

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

**February 21, 2018**

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 Jim Richards presiding. The meeting convened at 6 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:** Father Ed Waters – St. Timothy’s Catholic Church
  
- D. PLEDGE OF ALLEGIANCE**
  
- E. ROLL CALL:** Ruth Kussard, Commissioner Ward 1  
Tony Holden, Commissioner Ward 2  
Dan Vincent, Commissioner Ward 3  
Paul Hannan, Commissioner Ward 4  
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; Chief Chris McKinstry, Police Department; Pam Winegardner, Finance Director; 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. CONSENT:**

- 1. Minutes – February 5, 2018 – Commission Meeting**
  
- 2. Consideration to Write-Off Utility Accounts Receivable Deemed Uncollectible (Pam Winegardner)**

The background summary for this agenda item is on file in the Clerk’s Office. It states that a list of accounts to be written off was included in the packet. The accounts are marked in the attached spreadsheet as either a tenant-type balance or an owner-type balance. If approved for write-off, these accounts will be added to the list that the customer service representatives maintain for possible collection if the customer returns to the Town and requests utility services in the future.

The last time accounts were approved for write-off was April 20, 2015. The breakdown of the amounts to be written off are by service and type as follows:

Water	\$ 5,078.16	Tenants	\$ 3,876.37
Sewer	\$ 1,148.97	Owners	\$ 4,944.90
Penalty	\$ 1,260.00		
Facility Fees	\$ 596.24		
Billing Fees	\$ 240.60		
Utility Tax	\$ 330.82		
Misc. Fees	\$ 166.48		
Total	\$ 8,821.27		

**3. Consideration of Amendment to the Town Manager’s Contract to Include a \$500.00 Monthly Vehicle Stipend (Kris Kollgaard)**

The background summary for this agenda item is on file in the Clerk’s Office. It states that on February 5, 2018, the Town Commission approved amending the Town Manager’s contract to include a vehicle stipend of \$500.00 per month. Derek Schroth, Town Attorney, has prepared the amendment for the Commission’s approval.

*Upon a motion by Commissioner Kussard and a second by Commissioner Holden, the Commission approved Consent Items G-1 through G-3 by a vote of 5-0.*

**H. OLD BUSINESS:** No old business.

**I. NEW BUSINESS:**

**4. Poorun Minor Subdivision - Harnarine J. & Kunttee J. Poorun - Request to Subdivide a +/-2.84-Acre Parcel that Fronts East Hermosa Street and East Lemon Street into Three Lots, Creating Two Lots along East Hermosa Street and One Lot along East Lemon Street on Property Located Approximately 600 Linear Feet East of Lake Griffin Road (AK# 1724198), Lady Lake, FL (Thad Carroll)**

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, Chitraika Narine, on behalf of property owners Harnarine J. and Kunttee J. Poorun, has submitted a Minor Subdivision application to subdivide a 2.84+/- acre parcel that fronts East Hermosa Street and East Lemon Street into three lots (Alternate Key 1724198).

The parcel will be divided as follows:

- Parcel 1 - 0.87 +/- Acres
- Parcel 2 - 0.50 +/- Acres
- Parcel 3 - 1.47 +/- Acres

Parcel 1 will have public access through East Lemon Street. Parcel 2 and 3 will have public access through East Hermosa Street; however, this road is not paved along the 300+/- linear feet section fronting the parcel. The road has been maintained on an as-needed basis by the Town and it consists of 10+/- asphalt millings. The parcel is an open pasture with a few scattered mature trees. Along the east, the parcel abuts a Special Flood Hazard – Ponding Area D2E1-Flood Zone AE (Elevation Determined 79.0).

An aerial view, photos, and a survey of the property were shown. Mr. Carroll noted that there is a water body on the east side of the parcel, with E. Hermosa St. to the north, and E. Lemon St. to the south.

