

TOWN OF ASTATULA
Regular Council Meeting Agenda
Tuesday, April 8, 2025 6:30pm
Astatula Town Hall
25009 County Road 561 | Astatula, FL 34705

Join Zoom Meeting: <https://zoom.us/j/96777379920?pwd=H8GqeWJuWIR2sNfuTkj8ON4O2g4nI5.1>
Meeting ID: 967 7737 9920 | Passcode: 123456

Town Council Members

Zane Teeters, Jr., Mayor
Marjorie Boyd, Vice-Mayor
Jeanne Quiros
Ryan Wilbur
Kay MacQueen

Town Staff

Jennifer Tucker, Town Clerk
Wally Hoagland, Police Chief
David Langley, Attorney
Tom Harowski, Interim Town Planner

Call to Order

Invocation & Pledge of Allegiance

Roll Call, Acknowledgement of Quorum Present and Proper Notice Given

Welcome and Introduction of Guests

A. CITIZEN'S QUESTIONS AND COMMENTS

CITIZEN QUESTION AND COMMENT PERIOD

At this point in the meeting, the Town Council will hear questions, comments, and concerns from the citizens. If the issue raised is not on today's agenda, action will not be taken by the Council at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future board agenda. Zoning and code enforcement matters cannot be discussed during the public comment period. Procurement matters not scheduled to be heard by the Council today also cannot be discussed during the public comment period. Public comment may be limited to 3 minutes.

B. AGENDA REVIEW

C. CONSENT AGENDA

Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.

1. M.T. Causley Annual Renewal Contract
2. Minutes for March 11, 2025 Regular Council Meeting
3. Minutes for March 20, 2025 Special Council Meeting

D. STAFF REPORTS

Police Department – Chief Hoagland
Public Works – Interim Director Chief Hoagland
Town Clerk – Jennifer Tucker
Town Attorney – David Langley

E. PUBLIC HEARING

Discussion and approval of Resolution 2025-04 Variance Application – AK #1787998

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; APPROVING THE VARIANCE APPLICATION SUBMITTED BY THE PROPERTY OWNERS FOR LAND LOCATED AT 24745 COUNTY ROAD 561 IN THE TOWN OF ASTATULA, LAKE COUNTY PROPERTY APPRAISER PARCEL NO.: 32-20-26-0200-032-00300; PROVIDING AN EFFECTIVE DATE.

F. NEW BUSINESS

1. Discussion and approval of Preliminary Subdivision Plan Application for Volunteer Landing
2. Demonstration, discussion, and approval of School Zone Cameras – WH
3. Presentation, discussion and approval of Miriam Gomes Senior Program
4. Consideration and approval of Resolution 2025-05 Public Records Exemption
5. Discussion and action on Beautification Grant/Project – KM
6. Discussion and action on annual evaluations – KM
7. Discussion and approval for Chief Hoagland to attend the Florida Police Chief's Association 73rd Annual Summer Conference June 14-18 in Miami Beach, FL – WH
8. Discussion and approval for Town Clerk to attend 2025 FACC Summer Conference & Academy July 13-16 in Aventura, FL – JT

G. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS

Legal / Ordinances / Economic Development – Mayor Zane Teeters, Jr.
Finance / Grants – Vice Mayor Marjorie Boyd
Public Safety / Code Enforcement – Councilor Jeanne Quiros
Public Works / Streets – Councilor Ryan Wilbur
Land Development Regulations – Councilor Kay MacQueen

H. REVIEW

Items for Workshops and possible dates
Items for the next Regular Council Meeting
Items for a Special Meeting and possible dates

I. COUNCIL MEMBER MISCELLANEOUS COMMENTS

J. ADJOURNMENT

Please Note: In accordance with F.S. 286.0105; Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Astatula does not prepare or provide this verbatim record.
Note: In accordance with the F.S. 286.26; Any Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 25009 CR 561, Astatula FL 34705, (352) 742-1100 at least two business days in advance of the meeting.

IMPORTANT DATES

Planning and Zoning Meeting – April 24th @ 6:00pm
Regular Council Meeting – May 13th @ 6:30pm

Town of Astatula is inviting you to a scheduled Zoom meeting.

Topic: **Regular Council Meeting** 4/08/25

Time: **Apr 8, 2025 06:30 PM** Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96777379920?pwd=H8GqeWJuWlR2sNfuTkJ8ON4O2g4nI5.1>

Meeting ID: 967 7737 9920

Passcode: 123456

Dial by your location

- +1 929 205 6099 US (New York)

- +1 346 248 7799 US (Houston)

Find your local number: <https://zoom.us/u/abZFFDCmQ1>

4/8/2025 Regular Council Meeting Agenda Details

M.T. Causley Annual Renewal Contract

M.T. Causley is the company that does all of our plan reviews and inspections for building permits. This is the automatic annual renewal of our service agreement with them.

Resolution 2025-04 Variance Application for AK #1787998

Property Owner James Love submitted a variance application to allow a 34-foot front setback rather than a 50-foot setback as required in the R-2 Zoning District.

Preliminary Subdivision Plan Application for Volunteer Landing

The Town has received an application for subdivision of a 9.396 acre parcel located at the intersection of Harrison Street and Kansas Avenue. The project proposes seven lots with lots one through six fronting on Harrison Street and measuring 100 feet wide by 248.7 feet deep. Lot 7 has 100 feet of frontage on Harrison Street and includes the balance of the tract. There is no proposed street construction with the subdivision, as all lots will have access from Harrison Street. Kansas Avenue runs along the south side of Lot 7, but is not open to traffic. The parcel is zoned R-1 Single-family Low Density.

School Zone Cameras - WH

Council Member Wilbur requested information to have cameras installed in our school zone. Chief Hoagland met with and invited the vendor to attend, present their equipment, and explain how their system works.

Miriam Gomes Senior Program

Miriam Gomes has put together an outline of the program she would like to implement for the seniors in our area. She requests the blessing of the council and is seeking approval to use the community center for the program.

Resolution 2025-05 Public Records Exemption - JT

The Florida Association of City Clerks Board of Directors are asking all municipalities in the state to adopt a resolution urging the Florida State Legislature to enact legislation to provide a public records exemption for Municipal Clerks and employees who perform municipal elections work or have any part in code enforcement functions.

Beautification Grant/Program - KM

Council Member MacQueen will provide details

Annual Employee Evaluations - KM

Council Member MacQueen is seeking to collaborate with the council to approve an evaluation form to be used for annual employee evaluations.

Florida Police Chief's Association 73rd Annual Summer Conference - WH

Chief Hoagland requests approval to attend the FPCA's summer conference in Miami Beach June 14-18.

Conference - \$450.00

Hotel - approximately \$259 plus taxes & fees per night.

Per diem - GSA 2025 rate is \$92 per day.

~~Mileage - Standard rate for 2025 is \$0.70, round-trip mileage is approximately 530 miles.~~

Total *approximate* cost: \$1,900.00 plus taxes & fees

FACC 2025 Summer Conference & Academy – JT

The Town Clerk requests approval to attend the next FACC Conference & Academy July 13-16 to continue the requirements for obtaining her CMC.

Academy - \$400.00

Hotel – approximately \$234 plus taxes & fees per night

Per diem - GSA 2025 rate is \$92 per day.

Mileage - Standard rate for 2025 is \$0.70, round-trip mileage is approximately 500 miles.

Total *approximate* cost: \$1,649.40 plus taxes & fees

CONSENT AGENDA

**FOURTH AMENDMENT OF
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE TOWN OF ASTATULA
AND M.T. CAUSLEY, LLC**

THIS FOURTH AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT is made effective as of the date of the last signature below by and between the Town of Astatula, a Florida municipal corporation (Municipality) and M.T. Causley, LLC (Consultant). Municipality and Consultant shall be jointly referred to as the "Parties".

RECITALS AND REPRESENTATIONS

WHEREAS, Municipality and Consultant entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for Building Inspection Services for the period of March 24, 2020 through March 23, 2021, subsequently automatically renewed for twelve (12) month terms; and

WHEREAS, on February 27, 2023, Parties instituted Amendment One to revise the hourly rates based on the Consumer Price Index; and

WHEREAS, on February 14, 2024, Parties instituted the Second Amendment to with the purpose of revising the hourly rates; and

WHEREAS, on March 15, 2024, Parties instituted the Third Amendment to with the purpose of including additional services not included in the original scope of services; and

WHEREAS, Parties seek to further amend the Agreement for to include an annual increase of the hourly rates based on the Consumer Price Index.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties agree as follows:

1. The above recitals are acknowledged as true and correct and are incorporated herein.
2. Effective May 18, 2025, Municipality shall compensate Consultant for services rendered based on the revised Fee Schedule for Services hereto incorporated as Exhibit A.
3. All other conditions and terms of the original Agreement, Amendment One, Second Amendment and Third Amendment not specifically amended herein, shall remain in full force and effect.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

M.T. CAUSLEY, LLC

TOWN OF ASTATULA

By: _____

By: _____

Name: Matthew K. Causley

Name: _____

Title: President

Title: _____

Date: March 18, 2025

Date: _____

EXHIBIT A
REVISED FEE SCHEDULE FOR SERVICES
Effective May 18, 2025

Services	2024 Revised Hourly Rate	New Revised Hourly Rate*
Permit Technician Services	\$75.00 per hour	\$76.72 per hour
Building Official: – Residential and Commercial Inspection (all Trades) – Residential and Commercial Plan Review (all Trades) – Flood Plain Management	\$112.71 per hour - two (2) hour minimum	\$115.30 per hour - two (2) hour minimum
– CommunityCore Permitting Software	No cost	No cost
Additional Staff - as requested by the Town		
Residential and Commercial Inspection Services – Includes Building, Electrical, Plumbing and Mechanical	\$103.40 per hour - two (2) hour minimum	\$105.77 per hour - two (2) hour minimum
Residential and Commercial Plan Review Services – Includes Building, Electrical, Plumbing and Mechanical	\$103.40 per hour - two (2) hour minimum	\$105.77 per hour - two (2) hour minimum
Fire Plan Review and Inspection Services	\$112.71 per hour - two (2) hour minimum	\$115.30 per hour - two (2) hour minimum
Weekend/After Hours/Emergency Inspection Services	\$225.41 per hour - two (2) hour minimum	\$230.59 per hour – two (2) hour minimum
Project Engineer	\$179.00 per hour	\$183.11 per hour
Sr. Project Engineer	\$196.00 per hour	\$200.50 per hour
Time tracked will start when staff checks in at the Town or first inspection site.		

*Increased based on [CPI for All Urban Consumers \(CPI-U\): U.S. City Average](#) of 2.3% last twelve months as of February 2025.

PUBLIC HEARING

RESOLUTION 2025-04

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; APPROVING THE VARIANCE APPLICATION SUBMITTED BY THE PROPERTY OWNERS FOR LAND LOCATED AT 24745 COUNTY ROAD 561 IN THE TOWN OF ASTATULA, LAKE COUNTY PROPERTY APPRAISER PARCEL NO.: 32-20-26-0200-032-00300; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Astatula, Florida received a Variance application from the property owner for their property located at 24745 County Road 561, Parcel ID 32-20-26-0200-032-00300 to allow a 34 ft. front setback rather than the 50 ft. setback required in the R-2 Zoning District.

WHEREAS, the Town has determined that a literal enforcement of the Town Land Development Regulations will result in unnecessary and undue hardship personal to the applicant; and

WHEREAS, in order to record and document the variance in the public records of Lake County, the Lake County Property Appraiser's office requires a resolution or some other form of written documentation.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF ASTATULA, FLORIDA:

THAT, the Town Council hereby approves the requested variance to the 50 ft. front setback requirements for the R-2 Zoning District for the construction of a Single-Family residence for the property located at 24745 County Road 561, Parcel ID 32-20-26-0200-032-00300, in the Town of Astatula, Florida.

THAT, this Resolution will be provided to the Lake County Property Appraiser's office and any other department or office within Lake County which requires written documentation in order to affect the Variance in the public records of Lake County, Florida.

DONE AND RESOLVED this 8th day of April 2025 by the Town Council of the Town of Astatula, Florida.

Zane Teeters, Jr., Mayor

ATTEST:

Jennifer Tucker, Town Clerk

Approved as to form and legality:

David Langley, Town Attorney

Council Member moved the passage and adoption of the above and foregoing Resolution. Motion was seconded by and upon roll call on the motion the vote was as follows:

COUNCIL MEMBER	YEA	NAY
Mayor Teeters		
Vice-Mayor Boyd		
Councilwoman Quiros		
Councilman Wilbur		
Councilwoman MacQueen		

recrd
2/6/25



VARIANCE APPLICATION

Tax Identification # 32-20-26-0200-032-00300

1. Owner's name: James and Rosemary Love

Mailing Address:

32727

P.O. Box 55 Eustis, Fl.

Telephone #:

352-267-1348 & 1-352-267-1349

2. Applicant's Name: James and Rosemary Love

Mailing Address:

Fl. 32727

P.O. Box 55 Eustis

Telephone #:

352-267-1348 & 352-267-1349

3. Applicant is: Owner: ☒ Agent ☐ Purchaser ☐ Lessee ☐ Optionee

4. Property Address/Location: 24745 CR 561
Astatula, Fl.

5. Legal Description: (OVER ON back)

6. The variance requested is as follows: I would like to have
I want 49' from 561, from
the back property line to the house I need 19'

Legal Description: Begin 110 ft North of the SE Corner of Block 32 of English Subdivision According to the Plat thereof as shown upon the public Records of Lake County, Florida, Section 32, Township 20 South of Range 26 East, Located in Astatula, Florida, from Thence West 120 feet, North 75 feet, East 120 feet, South 75 feet to point of beginning less take up for Road R/W.

7. The variance is necessary for the following reasons: The house is
are ready a small house so taking away from a small
house would defeat the purpose of building a house on
this property

8. Is your situation due to unique circumstances not created by you or your predecessor in title? Explain such circumstances: It was created
by enlarging the road and it was not created me

9. Do special conditions and circumstances exist which are peculiar to your land or structure and which are not applicable to other lands or structures in the same district? Explain such conditions or circumstances: NO

10. Would literal interpretation of the provisions of the Code deprive you of rights commonly enjoyed by other property owners in the same district? Explain such rights: NO

11. A variance, as requested, will not permit, establish or enlarge any use or structure which is not permitted in the district. Does your request meet these criteria? _____

12. Have any land use applications been filed within the last year in connection with this property? ____ Yes ☒ No. If yes, briefly describe the nature of the request _____

This application must be accompanied by proof of ownership and authorization from the owner if represented by an agent or contract purchaser. It must also include a drawing showing the exact locations and dimensions of all existing and proposed buildings and additions, required setbacks, existing easements and clearly delineate the specific variance requested.

I certify that the statements in this application are true to the best of my knowledge.


Signature of Applicant(s)

APPLICANT'S AFFIDAVIT

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared James Love,
who being by me first duly sworn on oath, deposes and says:

- (1) That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the Town of Astatula, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Astatula, Florida, and are not returnable.
- (2) That he desires approval for: Variance
- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

James Love
Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this 6th day of February, 2025, by James Love, who is personally known to me or who has produced FLDL as identification and who did (did not) take an oath.

