



**City Council
January 12, 2026
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 December 8, 2025.
 - 2. FY 2025 Audit & Auditor Communications: Forvis Mazars.
 - 3. North Keller Road Gravity Sewer Design Professional Services Supplemental Agreement No. 1 (SA1): Burgess & Niple.
 - 4. Amendment to Prior Action Wastewater Generator Replacements: Tradewinds Power Corp.
- VI. Public Period
- VII. Decisions
 - 1. Maitland Public Library and Quinn Strong Park Project 95% Construction Plans: HBM Architecture Interior Design & RVi Planning + Landscape Architecture.
 - 2. Second Reading: Ordinance No. 1453 Planned Development Rezoning Amendment AZPD(2025)-0002 Maitland Concourse North Lot 3, 601 Trelago Way.
 - 3. Fort Maitland Historical Marker Verbiage and Method of Replacement Recommendation.
- 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
January 12, 2026		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of December 8, 2025.		
Requested Action or Motion: Move to approve the City Council Meeting Minutes of December 8, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. Draft City Council Meeting Minutes 12-8-2025 (4)		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 12, 2026		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: FY 2025 Audit & Auditor Communications: Forvis Mazars.		
Requested Action or Motion: Move to receive FY 2025 Auditor Communication Letter from Forvis Mazars.		
Summary Explanation & Background: The City Council engaged the independent certified public accounting firm of Forvis Mazars (auditors), to perform the annual audit of the City of Maitland. Each year at the beginning and conclusion of the audit, the auditors provide a communications letter to those charged with governance. The independent auditors have provided a standard required communications with governance, which covers 8 key areas of communication: 1) Scope of Audit, 2) Audit Standards and Materiality, 3) Auditor Responsibility, 4) City Responsibility, 5) Distribution Restriction, 6) Planned Timing of Audit, 7) Planned Audit Scope, and 8) Consideration of Error or Fraud. A copy of the planning communication to City Council and management is attached.		
Fiscal Impact: N/A		
Exhibits: 1. City of Maitland Planning Communications Letter		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 12, 2026		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: North Keller Road Gravity Sewer Design Professional Services Supplemental Agreement No. 1 (SA1): Burgess & Niple.		
Requested Action or Motion: Move to approve and authorize the City Manager to execute Supplemental Agreement No.1 (SA1) to the agreement for the design of the North Keller Road Gravity Sewer Replacement, in the amount of \$8,390.67, as presented.		
Summary Explanation & Background: On May 13, 2024, City Council approved an agreement with Burgess & Niple (B&N) to provide professional services to design a new 24-inch gravity sewer along Keller Road between Maitland Center Parkway and Gateway Drive under the existing continuing services contract (Contract No. 412-2018-01). The new 24-inch gravity sewer will replace the existing 18" line that carries wastewater to the Altamonte Springs Regional Water Reclamation Facility (ASRWF). As part of the City's agreement with the City of Altamonte Springs to treat the City's wastewater, the City has to upgrade the system if flows exceed 85% of capacity. When the latest study indicated that the City exceeded the 85% threshold, the agreement with B&N was developed to increase the capacity of the existing main along Keller Road by replacing the 18" line with a 24" main, which will match the existing line capacity along Gateway Drive. The new 24" gravity sewer along Keller Road will meet the flow projections for the City along this corridor. During design, it was determined that this project should include the extension of the force main jointly owned by Winter Park and the City, separating it from the 24" gravity main. This extension will streamline future infrastructure development to allow Winter Park to extend the jointly owned force main and will increase the system capacity for Maitland by gaining the full capacity of the existing 24" gravity main. The proposed Supplemental Agreement #1 will authorize the design of the extension of the existing Winter Park and Maitland force main northwestward to the intersection of Keller Road and Gateway Drive to facilitate the future connection. Staff recommends authorizing the City Manager to execute Supplemental Agreement No. 1 (SA1) to the North Keller Road Gravity Sewer Design Professional Services Agreement with B&N in the amount of \$8,390.67. Funds are available in Wastewater Budget Line Item 41351535-566300-WW101.		
Fiscal Impact: \$8,390.67 is available in 41351535-566300-WW101		
Exhibits: 1. Keller Road Supplemental Agreement #1 - Winter Park Force Main Extension		
Commission/Board: City Council		