The Minor Subdivision application was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs). The following items were included in the packet:

1. Minor Subdivision review completed by Fire Inspector Kerry Barnett on January 23, 2018.
2. Minor Subdivision review completed by Town of Lady Lake Public Works Dept. dated January 31, 2018.
3. Updated Survey dated January 29, 2018
4. Quit Claim Deed

Summary: The applicant has submitted the Minor Subdivision application to subdivide the property amongst family members and build single-family residences. The first single-family residence would be built along East Lemon Street. The project is considered in-fill development in that all properties abutting this parcel have been developed with the exception of one parcel to the west:

**Adjacent Property Characteristics and Zoning**

<b>Direction</b>	<b>Current Use</b>	<b>Zoning of Adjacent Properties</b>
<b>West</b>	Single-Family Dwelling Units (Manufactured homes and Single-Family Residences)	Lady Lake Single-Family Medium Density (RS-6)
<b>East</b>	Manufactured Homes	Lady Lake Single-Family Medium Density (RS-6)
<b>North</b>	East Hermosa Street- ROW Single-Family Residence, vacant residential land	Lady Lake Single-Family Medium Density (RS-6)
<b>South</b>	East Lemon ROW Manufactured Homes	Lady Lake Single-Family Medium Density (RS-6)

Satisfied Items:

- In accordance to Chapter 8, Section 8-4, the applicant will dedicate 15 feet of ROW along East Hermosa Street to meet the required right-of-way width necessary to meet the minimum design standards for a public local road since East Hermosa Street does not conform to the right-of-way specifications provided or adopted by reference in Town of Lady Lake Land Development Regulations. See Quit Claim Deed attached.
- Once all required rights-of-way is acquired by the Town for the remaining parcels along East Hermosa Street and east of Lake Griffin Road, then the property owners can petition to the Town to exercise a Special Road Assessment project under the provisions of Chapter 163, Laws of Florida, as amended, to construct capital improvements (i.e. road paving project) for which total costs and expenses are to be levied and shared amongst the owners of the parcels of real property benefiting from such improvements.
- The Fire Inspector and Lady Lake Public Works provided comments regarding the location of water lines and fire hydrants:
  1. The Fire Hydrant spacing to the next hydrant on East Hermosa Street is 880 linear feet.

2. The closest hydrant in East Lemon Street is 675 feet.
  3. Fire Hydrants are required to be connected to a 6-inch water line minimum.
  4. The Town of Lady Lake Land Development Regulations allows a maximum spacing of 800 feet between hydrants in residential zoning districts.
  5. At the time of building permit issuance and prior to a final Certificate of Occupancy, the applicant will have to install a fire hydrant along East Hermosa Street and East Lemon Street respectively. In that the water line along East Lemon Street is only a 2-inch water line, the applicant would be allowed to facilitate the hydrant required along East Lemon Street by establishing and providing an easement to run north-south for the extension of the 6” water line from East Hermosa Street to East Lemon Street.
- The subject parcel is located in the vicinity of an established neighborhood. Additional street light poles will be added as needed when each building permit application is submitted.
  - Applicant will be required to adhere to the Town’s Floodplain Management Ordinance as per LDRs Chapter 16, including required minimum finished floor to be an additional 18 inches above the BFE of 79.0 feet; for a total of 80.5 feet minimum top of the bottom floor elevation for new construction/concrete slabs built within the Special Flood Hazard — Ponding Area D2E1-Flood Zone AE.

Commissioner Kussard noted the road along the front of the parcel is not paved. She asked whether there will be access to all three parcels once they are split.

Mr. Carroll replied all parcels will retain access after dividing this property. The bottom parcel will be accessed through E. Lemon St., as well as E. Hermosa St., which are Town-maintained streets. The easternmost boundary road is mostly millings.

The Technical Review Committee (TRC) members individually reviewed the application on Thursday, February 1, 2018, and recommended forwarding it to the Town Commission for approval.

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

Commissioner Kussard noted sewer is not available to this site at this time and asked when it might be available. She asked if there is a septic system on the property now.

