

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DECEMBER 19, 2012**

AGENDA TAB NO. 8

SECOND READING

**SUBJECT TITLE: Ordinance 2012-40
1305 North Avenue-Rezoning**

OBJECTIVE:

To consider the rezoning of approximately .378 acres of property (1305 North Avenue) located on the southwest corner of Dora and North Avenues from RMF-1 (Residential Single Family) to PD (Planned Development).

SUMMARY:

The subject property, 1305 North Avenue, is located on the southwest corner of Dora and North Avenues. The property is approximately .378 acres in size and is owned by Jack Smith. The owner desires to construct three small residential cottages and renovate the existing cottage on the property. The resulting 4 dwelling units will architecturally follow a "Key West" theme. The buildings must substantially adhere to the renderings shown on Exhibit "C" of the Planned Development ordinance. It is intended that these cottages may provide needed workforce housing for professional individuals that are employed at the hospital and other medical facilities in this area of the city. The proposed ordinance requires that the usual buffering required between multi-family and single family uses be constructed along adjoining property lines. Planning demographics forecast that this type of housing will become increasingly popular with young working individuals. Prior to the issuance of any building permits, the owner must obtain an approved site plan demonstrating compliance with the city's land development regulations.

OPTIONS:

1. That City Council moves to approve Ordinance 2012-40.
2. That City Council denies the proposed rezoning.

PLANNING & ZONING BOARD RECOMMENDATION:

At its November 15th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2012-40.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve Ordinance 2012-40.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

This ordinance has been reviewed by the City Attorney and approved for legal sufficiency.

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ORDINANCE 2012-40

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING APPROXIMATELY .378 ACRES GENERALLY LOCATED ON THE SOUTHWEST CORNER OF DORA AVENUE AND NORTH AVENUE, PRESENTLY ADDRESSED AS 1305 NORTH AVENUE; FROM RSF-1 (RESIDENTIAL SINGLE FAMILY) TO PD (PLANNED DEVELOPMENT); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner is requesting to rezone the subject property from a City of Tavares designation of RSF-1 (Single Family Residential) to a City of Tavares designation of PD (Planned Development); and,

WHEREAS, the City of Tavares held duly noticed public hearings before the Planning and Zoning Board, and City of Tavares City Council, providing opportunity for individuals to hear and to be heard regarding the proposed amendment; and,

WHEREAS, the City Council has reviewed and considered all relevant evidence and information and testimony presented by witnesses, the public, and City staff; and,

WHEREAS, the owner has applied for an amendment to the City's Comprehension Future Land Use Map 2020 from a Low Density designation to a Medium Density designation and the application for this will be processed concurrently with this rezoning; therefore

BE IT ORDAINED by the City Council of the City of Tavares, Florida, as follows:

Section 1. Rezoning

Said property, as legally defined in **Exhibit "A"**, attached hereto and made a part herewith, is hereby rezoned from RSF-1 (Residential Single Family) to City of Tavares PD (Planned Development), under the specific provisions as established by the City of Tavares Land Development Regulations.

Section 2. Definitions

Unless otherwise noted, the definitions of all terms shall be the same as the definitions set forth in the City of Tavares Land Development Regulations or the City of Tavares Comprehensive Plan.

1 **Section 2.1 Land Uses**

2 A. The Conceptual Master Plan for the project is attached hereto and made a part herewith
3 as **Exhibit "B"**. No jurisdictional wetlands are indicated on the survey of the property.
4

5 **Total Acreage of Property .378 acres**

6
7 B. The maximum allowed residential density for this Planned Development shall be as
8 follows:
9

10 **Maximum Units** 4 dwelling units

11 **Gross Density** 11 dwelling units/acre
12

13 C. In addition to the planned elements shown on the Conceptual Master Plan, such
14 easements and rights-of-way shall be established within or adjacent to the project site as
15 may be necessary or desirable for the service, function or convenience of the project.
16 Said easements and rights-of-way to be determined and indicated on the recorded plat
17 of the property or any portion thereof.
18
19

20 **Section 2.2 Development Standards**

21 Unless otherwise specified herein the development standards of the City of Tavares
22 Land Development Code shall apply as follows:
23

24 A. A maximum of four cottage dwelling units may be located on the property. The maximum
25 gross size of any cottage shall be 675 square feet. Front, side and rear setbacks for any
26 new cottage constructed shall be as required for an RSF-1 zoning and measured from
27 the property line to the foremost vertical face of the structure. Where any setbacks
28 conflict with required easement widths, the easement widths, if larger, shall prevail. No
29 accessory structures shall be permitted.
30

31 B. Architectural Standards

32 The appearance of each cottage dwelling unit shall adhere substantially to the Elevation
33 Plan attached hereto and made a part herewith as **Exhibit "C"**.
34

1 C. Lot Requirements

2 The maximum lot coverage by impervious surfaces shall not exceed seventy percent
3 (70%) of the total lot area.

4
5 D. Landscaping Requirements

6 A five foot landscaped buffer consisting of a continuous hedge and canopy trees spaced
7 at forty foot centers shall be planted and maintained along any rear or side property
8 lines that abut adjacent properties.

9
10 E. Parking Requirements

11 A minimum of two parking spaces shall be provided per cottage. Parking surfaces may
12 be of mulch, gravel or other similar pervious materials. The parking spaces shall be
13 clearly delineated. Parking on grassed areas is prohibited.

14
15 **Section 2.4 Public Facilities.**

16 A. Impact Fees

17 The Developer acknowledges that the City of Tavares has impact fees for water,
18 wastewater, fire, and police, while Lake County has impact fees for schools and
19 transportation. The project shall be subject to such impact fees or any additional impact
20 fees effective at the time of issuance of any building permit.

21
22 B. Potable water

23 Potable water shall be provided by the City of Tavares and impact fees shall be paid by
24 the Developer. The Developer shall extend water lines from the existing location to the
25 development. Lines shall be extended in a manner in accordance with the City of
26 Tavares Public Works Department.

27
28 C. Wastewater

29 Wastewater treatment service shall be provided by the City and the Developer shall pay
30 the impact fees. The Developer shall extend sanitary sewer lines from the existing
31 location to the development. Lines shall be extended and improvements shall be made
32 in accordance with specifications of the City of Tavares Public Works Department.

1 D. Drainage

2 If a retention pond is determined to be necessary by the St. John's River Water
3 Management District, the design shall incorporate a naturalistic approach, to be
4 accomplished through one or more of the following methods: (1) through curvilinear
5 perimeter design, (2) through the inclusion of swales rather than abrupt slopes requiring
6 fencing, and (3) through naturalistic landscaping. Prior to receiving any development
7 approvals, the Developer shall submit a master site drainage plan for review and
8 approval by the City. All applicable St. John's River Water Management District permits
9 shall be required prior to approval of any development order. The maintenance of the
10 drainage system shall be the responsibility of the property owner.
11

12 **Section 3. Effective Date.**

13 This Ordinance shall take effect immediately upon its final adoption by the Tavares City
14 Council.
15

16 **PASSED AND ORDAINED** this _____ day of _____, 2012, by the City
17 Council of the City of Tavares, Florida.

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21 _____
22 Robert Wolfe, Mayor
23 Tavares City Council
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25 First Reading: _____
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27 Passed Second Reading: _____
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30 ATTEST:
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34 Nancy A. Barnett, City Clerk
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37 APPROVED AS TO FORM AND LEGALITY:
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41 Robert Q. Williams, City Attorney
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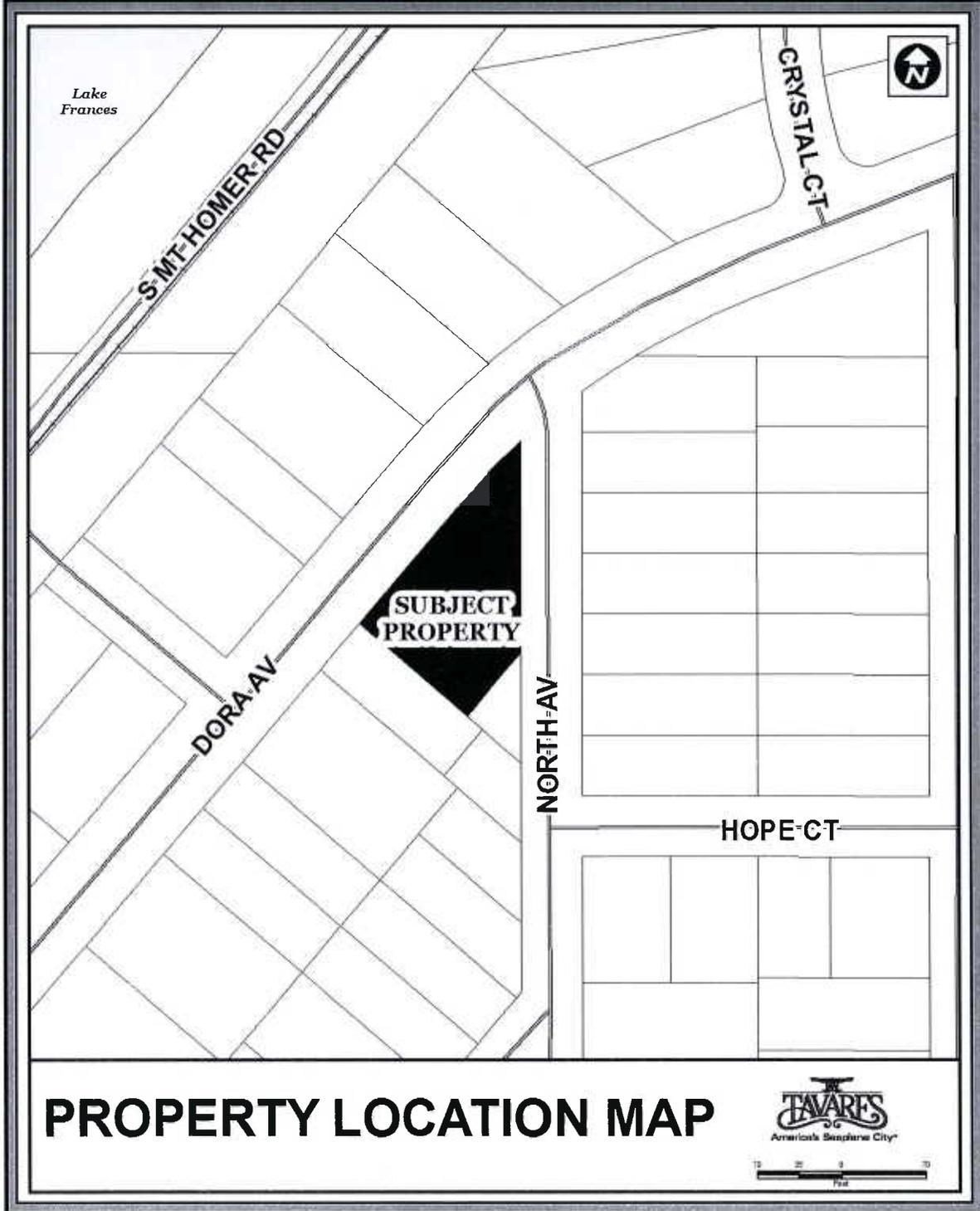
Exhibit "A"

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That part of Lots 26, 27 and 28 in Section "B" in Tavares Heights, a subdivision in the City of Tavares, Florida, according to the plat thereof recorded in Plat Book 5, Page 27, Public Records of Lake County, Florida, bounded and described as follows: Begin at the most Westerly corner of said Lot 26 and run thence Southeasterly along the Southwesterly line of said Lot 26 a distance of 118.5 feet; thence Northeasterly parallel with the Northwesterly line of said Lots 26, 27 and 28 to the West line of the right of way of North Avenue; thence North along the West line of said right of way to the most Northerly corner of said Lot 28; thence Southwesterly along the Northwesterly line of said lots 26, 27 and 28 to the point of beginning.

