



**City Council
October 13, 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 September 22, 2025.
 - 2. Resolution No. 22-2025: Establishing Petition Submittal and Candidate Qualifying Periods for the March 10, 2026, General Municipal Election.
 - 3. Resolution No. 23-2025: Live Local Act (LLA) Standard Operating Procedures.
 - 4. Resolution No. 24-2025: Hamlet at Maitland Subdivision Rental Restrictions.
 - 5. Notice of General Municipal Election March 10, 2026.
 - 6. Piggyback Contract Fire Department Personal Protective Equipment: Bennett Fire Products Co, Inc.
 - 7. Piggyback Contract Fire Department Medical Supplies: Bound Tree Medical, LLC.
 - 8. Professional Services Agreement External Auditing: Forvis Mazars, LLP.
 - 9. Interlocal Agreement for Police Dispatching Services with City of Winter Park.
 - 10. RFP 424-2025-01 Holiday Lighting Contract Award: We Hang Christmas Lights Florida.
- VI. Public Period
- VII. Decisions
 - 1. First Reading: Ordinance No. 1451 Non-Exclusive C&D Franchise Agreement RGH Waste & Disposal.
 - 2. Waterfront Structure Appeal: 180 Shell Point West (WSP-05-25-52893).
- 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
October 13, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of September 22, 2025.		
Requested Action or Motion: Move to approve the City Council Meeting Minutes of September 22, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. Draft CC Minutes 9222025		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 13, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Resolution No. 22-2025: Establishing Petition Submittal and Candidate Qualifying Periods for the March 10, 2026, General Municipal Election.		
Requested Action or Motion: Move to approve Resolution No. 22-2025 establishing the petition submittal and candidate qualifying periods for the March 10, 2026, General Municipal Election, as presented.		
Summary Explanation & Background: At the March 14, 2023, General Municipal Election, Maitland voters approved charter amendments, including changes to Section 8.04, "Qualifications of Candidate; Form to Oath." The amendment fixed the petition submittal period by Charter — beginning at noon on the 14th day prior to the start of qualifying and ending at noon on the 10th day prior to the start of qualifying. Subsequently, Ordinance No. 1447, adopted July 2025, amended Section 8.04 to authorize the City Clerk (filing officer) to designate the candidate qualifying period, subject to ratification by City Council via resolution. Based on these provisions, the following schedule is established for the March 10, 2026, General Municipal Election: • Petition Submittal Period: Noon, November 17, 2025, through Noon, November 21, 2025. • Candidate Qualifying Period: 8:00 a.m., December 1, 2025, through 5:00 p.m., December 4, 2025. This resolution formalizes the petition submittal and qualifying periods in accordance with the City Charter, Ordinance No. 1447, and the Florida Election Code (Chapters 97–106, Florida Statutes). Staff recommends approval of Resolution No. 22-2025, which is attached for Council's review and consideration.		
Fiscal Impact: General Fund City Clerk Election Expense 001191519/534905		
Exhibits: 1. Resolution 22-2025 Candidate Qualifying Period March 10 2026 Election Seat 2 4 final		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney Drew Smith		

