



**City Council
August 24, 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. Presentations
 1. Orange County Public Schools (OCPS) 1 Mill Ad Valorem Continuation: Chief of Communications, Scott Howat.
 2. Water and Wastewater Fund Analysis: Bryan Mantz.
- V. Old Business
- VI. Consent Agenda
 1. City Council Meeting Minutes of August 10, 2026.
 2. City Council Scheduled Meetings: November 26 and December 28, 2026.
 3. Resolution No. 12-2026: Establishing an Equivalent Residential Unit Rate (ERU) for Stormwater Environmental Utility Fees.
 4. State Revolving Fund (SFR) Construction Loan Agreement Amendment 1: Drinking Water DW480252.
 5. Authorization to Increase Project Expenditures: Sandspur Road Repaving Project.
- VII. Public Period
- VIII. Decisions
 1. First Reading & Transmittal: Ordinance 1460 Amending Comprehensive Development Plan (CDP-Maitland Concourse North) Regarding the Permitted Number of Drive-through Businesses.
 2. First Reading: Ordinance 1461 Revisions to the Downtown Maitland Zoning District for Small Lot Development.
 3. Dommerich Drive Culvert and Lift Station Resiliency.
 4. City Council Seat 3 Vacancy.
- 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		AGENDA
August 24, 2026		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of August 10, 2026.		
Requested Action or Motion: Move to approve the City Council meeting minutes of August 10, 2026, as presented.		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits: 1. Draft City Council Meeting_Minutes _8_10_2026		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney		

MEETING DATE		AGENDA
August 24, 2026		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: City Council Scheduled Meetings: November 26 and December 28, 2026.		
Requested Action or Motion: Move to cancel the regular scheduled City Council meetings of Monday, November 26 and Monday, December 28, 2026.		
Summary Explanation & Background: The City Council's second scheduled meetings for November and December are on the Mondays prior to or after City-recognized/observed holidays. In previous years, these meetings have been canceled. The City Charter requires the Council to meet regularly at least once a month. If there is a need, the Mayor has the authority to call a special meeting. Staff recommends the City Council cancel the second scheduled meetings for November and December 2026.		
Fiscal Impact: None at this time.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 24, 2026		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 3.
Subject: Resolution No. 12-2026: Establishing an Equivalent Residential Unit Rate (ERU) for Stormwater Environmental Utility Fees.		
Requested Action or Motion: Move to adopt Resolution No. 12-2026 establishing a rate of \$17.74 per equivalent residential unit (ERU) per month for stormwater environmental utility fees and providing an effective date of October 1, 2026, as presented.		
Summary Explanation & Background: The Stormwater Environmental Utility Special Revenue Fund was adopted by Ordinance No. 1168 on August 25, 2008, to address declining water quality in the City's lakes and lack of funding for regular stormwater maintenance. Prior to September 15th of each year, the City Council must adopt a rate resolution establishing the stormwater fee for one equivalent residential unit (ERU). On August 3, 2026, City Council held the FY 2027 Stormwater Fund budget workshop and supported a 3% increase, which is consistent with previous City Council direction. In order to fund operations and capital projects while preserving fund balance in FY 2027, an increase of \$0.52 per equivalent residential unit (ERU) is required. The proposed rate in the FY 2027 budget is \$17.74 per ERU. It is anticipated that this rate will generate \$2.6 million in stormwater fee revenue in FY 2027.		
Fiscal Impact: Generates \$2,602,000 in Stormwater Environmental Utility Fees for FY 2027		
Exhibits: 1. Resolution No. 12-2026 Stormwater Rate (SML rev 081026)		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 24, 2026		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 4.
Subject: State Revolving Fund (SFR) Construction Loan Agreement Amendment 1: Drinking Water DW480252.		
Requested Action or Motion: Move to authorize the Mayor to execute Amendment No. 1 to the State Revolving Fund (SRF) Loan Agreement for the 17-92 Water Main Phase 2 Upgrade Project, originally approved January 13, 2020.		
Summary Explanation & Background: On January 13, 2020, City Council approved a \$9.6 million construction loan for the 17-92 water main upgrade project. On October 28, 2024, City Council approved the agreement for DW480252, which provided for the new loan amount and project completion date. However, because the project extended beyond the original agreement timeframe, an extension and other related contract modifications were approved by Council on July 13, 2026. The State now requires the City to execute Amendment 1 to the loan agreement, which addresses contract authorization, required documentation, and insurance requirements. It also amends the project completion date to October 15, 2027, establishes the Loan Service Account to no later than October 15, 2027, and schedules the loan repayment to begin April 15, 2028. Staff recommends authorizing the Mayor to execute Amendment 1 to the loan agreement.		
Fiscal Impact: \$6,500,706 loan proceeds and future Utility Fund debt obligations		
Exhibits: 1. Maitland DW480252 A1 - ext		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA	
August 24, 2026		Section: Consent Agenda	
Department/Office : Public Works	AGENDA REPORT	Item #: 5.	
Subject: Authorization to Increase Project Expenditures: Sandspur Road Repaving Project.			
Requested Action or Motion: Move to authorize an additional \$11,251.27 for the Sandspur Road repair and repaving, inclusive of the contingency approved May 21, 2026.			
Summary Explanation & Background: On May 21, 2026, the City Council authorized the expenditure of paving funds for the repaving of Sandspur Road. This project included the repair of the existing roadway, addressing areas requiring full-depth replacement, curbing repair and replacement, and sidewalk repairs and replacements. The roadway has been milled, resurfaced, and striped from Wymore Road to Maitland Avenue. Additionally, multiple trees that were causing damage to the roadway or exhibiting poor health have been removed as part of this project. During the project's progression, a previously unknown condition was identified. The sub-grade under the paver intersections was found to consist solely of sand which is unsuitable for road base. To properly pave the road, additional base and sub-grade work were required. Cathcart Construction Company, the contractor performing the concrete and general site work, installed a lime rock base at the intersections utilizing the contract unit prices. The invoiced amount was an increase of \$156,980 over the proposal amount. Additional root grinding was required as the project progressed, and the roots were exposed. The invoiced amount for the additional root grinding is \$13,366.32 higher than the original proposal amount. City Council approved a contingency of \$130,404 for the project and although there were savings of \$14,345.53 for the paving and maintenance of traffic, the total project amount exceeded the contingency amount by \$11,251.27, as shown below.			
Vendor	Proposal	Invoiced	Difference
Cathcart (Curb/Sidewalk/Site)	\$ 694,255.00	\$ 851,235.00	\$ 156,980.00
Hubbard (Paving)	\$ 513,000.00	\$ 484,794.75	\$ (28,205.25)
Flash-Rite (Maintenance of Traffic)	\$ 24,629.00	\$ 24,143.20	\$ (485.80)
Tree Guardians (Arbor)	\$ 72,293.06	\$ 85,659.38	\$ 13,366.32
Contingency	\$ 130,404.00		
Total	\$ 1,434,581.06	\$ 1,445,832.33	\$ (11,251.27)

