



**TOWN OF LAKE HAMILTON**  
**TOWN COUNCIL**  
**REGULAR MEETING AGENDA**  
**Tuesday, August 3, 2021**  
**6:00 P.M.**

The Town Council of the Town of Lake Hamilton will hold a Regular Council Meeting on Tuesday, August 3, 2021, at 6:00 PM at the Town Hall, 100 Smith Ave, Lake Hamilton, FL 33851.

- 1. CALL TO ORDER BY THE MAYOR**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL OF COUNCIL MEMBERS BY THE CLERK**
- 5. SCHEDULED PRESENTATIONS**
  - a. Sam Killebrew Flag Presentation *-no pages*
  - b. Proclamation for Florida Water Professionals Month *-pages 1-4*
- 6. CONSENT AGENDA**
  - a. June 1, 2021, Regular Meeting Minutes *-pages 5-10*
  - b. July 6, 2021, Regular Meeting Minutes *-pages 11-14*
  - c. Freddie Corbit Planning Commission Application *-pages 15*
- 7. RECOGNITION OF CITIZENS (Non-Agenda Items)**
- 8. OLD BUSINESS-**
  - a. Future Planning Items
    - i. Update on WUP/AWS/WW *-pages 16-22*
    - ii. Pennoni Task Order for FDEP WW grant application *-pages 23-27*
    - iii. Pennoni Transportation planning/modeling support supplemental agreement *-no pages*
- 9. NEW BUSINESS-**
  - Open Public Hearing
    - a. First Reading of Ordinance O-21-15 Annexation Parcel 410 *-pages 28-30*
    - b. First Reading of Ordinance O-21-16 Hamilton Bluff PUD *-pages 31-40*
    - c. First reading of Ordinance O-21-17 Amendment of C-2 Commercial Zoning District *-pages 41-46*
  - Close Public Hearing
    - d. Resolution R-2021-09 Marie Villa Sample's Subdivision Replat *-pages 47-49*
    - e. Robles Property Unpaved Road Development Discussion *-pages 50-58*
- 10. STAFF REPORTS**
  - a. Town Administrator *-pages 59*
  - b. Town Clerk *- no pages*
  - c. Police Department *- no pages*
  - d. Code Enforcement *- no pages*
  - e. Community Development *- pages 60-*
  - f. Public Works *-- no pages*
- 11. ATTORNEY COMMENTS**
- 12. COUNCIL MEMBERS COMMENTS**
- 13. ADJOURNMENT**

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND F. S. 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THESE PROCEEDINGS PLEASE CONTACT TOWN CLERK, BRITTNEY SANDOVALSOTO, TOWN HALL, LAKE HAMILTON, FL AT 863-439-1910 WITHIN TWO (2) WORKING DAYS OF YOUR RECEIPT OF THIS NOTIFICATION. IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, AFFECTED PERSONS MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE WHICH THE APPEALS IS TO BE BASED. (F.S. 286.26.105)



## Florida Water & Pollution Control Operators Association

A Non-Profit Association Serving Water and Wastewater Professionals in the State of Florida

July 6, 2021

Mayors, Commissioners and Councils

RE: Proclamation request for *Florida Water Professionals Month, August 2021*

Dear Mayors, Commissioners and Councils:

The Florida Water & Pollution Control Operators Association (FW&PCOA) is a non-profit organization whose members are engaged in the production and distribution of drinking water, and the collection, treatment and disposal of wastewater and storm water. Our goal is to protect the health of citizens and preserve natural resources. We accomplish this by advancing the professional status of all water industry employees, arranging educational programs for treatment plant operators and customer service representatives, and providing a training and certification program for system operators.

The FW&PCOA embarked on a program in 2007 to recognize all water industry employees for their dedication and hard work providing safe drinking water to Florida's citizens and protecting Florida's environment and natural resources. We did this by proclaiming a month as "*Florida Water Professionals Month*" for August during the same month as the FWPCOA Annual Short Scholl. We would like to invite you to join us in recognizing the efforts of water and wastewater professionals in your community. You can do this by executing a proclamation recognizing "*Florida Water Professionals Month*" in August.

Attached is a sample proclamation for your review. Thank you for your past participation and we hope you will join us again this year. If you have any questions or need assistance please contact Katherine Kinloch, (863) 679-3572 or email [catloch3@verizon.net](mailto:catloch3@verizon.net).

Sincerely,

*Charles Nichols*

Charles Nichols  
Director, Region Ten  
Polk, Hardee & Highlands counties





## **Florida Water & Pollution Control Operators Association**

A Non-Profit Association Serving Water and Wastewater Professionals in the State of Florida

### **About Us - History**

The "Florida Water and Pollution Control Operators Association" is an organization made up of members who are actively engaged in or deal with the production, treatment, or distribution of water and/or the collection, treatment, or disposal of wastewater, be it industrial or domestic. The FWPCOA was organized; to advance the professional status of Water and Wastewater Operators; to provide a system for licensing operators, and to arrange educational and training programs for operators. The FWPCOA works in close cooperation with the Florida Section of the American Water Works Association, the Florida Water Environment Association, the Florida State Department's of Health, Environmental Regulation, Professional Regulation, and the State's Educational System, including a special relationship with the University of Florida's TREEO Center.

The birth of the FWPCOA officially took place in May of 1940. However, the beginnings of the Association can be traced as far back as the late 1920's. It was during this time that a group of individuals from the Florida Section of the American Water Works Association approached the University of Florida to put on a short course for water works operators. This resulted in the first short course, which was organized by Dr. A.P. Black in April, 1930. With the growth of Florida and the demand for more and better water supplies, the value of the operator training provided by the short schools was recognized by the State Board of Health and encouraged.

In 1938, Bob Hoy of Jacksonville suggested a Water Works Operator's Association to, through education and training, upgrade the quality of operators, and to work for the certification of operators by the State Board of Health who were deemed to be competent. W.B. "Dick" Gibson, at the time superintendent of the water system at Fort Myers, was appointed chairman of a committee to investigate the feasibility of an operator's association and to him must go most of the credit for subsequent events. At the annual meeting of the FS/AWWA in May 1940, he presented a very comprehensive report recommending the formation of the Florida Water Works Operator's Association. Following the enthusiastic acceptance of Gibson's report a committee was formed to act on the formation of such an association.

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## **Florida Water & Pollution Control Operators Association**

A Non-Profit Association Serving Water and Wastewater Professionals in the State of Florida

During the next two years a voluntary certification plan was developed, and in March of 1943 three persons took and passed the first water exam. The next few years saw a steady increase in operators both in the water and wastewater field. Several discussions had taken place about changing the Association to include wastewater personnel and in June 1947 the Association became the "Water and Sewage Works Operators Association." In 1949 the Association officially went on record as supporting mandatory licensing.

The 50's saw the membership in the Association expanding. The need for local training for operators who could not attend the Annual Short School became apparent. As a result, Regional Short Schools began to take place. This movement also led to the formation of Regions. Initially the State was divided up into four broad regions. Gradually these four broad areas have been subdivided and modified to form the thirteen regions we have today.

The 60's saw a continued growth in the Association. This growth, along with increased activity from within the regions, helped to solidify the Association into a strong organization. Articles of Incorporation were drawn up and in 1964 the Association officially became the Florida Water and Pollution Control Operators Association.

The 60's also saw a renewed effort on the part of the operators Association to bring about mandatory certification. Several Bills were introduced before the Legislature calling for mandatory certification but none were accepted or voted into Law. It wasn't until 1971 that mandatory certification became a reality.

No one can predict the future, but it's certain that the Florida Water and Pollution Control Operators Association will continue to be a driving force in our industry, and provide the training and support for the improvement of our members and the industry as a whole.

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## PROCLAMATION

### TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA

**WHEREAS**, the Florida Water & Pollution Control Operators Association is a statewide organization composed of water industry professionals who dedicate themselves to the production and distribution of safe drinking water, as well as the proper collection, treatment, reuse, and disposal of wastewater and stormwater; and

**WHEREAS**, this organization is committed to protecting the health of Florida's citizens and our state's natural resources, and supports the training, certification, and licensing of water industry personnel as a means to achieve these goals; and

**WHEREAS**, this organization, in recognizing the importance of the Florida Statutes and Administrative Code that regulate the water industry, acts as liaison between the Florida Department of Environmental Protection and industry personnel; and

**WHEREAS**, each year the Florida Water & Pollution Control Operators Association recognizes all those who have played a significant part in operating and maintaining drinking water, wastewater, and stormwater systems in Florida by celebrating Florida Water Professionals Month, which applauds their constant efforts to protect our health and environment.

**NOW, THEREFORE**, I Michael Kehoe, be it resolved that by virtue of the authority vested in me as Mayor of the Town of Lake Hamilton, in the State of Florida, do hereby proclaim the month of August as:

### **Florida Water Professionals Month**

and ask our citizens to join us in thanking all water and wastewater professional staff for their hard work and dedication to preserving Florida's water resources.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the Town of Lake Hamilton, Polk County, Florida to be affixed this 3<sup>rd</sup> day of August 2021.

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Michael Kehoe, Mayor

**TOWN OF LAKE HAMILTON  
MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY, JUNE 1, 2021  
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday June 1, 2021, at 100 Smith Ave, Lake Hamilton, FL 33851.

**CALL TO ORDER**

Mayor Kehoe called the meeting to order at 6:00 p.m.

**INVOCATION**

Invocation was given by Angie Hibbard.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by all

**ROLL CALL**

Roberson, Tomlinson, O'Neill, and Vice Mayor Wagner and Mayor Kehoe were present. Town Administrator Irvine, Town Clerk Sandovalsoto, Attorney Dawson, CDD Assistant Hibbard, Public Works Director Lewellen, CD Director Leonard and Code Enforcement Officer Mulvaney were present.

**SCHEDULED PRESENTATIONS**

**Proclamation for Code Enforcement Professionals-**

Mayor Kehoe read the proclamation for Code Enforcement Professionals for the record and signed the proclamation. Council and staff congratulated Code Enforcement Officer Mulvaney. Lekia Johnson, from Haines City announced they would have a Juneteenth Celebration were Councilmember Roberson would be recognized. Mrs. Roberson is one of the four African American Council women in Polk County. There will be a parade held on the 19<sup>th</sup> of June on 10<sup>th</sup> Street in Haines City and on June 18<sup>th</sup> a Gala will be held.

**CONSENT AGENDA**

**Consent Agenda item 6 b was pulled from the consent agenda and moved to New Business.**

**Motion made** by O'Neill and a second by Wagner to approve consent agenda item a and c.

No public comments were received.

**Motion Passed 5-0.**

**RECOGNITION OF CITIZENS**

No Citizens were signed in to speak.

**OLD BUSINESS**

**Future Planning Discussion-**

**Alternative Water Supply Pennoni-** Steve Elias, Pennoni, presented the Preliminary Water Supply Alternatives Study to the Town Council. He reviewed some assumptions and presented the Council with alternatives for future water demand possibilities. There was no action on this item.

**PER Update**

This item was tabled for the Special Meeting.

**Consider Impact Fee Study Agreements with Willdan**

Administrator Irvine met with Willdan about impact fee studies, and they recommend to do an impact fee study on Roads and Parks. The cost for the impact fee study of the parks would be \$5000.00 and the cost for the impact fee study of roads would be \$7000.00.

**Motion Made** by O'Neill and a second by Roberson to approve the contract to conduct an impact fee study for parks and an impact fee study for roads.

No Public Comment was received.

**Motion Passed 5-0.**

**First Reading Ordinance O-21-13 LDR Moratorium Extension-**

Attorney Dawson read the title for the record.

An ordinance of the Town of Lake Hamilton, Florida, extending the temporary moratorium in order to study, review and to amend the land development regulations for certain non-residential land uses and commercial and industrial zoning districts; located adjacent to the State Road 17 and U.S. Highway 27 transportation corridors; for a period of an additional six (6) months; providing for the rescission or extension of said moratorium by the adoption of a subsequent ordinance, by an amendment to the Town's land development regulations or as otherwise mandated by operation of law; providing for definitions; providing for conflicts; providing for severability; and providing for an effective date.

**Motion made** by Wagner and a second by Tomlinson to approve Ordinance O-21-13 LDR Moratorium Extension.

No Public Comments were received.

A roll call vote was taken. Tomlinson aye, O'Neill aye, Wagner aye, Roberson aye, Kehoe aye.

**Motion Passed 5-0.**

The Regular Meeting was closed and a Public Hearing was opened at 6:22 PM.

**Ordinance O-21-06 Scenic Terrace Plan Amendment Second Reading-**

Attorney Dawson read the title for the record.

An ordinance of the Town of Lake Hamilton, Florida, amending the comprehensive plan of the Town of Lake Hamilton, Florida, said amendment being known as amendment **21-04ESR**, amending the future land use map classification from agricultural to residential lands – 5 for a 47.32 acre parcel of land located at both the southwest corner and the northeast corner of the intersection of the Scenic Highway (State Road 17) and Hughes Road; and a 18.77 acre parcel of land located on the west side of the Scenic Highway (State Road 17) beginning 660 feet north of Kokomo Road; and amending the future land use classification from undesignated to residential lands – 5 for a 48.03 acre parcel of land on the northeast and southeast corners of the intersection of Hughes Road and Detour Road; and transmitting said amendment to the Department of Economic Opportunity for review and compliance; providing for severability; and providing for an effective date.

David Ehret questioned what the property would be zoned. As Community Development Director Leonard noted that the Comprehensive Plan Cleared with the Department of Economic Opportunity and it would be changing from agriculture to RL5.

**Motion made** by Wagner and a second by Roberson to approve second reading of Ordinance O-21-06 Scenic Terrace Plan Amendment.

A roll call vote was taken. O'Neill aye, Wagner aye, Roberson aye, Tomlinson nay Kehoe aye.

**Motion Passed 4-1.**

**Ordinance O-21-11 Scenic Terrace South PUD Second Reading-  
Attorney Dawson read the title for the record.**

An ordinance of the Town of Lake Hamilton, Florida, adopting a planned unit development (PUD) named "Scenic Terrace, South", located north and south of Hughes Road from west of Scenic Highway (State Road 17) on the west to approximately one-third of a mile east of Detour Road on 191.72 acres in sections 9 and 10, township 28 south, range 27 east, Polk County, Florida; repealing all ordinances in conflict herewith; providing for severability; and providing an effective date.

**Motion made** by O'Neill and a second by Wagner to approve Ordinance O-21-11 for second and final reading.

No Public Comments were received.

