



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

P.O. Box 186  
(863) 965-5530  
Email: [cmo@auburndalefl.com](mailto:cmo@auburndalefl.com)

**CITY COMMISSION MEETING**  
**Thursday, September 8, 2022 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Pastor Terry Brown, Legacy Community Church

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 08/15/2022

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. **PUBLIC HEARING** – ESTABLISHING COMMUNITY DEVELOPMENT DISTRICT – LAKE MATTIE PRESERVE
2. ORDINANCE #1711 ESTABLISHING COMMUNITY DEVELOPMENT DISTRICT – LAKE MATTIE PRESERVE
3. ORDINANCE #1712 AMENDING THE FUTURE LAND USE MAP – AUBURN VILLAGE
4. ORDINANCE #1713 AMENDING THE OFFICIAL ZONING MAP – AUBURN VILLAGE
5. ORDINANCE #1714 AMENDING THE LAND DEVELOPMENT REGULATIONS – LAKES DISTRICT
6. ORDINANCE #1715 AMENDING THE LAND DEVELOPMENT REGULATIONS – FOOD TRUCKS
7. **PUBLIC HEARING** – FY 2023 TAX MILLAGE LEVY & ANNUAL BUDGET
8. ORDINANCE #1716 ADOPTING FY 2023 TAX MILLAGE LEVY
9. ORDINANCE #1717 ADOPTING FY 2023 & FY 2024 ANNUAL BUDGETS
10. ORDINANCE #1718 AMENDING MUNICIPAL (POLICE, FIRE, PARKS & RECREATION) IMPACT FEES

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  
September 8, 2022**

**AGENDA ITEM 1: PUBLIC HEARING – ESTABLISHING COMMUNITY DEVELOPMENT DISTRICT – LAKE MATTIE PRESERVE**

**AGENDA ITEM 2: ORDINANCE #1711 ESTABLISHING COMMUNITY DEVELOPMENT DISTRICT – LAKE MATTIE PRESERVE**

     INFORMATION ONLY

  X   ACTION REQUESTED

**ISSUE:** The City Commission will consider an Ordinance establishing the Community Development District for Lake Mattie Preserve.

**ATTACHMENTS:**

- . Notice of Public Hearing – 08/05/2022, 08/12/2022, 08/19/2022, 08/26/2022
- . Proposed Ordinance #1711 Establishing Community Development District – Lake Mattie Preserve
- . Amended and Restated Petition To Establish Lake Mattie Preserve Community Development District

**ANALYSIS:** DLD Development, LLC. has filed a Petition to Establish the Lake Mattie Preserve Community Development District with the City of Auburndale pursuant to Section 190.005(2)(a), Florida Statutes.

Chapter 190 of Florida Statutes allows a developer to petition to establish a CDD for the purpose of managing the provision of infrastructure improvements and public services including funding. The proposed CDD is comprised of approximately 234.157 acres, generally located north of Lake Mattie Road and east of County Road 559. The subject site is located in the Lakes District Master Planned Community and has a Zoning of *Residential Neighborhood* (RN) and a Future Land Use of *Lakes District Mixed Use* (LDMU).

The petitioner has proposed to establish the CDD to finance, construct, and install improvements and facilities to benefit the lands within the District in two (2) phases over an estimated three (3) year period from 2022 through 2025. The petitioner has proposed a summary of infrastructure that will be constructed through the establishment of the CDD such as offsite improvements, stormwater facilities, water, sewer, lift stations, street lighting, conduit, roadways and parking areas, entry features, signs and parks and recreational features. Costs not funded by bonds will be funded by the developer.

The Lake Mattie Preserve CDD will consist of a five (5) member Board of Supervisors having the authority to oversee the installation of infrastructure improvements, secure financing within its boundaries. All meetings are open to the public and are subject to all applicable Government in the Sunshine laws. In the event that the established CDD is terminated for any reason, the City shall in no way be required to accept ownership and/or maintenance responsibility for any proposed infrastructure that is necessary for the development in the District without the City's express written consent. In the event of termination, the CDD shall be responsible for ensuring the transfer of such ownership and maintenance responsibilities to an appropriate entity other than the City as authorized by law.