Staff recommends City Council approve the final expenditures for the Sandspur Road repaving project and the additional allocation of \$11,251.27 for a final total project cost of \$1,445,832.33.

Fiscal Impact:

Funds available in 01412541-534635-PV001

Exhibits:

1. F loops at Sandspur and Wymore.
2. CCC - Maitland - Sandspur - Plan Changes

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney

N/A

MEETING DATE		AGENDA
August 24, 2026		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: First Reading & Transmittal: Ordinance 1460 Amending Comprehensive Development Plan (CDP- Maitland Concourse North) Regarding the Permitted Number of Drive-through Businesses.		
Requested Action or Motion: Staff Recommends the City Council move to deny on first reading, Ordinance No. 1460 amending the 2050 Comprehensive Development Plan (CDP) due to inconsistency with Future Land Use Policy 1.1.3. The Planning and Zoning Commission recommended (3-0) to approved the requested amendment.		
Summary Explanation & Background: The applicant requests a text revision to the Maitland Comprehensive Development Plan 2050 (2050 CDP) to amend Standard 1.1.3.9(c) in the Maitland Concourse North Area of Special Consideration that would permit a second drive-through use to Maitland Concourse North Planned Development for Lot 1 ("Sails of Trelago"), add specificity as to the type of drive-through establishment allowed, and expand the area on Lot 1 where the drive-throughs would be located. A visual example of the proposed request is enclosed within the Neighborhood Meeting information in the packet. The current language in the CDP limits the number of drive-through establishments to one. Initially, drive-through establishments were prohibited in the initial PD approval due to the fact that they were inconsistent with neighborhood character and the intent of the City Council at the time was to create a mixed-use village which was incompatible with drive-through establishments. Subsequently, the owner requested three additional drive-through establishments. This proposal was rejected. However, the City Council did approve the addition of one drive-through with conditions. This drive-through has been used for a bank. The applicant would now like an additional drive-through. The applicant proposes the following language for Standard 1.1.3.9(C): "Commercial uses within the R-MORC category shall not include "Big Box" retail, drive-through establishments of any kind (except that one drive-thru establishment and one separate drive-thru automatic teller window ("ATM") with a maximum combined interior square footage that shall not exceed 5,000 square feet, may be allowed on the west four-hundred fifty feet of Lot 1) gasoline service stations with or without convenience stores, or industrial uses." A comparison between the existing and proposed language is provided in the packet. The timeline of the approvals is outlined below.		
Background: On March 26, 2013, Ordinance No. 1236 was adopted to amend the Comprehensive Development Plan 2030 (CDP 2030), and establish Maitland Concourse (MCN) land uses, policies and standards as well as a development program for the site. The ordinance intended to ensure the long term viability of residential neighborhoods and conformity and compatibility with surrounding uses and therefore		