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CITY OF TAVARES



PROPERTY LOCATION MAP



Created By: City of Tavares GIS

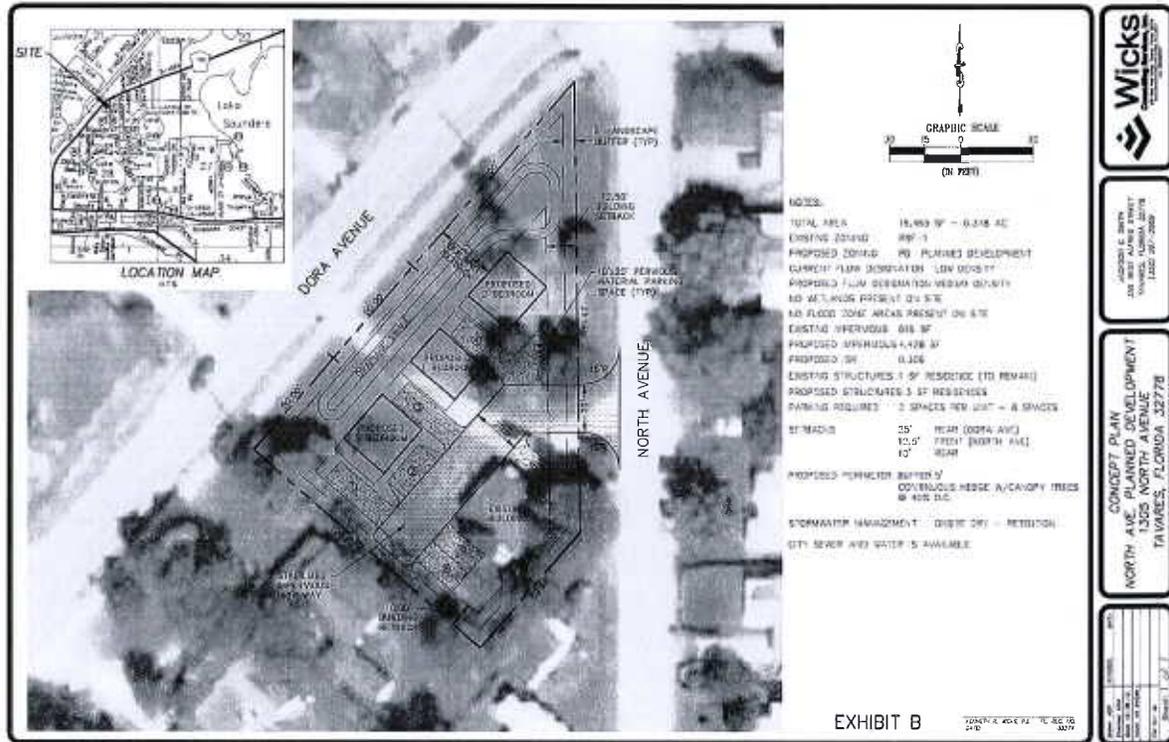
F:\P2\DATA\PROJECT FILES\Jack Smith Property, Rezone, SS\FLUM - P2\2012-22\GIS\GIS_Maps\SMITH_A0.mxd

Map Created on 10/24/12

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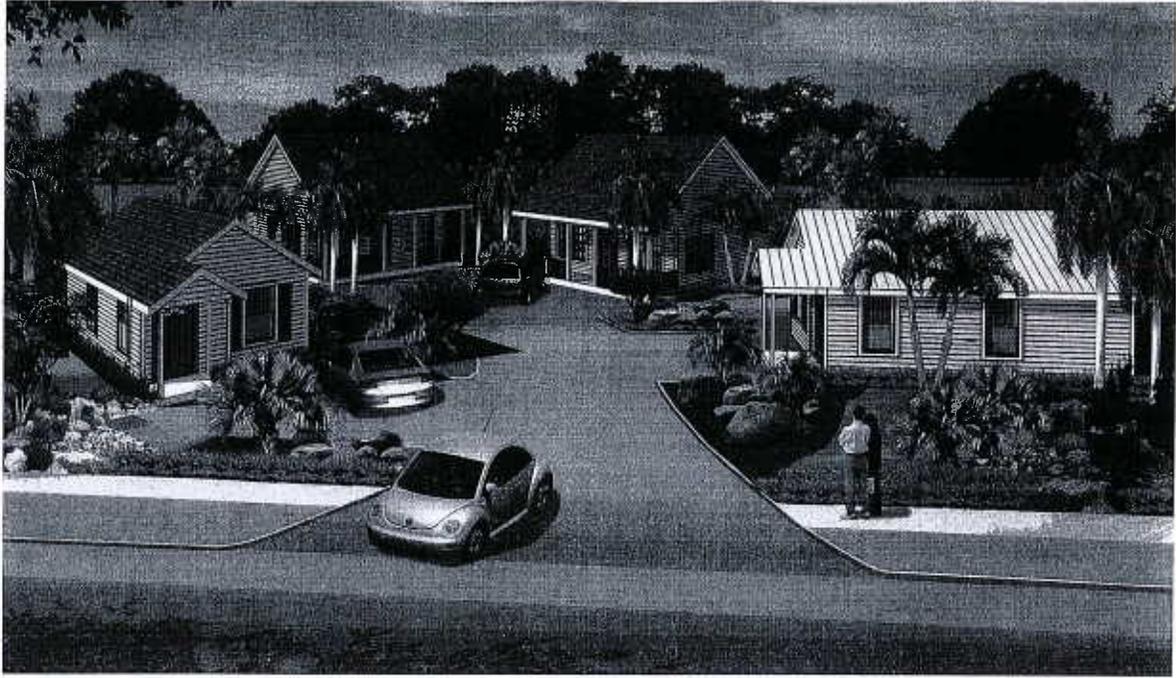
Exhibit "B"



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Exhibit "C"



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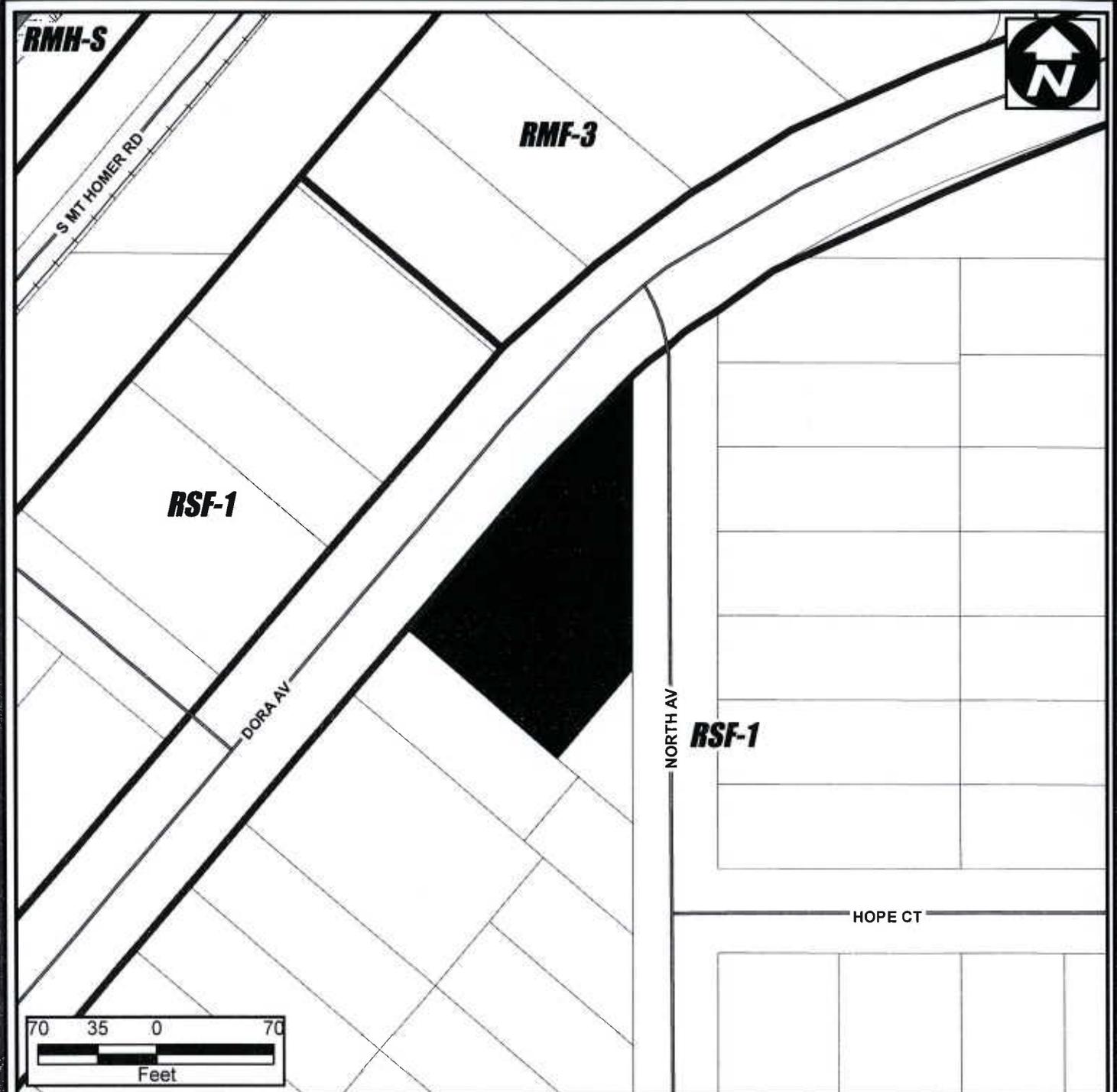
CITY OF TAVARES



PROPERTY LOCATION MAP



CITY OF TAVARES ORDINANCE # 2012-40



- RSF-A Residential Single Family
- RSF-1 Residential Single Family
- RMF-2 Residential Multi-Family
- RMF-3 Residential Multi-Family
- RMH-S Residential Manufactured Home Sub.
- RMH-P Residential Manufactured Home Park
- PD Planned Development District
- MU Mixed Use District
- C-1 General Commercial
- C-2 Highway Commercial
- CD Commercial Downtown District
- I Industrial District
- PFD Public Facilities District



ZONING MAP

ORDINANCE # 2012-40

Current Zoning: RSF-1
 Proposed Zoning: PD
 0.378 ± Acres

Legend

- | | |
|------------------|-----------------------|
| CITY BOUNDARY | MAJOR ROADS |
| ZONING | STREETS |
| SUBJECT PROPERTY | PARCELS |
| UNINCORPORATED | CONSERVATION WETLANDS |

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DECEMBER 19, 2012**

AGENDA TAB NO. 9

SECOND READING

**SUBJECT TITLE: Ordinance 2012-41
Small Scale FLUM Amendment-1305 North Avenue**

OBJECTIVE:

To consider a Future Land Use Map amendment for approximately .378 acres of property (1305 North Avenue) located on the southwest corner of Dora and North Avenues from Low Density Residential to Medium Density Residential.