C. Paige Schwalbach
Notary Public



C. PAIGE SCHWALBACH
Notary Public
State of Florida
Comm# HH567697
Expires 7/2/2028

OWNER'S AFFIDAVIT

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared James Love
who being by me first duly sworn on oath, deposes and says:

- (1) That he/she is the fee-simple owner of the property legally described on page one of this application.
- (2) That he/she desires approval for:
variance
- (3) That he/she has appointed N/A
to act as agent in his/her behalf to accomplish the above. The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his/her stead.

James Love
Affiant (Owner's Signature)

The foregoing instrument was acknowledged before me this 10th day of February, 2025, by James Love, who is personally known to me or who has produced FLDL as identification and who did (did not) take an oath.

C. Paige Schwalbach
Notary Public

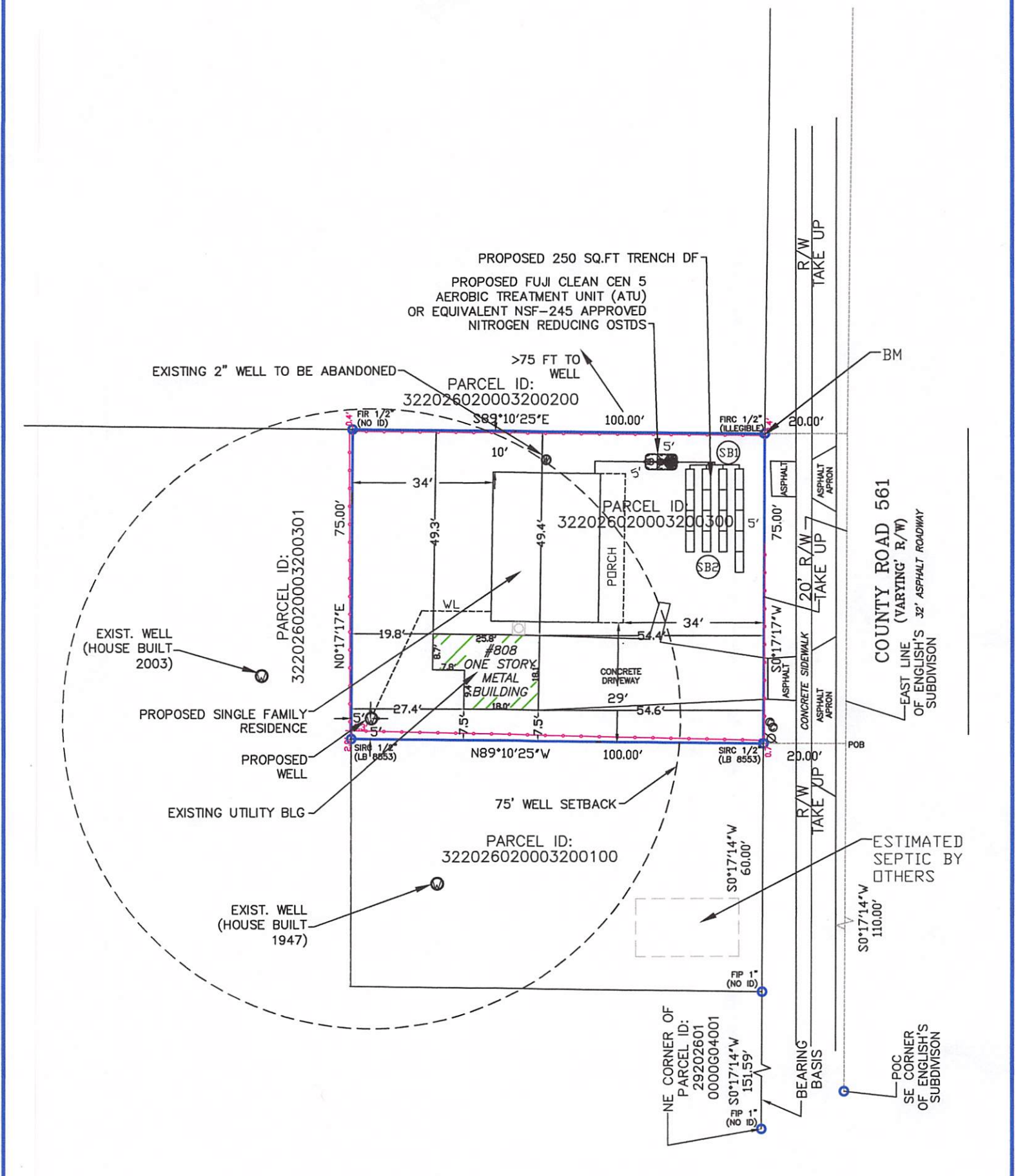


C. PAIGE SCHWALBACH
Notary Public
State of Florida
Comm# HH567697
Expires 7/2/2028

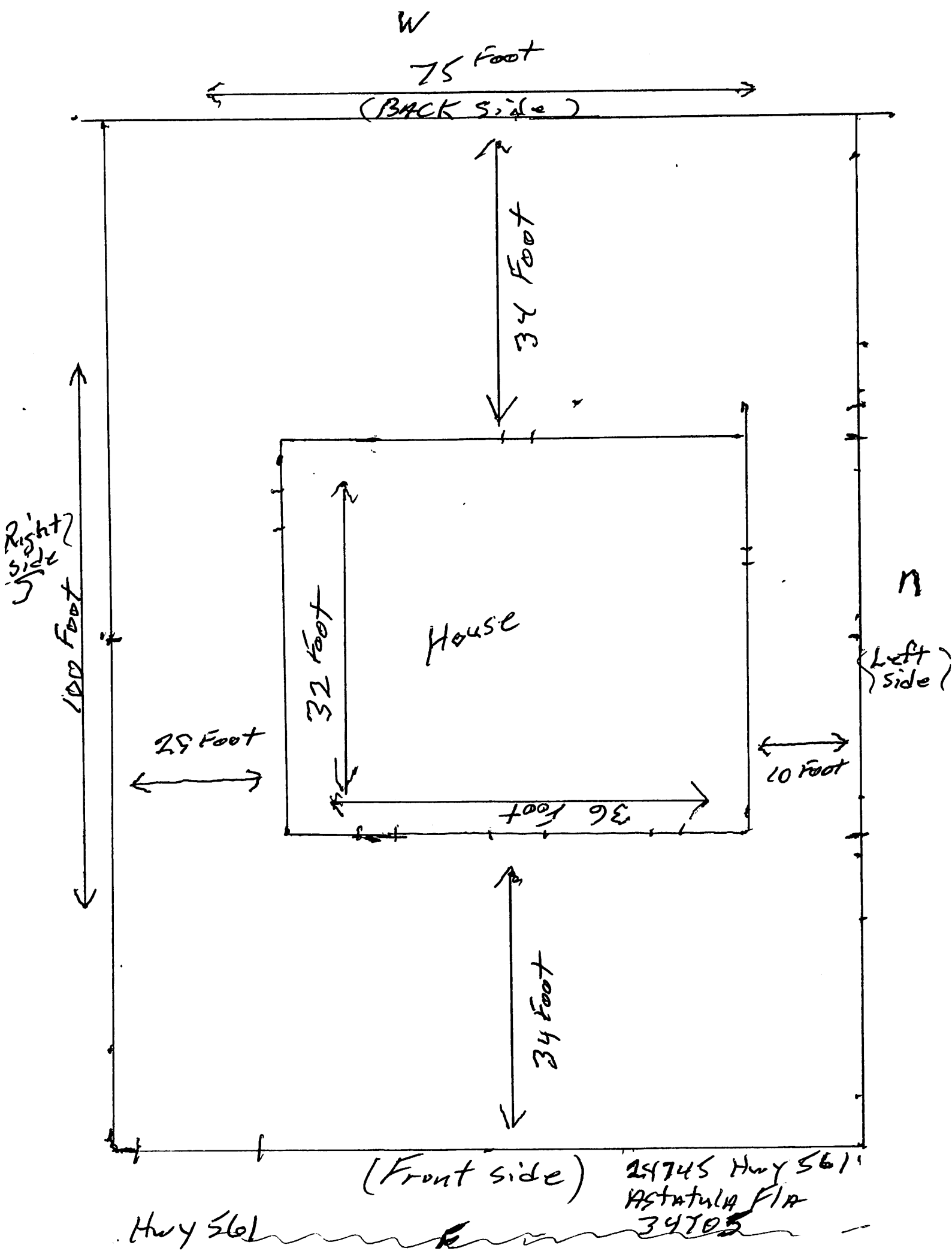
NOTE

All applications shall be signed by the owner of the property, or a person duly authorized by the owner to sign. This authority authorizing a person other than the owner to sign must be attached.

MAP OF BOUNDARY SURVEY PREPARED FOR ROSEMARY LOVE



SURVEYOR'S LEGEND AC = AIR CONDITIONING ALK = BLOCK BM = BENCHMARK C = CURVE CATV = CABLE T.V. RISER CB = CATCH BASIN CL = CENTERLINE CONC = CONCRETE CPV = CONCRETE POWER POLE D = DEED DF = DRAINFLOID ELEV = ELEVATION F = FIELD FCM = FOUND CONCRETE MONUMENT FCH = FOUND DRILL HOLE FIP = FISHED FLOOD ELEVATION FIR = FOUND IRON PIPE FIRC = FOUND IRON ROD AND CAP FIN = FOUND NAIL FNAD = FOUND NAIL AND DISC FNL = FOUND NAIL FPK = FOUND PK NAIL FPKN = FOUND PK NAIL AND DISC FRSPK = FOUND RAILROAD SPIKE HWO = FIRE HYDRANT I = IDENTIFICATION LS # = LICENSED BUSINESS LS # = LICENSED SURVEYOR	LINETYPES — = BOUNDARY LINE — = STRUCTURE LINE — = CENTERLINE — = EASEMENT LINE — = FENCE LINE — = OLD LOT LINE SYMBOLS = FIRE HYDRANT = SEPTIC = WATER METER = POWER POLE = GAS SERVICE = TELEPHONE = LIGHT POLE = WELL = BENCHMARK = CATCH BASIN = SANITARY MANHOLE = CABLE T.V. SERVICE = ELECTRIC SERVICE = TELEPHONE SERVICE = DRAINAGE MANHOLE = SANITARY SERVICE	NOTABLE CONDITIONS: PROPERTY APPEARS TO BE SERVICED BY PUBLIC UTILITIES. THERE IS A REAR 10' PUBLIC UTILITY AND DRAINAGE EASEMENT. THERE IS A 6' PUBLIC UTILITY AND DRAINAGE EASEMENT ON EACH SIDE.
PROPERTY ADDRESS: 24745 COUNTY ROAD 561 ASTATULA FL, 34705		
FLOOD INFORMATION: PANEL NUMBER: 12069C0505E FIRM DATE: DECEMBER 18, 2012 FLOOD ZONE: X BASE FLOOD ELEVATION: NA COMMUNITY NAME: TOWN OF ASTATULA COMMUNITY NUMBER: 120581		
LEGAL DESCRIPTION: BEGIN 110 FEET NORTH OF THE SE CORNER OF BLOCK 32 OF ENGLISH'S SUBDIVISION ACCORDING TO THE PLAT THEREOF AS SHOWN UPON THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, SECTION 32, TOWNSHIP 20 SOUTH OF RANGE 26 EAST, LOCATED IN ASTATULA, FLORIDA, FROM THENCE WEST 120 FEET, NORTH 75 FEET, EAST 120 FEET, SOUTH 75 FEET TO POINT OF BEGINNING. LESS TAKE UP FOR ROAD R/W.		
EXISTING ELEVATION= <u>10.00</u> PROPOSED ELEVATION= <u>20.00</u> DRAINAGE ARROW=	NOTES: ALL BEARINGS AND DISTANCES SHOWN ARE RECORD AND MEASURED, UNLESS OTHERWISE SHOWN. P.U.&P.D.E. = PUBLIC UTILITY AND PRIVATE DRAINAGE EASEMENT. P.D.E. = PRIVATE DRAINAGE EASEMENT. P.U.E. = PUBLIC UTILITY EASEMENT. BEARINGS ARE BASED UPON THE RECORD BEARING FOR THE WESTERLY RIGHT OF WAY LINE OF COUNTY ROAD 561. ALL ELEVATIONS SHOWN ARE BASED UPON NORTH AMERICAN VERTICAL DATUM OF 1988 (NAV83) AND GATHERED USING THE FLORIDA DEPARTMENT OF TRANSPORTATION GPS NETWORK.	
SURVEYOR'S NOTES 1. UNDERGROUND UTILITIES, BUILDING FOUNDATIONS, AND OTHER UNDERGROUND FIXED IMPROVEMENTS WERE NOT LOCATED, UNLESS OTHERWISE INDICATED, TO THE EXTENT THAT THIS TYPE OF INFORMATION IS SHOWN. IT IS SHOWN SOLELY ON THE BASIS OF SURFACE INDICATIONS OBSERVED BY THE SURVEYOR AND MAY NOT BE COMPLETE. 2. JURISDICTIONAL WETLANDS AND ENDANGERED OR THREATENED SPECIES HABITAT, IF ANY, THAT MAY EXIST ON OR AROUND THE SURVEY SITE WERE NOT DETERMINED OR LOCATED. 3. THE SURVEY DATE IS THE FIELD DATE SHOWN IN THE TITLE BLOCK, NOT THE SIGNATURE DATE. 4. THIS SURVEY MAP OR THE COPIES THEREOF ARE NOT VALID WITHOUT THE SIGNATURE AND THE ELECTRONIC OR ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. 5. FENCES SHOWN ON SURVEY ARE FOR ILLUSTRATIVE PURPOSES ONLY. FENCE IS SHOWN ARE RELATIVE TO THE CENTER OF SAID FENCE. THE SURVEYOR WILL NOT BE RESPONSIBLE FOR THE REMOVAL AND/OR CHANGES TO ANY FENCES UNLESS THE SURVEY WAS PROVIDED SPECIFICALLY FOR FENCE LOCATION PURPOSES. 6. PROPERTY LINES AND/OR IMPROVEMENTS SHOWN WERE PHYSICALLY LOCATED BY FIELD SURVEY. 7. MONUMENTS FOUND OR SET ARE SHOWN, CALCULATED LINES, AND INFORMATION IS NOTED BY (C). 8. COMPUTATIONS OF LINES AND/OR DATA NOT FOUND ARE SHOWN AS (C). 9. THIS SURVEY MEETS AND/OR EXCEEDS THE ACCURACY REQUIREMENTS PER FLORIDA ADMINISTRATIVE CODE, CHAPTER 54-17. 10. PRIOR TO SURVEYING THIS LEGAL DESCRIPTION FROM CLIENT OR FROM PUBLICLY PUBLISHED COUNTY TAX COLLECTOR SITE, RECORDED PLATS AND/OR SECTION CORNER RECORDS IF APPLICABLE. 11. IF ONLY A DIGITAL SURVEY COPY IS REQUIRED A SURVEY REPORT WILL BE PLACED IN FILE. THE DIGITAL SURVEY IS NOT FULL AND COMPLETE WITHOUT THE SURVEY REPORT FILE.		
BILL H HYATT 2025.01.02 09:05:43 -05'00'	SURVEYOR'S CERTIFICATE I HEREBY CERTIFY THAT THIS MAP OF SURVEY WAS MADE UNDER MY RESPONSIBLE CHARGE AND TO THE BEST OF MY KNOWLEDGE AND BELIEF SAID SURVEY MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 54-17 FLORIDA ADMINISTRATIVE CODE. FURTHER THIS DOCUMENT IS ELECTRONICALLY SIGNED AND SEALED PURSUANT TO SECTION 472.025 OF THE FLORIDA STATUTES.	
BILL H. HYATT SURVEYOR AND MAPPER LS#4636	KIN SURVEYORS AKA KNOW IT NOW - TREASURE COAST PROFESSIONAL SURVEYING AND MAPPING LICENSED BUSINESS #8553 5220 US-1, #104, VERO BEACH, FL 32967 PHONE - (888) 396-7770 WWW.KINSURVEYORS.COM	



MEMORANDUM

TO: Town of Astatula Planning Board
CC: J. Tucker, Town Clerk
FROM: Thomas Harowski, AICP, Planning Consultant
SUBJECT: Variance Request for 24745 CR 561
DATE: March 4, 2025

The applicants, James and Rosemary Love, are requesting a variance of 16 feet in the front yard setback to allow a single-family home to be constructed 34 feet from the front property line rather than 50 feet as required by the code. The applicant has submitted his response to the variance criteria and plans for the proposed dwelling.

