



City of Mount Dora
510 North Baker Street
Mount Dora, Florida 32757
352-735-7126

Mount Dora City Council
Mount Dora City Hall Board Room
510 North Baker Street, Mount Dora, Florida 32757
January 17, 2023, 6:00 PM

AGENDA

CALL TO ORDER

MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATIONS

1. Mount Dora Fun Fact

PUBLIC COMMENTS

- This is the time for the public to come forward with any comments on any subject related to City business that is not listed on the Agenda.
- Please complete a speaker card and provide it to the City Clerk prior to the meeting.
- Please clearly state your name and address for the record. If you are part of a group, try to designate a speaker.
- Please address all comments to the Mayor.
- We will try to answer your questions at the time asked; however, there may be times we will need to conduct research prior to providing an answer.

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- January 3, 2023

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5. Request Adoption of **Resolution No. 2023-05**, Accepting the Donation and Approving the Display of Black History Month Banners 462

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COMMUNICATIONS AND REPORTS

- Council Member John Cataldo

- Council Member Dennis Dawson
- Council Member Cal Rolfson
- Council Member Nate Walker
- Council Member Doug Bryant
- Vice-Mayor Marc Crail
- Mayor Crissy Stile

FUTURE MEETING DATES

- February 7, 2023, 6:00 PM, Regular Session
- February 21, 2023, 6:00 PM, Regular Session
- March 7, 2023, 6:00 PM, Regular Session
- March 21, 2023, 6:00 PM, Regular Session

ADJOURNMENT

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE AT THIS MEETING WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, SUCH PERSON MAY NEED A RECORD OF THESE PROCEEDINGS FOR SUCH PURPOSE, A PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. VERBATIM RECORD WILL NOT BE PROVIDED BY THE CITY OF MOUNT DORA.

NOTICE: IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, PERSONS NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS PRIOR TO THE PROCEEDINGS. TELEPHONE (352) 735-7126 FOR ASSISTANCE. IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE) FOR ASSISTANCE.



510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: January 17, 2023

TO: Honorable Mayor and City Council Members

FROM: Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

SUBJECT: Advisory Board Appointments

Introduction:

This is an opportunity for Councilmembers to appoint members to City advisory boards.

Discussion:

Pursuant to the City's Code of Ordinances, Advisory Board and Commission members serve two-year terms and may be reappointed for additional terms.

The following appointment is proposed:

For the At Large seat on the Library Advisory Board: Beth Sharpe.

Budget Impact:

N/A

Strategic Impact:

Citizen engagement.

Recommendation:

Council appoint members to Advisory Boards.

Attachment(s):

1. Attachment #1 Application.Sharpe.Beth.LAB.01.17.2023

Prepared by: Jeanann Hand, City Clerk

ATTACHMENT #1

From: noreply@civicplus.com
To: johnsg@cityofmounddora.com; burnhamj@cityofmounddora.com
Subject: Online Form Submittal: Board Application
Date: Wednesday, December 2, 2020 5:47:17 PM

**** This message originated outside of the City of Mount Dora network. Please think before you click. ****

Board Application

City Clerk
510 North Baker Street
Mount Dora, FL 32757
(352) 735-7142 Office

Application to Serve as a Board or Committee Member for the City of Mount Dora
Please complete all of the date fields listed below.

First Name	Beth
Last Name	Sharpe
Address1	8417 BRIDGEPORT BAY CIR
Address2	<i>Field not completed.</i>
City	Mount Dora
State	FL
Zip	32757
Phone Number	14077166313
Email Address	bsharpe106@gmail.com
Provide a brief statement relating to your education, experience and reason for wishing to serve	I am a retired educator who has served as a teacher, principal, and district executive director. I have also worked as a consultant and coach for FranklinCovey education. I believe I have perspectives that could be beneficial on a board.
Resume or additional attachments (not required)	Resume 2020.doc
Boards on which you wish to serve	Library Board would be my first choice. I'm open to serve on other boards.

Upon Completion

This form will be submitted to the City Clerk's Office.

Email not displaying correctly? [View it in your browser.](#)



510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: January 17, 2023

TO: Honorable Mayor and City Council Members

FROM: Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

SUBJECT: Request Approval of Meeting Minutes

- January 3, 2023

Introduction:

This is a request for City Council to approve meeting minutes.

Discussion:

The City Clerk prepares minutes and presents them to City Council as an opportunity to make suggestions or corrections prior to final approval.

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation:

City Council to approve Meeting Minutes.

Attachment(s):

1. 01.03.2023 Regular Session Minutes_DRAFT

Prepared by: Jeanann Hand, City Clerk

Reviewed by: Jeanann Hand, City Clerk

Final Approval - 1/6/2023

**CITY OF
MOUNT DORA, FLORIDA
CITY COUNCIL
MINUTES**



**January 3, 2023
City Hall
510 N. Baker St.
Mount Dora, FL 32757**

CALL TO ORDER

Having been duly advertised as required by law, Mayor Crissy Stile called to order the January 3, 2023, Regular Session of the Mount Dora City Council at 6:00 p.m. in the City Hall Council Chambers.

MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

A moment of silence and Pledge of Allegiance was led by Councilmember Walker.

ROLL CALL

Members Present

Crissy Stile, Mayor
Marc Crail, Vice-mayor
John Cataldo, District 1
Cal Rolfson, District 2
Dennis Dawson, District 3
Nate Walker, District 5
Doug Bryant, At Large

Also Present

Patrick C. Comiskey, City Manager
Sherry G. Sutphen, City Attorney
Jeanann Hand, City Clerk

PRESENTATIONS

Mayor Stile presented the Mount Dora fun fact, reporting that the meeting date was the birthday of Councilmember Walker.

PUBLIC COMMENT

Mayor Stile opened public comment.

Donna Schultz, Mount Dora, spoke regarding the Summerview Park playground equipment, which she would like to see updated with better equipment appropriate for a broader range of ages.

Mayor Stile closed public comment.

APPROVAL OF AGENDA

MOTION BY COUNCILMEMBER ROLFSON TO APPROVE THE AGENDA; COUNCILMEMBER CATALDO SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

BOARD APPOINTMENTS

1. **Advisory Board Appointments**

MOTION BY COUNCILMEMBER DAWSON TO APPOINT KAREN LAWRENCE TO THE CRA ADVISORY COMMITTEE; VICE-MAYOR CRAIL SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

CONSENT AGENDA

1. Request Approval of Cost-Share Agreement between St. Johns River Water Management District and the City of Mount Dora for Wastewater Improvements at WWTP#1
2. Request Approval of Interlocal Agreement Between Lake County and the City of Mount Dora for Use of Lake County Library Impact Fees for Manga Collection
3. Request Approval of the Fourth Amendment to the Solid Waste Agreement Between the City of Mount Dora and Waste Management Inc. of Florida
4. Request Approval of Amendment to the Solar Power Sales Contract with Florida Municipal Power Agency and the City of Mount Dora
5. Request Approval of Meeting Minutes
 - December 20, 2022

MOTION BY COUNCILMEMBER ROLFSON TO APPROVE THE CONSENT AGENDA; COUNCILMEMBER CATALDO SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

ACTION ITEMS

1. Request Approval of Amendment 4 to the Lease Agreement between Nickmax Properties, LLC, and the City of Mount Dora for the Robie Street Property

City Manager Comiskey described the purpose of the item, which extends the lease through September 2024, while the new Public Works facility is being constructed. The availability of the building was confirmed. Mr. Comiskey informed Council of the rental rates in the agreement. There is a termination provision in the lease. Mr. Walker asked about the expense of repairs to the building and was told the information would be provided to him.

Mayor Stile opened public comment. No one spoke. Mayor Stile closed public comment.

MOTION BY COUNCILMEMBER WALKER TO APPROVE AMENDMENT FOUR TO THE LEASE AGREEMENT BEWEEN NICKMAX PROPERTIES, LLC, AND THE CITY OF MOUNT DORA FOR THE ROBIE STREET PROPERTY; COUNCILMEMBER DAWSON SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

YES Councilmember Walker
Councilmember Dawson
Councilmember Cataldo
Councilmember Rolfson
Councilmember Bryant
Vice-mayor Crail
Mayor Stile

NO None

2. Approval of Amendment 3 to the Professional Services Agreement between the City of Mount Dora and ADG for Public Works Facility Phase 2 Design and Engineering Services

Construction Manager Chet Cramer explained the purpose of the item, which is the next step to move forward with the Public Works facility. The projected move in date is September of 2024, meaning the builders would like to break ground in September of 2023. The City will provide progress updates to Council on a regular basis as the project continues.

A representative from ADG, Susan Gantt, explained the design issues that will be addressed at this stage. ADG is prepared to accommodate a possible roundabout near the site. The project will be moving forward with a new civil engineer.

Mayor Stile opened public comment. No one spoke. Mayor Stile closed public comment.

MOTION BY COUNCILMEMBER ROLFSON TO APPROVE AMENDMENT THREE TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MOUNT DORA AND ADG FOR PUBLIC WORKS FACILITY PHASE TWO DESIGN AND ENGINEERING; COUNCILMEMBER CATALDO SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

YES Councilmember Rolfson
Councilmember Cataldo
Councilmember Dawson
Councilmember Walker
Councilmember Bryant
Vice-mayor Crail
Mayor Stile

NO None

3. Request Adoption of Resolution No. 2023-02, Budget Amendment for WWTP #1 Repairs and Approval of Task Authorization/GMP (Guaranteed Maximum Price) for WWTP# 1 Repairs (Faden Builders)

City Attorney Sutphen read Resolution No. 2023-02 by title only.

RESOLUTION NO. 2023-02

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE WASTEWATER TREATMENT PLANT #1 REPAIR BUDGET AMENDMENT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF FISCAL YEAR 2022-23 BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Construction Manager Chet Cramer explained the work taking place through this item will remedy issues that had not yet been addressed at the facility and are not part of the master renovation plan. The maintenance required at the site is necessary due to the natural wear at the facility. This work is being done separately because it can be done inside a shorter timeline with a local contractor. This work will be paid for as it is accomplished and will not be financed as the other work will be. There will be no duplication of work among the two projects. The soil that must be moved cannot practically be used for other City projects because of the quality of the fill. The master plan will bring the facility up to state environmental standards. The engineers are confident they can meet the terms of the grant agreement.

Mayor Stile opened public comment. No one spoke. Mayor Stile closed public comment.

MOTION BY VICE-MAYOR CRAIL TO ADOPT RESOLUTION NO. 2023-02 AND APPROVE THE BUDGET AMENDMENT FOR WASTER WATER TREATMENT PLANT #1 REPAIRS, AND APPROVE THE TASK AUTHORIZATION/GMP (GUARANTEED MAXIMUM PRICE); COUNCILMEMBER ROLFSON SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

YES Vice-mayor Crail
Councilmember Rolfson
Councilmember Cataldo
Councilmember Dawson
Councilmember Walker
Councilmember Bryant
Mayor Stile

NO None

4. Request Approval of Task Authorization/GMP (Guaranteed Maximum Price) for Pickleball Courts at Summerview Park (Faden)

Mr. Cramer described the project and associated details. The lighting package will require additional power and will be added later. Councilmembers commended Parks and Recreation Director Troy Shonk for promptly addressing a problem with the slide at the Summerview playground. The possibility of bundling new playground equipment with pickleball equipment was mentioned.

Mayor Stile opened public comment.

Stephen DeLauney, 321 Marion Drive, spoke in favor of the project.

Mayor Stile closed public comment.

MOTION BY VICE-MAYOR CRAIL TO APPROVE THE TASK AUTHORIZATION/ GUARANTEED MAXIMUM PRICE FOR PICKLEBALL COURTS AT SUMMERVIEW PARK; COUNCILMEMBER WALKER SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

YES Vice-mayor Crail
Councilmember Walker
Councilmember Cataldo
Councilmember Rolfson
Councilmember Dawson
Councilmember Bryant
Mayor Stile

NO None

5. Request Adoption of Resolution No. 2023-03, Unity Day Event Sponsorship

City Attorney Sutphen read Resolution No. 2023-03 by title only.

RESOLUTION 2023-03

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE GRANT SPONSORSHIP FOR THE 2023 UNITY DAY EVENT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF SPONSORSHIP; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

City Manager Comiskey explained that CRA funds are no longer available for sponsorship of this event, but the City wishes to continue its sponsorship. Mr. Comiskey emphasized the support from Council for this item. Ms. Sutphen mentioned establishing procedures for similar instances in the future.

Mayor Stile opened public comment. No one spoke. Mayor Stile closed public comment.

Councilmember Walker and Councilmember Rolfson spoke on the importance of the event to the community.

MOTION BY COUNCILMEMBER WALKER TO ADOPT RESOLUTION NO. 2023-03, UNITY DAY EVENT SPONSORSHIP; COUNCILMEMBER CATALDO SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

YES Councilmember Walker
Councilmember Cataldo
Councilmember Rolfson
Councilmember Dawson
Councilmember Bryant
Vice-mayor Crail
Mayor Stile
NO None

CITY MANAGER'S REPORT

City Manager Comiskey reported that George Marek has been appointed Public Works Director.

CITY ATTORNEY'S REPORT

City Attorney Sutphen spoke on House Bill 7057 regarding internet technology-related public records exemptions.

COMMUNICATIONS AND REPORTS

1. **Council Member Cal Rolfson**
Councilmember Rolfson spoke on the Florida League of Cities.
2. **Council Member Dennis Dawson**
Councilmember Dawson commended Interim Chief Gibson.
3. **Council Member Nate Walker**
Councilmember Walker spoke about a speed table and the Waterman incident.
4. **Council Member Doug Bryant**
Councilmember Bryant commended staff who responded to an issue related to a recent special event.
5. **Council Member John Cataldo**
Councilmember Cataldo thanked and encouraged residents regarding communication.

6. **Vice-mayor Crail**
Vice-mayor Crail commended staff regarding the handling of the Waterman incident and pickleball courts.
7. **Mayor Crissy Stile**
Mayor Stile thanked the Lake County Supervisor of Elections for his call regarding the Waterman incident. She reported on the scheduling of the JPA item for discussion by Lake County. The item would not be heard until January 24th. She congratulated Mr. Marek on his promotion.

ADJOURNMENT

There being no further business for discussion, the meeting adjourned at approximately 6:50 P.M.

MOTION BY COUNCILMEMBER ROLFSON TO ADJOURN; MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

CRISSY STILE, MAYOR
City of Mount Dora

JEANANN HAND, CITY CLERK
City of Mount Dora



510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: January 17, 2023

TO: Honorable Mayor and City Council Members

FROM: Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

SUBJECT: Request Approval of the Agreement Between the City of Mount Dora and MSL, P.A. for Annual Audit Services

Introduction:

This is a request for City Council to Approve the Agreement Between the City of Mount Dora and MSL, P.A. for Annual Audit Services.

Discussion:

On September 26, 2022, RFP #22-FN-009 “Annual Audit Services”, was issued, resulting in three (3) timely proposals being received by the opening date and time of October 27, 2022 at 2:00 p.m. The Purchasing Office determined all three proposals to be responsive to the RFP requirements.

The Evaluation Committee met on November 29, 2022, to discuss and complete the scoring of the three proposals received under this RFP. The discussion was detailed and scoring was consistent. The resulting final scores (see Attachment #1) determine the following ranking:

- #1 –MSL, P.A.
- #2 – Mauldin & Jenkins, LLC
- #3 – Caballero Fierman Llerena + Garcia, LLP

The Evaluation Committee unanimously recommends MSL, P.A. for Annual Audit Services.

This item requests approval of the ranking and recommendation of award for RFP 22-FN-009; and to execute an Agreement with MSL, P.A. for annual audit services.

Budget Impact:

MSL, P.A. Audit Services are within the approved FY22-23 budget.

Strategic Impact:

Fiscal Resources

Recommendation:

City Council approve the final ranking and recommendation of the award for RFP 22-FN-009 and authorize the City to enter into an Agreement with MSL, P.A. for annual audit services.

Attachment(s):

1. Revised WB Agreement.MSL.Audit Services.SGS.3.clean
2. Attachment #2 - MSL, PA - Solicitation Response
3. Attachment #3 - RFP 22-FN-009 Annual Audit Services
4. Attachment #4 - RFP 22-FN-009 Addendum 1
5. Attachment #5 - RFP 22-FN-009 Addendum 2

Prepared by: douglasm douglasm, Purchasing Manager

Reviewed by: Aneta Barton, Budget Director
Rita Meade, Interim Finance Director
Sherry Sutphen, City Attorney
Jeanann Hand, City Clerk
Patrick Comiskey, City Manager

Approved - 1/9/2023

Approved - 1/10/2023

Approved - 1/10/2023

Approved - 1/10/2023

Final Approval - 1/10/2023

AGREEMENT

THIS AGREEMENT is made by and between the CITY OF MOUNT DORA, 510 N. Baker Street, Mount Dora, Florida 32757, the CITY OF MOUNT DORA NORTHEAST COMMUNITY REDEVELOPMENT AGENCY and the CITY OF MOUNT DORA COMMUNITY REDEVELOPMENT AGENCY, hereinafter singly and collectively referred to as the “CITY”, and MSL, P.A., 255 S. Orange Avenue, Suite 600, Orlando, Florida 32801, hereinafter referred to as the “CONTRACTOR”.

