



City of Eustis, Florida

City Hall
10 North Grove Street
Post Office Drawer 68
Eustis, FL 32727-0068

Meeting Minutes - Final City Commission

Thursday, March 3, 2016

6:00 PM

City Hall

INVOCATION: Pastor Buddy Walker, Commissioned Beyond Borders

PLEDGE OF ALLEGIANCE: Commissioner Bob

CALL TO ORDER: Mayor Holland

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

Mayor Holland acknowledged the absence of Commissioner Gnann-Thompson who was ill.

Present: 4 - Vice-Mayor Karen LeHeup-Smith; Commissioner Linda Bob; Commissioner Bill Brett; and Mayor Michael Holland

Absent: 1 - Commissioner Carla Gnann-Thompson

I. AGENDA UPDATE

Ron Neibert, City Manager, announced Resolution No. 16-20 would be removed from the agenda and considered at a future meeting.

II. APPROVAL OF MINUTES

16048

February 11, 2016 - City Commission Workshop
February 18, 2016 - Fair Housing Workshop
February 18, 2016 - City Commission Public Hearing
February 18, 2016 - Regular City Commission Meeting

A motion was made by Commissioner Bob, seconded by Commissioner Brett, for Approved. The motion carried by the following vote:

Aye: 4 - Vice-Mayor LeHeup-Smith; Commissioner Bob; Commissioner Brett; and Mayor Holland

III. AUDIENCE TO BE HEARD

Emily Lee thanked the Commission for working with Commissioned Beyond Borders for use of City building on Clifford.

Vance Jochim, nonresident, addressed the Commission regarding Resolution No. 16-21 and asked for a clarification of the budget transfer.

Mr. Neibert explained the transfer is to show the cash purchase. He further

explained that what is in the resolution is not how it will appear in the financial statements but to show the allocation of the funds for the purchase. He indicated that the funds were unallocated and were not deferred from a project. He stated the sale is a five-year note and will be reflected appropriately in the City's books.

IV. CONSENT AGENDA

Commissioner Bob requested that the remaining two Consent Agenda items be considered separately.

16044

Resolution No. 16-20: Dedication of easement to the State of Florida Department of Agriculture and Consumer Services for the Trout Lake Hybrid Wetland Treatment Technology (HWTT) Facility

Removed from agenda for future consideration.

16041

Resolution No. 16-21: Budget Amendment for the Approved Property Purchase at 17 E. Magnolia Avenue and an Adjacent Lot

The Commission questioned the current status of the building with Mr. Neibert explaining the purchasers are contractually obligated to complete the necessary improvements to the building within a two year period.

Vice Mayor LeHeup-Smith moved to approve Resolution No. 16-21, Mayor Holland seconded the motion.

Derek Schroth, City Attorney, reminded the Commission they have a procedure in place to be used in the absence of a Commissioner which would allow the Commission to defer consideration of an item until a full Commission is present. The straw poll indicated the vote on the resolution would be split two to two.

The Commission then discussed whether to defer the decision to allow consideration by the full Commission.

CONSENSUS: It was a consensus of the Commission to defer consideration of Resolution No. 16-21 to the next meeting so it could be considered by the entire Commission.

16047

Resolution No. 16-23: Lease Agreement for Commissioned Beyond Borders, Inc.

Following a straw poll by Mayor Holland, it was determined a quorum of the Commission was in favor of the resolution so it proceeded to a formal vote.

A motion was made by Vice-Mayor LeHeup-Smith, seconded by Commissioner Brett, to Approve Resolution No. 16-23. The motion carried by the following vote:

Aye: 3 - Vice-Mayor LeHeup-Smith; Commissioner Brett; and Mayor Holland

Recused: 1 - Commissioner Bob

V. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

16043**Resolution No. 16-19: Site Plan (with waivers) for a private storage facility located south of Mount Homer Road, west of Dillard Road**

Mr. Schroth announced Resolution No. 16-19: A Resolution of the City Commission of the City of Eustis, Florida, approving a site plan with waivers for a private storage facility approximately 0.62 acres located south of Mount Homer Road, west of Dillard Road.