Mr. Carroll replied that the property is currently vacant. He stated a sewer line locate would have to be done at the time homes are being constructed, and if they are not within 200 feet of the Town’s sewer lines, it would be cost prohibitive to require the property owner to tie into the Town’s sewer. They may have to install septic systems when they build if they are not within 200 feet of the sewer line.

Mayor Richards asked if anyone else had any comments or questions on this subdivision of property, and hearing none, asked for a motion.

*Upon a motion by Commissioner Holden and a second by Commissioner Hannan, the Commission approved the Poorun Minor Subdivision application by a vote of 5 to 0.*

**5. Consideration of Approval to Apply for, and Accept if Awarded, the Florida Department of Agriculture and Consumer Services Florida Small Community Energy**

**Efficient Lighting Grant Program to Replace the Lights at the Upper Two Fields at the Guava Street Athletic Complex (Mike Burske)**

Parks and Recreation Director Mike Burske presented the background summary for this agenda item (on file in the Clerk’s Office). He stated that he is seeking permission to apply for the Florida Small Community Energy Efficient Lighting Grant Program. The goal for this highly competitive grant is to secure approximately \$175,000 to replace the existing lights with modern LED fixtures that provide more efficient and controlled lighting with less operating costs. He stated he may ask for more as the grant is in the initial planning stages at this point. The same poles and much of the same equipment will be utilized. Mr. Burske asked that the Commission please keep in mind that this grant has a 10% cost share match, which can be in the form of labor to manage the project or money.

Mayor Richards asked if anyone had any questions or comments. He stated it sounds like a good idea and will save energy costs in the long run.

*Upon a motion by Commissioner Kussard and a second by Commissioner Hannan, the Commission approved for staff to apply for, and accept if awarded, the Florida Department of Agriculture and Consumer Services Florida Small Community Energy Efficient Lighting Grant Program to replace the lights at the upper two fields at the Guava Street Athletic Complex by a vote of 5 to 0.*

**6. Consideration of the Amended and Restated Interlocal Agreement between Lake County and Municipalities Relating to the Local Option Fuel Tax (Kris Kollgaard)**

Town Manager Kris Kollgaard gave the background summary for this agenda item (on file in the Clerk’s Office). The amended and restated inter-local agreement from Lake County for the distribution of the local option gas tax was included in the packet. She stated that the Board of County Commissioners is moving forward with an ordinance to set a referendum on the imposition of an additional 5-cent local gas tax. The proposed agreement makes the provision for sharing the 5-cent tax (if it passes in November) with the municipalities utilizing the same formula that is currently being used for the 6-cent gas tax (distribution by 50% population and 50% road miles).

Mayor Richards stated this is a fairer way to distribute the tax, and he fought for it years ago. He stated when he first moved here, the money from the local gas tax was apportioned depending on what each community spent, and the bigger communities used to eat it all up.

*Upon a motion by Commissioner Hannan and a second by Commissioner Vincent, the Commission approved the Amended and Restated Interlocal Agreement between Lake County and Municipalities Relating to the Local Option Fuel Tax by a vote of 5 to 0.*

**J. TOWN ATTORNEY’S REPORT:**

**7. Ordinance 2018-01 – Second/Final Reading – Annexation – The Villages of Lake-Sumter, Inc. – Annexing Six Lots (0.85+/- Acres Referenced by Alternate Key Numbers 1483557, 1483859, 1483905, 2573813, 2676027, & 2524162); Located within Orange Blossom Gardens Units 3 and 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). Mr. Carroll noted that I.T. is migrating toward a new format for agenda items which is being introduced for the Commission's review and comparison. This agenda item (J-7) was duplicated in the new concise format as well as the current format and includes a condensed summary with relevant information and links. It will save paper costs and redundancy in the future.

Mr. Carroll continued the presentation of the second/final reading of this ordinance by stating that the applicant, Martin L. Dzuro, on behalf of The Villages of Lake-Sumter, Inc., has filed an application to annex six lots located within Orange Blossom Gardens Units 3 and 3.1B. The application involves annexing 0.85 +/- acres of property from unincorporated Lake County into the Town of Lady Lake.

