



**City Council
August 11, 2025
Council Chambers
6:30 PM**



**WELCOME to our City Council meeting. All speakers must complete and submit a Speaker Card, preferably prior to the start of the meeting. A member of the public wishing to address the Council must be a Maitland resident or the owner of property or business in Maitland or their representative. The time limit for each speaker shall be three (3) minutes per agenda item. No speakers will be interrupted. Please silence all electronic devices during the meeting.
THANK YOU for participating in your City Government.**

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Old Business
- V. Consent Agenda
 1. City Council Meeting Minutes of July 28, 2025.
 2. City Council FY26 Budget Workshop Minutes of August 4, 2025.
 3. Resolution No. 11-2025: Establishing an Equivalent Residential Unit Rate (ERU) for Environmental Stormwater Utility Fees.
 4. Engineering Services Project Agreement for Lift Station No. 17 Forcemain Evaluation: Burgess & Niple, Inc.
 5. Reimbursement of Repair Funds to Maitland Art & History Association, Inc. for Chapel Cross Restoration and Restrictive Covenants.
 6. Easement Agreement for Utility Relocation at 201 East Horatio Avenue: Duke Energy Florida, LLC.
 7. Piggyback Contract for Tree Pruning and Removal Services: Branch Management Tree Care.
- VI. Public Period
- VII. Decisions
 1. First Reading & Transmittal: Ordinance No. 1446 Amending 2035 Comprehensive Development Plan (CDP) Maitland Concourse North (MCN), Lot 6, Land Use Mix 350 Units to 85 Townhomes.
 2. Orange County 2025 Redistricting.
- VIII. City Manager's Report/City Attorney/Council Reports
- IX. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

