



**City Council
February 14, 2022
Council Chambers
6:30 PM**



WELCOME to our City Council meeting. In the interest of time efficiency, the following will prevail for comments by the public. Each speaker will be permitted up to 3 minutes to state his/her case. Group presentations will be permitted 3 speakers including the spokesperson - each being limited to up to 3 minutes. 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. Invocation - Dale McDonald
- III. Pledge of Allegiance
- IV. Presentation
 1. Proclamation - Black History Month
- V. Old Business
 1. Ordinance Introduction Continued from January 24, 2022 - CDP Amendment to remove the prohibition of drive-through use on Lot 1 of MCN
- VI. Public Hearing
 1. Maitland West, Lot 2 PD Amendment
- VII. Consent Agenda
 1. Approve the City Council meeting minutes of January 24, 2022
 2. Approve the City Council Workshop meeting minutes of January 31, 2022
 3. 1st Quarter 2022 Financial Summary
 4. Fire Department GPS pre-emption devices.
 5. Orange County GIS Interlocal Agreement
 6. Petition No. 2021-01 (SUB) 1700 Fennell Street - Final Subdivision Plat
 7. Purchase - FY 2022 City Vehicles
- VIII. Public Period
- IX. Decisions
 1. Ordinance - Land Development Code (LDC) Update
 2. Ordinance - Amendment to the Official Zoning Map consistent with the LDC Update
 3. Appointment - Councilmember and Resident Member to the Canvassing Board

- 4. Resolution Supporting the Bridgefest 5k on May 7, 2022
- X. Discussion
- XI. City Manager's Report/City Attorney/Council Reports
- XII. 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.

Disclaimer: Any opening invocation that is offered before the official start of the Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and to stand and recite the Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Council Chambers or exit the City Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

MEETING DATE		AGENDA
February 14, 2022		Section: Presentation
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Proclamation - Black History Month		
Requested Action or Motion:		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits: 1. SKM_C45822020413210		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney		

MEETING DATE		AGENDA
February 14, 2022		Section: Old Business
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

Subject:

Ordinance Introduction Continued from January 24, 2022 - CDP Amendment to remove the prohibition of drive-through use on Lot 1 of MCN

Requested Action or Motion:

Continue introduction of the proposed ordinance (Petition No. 2021-01 ALU) - Maitland Concourse North Lot 1 Comprehensive Development Plan (CDP) Amendment and set the Public Hearing and action date for February 28, 2022.

Summary Explanation & Background:

Background

The Maitland Concourse North (MCN) Comprehensive Development Plan (CDP) Amendment was adopted in 2013 via Ordinance 1236, which established a Policy and Standards to guide the MCN mixed use development program on the roughly 96 gross acre site on the north side of Maitland Boulevard. The CDP standards were designed to regulate items such as appearance (residential scale and character); buffering, size (no big box); floor area ratios, height, and uses (including use prohibitions). Among the uses prohibited within the (R-MORC) commercial portion of the site were drive-through establishments of any kind. The R-MORC commercial portion of the site covered Lots 1,2,3,6 and a portion of Lots 4 (stormwater pond) and 7 (developed with 350 multi-family units).

The CDP amendment proposes to remove the drive-through use prohibition on Lot 1 only. The remaining lots would maintain the prohibition. Lot 1 is adjacent to the west of Lake Faith Villas and is currently vacant with approval for 75,000 square feet of commercial uses.

The amendment was continued at the January 24, 2022 City Council meeting. The application proposes limitations on the number, location and square footage devoted to drive-through uses on Lot 1. The modified text amendment follows:

- Commercial uses within the R-MORC category shall not include “Big Box” retail, drive-through establishments of any kind “(except that two drive-thru establishments, with a cumulative interior square footage that shall not exceed 10,000 sf, may be allowed on the west five hundred feet of Lot 1)”, gasoline service stations with or without convenience stores, or industrial uses.

The applicant has submitted a Planned Development (PD) amendment concurrent with the CDP amendment to enable the development plan to be reviewed as the CDP amendment is processed.

A Future Land Use Map amendment accompanies the text change to identify the location of the requested removal of the drive-through prohibition use (Lot 1 only).