SUMMARY:

Ordinance 2012-41 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan.

The subject property (Parcel Alternate Key Number 2508116) is .378 acres in size, located on the southwest corner of Dora and North Avenues. An application to rezone this property to Planned Development is concurrently under consideration. This ordinance would amend the current Future Land Use Designation from Low Density Residential to Medium Density Residential.

Future Land Use Amendment/Compatibility

This property is presently in a residential area. It abuts Dora Avenue which is a main collector road within the city. The property is within several blocks of Waterman Hospital and adjacent to the city's growing medical district. There is a need for workforce housing for single individuals in this area of the city. The applicant is proposing to construct four small cottages on the subject property to address this need.

Site Conditions

There exists a single small cottage on this property. The owner desires to renovate this cottage and construct three more cottages of similar size. A site plan demonstrating compliance with all city regulations including applicable state and federal environmental laws must be approved prior to the issuance of permits allowing site modifications.

Impact on City Services

The subject property is connected to municipal water and sewer utilities. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. It is anticipated that this amendment will not implicate any significant increase on Levels of Service.

FINDINGS

This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:

1. A Medium Density Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.6.

2. Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 7A)

OPTIONS:

1. That City Council moves to approve Ordinance 2012-41.
2. That City Council denies the proposed Future land Use amendment.

PLANNING & ZONING BOARD RECOMMENDATION:

At its November 15th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2012-41.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve Ordinance 2012-41.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

This ordinance has been reviewed by the City Attorney and approved for legal sufficiency.

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ORDINANCE 2012-41

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY .378 ACRES GENERALLY LOCATED ON THE SOUTHWEST CORNER OF DORA AVENUE AND NORTH AVENUE, PRESENTLY ADDRESSED AS 1305 NORTH AVENUE; FROM LOW DENSITY RESIDENTIAL TO MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of property described in Exhibit "A" attached hereto, is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2020 to change the designation of said property from Low Density Residential to Medium Density Residential; and

WHEREAS, the property consists of less than ten acres; and

WHEREAS, the City of Tavares has advertised as required by law for two public hearings prior to adoption of this ordinance; and

WHEREAS, the City has held such public hearings and the records of the City provide that the owners of the land affected have been notified as required by law; and

WHEREAS, the City recognizes the need for affordable workforce housing in the proximity of the city's medical district; and

WHEREAS, a Medium Density Residential Future Land Use designation is compatible with surrounding future land use designations; and

WHEREAS, the City of Tavares Planning and Zoning Board, Local Planning Agency, and City Council held duly noticed public hearings providing opportunity for individuals to hear and be heard regarding the adoption of the proposed map amendment; and

WHEREAS, the City Council has reviewed and considered all relevant evidence and information and testimony presented by witnesses, the public, and City staff; and

1 **WHEREAS**, the City Council finds this amendment in compliance with Chapter 163,
2 Florida Statutes, and the City of Tavares Comprehensive Plan; and

3
4 **WHEREAS**, adoption of this amendment is in the best interest of the health, safety, and
5 general welfare of the citizens of Tavares;

6
7 **NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Tavares,
8 Florida as follows:

9
10 **Section 1. Future Land Use Amendment**

11 The Comprehensive Plan and Future Land Use Map 2020 of the City of Tavares,
12 Florida, is hereby amended to reflect a re-designation from Low Density Residential to Medium
13 Density Residential on certain real property as legally described in Exhibit "A". All provisions of
14 the Comprehensive Plan shall hereby apply to said property.

15
16 **Section 2. Severability and Conflicts**

17 The provisions of this ordinance are severable and it is the intention of the City Council of
18 Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of
19 competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the
20 decision of such court shall not impair any remaining provisions of this ordinance.

21
22 **Section 3. Transmittal**

23 The City Administrator is hereby authorized and directed to transmit the adopted
24 Comprehensive Plan amendments to the Florida Department of Economic Opportunity, the East
25 Central Florida Regional Planning Council, the St. Johns River Water Management District, the
26 Department of Environmental Protection, the Florida Department of Transportation, and any
27 other governmental agency in the state of Florida that has filed a written request with the City
28 Council for a copy of the Comprehensive Plan within 10 working days of the adoption of this
29 Ordinance as specified in the State Land Planning Agency's procedural rules.

30
31 **Section 4. Effective Date**

32 The effective date of this plan amendment, if the amendment is not timely challenged,
33 shall be 31 days after the state land planning agency notifies the local government that the plan
34 amendment package is complete. If timely challenged, this amendment shall become effective
35 on the date the state land planning agency or the Administration Commission enters a final order

1 determining this adopted amendment to be in compliance. No development orders, development
2 permits, or land uses dependent on this amendment may be issued or commence before it has
3 become effective. If a final order of noncompliance is issued by the Administration Commission,
4 this amendment may nevertheless be made effective by adoption of a resolution affirming its
5 effective status, a copy of which resolution shall be sent to the state land planning agency.

6
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8 **PASSED AND ADOPTED** this _____ day of _____, 2012 by the City Council of
9 the City of Tavares, Florida.

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Robert Wolfe, Mayor
Tavares City Council

17 First Reading: _____

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19 Second Reading & Final Adoption: _____

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22 ATTEST:

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Nancy A. Barnett, City Clerk

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Approved as to form:

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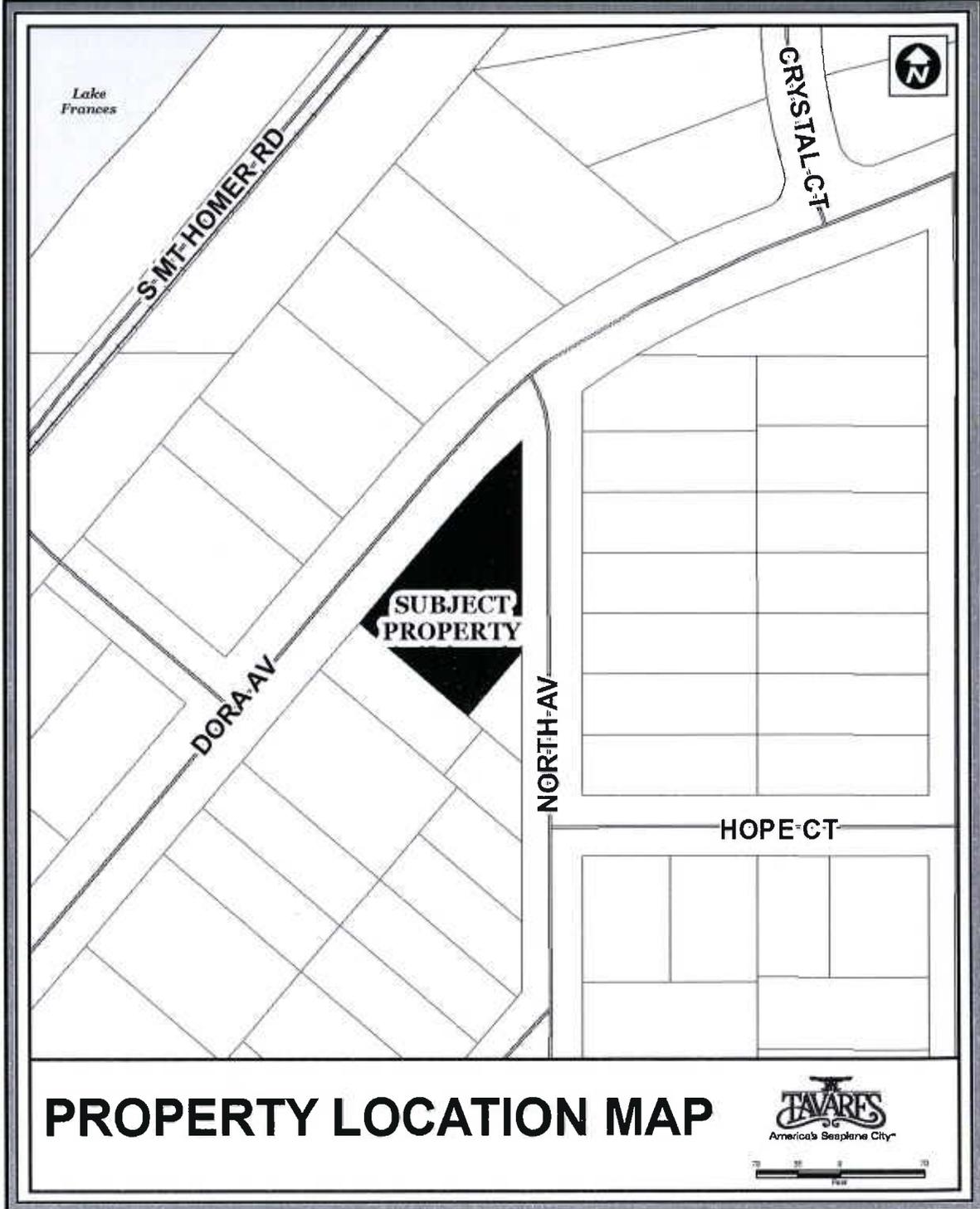
Robert Q. Williams, City Attorney

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EXHIBIT "A"

That part of Lots 26, 27 and 28 in Section "B" in Tavares Heights, a subdivision in the City of Tavares, Florida, according to the plat thereof recorded in Plat Book 5, Page 27, Public Records of Lake County, Florida, bounded and described as follows: Begin at the most Westerly corner of said Lot 26 and run thence Southeasterly along the Southwesterly line of said Lot 26 a distance of 118.5 feet; thence Northeasterly parallel with the Northwesterly line of said Lots 26, 27 and 28 to the West line of the right of way of North Avenue; thence North along the West line of said right of way to the most Northerly corner of said Lot 28; thence Southwesterly along the Northwesterly line of said lots 26, 27 and 28 to the point of beginning.