The lots are addressed as follows:

- 901 Silver Oak Avenue
- 809 Royal Palm Avenue
- 818 Royal Palm Avenue
- 816 Royal Palm Avenue
- 805 Elm Street
- 746 Royal Palm Avenue

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

The subject properties are in Section 06, Township 18 South, Range 24 East, in Lake County, Florida. Appropriate legal descriptions, 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 properties into the Town that are non-contiguous to the existing municipal boundary.

The annexation application was received on Tuesday, December 12, 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 consideration by the Town Commission.

Mr. Carroll reported that notices to inform the surrounding property owners (123) within 150 feet of the properties proposed by the annexation request were mailed Thursday, December 21, 2017, and the properties were posted this same date. No objections or letters of support have been received to date.

Mr. Carroll stated that the Technical Review Committee (TRC) members individually reviewed the application for Ordinance 2018-01, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the January 8, 2017 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance 2018-01 to the Town Commission with the

recommendation of approval. The Town Commission voted 4-0 to approve the first reading of Ordinance 2018-01 at their meeting on February 5, 2018.

Mr. Carroll stated that Martin Dzuro, Jr. is present to answer any questions.

Mayor Richards asked if anyone had any questions or comments.

Commissioner Hannan commented that when the lots are being cleared, much of the sand is going into the road and down the storm drains. He asked that this be passed on so that it can be taken care of.

*Upon a motion by Commissioner Hannan and seconded by Commissioner Kussard, the Commission approved the second/final reading of Ordinance 2018-01 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>

Mayor Richards commented there is no inclusion of the fiscal impact on the budget for the item in the proposed new agenda item format. He stated it would not apply to this type of land item, although it could apply to other agenda items. Mayor Richards stated this was the only comment he had on the new format, and that it looked good to him.

Ms. Kollgaard stated she did not realize it was not transferred over to the new format, but that it will be added.

**8. Ordinance 2018-02 – Second/Final Reading – Small Scale Future Land Use Comprehensive Plan Amendment – The Villages of Lake-Sumter, Inc. – Changing from Lake County Medium Urban Density to Lady Lake Manufactured Home High Density for Six Lots (0.85+/- Acres) Located Within Orange Blossom Gardens Units 3 and 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 six lots located within Orange Blossom Gardens Units 3 and 3.1B, from Lake County Medium Urban Density to Lady Lake Manufactured Home High Density. The application involves 0.85 +/- acres of property and the lots are addressed as follows:

- 901 Silver Oak Avenue
- 809 Royal Palm Avenue
- 818 Royal Palm Avenue
- 816 Royal Palm Avenue
- 805 Elm Street
- 746 Royal Palm Avenue

The Small Scale Future Land Use Map Amendment application was received on Tuesday, December 12, 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.

A map and an aerial view of the properties was presented showing the future land use of the subject parcel and adjacent properties. Photos of the property in its present condition and photos of the posting of the property were shown.

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 conventionally built homes. There will be no increase in utility services, traffic, population, or recreation use.

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

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

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

Schools - Not factored for the 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 the 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 0.85 ± acres and lies 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 Property	<b>901 Silver Oak</b> - Lake County Medium Urban Density
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County Medium Urban Density
East	Lake County Medium Urban Density
North	Lady Lake – Manufactured Home- High Density
South	Lake County Medium Urban Density

Subject Property	<b>746 Royal Palm</b> - Lake County Medium Urban Density
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County Medium Urban Density
East	Lady Lake – Manufactured Home- High Density
North	Lake County Medium Urban Density
South	Lady Lake – Manufactured Home- High Density

Subject Property	<b>809 Royal Palm</b> - Lake County Medium Urban Density
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County Medium Urban Density
East	Lake County Medium Urban Density
North	Lake County Medium Urban Density
South	Lake County Medium Urban Density

Subject Property	<b>816 Royal Palm</b> - Lake County Medium Urban Density
<b>Future Land Use of Adjacent Properties</b>	
West	Lady Lake – Manufactured Home- High Density
East	Lady Lake – Manufactured Home- High Density
North	Lake County Medium Urban Density
South	Lake County Medium Urban Density