Action to Date

- October 4, 2021 - City Council held a workshop to discuss the possibility of drive-through uses on the Maitland Concourse North Lot 1 site. This workshop was only to inform and not to provide recommendations.
- January 6, 2022 - The Planning and Zoning Commission (P&Z) voted 4-1 to forward the proposed CDP amendment to Council with a recommendation of denial.
- January 19, 2022 - The Development Review Committee (DRC) voted unanimously to forward the proposed CDP amendment to Council with a recommendation of approval.
- January 24, 2022 - The first reading and introduction of the ordinance to City Council. Concluding the public period and after some discussion, the item was continued.

Staff Recommendation

Staff recommends Council continue the introduction of the proposed ordinance (Petition Number 2021-01 ALU) - Maitland Concourse North Lot 1 CDP Amendment, and set the public hearing and action date for February 28, 2022.

Fiscal Impact:

None

Exhibits:

1. Ordinance MCN Lot 1 (dm) UPDATED
2. DRC report 2021-01(ALU) MCN lot 1 (2)
3. CDP-Narrative Revised 1-27-28
4. MCN-Lot1-Survey (1)
5. AMENDED-FLUM (2)
6. MCN Parcels

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney

Yes

MEETING DATE		AGENDA
February 14, 2022		Section: Public Hearing
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

Subject:

Maitland West, Lot 2 PD Amendment

Requested Action or Motion:

Move to adopt the proposed ordinance amending Lot 2, Maitland West Planned Development (PD)

Summary Explanation & Background:

Overview

The applicant, GAI Consultants, is requesting to rezone property from (PD) Planned Development zoning district to PD zoning, to include the development of a 385-unit, 5 story (with penthouse), multi-family residential building (“The Aspen at Maitland West”) and associated site development items on Lot 2 of the Maitland West Planned Development Site. The current property owner is Michael Niederst of MWAD PHASE II LLC, 423 S. Keller Road, Suite 300, Orlando, Florida 32751. A Community Meeting was held on this project on February 4, 2021 at the Planning and Zoning Commission meeting. At its December 8, 2021 meeting, the Development Review Committee (DRC) recommended approval of this PD amendment subject to conditions of approval. As part of the recommended Conditions of Approval, redesign and repair of Summit Centre Way to alleviate flooding of the roadway must be completed prior to occupancy of the proposed multifamily structure.

The Maitland West Planned Development is generally located south of Maitland Boulevard and east of Forest City Road. The Maitland West Planned Development is comprised of three (3) parcels, which amount to ~ 34.29 acres in size and is accessed by Maitland Boulevard ramp, Summit Centre Way, Albemarle Road and, Forest City Road. Lot 2 is approximately 9.51 acres in size and comprises the south-eastern portion of the subject property. Lot 1 is developed as a multifamily structure with 315 dwelling units. Lot 3 is currently undeveloped and approved for a mixture of medical and commercial uses. All of Maitland West is located within the Employment Center (EC) Future Land Use Designation.



Proposal

The applicant proposes to construct a 385-unit, 5-story (with penthouse), multi-family residential building ("The Aspen at Maitland West") and associated site development on Lot 2 of the Maitland West Planned Development. Below is a table of the existing (Lot 1) and proposed (Lot 2) development of the Maitland West Planned Development.



Maitland West Planned Development Program

	Lot 1	Lot 2	Lot 3
Dwelling Units	315	385	N/A
BLDG Stories	4	5	N/A
Parking Spaces			
Standard		432	N/A
Compact		97	N/A
ADA		15	N/A
Total	613*	544	N/A

*Lot 1 (as-built) has 624 spaces, which will be modified to 613 spaces.

Please see the attached site plan, landscape plan and elevations for more information about the proposed development.

The Development Review Committee (DRC), at their December 8, 2021 meeting, recommended approval of the proposed PD amendment subject to conditions of approval. (See attached DRC report).

The applicant submitted revised data to substantiate that Lots 1 and 2 will adhere to the minimum permeable and open space requirements specified within the PD. The data supports compliance and the City will reconfirm at the site plan review phase of the project.

