



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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**CITY COMMISSION MEETING**  
**June 20, 2022 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Pastor Jarvis Marshall, Spirit Life Ministries

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 06/06/2022

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. **PUBLIC HEARING** – LAND DEVELOPMENT REGULATIONS AMENDMENT – THE LAKES DISTRICT
2. ORDINANCE #1698 AMENDING LAND DEVELOPMENT REGULATIONS – THE LAKES DISTRICT
3. **PUBLIC HEARING** – ZONING MAP AMENDMENT – ENCLAVE AT LAKE ARIETTA
4. ORDINANCE #1699 AMENDING THE OFFICIAL ZONING MAP – ENCLAVE AT LAKE ARIETTA
5. PRELIMINARY PLAT – EVEREST PROPERTY
6. FINAL PLAT – LAKE JULIANA ESTATES PHASE 2C
7. FINAL PLAT – CADENCE CROSSING PHASE 1
8. MODIFICATION #1 TO INTERLOCAL AGREEMENT WITH SHERIFF – FIRE/RESCUE DISPATCH
9. PRESENTATION OF EXPENDITURES FOR FY 2023 AND FY 2024 ANNUAL BUDGETS

F.S. 286: If an individual decides to appeal any decision made by the City Commission with respect to this meeting, a verbatim transcript may be requested. If so, the individual should make provisions for a transcript to be made at the meeting. Persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk no later than five days prior to the proceeding at 968-5133.

**City Commission Meeting**  
**June 20, 2022**

**AGENDA ITEM 1: PUBLIC HEARING – LAND DEVELOPMENT REGULATIONS AMENDMENT – THE LAKES DISTRICT**

**AGENDA ITEM 2: ORDINANCE #1698 AMENDING LAND DEVELOPMENT REGULATIONS – THE LAKES DISTRICT**

\_\_\_ INFORMATION ONLY

X ACTION REQUESTED

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**ISSUE:** The City Commission will hear and consider an Ordinance amending the Land Development Regulations – The Lakes District Master Planned Community Area.

**ATTACHMENTS:**

- . Notice of Public Hearing – 05/26/2022
- . Ordinance #1698 Amending Land Development Regulations – The Lake District Master Planned Community Area
- . Excerpt from Planning Commission Meeting – 06/07/2022

**ANALYSIS:** In 2019, the City Commission endorsed “The Lakes District” Vision and Strategies for the North Auburndale area, which has been experiencing rapid growth and development. The Lakes District Vision is a master plan to help with the creation of greenway and trails corridors, mixed-use centers, walkability enhancements, and protection of environmental resources and agricultural character. At the end of 2021, the City Commission amended the Comprehensive Plan and the Land Development Regulations to include The Lakes District Master Planned Community Area, which is intended to implement the Vision and Strategies for The Lakes District.

City Staff is proposing an amendment to the Land Development Regulations, Chapter 15, Special Overlay Districts to include Architectural Standards for the Lakes District Master Planned Community Area and to correct several scrivener’s errors. The Lakes District Master Planned Community Area Architectural Code will provide architectural definitions, architectural theme of “Florida Heritage” with four main architectural styles to choose from: Craftsman, Neoclassical, Old Florida and Modern Farmhouse.

The Architectural Code contains universal architectural rules, which all new development and redevelopments must comply with. The Lakes District Master Planned Community Area Architectural Universal Rules are as follows:

1. “Heavy” materials below “light” materials. For example, smaller balconies or windows on upper stories, or coarse building materials on the bottom with smooth materials above.
2. Vertically proportioned fenestration.
3. Visible joints i.e., doors, windows, and columns, are required to have spanning lintels.

A development must then identify with one of the four architectural styles and comply with the style’s universal rules, the styles permitted exterior building materials, the style’s permitted roofline and shape, the style’s roofline materials, and at least one characteristic feature as defined for each style

provided.

Staff will make a presentation of each of the four architectural styles and the required architectural elements of each style.

Staff is proposing several scrivener's errors such as revising and correcting any references to figures and maps, grammatical corrections, addition of additional agency coordination for the protection of wetlands, clarifying width of garages and sidewalks and updated cross-references to other sections of the LDC.

Staff will make further presentations about the Land Development Regulation Text Amendment.

The proposed text amendment to the land Development Regulations is consistent with the City of Auburndale Comprehensive Plan and all other Land Development Regulations.

