicant is seeking approval to vacate that portion of the drainage and utility easement. The easement vacation application has been filed concurrently with a side-yard setback reduction variance application requesting the side-yard setback to be established at three feet from the east elevation side-yard property line.

The applicant stated that a calculation error was made in the field that led to the setback encroachment. If approved by the Town Commission, a new buyer (who is aware of the situation) will be closing on the property soon after. The property owners of Lot 2571, whose lot is closer to

the encroachment, is aware of the encroachment and the proposed applications. Lastly, the closest structure on the east elevation side-yard setback is at least a minimum of 10 feet; which is required for Fire Safety.

The subject property lies in Section 06, Township 18 South, Range 24 East, Lady Lake, Florida. The Future Land Use Map designation for the site is MH-HD (Manufactured Home-High Density, up to 8 DUs/Acre) and is zoned “MX-8”.

Mr. Carroll stated that notices to inform the surrounding property owners (27) within 150’ of the property of the proposed variance were mailed on Thursday, March 23, 2017, and the property was also posted this same date. The property was reposted on Thursday, May 4, 2017. There have been no objections or letters of support received on this item other than the comments at the last meeting.

On May 4, 2017, the property owner’s representative, Martin L. Dzuro, submitted a letter to Town staff indicating that the VCCDD/ARC has “authority to approve or disapprove improvements within the easements”. He further states that “the VCCDD/ARC has no jurisdiction over the easement themselves that were reserved by the Developer/Declarant in the Restrictions, only jurisdiction over what is placed in the easements”.

Mr. Carroll reported that the Technical Review Committee individually reviewed the variance application for Resolution 2017-106 on Monday, March 27, 2017, provided comments, and determined the application to be complete and ready for transmittal to the Town Commission. The Planning and Zoning Board does not review easement vacation applications. At the regular meeting on May 1, 2017, the Town Commission voted 4-1 to table the first/final reading of Resolution No. 2017-106.

Mr. Carroll stated the easement request would have to be approved prior to consideration of the variance request, and that Mr. Schroth has been corresponding with applicant and The Villages’ attorney.

Commissioner Hannan and Mayor Richards requested to hear the Town Attorney’s comments regarding this application.

Mr. Schroth stated this issue has been surprisingly complex. He stated the plat was done 30+ years ago and the dedication of easements are listed on it; however, the dedication language uses “rights-of-way”. He stated that assuming the easements were properly dedicated to the Town, then the Town holds these easements (PB 28, pg. 65). As a holder of the easements, the Town has discretion to vacate easements.

Florida Statute Ch. 190.011, sub-section (7)(a), gives the power to the VCCDD to hold and control easements that are granted to public. Under the restrictions, the developer also retained easements (3.1) for construction, installation and maintenance of utilities... necessary and desirable for the public health and welfare. Mr. Schroth stated there are two different sets of easements. He spoke with The Villages’ attorney, and he received a quit claim deed from Mr. Dzuro that The Villages has signed and will have recorded which extinguishes any easement the developer retained under the restrictions.

Mr. Schroth stated there is another issue in that the restrictions are more than 30 years old, and normally, they have to be revitalized after 30 years. He stated he does not see where that was done, although he has done a title search and there may be something he is not aware of. He stated that Mr. Dzuro produced some resolutions and presented them to Growth Management prior to today’s

meeting, and he has not had an opportunity to review them. Mr. Schroth stated, bottom line, it is his opinion that the Town has discretion to vacate its own easement because the developer has extinguished the developer’s rights in the developer’s easement. If the Town exercises its discretion to vacate the easement, then the statutory grant to the VCCDD is gone because then there is no longer an easement in that portion that the Town has vacated.

Mayor Richards asked if the portion of the easement that The Villages vacated is only for this lot.

Mr. Schroth agreed, stating it is only for the two feet requested on this lot, and he feels the Town would be safe to do this.