Action to Date

- On December 8, 2021, DRC unanimously voted to forward Petition 2021-01 (ZA-PD) to Council with a recommendation of approval subject to the findings and conditions of approval outlined in the December 8, 2021 DRC report.
- On January 6, 2022, the Planning and Zoning Commission (P&Z) unanimously voted to forward Petition 2021-01 (AZ-PD) to the Council with a recommendation of approval consistent with the findings and conditions outlined in the December 8, 2021 DRC report.
- On January 24, 2022, the City Council introduced the ordinance to amend Lot 2, PD for Maitland West and authorized a public hearing to be scheduled for February 14, 2022 to adopt the ordinance to effect the amendment.

Staff Recommendation

- Staff recommends Council adopt the proposed ordinance amending Lot 2, Maitland West PD.

Fiscal Impact:

The completed project will generate additional revenue related to impact fees, taxes, franchise, stormwater and utility fees.

Exhibits:

1. Maitland West (dm)
2. GAI Maitland West Lot 2 Open Space
3. GAI Maitland West Lot 2 Site Plan
4. 2021-01(AZ)(PD)Maitland.West DRC Final_SIGNED
5. Elevation

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
Yes

MEETING DATE		AGENDA
February 14, 2022		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Approve the City Council meeting minutes of January 24, 2022		
Requested Action or Motion: Approval of minutes.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Meeting 01242022		
Commission/Board: City Council		
Contact Person: Kathy Sotero 407-539-2307		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 14, 2022		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Approve the City Council Workshop meeting minutes of January 31, 2022		
Requested Action or Motion: Approval of Minutes.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Workshop Meeting Minutes 013122		
Commission/Board: City Council		
Contact Person: Kathy Sotero 407-539-2307		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 14, 2022		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 3.
Subject: 1st Quarter 2022 Financial Summary		
Requested Action or Motion: Move to receive the 1st Quarter 2022 Financial Summary and Investment Schedule.		
Summary Explanation & Background: 1st Quarter 2022 Financial Summary and Investment Schedule.		
Fiscal Impact: n/a		
Exhibits: 1. Q1 2022 Financial Summary		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney n/a		

MEETING DATE		AGENDA
February 14, 2022		Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 4.
Subject: Fire Department GPS pre-emption devices.		
Requested Action or Motion: Move to approve the FD to install Transportation Control GPS pre-emption systems and receivers in fire department apparatus and all major intersections within the City.		
Summary Explanation & Background: Currently, the fire department utilizes an infra-red system for pre-emption of intersections during emergency responses. The latest technology utilizes GPS technology to provide pre-emption data for traffic control systems at intersections. This installation will be split up over a 3-year period. The equipment that is being upgraded uses Global Traffic Technologies. Transportation Control Systems (TCS) is the sole supplier for Global Traffic Technologies in the State of Florida.		
Fiscal Impact: \$87,000 for the first year, \$52,000 for the second and \$52,000 for the third year. First year funding is available in the FY 22 Budget.		
Exhibits: 1. City of Maitland Sole Source Letter		
Commission/Board: City Council		
Contact Person: Chris Morton 407-539-0774		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 14, 2022		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 5.
Subject: Orange County GIS Interlocal Agreement		
Requested Action or Motion: Authorize the Mayor to execute the Interlocal Agreement renewal, and subsequent renewals, between the City and the Orange County Property Appraiser for Cost Sharing of Aerial Photography Acquisition.		
Summary Explanation & Background: On October 1, 2020, the City entered into an Interlocal Agreement between the City and the Orange County Property Appraiser (OCPA) for Cost Sharing of Aerial Photography Acquisition. The agreement expired on September 30, 2021 with an automatic renewal for one (1) year. OCPA is requesting a signed renewal as the updated agreement amends the City's contribution for the year of this agreement (Section 9) to reflect no cost (\$0.00).		
Fiscal Impact: None		
Exhibits: 1. City of Maitland - FY21-22 GIS Agreement		
Commission/Board: City Council		
Contact Person: Dan Matthys 407-539-6211		
Reviewed by City Attorney Yes		

MEETING DATE		AGENDA
February 14, 2022		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 6.