Contact Person: Kimberley Tracy 407-539-6216
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
January 12, 2026		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Amendment to Prior Action Wastewater Generator Replacements: Tradewinds Power Corp.		
Requested Action or Motion: Approve an amendment to prior action revising the fiscal impact for the purchase and installation of two (2) permanent generators and appurtenances for Lift Stations 9 and 11, and the purchase of two (2) portable generator replacements.		
Summary Explanation & Background: On December 12, 2025, Council approved the purchase of wastewater-system generators for: Lift Station 9 (at Lake Lily Park) replacing a 1997 20 kW unit with a 30kW generator for \$91,765; Lift Station 11 (located behind the Birds of Prey Center) replacing a 1998 20kW unit with a 20kW generator for \$86,246; replacing a 1982 15 kW portable generator with a 20 kW portable unit for \$61,543; and replacing a 1988 60kW portable generator with a 60 kW portable unit for \$111,074. The fiscal impact section of the previously approved agenda item referenced available funding in the General Fund facilities operating budget. The costs associated with the purchase and installation of the generators should have been coded to the Utility Fund in Wastewater Machinery and Equipment. This agenda item amends the official record to reflect the correct Utility Fund account coding.		
Fiscal Impact: Funds are available in the Wastewater Budget 41351535-566400 Machinery & Equipment		
Exhibits:		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 12, 2026		Section: Decisions
Department/Office : City Manager	AGENDA REPORT	Item #: 1.
Subject: Maitland Public Library and Quinn Strong Park Project 95% Construction Plans: HBM Architecture Interior Design & RVi Planning + Landscape Architecture.		
Requested Action or Motion: Move to approve the 95% construction drawings with any comments and direct staff to move to the bidding phase of the Library/Quinn Strong Park project.		
Summary Explanation & Background: The City of Maitland embarked on a review of the library in 2017 to determine whether upgrading and improving the facility or constructing a new facility would better serve the residents of Maitland. In 2018, a facility assessment was completed. Based upon the evaluation, the City Council determined upgrading and renovating the facility was not an option. Following City Council's request in 2020, a comparative evaluation was completed on three (3) sites. The chosen site for the location of the new library was the city-owned property at 301 S. Maitland Ave., along with the adjacent parking lots to the east and west, Maitland Senior Center, and Quinn Strong Park. In 2022, the City selected HBM Architects for the planning and design of the project. City Council approved the design contract with HBM Architects on June 10, 2024. In September 2024, the city selected Turner Construction Company as the Construction Management at Risk (CMAR) and City Council approved an agreement with Turner Construction Company for pre-construction services in February 2025. On January 8, 2025, City Council approved the schematic design presented by HBM and directed staff to move to the design development phase of the Library/Quinn Strong Park project. On July 14, 2025, City Council approved the design development drawings presented by HBM, which included the floor plans and exterior elevations, and directed staff to continue with the preparation of construction drawings. At this meeting, the design team will present an overview of the 95% construction drawing design for final comments prior to Turner putting the project out for bids and providing a guaranteed maximum price (GMP) contract. Currently, the project remains within budget and on schedule for groundbreaking in April.		
Fiscal Impact: TBD		
Exhibits: 1. Maitland Public Library 95% estimate		
Commission/Board: City Council		

Contact Person: Mark Reggentin 407-539-6220
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
January 12, 2026		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 2.
Subject: Second Reading: Ordinance No. 1453 Planned Development Rezoning Amendment AZPD(2025)-0002 Maitland Concourse North Lot 3, 601 Trelago Way.		
Requested Action or Motion: Move to approve on second reading, Ordinance No. 1453, Planned Development Rezoning Amendment AZPD(2025)-0002 for Maitland Concourse North Lot 3, 601 Trelago Way, as presented.		
Summary Explanation & Background: The subject property is designated as Lot 3 of the Maitland Concourse North Planned Development final development plan, which was initially approved in February 2016 by Maitland City Council Ordinance number 1303. The current zoning is Planned Development (PD) and the Future Land Use Designation is Corridor District; Maitland Concourse North Area of Special Consideration. Lot 3 was designated for office, residential or retail uses, but no building layout or site plan was approved with the original PD or subsequent to the initial approval. Under the requirements of the PD zoning for this site, a PD amendment is required prior to development. <u>Proposal</u> The applicant proposes to develop the site with two commercial buildings consisting of 12,500 SF and 5,300 SF (+/-) and off-street vehicular parking to serve the development. The proposed development is intended to be consistent with the parameters established in the 2016 Maitland Concourse North development plan, including the criteria that the building be developed with a residential scale and character. This includes architectural elements characteristic of residential structures with consideration given to size and shape of the building, roof pitch, types of building materials used and building fenestration. The parking lot along Maitland Blvd. includes a main pedestrian pathway connecting to the building's entrance. Landscape hedges and a mix of canopy and understory trees are shown along Maitland Blvd. and within the landscape islands and landscape strips. There are also two proposed trellised shade structures in the parking lot that will serve to break up the expanse of the parking area. Landscape hedging and trees are shown in the rear of the site to screen the truck loading area from the adjacent properties to the north. <u>Analysis and Recommendation</u> The Development Review Committee (DRC) met on October 22, 2025, to consider the application for Planned Development. Based on the review standards in Section 2.5.1(f)(3) of the Maitland Land Development Code, the Development Review Committee voted to recommend approval of the application with conditions as stated in the DRC staff report. On November 6, 2025, the Planning and Zoning Commission voted unanimously to recommend that the City Council approve the application for planned development amendment based on the review standards in Section 2.5.1(f)(3) of the Maitland Land Development Code and the findings described in the DRC staff report dated October 22, 2025, and also direct staff to continue working with applicant to		