A roll call vote was taken. Wagner aye, Roberson aye, Tomlinson nay, O'Neill aye, Kehoe aye.

**Motion Passed 4-1.**

**Ordinance O-21-10 Cassidy Group 1B Plan Amendment Second Reading-  
Attorney Dawson read the title for the record.**

An ordinance of the town of Lake Hamilton, Florida, amending the comprehensive plan of the town of Lake Hamilton, Florida, said amendment being known as amendment 21S02, amending the future land use map classification from agricultural to residential lands – 5 for a 9.89 acre parcel of land located at the northwest corner of the intersection of Detour Road and Chicago Avenue; and transmitting said amendment to the Department of Economic Opportunity for review; providing for severability; and providing for an effective date.

**Motion made** by Wagner and a second by Roberson to approve Ordinance O-21-10 for second reading.

No public comments were received.

A roll call vote was taken. Roberson aye, Tomlinson nay, O'Neill aye, Wagner aye, Kehoe aye.

**Motion Passed 4-1.**

**Ordinance O-21-12 Noise Control Second Reading-  
Attorney Dawson read the title into to record.**

An ordinance of the Town of Lake Hamilton, Florida, pertaining to noise control; amending article iv, noise control, to chapter 20 of the code of ordinances of the Town of Lake Hamilton; declaring this ordinance is intended to secure and promote the public health, safety, welfare and quality of life of the public; including standard for measuring sound using the plainly audible standard; allowing violations of this ordinance to be enforced by issuance of a civil citation; including penalties for violation of this ordinance; providing for conflicts; providing for severability; providing for codification; and providing an effective date.

by Roberson and a second by Tomlinson to approve Ordinance O-21-12 Noise control for second reading.



No public comments were received.

A roll call vote was taken. Tomlinson aye, O'Neill aye, Wagner aye, Roberson aye, Kehoe aye.

**Motion passed 5-0.**

Mayor Kehoe closed the public hearing at 6:31 PM and resumed the regular meeting.

## **NEW BUSINESS**

### **Ordinance O-21-14 Amended Water policy first reading-**

**Attorney Dawson read the title for the record-**

An ordinance of the Town of Lake Hamilton, Florida, relating to water and sewer utilities; amending the code of ordinances of the Town of Lake Hamilton, Florida (the "code"); amending section 32-15, Lake Hamilton code; providing for this ordinance to control in the event of conflict with prior ordinances or resolutions; providing for severability; providing for an effective date.

**Motion made** by Wagner and a second by O'Neill to approve Ordinance O-21-14 amended water policy for first reading.

No public comment was received.

A roll call vote was taken. O'Neill aye, Wagner aye, Roberson nay, Tomlinson nay, Kehoe aye.

**Motion Passed 3-2.**

### **Resolution R-2021-07 Sodium Hypochlorite Contract-**

**Attorney Dawson read the title into the record.**

A resolution of the Town Council of the town of Lake Hamilton, Florida, approving to piggyback the contract between the city of Zephyrhills, Florida and Odyssey Manufacturing, for purchase and services related to sodium hypochlorite; authorizing the Mayor or Town Administrator to execute documents; providing for implementing actions; providing for severability; and providing for an effective date.

Town Administrator Irvine presented the Resolution. The Town had previously piggybacked on a contract for sodium hypochlorite with Zephyrhills which has ended. The attorney asked to review the contract and amend to include a provision regarding piggybacking on the contract.

**Motion made** by O'Neill and a second by Wagner to approve Resolution R-2021-07.

No public was received.

A roll call vote was taken. Wagner aye, Roberson aye, Tomlinson aye, O'Neill aye, Kehoe aye.

**Motion Passed 5-0.**

### **Resolution R-2021-08 Exemption for Alcohol Sales on Public Property.**

**Attorney Dawson read the title for the record.**

Resolution of the Town Council of the Town of Lake Hamilton, Florida, regarding the third-party sale and public consumption of alcohol on town property during the fourth of July celebration on July 2, 2021; and providing an effective date.

**Motion made** by Wagner and a second by Roberson to approve Resolution R-2021-08 for an exemption of alcohol sales on public property for the July fourth celebration on July 2<sup>nd</sup>.

Tomlinson asked where the sales would take place. Mayor Kehoe responded that they would be selling it on Main Street. Chief was questioned if he thought it was good idea and he stated that it was okay. Town Administrator Irvine checked with the insurance company and the vendor has liquor liability insurance. It would only include beer and wine and does not include any hard liquor.

A roll call vote was taken. Roberson aye, Tomlinson aye, O'Neill aye, Wagner aye, Kehoe aye.

**Motion Passed 5-0.**

**Authorize staff bonuses with American Rescue Plan Act Funding-**

Town Administrator Irvine explained that the American Rescue Plan Act is funding that is being given by the Federal Government to the town. The money is distributed to the state and then to the county which will disburse the money to the Town. The town is set to receive \$628,652 and half of that will be disbursed this year and the rest will be disbursed next year. The money must be used by 2025. She is requesting a \$2500 bonus for all employees who worked through the pandemic.

**Motion made** by O'Neill and a second by Wagner to approve bonuses for employee in the amount of \$2500.

No public comment was received.

**Motion Passed 5-0.**

**Item 6b was removed from the consent agenda placed under new business. Minutes from the May 4, 2021, meeting.**

There were questions on two comments in the minutes. Clerk Sandovalsoto will review audio and bring minutes back to next meeting for approval. Item tabled until next regular council meeting.

**Staff Reports-**

**Town Administrator-** A budget hearing calendar was included in the packet. There will be a special meeting next Tuesday, and a public hearing with a budget workshop commencing at 5 PM. June 15<sup>th</sup> is the next RLC dinner. Get with the Town clerk by tomorrow if you wish to attend.

**Town Clerk-** included in packet

**Police Department-** The Chief is requesting a withdrawal from the LE Trust Fund for new tasers. There is a 5-year warranty that it comes with.

**Motion made** by Wagner and a second by Tomlinson to approval withdrawal from the LE Trust Fund to purchase new tasers.

No public comments were received.

**Motion Passed 5-0.**

Chief noted that he will be implementing body worn cameras. Proposal will begin next month. There was discussion regarding record keeping and validity of cameras.

**Code Enforcement-** included in packet

**Community development-** Included in packet

**Public Works-** Included in packet.

**ATTORNEY COMMENTS:** Attorney Dawson questioned if the dogs were gone from the property that they filed a motion against. Code Enforcement Officer Mulvaney stated that the dogs were still gone. Attorney Dawson will file a dismissal of the suit.

**COUNCIL COMMENTS:** Vice Mayor Wagner stated on 6<sup>th</sup> Street and Main Street there is no way to access the sidewalk. Lewellen stated the asphalt just started coming in to lay down. Tomlinson stated he would like to see the grass on SR 17 by the town. Lewellen stated they do not mow what does not belong to the town. Mayor Kehoe stated staff will continue to do jobs required by the Town. A request regarding couches that have been sitting on Water tank Road was made as they have been sitting there for months. Attorney Dawson noted if the town did cut the right of ways there would be a liability to the town. Town Administrator Irvine noted that town staff has contacted them about it. Roberson stated that

the new employee that is driving the brush truck was doing a great job. She also noted that the town is not strict enough on property owners and maintaining their yards. Administrator Irvine noted that they will work with the code officer to address those issues. She noted they would look at options regarding vacant property registration. Attorney Dawson noted there are avenues the Town can take with foreclosures on vacant properties that have code fines and liens after 91 days.

**ADJOURNMENT:**

**Motion made** by Kehoe and a second by Wagner to adjourn the meeting at 7:13 PM. **Motion Passed 5-0.**

ATTEST:

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Michael Kehoe, Mayor

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Brittney Sandovalsoto, Town Clerk

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Sara K. Irvine, Town Administrator

**TOWN OF LAKE HAMILTON  
MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY, JULY 6, 2021  
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday March April 6, 2021 at 100 Smith Ave., Lake Hamilton, FL 33851.

**CALL TO ORDER**

Mayor Kehoe called the meeting to order at 6:00 p.m.

**INVOCATION**

Invocation was given by Angie Hibbard.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by all

**ROLL CALL**

Tomlinson, O'Neill, Vice Mayor Wagner, and Mayor Kehoe were present. Town Administrator Irvine was present. Town Clerk Sandovalsoto was absent.

**SCHEDULED PRESENTATIONS**

None

**CONSENT AGENDA**

Mayor Kehoe removed item b from the consent agenda. **Motion made** by Wagner and a second by Tomlinson to approve consent agenda item a, c, d and e.

No public comments were received.

**Motion Passed 4-0.**

**RECOGNITION OF CITIZENS**

CLAYTON HOERLER spoke about Hamilton bluff area, and the rezoning of agriculture to R5 Administrator Irvine informed the citizen that the item the citizen is talking about is tabled to a future meeting due to the developer not coming to the meeting.

KEITH PENCE asked if there will be a traffic of the rezoning of agriculture to R5 before the vote in a future meeting.

Chuck Walter is concerned about of the drainage on main street. He also had comments about the rezoning of agriculture to R5

Mayor Kehoe called for a brief recess while staff connected remotely with town attorney.



## **OLD BUSINESS**

**Future Planning Discussion-** Irvine reported that town staff and consultants are still looking at wastewater options and the legal team is drafting paperwork to continue the discussion. She was looking for council consensus to continue to draft and submit the paperwork. Consensus was given.

Irvine introduced Steve Elias, Pennoni Engineer to discuss the purpose for the Pennoni Addendum agreements.

**Pennoni Addendum No. 2 and No. 3 to Supplemental Agreement 21-001** - Steve reporting that he is scheduling a meeting with SWFMD in a few days. The water use permit expires August 19<sup>th</sup>. Since the council decided on an AWS that is not a cooperative project, the application will require additional information related to the option the council decided to move forward with. Addendum No. 2. is requested at \$9,500 and Addendum No. 3 is requested at \$90,000. Steve reported that the town may have to drill and test a well and SWFMD will require current available data to submit for a permit to drill and also for the WUP renewal. This will also include modeling, environmental impact evaluation, water conservation planning, meetings. O'Neill asked about the recent AWS report agreement for \$7,500 and how that incorporates into these addendums. Steve replied that the data gathering is similar but he modeling and other items will be specific.

**Motion** by O'Neill, second by Wagner to approve Addendum #2 for \$9,500 and Addendum #3 for \$60,000. Discussion: Chuck Walters pointed out the scope of services and stated that the council should collaborate with the current owners of parcels and look at the water wells. Motion passed 4-0.

Pennoni Addendum to Master Agreement for Development Services – due to the timeline for the WUP, Steve was not able to get a draft agreement ready in time to submit for council consideration.

Update on Projects: Road paving/repaving -Discussion on right of way needed on Main Street. Attorney Dawson was speaking through a bad connection so he will communicate with staff regarding the right of way. Staff informed council and public that Chastain Skillman, the engineers drafting the plans have not been provided information in a timely fashion. They contact them every week. It was reported that the staff has been working on this project for several years and the council decided to wait until the water line project is completed. An open house was hosted many years ago and another one will be held when plans are completed by the engineer.

## **Discuss Floridino Restaurant Sign-**

Irvine reported that a sign permit is not part of a building permit. The applicant was informed in November 2020 that the dimensions of the sign did not comply with zoning requirements. They were informed they could apply for a variance which had been the practice in the past. Nothing was heard from them again until March, at which time the moratorium was in place. A sign permit application was received by staff in May 2021 and was denied. Attorney Dawson reported that in his opinion a sign is not subject to a variance. He stated that since staff had informed the application that they could apply for a variance, and per the attorney that is not the case, that the applicant would have a cause for action under promissory estoppel. Council asked why the sign is not part of the entire building permit package. Staff replied that it can be, however sign

information was not submitted at the time the building permit was reviewed. Therefore it requires a separate permit and has zoning regulations. Per attorney, staff took enough action with the application and his representees to authorize it prior to the moratorium taking effect. The applicant relied on information provided by staff and spent money on designing and fabricating the sign.

Motion by Wagner, second by Tomlinson to direct staff to approve the permit for issuance.  
Motion carried 4-0.

**Review Floridino's Sewer Extension contract/pioneer agreement approval from June 8, 2021-**

After further review of the proposal from Odom Contracting the total amount including sod is \$94,590.

An additional proposal was submitted from Go Underground Utilities in amount of \$85,000, all inclusive.

Staff recommends an amendment to Section 2 of the Development Agreement with Mike Floridino to be for a total of \$ 103,000.00. This is the total of the engineering fees and the proposal of the installation of the service line with Go Underground Utilities.

Motion by O'Neill, second by Tomlinson to rescind approval of Odom bid and approve the bid received by Go Underground Utilities; amend the Pioneer Agreement to reflect changes. Motion carried 4-0.

Public Hearing: Mayor Kehoe opened the public hearings at 7:49 PM.

Second reading Ordinance O-21-14 Amended Utility Policies – Irvine read the ordinance for the record: An ordinance of the Town of Lake Hamilton, Florida, relating to water and sewer utilities; amending the code of ordinances of the Town of Lake Hamilton, Florida (the "code"); amending section 32-15, Lake Hamilton code; providing for this ordinance to control in the event of conflict with prior ordinances or resolutions; providing for severability; providing for an effective date.

**Motion made** by Wagner and a second by O'Neill to adopt Ordinance O-21-14 amended water policy on second reading.

No public comment was received.

A roll call vote was taken. O'Neill aye, Wagner aye, Tomlinson aye, Kehoe aye. **Motion Passed 4-0.**

Closed public hearing at 7:51PM.

First reading Ordinance O-21-16 Hamilton Bluff PUD – Tabled to later meeting

First reading Ordinance O-21-15 Certain LDR Updates – Tabled to later meeting

**NEW BUSINESS**

Set Preliminary Millage Rate and TRIM hearing – Motion by Wagner second by O'Neill to set the proposed millage at 9.000 mills and hold the TRIM hearing on September 21, 2021 at 5:30 PM. (it is noted that this is the date of the final hearing and Town Administrator schedule the TRIM hearing for September 14, 2021.)

**Staff Reports-**

**Town Administrator-** Town Administrator Irvine reported that the council could schedule a special meeting for Tuesday, July 20, 2021 if that worked out for the developer on the Hamilton Bluff PUD and a workshop could be held prior. Meeting was tentative based on developer calendar.

**Town Clerk-**

**Police Department-** included in packet

**Code Enforcement-**

**Community development-** Doug Leonard reported that regarding developments and traffic studies, the initial study is conducted by the developer and review by town, county and state engineers. The town provides data related to the town concerns. It has already been requested that the developers keep open land at all intersections.