WITNESSETH:

WHEREAS, the CITY has competitively solicited for Annual Audit Services, pursuant to the CITY’s Purchasing Policy and RFP #22-FN-009; and,

WHEREAS, the CONTRACTOR submitted the lowest responsive bid most advantageous to the CITY related to the services set forth in RFP #22-FN-009; and,

WHEREAS, the parties hereto have agreed to the terms and conditions cited herein based on said solicitation;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

SECTION 1. RECITALS.

The above Recitals are true and correct and are incorporated herein by this reference.

SECTION 2. TERM.

The term of this Agreement shall be for a period of three (3) years beginning on the date of execution by the CITY and may be extended when in the best interest of the CITY for two additional periods of one (1) year each.

SECTION 3. SCOPE OF SERVICES.

The CONTRACTOR shall be responsible for performing the services described in **Exhibit “A”** attached hereto. To the extent of any conflict between **Exhibit “A”** and the terms and conditions of this Agreement, the terms and conditions of this Agreement shall prevail.

SECTION 4. WARRANTY.

The CONTRACTOR agrees to provide a full warranty to the CITY for all services which it provides hereunder for one full year following the date of final completion of such services. In the event that the CONTRACTOR is called to perform warranty work, the CONTRACTOR will be responsible for all costs incurred in repairing the warrantied services. To the extent applicable, any manufacturer’s warranty on materials provided or installed shall be in addition to the warranty required hereunder.

SECTION 5. OBLIGATIONS OF THE CONTRACTOR.

Obligations of the CONTRACTOR shall include, but not be limited to, the following:

- A. It is understood that the CONTRACTOR shall provide and pay for all labor, tools, materials, permits, equipment, transportation, supervision, and any and all other items or services, of any type whatsoever, which may be necessary to fully complete and deliver the goods and/or services requested by the CITY, and shall not have the authority to create or cause to be filed any liens for labor and/or materials on or against the CITY or any property owned by the CITY. Such lien, attachment, or encumbrance, until it is removed, shall preclude any and all claims or demands for any payment expected by virtue of this Agreement.
- B. The CONTRACTOR will ensure that all of its employees, agents, sub- contractors, representatives, volunteers, and the like, fully comply with all of the terms and conditions set herein when providing services for the CITY in accordance herewith.
- C. The CONTRACTOR will maintain an adequate and competent staff and remain authorized to do business within the State of Florida. The CONTRACTOR may subcontract the services requested by the CITY; however, the CONTRACTOR is fully responsible for the satisfactory completion of all subcontracted work.

SECTION 6. STANDARD OF CARE.

- A. The CONTRACTOR has represented to the CITY that it possesses a level of knowledge, experience, and expertise that is commensurate with firms in the areas of practice required for the services to be provided. By executing this Agreement, the CONTRACTOR agrees that the CONTRACTOR will exercise that degree of care, knowledge, skill, and ability as any other similarly situated contractor possessing the degree of skill, knowledge, experience, and expertise, working on similar activities. The CONTRACTOR shall perform the services requested in an efficient manner consistent with the CITY's stated objectives and standards.
- B. The CONTRACTOR covenants and agrees that it and its employees, agents, sub-contractors, representatives, volunteers, and the like, shall be bound by the same standards of conduct as stated above.

SECTION 7. COMPENSATION.

- A. Compensation for services completed by the CONTRACTOR will be in accordance with Florida Statutes, section 218.70, Florida's Prompt Payment Act. The amount to be paid under this Agreement for services shall be in accordance with the pricing schedule set forth in **Exhibit "B"** which is attached hereto and includes the CONTRACTOR rates for additional services if requested by the City, and a schedule of estimated hours to perform services under this Agreement. To the extent of any conflict between **Exhibit "B"** and the terms and conditions of this Agreement, the terms and conditions of this Agreement shall prevail.
- B. Services to be performed in accordance with this Agreement are subject to the annual appropriation of funds by the CITY. In its sole discretion, the CITY reserves the right to forego use of the CONTRACTOR for any work which may

fall within the Scope of Services listed herein. In the event the CITY is not satisfied with the services provided by the CONTRACTOR, the CITY will hold any amounts due until such time as the CONTRACTOR has appropriately addressed the problem, so long as the CITY has provided notice of defect to the CONTRACTOR.

SECTION 8. TERMINATION.

Either party may terminate this Agreement, with or without cause, given thirty (30) days written notice to the other party.

SECTION 9. PAYMENT WHEN SERVICES ARE TERMINATED.

- A. In the event of termination of this Agreement by the CITY, and not due to the fault of the CONTRACTOR, the CITY shall compensate the CONTRACTOR for all services performed prior to the effective date of termination.
- B. In the event of termination of this Agreement due to the fault of the CONTRACTOR, or at the written request of the CONTRACTOR, the CITY shall compensate the CONTRACTOR for all services completed, prior to the effective date of termination, which have resulted in a usable product, or otherwise tangible benefit to the CITY. All such payments shall be subject to an off-set for any damages incurred by the CITY resulting from any delay occasioned by early termination. This provision shall in no way be construed as the sole remedy available to the CITY in the event of breach by the CONTRACTOR.

SECTION 10. INSURANCE.

- A. The CONTRACTOR shall maintain the following types of insurance, with the respective limits, and shall provide proof of same to the CITY, in the form of a Certificate of Insurance prior to the start of any work hereunder:
 - 1. AUTOMOBILE:
 - a. Combined Single Limit: \$300,000 per accident,

OR

 - b. Bodily Injury: \$300,000 per person,

AND

Property Damage: \$100,000 per accident;

- 2. GENERAL LIABILITY: One Million Dollars (\$1,000,000.00) each occurrence;
- 3. GENERAL AGGREGATE: Two Million Dollars (\$2,000,000.00);

4. EXCESS COVERAGE: One Million Dollars (\$1,000,000.00); and,
 5. WORKERS' COMPENSATION: Employers' liability insurance which covers the statutory obligation for all persons engaged in the performance of the work required hereunder with limits not less than One Million Dollars (\$1,000,000.00) per occurrence. Evidence of qualified self- insurance status will suffice for this subsection.
- B. For every insurance policy required hereunder, the CONTRACTOR shall provide the CITY with a Certificate of Insurance evidencing such coverage for the duration of this Agreement. Said Certificate of Insurance shall be dated and show:
1. The name of the insured CONTRACTOR,
 2. The specified job by name and job number,
 3. List the "CITY OF MOUNT DORA" as an Additional Insurer,
 4. Recognizes the Indemnification requirements of this Agreement.
 5. The name of the insurer,
 6. The number of the policy,
 7. The effective date,
 8. The termination date,
 9. A statement that the insurer will mail notice to the CITY at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy.
- C. The CONTRACTOR shall name the "City of Mount Dora" as an additional insured, to the extent of the service to be provided under the agreement, on all insurance policies required hereunder with the exception of Workers' Compensation, and provide the CITY with proof of same.
- D. Receipt of certificates or other documentation of insurance or policies or copies of policies by the CITY, or by any of its representatives, which indicates less coverage than is required, does not constitute a waiver of the CONTRACTOR's obligation to fulfill the insurance requirements specified herein.
- E. The CONTRACTOR shall ensure that any sub-contractor(s), hired to perform any of the duties contained in the Scope of Services of this Agreement, maintain the same insurance requirements set forth herein. In addition, the CONTRACTOR shall maintain proof of same on file and made readily available upon request by the CITY.
- F. The CONTRACTOR hereby waives for itself and for its insurers and underwriters, all rights which each of them may hold to recover in subrogation, indemnity, contribution or by direct cause of action for any damages, losses and costs of defense for risks against which insurance is provided, whether or not the same is required to be provided. The CONTRACTOR shall obtain consents,

endorsements or such other action by insurers and underwriters as may be necessary to establish that the waiver of subrogation, indemnity, contribution and direct cause of action shall not abrogate, limit or otherwise affect any insurance provided by the CONTRACTOR and shall deliver evidence of the same to the to the CITY upon reasonable request.

- G. The CITY shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the CONTRACTOR and/or subcontractor providing such insurance.
- H. All insurance carriers shall have an AM Best Rating of at least A- and a size of VII or larger. The General Liability and Workers' Compensation policies shall have a waiver of subrogation in favor of the City of Mount Dora. The liability policies shall be Primary/Non-Contributory.

SECTION 11. CITY OBLIGATIONS.

At the CONTRACTOR's request, the CITY agrees to provide, at no cost, all pertinent information known to be available to the CITY to assist the CONTRACTOR in providing and performing the required services.

SECTION 12. ENTIRE AGREEMENT.

This Agreement, including referenced exhibits and attachments hereto, constitutes the entire agreement between the parties and shall supersede, replace and nullify any and all prior agreements or understandings, written or oral, relating to the matters set forth herein, and any such prior agreements or understandings shall have no force or affect whatsoever on this Agreement.

SECTION 13. APPLICABLE LAW, VENUE, JURY TRIAL.

The laws of the State of Florida shall govern all aspects of this Agreement. In the event it is necessary for either party to initiate legal action regarding this Agreement, venue shall lie in Lake County, Florida. The parties hereby waive their right to trial by jury in any action, proceeding or claim, arising out of this Agreement, which may be brought by either of the parties hereto.

SECTION 14. PUBLIC RECORDS.

- A. Pursuant to Florida Statutes, Section 119.0701:

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS:

CITY CLERK: JEANANN HAND
510 NORTH BAKER STREET
MOUNT DORA, FL 32757
(352) 735-7126
HANDJ@CITYOFMOUNTDORA.COM

B. CONTRACTOR agrees to comply with public records laws, specifically to:

1. Keep and maintain public records required by the CITY to perform the services set forth herein.
2. Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the CITY.
4. Upon completion of the contract, transfer, at no cost, to the CITY all public records in possession of the CONTRACTOR or keep and maintain public records required by the CITY to perform the services set forth herein. If the CONTRACTOR transfers all public records to the CITY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

SECTION 15. INDEPENDENT CONTRACTOR.

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the CONTRACTOR, its employees, sub-contractors, representatives, volunteers, and the like, will be an independent contractor and not an employee of the CITY for all purposes, including, but not limited to, the application of the following, as amended: the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State of Florida revenue and taxation laws, the State of Florida workers' compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits. The CONTRACTOR will retain sole and absolute discretion in the judgment of the manner and means of carrying out the CONTRACTOR's activities and responsibilities hereunder.

SECTION 16. APPLICABLE LICENSING.

The CONTRACTOR, at its sole expense, shall obtain all required federal, state, and local licenses, occupational and otherwise, required to successfully provide the services set forth herein.

SECTION 17. COMPLIANCE WITH ALL LAWS.

The CONTRACTOR, at its sole expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and municipal governments, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of execution of this Agreement or are adopted at any time following the execution of this Agreement.

SECTION 18. INDEMNIFICATION.

The CONTRACTOR agrees to be liable for any and all damages, losses, and expenses incurred, by the CITY, in any way related to the services provided herein and this Agreement, caused by the acts and/or omissions of the CONTRACTOR, or any of its employees, agents, sub-contractors, representatives, volunteers or the like. The CONTRACTOR agrees to indemnify, defend and hold the CITY harmless for any and all such claims, suits, judgments or damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omissions of the CONTRACTOR, or any of its employees, agents, sub-contractors, representatives, volunteers, or the like through and including any appeals in any way related to the services provided herein and this Agreement. Said indemnification, defense, and hold harmless actions shall not be limited by any required insurance coverage amounts set forth herein and shall survive termination or natural termination of this Agreement. The CONTRACTOR waives any and all right or opportunity to contest the enforceability of this Section and agrees that in the event this Section, or any part thereof, is found unenforceable by the final unappealable judgment of a court of competent jurisdiction, this Section shall be construed so as to be enforceable to the maximum extent permitted by applicable law.

SECTION 19. BANKRUPTCY OR INSOLVENCY.

If the CONTRACTOR shall file a Petition in Bankruptcy, or if the same shall be adjudged bankrupt or insolvent by any Court, or if a receiver of the property of the CONTRACTOR shall be appointed in any proceeding brought by or against the CONTRACTOR, or if the CONTRACTOR shall make an assignment for the benefit of creditors, or proceedings shall be commenced on or against the CONTRACTOR's operations of the premises, the CITY may terminate this Agreement immediately notwithstanding any notice requirements set forth herein.

SECTION 20. BINDING EFFECT.

This Agreement shall be binding upon and enure to the benefit of the parties hereto, their heirs, personal representatives, successors, and/or assigns.

SECTION 21. ASSIGNMENT.

This Agreement shall only be assignable by the CONTRACTOR upon the express written consent of the CITY.

SECTION 22. **SEVERABILITY.**

All clauses found herein shall act independently of each other. If a clause is found to be illegal or unenforceable, it shall have no effect on any other provision of this Agreement. It is understood by the parties hereto that if any part, term, or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Florida or the United States, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid. If necessary, to preserve the intent of the parties, the parties shall negotiate in good faith to amend this Agreement, adopting a substitute provision for the one deemed invalid or unenforceable that is legally binding and enforceable.

SECTION 23. **WAIVER.**

Failure of the parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions of this Agreement or to exercise any right or option herein contained, shall not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, or condition, or right of election, but same shall remain in full force and effect.

SECTION 24. **NOTICE.**

The parties hereto agree and understand that written notice, mailed or delivered to the last known mailing address, shall constitute sufficient notice to the CITY and the CONTRACTOR. All notices required and/or made pursuant to this Agreement to be given to the CLERK and the CONTRACTOR shall be in writing and given by way of the United States Postal Service, first class mail, postage prepaid, addressed to the following addresses of record:

CITY: City of Mount Dora
 Attention: City Manager
 510 N. Baker Street
 Mount Dora, Florida 32756

CONTRACTOR: MSL, P.A.
 255 S. Orange Avenue, Suite 600
 Orlando, Florida 32801

SECTION 25. **MODIFICATION.**

The covenants, terms, and provisions of this Agreement may be modified by way of a written instrument, mutually accepted by the parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this Agreement and any written Amendment(s) hereto, the provisions of the latest executed instrument shall take precedence.

SECTION 26. **HEADINGS.**

All headings of the sections, exhibits, and attachments contained in this Agreement are for the purpose of convenience only and shall not be deemed to expand, limit, or change the provisions contained in such sections, exhibits, and attachments.

SECTION 27. ADMINISTRATIVE DOCUMENTATION CONFLICT.

In the event the CITY issues a purchase order, memorandum, letter, or any other instrument addressing the services, work, and materials to be provided and performed pursuant to this Agreement, it is hereby specifically agreed and understood that any such purchase order, memorandum, letter, or other instrument is for the CITY's internal purposes only, and any and all terms, provisions, and conditions contained therein, whether printed or written, shall in no way modify the covenants, terms, and provisions of this Agreement and shall have no force or effect thereon. Likewise, any invoice or other instrument issued by the CONTRACTOR shall in no way modify the covenants, terms and provisions of this Agreement and shall have no force or effect thereon.

SECTION 28. CONFLICT OF INTEREST.

The CONTRACTOR warrants that the CONTRACTOR has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement, and that the CONTRACTOR has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this Paragraph, the CITY shall have the right to terminate this Agreement immediately, without liability and without regard to the notice requirements set forth herein.

SECTION 29. PUBLIC ENTITY CRIMES.

As required by section 287.133, Florida Statutes, the CONTRACTOR warrants that it is not on the convicted contractor list for a public entity crime committed within the past thirty-six (36) months. The CONTRACTOR further warrants that it will neither utilize the services of, nor contract with, any supplier, sub-contractor, or consultant in connection with this Agreement for a period of thirty-six (36) months from the date of being placed on the convicted contractor list.

SECTION 30. JOINT AUTHORSHIP.

This Agreement shall be construed as resulting from joint negotiation and authorship. No part of this Agreement shall be construed as the product of any one of the parties hereto.

SECTION 31. EQUAL OPPORTUNITY EMPLOYER.

The CONTRACTOR is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The CONTRACTOR will further ensure that all sub-contractors it utilizes in providing the services required hereunder will comply with all equal opportunity employment laws.

SECTION 32. AUDITING, RECORDS, AND INSPECTION.

In the performance of this Agreement, the CONTRACTOR shall keep books, records, and accounts of all activities, related to the Agreement, in compliance with generally accepted accounting procedures. Throughout the term of this Agreement, books, records, and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the CITY and shall be retained by the CONTRACTOR, for a period of five (5) years after termination or completion of the Agreement or until the full CITY audit is complete, whichever comes first. The CITY shall retain the right to audit the

books during the Five (5) year retention period. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, chapter 119, Florida Statutes. The CITY also has the right to conduct an audit within sixty (60) days from the effective date of this Agreement to determine whether the CONTRACTOR has the ability to fulfill its contractual obligations to the satisfaction of the CITY. The CITY has the right to terminate this Agreement based upon the findings in this audit without regard to any notice requirement for termination.

SECTION 33. SOVEREIGN IMMUNITY.

The CITY expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section, article or paragraph of this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of sovereign immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of the CITY for damages, attorney fees and costs, regardless of the number or nature of claims in tort, equity or contract, shall not exceed the dollar amount set by the Florida Legislature for tort. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the CITY which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law. This section shall not limit any remedies as specifically contained in this Agreement.