MEETING DATE		AGENDA
October 13, 2025		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 3.
Subject: Resolution No. 23-2025: Live Local Act (LLA) Standard Operating Procedures.		
Requested Action or Motion: Move to adopt Resolution No. 23-2025 providing Standard Operating Procedures for Live Local Act (LLA) Projects		
Summary Explanation & Background: Live Local Act Standard Operating Procedures The purpose of this resolution is to set the standard operating procedures (SOPs) for staff to process eligible affordable housing projects meeting the criteria set forth in Senate Bill 1730, which went into effect on July 1, 2025, and is the second amendment of the Affordable Housing Preemption Bill (Live Local Act or “LLA”) that was originally approved by the state legislature and signed into law during the 2023 Legislative Session. The original Act required local governments to authorize multi-family and mixed-use residential as allowable uses in any area zoned for commercial, industrial, or mixed use if at least 40 percent of the residential units in a proposed multi-family rental development are, for a period of at least 30 years, affordable as defined in Section 420.0004, Florida Statutes. A proposed multi-family development that satisfies the Act’s criteria is not required to obtain a zoning or land use change, special exception, conditional use approval, variance, transfer of density or development units, amendment to a development of regional impact, or comprehensive plan amendment for the building height, zoning, and densities; such projects must be administratively approved. The SOPs include the following information: Historical Summary: Identifies the three bills regarding the LLA that have been approved between 2023 and 2025 and summarizes the amendments to the Act with the implementation of SB 1730. Eligibility Criteria: Identifies the uses and affordability requirements in order to comply with the LLA requirements. State Mandated Preemptions: Identifies the state mandated preemptions for density, building height, floor area ratio (FAR), and parking requirements and how they are applied in the Maitland Land Development Code. Administrative Approvals: Clarifies that projects shall be approved without further action by the City Council or any quasi-judicial or administrative board of the reviewing body. Zoning Districts: Identifies the types of zoning districts that are required in order to implement LLA in the City of Maitland. Regarding Sensitive Environmental Areas: Expands prohibited areas that are exempt from permitting LLA projects, to include the Wekiva Study Area, which includes the area within the City limits west of I-4. Regarding Annual Reporting: Requires the City to provide an annual report to the state land planning agency that will include a summary of litigation relating to Live Local and a list of all projects proposed		

or approved under Live Local during the previous fiscal year.

Process and Submittal Requirements: Identifies the procedural process for an LLA project from submittal to approval.

Fiscal Impact:

N/A

Exhibits:

1. Maitland 2025 LLA SOPs with Resolution title block revised 10-6md

Commission/Board: City Council

Contact Person: Michael Daniels 407-539-6211

Reviewed by City Attorney

Drew Smith

MEETING DATE		AGENDA
October 13, 2025		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 4.
Subject: Resolution No. 24-2025: Hamlet at Maitland Subdivision Rental Restrictions.		
Requested Action or Motion: Move to adopt Resolution No. 24-2025 eliminating City Council from being included in the decision-making process restricting property owners in the Hamlet at Maitland Subdivision from being able to rent out their residential properties		
Summary Explanation & Background: On September 18, 2025, Peter Werner, owner of the property at 1073 Hamlet Drive within the Hamlet at Maitland Subdivision, requested that City Council allow an extension for Mr. Werner to rent his property for a period exceeding 12 months. To staff's knowledge, this type of request had not been made previously. As a result, staff researched this issue to determine the origin of this requirement. In 1992, as a condition of approval of the Hamlet at Maitland Subdivision, the City and the Developer (Watson Group Inc.) entered into a development agreement which outlined specific conditions of approval. One of the requirements, found in paragraph 13b, stipulates that the units must be owner-occupied. The language goes on to say that the Homeowners Association has the right to grant special permission if a hardship exists for a period of up to a year. In the event additional time is needed, the homeowner can petition the Maitland City Council to request additional time to be able to rent their property. This Development Agreement expired in 1997. However, the same language is still included in the Hamlet at Maitland HOA documents. After consultation with City Attorney Drew Smith, it was concluded that this is a property rights issue between the homeowner and the homeowners association and the City Council should not be included as a decision-making body in this process. As a result, Mr. Smith drafted a resolution memorializing this position not only for the homeowner who made the attached request but for all homeowners in the Hamlet at Maitland Subdivision. In addition, staff has included the Hamlet Declaration of Covenants and Restrictions, the Hamlet Development Agreement, the report from the listing agent in September 2025 and the past / present MLS listings for the property.		
Fiscal Impact: N/A		
Exhibits: - Resolution No. 24-2025 Hamlet at Maitland Subdivision Rentals Resolution - Owner Correspondence Regarding Hardship - The Hamlet at Maitland Development Agreement - The Hamlet Articles -Declaration		

Commission/Board: City Council
Contact Person: Michael Daniels 407-539-6211
Reviewed by City Attorney Drew Smith