**Public Works-** no comments.

**ATTORNEY COMMENTS:** None

**COUNCIL COMMENTS:** None

**ADJOURNMENT:**

**Motion made** by O'Neill, second by Wagner to adjourn the meeting at 8:10 PM. **Motion Passed 4-0.**

ATTEST:

\_\_\_\_\_  
Michael Kehoe, Mayor

\_\_\_\_\_  
Brittney Sandovalsoto, Town Clerk

\_\_\_\_\_  
Sara K. Irvine, Town Administrator



015

TELEPHONE (863) 439-1910

FAX (863) 439-1421

POST OFFICE BOX 126

LAKE HAMILTON, FL 33851

*Town of Lake Hamilton*

## **BOARDS AND COMMITTEES APPLICATION FOR APPOINTMENT**

Select a Board or Committee:

Charter Review Committee

Board of Zoning Adjustments & Appeals

Parks & Recs Board

Planning and Zoning Board

Citizens Advisory Task Force

Please select one: Appointment Reappointment

\*\*Please note that per Florida Statutes 112.3145, Appointment on any of these boards or committees requires a Financial Disclosure Form and must be filed annually with the Supervisor of Elections on or before July 1<sup>st</sup> of each year.

Name FREDDIE L. CORBIT Email FREDDIECORBIT@AOL.COM

Physical Address 1009 MARTIN ST

Mailing Address 340 MARTIN ST HAINES CITY, FLA 33844

Phone # 863-873-8381 Email

Employer: RETIRED Employer Phone #

Please provide a brief description of any background information (business, personal, educational, civic) that might be useful in considering your application. (A resume may be attached in lieu of this information.)

Are you a resident of Lake Hamilton? YES

Are you a registered voter in the Town of Lake Hamilton? YES

What other boards/committees have you served on and for how long? NA

Are you now or have you in the last three years worked/registered as a lobbyist? NA

Do you, or your employer, have any business dealings with the Town of Lake Hamilton which might present a conflict of interest? NA

When completed and filed with the Town Clerk's Office, this document is a public record under Chapter 119, Florida Statutes, and therefore is open to public inspection.

Applicants Signature Freddie L. Corbit Date 7-13-2021

Return form to: Town Clerks Office



July 28, 2021

Proposal No. LAKHA21004P

Ms. Sara Irvine, Town Clerk  
Town of Lake Hamilton  
Post Office Box 126  
Lake Hamilton, Florida 33851

**RE: SUPPLEMENTAL AGREEMENT TO MASTER AGREEMENT – TRANSPORTATION MODEL AND PLANNING SUPPORT SERVICES**

Dear Ms. Irvine:

We are pleased to submit two (2) copies of this Agreement to the Town to provide consulting engineering services for the referenced Project. This Agreement describes our scope of services to assist the Town with transportation modeling and planning services to support future growth.

Upon review and approval, please sign and return one (1) executed copy of this Agreement to our office.

Please call me if you have any questions. We sincerely appreciate the opportunity to assist the Town of Lake Hamilton with this important Project.

Sincerely  
**Pennoni**



Steven L. Elias, P.E.  
Municipal Division Manager

**PENNONI PROPOSAL NUMBER LAKHA21004P**

**SUPPLEMENTAL AGREEMENT TO CONTINUING AGREEMENT**

**By and Between**

**TOWN OF LAKE HAMILTON - and – PENNONI ASSOCIATES**

**Project**

**TRANSPORTATION MODEL AND PLANNING SUPPORT SERVICES**

---

**1.0 GENERAL:** This is Supplemental Agreement to the Master Agreement between the Town of Lake Hamilton (Town, Client, or Owner) and Pennoni Associates Inc. (Engineer or Pennoni) for professional engineering services dated 9 February 2007. Except as provided for herein, the provisions of the Master Agreement between the Town and Engineer shall apply to this Supplemental Agreement.

**2.0 EMPLOYMENT:** The Town hereby retains the continuing professional engineering services of Engineer, in consideration of the mutual covenants contained herein, and agrees in respect to the performance of professional engineering services by Engineer and the payment for those services by Town as set forth herein.

**3.0 PROJECT BACKGROUND AND DESCRIPTION:** The Town of Lake Hamilton is currently experiencing unprecedented requests to annex and develop numerous properties that could exceed 3,500 residential homes in the next 5 years. Buildout of these homes will cause significant stresses to the existing roadway network capacity (roadways, intersections, etc), resulting in unacceptable Level Of Service (LOS) deficiencies. The Town's Land Development Regulations and planning tools are inadequate to deal with the anticipated transportation demands. As such, The Town desires to develop a transportation model, traffic study implementation standards, Roadway classification standards, and other tools to help ensure the Town's transportation system is built out in a logical manner with developers contributing financially to said buildout as feasible.

The Town desires to engage Pennoni to assist with developing transportation planning tools and documents to help achieve a functional transportation network within the Town.

**4.0 ASSUMPTIONS:** The scope of work described herein is based on the following assumptions:

- The latest version of the FDOT District 1 Regional Planning Model (D1RPM) will be utilized to populate with service area data provided by the Town and/or other readily available data;
- The Town will provide historical technical, traffic count, LDR, development projections, and other available planning as applicable;

- Pennoni will coordinate and sub-consult with Traffic and Mobility Consultant of Orlando, FL for traffic modeling and planning support to assist with the services described herein;
- All services not explicitly described herein are not included in Pennoni's scope of work, but can be performed as an additional service (traffic data collection, pavement condition evaluation, traffic impact fee studies, survey or design services, coordination with other Agencies, etc.).

**5.0 PURPOSE:** The purpose of this Agreement is to authorize Pennoni to provide the services described in Section 5.0 herein for the fee described in Section 6.0 herein.

**6.0 SCOPE OF WORK:** Pennoni shall provide, or obtain from others, professional engineering services to perform specialized study services for this Project. Pennoni's services will include serving as the Town's engineering representative for the Project and providing customary professional civil engineering and consulting services. Pennoni makes no warranties, express or implied, under this Agreement or otherwise, in connection with Pennoni's services. The following sections describe Pennoni's scope of work for this Project.

**6.1 Transportation Demand Model:**

- 6.1.1** Using the latest approved District 1 Regional Planning Model (D1RPM), implement the necessary updates to the subarea to ensure that the study area is granularly accurate and reflective of the existing transportation network and reflect accurate Socio-Economic data. The subarea will include the Town of Hamilton and adjacent/proximate geographical areas, as necessary to accurately depict the conditions of the Town.
- 6.1.2** Perform a subarea validation of the modified and updated D1RPM model to achieve acceptable performance measures within the study area. The validation will include adjustments of such network characteristics has facility type, speed, and delay penalties. Friction factors may also be adjusted slightly, as necessary, to ensure accurate travel conditions, based on base year traffic volumes within the Town and on adjacent facilities.
- 6.1.3** Prepare future year model for the proposed analysis years (2030 and 2045) by coding appropriate network changes and SE data growth for each of the future year alternatives. The projected future daily volumes will include consideration of historical linear regression trends analyses.

**6.2 Short and Long Range Plans:**

- 6.2.1** Prepare an inventory of all primary and secondary roadways within the Town. The inventory will include roadway corridors, segmentation, lanes, facility type, area type, cross section treatment, service volumes and capacity. The network inventory will be established as the base from which all Town network facilities will be measured and analyzed.
- 6.2.2** Execute the Town of Lake Hamilton Subarea Model prepared from the approved D1RPM to project the travel demand anticipated within the Town in the near term

(2030) and long term (2045). The travel demand projections will establish the total travel demand and the capacity demand lines within the Town for use in the analysis.

- 6.2.3** Prepare a network capacity evaluation for the existing and projected Town roadway network for daily and/or peak hour conditions. The evaluation will compare projected travel demand volumes to network capacity to determine necessary and recommended roadway network improvements. Obtain travel demand projections and network capacity projections to determine the adequacy of the proposed transportation network to accommodate the projected development and growth in the Town.
- 6.2.4** Based on the results of the travel demand projections and network evaluation determine the needed improvements to the transportation network to adequately support existing and projected travel demand. The evaluation will include consideration of existing corridor improvements and the need for new corridors to support the growth and development of areas in the Town. Where necessary, roadway expansions, extensions, or new corridors will be evaluated to result in a complete, connected, and efficient roadway transportation network for the Town.
- 6.2.5** Based on the analysis, prepare a series of transportation network maps for use by the Town and the public. The maps will include an existing network map, a 2030 short range transportation network map and a 2045 long range transportation network map. Additionally, the maps will be accompanied with databases providing existing and proposed lanes, cross-sections, desired rights-of-way widths, service volumes, and capacity on the transportation network.

### **6.3 Methodology for Growth Applications:**

- 6.3.1** Based on reasonable and acceptable standards, establish the level of development intensity that will require to undergo detailed traffic analysis. Identify the multiple types of applications and establish an appropriate level of analysis based on an independent metric that reasonably reflects the potential project's influence on the operation and capacity of the transportation network. Prepare an application process and procedures for use by applicants when proposing new development in the Town.
- 6.3.2** Prepare a standard methodology of analysis for each of the multiple levels of applications established for the Town. The analysis of transportation facilities would be prepared and submitted on behalf of development applicants within the Town. The methodology will establish such factors as study area, facilities to be included in the analysis, acceptable periods of analysis, project traffic calculation, background traffic projections, acceptable capacity analysis methods for roadways and intersections, as well as evaluation of adjacent facilities' condition.
- 6.3.3** Develop a database to track the Town's development applications and their respective impact on the Town's network as documented in the approved traffic analyses prepared on behalf of each applicant. The database will include an inventory of the Town's existing and proposed transportation network, identification of all



pertinent network characteristics, and accounting of existing and committed roadway volumes to track the existing and projected volume to capacity ratios and level of service of each roadway corridor and segment.

#### **6.4 Meetings:**

- 6.4.1** Prepare for and attend up to two in person meetings and up to three virtual meetings with Town Staff for Task 6.1;
- 6.4.2** Prepare for and attend up to one in person meetings and up to two virtual meetings with Town Staff for Task 6.2;
- 6.4.3** Prepare for and attend up to one in person meetings and up to two virtual meetings with Town Staff for Task 6.3;
- 6.4.4** Prepare for and attend up to one in person meeting to present our findings to Town Council

#### **7.0 PENNONI'S COMPENSATION**

- 7.1** Our lump sum fees, excluding reimbursable costs, to provide the above-described services are given below.

A. Transportation Demand Model .....	\$27,500
B. Short and Long Range Transportation Plans.....	\$22,500
C. Methodology for Growth Applications .....	\$22,500
B. Meetings .....	<u>\$9,500</u>
Total.....	\$82,000

- 7.2** Should the Client elect to expand the Scope of Work to include work tasks not covered in this agreement, Pennoni will perform the requested additional work tasks based on: (A) A mutually agreed upon fixed fee; or (B) The time we spend and the costs we incur to perform the work.
- 7.3** Should it be desirable to field collect traffic count data, these services can be performed upon written authorization from the Town (\$500 for either a 2-hour manual intersection count or \$500 for a 24 hour mechanical traffic volume count).
- 7.4** It is understood and agreed that cost tradeoffs among the various cost categories and work tasks are allowable, so long as the total estimated cost of all work tasks is not exceeded without the Town's written approval.

**8.0 TOWN'S RESPONSIBILITIES:** The Town shall do the following in a timely manner so as to assist Pennoni in its work and not delay the performance of services by Pennoni.

**8.1** Designate a Town representative with respect to the services to be rendered under this Supplement who will have complete authority to transmit instructions, receive information, advise on transportation needs/progress (new developments, LDR considerations, development review considerations, etc), approve work scope matters, and define Town's policies and decisions with respect to Pennoni's services for this Project.

**8.2** Promptly review, comment on, and return Pennoni's submittals.

**8.3** Payment of all permit application and review fees and other costs not included in this proposal are the responsibility of the Town.

**8.4** Promptly advise Pennoni when the Town becomes aware of any defect or deficiency in Pennoni's services.

**8.5** Furnish Pennoni with all information as to Town requirements, including any special or extraordinary considerations for the Project, and make available existing pertinent data as identified in the Scope of Work as necessary (maps, as-built drawings, roadway inventory data, development data, traffic data, growth/demand projections, etc.).

**9.0 OTHER MATTERS**

**9.1** The Terms and Conditions of the referenced Master Agreement between Town and Engineer shall apply to our services, along with terms described herein as applicable. References to the Pennoni/ Consultant/ Engineer regarding Limitation of Liability also pertain to the Project's Engineer of Record.

**9.2** The obligation to provide services under this Task Authorization may be terminated by either party upon 7 days written notice, in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Pennoni will be paid for all services rendered.

**9.3** Because Pennoni has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified professional, familiar with the construction industry. Pennoni cannot and does not guarantee that proposals, bids, or actual costs will not vary from opinions of probable cost prepared by it. If at any time the Town wishes greater assurance as to the amount of any cost, the Town shall employ an independent cost estimator to make such determination.

- 9.4 This proposal may be void if not executed within 45 days.
- 9.5 In the performance of its work, Pennoni will rely on readily available and historic information (plans, as-built drawings, manuals, specifications, reports, etc.) provided by the Town and by others without research to verify the accuracy of said information.
- 9.6 PURSUANT TO 588.0035 F.S., AN AGENT OR INDIVIDUAL EMPLOYEE OR AGENT OF PENNONI ASSOCIATES, INC CANNOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS PROFESSIONAL SERVICES CONTRACT OR THE PERFORMANCE OF PROFESSIONAL SERVICES HEREUNDER. BY SIGNING THIS AGREEMENT, YOU HAVE ACCEPTED THIS LIMITATION OF LIABILITY

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the


\_\_\_\_\_ of \_\_\_\_\_ 2021.  
(Day) (Month)

**TOWN OF LAKE HAMILTON**

\_\_\_\_\_  
Attest, Town Clerk

\_\_\_\_\_  
Mayor, Town of Lake Hamilton

**PENNONI ASSOCIATES INC.**

BY:   
\_\_\_\_\_  
Nelson Shaffer, Office Director

DATE: 7/28/21  
\_\_\_\_\_

July 28, 2021

Proposal No. LAKHA21004P

Ms. Sara Irvine, Town Administrator  
Town of Lake Hamilton  
Post Office Box 126  
Lake Hamilton, Florida 33851

**RE: Task Order 21-04 - FDEP Funding Application Assistance Services**

Dear Ms. Irvine:

In accordance with your request, we will provide technical input and assist the Town with preparing and submitting a FDEP wastewater grant application for the Town's proposed septic to sewer and new wastewater treatment facility projects. Pennoni will perform these services for a lump sum fee \$7,500 in accordance with the terms and conditions in our Town-approved Master Agreement dated 9 February 2007.

