



**City Council  
April 13, 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 March 23, 2026.
  2. Fiscal Year 2025 Annual Comprehensive Financial Report (ACFR) and Auditor Communications: Forvis Mazars, LLP.
  3. Amended and Restated Non-Exclusive Perpetual Drainage Easement: 430 E. Ventris Lane.
  4. Maitland Art & History Wall Replacement and Electrical Room Stabilization Agreement: Lamm & Company Partners.
  5. Resolution No. 4-2026: Maitland Police and Firefighters Pension Plan FY 2026 Additional Funding.
- VI. Public Period
- VII. Decisions
  1. Second Reading: Ordinance No. 1455 Amending the Land Development Code Text to establish a process to review reasonable accommodation requests for Certified Recovery Residences.
  2. Second Reading: Ordinance No. 1457 Amending the Land Development Code for the Downtown Maitland Zoning District.
  3. Citizen Advisory Boards.
- 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
April 13, 2026		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
<b>Subject:</b> City Council Meeting Minutes of March 23, 2026.		
<b>Requested Action or Motion:</b> Move to approve the City Council meeting minutes of March 23, 2026, as presented.		
<b>Summary Explanation &amp; Background:</b>		
<b>Fiscal Impact:</b> N/A		
<b>Exhibits:</b> 1. City Council Meeting Minutes Draft March 23, 2026		
<b>Commission/Board:</b> City Council		
<b>Contact Person:</b> Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
April 13, 2026		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.

**Subject:**

Fiscal Year 2025 Annual Comprehensive Financial Report (ACFR) and Auditor Communications: Forvis Mazars, LLP.

**Requested Action or Motion:**

Move to receive the FY 2025 Annual Comprehensive Financial Report (ACFR) and Auditor's Communication Letter.

**Summary Explanation & Background:**

The City Council engaged the independent certified public accounting firm of Forvis Mazars LLP, to perform the annual audit of the City of Maitland and its component unit (the CRA). Forvis Mazars issued an unmodified opinion, which can be found on pages 16-18 of the Annual Comprehensive Financial Report (ACFR). The audit did not find any deficiencies in internal control considered to be significant or a material weakness. The results of the audit performed are formally published in the ACFR (formerly referred to as the Comprehensive Annual Financial Report). The ACFR has been submitted to the Government Finance Officers' Association (GFOA) for an annual national achievement award. In order to qualify for this award, the City must publish an easily readable and effectively organized ACFR; the contents of the ACFR must conform to the rigorous standards established by the award program; and the report must satisfy both Generally Accepted Accounting Principles (GAAP) and applicable legal requirements. The City has received this national achievement award for 36 consecutive years, and staff believes that the report submitted to the City Council will continue to conform to the standards established by this award program.

The ACFR is divided into four sections: introductory, financial, statistical, and compliance. The introductory section contains the table of contents, principal city officials, organizational chart and transmittal memorandum. The report from the independent auditors starts with the Financial Section. Immediately following is Management's Discussion and Analysis (MD&A), which serves as an executive summary. GAAP requires that management provide this narrative introduction, overview and analysis to accompany the basic financial statements. The government-wide statements present the overall financial picture of the City in accordance with the Governmental Accounting Standards Board (GASB) pronouncements. This is designed to provide readers with a broad overview of the City's finances similar to a private-sector business. These statements show the September 30, 2025 fiscal year balances and overall results of operations for the period then ended, for all City funds and the CRA. The statements are as follows:

The Statement of Net Position presents information on all City assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event

giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation and sick leave). Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the City include general government, public safety, physical environment, transportation, culture and recreation, and interest in long-term debt. The business-type activities of the City include operations of the water, wastewater and solid waste utilities. Both the City's governmental and business-type activities reported positive changes; \$5.1 million increased net position in governmental activities and \$7.1 million in the business-type activities.

Following the government-wide statements in the ACFR, the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances are presented for all major and non-major governmental funds. A major fund is one of material significance and is determined through prescribed calculations. The General Fund is always considered a major fund by definition. The CRA met the requirements to be presented as a major fund. Non-major funds are combined for presentation in aggregate. Reconciliations between these governmental statements and the government-wide statements are also presented. Budget to Actual comparison schedules for the General Fund, CRA and Environmental Stormwater Fund are also included as supplementary information. Proprietary fund statements follow the governmental funds. Included here are the Statement of Net Position, the Statement of Revenues, Expenses and Changes in Fund Net Position, and the Statement of Cash Flows. Following these statements are the Statement of Fiduciary Net Assets and Statement of Changes in Fiduciary Net Assets for the Police Officers' and Firefighters' Pension Fund.