MEETING DATE		AGENDA
August 11, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of July 28, 2025.		
Requested Action or Motion: Move to approve the City Council meeting minutes of July 28, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. Draft CC Minutes 7282025		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 11, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: City Council FY26 Budget Workshop Minutes of August 4, 2025.		
Requested Action or Motion: Move to approve the City Council workshop minutes of August 4, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. City Council Budget Workshop August 4 Meeting Minutes		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 11, 2025		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 3.
Subject: Resolution No. 11-2025: Establishing an Equivalent Residential Unit Rate (ERU) for Environmental Stormwater Utility Fees.		
Requested Action or Motion: Move to adopt Resolution No. 11-2025 establishing a rate of \$17.22 per equivalent residential unit (ERU) per month for environmental stormwater utility fees, as presented, and providing an effective date of October 1, 2025.		
Summary Explanation & Background: The Stormwater Environmental Utility Special Revenue Fund was adopted by Ordinance No. 1168 on August 25, 2008, to address declining water quality in the City's lakes and lack of funding for regular stormwater maintenance. Prior to September 15th of each year, the City Council must adopt a rate resolution establishing the stormwater fee for one equivalent residential unit (ERU). On August 4, 2025, City Council held the FY 2026 Stormwater Fund budget workshop and supported a 3% increase, which is consistent with previous City Council direction. In order to fund operations and capital projects while preserving fund balance in FY 2026, an increase of \$0.50 per equivalent residential unit (ERU) is required. The proposed rate in the FY 2026 budget is \$17.22 per ERU. It is anticipated that this rate will generate \$2.510 million in stormwater fee revenue in FY 2026.		
Fiscal Impact: Generates \$2,510,000 in Environmental Stormwater Utility Fees for FY 2026		
Exhibits: 1. Resolution 11-2025 Stormwater Rate		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 11, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Engineering Services Project Agreement for Lift Station No. 17 Forcemain Evaluation: Burgess & Niple, Inc.		
Requested Action or Motion: Move to authorize the city manager to execute the engineering services project agreement for the Lift Station No. 17 Force Main Evaluation with Burgess & Niple, Inc., in the amount of \$56,031.		
Summary Explanation & Background: The 2020 Sanitary Sewer Master Plan identified a project to replace the force main from Lift Station No. 17. Lift Station No. 17 is located on Sandspur Road near the intersection with Hope Road. Wastewater from this station is conveyed via an 8-inch force main that extends west along Sandspur Road and then south along Wymore Road to Kennedy Boulevard. At the intersection of Wymore Road and Kennedy Boulevard, the force main connects to the Winter Park wastewater system. Due to the existing age of this force main and planned upgrades by the City of Winter Park that are anticipated to affect the operating condition of the force main, staff has identified a need to assess the condition of the force main prior to design to evaluate whether rehabilitation, upgrades, or full replacement is warranted. Burgess & Niple, one of the city's continuing engineering consultants, has provided a scope of services to assess the force main in the amount of \$56,031. The proposed scope includes field data collection, documentation of existing condition plan and profile (P&P) drawings, and ultrasonic thickness evaluation to assess the structural condition of the pipeline. The deliverable will be a technical memorandum summarizing the findings and providing recommendations. Staff recommends authorizing the city manager to execute the engineering services project agreement for the Lift Station No. 17 Force Main Evaluation with Burgess & Niple, Inc., in the amount of \$56,031.		
Fiscal Impact: Funds are available in Wastewater CIP line item 351530535-566300-WW501		
Exhibits: 1. BN_LS 17 Force Main Evaluation - CCNA Project Agreement 20250520		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 11, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 5.
Subject: Reimbursement of Repair Funds to Maitland Art & History Association, Inc. for Chapel Cross Restoration and Restrictive Covenants.		
Requested Action or Motion: Move to approve an additional contribution to Maitland Art & History for Cross Restoration \$109,550 and authorize the City Manager to execute the restrictive covenants as presented.		
Summary Explanation & Background: The Art Deco buildings of the northern portion of the Maitland Art and History Association, Inc. (A&H) campus were built in 1937; the Maitland Art Center's Garden Chapel and Mayan Courtyard were constructed during WWII. The Chapel Cross, which stands approximately 20 feet tall, is the largest sculptural piece on the historical grounds and one of the site's most recognizable elements. The site was noted by the National Historic Landmark nomination committee as being remarkable for its significant amount of historical integrity. Due to age and settlement, the Chapel Cross has developed a large fissure on the right side of the central relief panels. The fissure appeared in 2018 due to disease and continues to worsen. The fissure indicates that the cross has severe stability issues. If efforts are not made to stabilize the soil and existing structure, there is concern that the historical structure may collapse. On December 13, 2021, City Council authorized the City Manager to enter into an agreement with DRMP, Inc. for structural design of the two portions of the Art and History Center. During their investigative stage, the team was able to further define the needed scope of work and on December 12, 2022, Council approved DRMP for additional structural design to include the Chapel Cross. Staff assisted A&H with the project bidding. It was advertised for bid on June 29, 2025, with a bid opening on July 29, 2025. There were eleven (11) plan holders and the city received one (1) bid submittal from the following: RLA Conservation - \$180,000.00 A Special Category Grant was awarded by the State of Florida to A&H in the amount of \$70,450 for architectural and engineering services to restore the Maitland Art Center. Work includes masonry stabilization and repair and erosion control. The grant requires the City of Maitland and A&H agree to a 10-year restrictive covenant on the property, recorded in the Official Records of Orange County. If the restrictions are violated within this period, the Florida Department of State is entitled to liquidated damages based on a declining scale: 100% reimbursement if within the first five years, and 10% less for each additional year thereafter. Since A&H is the recipient of the grant, it is most expedient for A&H to approve the contract and pay the contractor for the restoration work. City Staff assisted with the bidding and vendor selection review,		

will review all restoration work, and will approve payment requests for A&H to issue payment to RLA Conservation. The City has budgeted for the repair work, but since A&H will be responsible for paying the contractor, the City needs to provide A&H with the funds. In addition, should A&H require advance funding prior to grant reimbursement, the City will advance that portion to A&H and deduct from a future monthly contribution. In the circumstance that any funds are not expended to complete the project, they will be returned to the city.

Staff recommends approving an additional contribution to A&H of \$109,550 for the Maitland Art Center Cross Restoration and execution of the restrictive covenants.

Fiscal Impact:

Funding is available in budget line item # 01731573-534630-CF001

Exhibits:

1. restrictive-covenants-grant-recipient-is-not-owner (DAS rev 080525)
2. Chapel Cross Stabilization Grant Contract