SECTION 34. EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY).

Pursuant to Florida Statutes, Section 448.095, the CONTRACTOR shall be registered with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. In addition, the CONTRACTOR shall require any and all subcontractors performing work in accordance with this Agreement to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. Any such subcontractor shall provide an affidavit to the CONTRACTOR stating that the subcontractor does not employ, contract with or subcontract with any ineligible individuals and the CONTRACTOR must keep a copy of said affidavit for the duration of this Agreement. Violation of this section is subject to immediate termination of this Agreement by the CITY without regard to any notice otherwise required herein. In the event the CITY incurs costs as a result of the CONTRACTOR'S breach of this provision, any and all such costs shall be paid by the CONTRACTOR immediately upon receipt of notice of the same from the CITY. Information on registration for and use of the E-Verify Program may be obtained at the Department of Homeland Security website: <http://www.dhs.gov/E-Verify>.

SECTION 35. USE OF CITY NAME, LOGO, SEAL, FLAG AND/OR LETTERHEAD.

The CONTRACTOR may only use the CITY'S name, logo, seal and/or flag with the express written permission of the City and consistent with any CITY policy related to the same. In addition, the CONTRACTOR shall not use the CITY'S letterhead, or any attempted rendition thereof, for issuing any correspondence related to this Agreement without the express written permission of the CITY.

SECTION 36. ELECTRONIC SIGNATURE.

This Agreement may be executed in multiple counterparts, each one of which shall be deemed an original, but all of which together shall constitute the same Agreement. Electronic signatures shall be valid and sufficient to bind any party to this Agreement. Signatures to this Agreement transmitted by facsimile, email or other electronic transmission (for example, through the use of a Portable Document Format or “pdf” file) shall be valid and effective to bind the party so signing. All such signatures will be deemed to be original signatures for all purposes.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement effective the _____ day of _____, 2023.

CITY OF MOUNT DORA

and

**CITY OF MOUNT DORA NORTHEAST
COMMUNITY REDEVELOPMENT AGENCY**

and

**CITY OF MOUNT DORA COMMUNITY
REDEVELOPMENT AGENCY**

CRISSY STILE, Mayor/Chairperson

ATTEST:

**JEANANN HAND
CITY CLERK**

For the use and reliance of City of Mount Dora only.
Approved as to form and legal sufficiency.

**Sherry G. Sutphen
City Attorney**

CONTRACTOR

By: Wm. Blend

Print: William Blend

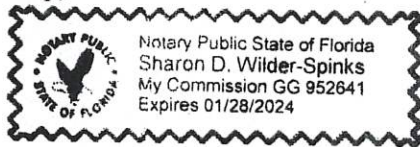
Title: Shareholder

STATE OF FLORIDA

COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or [] online notarization of William Blend, as Shareholder, of MSL, P.A., who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Contractor, and who is personally known to me or who produced personally known _____ as identification, and who did/did not take an oath this 9th day of January, 2023.

(stamp)



Sharon Wilder-Spinks
NOTARY PUBLIC, State of Florida

Exhibit “A” Scope of Services

The Contractor shall express an opinion on whether the City’s financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of any additional information, as applicable, when considered in relation to the financial statements taken as a whole.

The information below is related to specific requirement to ensure that MSL’s services are provided in accordance with professional standards for a government audit in the state of Florida in accordance with the rules of the Florida Auditor General’s office.

Audit Scope and Objectives

Contractor will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate fund information, including the disclosures, which collectively comprise the basic financial statements of the City as of and for the fiscal years ending September 30, 2022 - 2024. Accounting standards generally accepted in the United States of America (“GAAP”) provide for certain required supplementary information (“RSI”), such as City management’s discussion and analysis (“MD&A”), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, Contractor will apply certain limited procedures to the City’s RSI in accordance with auditing standards generally accepted in the United States of America (“GAAS”). These limited procedures will consist of inquiries of City management regarding the methods of preparing the information and comparing the information for consistency with City management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. The Contractor will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. City Management’s Discussion and Analysis
2. Pension Schedules
3. Other Postemployment Benefit Schedules

The Contractor shall also report on supplementary information other than RSI that accompanies the City’s financial statements. The Contractor will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and the Contractor will provide an opinion on it in relation to the financial statements as a whole in a report combined with its auditor's report on the financial statements:

1. Schedule of Expenditures of Federal Awards and State Financial Assistance, if applicable
2. Combining and Individual Fund Financial Statements and Schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes the Contractor's opinion about whether the City's financial statements are fairly presented, in all material respects, in conformity with GAAP, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major federal program(s) and major state project(s) and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program and major project in accordance with the Single Audit Act Amendments of 1996, Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"), the Florida Single Audit Act, and Chapter 10.550, *Rules of the Auditor General*.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

The Contractor will conduct its audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and Chapter 10.550, *Rules of the Auditor General*, and will include tests of accounting records, a determination of major program(s) and major project(s) in accordance with Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, and other procedures the Contractor considers necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, the Contractor will exercise professional judgment and maintain professional skepticism throughout the audit.

The Contractor will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by City management. The Contractor will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. The Contractor will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by City management or employees acting on behalf of the City. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because the Contractor will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, the Contractor will inform the appropriate level of City management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. The Contractor will also inform the appropriate level of

City management of any violations of laws or governmental regulations that come to its attention, unless clearly inconsequential. The Contractor will include such matters in the reports required for a Single Audit. The Contractor's responsibility as the City's auditor is limited to the period covered by the audit and does not extend to any later periods for which the Contractor was not engaged as the City's auditor.

The Contractor will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

The Contractor's procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. The Contractor will also request written representations from the City's attorneys as part of the engagement and they may bill you for responding to this inquiry.

The Contractor identifies the following significant risk(s) of material misstatement as part of its audit planning:

1. Cash and investments
2. Accounts and contracts payable
3. Long-term liabilities including net pension and OPEB liabilities

Audit Procedures – Internal Controls

The Contractor will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for the Contractor's opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that the Contractor considers relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. The Contractor's tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in its report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, the Contractor will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that it considers relevant to preventing or detecting material noncompliance with the compliance requirements applicable to each major federal award program and major state project. However, the Contractor's tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in the report on internal control issued pursuant to the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, the Contractor will communicate to City management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.550, *Rules of the Auditor General*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, the Contractor will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and the Contractor will not express such an opinion in its report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and Chapter 10.550, *Rules of the Auditor General* requires that the Contractor also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal and state awards applicable to major program(s) and major project(s). The procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and *State Project Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major program(s) and major project(s). For federal programs and state projects that are included in the Compliance Supplements, compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplements identify as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with the requirements applicable to each of its major program(s) and major state project(s) in the report on compliance issued pursuant to the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*.

Other Services

The Contractor will also assist in preparing the financial statements and related notes of the City in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The Contractor will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. The Contractor, in its sole professional judgment, reserves the right to refuse to perform any procedure or take any action that could be construed as assuming City responsibilities.

Responsibilities of the City for the Financial Statements and Single Audit

The audit will be conducted on the basis that the City acknowledges and understands that it is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that City management and financial information is reliable and properly reported. City Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. The City is responsible for the selection and application of its accounting principles; for the preparation and fair presentation of its financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity GAAP; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). The City's responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

The City also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). The City is also

responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*; (3) additional information that the Contractor may request for the purpose of the audit; and (4) unrestricted access to persons within the City from whom the City and Contractor determine are necessary to obtain audit evidence. At the conclusion of the audit, the Contractor will require certain written representations from the City about the financial statements; schedule of expenditures of federal awards and state financial assistance; federal award programs; state financial assistance projects; compliance with laws, regulations, contracts, and grant agreements; and related matters.

The City is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. In addition, the City is responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants.

The City is responsible for identifying all federal awards and state financial assistance received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards and state financial assistance (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*. The City shall include the Contractor's report on the schedule of expenditures of federal awards and state financial assistance in any document that contains, and indicates that the Contractor has reported on, the schedule of expenditures of federal awards and state financial assistance. The City also agrees to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and state financial assistance that includes the report thereon. the City acknowledges that (1) it is responsible for presentation of the schedule of expenditures of federal awards and state financial assistance in accordance with the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*; (2) it believes the schedule of expenditures of federal awards and state financial assistance, including its form and content, is stated fairly in accordance with the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) it has disclosed to the Contractor any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state financial assistance.

The City is also responsible for the preparation of the other supplementary information, which the Contractor has been engaged to report on, in conformity with GAAP. The City agrees to include the report on the supplementary information in any document that contains, and indicates that the Contractor has reported on, the supplementary information. The City also agrees to include the audited financial statements with any presentation of the supplementary information that includes the Contractor's report thereon. The City's acknowledges that (1) it is responsible for presentation of the supplementary information in accordance with GAAP; (2) it believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) it has disclosed to the Contractor any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

The City is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. The City is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives. This responsibility includes relaying to the Contractor corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. for the City shall provide its views on the current findings, conclusions, and recommendations, as well as planned corrective actions for

the report, and for the timing and format for providing that information.

The Contractor is not required to read the information contained on City websites or to consider the consistency of other information on the website with the original document.

The City and the City's management shall to the best of their knowledge and belief be truthful, accurate, and complete in the representations made to the Contractor during the course of the audit and in the written representations provided to the Contractor at the completion of the audit.

Reporting

The Contractor will issue written reports upon completion of the Single Audit. The reports will be addressed to the City Council. Circumstances may arise in which the report may differ from its expected form and content based on the results of the audit. Depending on the nature of these circumstances, it may be necessary for the Contractor to modify its opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to the auditor's report, or if necessary, withdraw from this engagement. If the opinion is other than unmodified, the will discuss the reasons with the City in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, the Auditor may decline to express an opinion or issue reports, or may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and Chapter 10.550, *Rules of the Auditor General* report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*. Both reports will state that the report is not suitable for any other purpose.

Matters Not Included in Fee

In the event the Contractor is requested or authorized by the City or is required by government regulation, subpoena, or other legal process to produce our documents or personnel as witnesses with respect to our engagements for the City, the City will, so long as the Contractor is not a party to the proceeding in which the information is sought, reimburse the Contractor for professional time and expenses at the rates set forth in this Agreement.

Time Requirements

Proposed Audit Time Line: The below schedule is for the 2021-2022 audit and may change slightly as necessary. The dates listed will apply for subsequent contract years but may still change slightly each year. The Contractor shall schedule its audit work to perform a substantial portion prior to year-end.

Date	Action
September 30, 2022	Fiscal year end
January 2023	Interim work
January 2023	Books are closed and the general ledger is provided to the Contractor; field work begins
January 30, 2023	Field work complete
February 15, 2023	First draft of City financial statements provided to the City
February 20, 2023	Comments provided by City regarding draft of financial statements
February 25, 2023	Final financial statements provided to the City
March 12, 2023	Commence ACFR printing; conduct exit conference
April 17, 2023	Presentation of ACFR

*****These dates may be adjusted as deemed appropriate by City Manager and Contractor.**

Date Final Report is Due: The City's Finance Director oversees preparation of MD&A, and all required supplementary schedules and statistical data. These will be available to audit by February 15, 2023. The auditor shall provide all recommendations, revisions and suggestions for improvement to the City's Finance Director by February 25, 2023.

Once all issues for discussion are resolved, the final signed report shall be delivered to the Finance Director within ten working days. It is anticipated that this process will be completed and the final report delivered by March 9, 2023. Subsequent year's reporting schedules will be determined by the City's Finance Director and Contractor preceding the engagement year.

The final report (in electronic format) and one (1) signed copy should be delivered to:

Finance Director
City of Mount Dora
510 N. Baker Street
Mount Dora, Florida 32757

Exhibit "B"

Pricing Schedule

COMBINED PROPOSAL PRICING FORM CITY, CRA & NORTHEAST CRA

RFP #22-FN-009 "Annual Audit Services"

Therefore, the undersigned, hereinafter called "Proposer" hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the scope of services herein, propose for the Annual Audit Services being requested. Grand Total amount listed on this form will be utilized for the scoring of price.

City Annual Audit(s) Only:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$ 73,000	\$ 75,000	\$ 78,000	\$ 81,000	\$ 84,000
Single Audit (if requested)	\$ 3,500	\$ 3,500	\$ 3,750	\$ 3,750	\$ 3,750
Total (annual & single audits for all years combined)			\$ 409,250		

CRA Annual Audit(s) Only:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Single Audit (if requested)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total (annual & single audits for all years combined)			\$ 25,000		

Northeast CRA Annual Audit(s) Only:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Single Audit (if requested)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total (annual & single audits for all years combined)			\$ 25,000		

City/CRA/Northeast CRA Audit(s) Combined:

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Each Year (All Audits Types Citywide)	\$ 86,500	\$ 88,500	\$ 91,750	\$ 94,750	\$ 97,750
Grand Total (Combined Total for all audits types - all 5 years)	\$ 459,250				

Grand Total (Written): Four Hundred Fifty Nine Thousand Two Hundred Fifty

The undersigned, as Proposer, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and has examined the RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this Proposal is accepted, to contract with the City of Mount Dora in the form of an Agreement, to furnish all necessary materials, equipment, transportation, labor and service necessary to complete the work covered by the Proposal and Agreement Documents for this work. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Proposer agrees to supply the products and services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Proposal and the associated Agreement." Proposer further agrees the City shall compensate Proposer at the pricing shown above for work actually performed.

Below are the standard hourly rates for each position description requested by the City:

Level	Hourly Rate
Shareholder	\$250
Manager	\$185
Supervisory Staff	\$125
Staff	\$ 90
Milestone Professional Services, Inc.	\$125

Out-of-Pocket Expenses

MSL understands that out-of-pocket travel expenses for our Firm personnel (e.g., travel, lodging and subsistence) to be reimbursed should be detailed. All expense reimbursements will be in accordance with the Federal General Services Administration rates.

Listed below are the proposed segmentation of hours by staff lever for the audit of the City:

	Shareholders	Managers	Seniors	Staff	IT Specialists	Consultant	Total Hours
Planning	15	15	10	5	5	-	50
Internal Control/Compliance	10	25	45	40	15	-	135
Substantive Testing	10	40	80	120	10	-	260
Wrap-up and Reporting	30	35	40	20	-	-	125
Single Audit	5	15	20	-	-	-	40
NE CRA	5	10	15	15	-	-	45
CRA	5	10	15	15	-	-	45
ACFR Preparation	-	-	-	-	-	80	80
Total Hours	80	150	225	215	30	80	780



**CITY OF
MOUNT
DORA**

**Marilyn J. Douglas
Purchasing Manager
510 N. Baker Street
Mount Dora, FL 32757
Voice: 352-735-7176
Fax: 352-735-1406**

E-mail: douglasm@cityofmounddora.com

Date: December 2, 2022

To: All Submitting Vendors

Re: **NOTICE OF INTENT TO AWARD: RFP #22-FN-009 Annual Audit Services**

On September 26, 2022, RFP #22-FN-009, was issued resulting in three (3) timely proposals being received by the opening date and time of October 27, 2022 at 2:00 p.m. The Purchasing Office determined all three proposals to be responsive to the RFP requirements.

The Evaluation Committee met on November 29, 2022 to discuss and complete scoring of the three proposals received under this RFP. The discussion was detailed and scoring (see below) was consistent. The resulting final scores determined the following ranking:

#1 -MSL, PA ; #2 - Mauldin & Jenkins, LLC; #3 - Caballero Fierman Llerena + Garcia, LLP

The Evaluation Committee members unanimously determined a recommendation of award be made to the City of Mount Dora City Council for "MSL, PA."

If you have any questions regarding the procurement procedures, please contact me via e-mail at douglasm@cityofmounddora.com.

We appreciate your interest in doing business with The City of Mount Dora and we look forward to working with you on future projects.

Best Regards,

Marilyn J. Douglas

Marilyn J. Douglas, CPPO, NIGP-CPP
Purchasing Manager

EVALUATION MASTER WORKSHEET
RFP# 22-FN-009
FINAL SCORING/RANKING
November 29, 2022 @ 9:00AM

	Crissy Stile	Andrew Kurtz	Sheila Hayes	Tom Klinker	Charles Revell	TOTALS	Ranking
Proposer							
<i>MSL, PA</i>	400.00	500.00	500.00	460.00	480.00	2,340.00	1 *
<i>Mauldin & Jenkins</i>	475.00	450.00	495.00	350.00	335.00	2,105.00	2
<i>Caballero Fierman Llerena & Garcia LLP</i>	360.00	410.00	440.00	279.00	355.00	1,844.00	3

CITY OF MOUNT DORA PURCHASING DIVISION


Marilyn J. Douglas, CPPO, NIGP-CPP
Purchasing Manager

*Committee members unanimously voted to move forward with a recommendation of award to City Council for MSL, PA based on the total scoring and top (#1) ranking.