Subject:

Petition No. 2021-01 (SUB) 1700 Fennell Street - Final Subdivision Plat

Requested Action or Motion:

Accept the Final Plat for Petition 2021-02 (SUB) 1700 Fennell Street

Summary Explanation & Background:

Summary Explanation & Background

The applicant, Alec String is requesting a 2-lot subdivision for the property located at 1700 Fennell Street. The site is Lot 5 of Maitland Square Subdivision, currently a developed site with roughly 11,000 square feet of commercial space. The proposed plat will divide Lot 5 into Lots (5-A) and (5-B). The property is owned by Bryce Foster Corporation. It is a corner lot with frontage on Fennell Street and Keller Road, on the north and the east; and to the west is Visconte with (551 multi-family units), and an office complex to the south.

The property is zoned OC, Office Commercial District, and has a Future Land Use designation of Employment Center within an Area of Special Consideration, which is (Keller Road Mixed Use Focus Area).

Action to Date

- On September 2, 2021, the Planning and Zoning Commission unanimously voted to forward the final plat to City Council with recommendation of approval and certified consistency with the Comprehensive Development Plan.
- On January 19, 2022, the Development Review Committee unanimously voted to recommend approval of the final plat with the condition that Fennell Road be corrected to read *Fennell Street* on the plat and determined:
 1. That there is compliance with the preliminary subdivision plan approval;
 2. That the proposed subdivision will not lower the applicable levels of service below the levels adopted in the Comprehensive Development Plan and is phased to be constructed at a time when the adopted levels are met;
 3. That the proposed final subdivision plat is consistent with the Comprehensive Development Plan.

Staff Recommends

Acceptance of the consent agenda will approve the Final Subdivision Plat for Maitland Square Lot 5, A Replat.

Fiscal Impact: N/A
Exhibits: 1. Maitland Plat Sheet 1_11.15.2021 Final Plat 2. DRC Petition 2021-02 (SUB) 1700 Fennell Street
Commission/Board: City Council
Contact Person: Dan Matthys 407-539-6211
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
February 14, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 7.
Subject: Purchase - FY 2022 City Vehicles		
Requested Action or Motion: Move to approve the purchase of FY 22 budgeted City vehicles through Alan Jay Fleet Sales utilizing Sourcewell contract # 2022-120716 NAF, and 060920 NAF awarded to National Auto Fleet Group.		
Summary Explanation & Background: Each year, the City evaluates its fleet and, as part of the budget process, purchases new vehicles and equipment to meet the needs of the City. For FY 22, the City recommends purchasing the following budgeted addition and replacement vehicles. 2022 Chevy Express Cargo Van (addition) for the Water Division for the amount of \$34,396 2022 Ford F-250 Crew Cab for Streets Division (replacement) for the amount of \$46,032 These vehicles can be purchased through a Sourcewell contract with Alan Jay Fleet Sales, which is the authorized dealer for National Auto Fleet Group in Central Florida. All four are vehicles that Alan Jay has already ordered to be a part of their inventory. Approving the purchase of these vehicles at this time allows the City to reserve these specific vehicles from Alan Jay's projected inventory. This reduces the additional delay in ordering separately, lessening the impact of the growing lead time due to supply shortages. In consideration of our City's sustainability program, the Public Works Department has evaluated the availability of electric or hybrid electric vehicles for consideration for City vehicle purposes. There are currently no options available for these vehicles. Staff recommends approval of the purchase of these vehicles from Alan Jay Fleet Sales utilizing Sourcewell contract # 2022-120716 NAF, and 060920 NAF.		
Fiscal Impact: Funds are available in the General and Utilities Fund account lines 420510519-566430-VE001 and 41303533-569900 from the FY 2022 adopted budget.		
Exhibits: 1. Electrician Van Quote (1) 2. Streets Truck Quote (1)		
Commission/Board: City Council		
Contact Person: Joe Workman		

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
February 14, 2022		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

Subject:

Ordinance - Land Development Code (LDC) Update

Requested Action or Motion:

Move to introduce the proposed ordinance and set the Public Hearing and action date for February 28, 2022.