Upon review and approval, please sign and return one (1) executed copy of this Agreement to our office.

Please call us if you have any questions. We sincerely appreciate the opportunity to serve the Town of Lake Hamilton on this important initiative.

Sincerely,

**Pennoni**

A handwritten signature in blue ink, reading "Steven L. Elias".

Steven L. Elias, P.E.  
Municipal Division Manager

- 1.0 GENERAL:** This is Supplemental Agreement to the Master Agreement between the Town of Lake Hamilton (Town, Client, or Owner) and Pennoni Associates Inc. (Engineer or Pennoni) for professional engineering services dated 9 February 2007. Except as provided for herein, the provisions of the Master Agreement between the Town and Engineer shall apply to this Supplemental Agreement.
- 2.0 EMPLOYMENT:** The Town hereby retains the continuing professional engineering services of Engineer, in consideration of the mutual covenants contained herein, and agrees in respect to the performance of professional engineering services by Engineer and the payment for those services by Town as set forth herein.
- 3.0 BACKGROUND:** The Town has previously secured FDEP State Revolving Funding (SRF) for a septic sewer project serving the area adjacent to and east of Town Hall. Because of difficulties in securing a party to treat the Town's wastewater, the Town now desires to build its own new Wastewater treatment facility to treat and dispose projected wastewater flows of approximately 1.0 MGD. The Town ideally desires to implement advanced Wastewater Treatment (AWT) improvements to facilitate achieving Public Access Reuse treatment standards. One funding source that is currently available for the Town to potentially implement such improvements is the new 2021 Florida Wastewater Grant program that was recently authorized via FS. 403.0673. The Town desires to apply for funding assistance for AWT improvements via the new 2021 Wastewater Grant Program, with funding awards anticipated in the Fall of 2021.

The Town has requested Pennoni to assist with conceptual planning and associated funding application preparation for potential funding assistance from the referenced Program.

- 4.0 SCOPE OF WORK:** Pennoni will provide, or obtain from others, professional planning and engineering design services for this Project. Pennoni's services will include serving as the Town's engineering representative for the Project, providing customary professional civil engineering and consulting services. Pennoni makes no warranties, express or implied, under this Task Order or otherwise, in connection with Pennoni's services. Pennoni's scope of work for this Project will include the tasks described in the following sections.

**4.1 Conceptual Planning:**

- 4.1.1 Kick-off Meeting:** Conduct a kick-off meeting with Town staff to review and verify the desired project infrastructure elements, along with project management communication and reporting protocols. The discussed scope and data will be the basis for planning and the prospective funding application.
- 4.1.2 Data Review:** Evaluate readily available data for potential use in a funding application.
- 4.1.3 Infrastructure Plan:** Develop a conceptual infrastructure description/plan to provide advanced wastewater treatment service, including a conceptual level estimate of

probable cost for implementation, and compile project scope data from the septic to sewer project previously designed.

- 4.1.4 Plan Review: Conduct a meeting to review and discuss the project infrastructure element recommendations, which will be the basis of a prospective funding application.

#### 4.2 **Funding Application Assistance:**

- 4.2.1 Data Review and Compilation: Review the 2021 wastewater funding program requirements, desired project infrastructure elements (Task 4.1), other data/considerations to be provided by the Town), and compile data in a manner for use in the prospective funding application. A written project summary will be prepared to be included in said funding application.

- 4.2.2 Funding Application: Upon receiving direction from the Town on the Project scope the Town wishes to pursue funding assistance for, Pennoni will provide technical assistance and prepare associated online funding application(s). Technical assistance is envisioned to include: preparing written Project summary, conceptual cost estimates, project photos, conceptual nutrient reduction estimate; and implementation schedule.

#### 5.0 **ASSUMPTIONS:** The following assumptions were used to prepare the fee proposal for this Project. Changes to these assumptions could change the scope of work for this Project and require Additional Services to be authorized for Pennoni.

- 5.1 The Town will promptly define the project scope it is interested in pursuing, provide best available project data (studies, plans, cost estimates, etc), and assist Pennoni with developing said data if it does not exist, which will help guide Pennoni's work efforts and be the basis of the funding application.
- 5.2 The Town will subsequently apply for additional grant and loan funding assistance from additional funding programs for both septic to sewer and/or treatment facility improvements as necessary to ensure the proposed project is financially feasible.
- 5.3 All other services not explicitly described herein will be performed as an Additional Service upon request and written approval by the Town.

#### 6.0 **TOWN'S RESPONSIBILITIES:** The Town shall assume the following responsibilities in order to assist Pennoni in the timely and proper completion of its professional services.

- 6.1 Designate a staff representative who will serve as the Project Manager with respect to the services to be rendered under this Agreement, and will have complete authority to transmit instructions, receive information, and interpret and define the policies and decisions with respect to Pennoni's services for this Project. This Project Manager will gather information from and serve as the liaison with all planning and funding application partner entities (other

municipalities, School Board, developers, etc.) to streamline data gathering and communication efforts.

- 6.2** Provide details associated with any existing or proposed infrastructure Projects the Town desires for Pennoni to help evaluate. This includes furnishing all information as to Town requirements, including any special or extraordinary considerations for the Project, and make available existing pertinent data as identified in the Scope of Work as necessary (maps, project site location, demands, as-built drawings, etc.).
- 6.3** Promptly review, comment on, and return Pennoni's submittals.
- 6.4** Payment of all permit application and review fees and other costs not included in this proposal are the responsibility of the Town.
- 6.5** Promptly advise Pennoni when the Town becomes aware of any concern in Pennoni's services.
- 6.6** Provide access to all Town sites and facilities related to the Project.
- 6.7** Promptly execute all Town approvals (legal, Town Council, etc.) required by Funding Agency to facilitate funding application submittal.
- 6.8** Coordinate and conduct all meetings related to communicating the project scope, schedule, goals, to Project stakeholders.

## **7.0 ENGINEER'S COMPENSATION:**

- 7.1** Our lump sum fee, excluding reimbursable costs which are pre-approved in writing by the Town to provide the described services is:

Task 1.1 – Conceptual Planning .....	\$ 4,000
Task 1.2 – Funding Application Assistance .....	<u>\$ 3,500</u>
TOTAL .....	\$7,500

- 7.2** Should the Client elect to expand the Scope of Work to include work tasks not covered in this agreement, Pennoni will perform the requested additional work tasks based on: (A) A mutually agreed upon fixed fee; or (B) The time we spend and the costs we incur to perform the work in accordance with our current Schedule of Hourly Rates and Reimbursable Costs.
- 7.3** It is understood and agreed that cost tradeoffs among the various cost categories and work tasks are allowable, so long as the total estimated cost of all work tasks is not exceeded without the Town's written approval.

## **8.0 OTHER MATTERS:**

- 8.1** All terms and conditions approved in Pennoni's Master Agreement are applicable unless modified herein.



IN WITNESS WHEREOF, the Town has executed this Task Order in duplicate as of the date given below.

**ATTEST:**

**TOWN OF LAKE HAMILTON, FLORIDA**

BY: \_\_\_\_\_  
Witness

BY: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

DATE: \_\_\_\_\_

**ORDINANCE O-21-15**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON EXTENDING THE CORPORATE LIMITS OF THE TOWN SO AS TO INCLUDE ADDITIONAL TERRITORY LYING CONTIGUOUS AND ADJACENT TO THE PRESENT BOUNDARIES OF THE TOWN OF LAKE HAMILTON, FLORIDA; DESCRIBING SAID ADDITIONAL TERRITORY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR APPLICABILITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. THE LOCATION IS THE NORTHWEST CORNER OF DETOUR ROAD AND WHITE CLAY PIT ROAD AND CONTAINING 9.93 ACRES.**

**WHEREAS**, a petition integrate territory into the Town of Lake Hamilton has been filed requesting the Town to extend its corporate limits to include certain property herein described; and

**WHEREAS**, the Town of Lake Hamilton deems it expedient and practical to incorporate said territory as the same is in conformity with overall plans for extending boundaries of the Town; and welfare, and

**WHEREAS**, the property herein described is contiguous and adjacent to the corporate limits of the Town of Lake Hamilton, and the property will become a part of the unified corporate area with respect municipal services and benefits.

**NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:**

1. That the Town Council of the Town of Lake Hamilton does hereby annex into the corporate limits of the Town of Lake Hamilton, Florida, one parcel owned by the Dicks Family Limited Partnership, LLLP and consisting of a total of 9.93 acres, described as follows:

**Parcel Number: 272809-000000-011020** (Per Book 04186, Pages 1419):

The Southeast 1/4 of the Northeast 1/4 of the Northeast 1/4 of Section 9, Township 28 South, Range 27 East, Polk County, Florida.

2. The town boundaries of the Town of Lake Hamilton are hereby redefined to include the parcels of land described above and in accordance with Exhibit "A" hereto attached and made a part of the Ordinance.
3. All ordinances in conflict herewith are hereby repealed.
4. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provision and portions of this ordinance shall remain in full force and effect.
5. This ordinance shall take effect upon adoption.

**INTRODUCED on first reading this \_\_\_\_ day of \_\_\_\_\_, 2021.**

**PASSED on second reading this \_\_\_\_ day of \_\_\_\_\_, 2021.**

**TOWN OF LAKE HAMILTON, FLORIDA**

\_\_\_\_\_  
MICHAEL KEHOE, MAYOR

ATTEST:

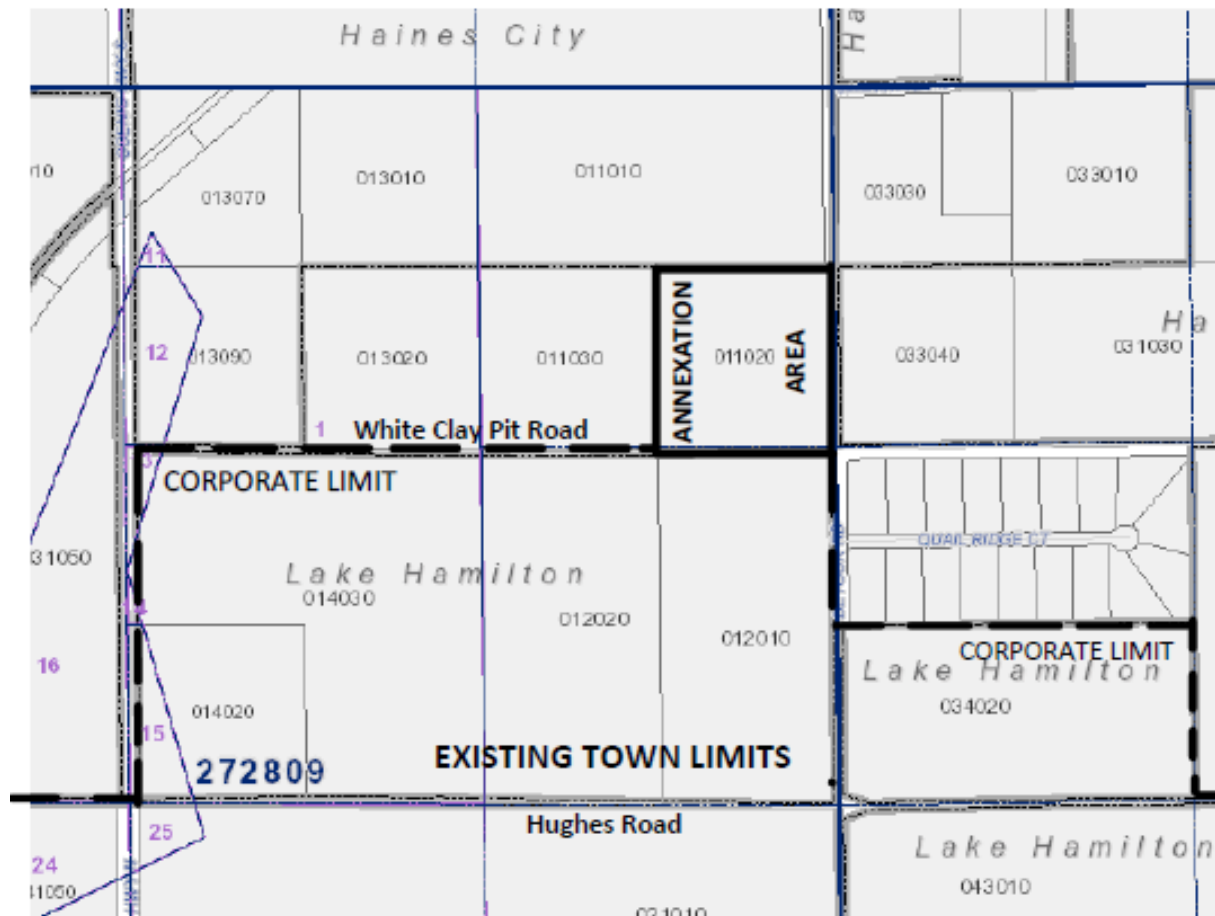
\_\_\_\_\_  
BRITTNEY SANDOVALSOTO, TOWN CLERK

Approved as to form:

\_\_\_\_\_  
JEFFREY S. DAWSON, TOWN ATTORNEY

Record of Vote	Yes	No
Wagner	_____	_____
Roberson	_____	_____
Tomlinson	_____	_____
O'Neill	_____	_____
Kehoe	_____	_____

**EXHIBIT A**  
**Block 410 Annexation**



## ORDINANCE O-21-16

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, ADOPTING A PLANNED UNIT DEVELOPMENT (PUD) NAMED “HAMILTON BLUFF”, LOCATED BETWEEN HATCHINEHA ROAD ON THE SOUTH AND KOKOMO ROAD ON THE NORTH WITH SCENIC HIGHWAY (SR17) AS ITS WESTERN BOUNDARY AND ITS EASTERN BOUNDARY LYING THREE-EIGHTHS (3/8) OF A MILE EAST OF DETOUR ROAD IN SECTIONS 10, 15 AND 16, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS** Section 163.3167(c), Florida Statutes, empowers the Town to adopt land development regulations to guide the growth and development of the Town, and to amend such regulations from time to time; and

**WHEREAS** pursuant to Section 166.041(c) 2, Florida Statutes, the Planning Commission, and the Town Council have held Public Hearings to consider the rezoning of lands described below, which will amend the Zoning Map of the Town; and

**WHEREAS** Section 16-103 of the Lake Hamilton Code of Ordinances establishes Zoning Districts including a PUD Planned Unit Development.