CITY OF TAVARES



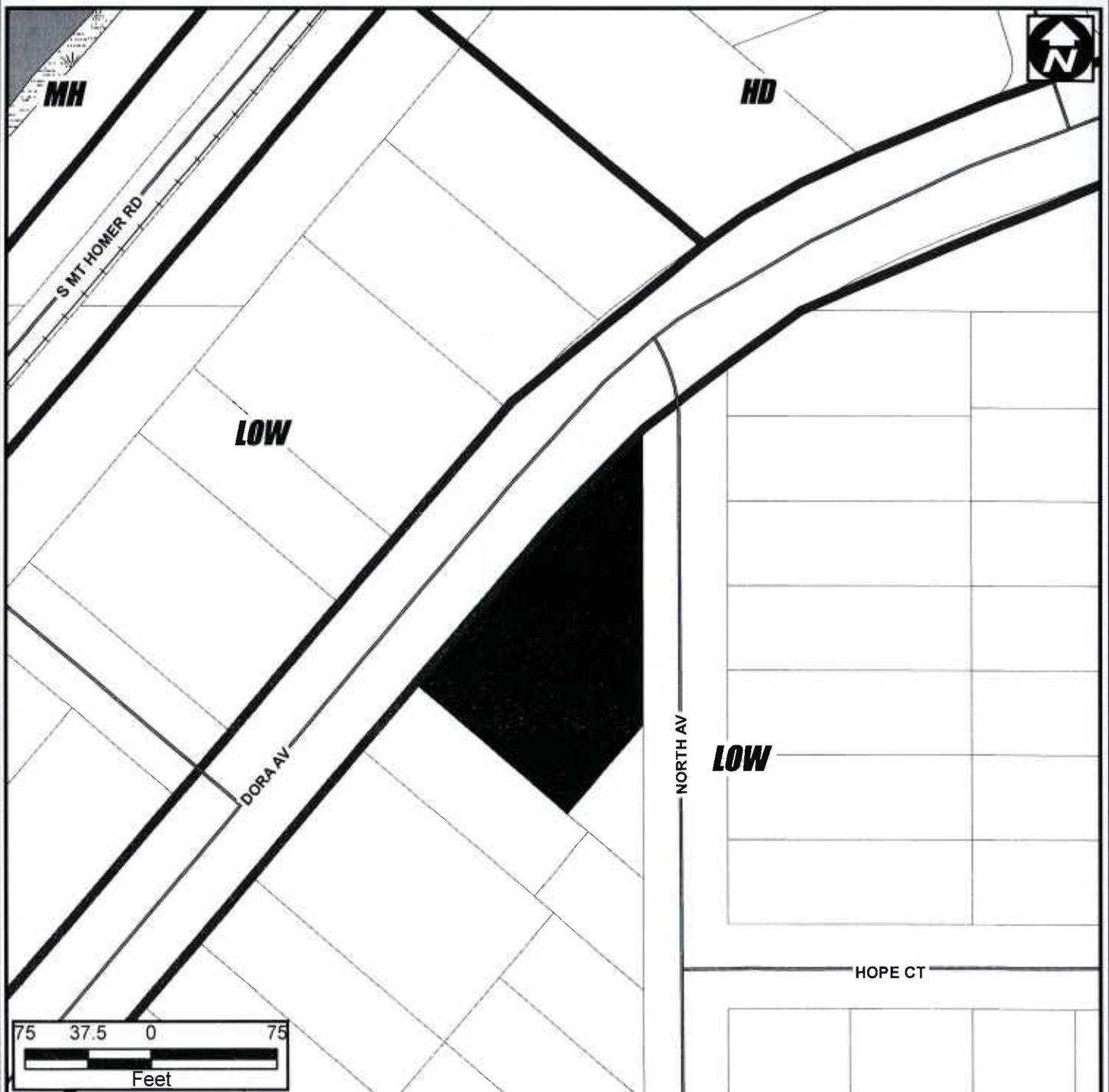
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Map Created on 10/24/12

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CITY OF TAVARES ORDINANCE # 2012-41



SUB	Suburban	3.0 DU/Acre
SUB EX	Suburban Expansion	4.0 DU/Acre
LOW	Low Density	5.6 DU/Acre
MOD	Moderate Density	10 DU/Acre
MED	Medium Density	12 DU/Acre
HD	High Density	12-25 DU/Acre
MH	Mobile Home	8.7 DU/Acre
MUN	Mixed Use Neighborhood	12 DU/Acre
MUC	Mixed Use Commercial	25 DU/Acre
COM	Comercial	
CD	Commercial Downtown	25 DU/Acre
IND	Industrial	
PUB	Public Facility/Institutional	
CONS	Westlands & Conservation	



FUTURE LAND USE MAP ORDINANCE # 2012-41

Current FLU: LOW
Proposed FLU: MED
0.378 ± Acres

Legend	
	CITY BOUNDARY
	MAJOR ROADS
	STREETS
	FLU
	SUBJECT PROPERTY
	CONSI/WETLANDS
	UNINCORPORATED
	PARCELS

Orlando Sentinel

Publication Date: 11/05/2012

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Ad Number: **965946-1**
 Client Name: **/ PO# MIKE FITZGERALD**
 Insertion Number: **City of Tavares**
 Size: **3 x 10.5**
 Color Type: **B&W**
 Section/Page/Zone: **Lake Zone/D004/LAK**
 Advertiser: **City of Tavares**
 Description: **Ordinance 2012-40 and 2012-41**

BOAS

Continued from Page D1

annoying chatter of pun-
 dits, we can turn to the
 beliefs of sandhill cranes
 flying overhead and the
 proclamations of an East-
 ern phoebe announcing its
 territorial bounds.

Lately, I've been taking
 early morning rows. While
 motivated by the cooler
 weather, I also row be-
 cause of the water's sooth-
 ing qualities. It's hard to
 feel anxious or upset when
 your focus is in stroking
 smoothly from one end of
 the lake to the other.

Elections bring prob-
 lems to the forefront. Poli-
 ticians play upon our fears
 while simultaneously
 trumpeting solutions. For
 as long as it is healthy,
 we find ourselves inun-
 dated with critical issues
 that demand our attention.
 The issues are important,
 but there are so many. It's
 easy to be overwhelmed,
 to need a retreat.

I find sanctuary in na-
 ture. I go for walks. I take
 early morning rows. I
 weed the vegetable gar-
 den, put up some flowers
 and water the plants. I
 watch for butterflies, birds
 and wildlife and take de-
 light in each sighting. I
 step outside when it's dark
 — even if only for a mo-
 ment — to look up at the
 stars and to smile at the
 moon.

Nature reminds me that
 like a hurricane that rips
 through a region, even the



An early-morning row provides a much-needed retreat from the intense political posturing preceding Election Day.

wildest of elections even-
 tually ends. Sure, there
 will be cleanup to do but
 normalcy — or at least a
 semblance of it — even-
 tually will return.

Like all creatures, hu-
 mans adapt. We make do.
 We adjust to the changes.
 Being president is an
 awesome responsibility. I
 suppose we should feel
 fortunate that there are
 any candidates at all will-
 ing to subject themselves
 to the personal attacks and
 weighty decisions that
 political leaders face on a
 daily basis. No matter who
 wins, we can be sure of
 one thing: Whoever holds
 the office will age more
 quickly in the next four
 years than he would if he'd
 lost.

I said this column
 wouldn't be about voting
 but in a way, it is. In this
 time of elections, I cast my

bullet for a world in which
 nature can still provide
 solace and for a country
 where individual free-
 doms will always rein
 paramount.

Sherry Boas can be reached
 at sherryboas@comcast.net
 or www.sherryboas.com. Her columns
 can be found at OrlandoSentinel.com/lake.

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 call (352) 787-1608
www.thehoppers.com

THE CITY OF TAVARES NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Tavares will consider at the public hearings set forth below enactment of proposed Ordinance 2012-40 & Ordinance 2012-41 listed as follows:

ORDINANCE 2012-40

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING APPROXIMATELY .75 ACRES SEMI-INDUSTRIALLY LOCATED ON THE SOUTHWEST CORNER OF BORN AVENUE AND NORTH MAIN, PRESENTLY ADDRESSED AS 1008 NORTH AVENUE, PRESENT 1 (RESIDENTIAL SINGLE FAMILY) TO PUD (PLANNED DEVELOPMENT), SUBJECT TO THE RULES, REGULATIONS AND ORDINANCES ORDAINED BY THE CITY OF TAVARES COUNCIL, PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2012-41

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2009, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY .316 ACRES SEMI-INDUSTRIALLY LOCATED ON THE SOUTHWEST CORNER OF BORN AVENUE AND NORTH AVENUE, PRESENTLY ADDRESSED AS 1008 NORTH AVENUE, FROM LOW DENSITY RESIDENTIAL TO PROGRAM DENSITY RESIDENTIAL, PROVIDING FOR SEVERABILITY AND CONFLICTS, PROVIDING FOR TRANSMITTAL, AND PROVIDING FOR AN EFFECTIVE DATE.

Proposed Ordinance 2012-40 & Ordinance 2012-41 will be considered at the following public meetings:

1. Tavares Planning & Zoning Board meeting on November 15, 2012, at 3 p.m. and
2. Tavares City Council meeting on December 3, 2012, at 4 p.m. (Introduction and First Reading by Tom O'Neil) and
3. Tavares City Council meeting on December 10, 2012, at 4 p.m. (Second Reading)

All meetings will be conducted in the Tavares City Council Chambers in City Hall at 201 East Main St., Tavares, Florida.

Proposed Ordinance 2012-40 & Ordinance 2012-41 may be inspected by the public between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday of each week at City Hall.

Interested parties may appear at the meetings and, at the Planning & Zoning Board meeting and City Council Second Reading, be heard with respect to the proposed ordinance. It is the City Council's policy to limit public discussion of proposed ordinances to the Planning & Zoning Board meeting and City Council Second Reading. Any persons wishing to appeal a decision of the public body should advise himself a written record of the proceedings is made.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Planning Department, City of Tavares, 201 East Main Street, Tavares, Florida 32778, Telephone: (352) 742-6428, at least 2 (two) working days prior to the date of the Public Hearing. If you are hearing or voice impaired, call (352) 742-6423.

Please direct any questions on this proposed ordinance to Jacques Skutt, Community Development Director, at 742-6424.



THE CITY OF TAVARES NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Tavares will consider at the public hearings set forth below enactment of proposed Ordinance 2012-38 & Ordinance 2012-39 listed as follows:

ORDINANCE 2012-38

AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES BY AMENDING APPROXIMATELY 4 ACRES OF LAND GENERALLY LOCATED EAST OF DAVID WALKER ROAD, NORTH OF OLD HIGHWAY U.S. 441, WEST OF MERRY ROAD, BEYOND THE PROPERTY FROM COUNTY PL-6 RESIDENTIAL TO CITY RMF-3 (RESIDENTIAL MEDIUM DENSITY), SUBJECT TO THE RULES, REGULATIONS AND ORDINANCES ORDAINED BY THE CITY OF TAVARES COUNCIL, PROVIDING AN EFFECTIVE DATE.

ORDINANCE 2012-39

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2009, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 4 ACRES OF PROPERTY GENERALLY LOCATED EAST OF DAVID WALKER ROAD, NORTH OF OLD HIGHWAY U.S. 441, WEST OF MERRY ROAD FROM LAKE COUNTY URBAN HIGH DENSITY TO CITY HIGH DENSITY RESIDENTIAL, PROVIDING FOR SEVERABILITY AND CONFLICTS, PROVIDING FOR TRANSMITTAL, AND PROVIDING FOR AN EFFECTIVE DATE.