Summary Explanation & Background:

Background

The City of Maitland is comprehensively reorganizing and updating the Land Development portions of the Code of Ordinances, to be codified separately in a ten-article document that will be adopted as the Land Development Code (LDC) of the City of Maitland. The City's development goals were set forth in the Comprehensive Development Plan 2035, adopted in March, 2019. These included a focus on creating a vibrant mix of uses in Downtown Maitland and on the City's west side, while respecting and maintaining the City's many high-quality single-family neighborhoods.

In the spring of 2019, the City issued a national Request for Qualifications to select a consultant team to assist the City in its update to the LDC. A team led by Clarion Associates was selected from several interested firms. The Project was initiated in the summer of 2019, when the consultants reviewed the existing long term plans and interviewed many local stakeholders, including City Staff and elected and appointed officials. Next, they evaluated the existing City Code and produced an annotated outline for the proposed LDC document and a Code Assessment Document that described detailed goals and objectives for the LDC update. These goals and objectives were discussed with the Planning and Zoning Commission in a workshop on November 21 and with City Council in a workshop on November 22, 2019.

Based on these discussions, City Council directed staff and the consultant team to implement an update of the Downtown Maitland (DM) zone district as its first priority. This DM district update was completed in March of 2020, and was adopted by City Council after a recommendation by city staff and the Planning and Zoning Commission, along with an accompanying Zoning Map amendment.

The remainder of the draft Land Development Code update was written, edited, and refined in a collaborative effort between the consultant team, city staff (including Community Development, Public Works, and Administration), and the Planning and Zoning Commission. The LDC was drafted out of sequence in four portions (referred to as 'modules') which were first reviewed separately as they were available, and then in total as a "joint workshop draft" which was reviewed and discussed at a joint workshop by City Council and the Planning and Zoning Commission on December 6, 2021.

Some refinements were proposed and implemented from input received at the joint workshop, and those edits are reflected in the proposed 'Adoption Draft' of the LDC, which is available for download

here: <https://cityof.files.com/f/b2eb60dc0d6fe01b>

Action to Date

January 20, 2022 - Planning and Zoning Commission (P&Z) held a public hearing and voted unanimously to forward the proposed ordinance to City Council with a recommendation of approval, certifying consistency with the Comprehensive Development Plan.

January 26, 2022 - Development Review Committee (DRC) voted unanimously to forward the proposed ordinance to City Council with a recommendation of approval.

Staff Recommendation

Staff recommends Council introduce the LDC and set the public hearing and action date for February 28, 2022.

Fiscal Impact:

NA

Exhibits:

1. DRC Report
2. LDC Ordinance FINAL

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney

Yes

MEETING DATE		AGENDA
February 14, 2022		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 2.
Subject: Ordinance - Amendment to the Official Zoning Map consistent with the LDC Update		
Requested Action or Motion: Introduce the proposed Ordinance amending the Official Zoning Map and set the Public Hearing and action date of February 28, 2022.		
Summary Explanation & Background: <u>Background</u> The City of Maitland is comprehensively reorganizing and updating the Land Development portions of the Code of Ordinances, to be codified separately as the Land Development Code (LDC) of the City of Maitland. This map amendment is necessary to reflect the consolidation of the existing twenty-four (24) zone districts and three (3) temporary zone districts on the map for land annexed with Orange County zoning into twelve(12) base zone districts and one overlay district codified in the updated Land Development Code. The Planning and Zoning Commission reviewed this map while applying a quasi-judicial (competent substantial evidence) standard of review rather than the legislative standard (fairly debatable) applicable to mass re-zonings. Although not required, the quasi-judicial standard is more exacting. Based upon this standard, the Commission still recommended adoption of the map. However, the Council will be reviewing both the LDC amendments and the map amendment under the legislative standard, which means the Council is making a policy decision rather than interpreting existing code provisions as applicable to a specific parcel. So long as the Council finds the new amendments and map to be fairly debatable, they may be adopted. <u>Action to Date</u> January 20, 2022 - Planning and Zoning Commission (P&Z) held a public hearing and voted unanimously to forward the proposed ordinance to City Council with a recommendation of approval, certifying consistency with the Comprehensive Development Plan, and that satisfactory provision and arrangement has been made concerning the factors itemized for review by the development review committee. January 26, 2022 - Development Review Committee (DRC) voted unanimously to forward the proposed ordinance to City Council with a recommendation of approval. <u>Staff Recommendation</u> Staff recommends Council introduce the proposed Ordinance amending the Official Zoning Map; and, set the Public Hearing and action date of February 28, 2022.		
Fiscal Impact: NA		