required development of the site through a PD process. Regulation included signs, lighting, buffers, transportation, environmental issues, hours of operation, and other factors. Commercial structures were to be consistent with residential scale and character, and specifically prohibited uses including "Big Box" retail, **drive-through establishments of any kind**, gasoline service stations with or without convenience stores, and industrial uses.

On February 22, 2016, Ordinance No. 1303 was adopted, which established the PD for MCN consistent with the parameters established with the CDP. Residential Scale and Character criteria was a key element of the PD and was to be utilized in the structural design and layout of the site. **A human-scale, pedestrian-friendly village environment that functioned as unified components was desired.**

On February 28, 2022, Ordinance No. 1395 was adopted, which amended the 2035 CDP, to add language to MCN that permitted one drive-through establishment with a maximum square footage not to exceed 5,000 square feet on the west 300 feet of Lot 1. The initial proposal by the applicant was to allow up to three drive-throughs on Lot 1. At the City Council meeting, following a recess, the applicant proposed language reducing the drive-throughs to one, providing location criteria, and a sunset date that reverted the drive-through use to a prohibited status if the applicant had not amended the PD to include the drive-through by a date certain. (Excerpt of the Council meeting minutes is included.)

On August 22, 2022, Ordinance No. 1404, amended the Maitland Concourse North Planned Development to include the conceptual site layout. This amendment proposed to develop 75,000 SF of commercial uses, with associated infrastructure divided between five buildings varying between one and two stories in height. A single drive-through use of 2,562 SF was proposed for the western portion of the site closest to Trelago Way.

On September 20, 2023, the Site Plan for the subject property was approved, with the building containing the drive-through at 3,400 SF of an overall site square footage of 69,745 SF and found to be consistent with the PD concept plan approved in Ordinance No. 1404.

On April 7, 2025, the applicant received approval for a minor deviation from the approved Planned Development to relocate and extend the drive-through stacking, reconfigure the building locations of buildings, and add a drive-lane access point. Parking and dumpster locations were also relocated. The design and size of the buildings were unchanged.

The Site Construction Permit for Maitland Concourse North Lot 1 was approved on October 27th, 2025.

On May 21, 2026, a neighborhood meeting was held at Maitland City Hall regarding the proposed Comprehensive Development Plan Amendment to add an additional drive-through. (The meeting minutes are included as an attachment.)

Staff Recommendation: With the proposed amendment comes a further departure from the original CDP text (Ordinance No. 1236) adopted for MCN, which prohibited drive-through uses outright. Even with the amendment to the CDP in 2022 (Ordinance No. 1395) allowing one drive-through with restrictions, and a sunset clause, the request for an additional drive-through lane use places vehicular functions over pedestrian walkability envisioned for the MCN development. It also allows for the encroachment of a proposed drive-through lane 50' closer to the Lake Faith Residential Neighborhood, which departs from the previously approved Ordinance amendment.

As a result, staff is recommending denial of the proposed request based on inconsistency with Future

Land Use Policy 1.1.3 regarding creating a walkable pedestrian-friendly residential scale and character development that is compatible with adjacent residential development. On a 3-0 vote, the Planning and Zoning Commission recommended approval of the proposed request.