The property is rectangular and measures 75 feet along CR 561 and has a depth of 100 feet. The property is partially wooded and contains an unfinished utility shed measuring 128 square feet. The site includes two driveway access points from CR 561. The property appraiser records do not show the applicants own any adjacent property. The applicant proposes to construct a modest single family residence of 1,152 square feet (36 feet wide by 32 feet deep) which will be served by an on-site septic system and private well. There are existing single-family homes to the north and south of the subject property and to the west which is the rear of the property. There is a single family residence opposite the subject property on the east side of CR 561. The attached graphics show the property location and development in the general area.

The parcel is zoned R-2 Medium Density Residential which allows for single-family homes, two-family homes and multi-family structures. The following table compares the code requirements for single-family homes with the existing property and proposed construction.

Criteria	Requirement	Proposed
Minimum Lot Area	7,500 sq. ft.	7,500 sq. ft.
Minimum Lot Width	100 ft	75 ft
Maximum Lot Coverage	40%	38%
Minimum Street Frontage	100 ft.	75 ft.
Minimum Floor Area	1,000 sq. ft.	1,152 sq. ft.
Front Setback	50 feet	34 feet
Side Setbacks	8 feet	10 feet and 29 feet
Rear Setback	20 feet	34 feet

Note the 50 foot front setback is a requirement for parcels fronting on CR 561, otherwise the front setback would be 25 feet. R-2 requires lots relying on private septic systems and wells to have a minimum lot width of 100 feet. Public water and sewer service is not currently available to the property. Because the subject lot cannot meet the minimum lot width requirements and the applicants do not own any adjacent property, the parcel is considered a non-conforming lot of record. Since a single-family house is the least impactful development option under the R-2 Zoning Classification, a single-family dwelling may be constructed on the property.

In order to construct the proposed residence the applicant is seeking relief from the larger setback requirement imposed as the parcel fronts on CR 561. The existing house to the south, built in 1947, is setback approximately 37 feet from the right-of-way line. (Note that these dimensions for adjacent lots were derived from the property appraiser records and measurement tool rather than surveys so some error is likely.) The next building to the south is setback about 32 feet from the right-of-way line. The property to the north is much larger both in area and lot depth from CR 561 and the house is setback approximately 83 feet. It is common in zoning regulations to allow setbacks to be varied from the code minimum if adjacent properties have lesser setbacks than the code requires. The Town zoning code has a provision of this nature in the R-1 zone but the provision is not included in R-2. However, the existing building setbacks can be used to inform the Town's decision on the variance request.

The option to move the proposed dwelling west another 16 feet to meet the 50 foot minimum requirement runs afoul of the rear yard setback which would be reduced to 16 feet which is below the rear yard setback minimum, if the depth of the proposed dwelling unit is maintained at 32 feet. The proposed house is modest in size as proposed and revising the design to allow for full compliance with the setbacks would seem to make the unit design untenable.

In reviewing other properties along the CR 561 corridor, it is clear that the 50 foot setback requirement is more recent than the development rules applied to much of the existing development. A grant of the 16-foot reduction in front yard setback as requested would place the front façade of the proposed residence generally in line with the existing development to the south. Maintaining the proposed rear yard setback at 34 feet will provide added separation from the existing residences to the west and north.

The R-1 provision reads as follows:

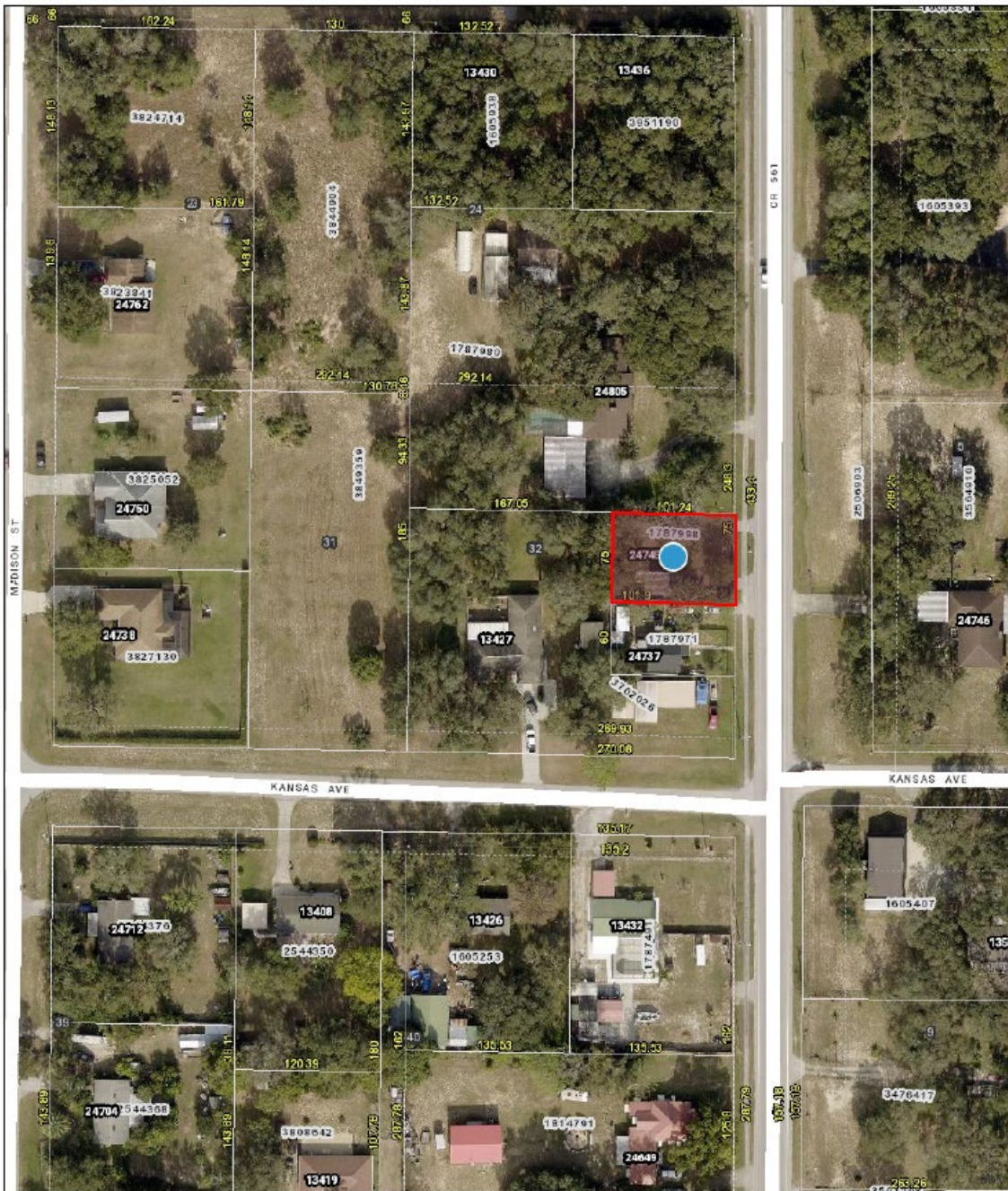
Where a front yard of lesser depth than specified exists in front of dwellings on more than 60 percent of lots of record on one side of the street in any one block in an R-1 District, the depth of the front yard for any building hereafter erected or replaced on any lot in such block need not be greater than the average depth of front yards of existing buildings.

The average setback for all units is 50 feet but is 34.5 feet for the two older structures south of the subject parcel.

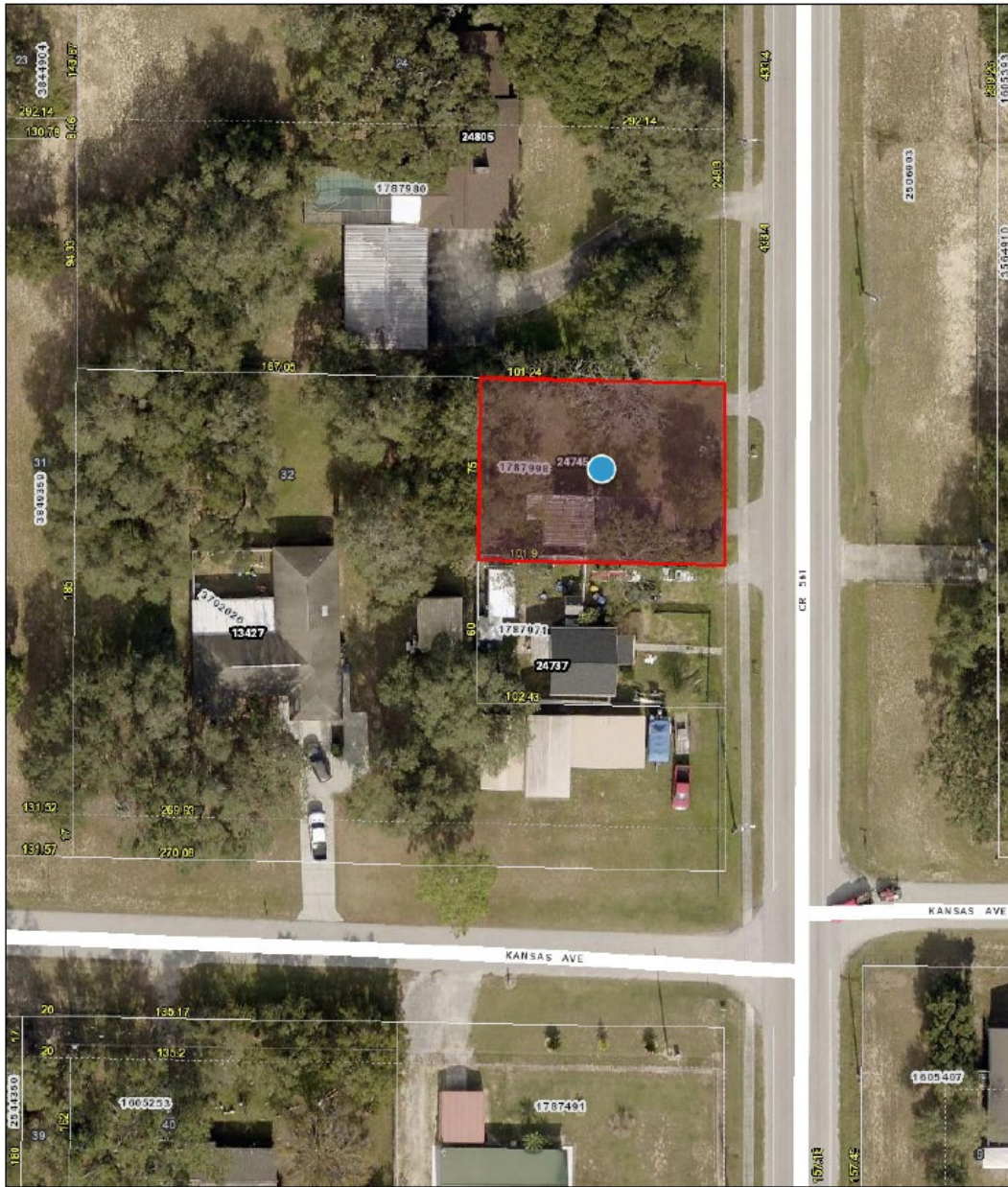
Recommendation

The planning staff recommends the Planning Board recommend the Town Council grant the variance from the front yard setback to allow the proposed residence to be constructed 34 feet from the CR 561 right-of-way line. Essentially the variance will apply the modified front setback rule from R1 Single-Family Low Density to the single-family development in this area of R-2 Medium Density Residential.

24745 CR 561 Area Characteristics



24745 CR 561 Lot Layout



February 27, 2025

1:500



Town of Astatula, FL

Project Name 24745 CR 561_James Love Residence
Project Phase Single Family Lot - Front Setback variance
Discipline: Engineering
Reviewed by: Dana S Johnson, P.E.
Review Date: 03/03/2025
Contact: dajohnson@cgasolutions.com , 954-766-2744
Review: ☒ 1st Rev. ☐ 2nd Rev. ☐ 3rd Rev.
☐ No Comment.
☒ Minor comments approved as noted.
☐ Comments as follows or attached.

Review Comments:

From an engineering perspective the variance for the front setback does not present an engineering concern. The applicant must provide a copy of the approved outside agency permits as follows, prior to building permit or issuance of a certificate of occupancy:

1. Permits for the new well, abandoning old well, and new septic system from the Lake County Health Department prior to building permit issuance.
2. Lake County permits, where required, for driveway or access improvements in the right of way of CR 561.

NEW BUSINESS

ITEM

1



SUBDIVISION APPLICATION

Tax Identification # AK1605385

1. Name: RKD Investments, LLC

Mailing Address: 18235 Rose Street, Groveland, FL 34736

Telephone #: 321-689-2306

2. Applicant's Name: GavKee Contracting Services, Inc

Mailing Address: 10512 Crescent Lake Court, Clermont, FL 34711

Telephone #: 321-689-2306

3. Applicant is: Owner ___ Agent X Purchaser ___ Lessee ___ Optionee ___

4. Property Address/Location: Harrison Street, Astatula, FL 34705

5. Name of Subdivision for Preliminary Platting

Volunteer Landing

6. Area of Property: 409,325 Square feet 9.396 Acres

7. Utilities: Central Water X Central Sewer ___ Well ___ Septic Tank X

8. Zoning of property: R-1

9. Proposed number of lots/parcels:
7

10. Proposed use of the property: NEW SFR

11. Have any land use applications been filed within the last year in connection with this property? ☒ Yes ☐ No. If yes, briefly describe the nature of the request:

Lot Split

I certify that the statements in this application are true to the best of my knowledge.