Exhibits:

1. DRC Report
2. Ordinance
3. Official Zone District Map

Commission/Board: City Council**Contact Person:** Dan Matthys 407-539-6211Reviewed by City Attorney
Yes

MEETING DATE		AGENDA
February 14, 2022		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: Appointment - Councilmember and Resident Member to the Canvassing Board		
Requested Action or Motion: Council Decision.		
Summary Explanation & Background: As of November 2007, the City's Canvassing Board is to be comprised of one (1) member of Council, the City Manager or designee, the City Clerk and one (1) citizen appointed by the City Council. Serving on the Canvassing Board will require all members to be at the Supervisor of Elections Office (SOE) on Tuesday March 8, 2022, at 3 p.m. and Friday March 11, 2022, at 2 p.m. In the event of a run-off, members will be required to serve additional dates, to be determined. The following residents have submitted an application to be appointed as a citizen member: Grey Binford Doris Houck Council is requested to appoint one citizen member, one alternate citizen member, and, one member of Council to the Canvassing Board for the March 8, 2022, Maitland General Election.		
Fiscal Impact: N/A		
Exhibits: 1. Grey Binford - 2022 Canvassing Board Application 2. Doris Houck - 2022 Canvassing Board Application		
Commission/Board: City Council		
Contact Person: Kathy Sotero 407-539-2307		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 14, 2022		Section: Decisions
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 4.

Subject:

Resolution Authorizing the Bridgefest 5k on May 7, 2022

Requested Action or Motion:

Move to deny the resolution authorizing the special event.

Summary Explanation & Background:

Maitland resident Alan Helman has enlisted members of the Maitland Rotary Club and several other local individuals to form the Maitland Bridgefest Foundation, Inc. an entity proposing to host a 5K run/walk utilizing various Maitland roads and the newly constructed pedestrian bridge over Interstate 4. The race is proposed to take place at 7:30am on Saturday, May 7, 2022. The foundation plans to donate any race proceeds to non-profit agencies in Maitland and Eatonville.

Maitland City Staff held early planning conversations with Mr. Helman regarding his proposed race route. City staff relayed the complexities of various proposed routes, but of particular concern was the closing of a portion of Sandspur Road which necessitated the closure of an Interstate 4 off-ramp. Considering these concerns and prior to submitting a formal event application with the City of Maitland, City staff initially requested that the Maitland Bridgefest Foundation, Inc. obtain formal approvals from FDOT for the closure of the Sandspur ramp from Interstate 4 and Orange County Traffic Engineering for the proposed closure of Wymore Road (which is a county-controlled road).

On August 5, 2021, City staff met with Mr. Helman and members of his team. At this meeting, City staff stated that a maintenance of traffic (MOT) plan was needed, along with approvals from FDOT and Orange County. At the meeting, Mr. Helman provided assurances that he had already had conversations with FDOT and Orange County who were not opposed to the closures, although no documentation was provided.

Because of the complicated nature of the road and off-ramp closures, staff requested the following materials at least six months prior to the planned start date:

1. Written documentation from FDOT of their approval to close the Sandspur Rd. off-ramp from Interstate 4.
2. Written documentation from Orange County of their approval to close the portion of Wymore Rd. that is necessary for your event.
3. A Management of Traffic (MOT) Plan by a FDOT approved and currently certified traffic specialist that covers the entire length of the event.

Staff did not receive any of the requested documentation after the meeting, and on October 16, 2021 sent an email reminder to Mr. Helman and set a deadline of December 1, 2021 for receipt of the documentation and the completed event application. The application and documentation were not received by the deadline, however on December 1, 2021, the City received an e-mail forwarded from Mr. Helman that showed a draft MOT plan. The e-

mail chain confirmed that the road closure permit applications had not been submitted to Orange County or FDOT, but that the permits were going to be submitted.