All of these statements are followed by the Notes to the Basic Financial Statements. The final part of the Financial Section provides statements for each individual non-major governmental fund. The governmental funds are presented in their various categories: special revenue funds, debt service fund, and capital project fund. The Statistical Section of the ACFR is not audited. All tables and schedules present numerous facts about the City for the last 10 years. The statistical facts include population figures, principal taxpayers, and assessed valuations of taxable property.

The final section of the ACFR contains compliance-related audit reports and the management letter. The City received one comment related to internal controls from FY 2024, which has since been corrected and addressed through the City's response to the auditor's recommendations.

In addition to the ACFR, the Independent Auditors have provided standard required communications with governance, which covers six key areas of communication, all with no issues. These include 1) Overview & Responsibilities, 2) Other Information Accompanying the Audited Financial Statements, 3) Qualitative Aspects of Significant Accounting Policies & Practices, 4) Adjustments Identified by Audit, 5) Other Required Communications, 6) (City) Management Representation Letter

Attached to this agenda report is an electronic copy of the ACFR and the Governance Required Communications Letter. Once the ACFR has been received by the State of Florida Auditor General, the City will provide a link on its website to the electronic version of the ACFR. A copy of the ACFR is also kept in the lobby of City Hall.


**Fiscal Impact:**

N/A

**Exhibits:**

1. Maitland ACFR 2026

2. 2025-Maitland-Communications with Governance-Final 3.30.26
<b>Commission/Board:</b> City Council
<b>Contact Person:</b> Jerry Gray 407-539-6201
Reviewed by City Attorney N/A

MEETING DATE	 <b>MAITLAND</b> FLORIDA	AGENDA
April 13, 2026		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
<b>Subject:</b> Amended and Restated Non-Exclusive Perpetual Drainage Easement: 430 E. Ventris Lane.		
<b>Requested Action or Motion:</b> Move to approve and authorize the City Manager to execute the Amended and Restated Non-Exclusive Perpetual Drainage Easement at 430 E. Ventris Lane.		
<b>Summary Explanation &amp; Background:</b> <p>In 2020, the City purchased a drainage easement from the former owner of 430 East Ventris Lane for the purpose of a future project to provide a positive drainage connection to Lake Nina. On March 25, 2024, City Council approved Minor Subdivision Petition #SUB (2023)-0001 E. Ventris Lane. As a part of the development, the developer was required to provide a positive outfall for the project's proposed stormwater treatment system. The system has since been constructed within the easement. Concurrently, the current owner of 230 East Ventris Lane constructed a single family residence. The owner of the property was concerned that the drainage system, as it was installed, was inconsistent with the easement, while city staff was concerned that the owner encroached on the easement with improvements that limited the city's use of the easement. Staff and the City Attorney's Office have worked with the owner to amend the easement to address both parties' concerns.</p> <p>The easement was revised to add the following to Section 1: "The Grantee (city) shall install and maintain all stormwater infrastructure within the Easement Area in a manner reasonably compatible with the surrounding residential use of the Grantors' Parcel. Notwithstanding anything herein to the contrary, the parties acknowledge, agree, and understand that the following items have been installed in the Easement Area and Grantee has no objection: HVAC condenser and concrete pad for same, a portion of a sanitary sewer line that runs through the east side of the Easement Area, and a portion of a 54" high aluminum fence. The parties agree that any modification or relocation within the Easement Area of the above-described encroachments shall require prior approval of the Grantee in writing. The parties also acknowledge and agree that the outfall of the stormwater drainage for which this easement is granted shall be covered by a grate at ground level. Any above-ground structures, including the required grate at the outfall, shall comply with FDOT standards or engineering equivalent standards. Upon Grantee's completion of construction, maintenance, repair, or replacement activities, the Easement Area shall be restored by Grantee to a condition reasonably similar to its pre-construction grade, appearance, and usability."</p> <p>Staff recommends approval of the Amended and Restated Non-Exclusive Perpetual Drainage Easement at 430 E. Ventris Lane.</p>		
<b>Fiscal Impact:</b> N/A		
<b>Exhibits:</b> 1. Amended Non Exclusive Perpetual Drainage Easment 430 E Ventris Tinsley		

2. Non-Exclusive Perpetual Drainage Easement-430 E. Ventris Ln.-122020 (3)
<b>Commission/Board:</b> City Council
<b>Contact Person:</b> Kimberley Tracy 407-539-6216
Reviewed by City Attorney Drew Smith

MEETING DATE		AGENDA
April 13, 2026		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.