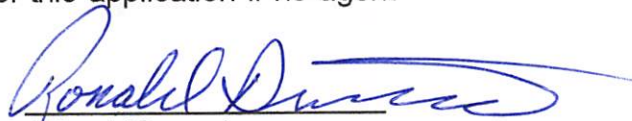
Signature of Applicant

OWNER'S AFFIDAVIT

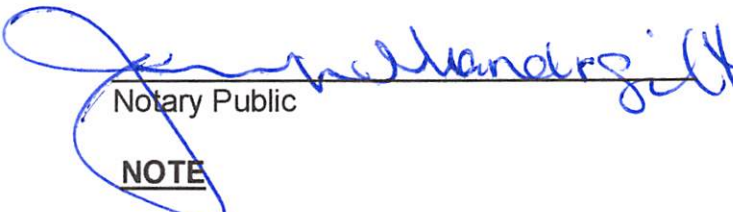
STATE OF FLORIDA
COUNTY OF LAKE

Ronald Drummonds / Before me, the undersigned authority personally appeared RKD Investments, LLC, who being by me first duly sworn on oath, deposes and says:

- (1) That he is the fee-simple owner of the property legally described on page one of this application.
- (2) That he desires approval for:
Minor Subdivision
- (3) That he has appointed Toby Best / GavKee Contracting Services, Inc. to act as agent in his behalf to accomplish the above. The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his stead.


Affiant (Owner's
Signature)

The foregoing instrument was acknowledged before me this 20 day of February, 2025 by Ronald Drummonds who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.


Notary Public

NOTE

All applications shall be signed by the owner of the property, or some person duly authorized by the owner to sign. This authority authorizing a person other than the owner to sign must be attached.

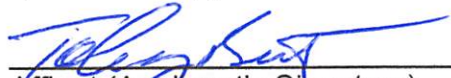


APPLICANT'S AFFIDAVIT

**STATE OF FLORIDA
COUNTY OF LAKE**


Before me, the undersigned authority personally appeared
Toby Best, who being by me first duly sworn
on oath, deposes and says:

- (1) That he affirms and certifies that he understands and will comply with all ordinances, regulations, and provisions of the Town of Astatula, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Astatula, Florida, and are not returnable.
- (2) That he desires approval for:
Minor Subdivision
- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

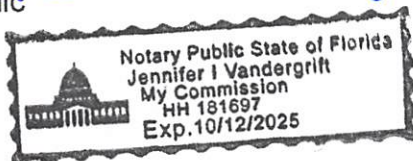


Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this 20 day of February, 2025 by Toby Best, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.



Notary Public



VOLUNTEER LANDING

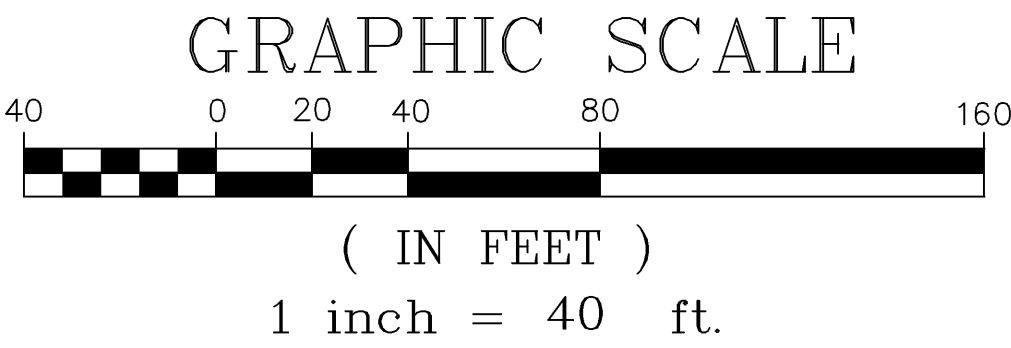
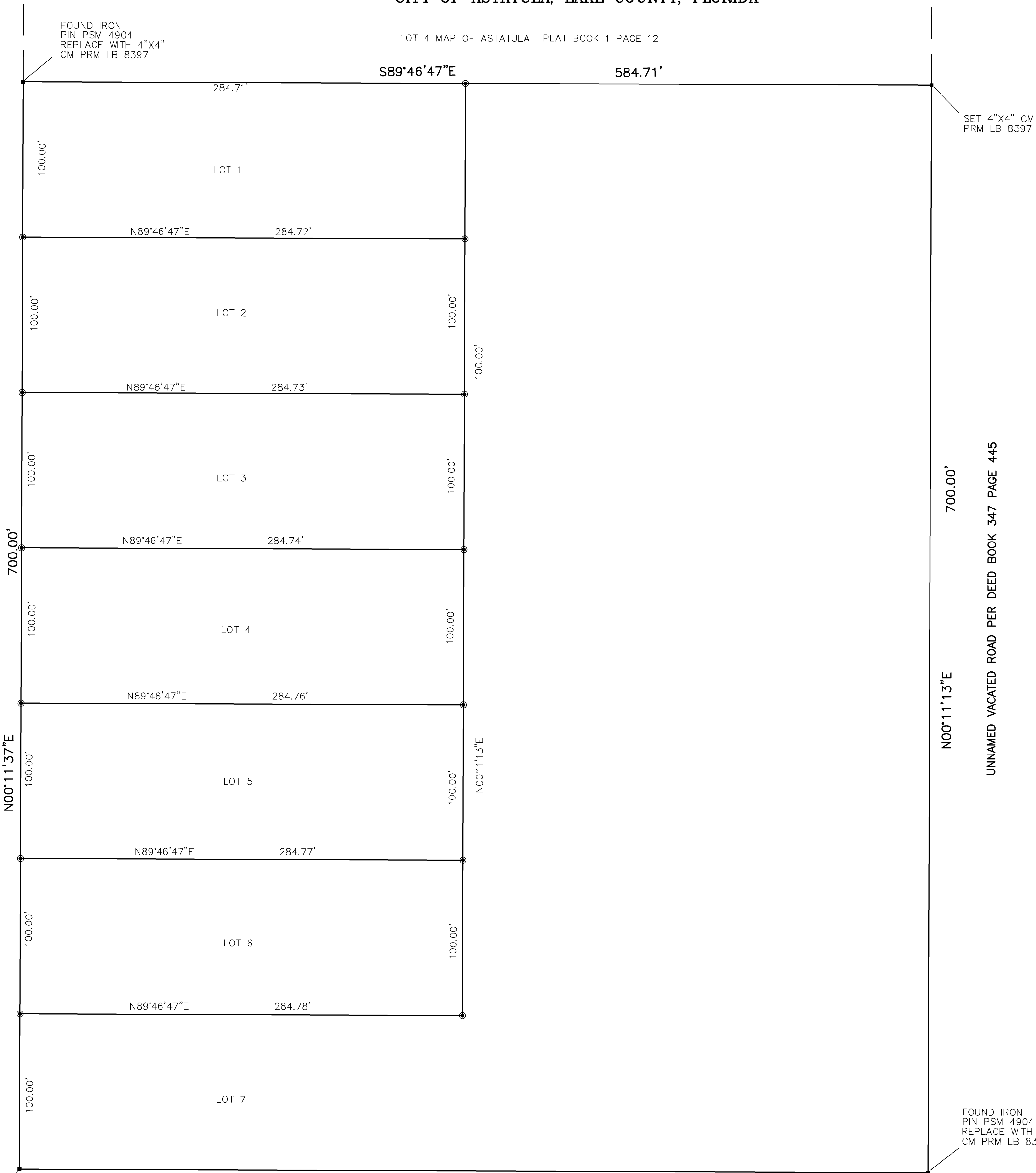
A REPLAT OF
A PORTION OF LOT 4 AND LOT 8, BLOCK "H" MAP OF ASTATULA
AND THAT PART OF MASSACHUSETTS AVENUE LYING BETWEEN LOT 8 AND 4 BLOCK "H"
MAP OF ASTATULA, RECORDED IN PLAT BOOK 1, PAGE 12,
SECTION 29, TOWNSHIP 20 SOUTH, RANGE 26 EAST
CITY OF ASTATULA, LAKE COUNTY, FLORIDA

LOT 4 MAP OF ASTATULA PLAT BOOK 1 PAGE 12



MASSACHUSETTS AVENUE
(66' RIGHT OF WAY)

HARRISON STREET
(66' RIGHT OF WAY)



LEGEND

POB = POINT OF BEGINNING
PRM = PERMANENT REFERENCE MONUMENT
RLS = REGISTERED LAND SURVEYOR
R/W = RIGHT OF WAY
CL = CENTERLINE
PLS = PROFESSIONAL LAND SURVEYOR
CM = CONCRETE MONUMENT
● = SET IRON PIN LB 8397
LB = LICENSED BUSINESS
COR = CORNER
RD = ROAD
SEC = SECTION

FOUND IRON
PIN PSM 4904
REPLACE WITH 4"x4"
CM PRM LB 8397

FOUND IRON
PIN PSM 4904
REPLACE WITH 4"x4"
CM PRM LB 8397

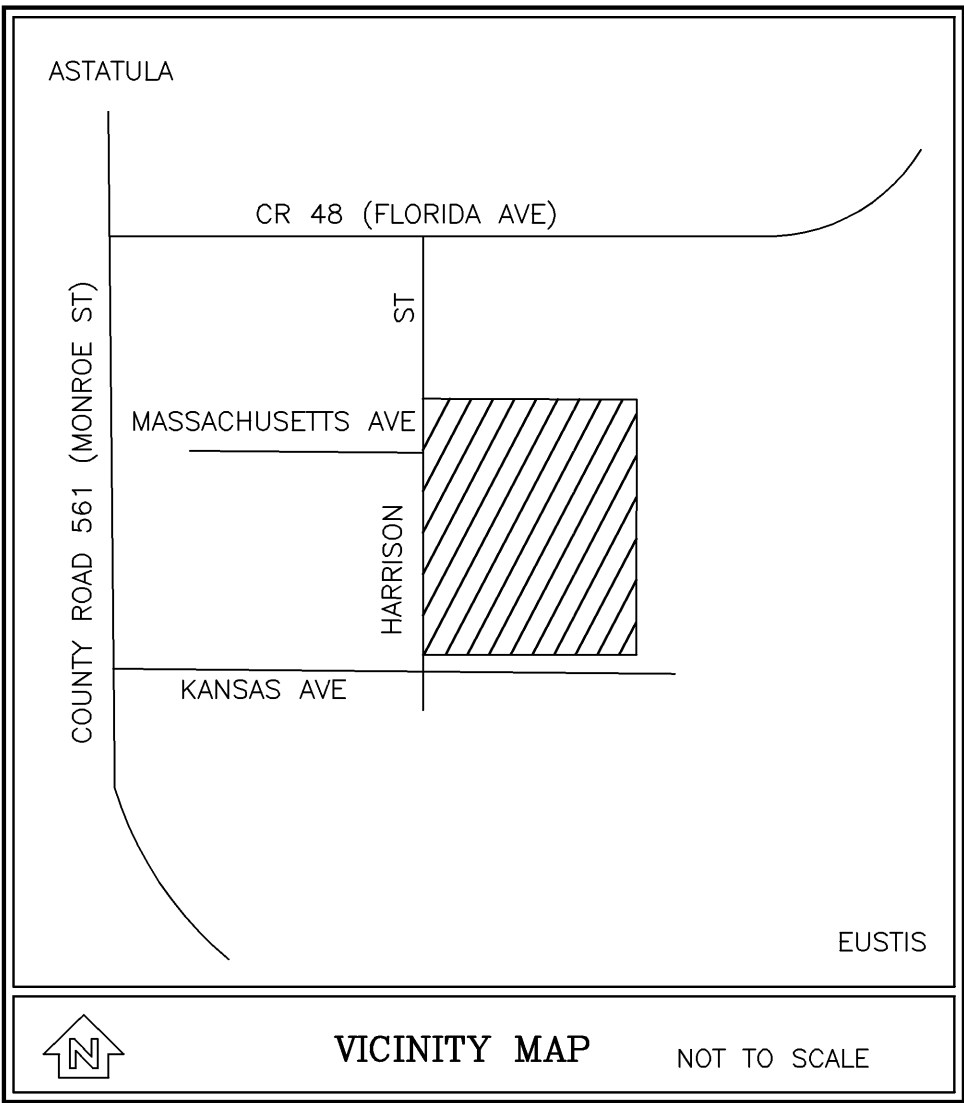


18400 BAKER ROAD
UMATILLA, FLORIDA 32784
PHONE: (352) 355-9827
EASTLAKESURVEY@GMAIL.COM
PROFESSIONAL SURVEYORS AND MAPPERS
LB 8397

VOLUNTEER LANDING

A REPLAT OF
A PORTION OF LOT 4 AND LOT 8, BLOCK "H" MAP OF ASTATULA
AND THAT PART OF MASSACHUSETTS AVENUE LYING BETWEEN LOT 8 AND 4 BLOCK "H"
MAP OF ASTATULA, RECORDED IN PLAT BOOK 1, PAGE 12,
SECTION 29, TOWNSHIP 20 SOUTH, RANGE 26 EAST
CITY OF ASTATULA, LAKE COUNTY, FLORIDA

SHEET 1 OF 2



DESCRIPTION

THE SOUTH 700.00 FEET OF THE FOLLOWING DESCRIBED PARCEL OF LAND:
LOT 4, BLOCK "H", LESS THAT PART THEREOF LYING WITHIN THE RIGHT OF WAY OF STSTE ROAD NO. 48
AND ALL OF LOT 8, BLOCK "H", MAP OF ASTATULA, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT
BOOK 1, PAGE 12, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, TOGETHER WITH THAT PART OF
MASSACHUSETTS AVENUE LYING BETWEEN SAID LOTS 4 AND 8.

ENCUMBRANCES & QUALIFICATIONS

NOTES

- BEARINGS ARE BASED ON AN ASSUMED MERIDIAN AND MATCHED
TO THE EAST RIGHT OF WAY LINE OF HARRISON STREET
AS BEING N. 00°11'37" E.
- NOTICE:
THIS PLAT AS RECORDED IN ITS GRAPHIC FORM IS THE OFFICIAL DEPICTION OF THE
SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED
IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT.
THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT
RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC
RECORDS OF THIS COUNTY.
- ALL PLATTED UTILITY EASEMENTS SHALL PROVIDE THAT SUCH EASEMENTS SHALL
ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION
OF CABLE TELEVISION SERVICES; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION,
MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE
FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY.
IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY,
IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES. THIS SECTION SHALL NOT APPLY TO THOSE
PRIVATE EASEMENTS GRANTED TO OR OBTAINED BY A PARTICULAR ELECTRIC, TELEPHONE, GAS, OR OTHER
PUBLIC UTILITY. SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION SHALL COMPLY WITH THE
NATIONAL ELECTRICAL SAFETY CODE AS ADOPTED BY THE FLORIDA PUBLIC SERVICE COMMISSION.