**WHEREAS** the Public Hearings were advertised and held with due public notice to obtain public comment; and having considered all written and oral comments received during the public hearings, the Town Council finds that the rezoning is consistent with the Future Land Use Element of the Lake Hamilton Comprehensive Plan; and

**WHEREAS** the zoning change will further the general health, safety, and welfare and be a benefit to the Town as a whole; and

**NOW, THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON AS FOLLOWS:**

1. The properties now known as Hamilton Bluff Planned Unit Development (PUD) are listed in detail in Exhibit “A” of this ordinance and are the properties described in Cassidy Holdings, LLC development applications are **Cassidy Group One, One A, Two A, Six and Six A** (Cassidy Group 1,1A,2A,6, & 6A).
2. The parcels described above, constitute more than five percent (5%) of the zoned area of the Town.
3. The property to be zoned Hamilton Bluff PUD is shown in Exhibit “B” Location Map attached hereto and made a part of this Ordinance.
4. The Hamilton Bluff PUD Plan is attached as Exhibit “C” of this Ordinance and contains a complete and accurate listing of the development criteria for lots, internal roadways, buffers,

amenity areas, parks, trails, open space, and stormwater management areas, all of which will be detailed and verified for compliance with this Ordinance when the plat and construction plans are developed and submitted to the Town. The regulations of the PUD District are those contained in the Lake Hamilton Code of Ordinances, Land Development Code and the conditions stated in this Ordinance that shall govern further public review and development of the property within this District with the following specific conditions.

- a. Enter a developer agreement to financially aid the Town of Lake Hamilton constructing a Wastewater Treatment Facility (WWTF) to produce capacity to meet the projected demand of the proposed PUD.
- b. Enter a developer agreement to financially aid the Town of Lake Hamilton in increasing Water Use Permit (WUP) capacity to meet the projected demand of the proposed PUD.
- c. Secure the services of a professional Traffic Engineer to undertake a cumulative traffic study of the impact of Hamilton Bluff PUD together with the approved Scenic Terrace South PUD.
- d. Balance the mix of lot sizes in Hamilton Bluff to \_\_\_\_\_ percent (\_\_\_%) forty foot (40') wide lots and \_\_\_\_\_ percent (\_\_\_%) fifty foot (50') wide lots.
- e. Amenities: The design of Overlook Park, Skyview Park, the Amenity Centers, the Club House, and other parks, trails, open space, the Community and Neighborhood Gateways and Monuments, Walls and Fences, and Landscaping is conceptual. The location of all of these park and open space elements is shown on the Planned Unit Development Map attached hereto as Exhibit C. As a condition of Final Subdivision Plat approval and phasing of the overall development, final design of the amenities within the various phase shall be submitted to the Town for approval. It is understood that the Town's interest shall be limited to determining the compliance of the development and the phase with the Lake Hamilton Comprehensive Plan and the Land Development Regulation and the spirit of follow through by the developer with the construction of buildings, parks, pools, special outdoor areas and walkways that the images portrayed in the visual presentation shown by the development to the Planning Commission and Town Council. The development, ownership and maintenance of the common amenities will be the responsibility of the Community Development District hereof and/or Homeowner's Association.
- f. Schools: Compliance with the regulations of the Polk County School Board regarding school concurrency shall be completed and submitted when the subdivision plat is certified to the Town for review and approval.
- g. Stormwater: A master stormwater plan for the site is required at the time the subdivision plat is certified to the Town for review and approval. The Community Development District and/or Homeowner's Association will be responsible for permits, ownership, maintenance, and repair of the installed system.

- h. Street Lighting: The Town shall be included in any decision by the developer regarding street and community lighting design and service. The Community Development District and/or Homeowner's Association will be responsible for all costs associated with street and community lighting including any monthly utility payments, lease of equipment, maintenance, and repair of the installed system.
- 5. Any section, paragraph, or portion which may be deemed illegal or unconstitutional shall not affect any other section of this ordinance.
- 6. All other ordinances or parts of ordinances in conflict herewith are hereby repealed.
- 7. A certified copy of this Ordinance, as well as a copy of the Land Development Code shall be located in the Office of the Town Clerk of Lake Hamilton.
- 8. This ordinance shall take effect immediately upon adoption after second reading.

**INTRODUCED on first reading this \_\_\_\_ day of \_\_\_\_\_, 2021.**

**PASSED on second reading this \_\_\_\_ day of \_\_\_\_\_, 2021.**

**TOWN OF LAKE HAMILTON, FLORIDA**

\_\_\_\_\_  
MICHAEL KEHOE, MAYOR

ATTEST:

\_\_\_\_\_  
BRITTNEY SANDOVALSOTO, TOWN CLERK

Approved as to form:

\_\_\_\_\_  
JEFFREY S. DAWSON, TOWN ATTORNEY

Record of Vote	Yes	No
Wagner	_____	_____
Roberson	_____	_____
Tomlinson	_____	_____
O'Neill	_____	_____
Kehoe	_____	_____



**EXHIBIT A**  
**PROPERTY LEGAL DESCRIPTION**

**CASSIDY GROUP ONE:**

**Parcel Number: 272816-823000-037031 (Per Book 11099, Pages 0792-0793):** Lot 3, Block 37, LESS AND EXCEPT the South 300 feet of the East 250 feet thereof, Lake Hamilton, a subdivision according to the plat thereof recorded at Plat Book 3, Page 34, in the Public Records of Polk County, Florida.

**Parcel Number: 272816-823000- 040012 (Per Book 11099, Pages 0792-0793):** The South 1/2 of Lot 1, Block 40, Lake Hamilton, a subdivision according to the plat thereof recorded at Plat Book 3, Page 34, in the Public Records of Polk County, Florida; AND the South 1/2 of Lot 2, Block 40, Lake Hamilton, a subdivision according to the plat thereof recorded at Plat Book 3, Page 34, in the Public Records of Polk County, Florida; LESS AND EXCEPT the West 175 feet thereof, all of the above being located in Section 16, Township 28 South, Range 27 East.

**Parcel Number: 272816-823000-040035 (Per Book 11099, Pages 0792-0793):** Lot 3, Block 40, LESS AND EXCEPT: Beginning 175 feet South of the Northwest corner of said Lot 3, run thence East 117 feet, run thence South 180 feet, run thence West 117 feet, run thence North 180 feet to the Point of Beginning; AND LESS AND EXCEPT: Begin at the Southwest corner of the NE 1/4 of Section 16, Township 28 South, Range 27 East, Polk County, Florida, run thence East 162.68 feet; thence North 02 degrees 51 minutes 16 seconds East, 127.08 feet; thence West 170.61 feet to the West boundary of said NE 1/4, run thence South 00 degrees 43 minutes 18 seconds East along said West boundary 126.93 feet to the Point of Beginning; AND LESS AND EXCEPT: Right of Way for State Road SR17 (Alt. U.S. Highway 27), all in Lake Hamilton, a subdivision according to the plat thereof recorded at Plat Book 3, Page 34, in the Public Records of Polk County, Florida.

**Parcel Number: 272816-823000-040041 (Per Book 11099, Pages 0792-0793):** The East 112 of Lot 4, Block 40, Lake Hamilton, a subdivision according to the plat thereof recorded at Plat Book 3, Page 34, in the Public Records of Polk County, Florida.

**Parcel Number: 272816-823000-040042 (Per Book 11099, Pages 0792-0793):** The West 1/2 of Lot 4, Block 40, Lake Hamilton, a subdivision according to the plat thereof recorded at Plat Book 3, Page 34, in the Public Records of Polk County, Florida.

**Parcel Number: 272816-823000-037020 (Per Book 10656, Pages 1372-1373):** Lot 2, Block 37, Lake Hamilton, according to the map or plat thereof as recorded in Plat Book 3, Page 34, being the Northwest 1/4 of the Southeast 1/4 of the Northeast 1/4 of Section 16, Township 28 South, Range 27 East, Public Records of Polk County, Florida.

**Parcel Number: 272816-823000-037010 (Per Book 08843, Pages 0430-0434):** Lot 1, Block 37, map of Lake Hamilton, according to the plat thereof recorded in Plat Book 3, Page 34, Public Records of Polk County, Florida.

**Parcel Number: 272816-823000-037041 and 037042 (Per Book 08843, Pages 0430-0434):** Lot 4, Block 37, Lake Hamilton as recorded in Plat Book 3, Page 34 of the public records of Polk County, Florida, less begin 156.75 feet East and 150 feet North of the Southwest corner of said Lot 4; thence run North 110 feet; thence East 107 feet; thence South 110 feet; thence West 107 feet to the point of beginning.

AND

That part of Lot 4, Block 37, Lake Hamilton as recorded in Plat Book 3, Page 34 of the Public Records of Polk County, Florida, described as begin 156.75 feet East and 150 feet North of the Southwest corner of said Lot 4; thence run North 110 feet; thence East 107 feet; thence South 110 feet; thence West 107 feet to the point of beginning.

**Parcel Number: 272816-823000-036010:** Lot 1, Block 36, Town of Lake Hamilton, according to plat recorded in Plat Book 3 at page 34 of the public records of Polk County, Florida, also described as NE 1/4 of NE 1/4 of SE 1/4 of Section 16, Township 28 South, Range 27 East.

**Parcel Number: 272816-823000-036020:** Lot 2 and 3, Block 36, Town of Lake Hamilton, according to plat recorded in Plat Book 3 at page 34 of the public records of Polk County, Florida, also described as NE 1/4 of NE 1/4 of SE 1/4 of Section 16, Township 28 South, Range 27 East.

**CASSIDY GROUP ONE, Total Area = 91.43 acres**

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**CASSIDY GROUP ONE A:**

**Parcel Number: 272816-823000-036040 (Per Book 08179, Pages 2002-2003):** GROVE NO. 5 Lot 4 Block 36 of Lake Hamilton, Florida, according to the plat thereof recorded at Plat Book 3, Page 34 in the Public Records of Polk County, Florida, LESS public roadways off the South and East sides thereof.

**Parcel Number: 272816-823000-035010 (Per Book 08179, Pages 2002-2003):** GROVE NO. 3 Lot One (1) in Block 35 of Lake Hamilton, Florida, according to the plat thereof recorded at Plat Book 3, Page 34 in the Public Records of Polk County, Florida, LESS public roadways off the North and East sides thereof.

**Parcel Number: 272816-823000-035040 (Per Book 08179, Pages 2002-2003):** GROVE NO. 4 Lot Four (4), Block 35 of Lake Hamilton, Florida, according to the plat thereof recorded at Plat Book 3, Page 34 in the Public Records of Polk County, Florida, LESS public roadways off the South and East sides thereof.

**CASSIDY GROUP ONE A, Total Area = 28.36 acres**

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**CASSIDY GROUP TWO A:**

**Parcel Number: 272821-000000-011020:** The Northeast 1/4 of the Northwest 1/4 of the Northeast 1/4 of Section 21, Township 28 South, Range 27 East, Polk County, Florida, LESS public roadway on the North.

Ordinance O-21-16

Page 6 of 9

**Parcel Number: 272821-000000-013010:** The Northwest 1/4 of the Northeast 1/4 of the Northeast 1/4 of Section 21, Township 28 South, Range 27 East, Polk County, Florida, LESS public roadway on the North.

**CASSIDY GROUP TWO A, Total Area = 19.26 acres**

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**CASSIDY GROUP SIX:**

**Parcel Number: 272815-000000-033010:** (Per Book 07692, Pages 1095 – 1108): The North 1/2 of the Northwest 1/4 of the Northwest 1/4 and the West 1/4 of the Northeast 1/4 of the Northwest 1/4 of Section 15, Township 28 South, Range 27 East, LESS existing road right of way for State Road 546 and Detour Road, Polk County, Florida.

**Parcel Number: 272815-000000-033020:** (Per Book 07692, Pages 1095 – 1108): The South 1/2 of the Northwest 1/4 of the Northwest 1/4 of Section 15, Township 28 South, Range 27 East, Polk County, Florida, LESS road right of way.

**Parcel Number: 272815-000000-034040:** (Per Book 07692, Pages 1116 – 1120): The Northwest 1/4 of the Southwest 1/4 of the Northwest 1/4 of Section 15, Township 28 South, Range 27 East, Polk County, Florida, LESS Road right of way.

**Parcel Number: 272815-000000-043020:** (Per Book 09153, Pages 2253 – 2254): The Northwest 1/4 of the Northwest 1/4 of the Southwest 1/4 of Section 15, Township 28 South, Range 27 East, Polk County, Florida. (Irby Groves, Inc.)

**Parcel Number: 272815-000000-034050:** (Per Book 08901 & 08911, Pages 0322 – 0327 & 1776 – 1781): The Southwest 1/4 of the Southwest 1/4 of the Northwest 1/4 of Section 15, Township 28 South, Range 27 East, Polk County, Florida. (Richart Family Holdings, LLC)

**Parcel Number: 272815-000000-043030:** (Per Book 08901 & 08911, Pages 0322 – 0327 & 1776 - 1781): Parcel 3: Northwest 1/4 of Northeast 1/4 of SW 1/4, Section 15, Township 28 South, Range 27 East, Polk County, Florida. (Richart Family Holdings, LLC)

**CASSIDY GROUP SIX, Total Area = 88.34 acres**

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**CASSIDY GROUP SIX A:**

**Parcel Number: 272815-000000-034010:** (Per Book 08179, Pages 2002 - 2003): The Southeast 1/4 of the Southwest 1/4 of the Northwest 1/4 of Section 15, Township 28 South, Range 27 East, Polk County, Florida.

**Parcel Number: 272815-000000-034020:** (Per Book 08179, Pages 2002 - 2003): The West 1/2 of the Northeast 1/4 of the Southwest 1/4 of the Northwest 1/4 of Section 15, Township 28 South, Range 27 East, Polk County, Florida, LESS road right of way.