Fiscal Impact:

N/A

Exhibits:

1. MCN LOT ORDINANCE 1460
2. Maitland CDP Standard 1.1.3(c) (4)
3. Maitland-CDP_Final Draft_20251024 FLU Policy 1.1.3
4. MCN Lot 1 - Analysis of Impact_v1
5. Ordinance-1395-Amending Comprehensive Development Plan (CDP 2035) MCN, Lot 1 - 2_2022
6. MCN Lot 1- Neighborhood Meeting Minutes_v2
7. City Council Minutes of 1_24_2022
8. City Council Minutes of 2_28_22 (1)

Commission/Board: City Council

Contact Person: Michael Daniels 407-539-6211

Reviewed by City Attorney
D Smith

MEETING DATE		AGENDA
August 24, 2026		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 2.
Subject: First Reading: Ordinance 1461 Revisions to the Downtown Maitland Zoning District for Small Lot Development.		
Requested Action or Motion: Move to approve Ordinance No. 1461, on First Reading, amending the Land Development Code requirements for the Downtown Maitland Zoning District, as presented.		
Summary Explanation & Background: Pursuant to discussion at the April and May Planning and Zoning Commission meetings and June 8th City Council meeting, staff has prepared a zoning ordinance amendment to the City's residential development regulations within the Downtown Maitland (DM) Zoning District. The amendment is intended to address the concerns from the Planning Commission members that certain existing DM District development requirements may limit the feasibility and continued improvements of smaller-scale, residential projects on infill parcels within the downtown area, thereby reducing opportunities for context-sensitive reinvestment and housing diversification. The primary concern of the Commission was that the requirement to have first floor non-residential uses on small lots would render them economically infeasible to develop due to the cost of constructing commercial space on the first floor with one or two residential units on the upper floor(s), as well as the difficulty of meeting the parking, drainage, landscaping and other site design criteria required for mixed use development for small lots. In combination with this issue, the Commission agreed that if developers were required to provide and construct the first floor commercial space, it would go unused and vacant due to the size and potential limitation on uses. To address this, staff is recommending modifying the requirements for smaller lots (less than 20,000 sq. ft.) to allow exemptions from the first floor commercial requirement if certain conditions are met. The proposed amendments are intended to reduce regulatory barriers that may constrain incremental infill development and small-scale residential redevelopment opportunities within the downtown area, while maintaining consistency with the urban design and streetscape objectives of the DM District. In particular, the proposed changes are intended to support a broader range of small-scale multifamily residential development on appropriately scaled parcels within the downtown area. Staff, based upon recommendations from the Planning and Zoning Commission, is proposing amendments to the Land Development Code to address the following issues: • Allow for redevelopment and expansion of existing single-family homes and duplexes within the DM Zoning District subject to the development standards of the RSF-D Zoning District, while continuing to require compliance with the public frontage and streetscape standards applicable to the DM District.		

- Reduce regulatory constraints affecting small-scale multifamily residential development within the DM Zoning District by providing exemptions from certain mixed-use and ground-floor activation requirements for residential developments containing three (3) or more dwelling units where:
 - the property is located on a Type II or Type III street, as defined in Section 3.3.5(e)(4)(A), excluding Independence Lane;
 - the parcel or combined parcels were less than 20,000 square feet in area prior to the effective date of the ordinance; and
 - the development otherwise complies with all applicable standards of the Downtown Maitland Zoning District.

The proposed amendments are intended to encourage context-sensitive residential infill development on smaller downtown parcels that may not be capable of supporting larger mixed-use projects under the current code framework. The amendments are also intended to expand housing choice, promote incremental redevelopment, and encourage reinvestment within the Downtown Maitland area.

Staff and the Planning and Zoning Commission believe that the proposed amendments will continue to advance the overall intent of the Downtown Maitland Zoning District by:

- promoting walkable urban development patterns;
- maintaining compatibility with existing neighborhood and streetscape character;
- encouraging reinvestment and redevelopment within the downtown area; and
- supporting a broader range of housing types that can serve varying household sizes and life stages.