The proposed CDD has been reviewed by the Community Development Office, City Manager and the City Attorney.

**PUBLIC NOTIFICATION REQUIREMENTS:** In accordance with Chapter 190 of Florida Statutes, the petitioner will publish public notice of this request in a local newspaper for four (4) consecutive weeks prior to the second reading on September 8, 2022 and public hearing of the Ordinance.

**FINANCIAL IMPACT:** There is no direct financial impact to the City as a result of this request; however, upon development of the CDD, the City will receive a budget and schedule of meetings annually.

The proposed Ordinance and Amended and Restated Petition for the Community Development District were prepared by the attorney representing the development with extensive review by the Community Development Department, City Manager and the City Attorney. The proposed Ordinance was approved on first reading on August 1, 2022, and is being presented for second and final reading.

**STAFF RECOMMENDATION:** Approval of Ordinance #1711 establishing the Community Development District for Lake Mattie Reserve.

**City Commission Meeting  
September 8, 2022**

**AGENDA ITEM 3: ORDINANCE #1712 AMENDING THE FUTURE LAND USE MAP – AUBURN VILLAGE**

**AGENDA ITEM 4: ORDINANCE #1713 AMENDING THE OFFICIAL ZONING MAP – AUBURN VILLAGE**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City Commission will consider and take public comment on a Future Land Use and Zoning Map on the Auburn Village 55+ Affordable Housing Community.

**ATTACHMENTS:**

- . Ordinance #1712 Amending the Future Land Use Map – Auburn Village
- . Ordinance #1713 Amending the Official Zoning Map – Auburn Village

**ANALYSIS:** The City has received a request to establish land use and zoning on the following property:

**Strickland-Auburn Village Property:**

<b>Owner/Petitioner:</b>	Eugene Strickland
<b>Location:</b>	Jersey Road
<b>Current Future Land Use:</b>	Residential Low-3 (RL-3)
<b>Proposed Future Land Use:</b>	Medium Density Residential
<b>Proposed Zoning Classification:</b>	General Residential-2 (RG-2)
<b>Current use:</b>	Multi-Family (+/- 9.54 acres)

As a result of annexation, the City has received a request from Eugene Strickland for a Future Land Use and Zoning Amendment on a parcel totaling +/- 9.54 acres. The property currently has a Polk County Land Use designation of Residential Low-3 (RL-3).

The requested Future Land Use of **Medium Density Residential** and Zoning classification of **General Residential-2 (RG-2)** is consistent with adjacent County residential land uses to the north, south, east, and west. The request is also consistent with properties adjacent to the west and south. The property is currently developed as an affordable 55+ housing community. The requested Future Land Use and Zoning Map amendments are consistent with the City of Auburndale’s Comprehensive Plan and Land Development Regulations.

The Ordinances were prepared by the Community Development Director and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading on August 15, 2022, and are being presented for second and final reading.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the proposed Future Land Use of Medium Density Residential and Zoning classification of General Residential-2 (RG-2) (6-0, 08/02/2022)

**STAFF RECOMMENDATION:** Approval of Ordinance #1712 amending the Future Land Use Map – Auburn Village and Ordinance #1713 amending the Official Zoning Map – Auburn Village.

**City Commission Meeting  
September 8, 2022**

**AGENDA ITEM 5: ORDINANCE #1714 AMENDING THE LAND DEVELOPMENT REGULATIONS – THE LAKES DISTRICT**

\_\_\_ INFORMATION ONLY

\_X\_ ACTION REQUESTED

---

**ISSUE:** The City Commission will take public comment and consider a proposed amendment to the Land Development Regulations before making a recommendation to the City Commission.