Proposed Ordinance 2012-38 & Ordinance 2012-39 will be considered at the following public meetings:

1. Tavares Planning & Zoning Board meeting on November 15, 2012, at 3 p.m. and
2. Tavares City Council meeting on December 3, 2012, at 4 p.m. (Introduction and First Reading by Tom O'Neil) and
3. Tavares City Council meeting on December 10, 2012, at 4 p.m. (Second Reading)

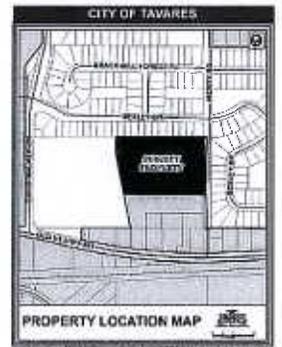
All meetings will be conducted in the Tavares City Council Chambers in City Hall at 201 East Main St., Tavares, Florida.

Proposed Ordinance 2012-38 & Ordinance 2012-39 may be inspected by the public between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday of each week at City Hall.

Interested parties may appear at the meetings and, at the Planning & Zoning Board meeting and City Council Second Reading, be heard with respect to the proposed ordinance. It is the City Council's policy to limit public discussion of proposed ordinances to the Planning & Zoning Board meeting and City Council Second Reading. Any persons wishing to appeal a decision of the public body should advise himself a written record of the proceedings is made.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Planning Department, City of Tavares, 201 East Main Street, Tavares, Florida 32778, Telephone: (352) 742-6428, at least 2 (two) working days prior to the date of the Public Hearing. If you are hearing or voice impaired, call (352) 742-6423.

Please direct any questions on this proposed ordinance to Jacques Skutt, Community Development Director, at 742-6424.



THE CITY OF TAVARES NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Tavares will consider at the public hearings set forth below enactment of proposed Resolution 2012-14 listed as follows:

RESOLUTION 2012-14

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, TO VACATE THE NORTH FIFTY FEET OF AN UNNAMED ALLEY GENERALLY LOCATED BETWEEN LOTS 5 AND 1, BLOCK 6, CITY OF TAVARES, SUBJECT TO THE RULES AND REGULATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL, PROVIDING FOR AN EFFECTIVE DATE.

Proposed Resolution 2012-14 will be considered at the following public meetings:

1. Tavares Planning & Zoning Board meeting on November 15, 2012, at 3 p.m. and
2. Tavares City Council meeting on November 21, 2012, at 4 p.m.

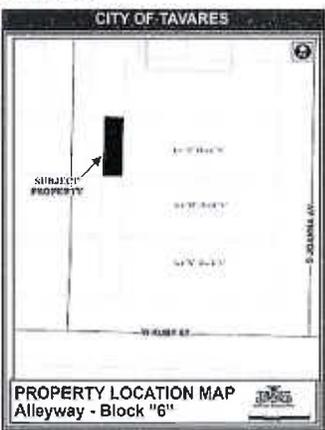
All meetings will be conducted in the Tavares City Council Chambers in City Hall at 201 East Main St., Tavares, Florida.

Proposed Resolution 2012-14 may be inspected by the public between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday of each week at City Hall.

Interested parties may appear at the meetings and be heard with respect to the proposed resolution. Any persons wishing to appeal a decision of the public body should advise himself a written record of the proceedings is made.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Planning Department, City of Tavares, 201 East Main Street, Tavares, Florida 32778, Telephone: (352) 742-6428, at least 2 (two) working days prior to the date of the Public Hearing; if you are hearing or voice impaired, call (352) 742-6423.

Please direct any questions on this proposed ordinance to Jacques Skutt, Community Development Director, at 742-6424.



1
2 Site Conditions

3 A single family dwelling that exists on this property is proposed to be demolished. The applicant desires
4 to construct a senior condominium complex which will be Phase 3 of the Shanti Niketan development.
5 This property is abuts Phase 2 of this project. A site plan demonstrating compliance with all city
6 regulations including applicable state and federal environmental laws must be approved prior to the
7 issuance of any building permits.
8

9 Impact on City Services

10 The City of Tavares has municipal water and sewer services available to the subject parcel and the
11 developer will be required to connect to city utilities. The City's Concurrency Management System will
12 ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all
13 regulated public facilities. Since the property is currently designated Urban High Density under the
14 County's Comprehensive Plan, impacts on Levels of Service are not implicated.
15

16 FINDINGS

17
18 This amendment request is considered to be in compliance with the Comprehensive Plan Goals,
19 Objectives and Policies with the following findings:
20

- 21 1. A High Density Residential Future Land Use designation would serve as the most appropriate
22 land use for the subject property in accordance with Future Land Use policy 1-1.1.6.
23
24 2. Impacts of the proposed development of the subject property shall be monitored through the
25 City's Concurrency Management System. (Comp Plan, Chapter 7A)
26

27 Staff recommended that the Planning & Zoning Board move to recommend approval of Ordinance 2012-39.

28
29 Chairman Adams asked if there was anyone in the audience who would like to make a comment.

30
31 There were no questions.
32

33 Chairman Adams turned the discussion over to the Planning & Zoning Board.
34

35 **MOTION**

36
37 **Sam Grist moved to recommend approval of Ordinance 2012-39. The motion was seconded by**
38 **Gary Santoro. The motion carried 7-0.**
39

40 **3) Ordinance 2012-40 – Rezoning – Jack Smith**

41
42 Jacques Skutt, Community Development Director provided the following staff report;
43

44 The subject property, 1305 North Avenue, is located on the southwest corner of Dora and North
45 Avenues. The property is approximately .378 acres in size and is owned by Jack Smith. The owner
46 desires to construct three small residential cottages and renovate the existing cottage on the property.
47 The resulting 4 dwelling units will architecturally follow a "Key West" theme. The buildings must
48 substantially adhere to the renderings shown on Exhibit "C" of the Planned Development ordinance. It
49 is intended that these cottages may provide needed workforce housing for professional individuals that
50 are employed at the hospital and other medical facilities in this area of the city. The proposed ordinance
51 requires that the usual buffering required between multi-family and single family uses be constructed
52 along adjoining property lines. Planning demographics forecast that this type of housing will become
53 increasingly popular with young working individuals. Prior to the issuance of any building permits, the

1 owner must obtain an approved site plan demonstrating compliance with the city's land development
2 regulations.

3
4 Chairman Adams asked if there was anyone in the audience who would like to make a comment.

5
6 There were none.

7
8 Chairman Adams turned the discussion over to the Planning & Zoning Board.

9
10 Mr. Tanner asked if the units would be sold individually.

11
12 Mr. Skutt confirmed that the property would not be separated platted and the units would not be sold
13 individually. The individual units will be available for rent.

14
15 There was some discussion about the market for small rental units.

16
17 Mr. Santoro asked about the reference to the term "cottages".

18
19 Mr. Smith informed him that this term referred to the small size of the units.

20
21 **MOTION**

22
23 **John Tanner moved to recommend approval of Ordinance 2012-40. The motion was seconded**
24 **by Morris Osborn. The motion carried 7-0.**

25
26 **4) Ordinance 2012-41 – SSFLUM – Dora Lake Estates**

27
28 Jacques Skutt, Community Development Director provided the following staff report;

29
30 Ordinance 2012-41 proposes a small scale amendment to the Future Land Use Map 2020 of the
31 Comprehensive Plan.

32
33 The subject property (Parcel Alternate Key Number 2508116) is .378 acres in size. It is the same
34 property as that was addressed earlier on the agenda. It is located on the southwest corner of Dora
35 and North Avenues. An application to rezone this property to Planned Development is concurrently
36 under consideration. This ordinance would amend the current Future Land Use Designation from Low
37 Density Residential to Medium Density Residential.

38
39 **Future Land Use Amendment/Compatibility**

40 This property is presently in a residential area. It abuts Dora Avenue which is a main collector road
41 within the city. The property is within several blocks of Waterman Hospital and adjacent to the city's
42 growing medical district. There is a need for workforce housing for single individuals in this area of the
43 city. The applicant is proposing to construct four small cottages on the subject property to address this
44 need.

45
46 **Site Conditions**

47 There exists a single small cottage on this property. The owner desires to renovate this cottage and
48 construct three more cottages of similar size. A site plan demonstrating compliance with all city
49 regulations including applicable state and federal environmental laws must be approved prior to the
50 issuance of permits allowing site modifications.

51
52 **Impact on City Services**

1 The subject property is connected to municipal water and sewer utilities. The City's Concurrency
2 Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted
3 levels of service for all regulated public facilities. It is anticipated that this amendment will not implicate any
4 significant increase on Levels of Service.

5
6 **FINDINGS**

7 This amendment request is considered to be in compliance with the Comprehensive Plan Goals,
8 Objectives and Policies with the following findings:

- 9
10 1. A Medium Density Future Land Use designation would serve as the most appropriate land use
11 for the subject property in accordance with Future Land Use policy 1-1.1.6.
12
13 2. Impacts of the proposed development of the subject property shall be monitored through the
14 City's Concurrency Management System. (Comp Plan, Chapter 7A)
15

16 Staff recommended that the Planning & Zoning Board move to recommend approval of Ordinance 2012-41.

17
18 Chairman Adams asked if there was anyone in the audience who would like to make a comment.

19
20 There were no audience comments.

21
22 Chairman Adams turned the discussion over to the Planning & Zoning Board.
23

24 **MOTION**

25
26 **Richard Root moved to recommend approval of Ordinance 2012-41. The motion was seconded**
27 **by John Tanner. The motion carried 7-0.**
28

29 **5) Resolution 2012-14 – Vacate – Tavares Station Alleyway**

30
31 Jacques Skutt, Community Development Director provided the following staff report;
32

33 On October 17th, 2012, City Council approved an Interlocal Agreement concerning the use,
34 modifications and improvements associated with an unnamed city alleyway running between the new
35 Tavares Station Hotel under construction at 124 South Joanna Avenue and Lake County's Government
36 Parking Lot. This agreement has now been approved and executed by all parties.
37

38 The Agreement requires that the city initiates an action to vacate the north fifty feet of the alleyway
39 located between Lots D and L, Block 6, City of Tavares. This portion of the alleyway is not needed any
40 city purposes and vacation is the appropriate action.
41

42 Staff recommended that the Planning & Zoning Board move to recommend approval of Ordinance
43 2012-14.
44

45 Chairman Adams asked if there was anyone in the audience who would like to make a comment.

46
47 There were no audience comments.
48

49 Chairman Adams turned the discussion over to the Planning & Zoning Board.
50

51 In response to a question regarding the alley, Attorney Bob Williams informed the board that the
52 developer would be responsible for improving the vacated portion of the alley and that it would be used
53 for access to the adjacent hotel.
54

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DECEMBER 19, 2012**

AGENDA TAB NO. 10

SUBJECT TITLE: Horizon Team and Board Representation - Update

OBJECTIVE:

To present information to Council on current board representation to Horizon Project Teams, Boards and Committees by Council members and other individuals.