Lori Barnes, Development Services Director, reviewed the proposed site plan and explained the related waivers as follows: 1) Maximum building lot depth increased from 500 feet to 536 feet; 2) Maximum street setback increased from 75 feet to 149.95 feet; 3) Reduction in driveway width from 18 feet to 12 feet; 4) Waiver of landscape buffer requirements on the south, east and west boundaries due to existing site conditions and a cluster of existing trees; and 5) Waiver to general building design standards to permit the building without the required changes in material, visual relief and storefront character. She stated staff's recommendation for approval noting the proposed use is compatible with existing character uses in the area and the improvements would result in additional property tax revenue.

Mr. Schroth opened the public hearing at 6:29 p.m.

Theodis Bob asked the proposed use of the property with Ms. Barnes explaining it would be used for a private storage facility and would not be open to the public.

There being no further public comment, the hearing was closed at 6:30 p.m.

A motion was made by Vice-Mayor LeHeup-Smith, seconded by Commissioner Brett, to Approve Resolution No. 16-19. The motion carried by the following vote:

Aye: 4 - Vice-Mayor LeHeup-Smith; Commissioner Bob; Commissioner Brett; and Mayor Holland

16042**Resolution No. 16-22: Revising City Purchasing Card Policy and Procedures**

Mr. Schroth announced Resolution No. 16-22: A Resolution of the City Commission of the City of Eustis, Lake County, Florida, establishing a revised threshold purchasing card policy and procedures.

Colleen Scott, Finance Director, reviewed the proposed purchasing card policy. She explained the benefits of the purchasing card program for streamlining the purchase process and reducing administrative costs. She reviewed the proposed changes to the policy as follows: 1) implementation of chip enabled purchase cards; 2) reduction in number of purchase cards; and 3) reduction in purchasing thresholds. She explained the benefits of the chip enabled cards and staff's efforts to reduce the City's fraud exposure.

Mr. Schroth opened the public hearing at 6:35 p.m. There being no public comment, the hearing was closed at 6:35 p.m.

A motion was made by Vice-Mayor LeHeup-Smith, seconded by Commissioner Brett, to Approve Resolution No. 16-22. The motion carried by the following vote:

Aye: 4 - Vice-Mayor LeHeup-Smith; Commissioner Bob; Commissioner Brett; and Mayor Holland

FIRST READING

16045

Ordinance No. 16-04: Amendment to Section 86-233, Code of Ordinances, Business Tax Receipts

Mr. Schroth read Ordinance No. 16-04 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida; amending Section 86-233 Business Tax Receipts, of the City of Eustis Code of Ordinances to clarify the Business Tax Schedule; providing for conflict with existing ordinances; providing for inclusion in the Code of Ordinances; providing for severability; providing for an effective date.

Ms. Barnes explained the request from the Florida League of Cities to clarify its Business Tax Schedule regarding tax receipt fees for insurance companies and indicated staff's recommendation to also address other entities without a permanent location in the City. She stated staff's recommendation for approval.

Mr. Schroth opened the public hearing at 6:38 p.m. There being no public comment, the hearing was closed at 6:38 p.m.

A motion was made by Commissioner Bob, seconded by Vice-Mayor LeHeup-Smith, to Approve Ordinance No. 16-04 on First Reading. The motion carried by the following vote:

Aye: 4 - Vice-Mayor LeHeup-Smith; Commissioner Bob; Commissioner Brett; and Mayor Holland

16039

Ordinance No. 16-05: Amending Chapter 18 Article IV, Section 18-106 pertaining to special event permit time limitations

Mr. Schroth read Ordinance No. 16-05 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending Chapter 18 "Businesses" of the City's Code of Ordinances to revise Section 18-106 to extend the maximum allowed number of days for an event permit from three to five days; providing for codification; and providing for an effective date.