Individual Committee Member Score Sheets:

RFP 22-FN-009 ANNUAL AUDIT SERVICES

~~11/9/22 3:00 PM~~

11-29-22 9:00 AM

Evaluators Name (print): Charles Revell

Firm Name	Corporate Experience and Capacity to Perform (Tabs IV & VI)	Specialized Expertise of Team Members (Tab V)	Management Summary and Business Plan (Tabs I & II)	Quality and Control of Proposal (Tabs VII & VIII)	Cost of Services to the City (Tab III)	Assigned Criteria Weight	Firm Total Score
	35 points available	35 points available	15 points available	10 points available	5 points available		Max Possible Score = 500
1 Caballero Fierman Llerena & Garcia, LLP	24	24	12	10	1.00	5.00	355.00
2 Mauldin & Jenkins, LLC	22	22	10	10	3.00	5.00	335.00
3 MSL, PA	32	34	15	10	5.00	5.00	480.00

NOTES

Evaluators Signature

Charles Revell

RFP 22-FN-009 ANNUAL AUDIT SERVICES							
11/9/22 3:00 PM 11/29/22 9:00 AM							
Evaluators Name (print): CRISSY STILE							
Firm Name	Corporate Experience and Capacity to Perform (Tabs IV & VI)	Specialized Expertise of Team Members (Tab V)	Management Summary and Business Plan (Tabs I & II)	Quality and Control of Proposal (Tabs VII & VIII)	Cost of Services to the City (Tab III)	Assigned Criteria Weight	Firm Total Score
	35 points available	35 points available	15 points available	10 points available	5 points available		Max Possible Score = 500
1 Caballero Fierman Llerena & Garcia, LLP	30	20	10	10	2	5.00	360 -
2 Mauldin & Jenkins, LLC	35	30	15	10	5	5.00	475 -
3 MSL, PA	30	30	10	5	5	5.00	400 -

Evaluators Signature

C. Stile

RFP 22-FN-009 ANNUAL AUDIT SERVICES

11/29/22 9:00 AM

Evaluators Name (print): Thomas P. Klinker

Firm Name	Corporate Experience and Capacity to Perform (Tabs IV & VI)	Specialized Expertise of Team Members (Tab V)	Management Summary and Business Plan (Tabs I & II)	Quality and Control of Proposal (Tabs VII & VIII)	Cost of Services to the City (Tab III)	Assigned Criteria Weight	Firm Total Score
	35 points available	35 points available	15 points available	10 points available	5 points available		Max Possible Score = 500
1 Caballero Fierman Llerena & Garcia, LLP	20	20	8	5	1.00	5.00	270.00
2 Mauldin & Jenkins, LLC	24	25	10	8	3.00	5.00	350.00
3 MSL, PA	34	30	14	9	5.00	5.00	460.00

Evaluators Signature

T. Klinker

NOTES
Only Electric Utility experience was with another firm, closest office is in Boca Raton
Limited Florida Electric Utility Experience (Clewiston), closest office is in Bradenton.
Extensive Municipal Experience (including electric utilities), office is in Orlando.

RFP 22-FN-009 ANNUAL AUDIT SERVICES

11/18/22 9:00 a.m.
11/19/22 3:00 PM

Evaluators Name (print): Sheila Hayes

Firm Name	Corporate Experience and Capacity to Perform (Tabs IV & VI)	Specialized Expertise of Team Members (Tab V)	Management Summary and Business Plan (Tabs I & II)	Quality and Control of Proposal (Tabs VII & VIII)	Cost of Services to the City (Tab III)	Assigned Criteria Weight	Firm Total Score
	35 points available	35 points available	15 points available	10 points available	5 points available		Max Possible Score = 500
1 Caballero Fierman Llerena & Garcia, LLP	30	30	15	10	3	5.00	440
2 Mauldin & Jenkins, LLC	35	35	15	10	4	5.00	495
3 MSL, PA	35	35	15	10	5	5.00	500

NOTES

Evaluators Signature Sheila Hayes

RFP 22-FN-009 ANNUAL AUDIT SERVICES

29 9:00 AM
11/19/22 3:00 PM

Evaluators Name (print): Andrew Kuerz

Firm Name	Corporate Experience and Capacity to Perform (Tabs IV & VI)	Specialized Expertise of Team Members (Tab V)	Management Summary and Business Plan (Tabs I & II)	Quality and Control of Proposal (Tabs VII & VIII)	Cost of Services to the City (Tab III)	Assigned Criteria Weight	Firm Total Score
	35 points available	35 points available	15 points available	10 points available	5 points available		Max Possible Score = 500
1 Caballero Fierman Llerena & Garcia, LLP	30	25	15	10	2	5.00	410
2 Mauldin & Jenkins, LLC	32	30	15	10	3	5.00	450
3 MSL, PA	35	35	15	10	5	5.00	500

NOTES

Evaluators Signature Andrew Kuerz



CPAs & ADVISORS

PROPOSAL FOR:

City of Mount Dora

Annual Audit Services

RFP# 22-FN-009

October 27, 2022 2:00 pm

PROPOSER:

MSL, P.A.

255 S. Orange Avenue, Suite 600

Orlando, FL 32801

SUBMITTED BY:

William Blend, CPA, CFE

Shareholder

wblend@mslcpa.com

800.683.5401

ORIGINAL

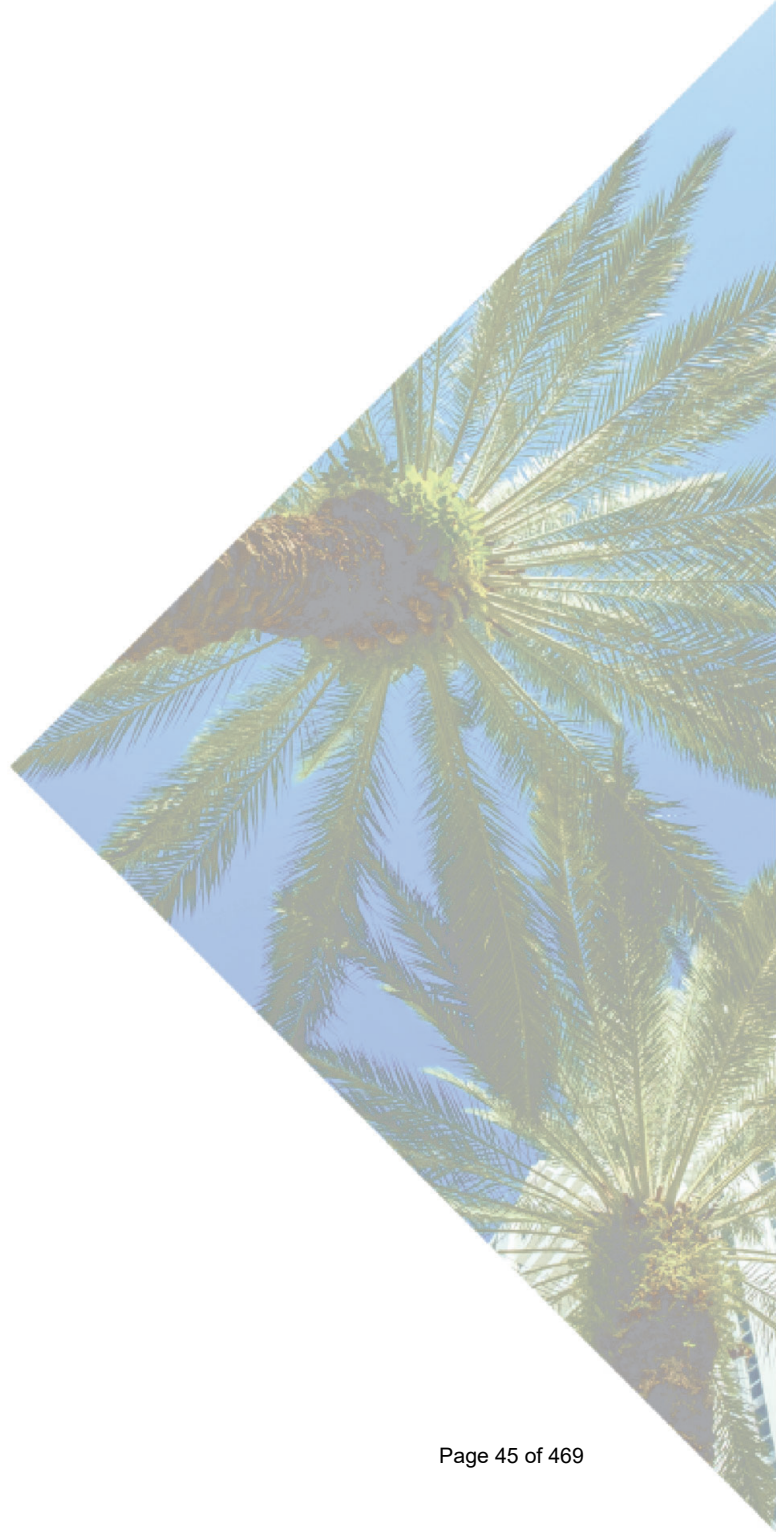


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Tab I - Management Summary



Tab I – Management Summary

October 27, 2022

Auditor Selection Committee
City of Mount Dora
510 North Baker Street
Mount Dora, FL 32757

Dear Members of the Auditor Selection Committee:

MSL, P.A. (MSL) sincerely appreciates the opportunity to provide you with our credentials and capabilities to serve as the City of Mount Dora's (the City) independent auditors.

Firm Profile and History

MSL is a Florida corporation that has been in business for over 45 years and has grown to be one of the largest independently owned and operated firms of certified public accountants in the Southeast. We are a nationally recognized CPA firm, serving clients in more than 20 states and eight countries. We have approximately 100 employees and four office locations throughout Florida – Central Florida (Headquarters), South Florida, Tampa Bay, and North Florida. Many of our shareholders are nationally recognized specialists in their field of practice.

Highly Experienced Florida Municipal Audit Team

All members of our engagement team have served municipal clients in the state of Florida. This includes extensive experience in auditing enterprise funds, defined benefit plans, community redevelopment agencies, federal and state grants and also assisting with preparation of the Annual Comprehensive Financial Report (ACFR). In the past year, our engagement team members provided auditing services to the cities of Orlando, Tampa, Tallahassee, Altamonte Springs, Sanford, Casselberry, Winter Park, Palm Bay, Leesburg, and Cocoa, to name just a few. All of these municipal engagements are similar in size and scope to the City. A more comprehensive list of our governmental clients is included in our response. This experience will ensure that MSL provides the City with a proficient and efficient audit of the City's ACFR.

MSL's Commitment to the City of Mount Dora

MSL's commitment to the City is to meet all deadlines and respond to all of your inquiries and requests promptly. We will provide timely and relevant communication with City staff and governance to ensure that a smooth, "no surprises" audit occurs. This communication will include reporting financial results, audit issues, future accounting and reporting issues, and other matters that impact your financial statements and the audit process. We recognize the importance the City places on being awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting and commit to assisting the City with retaining the certificate.

Technology Advancements

Technology has become more important than ever in performing efficient and effective audit procedures. We pride ourselves in the use of cutting-edge technology on our engagements. We have recently added a powerful artificial intelligence (AI) product to our arsenal called Thirdline.

Local Firm with a National and Statewide Presence

Bill Blend, your Engagement Shareholder, has over 28 years of governmental auditing, accounting, and consulting experience in Florida. He serves on the Florida Board of Accountancy and the American Institute of Certified Public Accountants (AICPA) State & Local Government Expert Panel. He has served on the Technical Accounting and Auditing Committees for both the Florida Institute of Certified Public Accountants (FICPA) and the Florida Government Finance Officers Association (FGFOA). Bill is one of only a few CPAs in the state qualified by the FICPA to teach their government ethics class. He is often sought out as a speaker on governmental accounting and auditing subjects around the country. **Joel Knopp**, your Technical Review Shareholder, has over 25 years of governmental auditing, accounting, and consulting experience. Joel is a frequent CPE presenter for the FICPA and FGFOA chapters and also provides a large part of the internal training for our staff. **Alan Ricafort**, your Engagement Senior Manager, has over 15 years of public accounting experience, and has extensive experience performing audits, reviews, and compliance work for governmental entities and not-for-profit organizations.

Ease of Transition to MSL and Fresh Perspective

Our dedication to the governmental sector includes professional and seasoned staff who are fully familiar with Florida municipalities. This makes a transition to MSL simple and efficient. All staff assigned to your engagement have experience in these transitions. We know how to obtain certain audit documentation without any City staff involvement. We utilize resources, such as the City's website, Municode.com, and the Florida Auditor General's website. In addition, we provide initial document requests upon engagement, providing the City's staff ample time to accumulate the data at their convenience.

We fully recognize the significance of this opportunity to serve the City of Mount Dora. We promise that we will be a valuable resource to your organization. As Engagement Shareholder, I am authorized to make representations for the engagement team and MSL. I can be contacted at my office at (800) 683-5401 or my mobile at (407) 920-2158 or via e-mail at wblend@mslcpa.com. I further declare that this proposal is, in all respects, fair and in good faith, made without collusion or fraud. I have the authority to bind the Firm to this proposal.

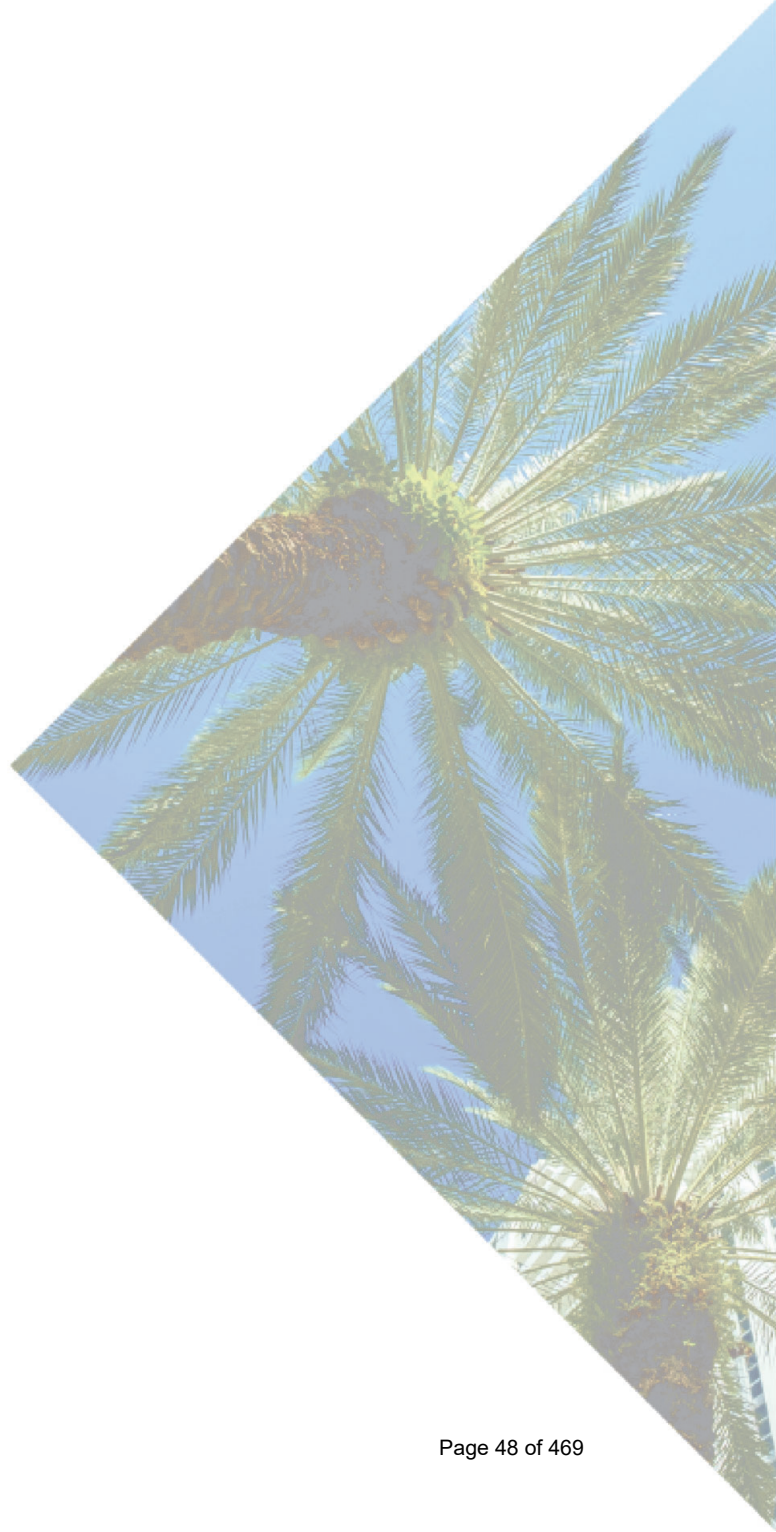
Pursuant to your Request for Proposal (RFP), we herein offer our express agreement to meet or exceed the performance specifications stated in your RFP within the specified time period. In addition, this proposal remains in effect for one hundred and twenty (120) days and may be extended at the discretion of the Firm.

Sincerely,

A handwritten signature in blue ink that reads "Wm. Blend". The signature is written in a cursive style and is underlined with a single horizontal line.

William Blend, CPA, CFE
Engagement Shareholder

Tab II - Business Plan



Tab II – Business Plan

Proposed Contract Team

We are assigning to your audit the project management team listed below. All of these team members have spent the majority of their professional careers auditing and consulting Florida governments. Supporting this team is our large, dedicated Governmental Practice Group (GPG) staff pool which ensures that all team members assigned to your engagement have experience in auditing Florida governments.

