



**City Council  
February 23, 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. Public Hearing
  1. Second Reading: Ordinance No. 1446 Amending Comprehensive Development Plan (CDP) Maitland Concourse North (MCN), Lot 6, Land Use Mix to add 85 townhomes.
- V. Old Business
- VI. Consent Agenda
  1. City Council Meeting Minutes of February 9, 2026.
  2. 2026 Financial Summary 1st Quarter.
  3. Easement Agreement for Electrical Utility at Maitland Art and History Museum Complex W Packwood Ave: Duke Energy Florida, LLC.
- VII. Public Period
- VIII. Decisions
  1. Second Reading: Ordinance No. 1454 Amending the Land Development Code Article 5, Section 5.15 Building Numbering, Street Naming, and Street Renaming, revising criteria and definitions.
  2. First Reading: Ordinance No. 1456 Amending the Land Development Code Text Designating Administrative Authority to Process Plat and Replat Submittals.
  3. Fort Maitland Historical Marker Style Selection.
- IX. City Manager's Report/City Attorney/Council Reports
- X. 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	 <b>MAITLAND</b> FLORIDA	AGENDA
February 23, 2026		Section: Public Hearing
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

**Subject:**

Second Reading: Ordinance No. 1446 Amending Comprehensive Development Plan (CDP) Maitland Concourse North (MCN), Lot 6, Land Use Mix to add 85 townhomes.

**Requested Action or Motion:**

Move to approve on 2nd reading, Ordinance 1446, amending the 2050 Comprehensive Plan, as presented.

**Summary Explanation & Background:**

The MCN development is unique in that it is 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 townhomes 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. The applicants provided an analysis of the proposed CDP amendment, including fiscal analysis and analysis of the amendment on levels of service.

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.

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. 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 PD amendment application was filed in June of 2025 and has been undergoing staff level review by the Technical Review Group (TRG), to address comments prior to forwarding to the Development Review Committee (DRC) for recommendation. A Planning and Zoning Commission public hearing/recommendation will follow, and the final decision will be made by the City Council, which requires an ordinance. There are two public meetings at City Council to adopt an ordinance.

At the request of the applicant the CDP amendment adoption was tabled in November, to enable the PD application to track along with the CDP amendment. However at this time, the applicant has chosen to move ahead with the adoption of the CDP amendment, noting time constraints in State Law, in which an amendment must be adopted.

**Timeline:**

- 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 Florida Department of Commerce.
- August 11, 2025 -The City Council held a public hearing and unanimously voted to transmit the CDP amendment to the Florida Department of Commerce.
- September 17, 2025 - FloridaCommerce completed their review of the CDP amendment and had no comments on the proposed amendment. The City was advised they may adopt, adopt with changes or choose not to adopt the amendment.
- November 11, 2025 -The City Council tabled the adoption, at the request of the applicant, pending review and recommendation of the associated Planned Development application by the Planning and Zoning Commission.
- February 23, 2026, the applicant has chosen to move ahead with the public hearing for adoption of the CDP amendment.

Staff recommends approval of the request for the Comprehensive Development Plan amendment.

**Fiscal Impact:**

N/A


**Exhibits:**


1. MCN Lot 6 ORD No. 1446updated adoption date md revised
2. CTY. MAITLAND 25-02ESR (P) (1)


**Commission/Board:** City Council


**Contact Person:** Michael Daniels 407-539-6211


Reviewed by City Attorney  
Drew Smith

MEETING DATE		AGENDA
February 23, 2026		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
<b>Subject:</b> City Council Meeting Minutes of February 9, 2026.		
<b>Requested Action or Motion:</b> Move to approve the City Council meeting minutes from February 9, 2026, as presented.		
<b>Summary Explanation &amp; Background:</b>		
<b>Fiscal Impact:</b> N/A		
<b>Exhibits:</b> 1. City Council Meeting Minutes Draft February 9, 2026		
<b>Commission/Board:</b> City Council		
<b>Contact Person:</b> Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE	 <b>MAITLAND</b> FLORIDA	AGENDA
February 23, 2026		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
<b>Subject:</b> 2026 Financial Summary 1st Quarter.		
<b>Requested Action or Motion:</b> Move to receive the 1st Quarter 2026 Financial Summary and Investment Schedule as presented.		
<b>Summary Explanation &amp; Background:</b> See attached 1st Quarter 2026 Financial Summary and Investment Schedule.		
<b>Fiscal Impact:</b> NA		
<b>Exhibits:</b> 1. Q1 2026 Financial Summary		
<b>Commission/Board:</b> City Council		
<b>Contact Person:</b> Jerry Gray 407-539-6201		
Reviewed by City Attorney NA		