SUMMARY: The City Administrator develops a team of staff members to sheppard forward some of the many multi-year projects the city is working on and invites one Council member to attend staff meetings from time to time on these projects. He refers to them as "Horizon Projects". Below is a list of those projects and the team members:

HORIZON PROJECTS"

Existing Active Teams

1. Special Events Project Team (Mayor Wolfe, Bill Neron and Lauren Farrell)
2. Alfred Street-Carolina Street one way pair (Councilmember Pfister, Jacques Skutt)
3. Public Safety Complex & School Board Bus Barn Property (Richard Keith, Stoney Lubins, Nancy Barnett, Mayor Wolfe)
4. Public Works Complex (Chris Thompson, John Drury, Councilmember Grenier)
5. Rail upgrades (John Drury, Vice Mayor Smith, Bill Neron, Lori Houghton)
6. Tavares Sports Park Complex (John Drury, Councilmember Hope, Tamera Rogers)
7. Tavares Pavilion on the Water Project – (John Drury, Councilmember Pfister, Tamera Rogers)
8. Gateways (Jacques Skutt, Councilmember Grenier)
9. Economic Development (Vice Mayor Smith, Bill Neron)
10. Sister City Program (Mayor Wolfe, Joyce Ross)
11. Golden Triangle Fire District (John Drury, Mayor Wolfe, Richard Keith)

BOARD REPRESENTATION

Florida League of Cities Legislative Committees

Urban Administration – Richard Keith

Environment & Energy Council – Mayor Wolfe (Brad Hayes alternate)
Growth Management & Transportation – Jacques Skutt
Finance & Taxation – Lori Houghton

Lake Community Action Agency – 4th Wed. at 7 p.m.

John Drury – Representative

Lake County Library Advisory Board – 3rd Thursday at 5 p.m.

Patricia Miller – Representative (through 2014)
Rosa Rosario - Library Director - Alternate

Lake County League of Cities – 2nd Friday at 11:30 a.m.

Mayor Wolfe – Representative
Councilmember Grenier - Alternate

Lake County League of Cities - Solid Waste Advisory Committee

Lori Houghton – Representative

Lake County School Board – Lake County Schools Local Preference Committee:

Lori Houghton, Member

Lake County Water Alliance Technical Committee

Brad Hayes – Representative
Burney Vaughn - Alternate

Metropolitan Planning Organization

Councilmember Hope – Governing Board Member
Vice Mayor Smith - Alternate

Metropolitan Planning Organization – Technical Advisory Committee

Jacques Skutt – Representative
Alisha Maraviglia - Alternate

Metropolitan Planning Organization – Bicycle/Pedestrian Committee

Alisha Maraviglia - Effective through December 31, 2012
Councilmember Lori Pfister - Alternate

Metropolitan Planning Organization – Citizens Advisory Committee

David Clutts – Effective through December 31, 2012

Myregion.org

Mayor Wolfe – Representative

Tavares Chamber of Commerce

Councilmember Grenier - Representative

School Concurrency Committee

Council Representative – Councilmember Hope
School Concurrency Technical Advisory Committee – Jacques Skutt/Alisha Maraviglia

OPTIONS

Council members have an opportunity to alter their representation on any teams or committees as they deem appropriate or leave them as is.

STAFF RECOMMENDATION

That Council discuss and indicate any changes to teams or Boards

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

This has met legal sufficiency.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DECEMBER 19, 2012**

AGENDA TAB NO. 11

**SUBJECT TITLE: Developer's Agreement with Tavares Station, LLC
Improvement of Alleyway off Ruby Street between Lake County
Parking Lot and Tavares Station's New Hotel.**

OBJECTIVE:

To obtain Council's approval to enter into a Developer's Agreement with Tavares Station, LLC to share costs for improving the alleyway off Ruby Street between the new Tavares Station Hotel under construction at 124 South Joanna Avenue and Lake County's government parking lot.

SUMMARY:

On October 17th, 2012, City Council approved an Interlocal Agreement concerning the use, modifications and improvements associated with an unnamed city alleyway running between the new Tavares Station Hotel under construction at 124 South Joanna Avenue and Lake County's Government Parking Lot. This agreement has now been approved and executed by all parties. The Agreement required the City to vacate the north 50' of this alleyway, the Developer to pay for removing and reinstating County parking spaces located in the alleyway to County property and the County to continue to allow the City to maintain a utility line on County property.

Consistent with the City's approved Downtown Master Plan, Council has approved an alleyway improvement plan that includes the brick paving of 15 alleys. These alleys were officially named to commemorate citizens of historic significance. This project is ongoing as funding is available. In January 2012, City Council also approved a Developer's Agreement with Tavares Station to share the cost of brick paving an alleyway adjacent to their newly built Lakeview Inn on Ruby Street.

The alleyway now under consideration, was not on the city's list for scheduled improvement. This alleyway was part of the County's government parking lot and its existence was unknown until the property for the new hotel was surveyed by BESH.

Ruby Street is quickly becoming the focus of the City's Downtown Waterfront District with both the city and private businesses heavily contributing towards making this area Central Florida's premier destination.

Tavares Station is under no obligation to improve this alleyway to the city's enhanced brick paver standard. They have, however, verbally agreed to brick pave the alleyway if the City contributes \$6,000 towards the additional cost of constructing to this standard. This amount is substantially less than what the city would pay if we carried the entire expense.

A proposed Developer's Agreement is attached to this agenda summary

OPTIONS:

1. That City Council moves to direct the City Administrator to execute the attached Developer's Agreement with the Developer of Tavares Station to share costs for brick paving the alleyway adjacent to 124 Joanna Street.
2. That City Council takes no action on this matter.

STAFF RECOMMENDATION:

Staff recommends that City Council directs the City Administrator to execute the attached Developer's Agreement with the Developer of Tavares Station to share costs for brick paving the alleyway adjacent to 124 Joanna Street.

FISCAL IMPACT:

\$6,000 from Road Paving Capital Project Fund. Approximately \$30,000 available.

LEGAL SUFFICIENCY:

This report has been reviewed by the City Attorney and approved for legal sufficiency.

DEVELOPER'S AGREEMENT

Between

CITY OF TAVARES

and

TS PARCEL I LLC

Relating to

Sharing of Costs for Improvement of City Alleyway Running North off West Ruby Street
Between 124 South Joanna Avenue and Lake County's government parking lot

This is an Agreement between: the CITY Of TAVARES, a municipality in the State of Florida, its successors and assigns, hereafter referred to as the "CITY," through its City Administrator;

AND

TS Parcel I LLC, their successors and assigns, hereinafter referred to as the "DEVELOPER."

WITNESSETH:

WHEREAS, the DEVELOPER is the owner of the property municipally addressed as 124 South Joanna Avenue, situated within the CITY; and

WHEREAS, the DEVELOPER has obtained a Building Permit, #12-251, to construct a multi-use commercial building, and

WHEREAS, the DEVELOPER as part of the approved site plan for the project must improve the portion of alleyway abutting this property, and

WHEREAS, the minimum standard that the DEVELOPER must meet for this improvement is a basic paved surface engineered to support the weight of emergency vehicles, and

WHEREAS, the CITY OF TAVARES has undertaken an on-going project of improving the downtown alleyways with pervious brick pavers which is consistent with the city's approved Downtown Master Plan, and

WHEREAS, the CITY OF TAVARES and the DEVELOPER have agreed that it would be mutually beneficial if this alleyway was upgraded to the pervious brick standard

and that the cost of this upgraded improvement be equitably shared;

NOW, THEREFORE, the parties do agree as follows:

1. The DEVELOPER shall hire and pay a registered surveyor to survey and map the entire length of the alleyway.
2. The DEVELOPER shall hire and pay a professional engineer to design the alleyway with pervious brick pavers consistent with the city's current standards for alleyway improvement.
3. The DEVELOPER shall hire and pay a contractor to perform the alleyway improvement in accordance with the design of the professional engineer. The designing professional engineer shall perform construction inspections as needed to insure that all work is completed in accordance with the design.
4. The CITY shall reimburse the DEVELOPER \$6,000 as its share of costs for the alleyway improvement. This reimbursement is payable upon satisfactory completion of the alleyway improvement as determined by the City's Director of Public Works.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under signature: CITY OF TAVARES through its CITY ADMINISTRATOR on the ____ day of _____ 2012 and TS Parcel I LLC through Rodger Kooser, Manager on the ____ day of _____ 2012.

CITY OF TAVARES

DEVELOPER

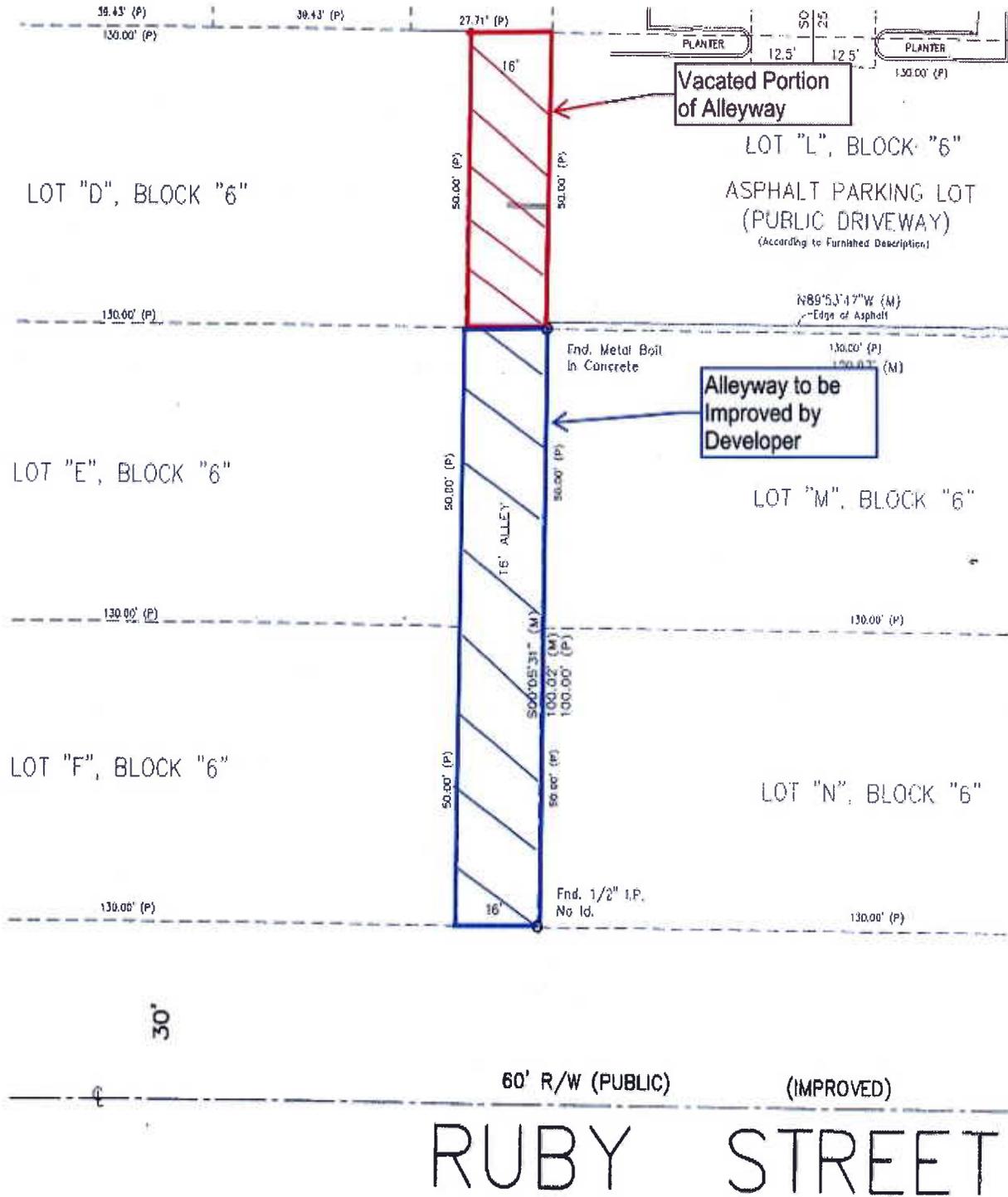
John Drury, City Administrator

Rodger Kooser, Manager

The foregoing instrument was acknowledged before me this ____ day of ____ 2012.