- **Bill Blend – Engagement Shareholder** - Single contact responsible for all services under the project. He is responsible for all aspects of the audit, and he will meet with City governance and management.
- **Joel Knopp – Technical Review Shareholder** – Secondary contact to your engagement. He is fully engaged in all aspects of planning, performing, and review of audit documentation. He is responsible for the professional standard review of audit work as well as your financial statements. This role is to ensure that the audit meets MSL’s high standards of audit quality.
- **Alan Ricafort – Engagement Senior Manager**– Plans, manages, and supervises the execution of the audit, works with supervisors, seniors, and staff to address all aspects of audit work, researches and advises on accounting issues.
- **Rob Berlant – Engagement Senior** – Responsible for overseeing staff and ensuring audit testing has been done timely. Coordinates testing results with staff and the Manager.
- **Fellen Yang – Information Technology (IT) Senior Manager** - Plans, manages, and supervises the execution of the IT assessment
- **Milestone Professional Services, Inc.** – ACFR preparation. Please refer to page 12 for more information.

Specific Audit Approach

Overview

The following section lays out the blueprint for our audit approach. Our audit approach is presented utilizing three elements. While not specifically identified, we fully understand that the key to any successful audit is communication with the client. This communication will include audit requests and the timing of audit procedures with the responsible parties prior to initiation. Our goal is to ensure that everyone involved in the audit fully understands their role, as well as any deadlines. In addition, we realize that an audit is often subject to scheduling changes based on the activities or events that take place during the audit process. We are fully capable and flexible to work through these types of events and still ensure that the most complete and timely audit services are provided to the City.

The first element is our general audit approach. In this section, we outline the professional standards, regulations, and principles we operate under to ensure our engagement is in accordance with all of the applicable professional standards. These standards include *Government Auditing Standards*, generally accepted auditing standards, the Uniform Guidance (if applicable), the *Florida Single Audit Act*, and *Rules of the Auditor General*. These standards dictate how we must conduct our audit and are applicable to every audit, regardless of size or complexity of an entity or any of its components.

The second element discusses the four phases of the audit process and common procedures performed during the audits of all components of the City. The four phases identified in the second element are 1) audit planning process, 2) develop audit plan, 3) perform audit plan, and 4) report and monitor. Included in each phase are general procedures we perform to accomplish the goal of each phase.

The third element identifies specific procedures we believe will be utilized during our audit of the City. These procedures were developed from our review of the City's ACFR. We understand that no two governmental entities are the same and to approach an audit with that mindset would be a disservice to our clients. We also understand that from year to year we must re-evaluate our audit procedures based on the specific circumstances for that year.

Following the three elements will be additional information on specific audit methods to be incorporated into our audit plan, such as sampling, analytical procedures, use of Computer Assisted Audit Techniques (CAATs), etc.

Element One – Audit Approach – General

The purpose of our audit is to provide us with a basis for expressing an opinion on whether the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of any additional information, as applicable, when considered in relation to the financial statements taken as a whole.

Overall, we will follow a risk-based audit approach, which is mandated under United States Auditing Standards Clarified (AU-C) Section 300. In our planning process, we will identify the risks of significant accounts and transactions related to the financial statements and plan our audit procedures to properly address those risks at the financial statement assertion level. In addition, we will incorporate AU-C Section 600, which relates to the audit approach and related documentation requirements for group audits. Under this section, we are required to evaluate the City, as well as its business activities, to determine what aspects of the City's activities are significant and need to be evaluated separately from a financial accounting and reporting perspective.

To enable us to reach our conclusion on the fairness of the City's financial statements, we must gather competent evidential matter that corroborates the assertions made by management in the financial statements.

The principal techniques used to acquire evidence on which the expression of our opinion is based are as follows:

- **Examination (*Inspection*)** - One of our principal objectives is to substantiate the authenticity of various recorded figures and entries. Evidence of such authenticity is typically gathered through examination of documents pertaining to the transaction that occurred.
- **Confirmation** - The process of confirmation is closely related to that of inspection but is used to obtain supporting evidence by direct request from third parties, rather than by reference to items of evidence readily available from management and staff.
- **Observation** - Observation is commonly used to ascertain compliance with certain prescribed procedures; we frequently use this technique to document and observe your financial operations.
- **Verification** - Generally, all of our activities related to the formulation of an opinion on your financial statements are referred to as verification procedures. However, specific tasks are performed to support specific financial statement assertions regarding the following:
 - accuracy of recorded balances and related account classifications;
 - valuations of account balances based on generally accepted accounting principles; and
 - cut-off procedures employed by management to consistently record all transactions in the appropriate accounting period(s).
- **Inquiry** - Substantial information is gathered by direct inquiry of your personnel. Through inquiry, we can ascertain the duties performed by given individuals or, through carefully phrased questions, we are able to ascertain if those individuals are properly carrying out their assigned responsibilities. We can also determine specific information about selected accounting items or transactions to support decisions made by management personnel when other corroborating evidence is not readily available.

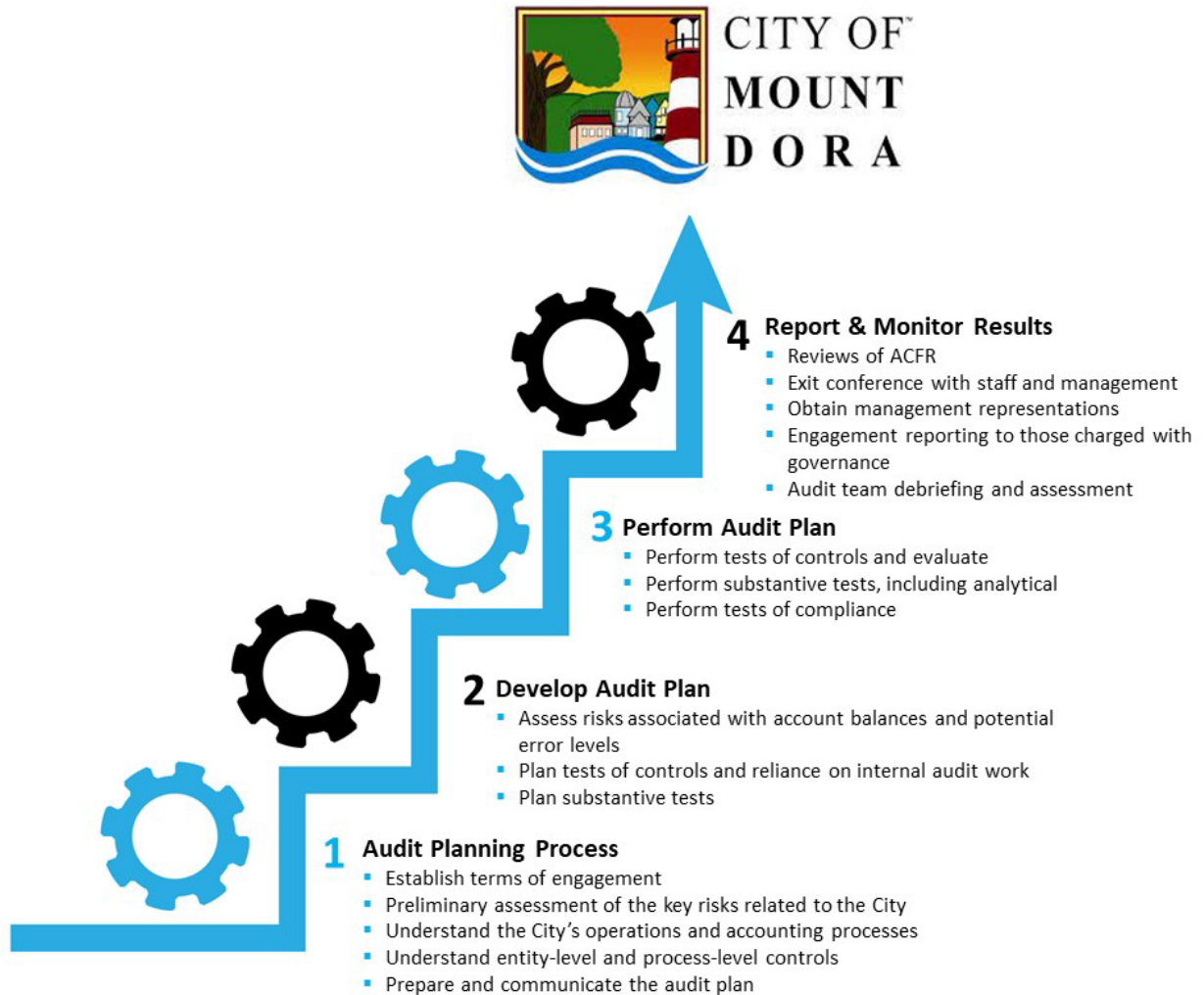
Analytical Review - By performing an intensive study through analytical procedures, we can gain insight into the manner in which your accounting system does or does not develop reliable financial information. Our auditors perform analytical review procedures to ascertain that the recorded figures "make sense," by being consistent with each other and with known external changes that are taking place. Changes from the previous year, budget-to-actual results or comparison to other comparable cities (benchmarking), are analyzed to make certain that the financial information produced through the City's accounting and reporting system(s) are logical and reflect changes in operations or financial position that are known to have occurred.

Element Two – Common Procedures

Our general audit approach can be summarized in four main phases as follows:

1. Audit planning and preliminary risk assessment
2. Develop audit plan by assessing risks and evaluating internal controls
3. Perform the audit plan, including tests of controls and substantive procedures
4. Report and monitor results

Following is a diagram illustrating the relationship of these four phases to your audit plan:



Proposed Segmentation of the Engagement

Element Three – Specific Procedures

The following section gives an overview of the major audit segments (Planning, Substantive Testing and Wrap Up), as well as procedures we anticipate will be implemented in these areas. This section is not intended to provide you with all of the details of our audit steps. It indicates our understanding of the City, its environment, and the related internal controls anticipated to be in place.

The overall objective of our audit segmentation and related procedures is to ensure that our audit opinions are supported by the procedures performed. Procedures are evaluated throughout the audit process based on the auditee's environment, internal controls, and economic condition. In addition, our audit plan is evaluated throughout the audit and procedures are performed to address any significant issues identified during the audit process.

Planning – Internal Controls – Compliance

Engagement Administration and Planning

- Communication with those charged with governance to discuss goals, audit timetable, audit work plan, and particular areas of specialized concentration.
- Make preliminary assessments of the City, its environment, and its internal controls.
- Update systems documentation and permanent file information.
- Review status of the prior-year audit recommendations or findings, if any, and ascertain whether they were appropriately resolved.
- Identify all federal and state financial awards programs.
- Document our understanding of all financially significant laws and regulations and identify any new laws or regulations that require audit testing.
- Identify new or modifications to the existing inter-local agreements.
- Discuss with management the implementation of recent Governmental Accounting Standards Board (GASB) pronouncements and determine applicability of pending matters.

Evaluation of the City, Its Environment, and Internal Controls

- Obtain and document our understanding of the City, its environment, its internal controls, organizational structure, components, and operating characteristics.
- Evaluate organization, personnel, and financial practices.
- Document existing IT controls, and evaluate adequacy of physical security environment, including business continuity (disaster recovery) planning.
- Perform an IT risk assessment.
- Evaluate financial reporting systems and administrative monitoring capabilities. Design preliminary tests on controls for compliance with prescribed systems.
- Identify specific compliance requirements related to bond resolutions, ordinances, and Florida Statutes.
- Perform testing of controls over areas deemed to have financial significance. These generally include testing of cash disbursements, cash receipts, utility billings, journal entries, payroll, contracts, etc.

Planning – Internal Controls – Compliance (Continued)

Minutes, Contracts, and Resolutions

- Review minutes of meetings of the City Commission and prepare an abstract of information relevant to the audit of the financial statements.
- Obtain data concerning outstanding contractual commitments, if any, for financial statement disclosure adequacy.
- Design tests of controls for compliance with applicable laws and regulations and the Rules of the Auditor General of the State of Florida.
- Develop a compliance work program and incorporate it into the overall audit plan.

Budgets

- Document budgetary process and confirm compliance with applicable local ordinances, procedures and regulations.
- Review authorization and impact of interim budget amendments, if any.

Substantive Testing

Cash, Cash Equivalents, and Investments, including Restricted Funds

- Ascertain that cash in the balance sheet is on hand, in transit, or on deposit with third parties (trustees) in the name of the City.
- Ascertain that all cash funds of the City are included in the balance sheet.
- Ascertain that depositories are legally acceptable, that adequate collateral has been pledged for the City's deposits, and that separate depository accounts are maintained for each fund for which required.
- Ascertain that the cash balances reflect a proper cutoff of receipts and disbursements and are stated at the correct amount.
- Ascertain that cash balances are properly presented in accordance with related restrictions and disclosures are adequate.
- Ascertain that investment balances are evidenced by securities or other appropriate legal documents, either physically on hand or held in safekeeping by others and include all the City's investments.
- Ascertain that investments are the types authorized by law, contract, and the investment policy of the City.
- Ascertain that investment values, incomes, gains or losses are correctly stated and properly allocated to accounts.
- Ascertain that investments are properly described and classified by fund type in the combined balance sheet and related disclosures.
- Perform similar procedures for the City's Pension Plan investments.

Substantive Testing (Continued)

Receivables, Revenue and Cash Receipts

- Ascertain that only earned revenues, if any, in the fiscal year have been recorded, and amounts uncollected at year-end presented as receivables are valid. Ascertain that the City has satisfied the relevant legal requirements to receive all revenues recorded.
- Ascertain that the revenues were billed or charged and recorded at the correct amount and receivables are stated at the net realizable amount.
- Ascertain that amounts billed for services rendered are valid and have been billed to customers at authorized rates.
- Ascertain that unbilled service revenues are appropriately reflected in the proper accounting period.
- Ascertain that receivables for revenues that are not considered available in governmental funds are correctly reported as deferred inflows of resources.
- Ascertain that resources that have been received but not yet earned are correctly recorded as unearned revenue.
- Ascertain that an adequate allowance for doubtful accounts has been established and that the related amounts and disclosures are properly presented in the financial statements.
- Ascertain that receivables are properly classified in the financial statements and that related disclosures are adequate.

Prepays, Deposits, and Inventories

- Ascertain that prepaid expenses have been correctly recorded as to unamortized balance and expensed to the correct period.
- Ascertain that inventories recorded represent a complete listing of materials and supplies held by the City, and that such assets are physically on hand.
- Ascertain that inventory listings are accurately valued, and the totals are properly recorded in accounts.
- Ascertain that inventory is properly classified and disclosure is made of the equity reserve, if appropriate.

Capital Assets and Capital Expenditures

- Ascertain that property and equipment represent a complete and valid listing of the capitalizable cost of assets purchased, constructed, or leased, and are physically on hand.
- Ascertain that capital expenditures represent a complete and valid listing of the capitalizable cost of the property and equipment acquired during the period, and capitalizable costs are excluded from repairs and maintenance and similar expenditure accounts.
- Ascertain that capitalized costs and related depreciation associated with all sold, abandoned, damaged, or obsolete fixed assets have been removed from the accounts.
- Ascertain that depreciation charges on all depreciable assets have been computed on an acceptable and consistent basis and that the related allowance accounts are reasonable.
- Ascertain that capital expenditures and fixed assets are properly classified and related disclosures are adequate.

Substantive Testing (Continued)

Accounts Payable, Cash Disbursements, and Expenses

- Ascertain that recorded expenses and cash disbursements are for goods and services authorized and received.
- Ascertain that expenses incurred for goods and services and related accounts payable have all been identified, including any contingent or contractual liabilities.
- Ascertain that expenses for goods and services are authorized in accordance with the budget and other regulations or requirements.
- Ascertain that expenses and related disbursements and liabilities have been correctly recorded as to account, budget category, period, and amount.
- Ascertain that expenses and related liabilities are properly classified by budget category and related disclosures are adequate.

Payroll and Related Liabilities

- Ascertain that payroll disbursements are made only for work authorized and performed by authorized personnel.
- Ascertain that payroll is computed using rates and other factors in accordance with contracts and relevant laws and regulations.
- Ascertain that payroll and related liabilities are correctly recorded as to amount and period and properly distributed by account and budget category, and disclosures are adequate.
- Ascertain the status of employee compensatory benefits for accruals and disclosure.

Net Pension and Net OPEB Liabilities

- For each defined benefit plan, ascertain that the methods and assumptions used in determining total pension liability and total OPEB liability are in accordance with GASB 68 and 75, respectively (GAAP).
- Ascertain that the census data used by the actuary reconciles with the plan census data.
- Determine that the actuarial valuation date used by the actuary and the measurement date elected by the City are in accordance with GAAP.
- Ascertain that the net pension liability and net OPEB liability are calculated correctly and properly consider fiduciary net position, deferred outflows of resources, and deferred inflows of resources.

Risk Management

- Document and evaluate controls over the City's risk management processes.
- Ascertain that cost allocation plans are in place for the proper allocation of insurance costs. Ensure that costs are allocated during the year and recorded correctly as to account, amount, and period, in accordance with the City's plan, as well as applicable policies and procedures.
- Review insurance coverage in place to ensure it is active and applicable for the City's risk.
- Ensure proper disclosures related to the City's risk management activities.