MEETING DATE		AGENDA
February 23, 2026		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
<p><b>Subject:</b> Easement Agreement for Electrical Utility at Maitland Art and History Museum Complex W Packwood Ave: Duke Energy Florida, LLC.</p>		
<p><b>Requested Action or Motion:</b> Move to approve and authorize the execution of an Electric Utility Easement Agreement granting an easement to Duke Energy within the Maitland Art and History complex.</p>		
<p><b>Summary Explanation &amp; Background:</b> The Maitland Art and History Association implemented a project constructing a new educational center located off Jackson Street and connecting to the existing Maitland Art and History complex on Packwood Avenue. Duke Energy has asked for an electric utility easement to construct, install, operate, maintain and repair the existing and future electrical service. The proposed easement is a ten-foot (10') wide area extending five feet (5') on each side of Duke's lines that will be installed at a mutually agreeable location within the property to accommodate the 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. A certified surveyed sketch of the description will be provided to Duke within sixty (60) days of the installation of the facilities, or the original easement document will be recorded by Duke.</p> <p>Staff has worked with Duke Energy on an agreed-upon easement and the document has been reviewed by the City Attorney's Office. Staff recommends City Council grant an electric utility easement from Jackson Street to within the Maitland Art and History complex to Duke Energy as presented.</p>		
<p><b>Fiscal Impact:</b> N/A</p>		
<p><b>Exhibits:</b></p> <ol style="list-style-type: none"> <li>1. Duke Energy Plan</li> <li>2. EASEMENT - TEMP</li> </ol>		
<p><b>Commission/Board:</b> City Council</p>		
<p><b>Contact Person:</b> Kimberley Tracy 407-539-6216</p>		
<p>Reviewed by City Attorney Drew Smith</p>		

MEETING DATE	 <b>MAITLAND</b> <small>FLORIDA</small>	AGENDA
February 23, 2026		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 1.
<p><b>Subject:</b>  Second Reading: Ordinance No. 1454 Amending the Land Development Code Article 5, Section 5.15 Building Numbering, Street Naming, and Street Renaming, revising criteria and definitions.</p>		
<p><b>Requested Action or Motion:</b>  Move to adopt, on Second Reading, Ordinance No. 1454 Amending the Land Development Code Article 5, Section 5.15 Building Numbering, Street Naming, and Street Renaming, revising criteria and definitions, as presented.</p>		
<p><b>Summary Explanation &amp; Background:</b>  On December 8, 2025, City Council adopted Ordinance No. 1452 amending the Land Development Code Article 5, Section 5.15 Building Numbering, Street Naming, and Street Renaming.</p> <p>Among other requirements, the ordinance requires consent of at least 80 percent of the adjacent property owners. It defines adjacent property owners as those owning parcels or lots with mailing addresses on the street that is the subject of the proposed name change. Because it is possible for a mailing address to differ from the street address, staff proposes that the definition of an adjacent property be revised to specify it is based on a street address. Additionally, to mitigate confusion and provide continuity, staff recommends adding a condition that streets cannot be renamed again within a five-year period of a renaming.</p> <p>Staff recommends that City Council adopt, on second reading, Ordinance No. 1454 revising street renaming criteria and definitions.</p>		
<p><b>Fiscal Impact:</b>  Costs will be covered by the applicant.</p>		
<p><b>Exhibits:</b>  1. Ord 1454 Amending LDC SECTION 5.15. BUILDING_NUMBERING_AND_STREET_NAMING</p>		
<p><b>Commission/Board:</b> City Council</p>		
<p><b>Contact Person:</b> Shannon Lewis 407-539-6221</p>		
<p>Reviewed by City Attorney  D. Smith</p>		