Commission/Board: City Council

Contact Person: Christopher Kennedy (407) 539-6217

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
August 11, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 6.
Subject: Easement Agreement for Utility Relocation at 201 East Horatio Avenue: Duke Energy Florida, LLC.		
Requested Action or Motion: Move to approve the execution of an easement to Duke Energy at 201 East Horatio Avenue for the electric utility relocation for the Independence Lane North Extension.		
Summary Explanation & Background: As the city moves forward with the construction of the Independence Lane North project, an issue has arisen regarding the location of electrical infrastructure. There is an electric pole that will need to be relocated to the city's property at 201 East Horatio Avenue (east of the existing north parking lot) to allow for the extension of Independence Lane between Horatio Avenue and George Avenue. Duke Energy provided a design to relocate this pole and underground the electric in the vicinity of the project to improve the streetscape along Horatio Avenue. The design proposes to install the facilities within the city's property to avoid interference with the proposed streetscape design; therefore, an easement is required to be given to Duke. The proposed easement is a twenty-foot (20') by twenty-foot (20') area centered over any switchgear facility, together with a ten-foot (10') wide easement area lying five feet (5') on each side of Duke's lines that are to be installed at a mutually agreeable location within the property to accommodate present and future development. The easement will be replaced with a Descriptive Easement, five (5) feet on either side of all facilities installed by Duke, based on the as-built location of the facilities. The city will need to provide a certified surveyed sketch of the description to Duke within sixty (60) days of the installation of the facilities, or the original easement document will be recorded by Duke. Staff recommends authorizing the execution of the easement agreement to Duke Energy at 201 East Horatio Avenue for the electric utility relocation for the Independence Lane North Extension.		
Fiscal Impact: As-built survey costs expected to be less than \$3,000. 01412541-533400 - Contractual Services		
Exhibits: 1. 56698204 EASEMENT 2. AERIAL - OCPA - MARKED with ROUGH SCOPE OF WORK		
Commission/Board: City Council		
Contact Person: Kimberley Tracy, Alyssa Eide 407-539-6216, 4078753693		
Reviewed by City Attorney Drew Smith		

MEETING DATE		AGENDA
August 11, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 7.
Subject: Piggyback Contract for Tree Pruning and Removal Services: Branch Management Tree Care.		
Requested Action or Motion: Move to authorize the City Manager to execute a piggyback contract with Branch Management Tree Care utilizing the City of Winter Park's contract RFP8-24 for tree pruning and removal services.		
Summary Explanation & Background: Over the past several years, the City of Maitland has successfully utilized the City of Winter Park's contract with A Budget Tree Service for right-of-way tree pruning, tree removal and emergency tree services. A Budget Tree Services, Inc., has been a reliable contractor and responsive to emergency situations. However, there are periods when the city would benefit from having another contractor available to reduce the backlog for tree trimming and removal services. Branch Management Tree Care was awarded the same current contract with the City of Winter Park's RFP8-24, and provides similar services to A Budget Tree Service. In addition, Branch Management Tree Care is a local company with current staffing availability. Having an additional arbor care company available to assist the City of Maitland would allow for a greater level of service to be provided to the City's residents. The City of Winter Park has awarded Contract No. RFP8-24, for Tree Pruning and Removal Services, with the three (3) top-ranked firms: A Budget Tree Service, Branch Management Tree Care and The Davey Tree Expert Company. Both A Budget Tree Service and The Davey Tree Expert Company have previously agreed to allow the City of Maitland to piggyback the City of Winter Park's RFP8-24 for Tree Pruning and Removal Services. Branch Management Tree Care has recently added the capability to extend the piggyback the contract with the City of Maitland. The amount to be expended will exceed the City Manager's purchasing threshold and will be paid from available funds budgeted in the General Fund Beautification and Arbor Services accounts. The tree trimming budget for FY 2025 is \$300,000. Staff recommends authorizing the City Manager to piggyback the City of Winter Park's RFP8-24 for Tree Pruning and Removal Services with Branch Management Tree Care, effective upon the execution date of the piggyback contract and any future extensions to follow.		
Fiscal Impact: Funding is available in the General Fund Beautification and Arbor Services accounts 01424572-5346*.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Kimberley Tracy, Christopher Kennedy 407-539-6216, (407) 539-6217		