Subject Property	<b>818 Royal Palm</b> - Lake County Medium Urban Density
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County Medium Urban Density
East	Lake County Medium Urban Density
North	Lake County Medium Urban Density
South	Lake County Medium Urban Density

Subject Property	<b>805 Elm Street</b> - Lake County Medium Urban Density
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County Medium Urban Density
East	Lake County Medium Urban 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) The 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 (123) within 150 feet of the property proposed by the SSFLUM Amendment request were mailed Thursday, December 21, 2017, and the properties were posted this same date. No objections or letters of support have been received to date.

Mr. Carroll stated that the Technical Review Committee (TRC) members individually reviewed the application for Ordinance 2018-02, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the January 8, 2017 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance 2018-02 to the Town Commission with the recommendation of approval. The Local Planning Agency recommended approval of Ordinance 2018-02 by a vote of 4-0 at their meeting on February 5, 2018. The Town Commission voted 4-0 to approve the first reading of Ordinance 2018-02 at their meeting on February 5, 2018.

Mr. Carroll stated that Martin Dzuro, Jr. is present to answer 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 2018-02 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 2018-03 – Second/Final Reading – Rezoning – The Villages of Lake-Sumter, Inc. – Rezoning from Lake County Residential Medium (RM) to Lady Lake Mixed Residential Medium Density MX-8 – Six Lots (0.85+/- Acres Referenced by Alternate Key Numbers 1483557, 1483859, 1483905, 2573813, 2676027, & 2524162); Located Within Orange Blossom Gardens Units 3 and 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 six lots located within Orange Blossom

Gardens Units 3 and 3.1B. The application involves rezoning 0.85 +/- 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 that are presently in the Town of Lady Lake’s jurisdiction. The proposed properties are addressed as follows:

- 901 Silver Oak Avenue
- 809 Royal Palm Avenue
- 818 Royal Palm Avenue
- 816 Royal Palm Avenue
- 805 Elm Street
- 746 Royal Palm Avenue

A map of the properties and an aerial map showing the zoning designations of the parcels and adjoining parcels was shown.

The Rezoning application was received on Tuesday, December 12, 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.

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	<b>901 Silver Oak - Lake County Residential Medium</b>
<b>Future Land Use of Adjacent Properties</b>	
West	ROW/Lake County - Residential Medium
East	Lake County - Residential Medium
North	Lake County - Residential Medium
South	ROW/Lake County - Residential Medium

Subject Property	<b>746 Royal Palm Ave. - Lake County Residential Medium</b>
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County Residential Medium
East	Lady Lake – Mixed Residential Medium Density
North	ROW/ Lake County Residential Medium
South	Lady Lake – Mixed Residential Medium Density

Subject Property	<b>809 Royal Palm Ave. - Lake County - Residential Medium</b>
<b>Future Land Use of Adjacent Properties</b>	
West	<b>Lake County - Residential Medium</b>
East	<b>Lake County - Residential Medium</b>
North	<b>Lake County - Residential Medium</b>
South	ROW/Lake County - Residential Medium

Subject Property	<b>816 Royal Palm Ave. - Lake County - Residential Medium</b>
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County Residential Medium
East	Lake County Residential Medium
North	Lake County Residential Medium
South	ROW/Lady Lake – Mixed Residential Medium Density

Subject Property	<b>818 Royal Palm Ave. - Lake County - Residential Medium</b>
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County - Residential Medium
East	Lake County - Residential Medium
North	ROW/ Lake County - Residential Medium
South	Lake County - Residential Medium

Subject Property	<b>805 Elm Street - Lake County Residential Medium</b>
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County - Residential Medium
East	Lake County - Residential Medium
North	Lake County - Residential Medium
South	ROW/Lake County - Residential Medium

Mr. Carroll reported that notices to inform the surrounding property owners (123) within 150 feet of the property proposed by the rezoning request were mailed Thursday, December 21, 2017, and the properties were posted this same date. No objections or letters of support have been received to date.