Notary Public
My Commission Expires:

EXHIBIT A



**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: December 19, 2012**

AGENDA TAB NO. 12

SUBJECT TITLE: Request to Approve a Work Authorization with Malcolm Pirnie for a Planning Assessment on the L.S. # 49 (Waterman Hospital) and the Medical Park Area, including Osprey Lodge.

OBJECTIVE: To consider the approval of a work authorization in the amount of \$24,447 for Malcolm Pirnie to complete Planning Assessment on Lift Station # 49 and the associated medical park area, including Osprey Lodge.

SUMMARY:

The City created a vision for enabling the future growth of businesses, medical facilities, and residential developments in Tavares. The goal of the Utility Department is to meet and support that plan by providing adequate water, wastewater, reclaimed water, and stormwater infrastructure, which will enhance and sustain the growth and development in the community. The existing wastewater system in medical park area is aged, has inadequate storage capacity and pumping capacity in 2 lift stations, as well as, undersized wastewater gravity piping. With the Osprey Lodge Facility coming on line and the combined flow from the medical park and the recent upgrades to the hospital, the existing gravity line will become exacerbated, thus limiting the amount of new growth in the medical area. The goal is to conduct a planning assessment that would enable the City to systematically upgrade the 2 lift stations with proper pump sizing and increase the capacity of the gravity lines for build out of this area in a cost efficient manner.

The Utility Department is taking a cost effective approach for the above project. Staff has negotiated an scope of work to conduct the assessment and develop a plan with Malcolm Pirnie. The assessment effort will create a plan and investigation, which will include the permitting requirements, environmental issues, construction activities and project costs. With this information, the city will be able to properly include this future construction in the operation and maintenance budget. Staff has negotiated a scope of work, along with, a cost efficient work authorization to complete this work under contract RFQ 2008-0001.

OPTIONS:

1. **Approve** the work authorization for Malcolm Pirnie to complete this report in the amount of \$24,447.
2. **Do not approve** the work authorization for Malcolm Pirnie to complete this report in the amount of \$24,447

STAFF RECOMMENDATION:

1. Move to **approve** the work authorization for Malcolm Pirnie to complete this report in the amount of \$24,447.

FISCAL IMPACT: This item was budgeted in the 2011-2012 operation and maintenance budget 4013304-535-31-15.

LEGAL SUFFICIENCY: This meets legal sufficiency

Work Authorization for
LIFT STATION 49
PLANNING AND IMPROVEMENT STUDY
City of Tavares, Florida

This Work Authorization constitutes a Project Agreement under the terms of the Agreement for Continuing Engineering Service per RFQ 2008-0001, between the City of Tavares (City) and Malcolm Pirnie, Inc. (Engineer) (now Malcolm Pirnie, the Water Division of Arcadis, U.S. Inc.).

Project Background

The City is currently realizing additional growth in the sanitary service area for Lift Station 49 (LS 49) due to medical facility expansions. Due to these expansions, the City wants to review and plan this lift station and force main system for the build-out condition. Figure 1 in Attachment B illustrates the proposed planning and improvement area.

The City intends on using the results of the planning study to develop project costs to incorporate into their capital improvement budget.

This work authorization does not include:

- Survey or Field Utility Locates Services
- Geotechnical Services
- Final Design Services
- Permitting Services
- Bidding or Construction Phase Services

The scope of services is detailed below.

SCOPE OF SERVICES

Task 1 – Coordination and Data Gathering

Engineer will coordinate with the City and request information to assist in developing the improvement study for LS 49 and subsequent discharge system. The Engineer will require the following items:

- Build-out projections for LS 49 and for Lift Station 65 (LS 65) sanitary service areas.
- Confirmation of existing pumps in LS 49, LS 65, Lift Station 14 (LS 14) and Lift Station 2 (LS 2).
- As-built information on the 10-inch diameter interceptor gravity sewer main along Mt. Homer Road. This gravity sewer main discharges directly into LS 2 and then pumps directly to the Caroline Street Master Pump Station.
- As-built information on the 12-inch diameter force main for LS 65.

- SCADA data on LS 49, LS 65, LS 2, and LS 14 including depths for wet well, level controls, flow rates, run times, and discharge pressures, if available.

Task 2 – Update Wastewater Model and Develop Scenarios

From the updated data developed from the information request, the Engineer will revise the existing wastewater model. The Engineer will confirm the data within the model to reflect the most current information.

Using the updated model, the Engineer will develop and run new scenarios for LS 49 and the discharge system. The Engineer will look at the following anticipated scenarios:

- Run the existing system condition based on current flow rates. This will be run at both average and peak hour design. This run will assist in determining existing conditions and provide a model baseline.
- Run the future system based on the future build at capacity condition. This will be run at both average and peak hour design. This run will determine system problems.
- Run sub-scenarios of the future system to provide adjustments from system deficiencies. The sub-scenarios will develop solutions to the problems identified within the future scenario runs. The sub-scenarios will look at correcting the gravity interceptor as one option. The second option will look at updating the 12-inch diameter force main and subsequent pump stations. These sub-scenarios will be reviewed for both average day and peak hour conditions.

Task 3 – Develop Improvement Study Report

The Engineer will document information gathered and the results of modeling effort within a report. The report will include an analysis on the options to improve LS 49 and the discharge system to the Caroline Street Master Pump Station. The analysis will include budgetary engineering and construction cost estimate with an evaluation of each alternative as developed from the model scenarios. The report will develop the evaluation as a build-out condition for the proposed improvements at LS 49. The Engineer will limit the evaluation to improvements at LS 49, LS 65, LS 14, LS 2 and the gravity interceptor main and associated force mains for this system.

The Engineer will submit a draft report to the City for review. The City will review the document. The Engineer will meet with the City at their offices to review and receive comments. The Engineer will finalize the Improvement Study Report from the City's comments received at the review meeting.

Schedule

Engineer will commence with this scope of work upon execution of this Work Authorization by the Owner, which will constitute the Notice-to-Proceed (NTP).

- Submit data request and coordinate with the City is anticipated to be completed 14 calendar days from NTP

- Analyze data and update the wastewater model is anticipated to be completed 10 calendar days from receipt of information from the City.
- Run model and develop scenarios is anticipated to be complete 20 calendar days from receipt of information from the City.
- The draft Improvement Study Report will be submitted 45 calendar days from receipt of information from the City.
- The final Improvement Study Report will be submitted 10 calendar days from receiving written comments from the City on the draft technical memorandum. It is assumed that the City will have 14 calendar days for review.

Fee

Engineer will perform the scope of work described above for a lump sum fee of \$24,447.00. Refer to Attachment A. The Engineer will bill monthly based on estimates of completion for the work performed under this scope of services.

Execution

This Work Authorization for **LIFT STATION 49 PLANNING AND IMPROVEMENT STUDY** shall be executed upon signed approval and acceptance below:

APPROVED BY:

CITY OF TAVARES

Signature

Date

Printed Name

Title

ACCEPTED BY:

MALCOLM PIRNIE, INC.

Signature

Date

Scott Shannon, PE Associate Vice President
Printed Name

Title

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: December 19, 2012**

AGENDA TAB NO. 13

SUBJECT TITLE: Request to Approve Work Authorization Amendment with Malcolm Pirnie for Woodlea Road Water Reclamation Facility Permit Renewal

OBJECTIVE: To consider the approval of a contract with Malcolm Pirnie in the amount of \$78,193.00 to coordinate and prepare a data request of information to renew the existing FDEP operation permit for the Woodlea Road Facility.

SUMMARY:

By way of background this item was budgeted in the FY 12-13 and we are combining 3 actions in to one contract. The City has an existing Reclamation Facility that is regulated by the FDEP for the operations, maintenance and disposal of the City's wastewater and biosolids. Permits normally have a 5 year lifetime. In accordance with the FDEP Rule, we must apply for a new permit prior to the August 11, 2013. This is according to the following rule reference: *The permittee shall apply for renewal of this permit at least 180 days before the expiration date of the permit using the appropriate forms listed in Rule 62-620.910, F.A.C., including submittal of the appropriate processing fee set forth in Rule 62-4.050, F.A.C. The existing permit shall not expire until the Department has taken final action on the application renewal in accordance with the provisions of 62-620.335(3) and (4), F.A.C. [62-620.335(1)-(4)]*

The city is approaching another regulatory requirement of completing the Capacity Analysis for the facility at the same time. When the three-month average daily flow for the most recent three consecutive months exceeds 50 percent of the permitted capacity of the treatment plant or reuse and disposal systems, the permittee shall submit to the Department a capacity analysis report. The City's facility is presently at about 48% and estimate to be at the 50% capacity in 2013. It is beneficial to conduct this work now, since some of the work is similar, and is a cost efficient approach to Operating and Maintaining our facility. Also, the city will have the ability to apply for a 10 year permit at this time and thus eliminating another permit renewal in 5 years with another consultant cost. This Capacity Analysis is Rule 62-600.405 Planning for Wastewater Facilities Expansion.

Staff has negotiated a scope of work for these three items, which is a cost effective approach to complete these Regulatory requirements under contract # RFQ 2008-0001.

OPTIONS:

1. **Approve** the contract for Permit Renewal with Malcolm Pirnie in the amount of \$ \$78,193
2. **Do not approve** the contract for Permit Renewal with Malcolm Pirnie in the amount of \$ 78,193

STAFF RECOMMENDATION:

1. Move to **Approve** the contract for Permit Renewal with Malcolm Pirnie in the amount of \$78,193

FISCAL IMPACT:

Funding Source:

This work was budgeted in FY 12-13 under item number 401.35.01.535.40-10

LEGAL SUFFICIENCY: It is Legally Sufficient

Work Authorization for

WOODLEA ROAD WATER RECLAMATION FACILITY OPERATIONAL PERMIT RENEWAL SERVICES City of Tavares, Florida

This Work Authorization constitutes a Project Agreement under the terms of the Agreement for Continuing Engineering Services per RFQ 2008-0001, between the City of Tavares (City) and Malcolm Pirnie, Inc. (Engineer) (now Malcolm Pirnie, the Water Division of Arcadis, U.S. Inc.).