LEGEND

POB = POINT OF BEGINNING
PRM = PERMANENT REFERENCE MONUMENT
RLS = REGISTERED LAND SURVEYOR
R/W = RIGHT OF WAY
CL = CENTERLINE
PLS = PROFESSIONAL LAND SURVEYOR
CM = CONCRETE MONUMENT
● = SET IRON PIN LB 8397
LB = LICENSED BUSINESS
COR = CORNER
RD = ROAD
SEC = SECTION

CERTIFICATE OF APPROVAL BY THE MUNICIPALITY

THIS IS TO CERTIFY, That this plat has been reviewed in accordance
with Chapter 177 including Section 177.081 (1) Florida Statutes, and
approved by the Astatula City Commission for record on the

____ day of _____ 2025

Attest:

City of Astatula

City Clerk

Mayor

Print Name

Print Name

PLAT BOOK
PAGE

VOLUNTEER LANDING DEDICATION

KNOWN ALL MEN BY THESE PRESENTS, R K D INVESTMENTS, LLC
a Florida limited liability company, being the owner in
fee simple of the lands described in the foregoing caption
to this plat, hereby dedicates said lands and plat for
the uses and purposes therein expressed, including as set
forth in the plat notes, and hereby dedicates the

WITNESSES:

MANAGING MEMBERS:

RONALD K. DRUMMONDS
Title or Rank
R K D INVESTMENTS, LLC
MANAGER

NOTARY ACKNOWLEDGMENT

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME
BY MEANS OF () PHYSICAL PRESENCE OR () ONLINE
NOTARIZATION, THIS ____ DAY OF _____ 20 ____ BY

_____, AS _____ OF
R K D INVESTMENTS, LLC, A FLORIDA LIMITED LIABILITY CORPORATION,
THEY ARE () PERSONALLY TO ME OR () HAS PRODUCED
_____ AS IDENTIFICATION.

WITNESS MY HAND AND OFFICIAL SEAL IN THE COUNTY AND
AFORESAID THIS ____ DAY OF _____ 20 ____

MY COMMISSION NUMBER IS _____

MY COMMISSION EXPIRES _____

CERTIFICATE OF SURVEYOR

KNOW ALL MEN BY THESE PRESENTS, That the undersigned, being a
registered surveyor and mapper, fully licensed to practice in the
State of Florida, does hereby certify that a survey of the lands
was completed on _____
and that this plat was prepared under his direction and supervision, and
that this plat complies with all the requirements of Chapter 177, Part 1,
Platting, Florida Statutes.
and that said land is located in Lake County, Florida.

STEVEN B. WILEY
Dated _____
Registration No. 5951

EAST LAKE SURVEY INC.
18400 BAKER ROAD UMATILLA, FLORIDA 32784
PROFESSIONAL SURVEYORS AND MAPPERS LB 8397

REVIEWER STATEMENT

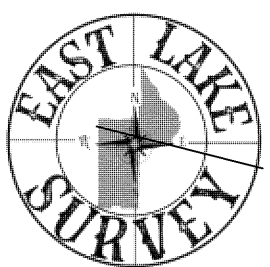
Pursuant to Section 177.081, Florida Statutes, I have reviewed this
plat for conformity to Chapter 177, PART 1, Platting, Florida Statutes, and
find said plat complies with the technical requirements of that Chapter:
provided, however, that my review does not include field verification
of any of the coordinates, points or measurements shown on this plat.

Dated _____
Registration No. PLS _____

CIRCUIT COURT CLERK CERTIFICATION

I HEREBY CERTIFY, that the foregoing plat was filed for record this
____ day of _____ 2024 and recorded on Page _____
of Plat Book _____ in the office of the Clerk of the Circuit Court
of Lake County, Florida.
By: _____

Clerk of the Circuit Court,
Lake County, Florida



18400 BAKER ROAD
UMATILLA, FLORIDA 32784
PHONE: (352) 355-9827
EASTLAKESURVEY@GMAIL.COM

PROFESSIONAL SURVEYORS AND MAPPERS
LB 8397

MEMORANDUM

TO: Town of Astatula Town Council
CC: J. Tucker, Town Clerk
FROM: Thomas Harowski, AICP, Planning Consultant
SUBJECT: Volunteer Landing Preliminary Subdivision Plan
DATE: April 2, 2025

The Town has received an application for subdivision of a 9.396 acre parcel located at the intersection of Harrison Street and Kansas Avenue. The project proposes seven lots with lots one through six fronting on Harrison Street and measuring 100 feet wide by 248.7 feet deep. Lot 7 has 100 feet of frontage on Harrison Street and includes the balance of the tract. There is no proposed street construction with the subdivision as all lots will access from Harrison Street. Kansas Avenue runs along the south side of Lot 7, but is not open to traffic. The parcel is zoned R-1 Single-family Low Density

The applicant proposes to use Town water for potable water and on-site septic systems for sewer. The current application shows the lot layout along with the area street pattern, but does not yet include any design for the proposed water system. The preliminary subdivision plan is intended to confirm the street and lot pattern for the subdivision and address concurrency needs. Full engineering details will be presented with the final subdivision plan. Once the public improvements are completed, the applicants will submit a final record plat to formally record the subdivision.

All lots are required to meet the minimum requirements of the R-1 zoning classification. The following table compares the proposed lots to the requirements.

Standard	Requirement	Lots 1 – 6	Lot 7
Minimum Lot Size	21,780 s.f.	28,470 s.f.	5.47 ac.
Minimum Lot Width	100 ft.	100 ft.	100 ft.
Minimum Street Frontage	100 ft.	100 ft.	100 ft.

All lots meet the minimum requirements for the R-1 district.

While the setback requirements for residences will be confirmed when building permits are issued, the staff strongly recommends the setbacks be listed in a note or table on the plat document. By providing this information on the plat there is a clear record of what is required of future lot purchasers. The requirements are as follows:

Front Setback	30 feet
Side Setback	8 feet
Side Corner Setback	30 feet
Rear setback	20 feet
Maximum Building Height	35 feet
Maximum Lot Coverage	30 percent
Minimum Floor Area	1,200 square feet

The concurrency assessment is based on the service demand required to serve the project and its future residents. The small size of the project suggests that the service demands will be small and should be accommodated by existing service capacity. Traffic generation for the project should be approximately 56 trips per day, which should be easily accommodated on the road network. Potable water demand at 300 gallons per day will run about 2,100 gallons per day. An analysis conducted by the Town engineer has determined that there is sufficient capacity with the current water treatment plant to accommodate the added water demand for the seven lots. Sewage treatment and stormwater retention will be accommodated on site. Solid waste and recreation services will also be minor impacts. Prior to submitting a final development plan, the applicant will need to obtain a concurrency certificate from the Lake County School District. The district has a formal application process.

The Town code contains a listing of items required for a preliminary subdivision. The following table lists the submittal requirements compared with the current submittal. As is evident from the table, most of the missing items are minor and can be easily added. The concurrency requirement is addressed above. Other key additions include:

- Addition of a 10-foot wide utility and drainage easement along the front and street sides of all lots. This easement will provide space typically for wire systems including electric, telephone, internet and CATV.
- Addition of a drainage management plan showing how stormwater will be addressed. The lots are large enough that any stormwater could be addressed on-site. The final subdivision review will need to confirm the design, even if the project is exempt from the SJRWMD permitting.
- Soils will need to be reviewed for the ability to support septic system use.
- The project needs to provide sidewalk on Harrison Street to support pedestrian traffic in the area and for the elementary school.

Preliminary Subdivision Plan Requirements

Required Submittal	Status
Title Block	Yes
Legend	Yes
Legal Description	Yes
Vicinity Map	Yes
Existing Streets	Yes
Proposed Streets	None
Lots	Yes
Soils	Needed
Topography at 1-foot intervals	Needed
Other Natural Features	None
Limits of flood plain	None
Utilities Proposed	Yes
Drainage concept plan	Needed
Boundaries of the tract	Yes
Zoning of adjacent properties	Needed
Names of abutting subdivisions	Yes
Other existing improvements	None
Proposed and existing easements	Requested
Concurrency review	Attached

Summary

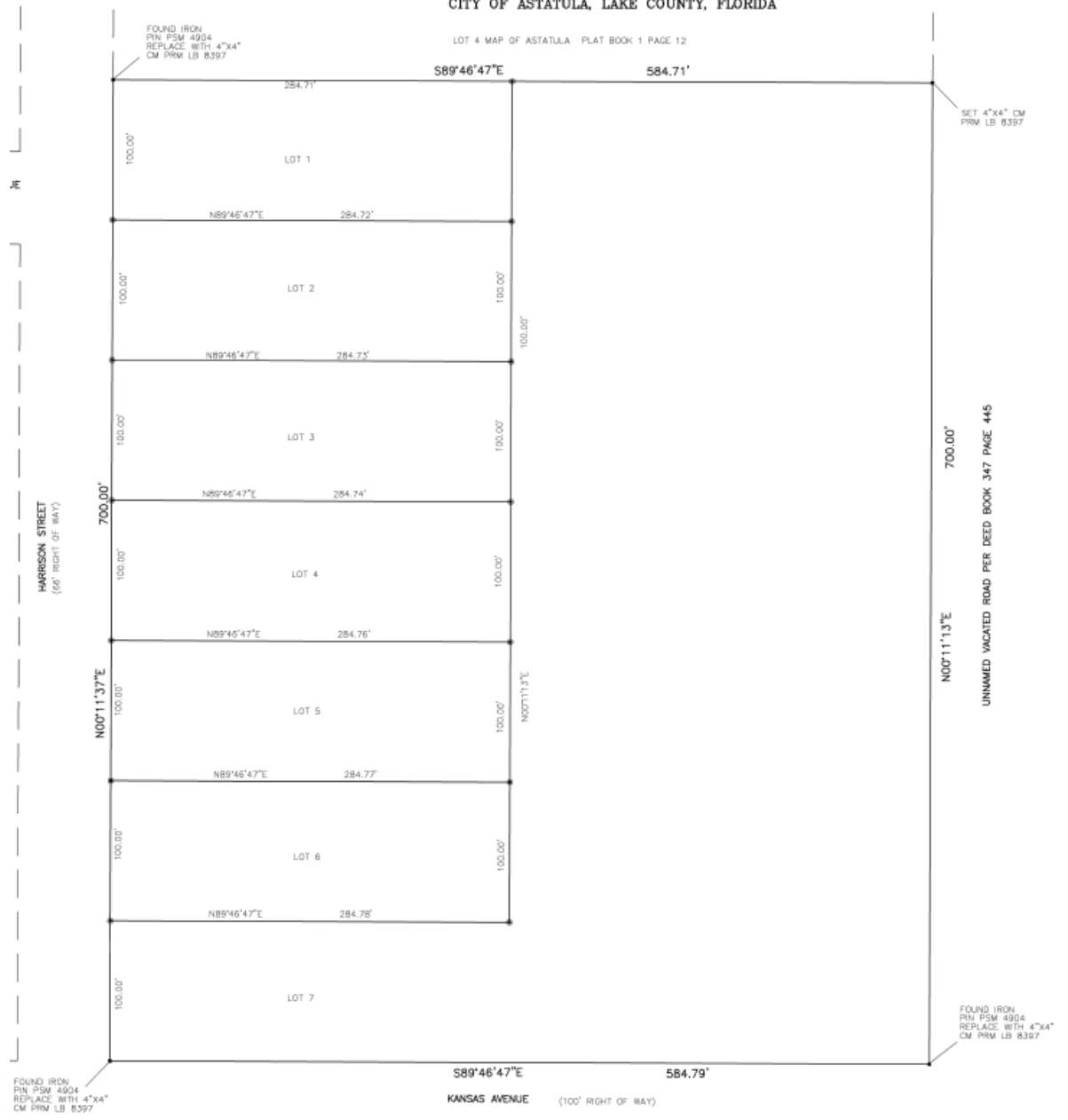
The proposed Volunteer Landing Subdivision meets the basic requirements of the R-1 zoning for the size of lots. Street access will be from the existing portion of Harrison Street, so new road construction is not required. At the regular meeting of March 27, 2025, the Planning Board conducted a public hearing on the proposal, and the Planning Board recommended approval of the preliminary subdivision plan with seven conditions. The recommended conditions are as follows:

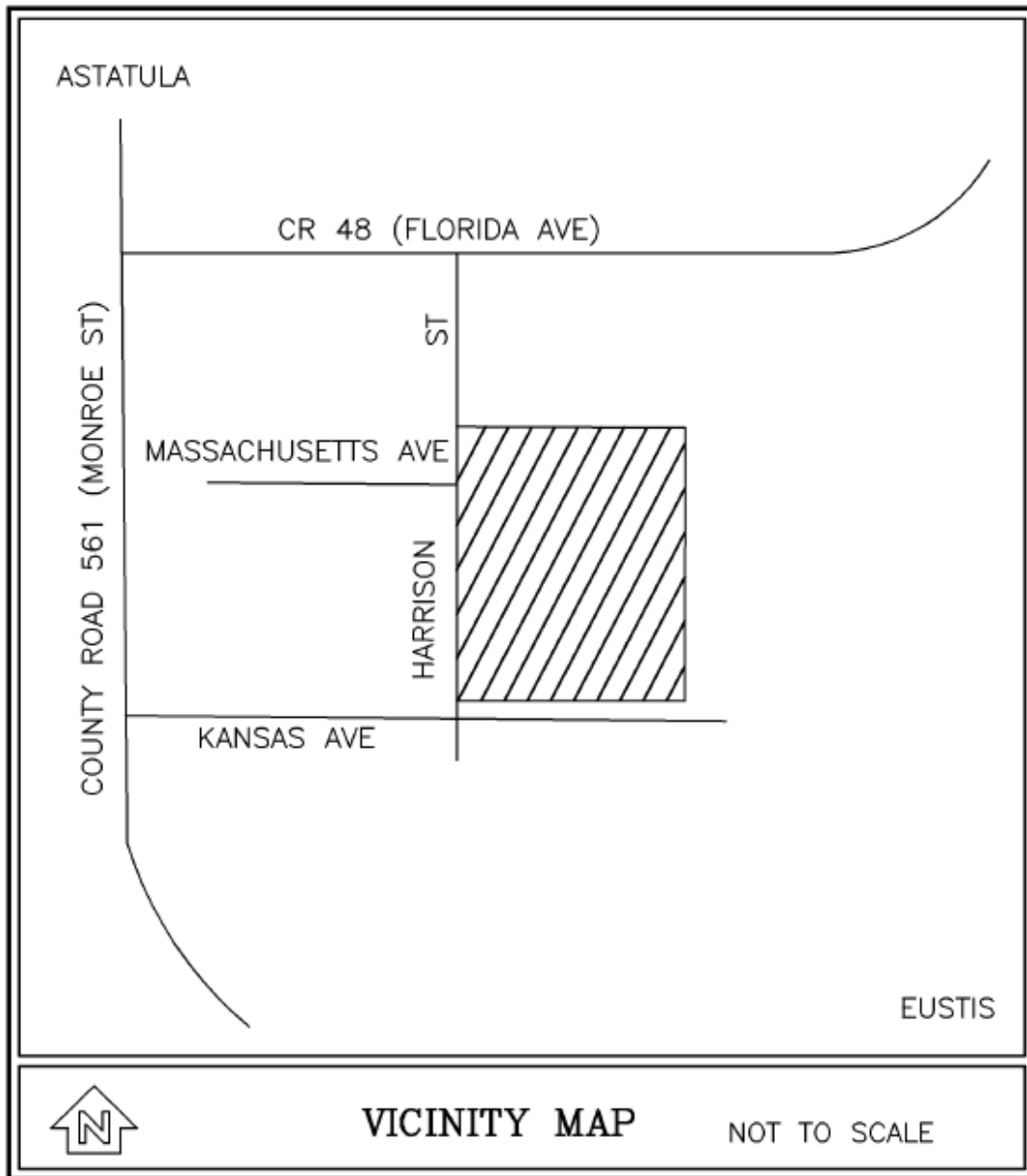
1. The applicant provides the additional information required by the code for a preliminary subdivision plan.
2. The applicant provides a ten foot wide utility and drainage easement along all front and street side property lines.
3. The applicant provides sidewalks along the Harrison Street frontage.
4. The applicant provides a school concurrency certificate.
5. The applicant provides a storm water management plan for the proposed lots.