- Marty Dzuro of The Villages stated he appreciated the time Mr. Schroth took in working this out with The Villages’ attorney. He stated that although emotions should not enter into the Town’s decision, he wanted to remind the Commission that this issue arose from an inadvertent error by the surveyor. He stated it has caused hardships for everyone involved, and he summarized what they have gone through to try to clear this up.

Mayor Richards reported that Mr. Dzuro had called him at home and he suggested that The Villages’ attorney call the Town’s attorney. He thanked Mr. Schroth for researching this issue.

There was further discussion regarding the fact that The Villages has given up their right to the portion of the easement in question, and that there will be no precedent set if the Town approves the vacation of the easement. Mayor Richards stated that there will be more research done regarding the Town’s rights to these easements.

Mayor Richards asked if anyone else had any further comments or questions regarding this ordinance, and hearing none, asked for a motion.

Upon a motion by Commissioner Kussard and seconded by Commissioner Holden, the Commission approved the first/final reading of Resolution No. 2017-106 by the following roll call vote:

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

15. Resolution No. 2017-105 – First/Final Reading – Variance Request – Continued from May 1, 2017 – The Villages of Lake- Sumter, Inc. – Pursuant to Chapter 5, Section 5-4. f). 4). C). 3). a)., of the Town of Lady Lake Land Development Regulations (LDRs) – Requesting to Establish the Right Side-Yard Setback at Three Feet for a Newly Constructed Home – Located at 1716 Myrtle Beach Drive (Thad Carroll)

Town Attorney Derek Schroth read the resolution 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, Doug Wade with Wade Surveying, has submitted an application on behalf of property owner, The Villages of Lake-Sumter, for an after-the-fact variance from Chapter 5, Section 5-4. f). 4). C). 3). a)., of the Town of Lady Lake Land Development Regulations (LDRs). The Town of Lady Lake Land Development Regulations requires that the side yard setback be a distance of five feet minimum within the MX-8 Zoning

District. The applicant is requesting to allow an existing 1.76-foot side-yard setback encroachment to remain for a newly constructed home, thus creating the need to establish the rear-yard setback at three feet even from the front property line to the rear property line, on a parcel addressed as 1716 Myrtle Beach Drive (Alternate Key No. 2879769), within the Town limits of the Town of Lady Lake, Florida. Staff recommends approval.

A map showing the subject parcel was shown, as was a survey showing the area where the error occurred.

The former property owners acquired the property in late 2014 when the house was originally built, and entered into a contract with a second individual buyer. At that time, as a result of a survey issued by Farner-Barley, dated January 25, 2017, a 1.76-foot setback encroachment was found. Since the encroachment was found, The Villages purchased the home from the first buyer and is currently leasing to the second buyer until a resolution is adopted. The applicant has stated that:

- A calculation error was made in the field that led to the setback encroachment.
- The adjacent properties will not suffer diminution of value. In replacing an existing late model manufactured home with a new single family residence, the construction adhered to all new Florida Building Code and Life Safety Code inspections, including new hurricane and wind codes. Additionally, the closest structure on the east elevation side-yard setback is at least a minimum of 10 feet; which is required for Fire Safety.
- Lastly, no utilities were found within the five-foot utility/drainage easement as shown on the survey by Douglas C. Wade, Professional Surveyor and Mapper, FL Certificate Number 4685, dated 03/07/2017. Two feet of the five-foot side-yard utility easement will be vacated and a separate application has been submitted concurrently with this variance application.

Mr. Carroll stated that as a result of the approval of Resolution No. 2017-106, the Town Commission now has discretion to grant this variance.

An aerial map depicting the parcel location was shown, as were photos of the postings and the property from different viewpoints. Mr. Carroll reviewed a photo showing there is still a 10' fire safety distance between this home and the property next door.