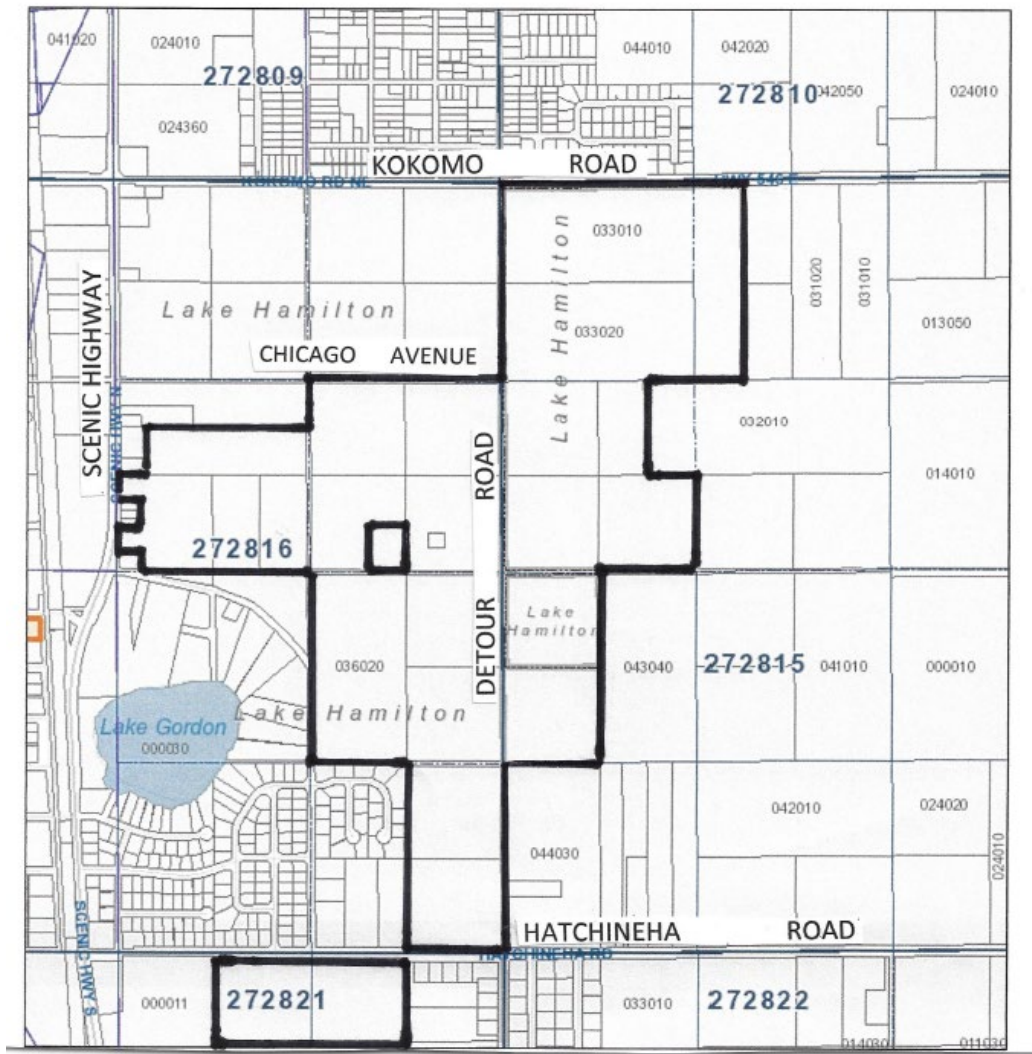
**CASSIDY GROUP SIX A, Total Area = 14.82 acres**

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**EXHIBIT B**

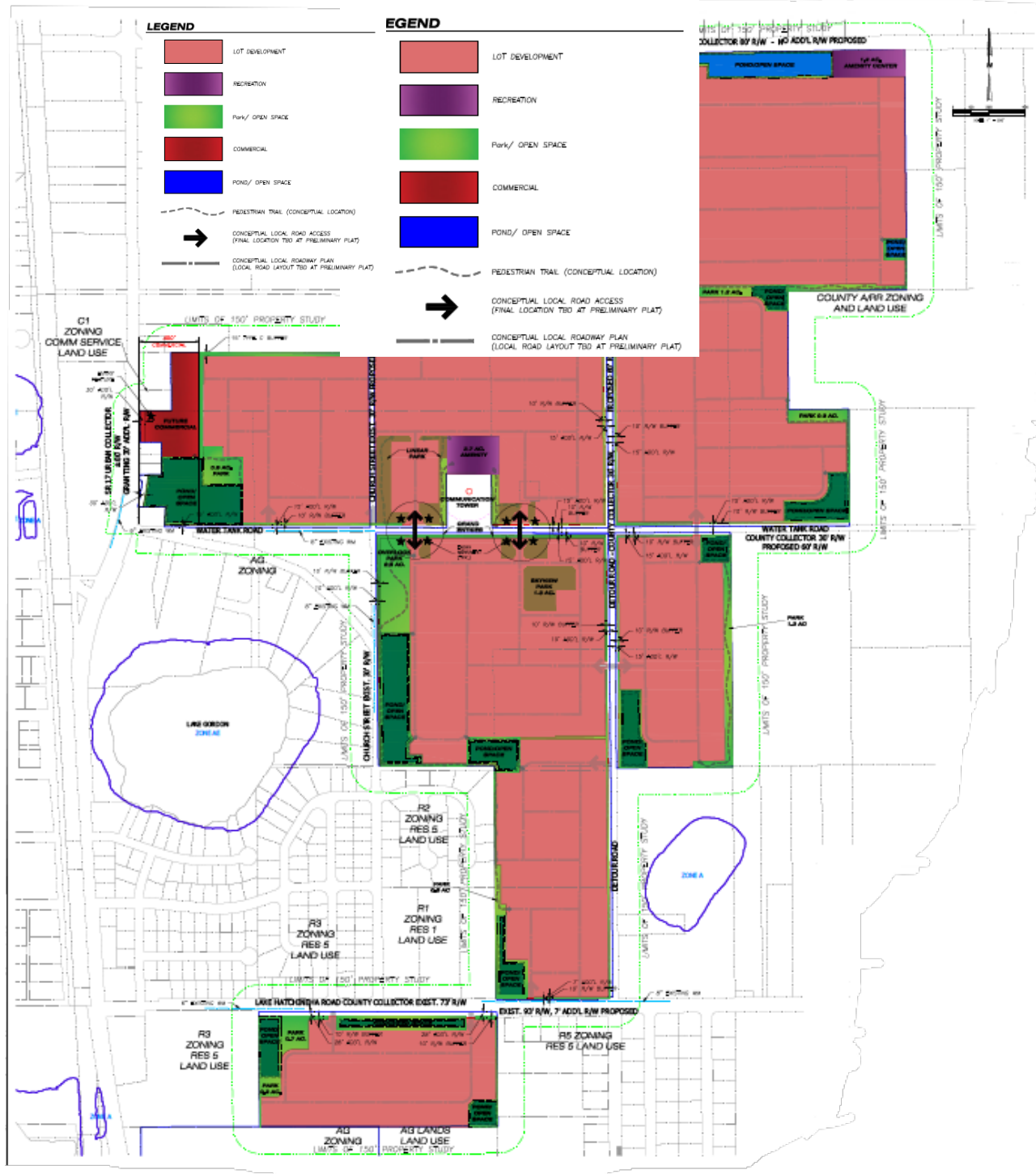
**LOCATION MAP**

Hamilton Bluff



## EXHIBIT C

### PUD PLAN



### **SITE PLAN STANDARDS NOTES:**

1. PROJECT IS PROPOSED TO BE DEVELOPED IN MULTIPLE PHASES.
2. DEVELOPMENT IS FOR SINGLE FAMILY DETACHED RESIDENTIAL.
3. TOTAL DEVELOPMENT ACREAGE: 242.3 ACRES
4. MAXIMUM DENSITY ALLOWED: 5.00 UNITS PER ACRE
5. DENSITY PROVIDED: 4.96 (1201 LOTS/242.3 ACRES=4.96 UNITS PER ACRE).
6. FLOOD ZONES ON SITE AND WITHIN 150' OF SITE BOUNDARIES ARE X, AS SHOWN ON FEMA F.I.R.M. COMMUNITY PANEL 12105C 0390G, DATED 12/21/2016
7. FLU/ZONING DESIGNATION AND USES ARE DEPICTED WITHIN 150' OF SITE BOUNDARY.
8. PROPOSED LOT LINES AND DIMENSIONS ARE DEPICTED ON THE PLAN.
9. SMALLEST LOT DETAILS AND DIMENSIONS ARE DEPICTED ON THE PLAN.
10. FLOOR AREA RATIO: NOT APPLICABLE.
11. IMPERVIOUS AREA SHALL NOT EXCEED 50%.
12. MAXIMUM BUILDING HEIGHT: 2 STORIES
13. ROADWAYS AND STORMWATER MANAGEMENT SYSTEM TO BE PUBLIC AND WILL BE OWNED AND MAINTAINED BY THE CDD.
14. SETBACKS

FRONT (HOUSE):	20'
FRONT (GARAGE):	25'
SIDE:	5'
REAR:	10'
CORNER LOT SIDE:	15'
ACCESSORY UNIT:	5'
POOL SCREEN ENCLOSURE:	5'
15. ACCESS STANDARDS

22' WIDE PAVEMENT WITH 2' MIAMI CURB AND GUTTER, ACCESS TO SITE WILL BE VIA DETOUR ROAD, WATER TANK ROAD, LAKE HATCHINEHA ROAD, KOKOMO ROAD, CHURCH STREET AND S.R. 17.
16. "NO PARKING ON STREETS" SIGNS WILL BE POSTED AT PROJECT ENTRANCES.
17. MINIMUM GARAGE SIZE 400 SF TO BE PROVIDED FOR 2 CAR GARAGE WITH MINIMUM 16' WIDE DRIVEWAY.
18. UTILITIES

POTABLE WATER AND SEWER SERVICES WILL BE PROVIDED BY THE TOWN OF LAKE HAMILTON. ELECTRIC POWER, TELEPHONE AND CABLE WILL BE PROVIDED VIA EXISTING SYSTEMS
19. WATER AND SEWER INFRASTRUCTURE WILL BE DEDICATED TO THE TOWN OF LAKE HAMILTON FOR OWNERSHIP AND MAINTENANCE. A 80' PUBLIC UTILITY EASEMENT WILL BE PROVIDED OVER THE RIGHT OF WAY EXTENDING BEYOND THE RIGHT OF WAY 15' ON BOTH SIDES.
20. REQUIRED OPEN SPACE: 5%  
RECREATION/OPEN SPACE PROVIDED: 19.3 ACRES = 8.0%
21. REQUIRED RECREATION: 14.4 AC.  
PROVIDED RECREATION: 14.9 AC.
21. NO CONSTRUCTION ACTIVITY IS ALLOWED BEFORE 7AM OR AFTER 9PM.

### **LAND USE DATA:**

TOTAL ACREAGE: 242.3 ACRES  
 EXISTING AND PROPOSED LAND USE: TOWN AG & R5  
 EXISTING ZONING: TOWN AG  
 PROPOSED ZONING: PUD  
 WETLAND ACREAGE: 0  
 UPLAND ACREAGE: 242.3  
 DEVELOPABLE AREA ACREAGE: 242.3  
 MAX. DENSITY: 5.0 DWELLING UNITS/ ACRE.  
 PROVIDED DENSITY: 4.96 DWELLING UNITS/ ACRE.  
 PARK ACREAGE: 6.1  
 AMENITY ACREAGE: 8.8  
 PROPOSED LOT SIZES: 40'x110' AND 50'x110'  
 TOTAL NUMBER OF LOTS PROPOSED: 1,201



## *Town of Lake Hamilton*

### MEMORANDUM

July 7, 2021

To: Town Council  
From: Community Development Director  
Subject: Planning Commission Recommendations, Hamilton Bluff PUD

On Tuesday, June 15, 2021, the Planning Commission held a regular meeting and heard the proposed application for rezoning of the subject PUD. Following the close of the presentation and discussion the Planning Commission voted unanimously to recommend the Hamilton Bluff with four major conditions, which are described in this memorandum. The developer, Cassidy Holdings LLC, must take the following actions before the Town Council will give final approval of the PUD zoning.

1. Enter a developer agreement for increasing Wastewater Treatment Facility (WWTF) capacity to meet the projected demand of your proposed development.
2. Enter a developer agreement for increasing Water Use Permit (WUP) capacity to meet the projected demand of your proposed development.
3. Secure the services of a professional Traffic Engineer to undertake a cumulative traffic study of the impact of the combined Hamilton Bluff and Scenic Terrace South planned unit developments.
4. Balance the mix of lot sizes in Scenic Terrace South to thirty percent (30%) forty foot (40') wide lots and seventy percent (70%) fifty foot (50') wide lots.

On Wednesday, April 28, 2021, Cassidy executed formal Requests for Wastewater Service capacity and for Potable Water for the Hamilton Bluff PUD, which is planned for more than 1,160 dwelling units.



## ORDINANCE O-21-17

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING CHAPTER 16, LAND DEVELOPMENT CODE; AMENDING ARTICLE III, LAND USE, SECTION 16-103.1, ZONING DISTRICT SUMMARY TABLE, AND SECTION 16-109, C-2 LIMITED COMMERCIAL DISTRICT; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 163.3167(c), Florida Statutes, empowers the Town to adopt land development regulations to guide the growth and development of the Town, and to amend such regulations from time to time; and

**WHEREAS**, the Town Council of the Town of Lake Hamilton has determined it necessary and desirable to revise and amend the regulations encompassed by the Land Development Code of the Town; and

**WHEREAS**, pursuant to Section 166.041(c) 2, Florida Statutes, the Town Council has held two Public Hearings to amend the Land Development Code of the Town of Lake Hamilton: and

**WHEREAS**, the Public Hearings were advertised and held with due public notice to obtain public comment; and having considered all written and oral comments received during the public hearings, the Town Council finds that the changes are necessary and appropriate to the needs of the Town.

**NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:**

### **Section 1.**

Sec. 16-109. - C-2 ~~Limited~~ Neighborhood Commercial District.

- (a) *Scope, purpose and permitted uses.* This section applies to the C-2 ~~limited~~ neighborhood commercial district. The purpose of the C-2 district is to provide areas for development of land for all legal retail product sales and services normally located in a central business area. It is intended to include all uses expressly permitted, and those implied which are conducive to commercial center development, primarily to meet the local neighborhood shopping and personal service needs of the surrounding residential area, typically within a one half (½) mile radius, but to exclude the normal industrial, warehousing, storage and such uses which do not blend with and add to the business activities of retailing of goods and services. Permitted principal uses are as provided in Table 16-103.1(A), table of land uses. Additional uses and standards are enumerated below.
  - (1) Grocery stores with each store limited to twenty thousand (20,000) square feet of total floor area. Up to ten percent of additional square footage may be approved by the Town Council during the site plan approval process.