MEETING DATE		AGENDA
October 13, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 5.
Subject: Notice of General Municipal Election March 10, 2026.		
Requested Action or Motion: Move to receive and accept the Notice of Municipal Election for the March 10, 2026 General Municipal Election, as scheduled for publication on November 1 and November 8, 2025, as presented.		
Summary Explanation & Background: Pursuant to City Code, Section 14-3, the City of Maitland conducts its regular municipal election on the second Tuesday of March. The next General Municipal Election is scheduled for Tuesday, March 10, 2026, for the purpose of electing a Councilmember for Seat Two and a Councilmember for Seat Four, currently held by Council Members Guthrie and Randolph. In accordance with Section 100.021, Florida Statutes, a Notice of Municipal Election must be published twice prior to the beginning of candidate qualifying. Staff shall arrange for publication in the Orlando Sentinel on November 1 and November 8, 2025. The petition submittal period (November 17–21, 2025) and the candidate qualifying period (December 1–4, 2025) were designated by the City Clerk and ratified by Council through Resolution No. 22-2025. Following the close of qualifying, a subsequent resolution will be brought forward pursuant to City Code, Section 14-3(a), designating polling places, confirming the time of polling, and approving the form of the ballot not less than 30 days prior to the election. The Notice of Municipal Election and 2026 General Information for Candidates are attached and available on the website @ City of Maitland Elections . The duly elected Councilmembers shall be seated on Monday, April 27, 2026. If no candidate receives a majority of total votes cast, a run-off election will be held on April 14, 2026.		
Fiscal Impact: General Fund City Clerk Election Expense 001191519/534905		
Exhibits: 1. portrait - 2025-10-08T123248.145 2. General Information For Candidates 2026		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
October 13, 2025		Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 6.
Subject: Piggyback Contract Fire Department Personal Protective Equipment: Bennett Fire Products Co, Inc.		
Requested Action or Motion: Move to authorize the City Manager to execute an agreement with Bennett Fire Products Co, Inc., utilizing a piggyback contract from Lake County, FL (Contract Number 22-730B) for fire department personal protective gear through July 31, 2027.		
Summary Explanation & Background: The City of Maitland purchasing policy requires purchases in excess of \$50,000 be approved by City Council. The Fire Department requests City Council approval to piggyback Lake County's contract (22-730B) with Bennett Fire Products Co, Inc. Bennett Fire Products Co, Inc provides personal protective equipment (bunker gear) for the Fire Department. Staff requests City Council to authorize disbursement of funds to Bennett Fire Products Co, Inc.; the total amount of which may exceed \$50,000. The contract is valid through July 31, 2027.		
Fiscal Impact: 2026 budgeted funds of \$82,409 are available 01221522-535200-FD001		
Exhibits: 1. Bennett Fire Products - Maitland Piggyback 2. Bennett - Certificate of Insurance 3. 22-730B - Lake County Contract with Bennett		
Commission/Board: City Council		
Contact Person: Chris Morton 407-539-0774		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 13, 2025		Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 7.
Subject: Piggyback Contract Fire Department Medical Supplies: Bound Tree Medical, LLC.		
Requested Action or Motion: Move to authorize the City Manager to execute an agreement with Bound Tree Medical, LLC., utilizing a piggyback contract from Seminole County, FL (Seminole County, FL Bid IFB-604500-23/GCM) for fire department medical supplies through term of contract.		
Summary Explanation & Background: The City of Maitland purchasing policy requires that purchases in excess of \$50,000 be approved by City Council. The Fire Department requests City Council's approval to piggyback Seminole County's contract IFB-604500-23/GCM with Bound Tree Medical, LLC. Bound Tree Medical, LLC., provides medical supplies and equipment for the Fire Department. Staff requests City Council authorize disbursement of funds to Bound Tree Medical, LLC; the total of which may exceed the \$50,000 threshold. The contract is valid through April 28, 2028.		
Fiscal Impact: 2026 budgeted funds of \$99,395 are available in 01221522-535240.		
Exhibits: 1. Bound Tree Medical - Maitland Piggyback 2. Bound Tree Medical - Certificate of Insurance 3. Executed IFB-604500-23 Agreement (Boundtree)		
Commission/Board: City Council		
Contact Person: Chris Morton 407-539-0774		
Reviewed by City Attorney NA		