Mr. Neibert explained the request received previously from Xcel Media to extend the allowable number of days for a special event permit from three to five days, providing there are no street closures, and the direction from the Commission to bring the change back in ordinance form.

Mr. Schroth opened the public hearing at 6:39 p.m. There being no public comment, the hearing was closed at 6:39 p.m.

A motion was made by Commissioner Bob, seconded by Commissioner Brett, to Approve Ordinance No. 16-05 on First Reading. The motion carried by the following vote:

Aye: 4 - Vice-Mayor LeHeup-Smith; Commissioner Bob; Commissioner Brett; and Mayor Holland

VI. OTHER BUSINESS

16046

Streamlining of Site Plan Approval Process

Ms. Barnes explained that currently all site plan approvals are submitted to the Commission for consideration. She reviewed the site plan approval process and further explained that it can take up to six months or more. She asked the Commission to consider a condensed review process. She explained that the condensed process would only apply to those developments that are for permitted uses and that fully meet existing regulations and request no waivers. She explained the benefits as follows: 1) provide an incentive for developers to fully meet existing regulations; and 2) if the Commission were to deny an application that did meet all City regulations it would leave the City open to litigation.

Ms. Barnes explained the proposed process would allow an applicant to submit a full construction plan for review by the Development Review Committee (DRC); and also allow the applicant to apply for building permits within the same cycle. She then noted Tavares, Clermont, Leesburg and Umatilla offer an administrative review and approval by a development review committee. She stated Umatilla has some limitations which she believed was no more than a 5,000 sq.ft. building. She reviewed other administrative review processes by other Central Florida municipalities including a tiered process in DeLand and Orlando based on development size. She clarified those items that would still be brought to the Commission for approval including any development requesting waivers.

The Commission questioned whether or not there are building size limits in the City's regulations with Ms. Barnes explaining there are not square footage limitations but they are based on the floor area ratio. She noted other restrictions including maximum impervious surface area, minimum open space, and maximum building height and landscape buffering requirements based on design district designations. She stated any waivers would require Commission approval.

The Commission commented on the benefit of a faster process and expressed concern regarding the need for the Commission to be aware of what is occurring within the City and the number of new staff members.

Ms. Barnes explained that part of the process would be to increase communication with the Commission regarding what's in process. She noted that information on developments in process is currently posted on the City's website as well as the DRC agenda. She offered to provide monthly reports to the Commission regarding what is being reviewed by the DRC.

CONSENSUS: It was a consensus of the Commission for staff to bring back the proposal in ordinance form.

VII. FUTURE AGENDA ITEMS - None

VIII. COMMENTS

City Commission

Commissioner Bob reminded everyone about the First Friday event to be held March 4th and the March 26th Downtown Cruise-in.

Vice Mayor LeHeup-Smith announced tickets were on sale for the Lake Eustis Museum of Art Art-A-Fare and cited the upcoming high school and middle school jazz ensemble concert to be held March 18th at the Mount Dora Community Building.

Mayor Holland noted the March 9th Coffee with a Cop to be held at McDonald's and

the March 11th Coffee with a Cop to be held at the Magnolia Cafe. He announced that the Eustis Memorial Library would be closed March 14th through 27th for carpet replacement.

Vice Mayor LeHeup-Smith commented on a new resident who raved on social media about the City's library and she encouraged people to visit the library to see what is offered.

Mayor Holland thanked City staff, the Chamber, vendors and residents for their involvement with GeorgeFest.

Commissioner Bob noted the High School Musical to be put on by the Bay Street Theater Youth Group with Mayor Holland noting one of the performances is a fundraiser for the band and they may still have tickets.

City Manager

Mr. Neibert commented on how wonderful his first experience was with Georgefest.

City Attorney - None

Mayor

Mayor Holland thanked the audience for their attendance.

IX. ADJOURNMENT - 6:58 p.m.

*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to www.eustis.org and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording or verbatim transcript of the meeting can be obtained from the office of the City Clerk for a fee.