Substantive Testing (*Continued*)

Net Position and Fund Balance

- Ascertain that all classifications of net position and fund balance are recorded and properly authorized in accordance with GASB 54 and 63.
- Ascertain that components of net position and fund balance are determined in accordance with applicable regulations and requirements.
- Ascertain that components of net position and fund balance, including changes in net position, are properly computed, and are described, classified, and appropriately disclosed.

Revenues

- Perform analytical procedures related to charges for services.
- Design and perform a revenue test to determine that proper rates are charged.
- Compare revenue data for the current period and historically to customer demographics.
- Determine that impact fees are properly restricted and accounted for.
- Perform testing of various tax and inter-governmental revenues.
- Examine supporting documentation for contributions of dedicated lines for developers.

Expenditures and Expenses

- Perform analytical procedures related to expenses.
- Through testing and observation, determine that expenses are appropriate and properly classified.
- Determine that expenses are properly classified for budgetary purposes.

Single Audit

- Verify that the City's Schedule of Expenditures of Federal Awards (if applicable) and State Financial Assistance reconciles to the City's underlying accounting records (i.e., general ledger details). Ascertain status and resolution of prior-year findings and questioned costs.
- Test grant revenue through confirmation with grantor agency and ascertain appropriateness of classification.
- Ascertain that grant revenues and expenditures charged to grant programs are valid and complete and, if applicable, indirect costs are properly allocated.
- Determine threshold for Type A and Type B programs based on grant expenditures.
- Identify major federal programs (if applicable) and major state projects using risk-based approach.
- Ascertain that grant-related amounts are properly presented, and related SEFA disclosures are adequate.
- Evaluate and test controls over direct and material compliance requirements for major grants.

Financial Statement Preparation

As outlined in the scope of services of the City's RFP the auditor will be required to prepare the entity-wide and individual financial statements and notes for the City. Also, prepare the federal and state financial assistance schedule, if applicable. To accomplish this goal, we are proposing a unique approach to this engagement. This approach will ensure this requirement is not only met but exceeded. It will also provide the City with an additional resource for financial accounting and reporting that will not impact the government audit standards for independence of an external auditor.

We will work with Milestone Professional Services, Inc. (Milestone), a qualified consulting entity known around the state for assisting numerous governments in ACFR preparation and other accounting services. See page 41 for information on Milestone and its services as well as the resumes of the key Milestone employees responsible for supporting this portion of the engagement.

ACFR Preparation Process

- Hold meetings during the audit planning phase with Milestone, MSL Engagement Team and City employees responsible for supplying financial statement preparation items.
- Lay out a comprehensive timeline that will ensure that the ACFR preparation is completed in accordance with the City's issuance requirements.
- Discuss the implementation of all new accounting and reporting issues that would have an impact on the City's ACFR.
- Provide the City, for its internal review, drafts of the financial statements.
- Address questions and comments related to the draft and update the financial statements as necessary.
- Milestone and MSL coordinate the external auditor review of the ACFR including addressing any auditor comments and involving City personnel as necessary and directed.
- Prepare a final ACFR in coordination with City personnel.

Wrap-Up and Reporting

- Review draft of the ACFR.
- Complete all financial disclosure checklists.
- Review status of prior-year audit recommendations and ascertain whether they were appropriately resolved.
- Provide current-year audit findings and recommendations for improvement related to the financial statements, internal control, accounting, accounting systems, and compliance with policies and procedures.
- Prepare preliminary drafts of audit reports and management letter and meet with management to review drafts prior to issuance.
- Schedule and attend final meetings with management to finalize all financial reporting matters.
- Present financial statements to management and the City Council.

Level of Staff and Number of Hours

Listed below are the proposed segmentation of hours by staff level for the audit of the City:

	Shareholders	Managers	Seniors	Staff	IT Specialists	Consultant	Total Hours
Planning	15	15	10	5	5	-	50
Internal Control/ Compliance	10	25	45	40	15	-	135
Substantive Testing	10	40	80	120	10	-	260
Wrap-up and Reporting	30	35	40	20	-	-	125
Single Audit	5	15	20	-	-	-	40
NE CRA	5	10	15	15	-	-	45
CRA	5	10	15	15	-	-	45
ACFR Preparation	-	-	-	-	-	80	80
Total Hours	80	150	225	215	30	80	780

Sample Size and Extent to Which Statistical Sampling is to be Used in the Engagement

We will follow the guidance of AU-C Section 530, *Audit Sampling*, in using a non-statistical approach. MSL uses this guidance, along with our professional judgment, to develop a logical process that includes assessing inherent risk, control risk, and combined audit risk, to determine where sampling is deemed appropriate and effective, as well as in the determination of sample sizes.

Sample sizes will vary, depending on the nature of the testing (compliance versus substantive) and the size of the population being sampled. Our utilization of sampling generally centers on compliance and controls testing, rather than substantive testing of account balances. Sample sizes for compliance and controls testing are based on professional guidance.

Audit sampling is the application of an audit procedure to less than 100% of the items within an account balance or class of transactions for the purpose of evaluating some characteristic of the balance or class. Our auditors use extensive sampling procedures to obtain satisfactory audit evidence.

Sampling procedures routinely include statistical and non-statistical sampling based on the following:

- the overall objective of the test
- the sample size
- the anticipated outcome of the sample results
- the nature of the sample population
- the nature of the item(s) being examined
- the significance of the results

Ordinarily, the significant portions of the sampling expected to be performed are identified at the onset of the engagement and are coordinated with the remaining auditing procedures to produce timely and efficient results.

We currently expect to perform the following types of sampling:

Attribute Sampling - To test the rate of deviation from a prescribed internal control procedure to determine whether planned reliance on that control is appropriate. In addition to tests of compliance with prescribed control procedures, attribute sampling will be used for certain substantive procedures to test for possible unrecorded transactions and for testing existing account balances.

Variable Sampling - To reach a conclusion about the adequacy or reasonableness of an account balance.

Examples of areas where we will apply sampling strategies include the following:

- The selection of cash receipts postings to test for determination of compliance with related statutory requirements and utility rate schedules
- The selection of other transactions to determine compliance with laws and regulations
- Journal entries
- The selection of cash disbursements and payroll transactions for compliance testing

Extent of Use of Electronic Data Processing (EDP) or Data Extraction Software in the Engagement

To the extent possible, it is our policy to incorporate the use of CAATs in all phases of our audit. Our Firm understands the efficiencies and effectiveness derived with the proper use of these audit techniques. We have committed significant Firm resources to provide your audit team with the tools and training to use these techniques. Our Firm uses IDEA data-mining software. This software enables us to take virtually any output file format from your financial reporting package and convert it into a usable data format for our staff to perform CAATs, such as the following:

- Comparison of employee and vendor addresses to identify employees who are also vendors
- Analyzing numerical sequences from large populations to identify missing or duplicate checks or invoices
- Sorting payments to identify transactions that fall just under financial control or contract limits
- Identifying unexpected trends in the number, or amounts of, payments to vendors
- Searching for false employees by comparing the human resources database with the payroll system database

As part of our audit, we routinely perform analyses of our clients' computer-based financial management systems. To the extent possible, it is our policy to design our audit procedures to maximize the application of computer-assisted audit procedures for compliance and substantive testing of your system. We also utilize the capabilities of our own in-house computer systems to assist us in achieving efficiency in examining your financial accounting and reporting systems.

Our auditors utilize several EDP software systems in conjunction with performing audits. All software systems utilized are used exclusively on our own computer hardware brought on site during the audit. We do not, and will not, install or use any of our proprietary software systems on client hardware systems in violation of our software licensing agreements.

We also have the inherent capability to download certain financial data into our own data processing systems. This procedure is typically limited to specific applications where it is feasible to do so.

Quite often, our clients' systems do not provide the ability to download all historical data that we find essential to perform our analytical procedures and account comparisons. When that occurs, alternative procedures are employed to build the appropriate database to perform these necessary tasks.

As a routine part of your audit, we will request electronic copies of your financial system's database files to allow us access to information in your financial accounting systems. Our Firm uses financial data extraction and analysis software to assist us in performing your audit.

As a primary audit tool, we utilize this software to read, display, analyze, manipulate, sample, or extract data files from almost any source within your financial management systems - mainframe to PC, including reports printed to a file.

Type and Extent of Analytical Procedures to be Used in the Engagement

Analytical procedures are utilized in the planning, substantive testing, and wrap-up phases of all audits. The extent to which they are utilized is dependent on our assessment of where the significant audit risks are. In the planning stage, analytical testing is used as one of many methods to determine "what has happened" during the audit period. Generally, we will utilize comparisons to prior-year activities. In addition, to make the information useful in the planning stages, we implement this process on the financial statement level to give us an overall assessment of changes that have occurred. During the substantive testing phase of the engagement, we generally utilize analytical procedures on revenue and expenditure/expense accounts, including, when appropriate, comparisons to prior year, as well as to budget. We utilize analytical procedures, when reasonable, to compare to operational information. For example, comparing water production to related revenues and expenses with direct or inverse relationships. In the wrap-up phase of the audit, analytical testing is used to support the testing performed throughout the audit, as well as to determine that no significant changes occurred outside of our expectations. The full extent to which analytical procedures are utilized is based on the auditor's professional judgment and the overall risk assessment results.

Substantive procedures include records examination (inspection), confirmation, observation, verification, inquiry, and analytical procedures, all of which have been previously presented. The extent to which any procedure is utilized is determined based on the auditor's evaluation of the account balance or transaction being evaluated. The best method utilized is dependent on the auditor's risk assessment of the specific accounting or reporting issue at hand. Which procedures are utilized is carefully evaluated throughout the audit process and often more than one of these procedures is implemented. In all cases, the audit team discusses the approach to be taken and evaluates this decision during the audit process to ensure that the testing performed will provide a reasonable basis for the auditor's conclusions.

Approach to Gain and Document an Understanding of the City's Internal Control Structure

Audit standards require us to gain an understanding of the City, its environment, and its internal controls in order for us to properly plan our audit to address audit risk at the financial statement assertion level.

While the requirement to gain an understanding of the client, its environment, and its internal controls is the same on every engagement, the factors affecting this information and the procedures performed to gain this understanding are not the same for all engagements.

The objective in gaining this understanding is to identify types of potential misstatements, consider factors that affect the risk of material misstatement, and design tests of controls, when applicable, as well as substantive procedures. We anticipate evaluation of controls over the following significant areas:

- Cash and investments
- Accounts and grants receivable
- Capital assets
- Payables and accrued liabilities
- Monitoring and risk assessment on an entity-wide level
- Other areas will be evaluated, as deemed necessary
- Financial reporting
- Grants
- Pensions and OPEB
- Cash receipts
- Cash disbursements
- Payroll

Procedures performed in our initial assessment will include examination of the applicable documentation (including policies and procedures), contracts, and other documentation necessary to gain an understanding of the significant accounting and reporting controls in place, as well as our expectations of what controls should be in place. Once an understanding has been gained, we will perform walkthroughs of the controls documented and make inquiries of staff.

The scope of testing performed on controls will be determined based on our evaluation of both inherent and control risk, along with our consideration of materiality (qualitative and quantitative) at both the financial statement and account balance level. This evaluation will be completed during the planning phase of the audit. The results of our assessment will determine the extent to which we will test controls, as well as the nature, timing, and extent of substantive audit procedures to be performed.

Approach to Determining Laws and Regulations that will be Subject to Audit Test Work

A key component in auditing any governmental entity is to determine those laws, regulations, and contracts that have a significant impact on the financial statements. Our audit approach in this area involves the following:

- Review of enabling legislation
- Review of prior financial statements
- Inquiry of management and staff
- Review of federal and state laws
- Review of grant agreements
- Review of contracts and other agreements

Once significant laws and regulations that affect the City have been identified, we will develop compliance testing to ensure that we address these issues.

Areas currently identified as significant compliance areas are as follows:

- City's investment policy
- Pension plan requirements
- Other significant agreements
- Federal (if applicable) and state grants
- Federal tax and wage reporting

Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance

Our auditors use sampling procedures to obtain satisfactory audit evidence. In developing our methods for sampling, we utilize the methodology referenced in AU-C Sections 315, 330, and 530. Those sampling procedures routinely include statistical and non-statistical sampling based upon sample population, nature of the items being sampled, the required sample size, and the anticipated results.

Ordinarily, the significant portions of the sampling expected to be performed are identified at the onset of the engagement and are coordinated with the remaining auditing procedures to produce timely and efficient results.

We currently anticipate utilizing both attribute and variable sampling. Examples of areas where we will apply sampling strategies include:

- the selection of cash receipts postings to test for determination of compliance with related statutory requirements and utility rate schedules;
- the selection of cash disbursements, payroll transactions for compliance testing;
- the selection of other transactions to determine compliance with laws and regulations.

Approach to be Taken in Reviewing EDP Systems

As part of our audit procedures, we are required to gain an understanding of IT environment that supports the financial reporting process. Our assessment includes the following:

- Identifying key information systems and EUC (End-User Computing) applications, such as user-developed spreadsheets, that are relevant to financial reporting
- Evaluating procedures by which transactions are initiated, authorized, recorded, processed, and reported in such systems

While not specifically required to be evaluated, during our audit planning phase, we have our IT Risk Assurance team incorporate a tailored approach to your overall IT environment which includes a review of the following IT Environment areas:

- **General IT Controls**

These controls impact the achievement of the financial statement assertions by supporting an environment that provides for the integrity, security, and availability of financial data. Our audit approach includes a review of General IT controls, such as the following:

- IT Governance - including risk management, strategic planning, and vendor management
- IT Operations - including data backup and recovery, interfaces between systems, and incident management
- Physical Security and Access to Programs and Data - including appropriate segregation of duties
- Change Management and Software Acquisition and Development

- **Application Controls**

These controls relate to programmed procedures within an information system that are designed to help ensure the completeness and accuracy of information processing, such as completeness and validity checks, authentication, authorization, or input controls.

- **Cyber Hygiene Practices**

Cybersecurity continues to be one of the key risks for the majority of our clients. We understand those risks and as part of our procedures, we benchmark the practices and controls employed by our clients against the key cybersecurity frameworks, such as CIS Controls or the five-step NIST Cybersecurity Framework. We also provide a high-level vulnerability assessment at no cost to our clients.

Intelligent Data Analytics and Visualization

It is our policy to incorporate the use of Machine Learning- CAATs in our audit approach where it is practical and efficient to do so. Our Firm understands the efficiencies and effectiveness derived with the proper use of these audit techniques. Our goal is to ensure your audit team has the tools and training to use these techniques and is why we have committed significant Firm resources in this area.

Whenever possible, we will request electronic copies of your financial data and use data extraction and analysis software to assist us in performing your audit.

IDEA

This software enables us to take virtually any output file format from your financial reporting package and convert it into a usable data format for our staff to perform analyses, such as follows:

- Comparison of employee and vendor addresses to identify employees who are also vendors
- Analyzing numerical sequences from large populations to identify missing or duplicate checks or invoices
- Sorting payments to identify transactions that fall just under financial control or contract limits
- Identifying unexpected trends in the number, or amounts of, payments to vendors
- Searching for false employees by comparing the human resources database with the payroll system database

Microsoft Power BI

Power BI is a collection of Business Intelligence tools that help with turning raw data into coherent, visually rich and interactive insights. Our IT Risk Assurance Team uses this powerful tool to develop custom-built dashboards that assist our audit team with analyzing system user metrics, such as the following:

- Insufficient or incompatible segregation of duties
- Stale user accounts - i.e., accounts with no recent activity
- User accounts that do not follow policies and procedures employed by the organization

Additional IT Services

Being a part of Moore Global gives us a virtually unlimited access to highly specialized individuals and teams. We are able to offer a comprehensive review of IT environment, outside of the scope of a typical financial audit. We can assist our clients with minimizing risk exposures by managing and performing assessments focused on the client's internal controls and compliance requirements, such as the following:

- Identifying potential internal and external network vulnerabilities and weaknesses
- Conducting penetration testing, including social engineering testing
- Providing security awareness trainings to employees
- Evaluating compliance with PCI, HIPAA, SOX, etc.
- Performing FLSHMV (Department of Highway Safety and Motor Vehicles) data security audits
- Protecting sensitive materials, data, and information

AI and Electronic Work Products

In this age of uncertainty and in many cases, out of necessity, CPA firms have been challenged to find solutions to work remotely and to provide appropriate audit procedures using advanced IT products. At MSL, we have been fortunate to align ourselves with companies like CaseWare IDEA, Commerce Clearing House (CCH), and Thomson Reuters. These international corporations are known for their cutting-edge audit software featuring AI capabilities and cloud storage and access. We have worked with and watched the evolution of SMART products from these companies which enhance the decision-making process on audits.

MSL has a tradition of using the latest technological advancements to improve our audit process and client service. We are proud to let you know we are continuing this tradition with the implementation of two technologies to enhance our audit of the City. The first is Suralink, a document and engagement management tool. This tool takes our current client portal to the next level and allows for real time engagement management and status update. This tool is not only available to your audit team but also to City staff. This ensures that at any point and time all parties will be aware of what requests are outstanding and which ones have been fulfilled.