6. The applicant provides a plan for potable water service.
7. The applicant identifies the applicable building setback requirements on the plat document.

VOLUNTEER LANDING

A REPLAT OF
A PORTION OF LOT 4 AND LOT 8, BLOCK "H" MAP OF ASTATULA
AND THAT PART OF MASSACHUSETTS AVENUE LYING BETWEEN LOT 8 AND 4 BLOCK "H"
MAP OF ASTATULA, RECORDED IN PLAT BOOK 1, PAGE 12,
SECTION 29, TOWNSHIP 20 SOUTH, RANGE 26 EAST
CITY OF ASTATULA, LAKE COUNTY, FLORIDA







Town of Astatula, FL

Project Name Volunteer Landing – Harrison Street
Project Phase Preliminary Subdivision Plat
7 Single Family Lots (Zoned R-1)
Discipline: Engineering
Reviewed by: Dana S Johnson, P.E.
Review Date: 03/07/2025
Contact: dajohnson@cgasolutions.com , 954-766-2744
Review: ☒ 1st Rev. ☐ 2nd Rev. ☐ 3rd Rev.
☐ No Comment.
☐ Minor comments approved as noted.
☒ Comments as follows or attached.

Review Comments:

1. Label the submitted plat as the preliminary plat and also provide preliminary development plans for review.
2. All plans to include: title block, date, datum, scale (graphical and numerical), north arrow, acreage total and of each lot, current zoning, total number of lots, minimum lot size, name, address and telephone number of the applicant or his representative(s).
3. Vicinity map—Showing relationship between area proposed for development and surrounding streets and public facilities, shall be at a scale of not less than one-inch equals 2,000 feet.
4. Existing streets—The name, location and right-of-way width of all existing streets which abut the proposed subdivision, and existing easements on the property and location of all existing driveways and median openings within 100 feet.
5. Lots—Preliminary lot layout with dimensions and size of each lot and all setback lines delineated on the plan.
6. Soils:
 - a. Provide a soil classification for the development with proposed improvements delineated on the plat/ development plans. Soils analysis required by a qualified soil engineer.



- b. Show the location of each proposed house site, driveway, and septic field areas.
 - c. Show the location of proposed retention areas on each lot, or within an open space tract if not approved for per lot retention by SJRWMD.
 - d. Show the Location of all wells on or adjacent to the site as it relates to the siting for septic drain fields.
7. Topography—Show the existing and proposed contours at one-foot intervals for the tract being subdivided and extending 25 feet beyond property line including water surface elevations and date recorded.
8. Other natural features—Including lakes, marshes or swamps, watercourses and other pertinent features as shown on a recent aerial photo.
9. Location of all trees on site which are a minimum of six inches in diameter measured three feet above ground. Trees with a diameter of 24 inches or greater shall be identified by type, height, diameter and canopy spread.
10. Limits of Flood Plain/Flood Plain Statement—Indicate flood elevation and delineate on the plans the 100-year flood as established Federal Emergency Management Agency, Federal Insurance Administration (FEMA/FIA). If none, so state and provide a flood plain statement.
11. Utilities—Show the proposed source of water, sewer, electric and gas.
 - a. Provide preliminary plans for the water main extension to serve the site.
 - b. Indicate the power provider and how the electric will be served to the site. Show any new transformers proposed on the ground and new underground service lines to each house.
 - c. Show location of proposed septic drain field area for each lot (see number 7 above)
12. Drainage plan—Indicate the general flow patterns existing and proposed. Provide drainage calculations to demonstrate the required retention (quantity and water quality) for the development.
 - a. Provide coordination with SJRWMD on the use of individual berms/swales for retention on each lot versus a larger common retention area. If SJRWMD does not approve this method, then open space will need to be provided for the retention to serve the development.



- b. List the hydrologic drainage basin and basin criteria the project site lies within (Lake Apopka, Ocklawaha River, etc.)
13. Provide the adjacent properties parcel number, owner names, and zoning. Also provide the names of any abutting subdivisions with the recordation date and plat book and page number.
14. Indicate if there are any existing improvements including buildings, driveways, utilities, wells, etc. on the tract that will be demolished or are to remain.
15. Show all proposed and existing easements for utilities, access or drainage.
16. Show all proposed sidewalks, street lights, fencing, and landscaping in compliance with the Article II – Design Standards & Article III – Landscape Standards.
17. Concurrency Review. Reference Section 59-7-11 for concurrency methods and submit a Concurrency Report demonstrating the LOS for each item: Traffic, Potable Water, Sanitary Sewer, Recreation/Open Space, Solid Waste, Stormwater Management, and Public Schools.
18. Additional comments may be forth coming once all required items are submitted for review.

Once preliminary plat and preliminary development plans are approved the applicant may submit the final development plans and submittals in accordance with Section 59-6-6.

ITEM

2



altumint

SAFE COMMUNITIES. SMART SOLUTIONS.

**INNOVATIVE
PUBLIC SAFETY
SOLUTIONS**

**FOR SURVEILLANCE-ASSISTED
ENFORCEMENT OF LAWS**

WE MAKE COMMUNITIES SAFER

OUR MISSION

We enhance public safety and save lives through automated traffic solutions. We strive for operational excellence and world-class client service. We are dedicated to forging enduring relationships built on trust and reliability.

STRATEGIC ADVISORY BOARD

With almost 100 years of combined experience, the board members share their vision on how new technologies can benefit diverse law enforcement communities and the public they serve.

Mark Moon, Chairman

Retired President
Motorola Solutions

Ed Davis, Director

Retired Police Commissioner
City of Boston

Mark Magaw, Director

Retired Chief of Police
Prince George's County

WHO WE ARE, WHAT WE DO AND WHY IT MATTERS

Driven by safety and integrity, Altumint offers a resourceful and adaptive partnership to immediately improve public safety.

We engineer, manufacture, and support a visual technology system and citation process using artificial intelligence to capture data on people and vehicles who break the law.

We add support and resources for law enforcement to monitor speeding in school zones, work zones, running red lights, and ignoring school bus stop arms—anything compromising community safety.

Our expert team provides unmatched customer service and is committed to making responsive changes in technology and processes based on customer and partner feedback.

WHO WE SERVE



LAW ENFORCEMENT

IMPROVE PUBLIC SAFETY, ENHANCE SECURITY, AND ACCELERATE CRIMINAL INVESTIGATIONS



EDUCATION

CREATE SAFER CAMPUSES AND SCHOOL GROUNDS BY ALTERING DRIVER BEHAVIOR



TRANSPORTATION

MONITOR VEHICLE PATTERNS AND CAPTURE CHARACTERISTICS TO SUPPORT INVESTIGATIONS



100% USA-OWNED AND OPERATED

INNOVATIVE PUBLIC SAFETY SOLUTIONS



PUBLIC SAFETY & SECURITY We help state and local government partners in large and small communities enforce laws to:

- Improve traffic-related safety conditions for students, pedestrians, and commuters.
- Reduce possible unsafe interactions between violators and armed officers.
- Reduce costs by automating resource-intensive, repetitive law enforcement activities.
- Create additional sources of revenue for our customers.



CONTINUOUS MONITORING Our cutting-edge, made-in-the-USA technology provides 24-hour support to law enforcement when their vital teams are needed elsewhere and allows local governments to operate with optimal efficiency—preserving valuable resources.



EQUITABLE ENFORCEMENT We believe it is possible and imperative to enforce traffic regulations fairly and efficiently to promote public safety without imposing any additional financial burden on law-abiding citizens.



EFFICIENT PROCESSING As a trusted partner in public safety, Altumint offers unmatched service with an expanding team committed to continuous improvements in our technology and processes. Our responsive and proactive service team is a leader in innovative product engineering based on the feedback gathered from our customers and community partners.



BUDGET SENSITIVITY Our approach allows our customers and community partners to embrace the mutually beneficial products and services Altumint offers. With the partnership comes an increase in public safety, a positive impact on local budgets, and no additional tax burden for law-abiding citizens.



COMPREHENSIVE NEEDS We manage all elements of automated traffic enforcement programs on behalf of our customers. From conducting speed studies, system installation and operation, and violation capture, to ticket processing, payment collection, ongoing maintenance, and client training, we are an all-encompassing provider.

AUTOMATED TRAFFIC ENFORCEMENT PRO ATE™

AT A GLANCE

We manage all elements of automated traffic enforcement programs on behalf of our customers. From conducting speed studies, intersection analyses, system installation and operation, and violation capture, to ticket processing, payment collection, court hearing dockets, ongoing maintenance, and client training, we are an all-encompassing provider.

We deliver pre-packaged, integrated, end-to-end solutions requiring minimal resources on the part of our customers.

KEY FEATURES

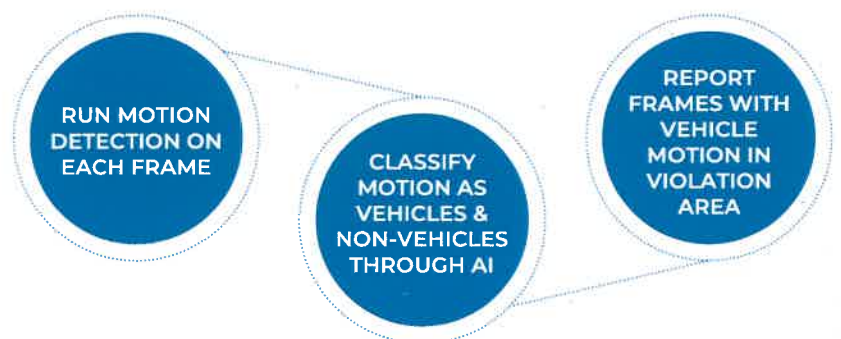
- **100% Violator Funded, Zero Upfront Cost**
- **Multiple Deployment Options**
- **In-house Program Management**
- **MVA Database Retrieval**
- **Match Verification**
- **Automated Citation Generation**
- **Equitable Enforcement**
- **"Force Multiplier" for Law Enforcement**

HOW IT WORKS

Our Pro ATE system utilizes a fully automated vehicle recognition system to capture data and process traffic violations. By utilizing our proprietary system we can detect and record violations for speeding, red light, or school bus stop arm. The captured data includes vehicle make, type, color, and license plate, which is securely integrated with MVA databases for automated registered owner retrieval.

Our system provides a fully automated process for ticketing, with law enforcement verification being the only manual step required. This helps to ensure that justice prevails through vehicle match verification.

VIOLATION CAPTURE PROCESS



WHO IT SERVES

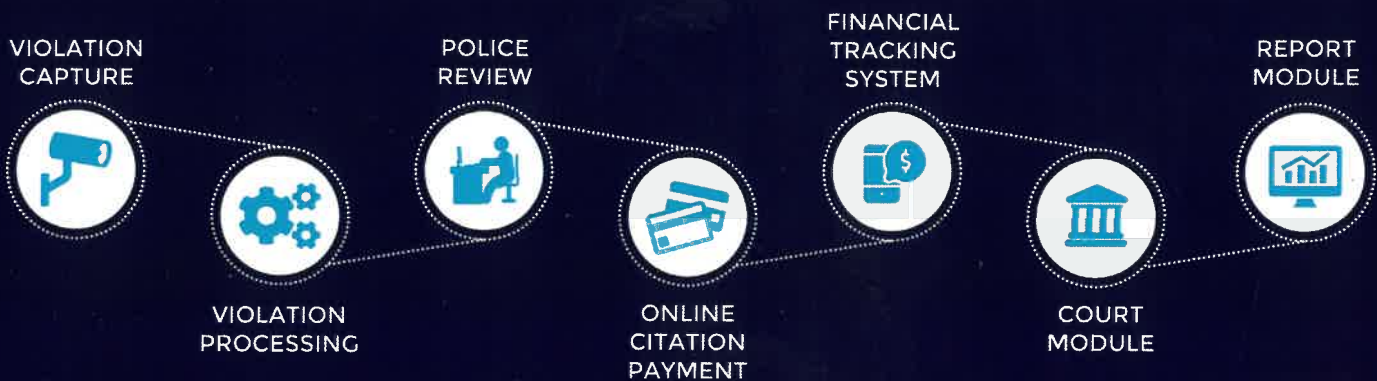
Our products serve YOU—assisting law enforcement in improving pedestrian, traffic, community, and business safety by altering driver behavior through nonstop, remote monitoring. We help citizens and children avoid serious injuries.



100% USA-OWNED AND OPERATED

DETECTS SPEEDING, SCHOOL BUS STOP ARM, AND RED LIGHT VIOLATIONS

VIOLATION PROCESS & TRACKING



VIOVIEW | PROPRIETARY WEB-BASED COMPREHENSIVE SOFTWARE SUITE

- ROBUST CITATION PROCESSING & FINANCIAL TRACKING SOFTWARE
- PROVEN IT INFRASTRUCTURE RELIABILITY, SCALABILITY
- DEMONSTRATED DATA INTEGRITY & SECURITY CONTROLS
- ACCESSIBLE THROUGH ANY PC OR WEB ENABLED DEVICE

BACK-OFFICE SERVICES



PUBLIC INFORMATION & EDUCATION

Altumint's Public Information and Education (PI&E) program is a proactive initiative to support clients in effectively informing and educating the public about integrating new automated traffic enforcement programs in their communities. Altumint empowers its clients to engage with the community by providing comprehensive materials and a tailored communications plan, ensuring a transparent and informative dialogue. The program emphasizes clarity and accessibility, arming the public with essential knowledge about automated traffic enforcement programs' purpose, functioning, and benefits. Through targeted outreach and educational content, Altumint's PI&E program strives to foster understanding, build trust, and promote a safer and more informed environment on the roads.

AUTOMATED VEHICLE RECOGNITION PRO AVR™

AT A GLANCE

Altumint, founded out of a NASA aerospace engineering company, is 100% USA-owned and operated, providing valuable expertise and timely responses. We offer cutting-edge Pro AVR (Automated Vehicle Recognition) technology that utilizes our proprietary AI networks to capture vehicle characteristics to aid in the location and identification of individuals and vehicles involved in criminal activity.