The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinance will be presented for second and final reading on July 5, 2022.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the Land Development Regulations Text Amendment (5-0, 06/07/2022).

**STAFF RECOMMENDATION:** Approval of Ordinance #1698 amending the Land Development Regulations – The Lakes District Master Planned Community Area.

**City Commission Meeting  
June 20, 2022**

**AGENDA ITEM 3: PUBLIC HEARING – ZONING MAP AMENDMENT – ENCLAVE AT LAKE ARIETTA**

**AGENDA ITEM 4: ORDINANCE #1699 AMENDING THE OFFICIAL ZONING MAP – ENCLAVE AT LAKE ARIETTA**

\_\_\_ INFORMATION ONLY

X ACTION REQUESTED

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**ISSUE:** The City Commission will hear and consider an Ordinance amending the Official Zoning Map – Enclave of Lake Arietta.

**ATTACHMENTS:**

- . Notice of Public Hearing – 05/26/2022
- . Ordinance #1699 Amending the Official Zoning Map – Enclave at Lake Arietta
- . Excerpt from Planning Commission Meeting – 06/07/2022

**ANALYSIS:** The City has received a request for a modification to an existing Planned Development-Housing 1 (PD-H1) zoning classification as follows:

**Enclave at Lake Arietta**

<b>Owner/Petitioner:</b>	JSK Consulting on behalf of Gapway Groves Corp.
<b>Location:</b>	Berkley Road and Lake Myrtle Park Road
<b>Current Future Land Use:</b>	Low Density Residential
<b>Current City Zoning:</b>	Planned Development- Housing 1 (PD-H1)
<b>Proposed Zoning Classification:</b>	Amend Planned Development-Housing 1 (PD-H1) (+/-28.93 acres)
<b>Current use:</b>	Vacant

In March 2019, the City approved a two phased ***Planned Development-Housing 1 (PD-H1)*** Zoning classification, which included a binding site plan for 41 single family units and 25 short term rental duplex homes (50 units) for a total of 91 residential dwelling units on +/-78.77 acres. The 7.03 acre outparcel was reserved for future development and maintained a Future Land Use designation of Low Density Residential and Zoning designation of Planned-Development Housing-1 consistent with the balance of the property.

JSK Consulting on behalf of property owner Gapway Groves Corp. is requesting for a Zoning modification to the Planned Development Binding Site Plan on +/-28.93 acres of a +/-31.43-acre tract of land. The Binding Site Plan modification removes the proposed 25 short-term rental duplex units and returns the Planned Development- Housing 1 (PD-H1) to traditional single-family residential as originally approved in 2008. Phase 2 of the Subdivision will now include 54 single-family units for a total of 95 residential dwelling units and incorporates +/-4.53 acres of the outparcel that was reserved for future development. The request is compatible with the proposed and adjoining Zoning classifications. This Zoning Map amendment does not include the first phase (+/-47.42 acres) of the development.

As with the previous approved binding site plans, the remaining 2.5 acre outparcel fronting Berkley Road is being reserved for future development. The 2.5 acres will maintain a Future Land Use designation of *Residential Low* and Zoning designation of *Planned Development Housing-1* consistent with the balance of the property. Any development of this property will require an amendment to the Zoning Map and Public Hearings before the Planning Commission and City Commission.

The minimum lot size will average 9,100-9,200 sq. ft. with lot dimensions of 70' x 120' and 80' x 130'. Setbacks proposed are 25' on the fronts, 10' on the side and 10' on the rear. Corner lots would have a setback of 20'. A proposed six-foot high wall will run the perimeter of Phase 2.

The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinance will be presented for second and final reading on July 5, 2022.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the Zoning Map Amendment (4-0 with 1 abstention, 06/07/2022)

**STAFF RECOMMENDATION:** Approval of Ordinance #1699 amending the Official Zoning Map – Enclave of Lake Arietta.

**City Commission Meeting  
June 20, 2022**

**AGENDA ITEM 5: PRELIMINARY PLAT – EVEREST PROPERTY**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider a Preliminary Plat for the Everest Property.