Project Background

The City owns and operates the Woodlea Road Water Reclamation Facility (WRF). The facility is operated under the Florida Department of Environmental Protection (FDEP) permit number FLA010509-006-DW1. This permit expires on August 11, 2013. Therefore, the City requests that the Engineer provide services to renew this permit for the Woodlea Road WRF.

The work authorization includes:

- Permitting Services
- Planning, Conceptual and Preliminary Engineering Services

This work authorization does not include:

- Survey or Field Utility Locates Services
- Geotechnical Services
- Final Design Services
- Bidding or Construction Phase Services
- Permitting Fees

The scope of services is detailed below.

SCOPE OF SERVICES

Task 1 – Coordination and Data Gathering

Engineer will coordinate with the City and prepare a data request of information to assist in renewing the FDEP operations permit for the Woodlea Road WRF. The Engineer will require, but not limited, to the following items:

- The discharge monitoring reports (DMRs) from September 2010 to present
- Latest Agricultural Use Plan or most recent biosolids disposal contracts the City is currently using for disposal.
- Latest City projections for population in the wastewater service area
- Reclaimed Water or Effluent Analysis Report, FDEP Form 62-620.910(15)
- Annual Reclaimed Water Usage, FDEP Form 62-610.300(4)(a)2
- Latest Reclaimed Water Service Area Map, Major users and agreements.

Task 2 – Updated Capacity Analysis Report (CAR)

Engineer will produce an updated CAR in conformance with the FDEP “Guidelines for Preparation of Capacity Analysis Reports” dated July 1992. The report outline will be as follows:

Chapter 1 – Introduction: This chapter will include a brief description along with current process flow diagrams for the facility.

Chapter 2 – Existing Conditions: This chapter will include the existing analysis for both flows and wastewater quality for trending and factors specific to the facility.

Chapter 3 – Future Conditions: This chapter includes the projection analysis on the service area population, flows and variations in loading for the facility.

Chapter 4 – Summary and Conclusions: This chapter summarizes the results of chapter 3 – Future Conditions to identify potential expansions and schedule.

The following are the specific tasks anticipated for developing the updated CAR:

Task 2.1 – The Engineer will receive the information obtained from the City. The Engineer will review and analyze the latest CAR, the population projections, current flow, and current wastewater quality data. The Engineer will observe and define trends in the data to be used in the projection analysis and future conditions for the facility.

Task 2.2 – The Engineer will use the information developed from Task 2.1 above to produce a draft version of the CAR. The CAR will be reviewed internally and the draft report will be submitted to the City for review.

Task 2.3 – The Engineer will meet on-site to discuss the City’s review comments of the draft CAR. It is assumed that the comments will be provided in one (1) meeting with the City.

Task 2.4 – The Engineer will incorporate the City’s review comments and develop the final CAR to be incorporated into the final permit application package for delivery to FDEP.

Task 3 – Updated Operations and Maintenance Performance Report (O&M PR)

Engineer will produce an updated O&M PR in conformance with the FDEP “Guidelines for Preparation of Operation and Maintenance Performance Reports” dated July 1992. The report outline will be as follows:

Chapter 1 – Introduction: This chapter will include a brief description of each process along with current process flow diagrams for the facility. A history of the recent improvements and modifications within the last 5 years will also be included.

Chapter 2 – Physical Condition: This chapter will include a description of the existing facility and process conditions during the site visit performed by the Engineer.

Chapter 3 – Treatment Efficiency: This chapter will analyze treatment performance and efficiency for each unit process as well as the overall facility. The results of this analysis will identify if the facility is capable of meeting permit limitations for the future operations permit.

Chapter 4 – Performance Trends: This chapter includes analysis of the wastewater quality for the influent and effluent of the facility as well as flow analysis. The analysis will include trending and factors used as part of the facility evaluation.

Chapter 5 – Operational and Maintenance Program: This chapter discusses the facility records, operation and maintenance manuals, and record drawings kept at the facility site.

Chapter 6 – Collection System Evaluation: This chapter includes an evaluation of the collection system conditions. The evaluations identify flow trending compared with the area rainfall, industrial contributions as well as septic wastewater.

Chapter 7 – Problems, Deficiencies, and Corrective Actions: This chapter summarizes the results of the prior chapters and based on the site visit performed by the Engineer. If corrective actions are identified then a schedule for implementation is also required in this chapter.

The following are the specific tasks anticipated for developing the updated O&M PR:

Task 3.1 – The Engineer will review the latest O&M PR and the facility processes. The Engineer will develop draft O&M PR evaluation forms to be used on the site walk through. The evaluation forms will be in accordance with the standards presented by FDEP in “Guidelines for Preparation of Operation and Maintenance Performance Reports” dated 1992. The draft version will be used during the site walkthrough and coordinated with the City.

Task 3.2 – The Engineer will coordinate and schedule a site visit to walk through the facility to develop the physical condition as well as interview the operation and maintenance staff. The information obtained in this site visit will be incorporated on to the draft evaluation forms and placed as an appendix in the O&M PR.

Task 3.3 – After the site visit, the Engineer will produce a draft version of the O&M PR. The O&M PR will be reviewed internally and the draft report will be submitted to the City for review.

Task 3.4 – The Engineer will meet on-site to discuss the City’s review comments of the draft O&M PR. It is assumed that the comments will be provided in one (1) meeting with the City.

Task 3.5 – The Engineer will incorporate the City’s review comments and develop the final O&M PR to be incorporated into the final permit application package for delivery to FDEP.

Task 4 – Conceptual Design and Master Planning Study

Based on discussions with the City, the Engineer will assist the City with additional master planning and identifying conceptual facility improvements or expansions. These improvements items will not specifically be necessary as part of the submittal for renewal of the FDEP operating permit. The following is anticipated Tasks associated with this scope of services:

Task 4.1 – The Engineer will use the results from the prior Tasks above to provide conceptual master planning for expansion of the facility for both the liquid treatment and biosolids managements. Items expected to be looked at are modifications to the biological nutrient treatment, adjustments to the treatment protocol, and adjustments to the biosolids management.

Task 4.2 - The Engineer will produce and submit to the City a draft version of the conceptual study. The study will be reviewed internally and the draft study will be submitted to the City for review.

Task 4.3 – The Engineer will meet on-site to discuss the City’s review comments of the draft study. It is assumed that the comments will be provided in one (1) meeting with the City.

Task 4.4 – The Engineer will incorporate the City’s review comments and develop the final study to be submitted to the City.

Task 5 – Permitting Services

The Engineer will provide permitting services for the subject project as follows:

Task 5.1 - The Engineer will schedule, prepare for and attend a pre-application meeting with FDEP.

Task 5.2 – The Engineer will prepare and complete FDEP Forms 1 and 2A (62-620.910(1) and 62-620.910(2)) required for the permit renewal.

Task 5.3 - The Engineer will prepare a draft submittal package for the City, which will include a draft of FDEP Forms 1 and 2A, the final reports: CAR, O&M PR, and PDR, and other documentation required for the permit renewal. This information will be submitted for review by the City. The Engineer will put in a request to the City to obtain the permit review fee with this draft submittal package.

Task 5.4 – The Engineer will coordinate with the City to update the draft package and develop a final signed and sealed permit submittal package.

Task 5.5 – The Engineer will develop, distribute and submit the final submittal package to FDEP for review. The City will receive a final submittal for their files. It is assumed that the City will pay the permit application fees for this permit renewal with FDEP.

Task 5.6 – The Engineer will review and develop responses for up to one (1) request for additional information (RAI) from FDEP. A draft submittal will be forwarded to the City for review and a final submittal will be forwarded to FDEP with inclusion of the City's comments.

Schedule

Engineer will commence with this scope of work upon execution of this Work Authorization by the Owner, which will constitute the Notice-to-Proceed (NTP).

- Request for Information will be submitted 5 days after NTP
- Draft CAR will be provided to the City 57 days after receipt of the City's information.
- Final CAR will be provided to the City 10 days after receipt of City's comments on the draft CAR.
- Draft O&M PR will be provided to the City 71 days after receipt of the City's information.
- Final O&M PR will be provided to the City 10 days after receipt of City's comments on the draft O&M PR.
- Draft study will be provided to the City 63 days after receipt of the City's information.
- Final PDR will be provided to the City 10 days after receipt of City's comments on the draft PDR.
- Draft permit submittal package will be provided 1 day after completion of the final O&M PR.
- Final permit submittal will be provided 10 days after receipt of City comments and signatures for the draft permit submittal package.
- Final RAI response is anticipated to be 30 days after receipt of FDEP RAI.

The project is not anticipated to be longer than nine (9) months in duration to completion. Refer to Appendix B for anticipated schedule.

Deliverables

Engineer will provide the following items to the City as part of the scope of services

- Four (4) hard copies of the draft reports and studies will be provided to the City (CAR, O&M PR, and Conceptual Study) and one electronic copy in Adobe (pdf) format.
- Three (3) signed and sealed copies of the final reports will be provided to the City (CAR and O&M PR).

- Three (3) copies of the final Conceptual Study will be provided to the City and one electronic copy in Adobe (pdf) format.
- Three (3) signed and sealed copies of the permit application and submittal package will be provided to the City. One full electronic copy in Adobe (pdf) format will be provided.

Fee

Engineer will perform the scope of work described above for a lump sum fee of **\$78,193.00**. Refer to Attachment A. The Engineer will bill monthly based on estimates of completion for the work performed under this scope of services.

Execution

This Work Authorization **WOODLEA ROAD WATER RECLAMATION FACILITY OPERATIONAL PERMIT RENEWAL SERVICES** shall be executed upon signed approval and acceptance below:

APPROVED BY:

CITY OF TAVARES

Signature

Date

Printed Name

Title

ACCEPTED BY:

MALCOLM PIRNIE, INC.

Signature

Date

Scott Shannon, PE Associate Vice President

Printed Name

Title

**AGENDA SUMMARY
TAVARES CITY COUNCIL
December 19, 2012**

AGENDA TAB NO. 14

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

To inform Council on city related matters.

SUMMARY: Will be presented at meeting

UPCOMING MEETINGS: (check with Susie Novack for any last minute changes)

- City Council Regular Meeting – January 16, 2013
- Code Enforcement Special Magistrate – January 22, 2013 at 5:00 p.m.
- Lake County League of Cities – January 11, 2013 – 11:30 a.m.
- Lake Sumter MPO – January 27, 2012 – 4 p.m. – MPO Board Room – 1616 South 14th Street, Leesburg, FL – Annual Dinner
- Library Board – January 11, 2013 – 8:30 a.m. , Library Conference Room
- Planning & Zoning Board – December 20, 2012 – 3:00 p.m., Council Chambers

OTHER EVENTS

College BASS Series Fishing Tournament – January 4-5, 2013 – Wooton Park

Crappie Masters Fishing Tournament – January 25-26, 2013 – Wooton Park

African American Heritage Festival – February 4, 2013 – Wooton Park

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
December 19, 2012**

AGENDA TAB NO. 15

SUBJECT TITLE: City Councilmembers Report

OBJECTIVE:

To inform Council on city related matters.

SUMMARY:

Council will be offered an opportunity to provide a report at the meeting. Attached is any additional supporting information.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

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