**Subject:**

Maitland Art & History Wall Replacement and Electrical Room Stabilization Agreement: Lamm & Company Partners.

**Requested Action or Motion:**

Move to approve a contract with Lamm & Company Partners for the Maitland Art and History Center perimeter wall replacement and electrical room stabilization in the amount of \$192,103.

**Summary Explanation & Background:**

Due to concerns regarding the structural integrity of certain areas identified as part of the ongoing maintenance program, a preliminary structural analysis was conducted of the Art and History Center in late 2018. Various structural issues were noted as part of the analysis. In order to address these issues, a geotechnical, stormwater and architectural analysis and design was conducted in 2019-20. Upon completion of that analysis, the structural engineer provided a detailed report on all issues associated with structural components of the buildings on the site. The top two priorities for immediate repair were the chapel and electrical room. On December 13, 2021, City Council approved the City Manager to enter into an agreement with DRMP, Inc. for structural design of the two portions of the Art and History Center.

The chapel repairs are currently underway and nearing completion. The electrical room project consists of stabilizing the western exterior wall of the electrical room and the adjacent north and west Art & History complex perimeter walls. The western wall of the electrical room is separating from the building, exposing the electrical panel. This wall is connected to the complex's western perimeter wall. The adjacent western and northern perimeter walls do not have proper footings to provide a stable foundation. The designed solution is to remove the portion of wall that is leaning and replace it with a new block wall with proper footings.

Lamm & Company Partners is currently constructing the new education studios at the Maitland Art & History Museum and is able to complete the wall replacement and electrical room stabilization project while mobilized, resulting in lower general condition costs than if the project was put out to bid. The total project amount is \$192,103. City staff has reviewed the proposal and recommends approving Lamm & Company Partners as a negotiated/evaluated source due to their familiarity with the site and current mobilization. It is also recommended to approve an allocation of \$9,600 (5%) contingency for unforeseen conditions for a total project cost of \$201,703.


**Fiscal Impact:**

\$201,703 - A&H REPAIRS 01731573-534630-CF001

**Exhibits:**

1. AIA105 Art Wall Repairs Contract Executed
2. Exhibit A Maitland art Wall replacement
3. Revised Structural Plans (structural revision only)

4. Original Permit Plans (includes electrical)
<b>Commission/Board:</b> City Council
<b>Contact Person:</b> Christopher Kennedy (407) 539-6217
Reviewed by City Attorney Drew Smith

MEETING DATE	 <b>MAITLAND</b> <small>FLORIDA</small>	AGENDA
April 13, 2026		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 5.
<b>Subject:</b> Resolution No. 4-2026: Maitland Police and Firefighters Pension Plan FY 2026 Additional Funding.		
<b>Requested Action or Motion:</b> Move to approve Resolution No. 4-2026 adopting the budget amendment and additional Police and Fire Pension Plan funding in the amount of \$700,000.		
<b>Summary Explanation &amp; Background:</b> <p>The City funds the Maitland Police and Firefighters Pension Fund (the "Plan") based on the required funding as determined by the Plan's actuarial report. Due to post-COVID salary increases and funding that is based on actuarial assumptions, the actuarially calculated funding has not kept up with actual salary increases. The required funding for FY 2027, according to the report dated January 21, 2026, from the Plan's actuary firm, Foster &amp; Foster, will be \$686,000 more than the FY 2026 required funding.</p> <p>By City Council approval, the City reserved prior year savings in anticipation of these events in the Operating Contingency Fund Balance designation. In planning for the FY 2027 budget year and presenting a balanced budget without a decrease in the level of services in the General Fund, staff proposes pre-funding a portion of the FY 2027 funding requirement.</p> <p>The City benefits by having the Plan potentially earn higher investment earnings than the City due to the statutory limitations on investment options by the City compared to the Plan's options. The Plan's 10-year average return on investments has been 7.9%, while the City's most recent 3-month average investment return is around 3.45%.</p> <p>Staff recommends approving Resolution No. 4-2026 adopting the budget amendment and additional pension funding of \$700,000 available in the FY2026 budget.</p>		
<b>Fiscal Impact:</b> \$700,000 - 01000000-284707 Pension accounts 01211521-512210 - \$348,000; 01212521-512210 - \$30,000; 01220522-51220 - \$14,000; 01221522-51220 - \$308,000		
<b>Exhibits:</b> 1. Resolution No.4-2026 Budget Amendment GF		
<b>Commission/Board:</b> City Council		
<b>Contact Person:</b> Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE	 <b>MAITLAND</b> FLORIDA	AGENDA
April 13, 2026		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