**ATTACHMENTS:**

- . Preliminary Plat – Everest Property
- . Location Map

**ANALYSIS:** The City has received a preliminary plat from Chad Brooker of Traditions Engineering on behalf of MF Partners, LLC for a 5 preliminary plat on +/- 32.33 acres located at US Hwy 92 W. and the Polk Parkway. The preliminary plat has been reviewed by all City Departments and meets all City Codes and Land Development Regulations.

The property is zoned Planned Development-Housing 1 (PD-H1) and Planned Development-Commercial 1 (PD-C1) and meets or exceeds all Land Development Regulations, including minimum lot size, accessibility, and setbacks. The Planned Development-Commercial 1 (PD-C1) was approved in August 2021 for a hospital. Access will be from US Hwy. 92 W., a State maintained road. All retention areas, internal roads, sidewalks, and open spaces are to be maintained by the property owner.

Preliminary plat approval by the City Commission allows the developer to proceed with construction of infrastructure including road and utility improvements. Final plat approval will be considered by the City Commission at a later date.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the Preliminary Plat (5-0, 06/07/2022).

**STAFF RECOMMENDATION:** Approval of the Preliminary Plat for the Everest property.

**City Commission Meeting**  
**June 20, 2022**

**AGENDA ITEM 6: FINAL PLAT – LAKE JULIANA ESTATES PHASE 2C**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider the Final Plat for the Lake Juliana Estates Phase 2C.

**ATTACHMENTS:**

- . Engineer's Certification of Substantial Completion – VBH, Inc. 03/14/2022
- . Final Plat – Lake Juliana Estates Phase 2C

**ANALYSIS:** The City has received a request to plat Lake Juliana Estates Phase 2C. The property is located at located on C. Fred Jones Boulevard and William Van Fleet Road.

On December 9, 2005, the City Commission approved a Zoning of Planned Development-Housing 1 (PD-H1) with a Binding Site Plan for the 182-acre subdivision. The Planned Development approved a total of 404 single-family lots at a net density of 2.4 units per acre.

Phase 1 of the Subdivision received final plat approval on July 24, 2006, which consisted of 210 single-family lots. Phase 2-A of the subdivision was approved on August 16, 2021, and contained 50 single-family lots. Phase 2-B was approved on January 3, 2022, by the City Commission for 59 single-family lots with the minimum lot size of 7,500 SF. **Lake Juliana Phase 2C** has 48 single-family lots with a minimum lot size of 7,500 SF, front setbacks of 20 feet, side setbacks of 7 feet and rear setbacks of 10 feet.

The developer's engineer has certified that all necessary improvements to the subdivision have been constructed in Phase 2C and installed according to the Land Development Regulations. The intersection at C. Fred Jones Blvd. and Ethan Drive signalization improvements have not been completed and will be certified as a part of the Phase 2B bonding requirements. All retention areas, roads, sidewalks, and open spaces will be dedicated to and maintained by the Homeowner's Association.

Approval of the Final Plat allows the developer to sell the lots and begin building houses.

**STAFF RECOMMENDATION:** Acceptance of the Lake Juliana Estates Phase 2C.

**City Commission Meeting  
June 20, 2022**

**AGENDA ITEM 7: FINAL – CADENCE CROSSING PHASE 1**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider the Final Plat for the K-Ville Phase 1 Subdivision.

**ATTACHMENTS:**

- . Engineer's Certificate of Completion – Wood & Associates 06/06/2022
- . Final Plat

**ANALYSIS:** The City has received a request to plat Phase 1 of the K-Ville Subdivision, known as Cadence Crossing Phase 1. The property is located at the intersection of K-Ville Avenue and the Polk Parkway and has a Zoning of Single Family Residential-2 (RS-2).

On April 6, 2021 the Planning Commission recommended approval of a preliminary plat for the first phase of the K-Ville Subdivision project. Phase 1 consists of 59 single-family dwelling lots on +/- 45.54 acres. The first phase preliminary plat was approved by the City Commission on April 19, 2021.

The development meets or exceeds all Land Development Regulations, including minimum lot size, minimum setbacks, and minimum house size. The RS-2 zoning district requires 25' front yard setbacks, 10' side yard setbacks, and 10' rear setbacks. Access to the subdivision will be from K-Ville Avenue, a County maintained road. Five-foot sidewalks will be provided on both sides of the street.