**ATTACHMENTS:**

Ordinance #1714 amending the Land Development Regulations – The Lakes District

**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. 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. On July 5<sup>th</sup>, 2022 the City Commission adopted a revised version of the Lakes District Master Plan Land Development Regulations adding Architectural Standards.

City Commission has requested staff to research and propose an amendment to the Land Development Regulations, Chapter 15, Special Overlay Districts for changes to the Architectural Standards for larger residential lots. New language is proposed to allow residential lots, over one acre, with an **Estate Residential (ER)** Zoning classification in the Lakes District Master Planned Community Area, the ability to have any architectural style.

New universal architectural rules are proposed for lots over one acre within Estate Residential (ER) Zoning, as follows:

1. Neutral or Earth-toned Exteriors
2. Enhanced Front Door and/or entryway
3. Mix of Exterior Building materials on all sides of home.

The proposed amendment also clarifies Section 15.305 – Other Setbacks and defines the minimum separation between primary buildings to be 15 feet, unless the property has alley access which allows for a building separation of 12 feet.

Further clarification to Section 15.307 (a) *Starter Landscaping* proposes that a mixture of two to three varieties of shade trees shall be used in the minimum starter package for landscaping. A suggestion of shade trees such as live oak, maple or magnolia trees is shown as preferred.

The proposed Ordinance amending 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. The proposed Ordinance was approved on first reading on August 15, 2022, and is being presented for second and final reading.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the proposed Land Development Regulation text amendment (4-1, 08/02/2022).

**STAFF RECOMMENDATION:** Approval of Ordinance #1714 amending the Land Development Regulations – The Lakes District.

**City Commission Meeting  
September 8, 2022**

**AGENDA ITEM 6: ORDINANCE #1715 AMENDING THE LAND DEVELOPMENT REGULATIONS –  
FOOD TRUCKS**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City Commission will consider a proposed amendment to the Land Development Regulations regarding food trucks.

**ATTACHMENTS:**

Ordinance #1715 amending the Land Development Regulations – Food Trucks

**ANALYSIS:** On August 15, 2022, City staff presented proposed Ordinance #1715 on first reading. The proposed Ordinance amended the Land Development Regulations to allow for food trucks with regulations. Based on discussion during the meeting, City staff recommends tabling the item to allow staff to further research other jurisdictions and laws pertaining to food trucks.

**STAFF RECOMMENDATION:** Table proposed Ordinance #1715 amending the Land Development Regulations – Food Trucks.

**City Commission Meeting  
September 8, 2022**

**AGENDA ITEM 7: PUBLIC HEARING – FY 2022-2023 TAX MILLAGE LEVY & ANNUAL BUDGET**

**AGENDA ITEM 8: ORDINANCE #1716 ADOPTING FY 2023 TAX MILLAGE LEVY**

**AGENDA ITEM 9: ORDINANCE #1717 ADOPTING FY 2023 & FY 2024 ANNUAL BUDGETS**

     INFORMATION ONLY

  X   ACTION REQUESTED

**ISSUE:** The City Commission will consider and take public comment on the proposed millage rate and tentative FY 2023 and FY 2024 Annual Budgets.

**ATTACHMENTS:**

- . Proposed Contingency Changes - FY 2022/2023 and FY 2023/2024
- . Adjusted Fund Totals - FY 2022/2023 and FY 2023/2024
- . Proposed Ordinance #1716 Adopting Tax Millage Rate
- . Proposed Ordinance #1717 Adopting FY 2023 & FY 2024 Budgets and Five-Year Capital Improvement Program (CIP)

**ANALYSIS:** The Public Hearing has been advertised in accordance with the Florida Statutes regarding the method of fixing tax millage. This Public Hearing is the first of two (2) required Public Hearings with the second scheduled for September 20, 2022.