**A CUTTING-
EDGE SOLUTION
GENERATING
POWERFUL
FORENSIC
DATA FOR LAW
ENFORCEMENT
AGENCIES**

HOW IT WORKS

Our system is truly revolutionary, offering a game-changing solution to one of the most critical aspects of transportation management. Altumint's Pro AVR technology is a versatile and powerful solution that can be deployed to a wide range of roadways and its dynamic capabilities set it apart as one of the most innovative vehicle recognition technologies available today. Pro AVR can rapidly and reliably identify all vehicles, in all lanes of traffic, in all weather conditions, 24/7.

Using a single 4K color video camera, our real-time automated vehicle recognition and recording technology can monitor up to four lanes of traffic, capturing vehicle data from both fixed and mobile platforms. Our cutting-edge system provides an efficient and effective way to collect vital traffic information.

Our web-based local and NCIC hot list alert system functions seamlessly on any device and integrates with maps, enabling enforcers to quickly identify and track suspect vehicles in real time.

WHO IT SERVES

We are committed to assisting law enforcement agencies nationwide to keep their teams and citizens safer by offering the ability to remotely monitor multiple areas of concern, enabling the option of reallocating key resources where they are needed most.



100% USA-OWNED AND OPERATED

CAPTURE EVERY VEHICLE AND THE ENTIRE VEHICLE ON ALL ROADWAYS

KEY FEATURES

1

PURPOSE BUILT FOR ALL ROADWAY TYPES

local roads, state highways and intersections, AADT counts from 2,500 to 250,000

2

SIMULTANEOUSLY CAPTURE VEHICLE INFO

1 camera captures up to 4 lanes of uni-directional traffic
routinely processes 25,000 vehicles per day
installation adjacent to roadway or overhead gantry

3

TURNKEY SYSTEM

installation, operation, service & support

4

YOUR AGENCY OWNS ITS PRO AVR™ DATA

secure access to data through ANY internet-connected device

5

MULTI-AGENCY DATA SHARING

with MOU on file | local, state, federal

6

AGENCY ACCESS TO DATA

MFA web app and internet connected device

7

PROPRIETARY DEEP NEURAL NETWORKS

teaches new features | roof racks, bumper stickers, damage, etc.

8

FLEXIBLE DATA STORAGE CONFIGURATIONS

90-day standard

9

CONTINUOUS NCIC HOT LIST UPDATES

NEW FLORIDA LEGISLATION: WHAT YOU NEED TO KNOW NOW!

SPEED CAMERAS IN FLORIDA | HB 657: THE FACTS

The fine of the initial camera ticket is \$100, broken up as follows:

- \$20 to the Department of Revenue – remitted weekly
- \$60 to the County/Municipality
- \$3 to FDLE
- \$12 to the School District
- \$5 to the Law Enforcement Agency School Crossing Guard Program

- Law Enforcement can enforce school speed zones by camera on regular school days.
- The use of Speed Enforcement Cameras will be permitted 30 minutes before school (or breakfast program), during the school day, and 30 minutes after school.
- Tickets can be issued by camera for vehicles driving 11 miles over the speed limit. This includes during school hours when the speed limit is not reduced.
- Initial Tickets (called Notice of Violations) will be given a county/city hearing before a county/city local hearing officer.
- Tickets go to the registered owner of the vehicle.
- It is the owner's burden to transfer the ticket to a third person if not the driver.
- If the registered owner does not pay or contest Notice of Violation within 30 days, a UTC may be issued.
- Local Hearings will closely mirror Red Light Camera Hearings.
- The County/Municipality must adopt an ordinance permitting the use of these cameras.
- The County/Municipality must provide evidence that location warrants cameras.
- There are various reporting criteria to both governing board and FDOT.
- Initial implementation requires a 30-day public awareness program.
- Signs will need to be posted to alert the public that cameras are used in the area.
- Radar will require monthly self-tests by vendor and an annual testing by Law Enforcement Agency to be kept in a log.
- In effect, July 1, 2023.

SCHOOL BUS STOP ARM CAMERAS IN FLORIDA | HB 766: THE FACTS

- School Boards may put enforcement cameras on school buses to enforce illegal passing violations.
- School Board must enter into an Interlocal Agreement with Law Enforcement Agencies who have jurisdiction over the location to issue tickets for no passing.
- The fine for the ticket is \$200 and the money goes to the school district to be used for certain specified purposes.
- Tickets go to the registered owner of the vehicle.
- It is the owner's burden to transfer the ticket to a third person if not the driver, or establish that a ticket was already issued by an officer, or that the owner of the vehicle is deceased.
- If the registered owner does not pay or contest Notice of Violation within 30 days with one of the three defenses and affidavits, a UTC may be issued.
- There are various reporting criteria for the program.
- Rulemaking will be done by the Department of Education.
- Initial implementation requires a 30-day public awareness program.
- Signs will need to be posted on each bus equipped with a camera to alert the public that cameras are used in the area.
- In effect, July 1, 2023.

START WITH A FREE SPEED STUDY. We'll help you determine if and where speeding is an issue in your community. Use the data to make informed, evidence-based decisions for program implementation.

AT-A-GLANCE

We manage all elements of automated traffic enforcement programs on behalf of our customers. From conducting speed studies, intersection analyses, system installation and operation, and violation capture, to ticket processing, payment collection, court hearing dockets, ongoing maintenance, and client training, we are an all-encompassing provider.

KEY FEATURES

- **100% Violator Funded, Zero Upfront Cost**
- **Multiple Deployment Options**
- **In-house Program Management**
- **MVA Database Retrieval**
- **Match Verification**
- **Automated Citation Generation**
- **Equitable Enforcement**
- **"Force Multiplier" for Law Enforcement**

SPEED BY THE NUMBERS

- 90% chance pedestrian survives being struck by car traveling 20 mph
- 66% of drivers exceed school zone speed limits 30 minutes before and after classes according to national survey
- 50% chance pedestrian survives being struck by car traveling 30 mph
- 19% reduction in fatal or incapacitating speed related accidents when speed cameras are deployed according to IIHS
- 10-15% chance pedestrian survives being struck by car traveling 40 mph

FLORIDA DRIVERS: STATE SPEED STUDIES

- 54% of drivers exceeded school zone speed limits 30 minutes before and after classes
- 23% of drivers exceeded posted speed limit during school hours
- 12,749 vehicles illegally passed a school bus in Florida in a single day
- 2,300,000 vehicles illegally passing a school bus in Florida, assuming 1-day count for 180 school days in a year

Sources: National Highway Traffic Safety Administration, Insurance Institute for Highway Safety, 2022-2023 Florida School Year Traffic Data School Zone Speed Studies, 2019 DEQ Bus Driver Survey

**OUR CLIENTS HAVE SEEN A 50%
REDUCTION IN SPEED VIOLATIONS!**



altumint.com | 888.332.8528



100% USA-OWNED AND OPERATED



altumint
SAFE COMMUNITIES. SMART SOLUTIONS.

OUR

MISSION

WE enhance public safety and save lives through automated traffic solutions, strive for operational excellence and world-class client service, and we are dedicated to forging enduring relationships built on trust and reliability.

AT-A-GLANCE

We manage all elements of automated traffic enforcement programs on behalf of our customers. From conducting speed studies, intersection analyses, system installation and operation, and violation capture, to ticket processing, payment collection, court hearing dockets, ongoing maintenance, and client training, we are an all-encompassing provider.

OUR SOLUTIONS

PHOTO SPEED ENFORCEMENT

Monitor vehicle speeds with precision.

PHOTO RED LIGHT ENFORCEMENT

Capture red light violations accurately.

AUTOMATED SCHOOL BUS STOP ARM ENFORCEMENT

Enhance school bus safety through visual monitoring.

AUTOMATED VEHICLE RECOGNITION

Rapidly and reliably identify all vehicles in all lanes of traffic.

START WITH A FREE SPEED STUDY.

We'll help you determine if and where speeding is an issue in your community. Use the data to make informed, evidence-based decisions for program implementation.

DID YOU KNOW?

Speed cameras in school zones reduce the rate of fatal crashes by 30%.

Speed cameras lead to a 50% reduction in the proportion of drivers exceeding the speed limit.

Speed cameras in work zones reduce the rate of fatal crashes by 59%.

Red light cameras reduce the rate of fatal crashes by 24%.

Communities with red light cameras experience an increase of up to 70% in compliance with traffic signals.

Red light cameras minimize red light violations at intersections up to 50%.

Sources: National Highway Traffic Safety Administration, Insurance Institute for Highway Safety

KEY FEATURES

- 100% Violator Funded, Zero Upfront Cost
- Multiple Deployment Options
- In-house Program Management
- MVA Database Retrieval
- Match Verification
- Automated Citation Generation
- Equitable Enforcement
- "Force Multiplier" for Law Enforcement

PI&E

MEDIA EVENTS

By leveraging the media in your PI&E campaign, you can **reach a wide audience quickly and effectively**, spreading information across multiple channels and building program acceptance within your communities.



1 Million

People Reached
Through Altumint PI&E

75

Media Reports on Past
Program Launches

WHY IT WORKS

- **Hands-Off Coordination:** Let us handle your media event, including media advisories, press releases, talking points, and media calls.
- **Proven Impact:** Altumint's PI&E campaigns have reached **nearly 1 million people since early 2024**, raising awareness and setting the stage for successful program adoption.
- **Broad Media Coverage:** With **over 75 media reports on past program launches**, your event is positioned to capture the attention of local and regional audiences, amplifying the message and ensuring visibility.

WHAT'S INCLUDED:

-
- The image displays a collection of six brochures from the Hialeah Gardens School District, all focused on school zone speed enforcement. The brochures are arranged in a fan-like pattern, showing different sections of the program's information. Each brochure features the district's logo, which includes a palm tree and the words 'HIALEAH GARDENS SCHOOL DISTRICT'. The brochures contain text, images of children walking to school, and a '30 DAY WARNING PERIOD BEFORE ENFORCEMENT' banner. The topics covered include general information, automated speed cameras, and the enforcement process, including citations and warnings.

ITEM

3

ITEM

4

Public Records Exemption

The FACC Board of Directors is considering how to pursue state legislation to provide a public records exemption for the personal information of current Municipal Clerks and employees who perform municipal elections work.

The City Commission of the City of Sanford, Florida, recently adopted a resolution [here](#) urging the Florida State Legislature to enact legislation to provide a public records exemption for Municipal Clerks and employees who perform municipal elections work or have any part in code enforcement functions of a city and providing for an effective date.

We are asking you to adopt a resolution in your municipality urging the same. Click [here](#) to download a resolution template. Once the resolution is adopted in your municipality, please email a PDF copy to FACC staff at facc@flcities.com.

Background:

Many municipal staff who perform duties that include, or result in, investigations into complaints regarding election fraud, legal enforcement of hearings related to neglect or abuse, or other activities that could lead to a criminal prosecution are exposed to threats and other acts of violence.

Municipal Clerks often administer elections. Some election workers have been targeted for threats and violence due to the nature of materials they are responsible for. Further, Clerks are often involved in legal enforcement proceedings in actions related to violations of codes and ordinances. Occasionally, these proceedings have led to retaliation and threats by defendants.

Please note, there are currently 27 public record exemptions for specific roles, one of which applies to Code Enforcement Officers. Code Officers are covered by the exemption, but not Municipal Clerks. There is language referencing code enforcement work in the resolution template for the purpose of including Municipal Clerks and employees who perform work related to code enforcement proceedings to be included as part of the public record exemption.

RESOLUTION 2025-05

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA URGING THE FLORIDA STATE LEGISLATURE TO ENACT LEGISLATION TO PROVIDE A PUBLIC RECORDS EXEMPTION FOR MUNICIPAL CLERKS AND EMPLOYEES WHO PERFORM MUNICIPAL ELECTIONS WORK OR HAVE ANY PART IN CODE ENFORCEMENT FUNCTIONS OF A CITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, many municipal staff who perform duties that include, or result in, investigations into complaints regarding election fraud, legal enforcement of hearings that could lead to a criminal prosecution or code enforcement actions are exposed to threats and other acts of violence; and

WHEREAS, municipal clerks often administer elections and some election workers have been targeted for threats and violence due to the nature of materials they are responsible for

WHEREAS, municipal clerks are often involved in legal enforcement proceedings in actions related to violations of codes and ordinances and, occasionally, these proceedings have led to retaliation and threats by defendants; and

WHEREAS, currently public records exemptions in Florida include those for local personnel who either investigate, enforce or otherwise provide a service that can result in contentious interactions when action is taken and municipal clerks and their staff fall within the need for a window for greater protection; and

WHEREAS, the Florida Association of City Clerks is very concerned for the safety and well-being of the municipal clerks and their staffs who serve the public on a daily basis and are, oftentimes, the first contact of citizens with cities; and

WHEREAS, the Town of Astatula has complied with all requirements and procedures of Florida law in processing and adopting this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA, AS FOLLOWS:

(1). The Town Council of Astatula hereby adopts the recitals set forth in this Resolution (whereas clauses) as the legislative findings of the Town Council.

(2). The Mayor and Town Council of Astatula, Florida, hereby urges and encourages the Florida State Legislature to enact legislation to provide a public records exemption for municipal clerks and employees who perform municipal elections work or have any part in code enforcement functions of a municipality.

(3). The Town Clerk is hereby directed and authorized to send a certified copy of this Resolution to Governor Ron DeSantis, Senator Keith Truenow and Representative Taylor Yarkosky, the Lake County League of Cities, and the Florida League of Cities (FLC).

(4). This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 8th day of April, 2025 by the Town Council of the Town of Astatula, Florida.

Zane Teeters, Mayor

ATTEST TO:

Jennifer Tucker, Town Clerk

Approved as to form and legal sufficiency.

David Langley, Town Attorney

Council Member _____ moved the passage and adoption of the above and foregoing Resolution. Motion was seconded by Council Member _____ and upon roll call on the motion the vote was as follows:

COUNCIL MEMBER	YEA	NAY
Mayor Teeters		
Vice-Mayor Boyd		
Council Member Wilbur		
Council Member MacQueen		
Council Member Quiros		

ITEM

5

LAKE COUNTY Beatification Grant

****Hillarie Burgess-Keep Lake Beautiful
Facilitator**

***Keep Lake Beautiful Facilitator**

***Has Grants our Town Could use**

***Council Member Kay MacQueen can
Volunteer to coordinate efforts to receive a
Beatification Grant.**

***We need to decide tonight the site of the
Beatification Grant.**

***Council Member Kay MacQueen can be
responsible for the coordination of the
Beatification Grant.**

ITEM

6

ASTATULA EMPLOYEE JOB EVALUATION FORM

Employee Information:

- **Name:** _____
- **Department:** _____
- **Position Title:** _____
- **Evaluation Period:** _____

Evaluator Information:

- **Evaluator Name:** _____
- **Position Title:** _____
- **Date of Evaluation:** _____

1. Job Description and Responsibilities:

Please assess the employee's current role and key responsibilities.

- **Job Knowledge and Skills (1-5):**
Does the employee have a solid understanding of the required skills and knowledge for the position?

- ☐ 1 - Poor
- ☐ 2 - Needs Improvement
- ☐ 3 - Satisfactory
- ☐ 4 - Good
- ☐ 5 - Excellent

Comments: _____

- **Task Completion and Efficiency (1-5):**
How well does the employee complete their tasks within the required deadlines and quality standards?