The developer's engineer has certified that all necessary improvements to the subdivision have been constructed and installed according to the Land Development Regulations. All retention areas, roads, sidewalks, and open spaces will be dedicated to and maintained by the Homeowner's Association. The City's sewer system is not available in this area, so the site will access City water and utilize septic tanks.

Approval of the Final Plat allows the developer to sell the lots and begin building houses.

**STAFF RECOMMENDATION:** Acceptance of the Final Plat for the K-Ville Phase 1 Subdivision known as Cadence Crossing Phase 1.



**City Commission Meeting  
June 20, 2022**

**AGENDA ITEM 8: MODIFICATION #1 TO INTERLOCAL AGREEMENT WITH SHERIFF –  
FIRE/RESCUE DISPATCH**

\_\_\_\_ INFORMATION ONLY

\_X\_ ACTION REQUESTED

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**ISSUE:** The City Commission will consider a modification to the Interlocal Agreement with the Polk County Sheriff's Office for fire/rescue dispatch services.

**ATTACHMENTS:**

- . Letter of Request from Polk County Sheriff's Office – June 7, 2022
- . Proposed Modification #1 to the Interlocal Agreement for Fire/Rescue Dispatch Services

**ANALYSIS:** The City of Auburndale began outsourcing **Police** dispatch services to the Polk County Sheriff's Office in 2008 and **Fire/Rescue** dispatch services in 2010. In 2013, the City Commission approved an Interlocal Agreement, which consolidated two separate agreements into one. In 2017 and 2021, the Interlocal Agreement was renewed for an additional four years. The existing Interlocal Agreement with the Sheriff's Office expires September 30, 2025.

The Interlocal Agreement provides for an annual 3% adjustment for **Police** dispatch services and adjustments to **Fire/Rescue** dispatch services based on the actual number of calls dispatched, with a 5% cap.

The proposed Modification #1 to the Interlocal Agreement increases the cost for **Fire/Rescue** dispatch services in FY 2022-2023 to \$38,068.00 which represents a 5% increase. The proposed Expenditure Section of the FY 2023 reflects this allocation.

The proposed Modification has been reviewed by the Fire Chief, City Manager and City Attorney.

**STAFF RECOMMENDATION:** Approve Modification #1 to the Interlocal Agreement with the Polk County Sheriff's Office for Fire/Rescue dispatching services for FY 2022-2023.

**City Commission Meeting**  
**June 20, 2022**

**AGENDA ITEM 9: PRESENTATION OF EXPENSES – FY 2023 AND FY 2024 ANNUAL BUDGETS**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will consider the proposed Expenditures Section of the Fiscal Year 2022-2023 and the Fiscal Year 2023-2024 Annual Budgets.

**ATTACHMENTS:**

- . Proposed FY 2022-2023 & FY 2023-2024 City of Auburndale Budget Summary
- . Proposed Expenditure Section - Proposed FY 2022-2023 & FY 2023-2024 Budget  
(Expenditures proposed to increase or decrease by more than \$5,000 are highlighted)

**ANALYSIS:** As part of the Budget preparation cycle, the City Commission gave tentative approval to the proposed Payroll Section on April 18, 2022 and the Capital Outlay Section on May 16, 2022. No changes have been made to the Payroll Section (new hires, position changes, etc.) and no additional projects or improvements have been made to the Capital Outlay Section. Both, Payroll and Capital Outlay have now been inserted into the proposed Expenditures Budget along with “Departmental Operating Expenses” and “Non-Departmental Expenses”.

**“Departmental Operating Expenses”** include line items found in every department and division such as electricity, telephone, general supplies, training and travel, vehicle maintenance and gas, oil, and diesel.

**“Non-Departmental Expenses”** include line items such as insurance, pension, debt service, reserve funding, and city contributions to other agencies. Non-Departmental expenses are found on pages 15, 16 and 24 of the Expenditure Section of the proposed Budget.

The Staff presentation will complete the budget review of all proposed Expenditures in the FY 2023 and FY 2024 Budgets.

Presentation of the proposed Revenue Section is scheduled for July 18, 2022. Delivery of the proposed two-year budget to the City Commission is scheduled for August 1, 2022. Formal adoption of the FY 2023 Budget and conceptual approval of the FY 2024 Budget will come after the scheduled Public Hearings in September.

**STAFF RECOMMENDATION:** Tentative approval of the Expenditures of the proposed FY 2023 and FY 2024 Budgets.