Staff and the Planning and Zoning Commission unanimously (with a 3-0 vote on August 6, 2026) recommended approval of the attached ordinance. To support the proposed ordinance amendment, staff has provided the following materials:

- Existing Zoning Requirements for the RSF-D Zoning District
- LDC Section 3.3.5 – Downtown Maitland Zoning Regulations
- LDC Section 10.3.2 – Definitions
- DM Street Type Definitions
- Map identifying parcels within the DM Zoning District that may qualify for the proposed exemption
- Ordinance No. 1461

Fiscal Impact:

N/A

Exhibits:

1. 3.2.6.__RSF_D_Residential_Single_Family_and_Duplex_District.
2. Residential Use Definitions
3. Maitland LDC DM
4. DM STREET TYPE DEFINITIONS
5. 20,000 square foot lots and smaller in DM Districts and not type 1 street type
6. Ordinance 1461 for small lot revisions final

Commission/Board: City Council

Contact Person: Michael Daniels 407-539-6211

Reviewed by City Attorney
D. Smith

MEETING DATE		AGENDA
August 24, 2026		Section: Decisions
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: Dommerich Drive Culvert and Lift Station Resiliency.		
Requested Action or Motion: Move to approve Alternative 1 of the Dommerich Drive Flooding Evaluation and direct staff to proceed with the design and permitting phase of the project.		
Summary Explanation & Background: The city's FY 2025-2029 Capital Improvement Plan includes the Dommerich Drive Culvert Replacement and Drainage Improvement with funding for design in FY 2025. The goal of the project is to increase the resiliency of Dommerich Drive where it crosses Lake of the Woods Creek and mitigate the impact to the adjacent sanitary sewer lift station (Lift Station No. 2), both of which are susceptible to flooding. The roadway and lift station were flooded during and after Hurricane Ian. This prevented the use of the temporary generator placed at the lift station when the water level was at its highest. On December 9, 2024, City Council authorized the City Manager to execute a grant agreement with the Florida Department of Environmental Protection for a grant awarded through state appropriations in the FY 2025 budget. The grant covers up to \$150,000 in reimbursement costs. In April 2025, City Council approved an agreement with one of the city's continuing engineering consultants, Burgess & Niple (B&N), for the analysis and evaluation of the potential solutions, and the design and permitting for the stormwater portion of the project. B&N has completed the evaluation and will present the alternative designs proposed in their final report. Multiple culvert upsizing configurations were evaluated, and B&N determined that replacing the existing culverts with concrete box culverts (CBCs) provides the most effective reduction in flood stages. Based on these findings, two alternatives are proposed for consideration: (1) upsizing the existing culverts to two (2) 48" × 72" CBCs, and (2) upsizing the existing culverts to two (2) 60" × 72" CBCs, in combination with raising the roadway over the culvert by one foot. The proposed improvements meet emergency access requirements under Alternative 1, reducing overtopping to approximately 2.5 inches during the 100-year, 24-hour design storm event, which is below the 6-inch threshold generally considered passable for emergency vehicles. However, under more extreme conditions such as Hurricane Ian, approximately 9 inches of overtopping is still anticipated. The flood stages are reduced sufficiently to avoid inundation of Lift Station No. 2 during the 100-year storm event, and a temporary generator connection point outside the flood-prone area is recommended to improve emergency operations. Under Alternative 2, the combination of larger box culverts and raising the roadway by one foot eliminates roadway overtopping for the design storm event; however, it results in a slight increase in peak flood stages during the Hurricane Ian event due to eliminating overtopping with more flow remaining confined within the channel system. In addition, raising the roadway would require grading transitions of approximately 90 to 100 feet on either side of the crossing, potentially impacting adjacent		

driveways, utilities, and Lift Station No. 2, and may contribute to increased flood risk for nearby residential properties. The lift station and associated electrical equipment would be elevated above modeled flood levels, eliminating inundation risk and providing long-term operational resilience.

Construction can be carried out in phases to maintain continuous access along Dommerich Drive, the sole entry to The Oaks subdivision, with one lane open to traffic at all times under a temporary traffic control plan. The estimated construction cost is approximately \$365,000 for Alternative 1 and \$787,000 for Alternative 2, with the higher cost reflecting additional roadway reconstruction, grading, and associated impacts.