**Subject:**

Second Reading: Ordinance No. 1455 Amending the Land Development Code Text to establish a process to review reasonable accommodation requests for Certified Recovery Residences.

**Requested Action or Motion:**

Move to approve, on Second Reading, Ordinance No. 1455 amending the Land Development Code to establish a process to review reasonable accommodation requests for Certified Recovery Residences, as presented.

**Summary Explanation & Background:**

Senate Bill 954 (“Bill”) was approved by the Governor on June 25, 2025, and became effective July 1, 2025. It amended Florida Statutes Section 397.487, to add a new subsection 15 which requires the governing body of each local government to “adopt an ordinance establishing procedures for the review and approval of certified recovery residences within its jurisdiction.” The ordinance must include a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence. The Bill includes additional criteria required to be included in the Ordinance. This proposed Ordinance amending the Land Development Code (LDC) incorporates the requirements of SB 954 and establishes a process for the review and approval of reasonable accommodation requests for Certified Recovery Residences.

Certified Recovery Residences are defined in state statute as “a recovery residence that holds a valid certificate of compliance and is actively managed by a certified recovery residence administrator.” Clinical treatment for Certified Recovery Residences is defined as a professionally directed, deliberate, and planned regimen of services and interventions that are designed to reduce or eliminate the misuse of drugs and alcohol and promote a healthy, drug-free lifestyle.

A new subsection 5.16 is proposed to be added to the LDC outlining how individuals may request accommodations from zoning or land use regulations when such accommodations are necessary for a certified recovery residence to operate. This includes application requirements, review procedures, timelines, an appeal process, and standards consistent with the Fair Housing Act. The applicant for a reasonable accommodation request can be any person who is disabled or a provider of services to disabled individuals.

The applicant is responsible for demonstrating that they, or those who are being provided services, are protected individuals under the FHA or ADA. Applications for certified recovery residence reasonable accommodations are reviewed by the Community Development Director, or designee, for consistency with the FHA or ADA and for determining whether the applicant has shown the following:

(1) They are protected under the FHA and/or ADA by demonstrating that they, or those being provided recovery services, are handicapped or disabled by showing:

- a. A physical or mental impairment which substantially limits one (1) or more major life activities;
- b. That they are regarded as having such impairment; and
- c. A record of having such impairment.

(2) The requested accommodation is reasonable and necessary to afford the applicant an equal opportunity to use and enjoy the dwelling, building or structure, or provides accessibility in another manner.

(3) The requested accommodation would not impose an undue financial or administrative burden on the City.

(4) The requested accommodation would not require a fundamental alteration in the nature of the land use and zoning regulations of the County.

Approvals or denials of requests are issued in writing and must include the applicant’s right to appeal the determination to the City Manager. Granting a reasonable accommodation request does not alleviate the requirement for a Certified Recovery Residence to comply with all other applicable code requirements.

At the Planning and Zoning Commission meeting of February 5, 2026, Commissioners unanimously tabled the item and requested that staff work with the City Attorney to propose revisions to the draft ordinance, particularly regarding the revocation of reasonable accommodation section of the ordinance (Section 5.16.10). Staff has worked with the City Attorney to revise the draft ordinance. Proposed changes include:

- Requiring the applicant to provide annual confirmation to the City that all necessary state licenses or certifications remain active, and, if not provided, shall result in revocation of the reasonable accommodation.
- The applicant may appeal the determination of revocation to the City Manager.

The item was unanimously approved by the Planning and Zoning Commission on March 5, 2026.

Ordinance No. 1455 was approved on first reading by the City Council on March 23, 2026, with an amendment to Section 5.16.10 establishing the annual confirmation due date as September 30 (fiscal year-end) rather than October 31. This amendment has been incorporated into the attached ordinance for second reading.