The second, and one that we are excited to add to our audit toolbox, is ThirdLine, our AI audit tool. This AI tool allows us to audit 100% of your general ledger transactions. The advantage of this software is that it allows us to perform a targeted risk assessment of all general ledger transactions. This tool is enhanced by MSL's government audit experience which allows us to categorize various transactions into three risk levels: high, medium and low. This tool, combined with our government experience, allows us to identify and evaluate various high-risk transactions resulting in a more focused and targeted approach to our audit procedures.

Utilizing these new tools ensures that MSL will continue to be a leader in performing financial statement audits of our government clients. We look forward to implementing these tools on the City's audit engagement.

Identification of Anticipated Potential Audit Problems

Based on our review of the City's last available prior-year financial statements and other information we have obtained; we do not anticipate any specific audit problems. However, the public sector is highly regulated, and there are new laws, regulations, standards, and pronouncements coming out on a regular basis. As these changes become known, we will evaluate their impact on the City's financial statements and the effect they might have on the scope of our engagement. **Members of your audit team have been auditing Florida governments for over a quarter of a century.** They are accustomed to change and understand how to deal with it. As your auditors, we will gain an understanding of the issues at hand, communicate with you, and help resolve them to our mutual satisfaction.

We are cognizant of the current issues impacting the municipal, county, state, and country related to COVID-19. We are confident that our remote audit capabilities discussed below would allow the City to continue to meet the timeline required per the RFP if a remote audit was required.

Remote Audit Capabilities

Our initial assessment was done utilizing publicly available virtual tools such as City and other public websites.

We want the City to know we pride ourselves on utilizing and incorporating remote auditing technology into our audit services. Utilizing these tools over the years with many of our current clients has allowed us to be efficient and provide the most cost-effective audit services.

Below is a list of tools and capabilities which we can/will incorporate into our audit approach. This will ensure high quality audit services should the COVID-19 pandemic continue to impact your engagement.

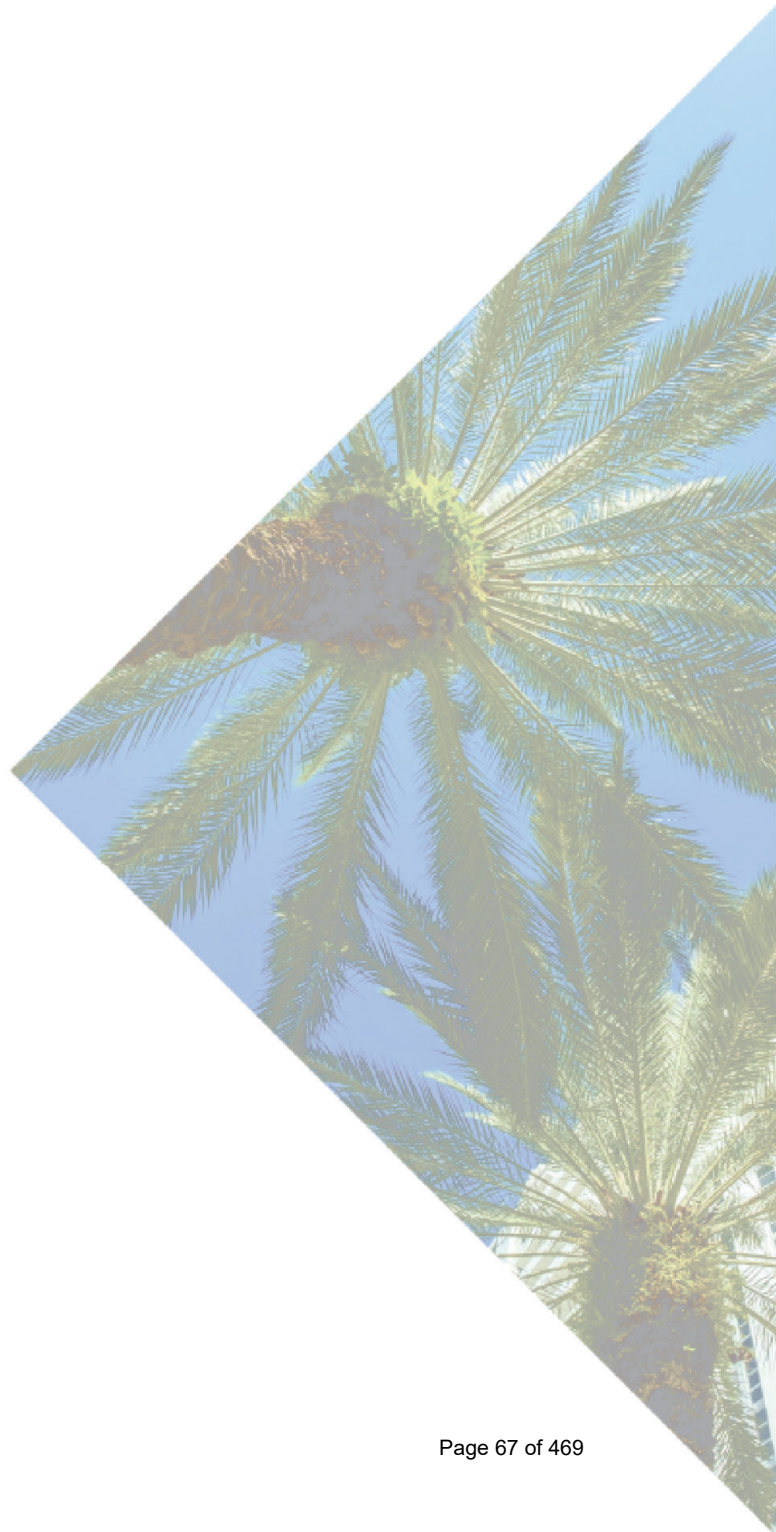
MSL's Secured Portal – we will set up a portal for the City. This portal will allow for the transfer of data, document requests, and schedules to ensure that we meet the needs of the City.

MSL's Virtual Meeting Tools – we utilize Microsoft Teams and GoToWebinar. This combination of virtual meeting tools provides us with the ability to meet virtually with any number of individuals from 1 to 500. We would use these tools for introductions, fraud interviews, scheduling updates, process walkthroughs, and other audit procedures normally done onsite.

Remote Access – MSL has worked with many clients utilizing remote access to their various accounting software(s). The only restrictions noted in the past have been limitations of client network systems and/or their IT Department policies. Remote access, where allowed, has enabled us to perform functions such as running account details, general ledger detail, check registers, and other reports. Where our clients have document imaging systems with search functionality, we have been provided with access to those. These allow us to review supporting documentation such as invoices, purchase orders, and other applicable supporting documentation which support various transactions or account balances. If the City allows this access, staff assigned to your engagement have experience in utilizing this functionality in performing auditing procedures. The limitations on this are those placed by individual clients, not MSL.

We have confidence that even with little to no access to face-to-face contact, we will be able to complete the audit on time, should the COVID-19 pandemic continue to impact the audit process.

Tab III - Cost of Services to the City of Mount Dora



Tab III – Cost of Services to the City of Mount Dora

It is our policy to be open and frank on the subject of our fees. We are always prepared to discuss or explain our fee estimates or invoices in as much detail as desired. We are very willing to discuss these fees, and ways of reducing them, with you. Our fee proposal takes into consideration the growth of the City and its operations, the increase in auditing standards, and the increase in new accounting pronouncements.

As instructed in the RFP, we have included our Proposal Pricing Forms in Tab VIII – Required Form Submittals.

Hourly Rates

Below are the standard hourly rates for each position description requested by the City:

Level	Hourly Rate
Shareholder	\$250
Manager	\$185
Supervisory Staff	\$125
Staff	\$ 90
Milestone Professional Services, Inc.	\$125

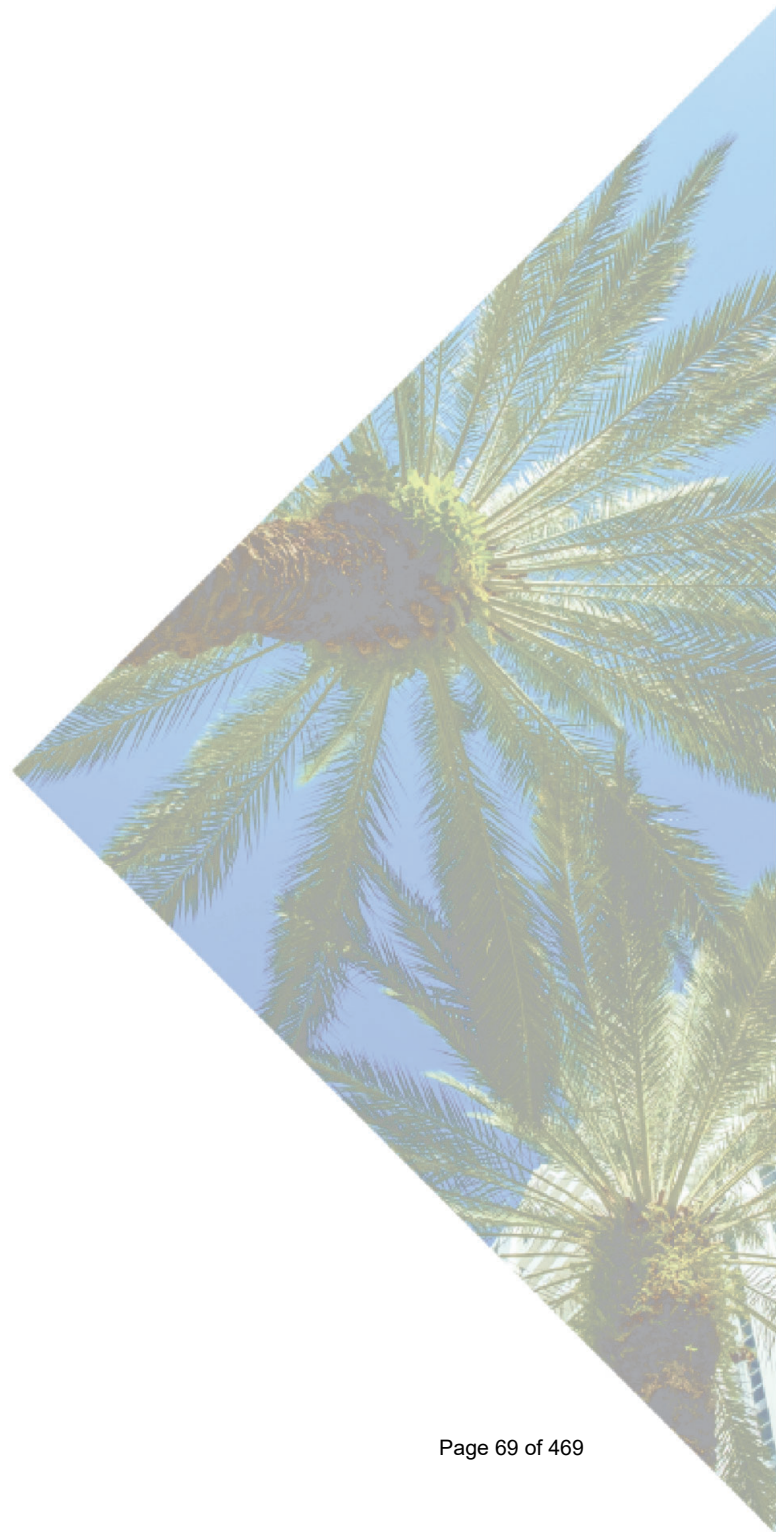
Out-of-Pocket Expenses

MSL understands that out-of-pocket travel expenses for our Firm personnel (e.g., travel, lodging and subsistence) to be reimbursed should be detailed. All expense reimbursements will be in accordance with the Federal General Services Administration rates.

Manner of Payment

It is our policy to submit invoices on a monthly basis as the engagement progresses and as services are performed. Payment is requested to be made within 30 days of invoicing.

Tab IV - Corporate Experience and Capacity



Tab IV – Corporate Experience and Capacity

Firm Profile

MSL is a Florida corporation, which was incorporated on July 17, 1986, that has been in continuous business for almost 50 years and has grown to be one of the largest independently owned and operated firms of certified public accountants in the state. We have approximately 100 employees and four office locations throughout Florida – Central Florida (Headquarters), South Florida, Tampa Bay, and North Florida.

We currently serve a substantial number of governmental entities throughout the state. In fact, we have one of the largest governmental practices in the state of Florida. Many of our shareholders are nationally recognized specialists in their field of practice. The Firm and all of its CPAs are actively involved with the FICPA and AICPA, as well as the Private Companies Practice Section of the AICPA. Members of our GPG are involved with the AICPA's Governmental Audit Quality Center (GAQC).

In past years, many large, local, and Florida regional firms have been acquired by conglomerates penetrating the Florida market. Unlike these firms, we do not refer to Florida as a "market;" we refer to Florida as our home. A unique characteristic about our Firm is that over 80% of our clients are governmental or healthcare. These two sectors have been the most stable during any economic cycle. That has provided stability and strength to our Firm. We believe that by staying independent of larger firms, we can provide high-quality, personalized service from our local Florida offices.

While we consider ourselves an independent statewide firm, MSL is also associated with Moore North America and Moore Global for the purposes of obtaining national or international resources when necessary. We currently serve clients in more than 20 states and eight countries.



Being a member of Moore North America gives MSL immediate access to the expertise, business, and geographic presence of trusted member firms throughout the U.S. There are 27 U.S. accounting firms in over 120 cities with over 150 offices. Total fee income for Moore North America is approximately \$1.03 billion.

Location of the Office that Will Oversee Services to the City

The location of our office that will oversee services to the City is at **255 S. Orange Avenue, Suite 600, Orlando, Florida**. Below is the information for all of our locations.

MSL, P.A.			
Toll Free for All Offices: (800) 683-5401			
Central Florida Office 255 S. Orange Ave., Suite 600 Orlando, FL 32801 (407) 740-5400	South Florida Office 500 E. Broward Blvd., Suite 1550 Fort Lauderdale, FL 33394 (305) 819-9555	Tampa Bay Office 201 E. Kennedy Blvd., Suite 650 Tampa, FL 33602 (813) 314-2600	North Florida Office 307 West Park Ave., Suite 202 Tallahassee, FL 32301 (850) 224-4407

Size of Firm and Governmental Audit Staff

MSL has approximately 100 employees located in our four offices in Florida. MSL's GPG includes 31 dedicated individuals. This total includes three Shareholders, three Managers, three Supervisors and 12 Seniors and Staff. In addition, the GPG utilizes three IT Audit Specialists and is supported by seven Administrative Support personnel.

MSL Staffing	Firm	GPG
Shareholders	13	3
Directors	3	-
Managers	16	3
Supervisors	6	3
Seniors & Staff	42	12
IT Specialists	3	3
Support Staff	19	7
Total	102	31

The City's engagement team will consist of two Shareholders, one Manager, one Senior, one IT Specialist and Staff, as required. Only full-time staff will be utilized.

Prior Experience Performing Governmental Audits

MSL is committed to the governmental sector. Our governmental practice accounts for a significant portion of our Firm's revenues. Governmental work is not filler work at MSL. **Members of this group dedicate 90% of their time working with governmental clients.** MSL's GPG has experienced significant growth locally and statewide. **Currently, MSL provides auditing services to approximately 56 governmental clients.**

We currently provide auditing services to the following entities:

- 17 Florida municipalities
- 7 Florida counties (which includes 3 public transit agencies)
- 16 Special districts and authorities
- 8 Florida school districts

We have also provided a variety of services to governmental entities related to risk assessment for internal controls, fraud litigation, efficiency and cost studies, and policy reviews and monitoring.