At this point, the analysis and modeling are complete. The next step would be design and permitting of the preferred solution. As is shown in the report, there are benefits to reconstructing the culvert. The structure is at the end of its anticipated life and replacing it would provide a larger, more maintainable opening to allow greater flow during normal storm events. It will also provide a greater degree of safety for access to The Oaks during very high-flow events (100 year storm). However, this project will not improve the flooding that occurs on adjacent properties currently located within the 100-year flood plain. Based on the overall evaluation of hydraulic performance, constructibility, cost, and potential impacts, Alternative 1 is recommended, as it provides improved emergency access for the design storm event, replaces an aging piece of infrastructure at a reasonable project cost. Understanding this, staff is requesting direction from the City Council on whether to proceed to design and permitting.

Fiscal Impact:

TBD

Exhibits:

1. Dommerich Dr_Drainage Report_Flood Modeling_FINAL 20260804 SS

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney

N/A

MEETING DATE		AGENDA
August 24, 2026		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 4.
Subject: City Council Seat 3 Vacancy.		
Requested Action or Motion: Move to direct staff to proceed with the proposed appointment process and timeline for filling the anticipated Council Seat 3 vacancy, as presented.		
Summary Explanation & Background: Mayor John Lowndes submitted his resignation as Mayor on May 28, 2026, effective November 2, 2026, at 11:59 p.m. Pursuant to Section 2.03 of the City Charter, Vice Mayor Scott French will become Mayor upon the vacancy occurring at 12:00 a.m. on November 3, 2026, and will serve the remainder of the unexpired mayoral term through April 26, 2027. Upon becoming Mayor, Vice Mayor French will vacate Council Seat 3, creating a vacancy on the City Council. Pursuant to Section 2.06(c) of the City Charter, a vacancy on the City Council, other than the Mayor's seat, shall be filled by appointment of a successor by a majority vote of the remaining members of the City Council to serve until the next general election, at which time a Councilmember shall be elected for the balance of the unexpired term. To be eligible for appointment, an applicant must have been a resident of the City of Maitland for a minimum of six (6) months and possess the qualifications of an elector, including being at least eighteen (18) years of age, a permanent resident of the State of Florida, and a citizen of the United States. Council Seat 3 has a term scheduled to expire in April 2028. Accordingly, the March 9, 2027, General Municipal Election will include the office of Mayor for a full three-year term and Council Seat 3 for the balance of the unexpired term. Consistent with the process utilized for the most recent City Council vacancy, staff recommends soliciting and accepting applications from eligible residents interested in appointment to Council Seat 3 beginning October 1, 2026, through 5:00 p.m. on October 15, 2026. Applications received after the established deadline shall not be considered. The City Council will have the opportunity to meet with and/or interview eligible applicants at the October 26, 2026, City Council meeting. As the vacancy will not occur until November 3, 2026, the official appointment will be considered at the November 9, 2026, City Council meeting. The appointed Councilmember will take the Oath of Office and assume Council Seat 3 at the December 14, 2026, City Council meeting and will serve until the successor elected at the March 9, 2027, General Municipal Election and takes office April 26, 2027. The proposed appointment process and timeline are as follows:		

October 1, 2026 – Application period opens.

October 15, 2026, at 5:00 p.m. – Application period closes. Applications received after the deadline shall not be considered.

October 26, 2026 – City Council opportunity to meet with and/or interview eligible applicants.

November 2, 2026, at 11:59 p.m. – Mayor Lowndes' resignation becomes effective.

November 3, 2026, at 12:00 a.m. – Vice Mayor French becomes Mayor and Council Seat 3 becomes vacant.

November 9, 2026 – City Council appoints a successor to Council Seat 3 by majority vote of the remaining members. Mayor French will be sworn in.

December 14, 2026 – Appointed Councilmember will be sworn in and assumes Council Seat 3.

March 9, 2027 – General Municipal Election for Mayor for a full three-year term and Council Seat 3 for the balance of the unexpired term.

April 26, 2027 – Successor elected to Council Seat 3 takes office, concluding the appointed Councilmember's service. The appointed Councilmember will serve until the successor elected at the March 9, 2027, General Municipal Election takes office. The individual elected to Council Seat 3 will serve the balance of the unexpired term.

Staff recommends that the City Council approve the proposed appointment process and timeline for the anticipated vacancy in Council Seat 3.

Fiscal Impact:

To Be Determined - Maitland is one of twelve municipalities that contract election services with Orange County Supervisor of Elections, depending on how many of those municipalities have an election in March the cost is shared. City Clerk budgeted \$25,000 (01191519/534905) for election expenses.

Exhibits:

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
D Smith