- ☐ 1 - Poor
- ☐ 2 - Needs Improvement
- ☐ 3 - Satisfactory
- ☐ 4 - Good
- ☐ 5 - Excellent

Comments: _____

- **Problem-Solving and Decision-Making (1-5):**

How effectively does the employee resolve problems and make sound decisions in their role?

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

☐ 4 - Good

☐ 5 - Excellent

Comments: _____

- **Quality of Work (1-5):**

Evaluate the quality and accuracy of the employee's work output.

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

☐ 4 - Good

☐ 5 - Excellent

Comments: _____

2. Interpersonal Skills and Teamwork:

- **Communication Skills (1-5):**

How effectively does the employee communicate with supervisors, peers, and the public?

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

☐ 4 - Good

☐ 5 - Excellent

Comments: _____

- **Collaboration and Teamwork (1-5):**

How well does the employee work with others in a team setting?

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

☐ 4 - Good

☐ 5 - Excellent

Comments: _____

- **Customer Service and Public Interaction (1-5):**

How well does the employee interact with citizens and the public in municipal matters?

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

☐ 4 - Good

☐ 5 - Excellent

Comments: _____

3. Dependability and Initiative:

- **Reliability (1-5):**

How dependable is the employee in performing job duties and meeting deadlines?

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

☐ 4 - Good

☐ 5 - Excellent

Comments: _____

- **Initiative (1-5):**

How proactive is the employee in taking on tasks, solving problems, or suggesting improvements?

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

☐ 4 - Good

☐ 5 - Excellent

Comments: _____

4. Employee Development:

- **Learning and Growth (1-5):**

Has the employee demonstrated growth in their skills, knowledge, or competencies?

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

☐ 4 - Good

☐ 5 - Excellent

Comments: _____

- **Attendance and Punctuality (1-5):**

How would you rate the employee's attendance and punctuality at work?

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

☐ 4 - Good

☐ 5 - Excellent

Comments: _____

5. Overall Performance:

- **Overall Job Performance (1-5):**

Provide an overall assessment of the employee's job performance during this evaluation period.

☐ 1 - Poor

☐ 2 - Needs Improvement

☐ 3 - Satisfactory

- ☐ 4 - Good
☐ 5 - Excellent

Comments: _____

6. Employee Comments:

Please provide any comments or feedback that the employee may have regarding their role, performance, or working environment.

Employee Feedback:

7. Evaluator's Recommendations:

Based on the evaluation, provide any recommendations for employee development, areas for improvement, and career growth.

- **Strengths:**

- **Areas for Improvement:**

- **Training or Development Needs:**

8. Employee Acknowledgment:

I acknowledge that I have received and reviewed this evaluation.

Employee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

ITEM

7

2636 Mitcham Drive Tallahassee, FL 32308

(850) 219-3631

Connect with FPCA



Search

2636 Mitcham Drive Tallahassee, FL 32308

(850) 219-3631

Connect with FPCA



Search

[HOME](#)[ABOUT](#)[MEMBERSHIP](#)[RESOURCES](#)[STARS PROGRAM](#)[TRAINING/CONFERENCES](#)[FPCA FOUNDATION](#)[LEGISLATIVE](#)[JOBS](#)[MEMBERS ONLY](#)

73rd Annual Summer Conference

THE FLORIDA POLICE CHIEFS ASSOCIATION
73RD ANNUAL SUMMER CONFERENCE

JUNE 14-18, 2025
LOEWS MIAMI BEACH HOTEL
MIAMI BEACH, FLORIDA

**We will continue to provide updates as the conference approaches.
Please check back regularly for the latest information. We look
forward to seeing you there!**

**If you have any questions, feel free to email us at info@fpca.com or call
our office at 850-219-3631.**



The Florida Police Chiefs Association

PO Box 14038
Tallahassee, FL 32317

Florida Police Chiefs Association

Invoice

Date	Invoice #
3/21/2025	200009382

Bill To
Walter Hoagland Astatula P.D. P.O. Box 172 Astatula, FL 34705-0172 United States

Ship To
Walter Hoagland Astatula P.D. P.O. Box 172 Astatula, FL 34705-0172 United States

PO Number	Terms	Due Date
	Due on receipt	3/21/2025

Qty	Description	Price	Totals
1	2025 Annual Summer Conference Attendee Registration - Walter Hoagland	\$450.00	\$450.00
Sub-Total			\$450.00
Total			\$450.00
Balance Due			\$450.00

Additional Information:

Thank you for registering for the 2025 Summer Conference in Miami Beach. We look forward to seeing you this summer.



Please note, there is a banner on The Loews Hotel website indicating a \$44 Resort Fee – this has been waived for our conference attendees.

Loews Miami Beach Hotel

1601 Collins Avenue

Miami Beach, Florida 33139

Conference Dates: June 14th – June 18th

Group Rates Available: June 13 through June 20, 2025

Guest Room Rates: starting from \$259 plus tax

Group Block Closes: May 16, 2025

Hotel's Resort Amenity Package is waived for group guests.

A deposit equal to one nights' room rate plus tax is required at the time of booking to secure your reservation. Group rates are subject to availability.

Hotel cancellation policy requires guests to cancel by 4pm local time 72 hours before arrival to avoid penalty fee of 1 night's room and tax.



FY 2025 per diem rates for ZIP Code 33139

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Miami	Miami-Dade	\$92	\$23	\$26	\$38	\$5	\$69.00



73rd Annual Exhibition and Training
The Florida Police Chiefs Association
AND
The Florida Police Chiefs Education and
Research Foundation
Miami Beach, FL
June 14 - 18, 2025



Draft Agenda

Saturday, June 14, 2025

7:00am - Noon	Golf Tournament <i>Sponsored By:</i> Location: 5:30am – 7:00 am - Continental Breakfast, Grab & Go in Immediately following tournament – Lunch at
1:00pm -5:30pm	Registration Desk Opens Location: The Rotunda
2:30pm – 4:00pm	Highway Safety Committee Meeting Location: Poinciana Salon 1
2:30pm – 4:00pm	Legislative Committee Meeting Location: Poinciana Salon 2
3:30pm - 4:00pm	Executive Board Meeting Location: Sundial
4:00pm - 6:00pm	Board of Directors Meeting <i>Sponsored By: Rumberger Kirk</i> Location: Poinciana Salon 1
6:00pm – 7:00pm	President's Reception <i>Sponsored By:</i> Location: Preston's Terrace

Sunday, June 15, 2025

8:00am - 6:00pm	Registration Desk Opens Location: The Rotunda
10:00am	Exhibitor Setup Expo Hall Location: Americana Ballroom
9:30am - 11:00am	Foundation Board Meeting (Breakfast served) <i>Sponsored By:</i> Location: Poinciana Salon 1
10:30am - 11:30am	Awards Committee Meeting Location: Crown Conch
10:30am – 12:00pm	Accountability & Societal Change Committee Meeting Location: Poinciana Salon 1
11:00am - 12:00pm	Past Presidents/Nominating Committee Meeting Location: Periwinkle
11:15am – 1:00pm	Public Private Partnerships Committee Meeting Location: Poinciana Salon 1
11:15am – 1:00pm	Professional Standards Committee Meeting Location: Poinciana Salon 2

11:15am – 1:00pm	Airport Chiefs Committee Meeting Location: Neptune
11:15am – 1:00pm	University/Education Chiefs Committee Meeting Location: Triton
1:00pm - 1:15pm	FPCA Staff/Exhibitor Meeting Location: Americana Ballroom
1:00pm – 2:00pm	Alarm Management Subcommittee Meeting Location: Poinciana Salon 2
2:00pm - 3:00pm	New Member Orientation Location: Poinciana Ballroom
3:00pm - 5:00pm	Exhibitor Hall Opens Location: Americana Ballroom
5:00pm - 7:00pm	Exhibition Member/Exhibitor Reception <i>Sponsored By:</i> Location: Americana Ballroom
Monday, June 16, 2025	
7:00am - 4:30pm	Registration Desk Open Location: The Rotunda
7:00am -7:45am	Continental Breakfast in Exposition Hall <i>Sponsored By:</i> Location: Americana Prefunction
7:30am - 2:00pm	Exhibition Opens Location: Americana Ballroom
8:00am -8:45am	Formal Opening Ceremonies Chief Pete Delgado, West Miami PD, President MDCACP Undersheriff Christopher Carothers, Miami-Dade County Location: Poinciana Ballroom <i>**Class A Dress Uniform Please**</i>
8:45am – 9:00am	Presentation: Lexipol Speaker: Rex Marks Location: Poinciana Ballroom
9:00am – 10:00am	Keynote Speaker – TBD <i>Sponsored By:</i> Location: Poinciana Ballroom
10:00am	15 Minute Coffee Break in Expo Hall <i>Sponsored By: United Badges</i> Location: Americana Prefunction
10:15am -10:25am	Presentation: RedSpeed Speaker: Location: Poinciana Ballroom
10:30am-11:30am	FPCA Members Only Business Meeting FPCA Elections Location: Poinciana Ballroom
11:30am – Noon	FPCA Annual Group Photo Location: <i>After photo attendees are encouraged to change into business casual attire.</i>
12:00pm - 1:00pm	Tradeshow Box Lunch <i>Sponsored By:</i> Location: Americana Prefunction
1:00pm - 2:00pm	Dessert & Refreshment Break/Raffles and Door Prize Drawings <i>Sponsored By:</i> Location: Americana Prefunction
2:00pm	Expo Hall Closed Exhibitors Breakdown

2:00pm – 2:45pm	Guest Speakers VIPS TBA Location: Poinciana Ballroom
2:45pm – 3:00pm	Presentation: Sharp Performance Speaker: Location: Poinciana Ballroom
3:00pm – 5:00pm	Training: Ethics “Honoring the Badge” Presented By: James Dugan - Director Josephson Exemplary Policing Initiative At Drake University Sponsored by: Location: Poinciana Ballroom
5:00pm - 6:00pm	Life and New Members Hospitality - Invitation Only Sponsored By: Location: FPCA Hospitality Suite
6:00pm - 9:00pm	Host Chiefs Night: Miami Vice Nights: Bringing Back the 80s Sponsored By: Miami Dade County Association Chiefs of Police MEMBERS ONLY EVENT FPCA Business Members, FPCA Members & Spouses & Invited Guests ONLY Location: Americana 3 & 4
Tuesday, June 17, 2025	
7:00am - 2:00pm	Information Desk Opens Location: The Rotunda
7:30am - 8:30am	Appreciation Breakfast Keynote: TBD Sponsored By: Location: Americana Salon 4
8:30am – 8:45am	Presentation: Speaker: Location: Poinciana Ballroom
8:45am – 10:00 am	Training: Juvenile Justice, Community Gun Violence Prevention Programs A Conversation – What is Working, What Isn't Speakers/Panelist: Dr. Eric Hall, DJJ; Christian Minor FJJA; Invited Police Chiefs and Community Leaders Sponsored By: Location: Poinciana Ballroom
10:00am -Noon	Training Legal and Legislative Updates Presented By: FPCA GC David Marsey Location: Poinciana Ballroom
12:00pm - 1:00pm	Plated Luncheon: Keynote: TBD Sponsored By: Location: Americana Salon 4
1:15pm – 3:00pm	Training: Data Driven Policing: A Panel of Chiefs Speaker: Sponsored By: Peregrine Location: Poinciana Ballroom
5:00pm – 5:45pm	President's Cocktail Reception Sponsored By: Location: Americana Prefunction
6:00pm – 9:00pm	Annual Installation & Awards Banquet: Pre-Registration Required Keynote Speaker: TBD Sponsored By: Location: Americana 3&4

Wednesday, June 18, 2025

8:30am – 10:00am	(Continental Breakfast and Coffee in Training Room) Training: Natural Disaster in the Public Spotlight: A Deep Dive into Public Safety and Political Responses to the LA Wildfires Presented By: Laura Cole, Cole Pro Media; Edward Medrano, Integrated Leadership Solutions Sponsored By: Location: Poinciana Ballroom
10:00am – Noon	Training: TBD Presented By: Sponsored By: Location: Poinciana Ballroom
12:00pm	Conference Ends

Suggested Attire:

Saturday and Sunday Committee Meetings: Business Casual

Sunday Evening/Expo Hall with Exhibitors: Casual

Monday, Opening Ceremonies: Business Meeting & Group Photo – Class A Uniform (preferred) or Suit

Monday, Tuesday, Wednesday Training Sessions: Business Casual

Monday Night Dinner & Entertainment, Host Chiefs Night – 80s Theme

Tuesday Appreciation Breakfast: Business Casual

Tuesday Luncheon: Business Casual

Tuesday Night President's Reception & Installation/Awards Banquet: Business/Cocktail

Wednesday Breakfast and General Session: Business Casual

ITEM

8

Florida Association of City Clerks

Promoting and Developing the Educational and Professional Status of Florida City Clerks

[FACC Home](#)
[About FACC ▾](#)
[Regional Associations ▾](#)
[Events ▾](#)
[Scholarships ▾](#)
[Awards ▾](#)
[Board of Directors](#)
[Certification](#)
[City Clerks Manual](#)
[Clerks Assistance Program](#)
[Contact FACC](#)
[Discussion Forum](#)
[Education ▸](#)
[Florida Education Fund](#)
[Job Center](#)
[Meeting Minutes](#)
[Member Directory](#)
[Membership](#)
[Mentoring Program](#)
[News](#)
[Photo Gallery ▸](#)
[Resources](#)
[Statement of Accessibility](#)

FACC 2025 Summer Conference & Academy, JW Marriott Miami Turnberry Resort & Spa, Aventura



#FACCsummer2025

July 13 - 16, 2025

JW Marriott Miami Turnberry Resort & Spa
19999 West Country Club Drive
Aventura, FL 33180

Room Rate: \$209 Per Night + \$25 Resort Fee Per Night

In Events:

- [Athenian Dialogue and District Trainings](#)
- [Board of Directors Meetings](#)
- [Conferences and Academies](#)
- [eLearning - Recorded Webinars](#)
- [Live Webinars](#)
- [Municipal Clerks Week](#)
- [Recognition Presentations](#)
- [Resolution Presentations](#)

Attendee Registration

FACC Member Rate Approximately: \$400

Nonmember Rate Approximately: \$525

Athenian Dialogue Rate Approximately: \$100

NOTE: Corporate participants cannot register for the event. Corporate participants should sign up as an exhibitor or sponsor, see information below.

Attendee registration is planned to open on or around May 6, 2025.

Corporate Participation

The Florida Association of City Clerks 2025 Summer Conference & Academy is the place to share your products and services with Municipal Clerks from around the State of Florida. Historically, we've averaged over 200 Clerks and Deputy Clerks attending in the last few years.

Exhibitor and Sponsor sign up is now open. Click [here](#) for the sign-up kit and more information.

For assistance with corporate participation, please contact Dani Dahlberg at dani@lqmatters.com 813.749.7133.



FY 2025 per diem rates for ZIP Code 33180

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Miami	Miami-Dade	\$92	\$23	\$26	\$38	\$5	\$69.00