On Sunday, December 17, 2021, an email was forwarded from Alan Helman to Jay Conn showing that a permit had been submitted to FDOT that evening. On December 23, 2021, an email was forwarded from Alan Helman to Jay Conn indicating that the permit application submitted to FDOT was not the proper permit, and that a permit for a "special event" was required. The FDOT permit technician requested Form 850-040-65 be submitted. Upon discussions with FDOT and City staff, the application form must be submitted by the local jurisdiction and requires the following to be submitted: "a certified copy of an excerpt from the minutes of a duly scheduled meeting, or duly executed resolution, of the local governmental entity authorizing the special event."

FDOT has further clarified that the City would be approving the MOT and that the City would be responsible for staffing police officers for the road and off ramp closures, which at a cursory review (a more detailed review may require additional officers) requires 23 officers and supervisors to handle the closures, pedestrian safety and parking. The Maitland Police Department will not have sufficient personnel to staff this event and to maintain city-wide service levels. County or state law enforcement will need to be contacted to request supplemental staff. In addition to FDOT and Orange County, the MOT will also impact the Town of Eatonville and Seminole County and require their approval (as submitted). Although Orange County staff have stated approving an I-4 off ramp closure for a special event has not been done in recent history, the off ramp is in Maitland and their approval is required only for the closure of Wymore Road.

At this time, due to the uncertainty of approvals from other agencies at this late juncture, closure of an off ramp from the interstate, impacts to the neighborhoods, and impacts to the operations of the Police Department; City staff are not recommending the City Council authorize the event.

However, should the City Council authorize the event and the City Manager and Police Chief to sign the permits for the I-4 Sandspur off ramp closure, staff recommends the following conditions be included and if not met by the stated deadline shall result in cancellation of the special event:

1. Maitland Bridgefest Foundation, Inc. shall be responsible 100% of the costs of the event.
2. Maitland Bridgefest Foundation, Inc. shall pay fees due for the MOT Design immediately (February 15, 2022) and fees are non-refundable. The final MOT configuration is at the sole approval of the City's contractors and staff.
3. Maitland Bridgefest Foundation, Inc. will provide a copy of contract with a professional event coordinator by February 15, 2022 who will be designated as the exclusive contact for event coordination with the City.
4. If approved by the surrounding agencies and FDOT, Maitland Bridgefest Foundation, Inc. will pay the full cost of the MOT to the City no later than 60 days before the event (March 8, 2022).
5. All requested documentation such as the written permission of the Maitland Soccer Club, Orange County Public Schools, landowners of any commercial or institutional properties who will have limited or restricted access during the race activities and landowners of proposed race parking areas must be provided by Maitland Bridgefest Foundation, Inc. no later than 60 days before the event (March 8, 2022).
6. The full cost of public safety staffing and any and all estimated race related costs will be paid to the City by Maitland Bridgefest Foundation, Inc. no later than 30 days before the event (April 7, 2022). Any additional race related costs that are incurred after that date are due upon receipt of an invoice from the City.
7. Maitland Bridgefest Foundation, Inc. will provide a certificate of insurance naming the City as additional insured for the event at an amount determined by the City's risk carrier no later than 30 days before the event (April 7, 2022).

Attached is a resolution authorizing the event and City officials to sign the FDOT permit application. The conditions listed above are on the exhibit to the resolution. Estimated costs for the various components, not including costs for the event coordinators responsibilities (clean up, etc.) are: MOT - \$25K, Police \$4K, and Fire/EMS \$1K. These are estimates as the cost of a final MOT and any required public safety personnel are subject to approval by other agencies and availability.

Fiscal Impact:

N/A - Costs for all traffic control equipment and City personnel and resources to be paid by the Maitland Bridgefest Foundation (estimated to be \$30K based on draft MOT).

Exhibits:

1. Resolution
2. RequestForTemporaryClosingSpecialUseOfStateRoad10172013 (PDF)_201410161157242358 (002)

Commission/Board: City Council

Contact Person: Jay Conn 407-539-6264

Reviewed by City Attorney
The liability impacts have been reviewed by the City Attorney.