MEETING DATE		AGENDA																																								
October 13, 2025		Section: Consent Agenda																																								
Department/Office : Administration	AGENDA REPORT	Item #: 8.																																								
Subject: Professional Services Agreement External Auditing: Forvis Mazars, LLP.																																										
Requested Action or Motion: Authorize City Manager to execute external auditing services contract with Forvis Mazars, LLP																																										
Summary Explanation & Background: On August 25, 2025, the City Council approved the audit selection committee's ranking of qualified auditing firms and authorized staff to negotiate an agreement with the highest-ranked firm, Forvis Mazars, LLP. The contract/engagement letter provides for annual city, CRA, and single audits for a three-year period beginning with FY 2025 and options to extend annually for up to six additional years. Forvis Mazars has experience providing auditing services to municipal clients in Florida and will serve the City of Maitland from their Orlando office. The fee structure for the contract and all extensions is as follows:																																										
<table><tr><th>Year</th><th>City Audit</th><th>Federal Single Audit / State Single Audit (each)</th><th>CRA Audit*</th></tr><tr><td>1</td><td>\$41,000</td><td>\$8,000</td><td>\$6,000</td></tr><tr><td>2</td><td>\$42,500</td><td>\$8,250</td><td>\$6,200</td></tr><tr><td>3</td><td>\$44,000</td><td>\$8,500</td><td>\$6,400</td></tr><tr><td>4</td><td>\$45,500</td><td>\$8,750</td><td>\$6,600</td></tr><tr><td>5</td><td>\$47,000</td><td>\$9,000</td><td>\$6,800</td></tr><tr><td>6</td><td>\$48,500</td><td>\$9,250</td><td>\$7,000</td></tr><tr><td>7</td><td>\$50,000</td><td>\$9,500</td><td>\$7,200</td></tr><tr><td>8</td><td>\$51,500</td><td>\$9,750</td><td>\$7,400</td></tr><tr><td>9</td><td>\$53,000</td><td>\$10,000</td><td>\$7,600</td></tr></table>			Year	City Audit	Federal Single Audit / State Single Audit (each)	CRA Audit*	1	\$41,000	\$8,000	\$6,000	2	\$42,500	\$8,250	\$6,200	3	\$44,000	\$8,500	\$6,400	4	\$45,500	\$8,750	\$6,600	5	\$47,000	\$9,000	\$6,800	6	\$48,500	\$9,250	\$7,000	7	\$50,000	\$9,500	\$7,200	8	\$51,500	\$9,750	\$7,400	9	\$53,000	\$10,000	\$7,600
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* The CRA audit fees will be approved separately by the CRA Board.																																										
Fiscal Impact: Fees for FY 2025 are \$41,000 for the city audit and \$8,000 for each single audit, if needed. Funding is available:																																										

01132513-533200 (general fund)
41306536-533200 (utility fund)
42304534-533200 (solid waste fund)

Exhibits:

1. Contract - Annual Audit -City of Maitland
2. Auditor Selection Committee Meeting Minutes 8-5-2025

Commission/Board: City Council

Contact Person: Shannon Lewis, Jerry Gray 407-539-6221, 407-539-6201

Reviewed by City Attorney
Cliff Shepard

MEETING DATE		AGENDA
October 13, 2025		Section: Consent Agenda
Department/Office : Police Department	AGENDA REPORT	Item #: 9.
Subject: Interlocal Agreement for Police Dispatching Services with City of Winter Park.		
Requested Action or Motion: Move to approve the Interlocal Agreement for Dispatching Services with the City of Winter Park, as presented.		
Summary Explanation & Background: Historically, the City of Apopka has provided dispatching services to the police department; however, the City of Winter Park also operates and maintains a twenty-four (24) hour public safety communications center and has agreed to partner with Maitland to provide dispatching services. This partnership will be advantageous to both cities, will streamline operations, and will improve overall service. On June 23, 2025, the City Council approved an interlocal agreement for police dispatching services with the City of Winter Park, effective January 11, 2026. The City of Winter Park approved the agreement on September 10, 2025. Based upon the timing of Winter Park's approval and our notice of termination requirements to the City of Apopka, the interlocal agreement has been modified to reflect a new effective date of March 15, 2026. Accordingly, the initial payment has been reduced from \$90,061 to \$19,138. All other terms and conditions remain the same as previously adopted. Staff recommends approval of the modified interlocal agreement with the City of Winter Park for police dispatching services.		
Fiscal Impact: \$233,819 for FY 2026		
Exhibits: 1. Interlocal Agreement for Dispatching Services Winter Park 2025		
Commission/Board: City Council		
Contact Person: David Manuel 407-539-6243		
Reviewed by City Attorney D. Smith		

MEETING DATE		AGENDA
October 13, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 10.