address any additional ways to break up the parking area consistent with large parking lot guidelines the city has adopted.

Next Steps

If the planned development amendment is approved, the applicant would next apply for Site Plan review and subsequently, site construction and building permitting.

Fiscal Impact:

N/A

Exhibits:

1. Ord 1453 Maitland Concourse North Lot 3 AZPD_ (DAS rev 111125)
2. Signed Final DRC Report Lot 3
3. Site Plan and Elevations
4. 2025-11-25_Lot 3 Maitland FL_Revised Perspective Views
5. Ordinance 1303-2016 Amendment to Official Zoning Map 511 Maitland Blvd Maitland Concourse 02-22-2016

Commission/Board: City Council

Contact Person: Michael Daniels 407-539-6211

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
January 12, 2026		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: Fort Maitland Historical Marker Verbiage and Method of Replacement Recommendation.		
Requested Action or Motion: Move to approve the proposed Fort Maitland historical marker language and provide direction to staff regarding the installation and implementation of the historical marker, if any.		
Summary Explanation & Background: At the November 10, 2025, City Council meeting, the Council discussed a potential application to the Florida Division of Historical Resources for a replacement historical marker at Fort Maitland Park recognizing the former location of the fort and the life of William Maitland. Due to decades of exposure and deterioration, the original marker was disposed of after it was deemed unsalvageable. Based on the support expressed by the City Council, the Mayor requested that additional discussion take place to identify next steps to advance this effort. On December 8, 2025, City Council reviewed draft marker language provided by the Mayor and formed a subcommittee to further refine and finalize the verbiage. The subcommittee met on December 18, 2025, and approved the attached marker language. Subcommittee members raised several procedural and administrative questions during their discussion, which staff has since had an opportunity to research. The Florida Division of Historical Resources has confirmed that the Fort Maitland Historical Marker was not originally processed through their office; therefore, its replacement is not eligible for administrative approval. The original sign was erected by the Orlando Chapter of the Daughters of the American Revolution (DAR) and listed in their historical marker database. If the city wants a Florida Historical Marker, a new application is required to be submitted. Additionally, because the marker content is related to the history of the native peoples of Florida, the application would also be sent to the Tribal Historic Preservation Officers of the federally recognized Seminole and Miccosukee tribes. Historical markers with two sides are allowed to have up to 1,235 characters on each side. The Florida Historical Marker Coordinator indicated that new applications would not be reviewed for at least one year due to their backlog. Following review and approval by their council, manufacturing of the marker would take an additional four to five months. He said the city could proceed with manufacturing the signage without the state's involvement, but the marker must be visually distinct and not include the state seal. If the City Council wants to proceed with an application to the Florida Division of Historical Resources, it can approve or amend the attached language from the subcommittee and authorize staff to prepare and submit the application. Alternatively, City Council can approve or amend the subcommittee's recommended language and construct the signage independently. This process will be substantially quicker, but the signage will not appear on the state's database of historic markers. The cost for either option is expected to be approximately \$3,500.		

Fiscal Impact:

n/a

Exhibits:

1. FORT MAITLAND Marker Committee 12182025
2. DAR Ft M Marker 1935 12182025
3. Fort Maitland Historical Marker Subcommittee Minutes 12182025

Commission/Board: City Council**Contact Person:** Lori Hollingsworth 407-539-6219

Reviewed by City Attorney

n/a