**Fiscal Impact:**

N/A

**Exhibits:**

1. Certified Recovery Residence Ordinance 1455 Revised 3.24.26
2. Orlando\_Sentinel\_Campaign\_48404
3. Affidavit\_9475

**Commission/Board:** City Council

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

Reviewed by City Attorney  
Drew Smith

MEETING DATE	 <b>MAITLAND</b> FLORIDA	AGENDA
April 13, 2026		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 2.

**Subject:**

Second Reading: Ordinance No. 1457 Amending the Land Development Code for the Downtown Maitland Zoning District.

**Requested Action or Motion:**

Move to approve, on Second Reading, Ordinance No. 1457 amending the Land Development Code to change Downtown Maitland Zone District density and intensity requirements and to eliminate the Downtown Maitland Planned Development zone district, DM-PD Edge, and the DICE program, to conform with the newly adopted Comprehensive Development Plan update, as presented.

**Summary Explanation & Background:**

At the November 10, 2025 meeting, City Council approved the Evaluation and Appraisal Report (EAR)-Based Comprehensive Development Plan (CDP) amendments consistent with State Law. Within 12 months of adoption of the CDP, the Land Development Code must be updated for consistency with the newly adopted CDP.

Included with this amendment was a change to how residential density and commercial intensity are allocated in the Main Street Future Land Use designation. This CDP update eliminated the Density Incentive for Community Enhancement (DICE) program, which was the method established in the CDP (and implemented in the Land Development Code) to achieve maximum density/intensity in Downtown Maitland. It provided a mechanism by which prospective developers could propose raising the density on properties if they could provide a community enhancement approximately equal to the value of the benefit they would receive for that increased density.

Prior to this revision, the CDP had granted the higher residential densities and commercial intensities to larger parcel sizes in Downtown Maitland. The DICE program was implemented by the creation of a Planned Development zone district, in Article 3, Zone Districts, and was reserved for the Main Street (downtown) future land use designation: the Downtown Maitland Planned Development (DM-PD) district. The only things that distinguished this district from the Planned Development district available to the rest of the city, were the provision of the density incentive (DICE) program and limiting certain uses in the Main Street Future Land Use designation.

The proposed LDC text amendment implements the changes made to the adopted 2050 CDP, by modifying the standards for density/intensity of Downtown Maitland parcels, from standards based on parcel size, to a uniform density for all parcels regardless of size. It also deletes the DM-PD district and any references throughout the LDC, while folding the use restrictions of the Main Street Future Land Use into the Principal Use, Accessory Use, and Temporary Use tables of Article 4.

Since the DICE program was introduced in 2019 with the CDP 2035, no applicant has elected to use the program to achieve higher density/intensity in Downtown Maitland. Therefore, no properties are

affected by the elimination of this zone district from the LDC. Similarly, no properties in the Downtown Maitland zone district will have their potential maximum densities/intensities reduced by these amendments. The only material change will be for parcels under 3 acres in size to potentially develop to the same density and intensity as parcels over 3 acres in size have been able to.

The Planning and Zoning Commission unanimously recommended approval of this ordinance on March 5, 2026.

**Fiscal Impact:**

N/A


**Exhibits:**

1. Ordinance 1457 LDC Update with exhibit a
2. Orlando\_Sentinel\_Campaign\_48428 (1)
3. Affidavit\_9677

**Commission/Board:** City Council

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

Reviewed by City Attorney  
Drew Smith

MEETING DATE	 <b>MAITLAND</b> FLORIDA	AGENDA
April 13, 2026		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 3.
<b>Subject:</b> Citizen Advisory Boards.		
<b>Requested Action or Motion:</b> Council decision and/or direction, if any.		
<b>Summary Explanation &amp; Background:</b> At the request of Councilmember Guthrie, this item regarding citizen advisory boards has been placed on the agenda for additional discussion. The item was initially scheduled for the March 23, 2026 City Council meeting; however, there was unanimous consensus to continue the discussion to the April 13, 2026 meeting, when a full council would be present.		
<b>Fiscal Impact:</b> TBD		
<b>Exhibits:</b>		
<b>Commission/Board:</b> City Council		
<b>Contact Person:</b> Mark Reggentin 407-539-6220		
Reviewed by City Attorney N/A		