When reviewing an application for a variance, the Planning and Zoning Board and the Town Commission shall consider the following requirements and criteria according to Chapter 3, Section 14 f) – Review criteria for variances in the Land Development Regulations:

1. No diminution in value of surrounding properties would be suffered.
2. Granting the permit would be of benefit to the public interest.
3. Denial of the permit would result in unnecessary hardship to the owner seeking it.
4. The use must not be contrary to the spirit of this Code.
5. Financial disadvantages and/or inconveniences to the applicant shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be grounds to justify granting of a variance.
6. Physical hardships such as disabilities of any applicant may be considered grounds to justify granting of a variance at the discretion of the Town Commission.

The subject property lies in Section 06, Township 18 South, Range 24 East, Lady Lake, Florida. The Future Land Use Map designation for the site is MH-HD (Manufactured Home High Density,

up to 8 DUs/Acre) and is zoned “MX-8”. The subject property is located at 1716 Myrtle Beach Drive. The Future Land Use and Zoning Designations of the adjacent properties are as follows:

Future Land Use

Subject Properties	Lady Lake- Manufactured Home High Density (MH-HD)
Future Land Use of Adjacent Properties	
West	Lady Lake- Manufactured Home High Density (MH-HD)
East	Lady Lake- Manufactured Home High Density (MH-HD)
North	Lady Lake- Manufactured Home High Density (MH-HD)
South	Lady Lake- Manufactured Home High Density (MH-HD)

Zoning

Subject Property	Lady Lake- Mixed Residential Medium Density (MX-8)
Zoning of Adjacent Properties	
West	Lady Lake- Mixed Residential Medium Density (MX-8)
East	Lady Lake- Mixed Residential Medium Density (MX-8)
North	Lady Lake- Mixed Residential Medium Density (MX-8)
South	Lady Lake- Mixed Residential Medium Density (MX-8)

Mr. Carroll reported that notices to inform the surrounding property owners (27) within 150’ of the property of the proposed variance were mailed on Thursday, March 23, 2017, and the property was also posted this same date. The property was re-posted on May 4, 2017. There have been no objections or letters of support from surrounding property owners regarding the application to date; one neighbor inquired personally about the applications.

On May 4, 2017, the property owner’s representative, Martin L. Dzuro, submitted a letter to Town staff indicating that the VCCDD/ARC has “authority to approve or disapprove improvements within the easements”. He further states that “the VCCDD/ARC has no jurisdiction over the easement themselves that were reserved by the Developer/Declarant in the Restrictions, only jurisdiction over what is placed in the easements”.

The Technical Review Committee individually reviewed the variance application for Resolution No. 2017-105 on Monday, March 27, 2017, provided comments, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the Planning and Zoning Board meeting held on Monday, April 10, 2017, the board recommended approval of Resolution No. 2017-105 by a 4-1 vote. Commentary during the Planning and Zoning meeting noted that if this variance is granted by the Town, the property may still be in violation of the deed restrictions of The Villages. The Town does not enforce the deed restrictions of The Villages. At the regular meeting on May 1, 2017, the Town Commission voted 4-1 to table the first/final reading of Resolution 2017-105.

Mr. Carroll stated the applicant is present if there are any questions.

Upon a motion by Commissioner Holden and seconded by Commissioner Vincent, the Commission approved the first/final reading of Resolution No. 2017-105 by the following roll call vote:

HANNAN	YES
KUSSARD	YES
HOLDEN	YES

**VINCENT
RICHARDS**

**YES
YES**

M. TOWN MANAGER’S REPORT:

Town Manager Kris Kollgaard stated she had no report this evening.

N. MAYOR/COMMISSIONER’S REPORT:

Mayor Richards asked if there were any comments from the Commissioners. He stated he was pleased with everyone’s work on the easement vacation request, and noted that staff will continue to look into it.

O. PUBLIC COMMENTSⁱⁱ

Mayor Richards asked if there were any comments from the audience. There were no comments.

P. ADJOURN: There being no further business, the meeting was adjourned at 7:03 p.m.

Kristen Kollgaard, Town Clerk

Jim Richards, 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.*

ⁱⁱ *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.*