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
August 11, 2025		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: First Reading & Transmittal: Ordinance No. 1446 Amending 2035 Comprehensive Development Plan (CDP) Maitland Concourse North (MCN), Lot 6, Land Use Mix 350 Units to 85 Townhomes.		
Requested Action or Motion: The Planning and Zoning Commission recommends that the City Council: Move to transmit to Florida Commerce, Bureau of Community Planning and approve on first reading Ordinance No. 1446 Amending the 2035 Comprehensive Development Plan.		
Summary Explanation & Background: The applicants, David Weekley Homes and Kimley-Horn and Associates, are proposing to amend the City of Maitland Comprehensive Development Plan (CDP) Future Land Use Element. The amendment would alter the Maitland Concourse North (MCN) Overall Land Use Mix (Table 1.1.13.11) to add 85 townhomes and also exclude residential parking garages from the calculation of floor area ratio (Standard 1.1.3.10). The applicants are proposing to develop the 85 townhome units on Lot 6 of Maitland Concourse North Planned Development. The MCN development is unique in that it is specifically addressed within the comprehensive plan with specific use, density, intensity and development standards. Any changes to these standards require an amendment to the comprehensive plan. Additionally, since it is zoned as a Planned Development district, following the comprehensive plan amendment process, the applicant must amend the Planned Development. This is the most rigorous process that a development can go through. The MCN Planned Development set a maximum square footage for the entire development of up to 869,022 sq. ft. Approximately 794,022 sq. ft. of development is built, approved or currently under review. This includes the 166,647 sq. ft. included in this application. The request for the 85 town homes is a request for an alternative type of residential dwelling not outlined in the comprehensive plan that is within the previously established maximum square footage. This is not a request for additional development area. Regarding the garage clarification, the current comprehensive plan policy for MCN exempts parking structures from the maximum floor area ratio calculation. The applicant is requesting this standard also be applied to the proposed use. Since the townhome dwelling type use was not contemplated within the original comprehensive plan designation, the applicant is requesting that garages associated with the townhomes be treated similarly and be exempted from the maximum floor area calculation. During the community meeting and Planning and Zoning Commission hearing, several questions arose regarding architectural standards, access control, landscape buffers, site lighting, etc. These are issues that are not addressed within the comprehensive plan. These are issues that would be addressed during the PD amendment and site plan review process, if the comprehensive plan amendment is approved. The applicants have provided an analysis of the proposed CDP amendment, including fiscal analysis and analysis of the amendment on levels of service. On April 3, 2025 the applicants held a neighborhood		

meeting at Maitland City Hall to provide information about the project and solicit comments and answer questions from the public. The applicants provided notes from this neighborhood meeting which are included for reference.

Maitland Concourse North (MCN) was previously approved as part of a CDP amendment (Ord. 1236) and subsequent rezoning to Planned Development with an accompanying PD Plan (Ord. 1303). The CDP amendment allowed a mix of office, residential, commercial and public/semi-public uses on the Maitland Concourse North property. The area designated as Lot 6 was permitted for a mix of office, residential (10-20 DU/acre) and commercial uses. The floor area ratio for these uses was capped at 0.50, excluding parking structures.

At present, the transportation and stormwater infrastructure for MCN has been completed, as well as the development of approximately 75,000 SF of commercial structures, an assisted living facility, and a 350-unit multifamily development. Another 75,000 SF of commercial structures have been approved as part of the PD plan and are currently under site construction permit review. A 10.12-acre passive park has been given a Parks and Recreation land use designation and ownership has been transferred to the City of Maitland. Lot 6 and Lot 3 remain undeveloped, and are subject to PD plan approval prior to development.

On July 17, 2025, the Planning and Zoning Commission held a public hearing on the proposed amendment and recommended that the City Council transmit the CDP amendment for review by the State.

Staff finds that this application is consistent with the provisions of the Comprehensive Development Plan.

After completion of the expedited state review, the City Council would hold a second hearing to amend the CDP. If the CDP is amended, the applicant would next amend the Planned Development prior to Site Plan Review and building permits. An application to amend the Planned Development was submitted to the City on June 12, 2025, and is undergoing staff review.

Fiscal Impact:

N/A

Exhibits:

1. MCN Lot 6 DRAFT ORD No. 1446
2. Applicant's Submittal
3. DRAFT P & Z Minutes of July 17, 2025

Commission/Board: Planning and Zoning Commission

Contact Person: Sara Blanchard, Barrett Chaix 407-539-6214, 407-539-6213

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
August 11, 2025		Section: Decisions
Department/Office : City Manager	AGENDA REPORT	Item #: 2.
Subject: Orange County 2025 Redistricting.		
Requested Action or Motion: Review the proposed redistricting maps for a recommendation to the Orange County Board of County Commissioners		
Summary Explanation & Background: In accordance with the county-wide referendum last year, the County is adding two commission districts, bringing the total to 8 District Commissioners. As a result, there is a need to establish new Commission Districts. The Board of County Commissioners (BOCC) formed a committee that has been working through numerous redistricting proposals. At the link below, you will find a map showing the current districts along with proposed maps still under consideration. The committee has 4 more scheduled meetings to reduce the number of proposals and forward their recommendation to the BOCC for a final decision in September. When the last redistricting took place, Maitland was placed in District 5 which stretched from Maitland to the eastern-most part of Orange County. That portion of Orange County is more rural and its needs and priorities are much different than those of Maitland. At the link below, each map is named after the person that presented it. Three of the maps have already been approved to be advanced by the committee. Those three are Auffant-1, Bagga-2 and Washington-2. Orange County 2025 Redistricting		
Fiscal Impact: TBD		
Exhibits:		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		
Reviewed by City Attorney N/A		