- (2) Retail/commercial stores for sale of merchandise, directly to the ultimate consumer only, with each use limited to ten thousand (10,000) square feet of total floor area per establishment, and limited to the following: Hardware, bakery, dairy, meat market, bookstore, newsstand, florist, gift/card shop, sundries, tobacco products, furniture, antique stores, clothes and shoes, jewelry, arts and crafts, pet stores, and picture framing shop.
- (3) Personal and business services with each use limited to twenty-five hundred (2,500) square feet of total floor area per establishment and limited to the following: travel agency, barbershop, beauty shop, shoe repair, postal facilities, consumer electronics repair and small appliance repair, tailoring and alterations, laundromat open not earlier than 7:00 a.m. and not later than 11:00 p.m., dry cleaning establishment for direct service to customers and with no on-site cleaning facilities, restaurants, and dog groomers.
- (4) Pack and Ship/Print shop limited to twenty-five hundred (2,500) square feet of gross area per establishment.
- (5) Offices such as the following, limited to twenty thousand (20,000) square feet per establishment: professional, business offices, medical or dental offices or clinics.:
- (6) Banks and financial institutions, including drive-through facilities, limited to twenty thousand (20,000) square feet per establishment.
- (7) Indoor commercial recreation uses limited to martial arts, dance studios, and gyms. There shall be a maximum of twenty-five hundred (2,500) square feet of total floor area per establishment and no more than one per commercial center.
- (8) Nursery school or child center subject to the following standards:
  - (a) Building shall be located at least twenty-five (25) feet from any R zoned lands and provide an adequate buffer of either a solid masonry wall or five-foot wide compact evergreen hedge not less than five (5) feet in height.
  - (b) At least one completely fenced and secure play lot shall be established, maintained, and used for children at play. The fence shall be not less than five (5) feet in height.
  - (c) Play lots located closer than twenty-five (25) feet to the lot line shall be screened by an opaque fence or wall or compact evergreen hedge not less than five (5) feet in height.
- (b) *Accessory uses permitted.* Any use normally considered to be clearly incidental and secondary to the permitted use.
- (c) *Special exception uses.* The board of zoning adjustment may permit as a special exception use after a public hearing:
  - (1) Any use which the building inspector determines and states in writing to be questionable as to whether or not it is permitted.
  - (2) Any church or church uses.

(d) *Prohibited uses.*

- (1) Any use not specifically permitted
- (2) Any use which is primarily for storage or warehousing of goods or products for delivery to retailers.
- (2 3) Any warehousing operation, either within a building or in open yards where the product stored is stored for a fee for others, or for delivery to retailers.
- (3 4) All manufacturing, assembly or fabrication of parts. This includes commercial printing, except small offset or duplication operation employing not more than four persons; it includes all enterprises designated as manufacturing by a Standard Industrial Classification (SIC) code number assigned by the U.S. Commerce Department.
- (45) New single-family residence use.
- (56) Adult entertainment establishments; also see section 18-1.
- (67) Adult retail establishments (books, movies, etc.)
- (78) Hazardous waste treatment, transfer, storage, etc.
- (89) Landfill, scrap, junk, salvage yard, etc.
- (910) Manufacture and/or storage of explosive and volatile materials
- (11) Sales, display, or storage of used merchandise other than antiques.
- (12) Sale and dispensing of automobile fuel.
- (13) Medical marijuana dispensing facilities.

(e) *Yard and building requirements and height limitations.* See chart A-1 in section 16-103.(f) Limitations of uses and structures.

- (1) Except for automobile parking lots and play areas of day nurseries of public and private schools all activities of permitted uses, including sale, display, preparation, and storage, shall be conducted entirely within a completely enclosed building.
- (2) Overhead doors or other openings larger than eight (8) feet in width shall not be located on the front or immediate street side elevations of buildings. If oriented toward contiguous residentially zoned land said opening shall be screened with an appropriate buffer.

(g) Drive-through standards

Drive-through facility or use with drive-through service shall comply with the development standards of the zoning district and the general development standards and this section

- (1) Restaurants and retail establishments, such as drug stores and pharmacies, shall provide not less than five stacking spaces at or behind the menu board.

- (2) Financial institutions shall provide not less than three stacking spaces at or behind the pneumatic tube for the drive-through.
- (3) Drive-through stacking lanes shall be delineated from other vehicular use areas by means of a landscaped divider median. Stacking lanes may include part of the drive aisles in a parking area.
- (4) Drive-through lanes that obstruct the pathway between parking areas and entries into the building shall be designed with a pedestrian crossing that is delineated by landscaping, curbing, raised or decorative pavement, and signage.
- (5) Where a drive-through lane intersects a public or private sidewalk, the sidewalk pavement shall be continued through the driveway to clearly delineate the pedestrian network. The maximum width of a driveway shall be 24 feet at the intersection of a public sidewalk.
- (6) *Hours of operation* - When the drive-through facility abuts a residential use or neighborhood zoning district, drive-through services shall be prohibited between the hours of 12:00 a.m. and 6:00 a.m. weekdays and between 1:00 a.m. and 6:00 a.m. on Saturday and Sunday.
- (7) *Location* - Drive-through facilities shall be located to take advantage of the first available alternative in the following prioritized list:
  - (i). Interior side or rear yard when the either yard abuts a nonresidential use;
  - (ii) Street side yard when the interior side and rear yard abut an existing residential use or a neighborhood zoning district, or when abutting a nonresidential use, the interior side and rear yard are impractical due to the lot's physical constraints or concerns regarding vehicle and pedestrian safety.
- (8) Lighting shall be shielded to prevent spillover into adjacent or abutting residential uses.

(h) *Parking and vehicular access*

Applicants for new developments or significant redevelopment of site(s) may examine the feasibility of using shared parking arrangements. The Town Council may approve a shared parking plan for a mixed use or strip center development project.

- (1) Shared parking arrangements may be considered when the number of parking spaces requested by the developer/applicant is more than 10 percent higher or more than 10 spaces higher than the minimum number of parking spaces required by Section 16-72, for a site or use, whichever is greater.
- (2) The minimum number of parking spaces for a mixed-use or strip center development or where shared parking strategies are proposed shall be determined by a study prepared by the applicant following the procedures of the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other approved procedures. A formal parking study may be waived for small developments where there is established experience with the land use mix and its impact is expected to be minimal.

(3) To minimize the number of driveway access points accessible to the highway, shared vehicular access between adjacent and abutting properties must be provided where feasible.

(i) Landscaping.

Landscape plans shall comply with Section 16-335 of the Land Development Code.

(j) Blank Walls

To create visual interest for pedestrians, safety, and more compelling commercial spaces to encourage business, windows are required at the street level in neighborhood commercial zones. Blank walls, walls without items such as windows or doors or other similar features, cannot exceed 20 feet in width.

(Land Development Code 1995, § 2.02.07; Ord. No. 2014-03, § 1, 7-1-2014)

**Section 2.** All existing ordinances of the Town of Lake Hamilton in conflict with this Ordinance are repealed to the extent necessary to give this ordinance full force and effect.

**Section 3.** If any provision or portion of this ordinance is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining portions, provisions, and regulations of this ordinance shall remain in full force and effect.

**Section 4.** This Ordinance shall take effect immediately upon its passage and approval as a non-emergency ordinance at two regular meetings of the Town Council.

**INTRODUCED on first reading this \_\_\_\_ day of \_\_\_\_\_, 2021.**

**PASSED on second reading this \_\_\_\_ day of \_\_\_\_\_, 2021.**

**TOWN OF LAKE HAMILTON, FLORIDA**

\_\_\_\_\_  
MICHAEL KEHOE, MAYOR

ATTEST:

\_\_\_\_\_  
BRITTNEY SANDOVALSOTO, TOWN CLERK

Approved as to form:

\_\_\_\_\_  
JEFFREY S. DAWSON, TOWN ATTORNEY

Record of Vote	Yes	No
Wagner	_____	_____
Roberson	_____	_____
Tomlinson	_____	_____
O’Neill	_____	_____
Kehoe	_____	_____

**RESOLUTION R-2021-09****A RESOLUTION ADOPTING THE MARIE VILLA SAMPLE'S SUBDIVISION REPLAT, A REPLAT OF THE NORTHEAST CORNER OF LOT 24, REPLAT OF MARIE VILLA SAMPLE'S SUBDIVISION, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Whereas**, Chapter 177, Florida Statutes, establishes the minimum requirements and creates such additional powers in local government bodies to regulate and control the platting of lands; and

**Whereas**, the Town of Lake Hamilton has received a boundary survey of the lands proposed for the Marie Villa Sample's Subdivision Replat prepared by a professional land surveyor and reviewed by a professional land surveyor appointed by the Town for strict conformity to chapter 177, Florida Statutes; and

**Whereas**, the Town has received a title opinion for the property prepared by an attorney licensed in the State of Florida; and

**Whereas**, a map of the Marie Villa Sample's Subdivision Replat has been prepared with all required signatures and dedications executed by the owners of record and mortgages having a record interest in the land subdivided and presented to the Town Council for approval to record the Plat.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Lake Hamilton, Florida:

**Section 1.** Marie Villa Sample's Subdivision Replat, a Replat of one-half acre in the northeast corner of Lot 24, Replat of Marie Villa Sample's Subdivision as described, displayed, and detailed in Exhibit "A", which is attached hereto and made a part of this Resolution, is hereby approved.

**Section 2.** The mayor is hereby authorized to execute the Marie Villa Sample's Subdivision Replat, a Replat of one-half acre in the northeast corner of Lot 24, Replat of Marie Villa Sample's Subdivision for the Town of Lake Hamilton and return same to the developer for recording by the Clerk of the Circuit Court of Polk County.

**Section 3.** All existing Resolutions of the Town of Lake Hamilton in conflict with this Resolution are repealed to the extent necessary to give this resolution full force and effect.

**Section 4.** If any provision or portion of this Resolution is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining portions, provisions, and regulations of this resolution shall remain in full force and effect.



**Section 5.** This Resolution shall take effect immediately upon its passage and approval at a regular meeting of the Town Council.

**INTRODUCED AND PASSED** at the regular meeting of the Town Council of Lake Hamilton, Florida, held this 3rd day of August 2021.

**TOWN OF LAKE HAMILTON, FLORIDA**

\_\_\_\_\_  
MICHAEL KEHOE, MAYOR

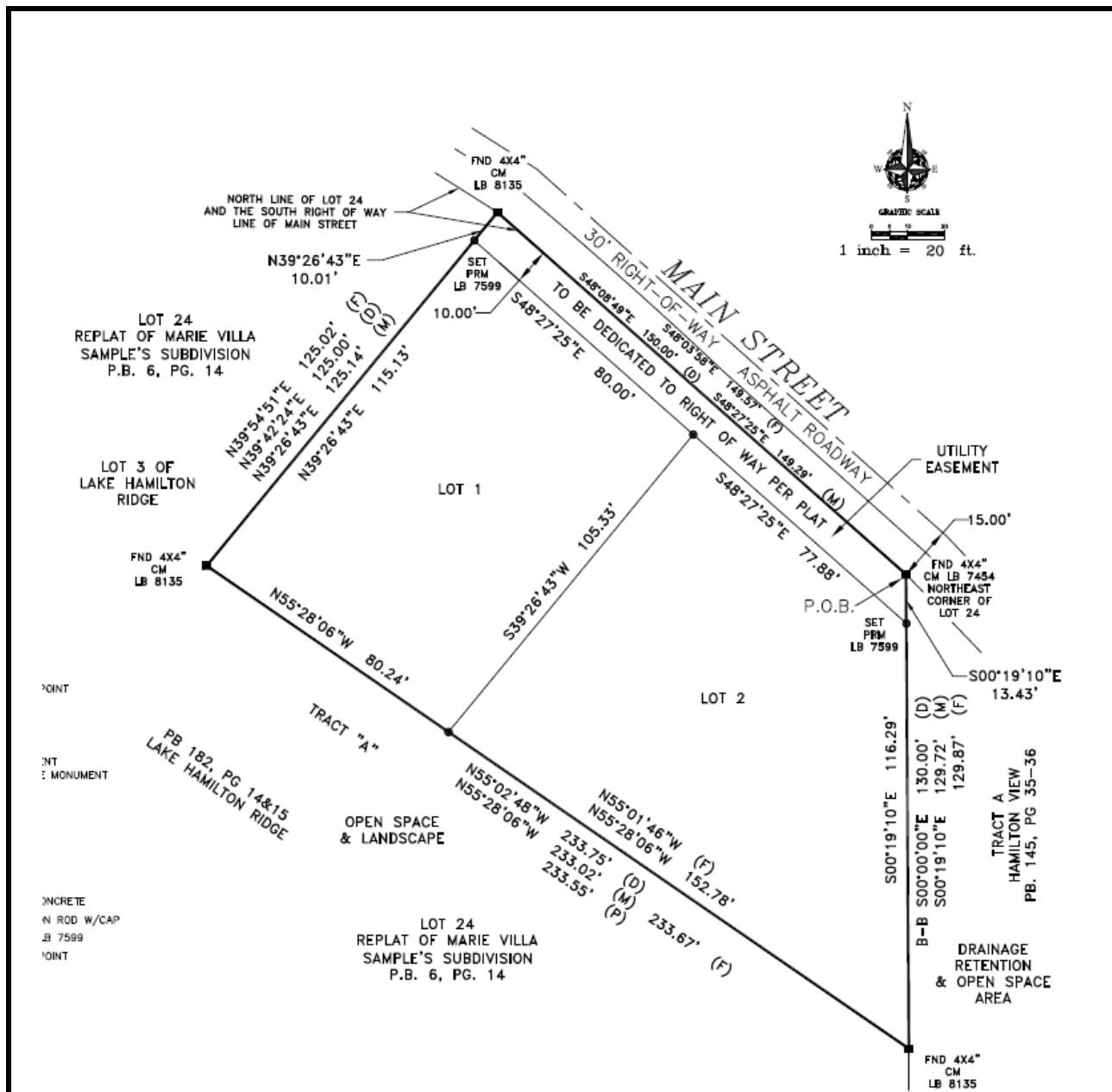
Attest with Seal:

\_\_\_\_\_  
BRITTNEY SANDOVALSOTO, TOWN CLERK

Approved as to Form:

\_\_\_\_\_  
JEFFREY S. DAWSON, TOWN ATTORNEY

<b>Record of Vote</b>	<b>Yes</b>	<b>No</b>
Wagner	_____	_____
Roberson	_____	_____
Tomlinson	_____	_____
O'Neill	_____	_____
Kehoe	_____	_____



*Town of Lake Hamilton*

July 21, 2021

Pablo Robles  
ALPAR Properties, LLC  
P.O. Box 147  
Highland City, FL 33846

**Re: Property Appraisers Parcel No. 272816-823000-012050**

Dear Mr. Robles:

I am writing this letter to you concerning your application for a building permit for a single-family residence to be located on the subject parcel (lot) at the intersection of two unpaved streets (Church Street and Nebraska Boulevard) south of Water Tank Road.