Subject:

RFP 424-2025-01 Holiday Lighting Contract Award: We Hang Christmas Lights Florida.

Requested Action or Motion:

Move to authorize the City Manager to execute the agreement with We Hang Christmas Lights for installing, testing, maintaining, and removing holiday lighting and decorations at various City park locations, as presented.

Summary Explanation & Background:

In order to increase efficiency and expand the City's holiday lighting and decorations, the City issued a request for proposal (RFP 424-2025-01) for Holiday Lighting on September 4, 2025. The RFP included the installation, testing, maintenance, and removal of outdoor LED holiday lights and decorations throughout Independence Square and Lake Lily Park. The RFP also included unit prices for additional services outside the requirements defined in the proposal documents of this contract. These unit costs will be used to upgrade the holiday lighting at the parks if needed. The City received notice that two (2) registered vendors accessed the RFP and downloaded the proposal specifications.

Out of the two (2) planholders for the RFP, the City received two (2) proposals for RFP 424-2025-01. The bid amounts for each bid are as follows:

Bidder	Area 1 Bid Amount (Independence Square)	Area 2 Bid Amount (Lake Lily Park)	Total Bid Amount
Illuminate Florida Lighting Services	\$35,850	\$51,820	\$87,670
We Hang Christmas Lights	\$41,996	\$43,988	\$85,984

The proposals were reviewed based on compliance with the required criteria of the RFP and were reviewed for completeness and accuracy of submittals.

The two (2) proposal submittals received were reviewed and evaluated by a selection committee comprised of Jay Conn, Parks & Recreation Director, Christopher Kennedy, Deputy Public Works Director, and Alan Holbrook, City Arborist. The ranking was based on the evaluation of each firm's qualifications, administrative plan, design plan, maintenance plan, and bid price proposal. The overall ranking of the proposals is based on the selection committee's average total points awarded out of 100:

1. We Hang Christmas Lights – 85.34 points
2. Illuminate Florida Lighting Services – 82.34 points

Staff recommends awarding We Hang Christmas Lights Florida a one (1) year contract, with an option to extend the contract for four (4) more consecutive one (1) year periods. Funding in the amount of

\$50,000 is budgeted in Grounds Contractual Services; the remainder will be funded through Grounds Materials and Supplies.

Fiscal Impact:

Funding of \$85,984 is available in the Grounds operating budget

Exhibits:

1. Ranking Meeting RFP 424-2025-01- Official Minutes
2. Notice of award
3. City of Maitland Auto COI
4. City of Maitland GL COI
5. The City of Maitland WC COI
6. RFP 424-2025-01 - Contract - unsigned