MEETING DATE	 <b>MAITLAND</b> FLORIDA	AGENDA
February 23, 2026		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 2.
<p><b>Subject:</b>          First Reading: Ordinance No. 1456 Amending the Land Development Code Text Designating Administrative Authority to Process Plat and Replat Submittals.</p>		
<p><b>Requested Action or Motion:</b>          Move to approve, on First Reading, Ordinance No. 1456 amending the Land Development Code designating administrative authority to receive, review and process plat and replat submittals pursuant to Chapter 177, Florida Statutes, as presented.</p>		
<p><b>Summary Explanation &amp; Background:</b>          Senate Bill 784 took effect on July 1, 2025. This legislation requires that a subdivision plat or replat be approved administratively if the plat or replat complies with the requirements of Florida Statute 177.091. The bill requires local governments to designate, by ordinance or resolution, an administrative authority to receive, review, and process a plat or replat submittal, and designate an administrative official responsible for approving, approving with conditions, or denying a proposed plat or replat. This legislation preempts the City's authority to prescribe the plat approval process as currently set forth within the City's Land Development Code, which requires board review and approval in a public hearing.</p> <p>On August 25, 2025, Resolution 13-2025 was approved by City Council. The resolution stipulated:</p> <ol style="list-style-type: none"> <li>1. The City's Community Development Department is designated as the administrative authority to receive, review, and process plat or replat submittals.</li> <li>2. The City Manager, or his or her designee, is designated as the administrative official responsible for approving, approving with conditions, or denying a proposed plat or replat.</li> </ol> <p>The adoption of Resolution 13-2025 was an interim step to meet the new statutory obligation to ensure that the platting process is administrative. The next step in the process is to amend the Land Development Code to meet the requirements of the statute. Due to the structure of the code and the multiple references to the platting process, the code amendment was more complex and required more time to compile into an ordinance. As a result, staff created a code amendment revising sections 2.25.2(b) and 6.4.2 of the City's Land Development Code, which is presented in underline/strikethrough format.</p> <p>At the meeting of February 5, 2026, the Planning and Zoning Commission unanimously recommended approval of the ordinance to City Council.</p>		
<p><b>Fiscal Impact:</b>          Not Applicable</p>		
<p><b>Exhibits:</b>          1. Draft Subdivision Ordinance Changes mdedits 2.17.26</p>		

**Commission/Board:** City Council

**Contact Person:** Michael Daniels 407-539-6211

Reviewed by City Attorney

Reviewed by City Attorney, Andrew Hand

MEETING DATE		AGENDA
February 23, 2026		Section: Decisions
Department/Office : City Manager	AGENDA REPORT	Item #: 3.

**Subject:**

Fort Maitland Historical Marker Style Selection.

**Requested Action or Motion:**

Move to select the Fort Maitland historical marker style and direct staff to proceed with finalizing the marker design and procurement process.

**Summary Explanation & Background:**

At the January 26, 2026, City Council workshop, Council reviewed the proposed Fort Maitland historical marker language and confirmed the City will proceed with independent fabrication and installation of a two-sided marker, rather than applying through the Florida Division of Historical Resources. This allows the City to move forward on an expedited timeline while retaining full control over the final content. Council also discussed the potential for a second sign to provide additional historical context and deferred the item to allow time for content updates.

At the February 9, 2026, City Council meeting, council agreed to the marker language, which has since been provided to representatives from the Miccosukee Tribe, Seminole Tribe, and Daughters of the American Revolution for review and comment. Council consensus was to place the marker style selection on the February 23, 2026 agenda.

Based upon the long-term successful relationship the State of Florida has had with Sewah Studios for manufacturing of historic markers, staff recommends procuring the sign through Sewah Studios as an evaluated source. To initiate the procurement process, the following decisions are needed:

1. Selection of the marker style.
2. Selection of the marker plate (background) color.
3. Selection of the marker letter color.
4. Selection of the rail (border) color.

Attached for review are the example sign depictions and color schemes from Sewah Studios. The Georgia is their most popular sign style. Based upon our proposed character count, a two-sided sign with base and shipping will cost approximately \$3,850. The Revised Ohio will cost approximately \$3,900. Both examples use 5/8" lettering. The manufacturing and shipping timeframe is currently six months. Examples of signs, rails, and colors are attached.

In addition, City Council approved language for a smaller descriptive sign. There was a general discussion to include a picture of the 1935 unveiling ceremony and potentially a map of Florida documenting the military forts in the area. Staff requests City Council direction on which graphics to include on the descriptive sign. Manufacturing of this sign can occur concurrently with the historical marker.

**Fiscal Impact:**

TBD

**Exhibits:**

1. Historic Sign Examples
2. Historic Marker Colors
3. Historic Marker Rail Colors
4. DAR 1935 12182025
5. 1839 Florida Map of War

**Commission/Board:** City Council**Contact Person:** Shannon Lewis 407-539-6221

Reviewed by City Attorney

N/A