Mr. Carroll stated that the Technical Review Committee (TRC) members individually reviewed the application for Ordinance 2018-03, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. At the January 8, 2017 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance 2018-03 to the Town Commission with the recommendation of approval. The Town Commission voted 4-0 to approve the first reading of Ordinance 2018-03 at their meeting on February 5, 2018.

Mr. Carroll stated that Martin Dzuro, Jr. is present to answer 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 2018-03 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. 2018-09 – Second/Final Reading – Amending Chapter 2, Article III, Division 8, Section 2-105-13 (9) (10), of the Code of Ordinances Pertaining to the Citizen’s Review Board; Providing for Terms of Office (Kris Kollgaard)**

Town Attorney Derek Schroth read the ordinance by title only.

Town Manager Kris Kollgaard read the background summary for this agenda item. She stated that Ordinance 2006-76, establishing the Citizen’s Review Board, currently only allows for the members to serve a three-year term with the possibility of one additional term. This is the only board that the Town has that limits the number of terms a member can serve. Ordinance 2018-09 will allow Citizen Review Board members to serve additional terms without limitation as long as they are reappointed. Ms. Kollgaard stated for the second/final reading, the number of board members have been corrected to what we currently have, which is four members, and noting that three members present establishes a quorum.

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 2018-09 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>

**K. TOWN MANAGER’S REPORT:**

Town Manager Kris Kollgaard stated that staff is just doing one or two agenda packets in the new format as a trial. She asked for the Commissioners' comments on the proposed new agenda/packet format.

Ms. Kollgaard also reported that the water conservation poster contest awards will be given out at the April 16<sup>th</sup> Commission meeting rather than the April 2<sup>nd</sup> meeting as originally planned, as they were unable to attend on April 2<sup>nd</sup>.

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

Mayor Richards asked if there were any comments from the Commissioners.

Commissioner Hannan asked if the Town currently gives out volunteer pins. He stated it was nice and perhaps the Town could do it again.

Ms. Kollgaard replied that the Town did it one year and may have some left. She stated she will look into it.

Commissioner Holden asked the Commissioners to consider meeting occasionally, perhaps quarterly, to discuss whatever they needed to about Town business. He stated perhaps the volunteer board members could attend. He asked the Mayor to poll the other members regarding this.

Mayor Richards expressed his concern that the Commissioners must always have public meetings that will need to be posted. He stated when there is a workshop, there must be an agenda that is advertised. He asked the Town Attorney for his opinion on this.

Mr. Schroth stated the Commission could meet and hold a workshop, as long as no official action was taken as it is mainly for direction. He stated the Commission is permitted to meet as long as it is noticed, and discuss whatever they would like to put on a future agenda.

Commissioner Kussard questioned Commissioner Holden's purpose for the meeting; whether it would be a workshop.

Commissioner Holden agreed it could be called a workshop. He stated they need to hold more workshops.

Ms. Kollgaard clarified that it would be an open agenda, or they could list things they wanted to discuss. She stated there could be no official decisions made at the workshop, but items could be put on a future agenda for a vote.

Mayor Richards remarked that Florida law states you cannot talk about anything that may possibly come up at a meeting, such as an ordinance.

Mr. Schroth stated the distinction would be that the workshop would be publically noticed; the Commission would not be meeting in private.

Commissioner Hannan asked who would be attending these workshops and whether staff would be included.

Ms. Kollgaard stated that it would be the Commissioners, anyone from the public that wanted to attend, and staff could also attend. She stated one of the Commissioners will be out through March,

and a workshop could be held in April. She stated the master road plan should be available then and could be discussed at the workshop.

**M. PUBLIC COMMENTS<sup>i</sup>**

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

**N. ADJOURN:** There being no further business, the meeting was adjourned at 6:30 p.m.

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Kristen Kollgaard, Town Clerk

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Jim Richards, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk

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<sup>i</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.*