Commission/Board: City Council

Contact Person: Christopher Kennedy (407) 539-6217

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
October 13, 2025		Section: Decisions
Department/Office : Finance Department	AGENDA REPORT	Item #: 1.
Subject: First Reading: Ordinance No. 1451 Non-Exclusive C&D Franchise Agreement RGH Waste & Disposal.		
Requested Action or Motion: Move to adopt Ordinance No. 1451 on first reading, granting a non-exclusive franchise agreement to RGH Waste & Disposal, LLC, as presented.		
Summary Explanation & Background: In July 2013, the City Council approved an exclusive franchise with Waste Pro of Florida, Inc. for collection of single and multi-family residential solid waste, yard waste, bulk waste, recycling, and commercial solid waste. The franchise excludes the collection of construction and demolition (C&D) debris. The city regulates non-exclusive franchises through City Code Sections 30-35 through 30-40. The non-exclusive franchise program enables residents and businesses to obtain competitive pricing for C&D debris removal services while the city still maintains a level of oversight to ensure haulers are properly licensed, insured, and qualified to provide services within the city limits. Self-hauling by residents or contractors of C&D debris is not regulated. Haulers who wish to provide C&D removal services within the city must submit an application and the required documentation outlined by the City Code. Per the City Charter, all franchises must be adopted via ordinance. The attached non-exclusive franchise agreement was drafted by the City Attorney's office. RGH Waste & Disposal, LLC has completed the application, submitted all documentation required under Section 30-36, and is qualified to provide C&D debris removal services. This hauler is located in Apopka, Florida, and has been in business since 2020. They currently provide 10 roll-off trucks and 2 grapple trucks to transport material for clients and desire to provide services to Maitland residents and businesses. Staff recommends City Council adopt Ordinance No. 1451 granting a non-exclusive franchise agreement on first reading.		
Fiscal Impact: N/A		
Exhibits: 1. Ord 1451 Non-Exclusive Franchise Agreement RGH Waste 10062025		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 13, 2025		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 2.
Subject: Waterfront Structure Appeal: 180 Shell Point West (WSP-05-25-52893).		
Requested Action or Motion: Council may move to affirm, reverse, or modify the decision of the review staff.		
Summary Explanation & Background: On May 9, 2025, Robin Lopez, with Summertime Deck and Dock submitted a Waterfront Structure Permit application (WSP-05-25- 52893) on behalf of 180 Shell Point West property owners Lauren Kendall Rauchfuss and Sean Rauchfuss for the replacement of an existing waterfront structure. On May 19th, initial letters were sent to adjacent residents, in accordance with Section 2.5.3, LDC, informing residents that an application for a waterfront structure permit located at 180 Shell Point West was submitted and in review. This requirement provides adjacent property owners the opportunity to review the plans and express any objections to the proposed plans. When reviewing the waterfront structure permit, staff applied the criteria contained in section 2.5.3(d) of the Land Development Code (LDC-attached for reference) and sent comments to the applicant on June 3rd. The applicant responded on October 8th with revised plans. The revised plan addressed staff comments except for the following requirement set forth in LDC Section 2.5.3(d)(4)(A)(1): <i>There is a minimum side setback of ten (10) feet from any property line that abuts shoreline property, measured at the point where the property lines intersect the lake elevation identified in Table 5.3.7(d)(2): Normal High-Water Elevations.</i> As shown on the enclosed plans, the proposed boat house is located on the northern property line, which is not in compliance with the 10' setback requirement. The structure is replacing an existing boathouse that was also located on the northern property line, though the proposed boathouse extends further to the east than the existing boathouse. The applicant stated in their response to comments that it was not possible to meet this requirement "due to site specific limitations." As a result, a finding of non-compliance was issued to the applicant on August 28, 2025, followed by a letter of denial by staff on September 3rd. The applicant then filed a formal appeal of the City staff's denial to the City Council on September 8th. A second notification letter was mailed to nearby property owners, as required in LDC Section 2.5.3(d)(3)(K), on September 25th informing residents that the proposed waterfront structure permit was denied. The letter also informed residents that the applicant has filed an appeal of staff's determination, with the date the appeal is scheduled to be heard in front of City Council. The proposed dock is located within the private canal in the Maitland Isle subdivision and is not out of character with other waterfront structures within this canal. Due to the canal configuration, several of		

the waterfront structures on the canal are within the 10' side setback requirement. Based upon the configuration of the canal, the locations of the existing docks in the vicinity, and lack of objections from the adjacent property owners, staff is not opposed to the approval of a waiver of the width requirement per the request.

Included in the packet are:

- Confirmation of the two mailings to adjacent property owners of the application and subsequent appeal of the waterfront structure permit at 180 Shell Point West.
- Staff comments on the submitted plans.
- Plan showing proposed boat house.
- Survey showing existing boat house.

City Council may move to affirm, reverse, or modify the decision of the reviewing staff.

Fiscal Impact:

N/A

Exhibits:

1. Appeal Documentation
2. REV-Rauchfuss Engineering-Rev1-J1_v1 (8)
3. X-PD-Survey-Rauchfuss-D1_v1 (1)

Commission/Board: City Council

Contact Person: Michael Daniels 407-539-6211

Reviewed by City Attorney

N/A