The proposed Budget for FY 2023 is balanced with Total Revenue and Total Expenditures of \$70,241,020 before interfund transfers. Expenditures include general operating expenses of \$44,355,409. Capital Improvements of \$25,683,740 and Contingency Reserve of \$201,871. The Proposed FY 2023 and 2024 Budgets includes all changes made during the Regular City Commission meetings of April 18, 2022 (Payroll), May 16, 2022 (Capital Outlay), June 20, 2022 (Expenditures), and July 18, 2022 (Revenues). City Staff will present changes and adjusted Contingency figures.

Revenues from ad-valorem taxes for FY 2023 and FY 2024 are estimated at \$7,740,000 and based upon the operating millage rate of 4.2515.

The FY 2023 Budget also includes the proposed Five-Year Schedule of Capital Improvements (CIP) for the City's Public Safety, Parks and Recreation and Public Works Departments. This schedule, which is a requirement of the City's Comprehensive Plan, assists the City Commission in prioritizing future capital needs throughout the City and is updated annually during the budget process to include a "new fifth year".

A balanced FY 2024 Budget (2<sup>nd</sup> Year Budget) is also being presented for the Commission's conceptual approval. The FY 2024 Budget will be reviewed by City Staff and the City Commission during the next Budget update process in order to accommodate needs that have arisen since the planned budget was prepared.

Changes to the proposed Biennial Budget will be presented by staff during the Public Hearing and before Commission action.



The proposed Ordinances were prepared by the Finance Director and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinances will be presented for second and final reading on September 20, 2022.

**STAFF RECOMMENDATION:** Approve the proposed Ordinance establishing the tax millage levy and the proposed Ordinance adopting the FY 2023 and FY 2024 Annual Budgets.

**City Commission Meeting  
September 8, 2022**

**AGENDA ITEM 10: ORDINANCE #1718 AMENDING MUNICIPAL IMPACT FEES / 2022 RATE STUDY**

\_\_\_ INFORMATION ONLY

X ACTION REQUESTED

---

**ISSUE:** The City Commission will consider an Ordinance amending impact fees for Police, Fire, and Parks & Recreation service.

**ATTACHMENTS:**

- . 5-Year Police, Fire, and Parks & Recreation Capital Improvements Plan (CIP)
- . 2022 Municipal Impact Fee Study - Raftelis Financial Consultants, Inc.
- . Proposed Ordinance #1718 Amending Municipal Impact Fees

**ANALYSIS:** In April 2022, the City Commission authorized Raftelis Financial Consultants, Inc. to conduct a comprehensive study of the City's municipal impact fees which include Police, Fire and Parks & Recreation impact fees. The last comprehensive review of the City's Municipal impact fees was completed 16 years ago in December 2005 and provided 3% adjustments through 2009. Since the previous study was completed, the City has experienced tremendous growth requiring the need for additional public facilities to service new residents including a park in north Auburndale, an additional fire station, and additional police officers.

The 2022 Municipal Impact Fee Study (Study) completed by Raftelis provides a thorough review of projected Police, Fire, and Parks & Recreation revenues compared to the City's Two-Year Budget, Five-Year Capital Improvement Plan, operational expenses, transfers, estimated inflation, and debt service requirements. The Study also provides an updated review of projected populations, land use designations and demand for services related to Police, Fire and Parks & Recreation services applied to new development and re-development to maintain existing service levels. The proposed Ordinance adjusts impact fees based on the findings and recommendations of the Study.

City Staff will also present the 2022 Municipal Impact Fee Study completed by Raftelis during a Special City Commission Workshop on Tuesday, September 20, 2022 at 6:30 P.M. in the Commission Room at City Hall prior to the Regular City Commission Meeting.

Ordinance #1718 implementing the proposed Police, Fire, and Parks & Recreation impact fee structure has an effective date of January 1, 2023. This will allow any development currently in the works to take advantage of the current rates.

The proposed Ordinances were prepared by the Finance Director and reviewed by the City Manager, Public Utilities Director, and City Attorney. If approved on first reading, the proposed Ordinance will be presented for second and final reading on September 20, 2022.

**STAFF RECOMMENDATION:** Approval of proposed Ordinance #1718.