Sec. 8-23 of the Lake Hamilton Code of Ordinances states in part that "No building permit shall be issued on any lot within the town which does not front on a paved public street." (The complete section of the Code is attached as Exhibit A.) However, in the past, your property was the subject of a request for an exemption from this regulation and in a September 30, 2015, letter the Town Council agreed to grant an exemption to the paving of the street to the owners at that time and any future owner, with the condition that they design and construct the proper base for future paving of the street in accordance with FDOT Road and Bridge Design specifications.

The Town requires that you agree to the following in order to confirm your understanding of the above and your commitment to the following conditions of your building permit:

1. You will pay your fair share of the cost of placing engineered base in the right-of-way of Nebraska Boulevard at the front of your property (in accordance with the exemption granted by the Town Council and described above).
2. You will meet with the Public Works and Utilities Director and make a specific plan for connecting for water service to the existing 10-inch water line in the adjacent right-of-way of Church Street, including paying the full cost of making a "wet tap" to the line.

Please indicate your agreement with the above conditions by executing this document.

  
Pablo Robles

  
Michael Kehoe, Mayor

## EXHIBIT A

Sec. 8-23 of the Lake Hamilton Code of Ordinances. - Building permits: issuance only for construction for lots fronting on a paved public street, which states the following:

- (a) No building permit shall be issued on any lot within the town which does not front on a paved public street. The term "paved Public Street" means a public road or street, or other public thoroughfare dedicated to public use which has been accepted as such by the town council and is at the time of application for a building permit covered with either asphalt or concrete according to the requirements of the town ordinances as to the construction of streets.
- (b) Any person applying for a building permit on property not fronting on a paved public street as required by this section, who contends that he will suffer hardship by application of this section, may file an application for exemption from this section with the town council. Such application shall be in writing and shall clearly and succinctly state the reasons why enforcement of this section will cause undue hardship on the applicant.
- (c) The town council may, after a public hearing, grant an exception of this section to the applicant, but only after finding that the applicant was not responsible for and did not in any way participate in the circumstances relating to the hardship claimed.  
(Ord. No. 2006-001, § 1, 6-6-2006)



# Town of Lake Hamilton

TELEPHONE (863) 439-1910

FAX (863) 439-1421

POST OFFICE BOX 126  
LAKE HAMILTON, FL 33851-0126

## MEMORANDUM

August 19, 2015

To: Town Council

From: Town Planner

Subj: Paving Nebraska Boulevard

1. Kaye Thompson, Realtor, represents Jarvis and Sheila Hartt who own two undeveloped lots on the east side of Lake Gordon. The lots have frontage on Church Street and Nebraska Boulevard, both of which are undeveloped. The lots are for sale and, according to Ms. Thompson, are not marketable because the lots cannot be developed without paving Nebraska Boulevard, which the owners and prospective buyers see as not financially feasible.
2. **The Lake Hamilton Code of Ordinances, Sec. 8-23. - Building permits; issuance only for construction for lots fronting on a paved public street, states the following:**
  - (a) No building permit shall be issued on any lot within the town which does not front on a paved public street. The term "paved Public Street" means a public road or street, or other public thoroughfare dedicated to public use which has been accepted as such by the town council, and is at the time of application for a building permit covered with either asphalt or concrete according to the requirements of the town ordinances as to the construction of streets.
  - (b) Any person applying for a building permit on property not fronting on a paved public street as required by this section, who contends that he will suffer hardship by application of this section, may file an application for exemption from this section with the town council. Such application shall be in writing and shall clearly and succinctly state the reasons why enforcement of this section will cause undue hardship on the applicant.

## MEMORANDUM

August 20, 2015

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- (c) The town council may, after a public hearing, grant an exception of this section to the applicant, but only after finding that the applicant was not responsible for and did not in any way participate in the circumstances relating to the hardship claimed.  
(Ord. No. 2006-001, § 1, 6-6-2006)
3. At the last meeting of the Council, Ms. Thompson was present and the Town Council discussed the matter briefly. The Town Attorney said that perhaps a variance was the proper way to handle the question, but that she would look into it. Mrs. Christman and I have discussed the code section quoted above and believe it is clear that the request for an exemption must go directly to Town Council, where after a public hearing on the matter, the Council will reach a decision.
4. The subdivision process confirms the requirement that streets be paved before building development can occur. Our subdivision regulations state the following:
- 1) **Sec. 16-294. - Street preparation.** The subdivider shall prepare the subgrade of all required streets by grading same to the profiles approved by the town engineer, compact and smooth the surface, and provide and install paved surfaces according to the specifications as adopted from time to time by the town council by resolution.
- 2) **Sec. 16-295. - Street paving.** All dedicated public streets, avenues, boulevards and other public thoroughfares sought to be subdivided under the provisions of this article shall be paved at no cost to the town. Paving shall be completed prior to final plat approval unless satisfactory terms are approved by the town council.
5. There are number of options:
- a. First, require paving of Nebraska Boulevard in accordance with the Code of Ordinances.
- b. Second, include the street in the Town's paving program and assess the property owners that benefit their fair share of the cost. However, other than the Hartts, no one is currently interested in the project. In the past, Roger Hood of Springville, Alabama has talked with staff about the problem, but was unwilling to take on the paving project. (See attached map for ownership)

**MEMORANDUM**

August 20, 2015

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- c. Ms. Thompson has proposed that perhaps they could install the base now and the paving could be done later by the Town and other beneficiaries. The problem with that is that the base must be stabilized or it may be washed away before it can be paved.
- 6. The decision of the Town Council requires that<sup>k</sup> the applicant(s) present a compelling (my word) case that a hardship exists and that they were not responsible for the circumstances that created the hardship. The hardship cannot be "self-created", but it could be economic or financial, unlike the hardship claim for a variance. The Code of Ordinances provides no guidance to the Council on the nature of the exemption that it can grant.

**MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY SEPTEMBER 01, 2015  
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday September 1, 2015 at the Lake Hamilton Women's Club, located at 85 Omaha Street, Lake Hamilton, FL 33851.

**CALL TO ORDER**

Mayor Wagner called the meeting to order at 6:00 p.m.

**INVOCATION**

Invocation was given by Pastor Nick Braunschneider, Pastor First Presbyterian Church of Haines City.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Council Member Tomlinson.

**ROLL CALL**

**Kehoe, O'Neill, Tomlinson, Roberson and Wagner along with Administrator/Clerk Sara Irvine and Attorney Christman.**

**APPROVAL OF MINUTES**

Motion made by Kehoe and a second by O'Neill to approve the minutes of August 4, 2015 Regular Meeting, August 11, 2015 Budget and Regular Meeting. **Motion Carried.**

**RECOGNITION OF CITIZENS:**

Alice Rogers 315 Smith Ave. Lake Hamilton asked about the property at 319 Smith Ave, when it might be cleaned up.

Henry Ruffin 650 Lake Crystal Drive Lake Hamilton had a complaint about the Town putting Sodium Fluoride in the Towns drinking water. Mr. Ruffin was advised the Town does not add Fluoride to our water.

**SCHEDULED PRESENTATIONS:**

NONE

**OLD BUSINESS:**

Mayor Wagner asked the Councils permission to combine the three agenda items from the work shop. After input from many residents Kehoe made the motion and a second from Tomlinson to retain the Lake Hamilton Police for one Budget year and to get a proposal from the Sheriff Department. Roll Call: Kehoe – yea, O'Neill – yea Roberson – yea, Tomlinson – yea, Wagner – yea. **Motion Carried.**

While Town Hall is being repaired it was suggested the Town ask the Women's Club if it would be possible to use their facility. Motion made by O'Neill and a second by Kehoe to start with refurbishing Town Hall. **Motion Carried.**



Town Planner Leonard presented to the Council the Paving Assessment Program, he will bring back more information about property on corner lots.

**NEW BUSINESS:** PUBLIC HEARING – Exemption to Sec. 8-23 – Building Permit's on Paved Street. Motion made by O'Neill and a second by Kehoe to allow the Hartts to put down a base stabilization road with properly engineered plans. The Town will assume no responsibility for upkeep. **Motion carried.** 4 – 1 Tomlinson – nay.

CFRPC PLANNING ADVISORY SERVICES AGREEMENT: Motion made by Kehoe and a second by Tomlinson to accept the service agreement. **Motion Carried.**

INTERLOCAL FOR BUILDING OFFICIAL: Motion made by Kehoe and a second by Roberson to accept the Interlocal. **Motion Carried.**

#### **SOCIAL MEDIA POLICY:**

#### **RESOLUTION 2015-13**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, APPROVING AND ADOPTING THE TOWN OF LAKE HAMILTON SOCIAL MEDIA POLICY; AND PROVIDING AN EFFECTIVE DATE. Kehoe made a motion and a second by O'Neill to accept Resolution 2015-13. **Roll Call** kehoe – yea, O'Neill – yea, Roberson – yea, Tomlinson – yea, Wagner - yea **Motion Carried.**

#### **RESOLUTION 2015-14**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING CERTAIN SECTIONS OF THE LAKE HAMILTON PERSONNEL POLICIES; AND PROVIDING AN EFFECTIVE DATE. Motion made by Kehoe and a second by O'Neill to accept Resolution 2015.14. **ROLL CALL** Kehoe – yea, O'Neill – yea, Wagner – yea, Roberson – no, Tomlinson – no. **Motion Carried.**

#### **TOWN ADMINISTRATOR/CLERKS REPORT:**

**POLICE:** None.

**COMMUNITY DEVELOPMENT:** None.



## *Town of Lake Hamilton*

TELEPHONE (863) 439-1910

FAX (863) 439-1421

POST OFFICE BOX 126

LAKE HAMILTON, FL 33851-0126

September 30, 2015

Kaye Thompson, Realtor  
Spacey Townes Realty LLC  
27 North 10th Street  
Haines City, FL 33844

**Re: Hartt Property Exemption**

Dear Ms. <sup>Kaye</sup>Thompson:

I am writing this letter to you concerning the approval of the Town Council of your request for an exemption from, Sec. 8-23 of the Lake Hamilton Code of Ordinances. - Building permits; issuance only for construction for lots fronting on a paved public street. The Town Council agreed to grant you an exemption to the paving of the street, but also agreed that your clients Jarvis and Sheila Hartt, or a future owner, will be required to construct the proper base for future paving of the street.

It needs to be understood that the design of the street base is to done by a registered engineer and that the specifications are those contained in the Florida Department of Transportation Specifications for Road and Bridge Design 2013, Sections 160, 200 and other sections that may apply. And, that the construction must connect to a paved roadway.

Please let me know if you concur with this letter or if we need to discuss this approval further.

Sincerely,

R. Douglas Leonard, AICP  
Town Planner



## Memorandum

To: Town Council

From: Community Development, Doug Leonard & Angie Hibbard

Date: July 30, 2021

Subject: Robles Nebraska Ave property street contribution

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The suggested contribution amount for Pablo Robles on the parcel he is requesting a building permit is \$3150. Below is how this figure is calculated using Chastain Skillman's estimate from the proposed road improvement project.

Nebraska Ave improvement:	\$70,800.00	
Price per linear foot for Nebraska:	\$52.44	
Approximate linear foot for Robles:	120 LF*	(Distance of 40 ft + 80 ft to Church St)
Total for road divide by 2:	\$3146.40	

\*Current Code of Ordinances - Sec. 16-268. - Lots.

- a) *Arrangement.* Insofar as practical, side lot lines shall be at right angles to straight street lines, and radial to curved street lines. Every lot shall abut a public street or road for a distance of not less than 40 feet.



## Memorandum

To: Town Council

From: Sara Irvine, Town Administrator

Date: July 30, 2021

Subject: Administrator update

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At the last meeting, the council set the TRIM Hearing to September 22, 2021, at 6:00 PM. That date was to be the final hearing. I had to certify our TRIM hearing date last week and now the TRIM Hearing will be September 14, 2021, at 6:00 PM.

Employee job descriptions were emailed to councilmember on Thursday, July 29<sup>th</sup>.

We are hiring for maintenance workers. We have dropped the CDL requirement to see if that will bring in some applicants.

I still have not received any communication from the State when the Local Fiscal Recovery Funds will start to be disbursed.



## Memorandum

To: Town Council

From: Community Development Department, Doug Leonard & Angie Hibbard

Date: July 29, 2021

Subject: Monthly Update

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1. **USDA Water Distribution System Improvement Project** - The project is nearing completion. We did get an extension with USDA for 60 additional days.
  2. **State Road 17 (Scenic Highway) Septic to Sewer Project** - Discussion during council meeting.
  3. **Floridino's Project** - The restaurant is nearing completion and the service line will be completed as soon as material are delivered.
  4. **Hamilton Ridge** - Progress continues with installation of the sidewalk along Main Street and start of the landscaping.
  5. **The Grand at Lake Hamilton** - Staff are coordinating meetings with the engineers on subdivision details.
  6. **Scenic Terrace South** – Preliminary Plat has been submitted and reviewed. Attorney Dawson and staff are reviewing the CDD and an ordinance is forth coming for Council approval next month
  7. **Hamilton Bluff** – Rezoning to a PUD is before Council this month.
  8. **Planning Project with Calvin, Giordano & Associates (CalGA)** – See Ordinance O-21-17. The overlay district of the proposed modifications for Hwy 27 will be review more in-depth at the August 10<sup>th</sup> Planning Commission meeting. They wanted additional time to consider the Consultant's proposal before making a recommendation and requested the joint workshop that was held on July 29<sup>th</sup>.
  9. **FRDAP** - We are still waiting on notice to proceed from the State.
  10. **Water Use Permit Renewal** – Pennoni will update at the meeting.
  11. **Preliminary Wastewater Report** – Pennoni will update at the meeting.
  12. **Repaving & Road Project** – Staff met with the engineer for the 90% plans. We recommend scheduling an open house for the public to view the proposed improvement project.