Client Name	Services Performed	Years of Audit
<i>Municipalities</i>		
City of Altamonte Springs	Audit	2005 - Current
City of Apopka	Audit	2014 - 2019
City of Casselberry	Audit	2006 - Current
City of Cocoa	Audit	2018 - Current
City of Cocoa Beach	Audit	2005 - 2020
City of Cooper City	Commission Auditor	2021 - Current

Client Name	Services Performed	Years of Audit
<i>Municipalities (Continued)</i>		
City of Dunedin	Audit	2013 - Current
City of Indian Rocks Beach	Audit	2006 - Current
City of Leesburg	Audit	2010 – Current
City of Orlando	Audit	2013 – Current
City of Palm Bay	Audit	2010 - 2013; 2018 – 2021
City of Pembroke Pines	Commission Auditor	2010 – Current
City of Sanford	Audit	2008 – Current
City of Sarasota	Audit	2021 – Current
City of Stuart	Audit	2016 – Current
City of Sunny Isles Beach	Audit	2016 – 2021
City of Tallahassee	Audit	2019 – Current
City of Tampa	Audit	2021 – Current
City of Tarpon Springs	Audit	2015 – 2019
City of Temple Terrace	Audit	2015 – Current
City of Venice	Audit	2011 – Current
City of Winter Park	Audit	2013 - Current
<i>Counties</i>		
Citrus County	Audit	2010 - Current
Hernando County	Audit	2020 - Current
Lake County	Audit	2006 - Current
Martin County	Audit	2018 - Current
Osceola County	Audit	2008 - Current
Seminole County	Audit	2000 - Current
St. Johns County	Audit	2021 - Current
Volusia County - Clerk of the Circuit Court	Audit	2005 - 2021
<i>Special Districts and Authorities</i>		
Barefoot Bay Recreation District	Audit	2006 - Current
Central Florida Expressway Authority	Audit	2012 - Current
Central Florida Regional Transportation Authority d/b/a LYNX	Audit	2020 - Current
East Central Florida Regional Planning Council	Audit	2005 - Current
Early Learning Coalition of Flagler & Volusia Counties	Audit	2010 - 2017

Client Name	Services Performed	Years of Audit
<i>Special Districts and Authorities (Continued)</i>		
Early Learning Coalition of Hillsborough County	Audit	2014 - Current
Greater Orlando Aviation Authority	Audit; Quarterly Reviews; Hotel Audit	2015 - Current
Lake Apopka Natural Gas District	Audit	2016 - Current
Lake County Water Authority	Audit	2020 - Current
Lake-Sumter Metropolitan Planning Organization	Audit	2013 - Current
MetroPlan Orlando	Audit	2005 - Current
Miami-Dade Expressway Authority	Audit	2011 - Current
Naples Airport Authority	Audit	2017 - Current
North Brevard Hospital District/Parrish Medical	Audit	2008 - Current
Osceola Heritage Park	Audit	2006 - Current
Sanford Airport Authority	Audit	2014 - Current
Toho Water Authority	Audit	2005 - Current
<i>School Districts</i>		
Brevard County	Audit	2014 - Current
Broward County	Audit	2007 - 2011; 2017 - Current
Duval County	Audit	2020 - Current
Escambia County	Audit	2012 - Current
Lee County	Audit	2016 - Current
Manatee County	Audit/Internal Accounts Audit	2014 - 2019
Osceola County	Audit	2012 - Current
Seminole County	Audit	2010 - Current
Florida Virtual School	Audit	2014 - Current

Continuing Professional Education

All members of MSL's GPG and all audit staff members, regardless of their individual roles of responsibility, are in compliance with the CPE requirements set forth in generally accepted government auditing standards (GAGAS), issued by the Comptroller General of the United States. In addition, we are in compliance with the applicable provisions of the Florida Statutes that require CPAs to meet CPE requirements prior to proposing on governmental audit engagements.

Our audit team does not perform just one federal/state financial assistance program audit; our staff auditors are exposed to intensive and continuing concentration on various types of these audits. Due to the total number of governmental/not-for-profit grant audits our team performs, each member of our governmental audit staff understands and is able to perform several types of federal/state grant audits.

It is our objective to provide our professional staff with at least 50 hours of comprehensive CPE each year. This is accomplished by attending seminars throughout the United States and is reinforced through in-house training. Our training programs are often open to our clients at no charge, so you can also fulfill some of your CPE requirements throughout the year. **Our Firm offers 16 to 24 hours of CPE during the year to our staff and clients at no charge.**



In addition to attending continuing education programs, several members of our professional staff have been recognized for their knowledge and expertise in our profession. Members of the engagement team have taught governmental accounting and auditing for the AICPA, FICPA, FGFOA, and Government Finance Officers Association (GFOA). Additionally, they have developed CPE sessions specific to client needs and have participated in the instruction of these sessions.

Bill Blend is often asked to speak at training sessions for the FICPA, FGFOA and at various MSL training events. Bill is one of only a few CPAs in the state who is qualified and teaches the FICPA required ethics class, including a class specifically developed by the FICPA for governmental ethics. As a Certified Fraud Examiner, Bill also teaches fraud sessions for the FGFOA, as well as at client training sessions.

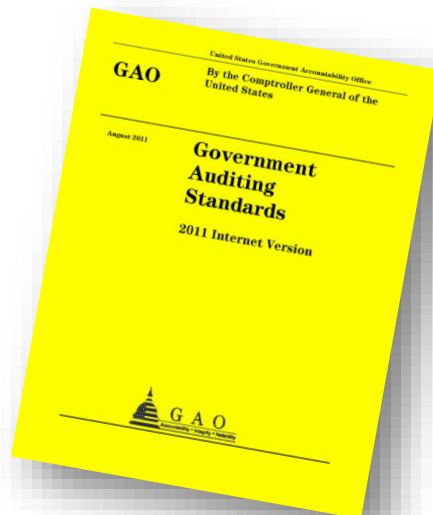
Joel Knopp has spoken at training sessions for the FGFOA, Florida School Finance Officers Association (FSFOA), Florida Association of School Business Officials (FASBO), and at MSL training events on topics related to various governmental accounting and auditing issues, including Single Audit and GASB updates.

Alan Ricafort has spoken at training sessions for FGFOA chapter events and at MSL training events on topics related to various governmental accounting and auditing issues, including Single Audit and GASB updates.

External Quality Control Review Report

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. We are formally dedicated to that commitment.

Our Firm recognizes the long-term significance of developing a formal quality control program. In an effort to continue to maintain the standards of working excellence required by our Firm, we are members of the Private Companies Practice Section (PCPS), the Center for Audit Quality (CAQ), and the GAQC of the AICPA. To be a participating member firm, you must obtain an independent compliance review of your firm's quality control policies and procedures every three years to ascertain compliance with existing auditing standards on the applicable engagements. The scope of the peer review is comprehensive, in that, it specifically reviews the quality control policies and procedures of the participating firm's accounting and auditing practice, including its work product in various client industries. We believe that our commitment to the program has been rewarding not only to our Firm, but primarily to our clients.



The external, independent peer review of the elements of our quality control policies and procedures performed by an independent certified public accountant selected by the AICPA provides both us and our clients with the assurance that we continue to conform to the standards of the profession in the conduct of our accounting and auditing practice.

Our Firm has undergone successful peer reviews since participation in the program. We take quality control seriously. We understand our responsibility in providing you with auditing services that meet or exceed the professional standards established by the AICPA, U.S. General Accounting Office (GAO), U.S. Office of Management and Budget (OMB), Florida Attorney General, and Florida Board of Accountancy (FBOA).

We also understand our responsibility under *Government Auditing Standards* (the Yellow Book) to provide you with our most recent peer review report. We will always send you the most current report when it is issued.

On the following page is our most recent peer review report for the period ended June 30, 2020, which included a review of specific governmental engagements performed by MSL. It should be noted that no comments were made as a result of this review.



8550 United Plaza Blvd., Ste. 1001 — Baton Rouge, LA 70809
225-922-4600 Phone — 225-922-4611 Fax — pncpa.com

A Professional Accounting Corporation

Report on the Firm's System of Quality Control

To the Partners of MSL, P.A.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of MSL, P.A. (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, and an audit of a broker-dealer.

As part of our peer review, we considered reviews by regulatory entities as communicated to the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of MSL P.A. applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. MSL, P.A. has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
January 7, 2021

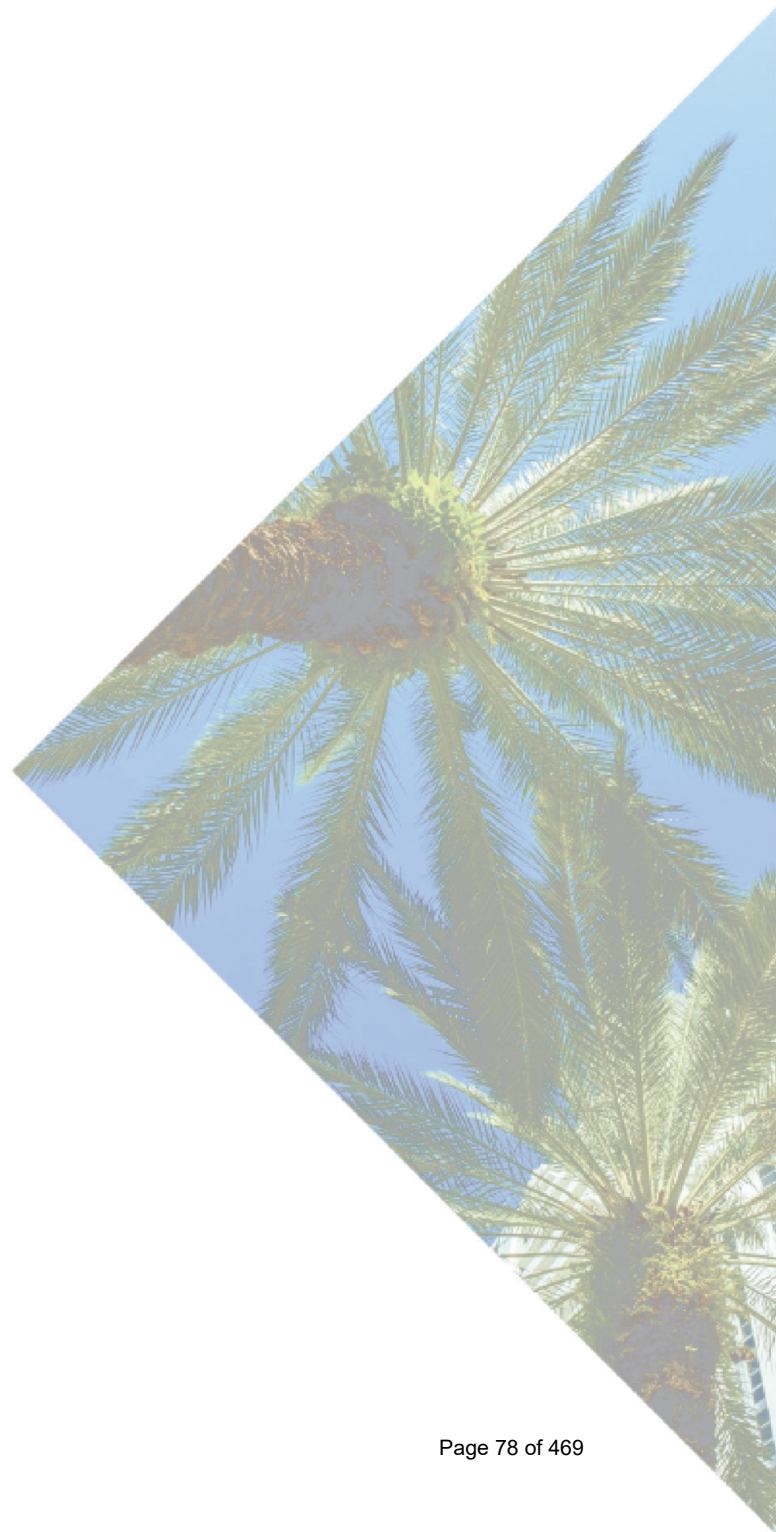
Federal or State Desk Reviews

The only State or Federal Desk Review MSL has received in the past three years was a review of our Federal Single Audit Report for the City of Tarpon Springs, Florida. The review was completed in 2021 and the result was a clean desk review with no quality issues noted.

Disciplinary or Regulatory Action

MSL has had no regulatory action taken, or pending, against the Firm during the past three years with State of Florida regulatory bodies, including the Board of Accountancy, or national/state professional organizations. We will provide the City with written notice of any disciplinary or regulatory action taken or pending against the Firm during the period of the City's engagement.

Tab V - Specialized Expertise of Team Members



Tab V – Specialized Expertise of Team Members

Your governmental audit team is highly experienced in auditing Florida municipalities. **Bill Blend**, your Engagement Shareholder, has over 28 years of governmental auditing, accounting, and consulting experience in Florida. He serves on the Florida Board of Accountancy, Technical Accounting and Auditing Committees for both the FICPA and the FGFOA. Bill is one of only a few CPAs in the state qualified by the FICPA to teach their government ethics class, and he is often sought out as a speaker around the state. **Joel Knopp**, your Technical Review Shareholder, has over 25 years of governmental auditing, accounting, and consulting experience. **Joel** serves on the State and Local Government Committee for the FICPA. **Alan Ricafort**, your Engagement Senior Manager, has over 15 years of public accounting experience, and has extensive experience performing audits, reviews, and compliance work for governmental entities and not-for-profit organizations.

Your engagement team has almost 150 years of combined experience providing auditing, accounting, and consulting services. As a result of this collective knowledge and experience, your team is uniquely suited to provide you with the highest quality auditing services. We guarantee that all members of your team have Florida **municipality** experience. You will not need to train our staff.

All of our professional staff, including the auditor in charge of your engagement, meet the educational requirements set forth under Florida Statutes. Specific details of relevant continuing professional education and local governmental audit experience are found in each staff member's résumé. All members of your audit team, including staff, have received training for ethics, as our Firm provides this training in-house.

MSL and all assigned key professional staff are properly registered and licensed to practice in the state of Florida. In addition, our Firm and all assigned key personnel are in good standing with the FBOA.

As previously stated on page 12, we will be utilizing Milestone for ACFR preparation and have included information about Milestone as well as resumes of their key employees starting on page 41.

Quality of Staff over Term of the Engagement

It has always been in the best interest of MSL and our clients to have staff return to an engagement. We recognize the importance of continuity to both the efficiency and effectiveness of the audit. We will strive to provide you continuity of staffing. Our turnover is significantly lower than average for firms our size.

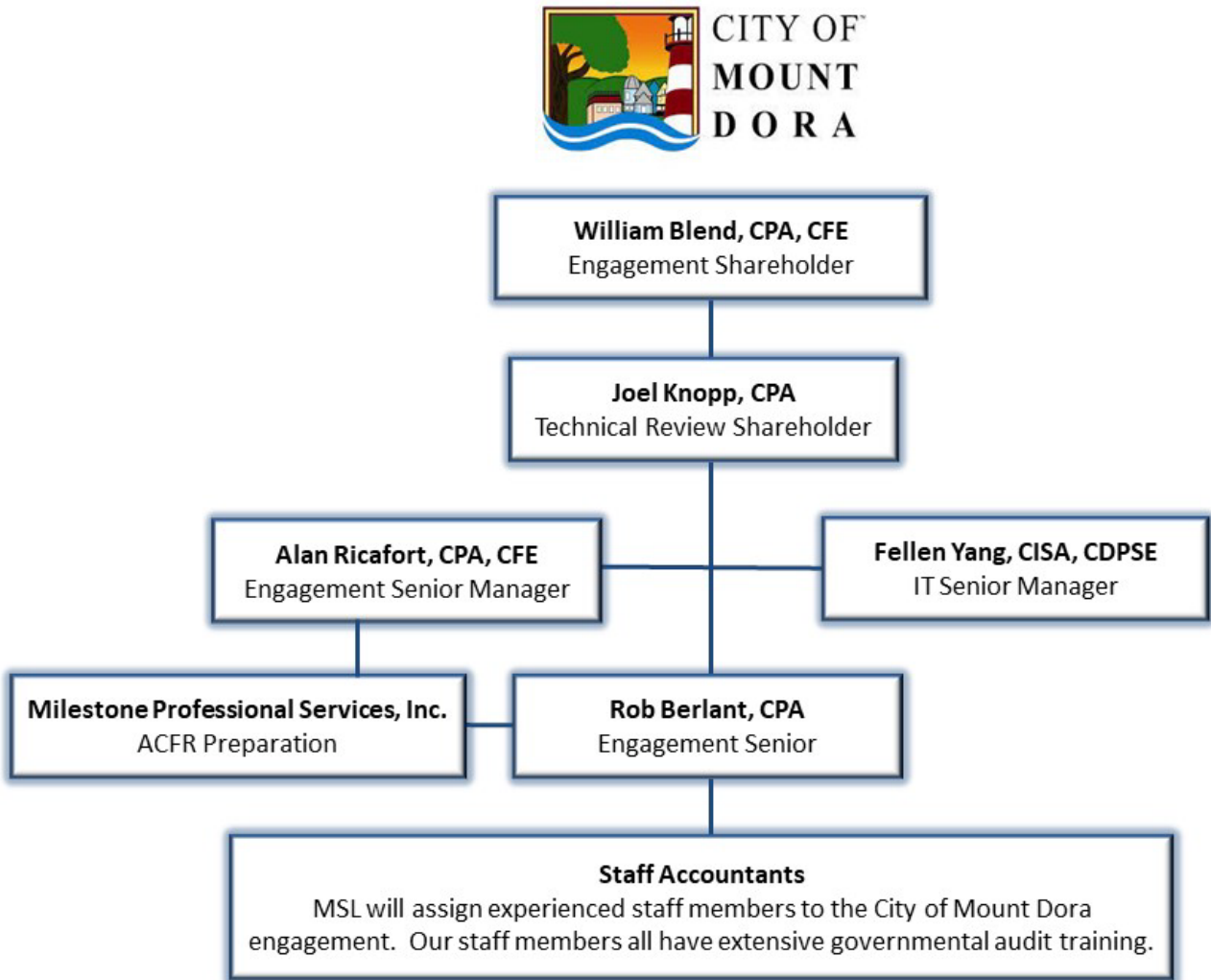
There is nothing more disruptive to clients than to have different staff assigned to an engagement from one year to the next. We will commit the same staff to your engagement from year-to-year. We cannot guarantee that team members will not leave the Firm, but we can tell you that our Firm has very low turnover rates. Many of our staff came to our Firm because of the strength of our governmental and not-for-profit practices. We consider our staff to be our most important resource. **MSL's average staff tenure is 8.3 years, and 26% of our staff have been with MSL for more than 10 years.**

Staffing continuity is a very important aspect of our attestation practice. We strive to keep staff turnover as low as possible, in part, by the following areas of emphasis:

- Commitment to hiring quality staff to serve our clients starts at the top. Our shareholder group is very active in our staff recruitment and retention program.
- Education of our staff. We place the highest regard on training our staff and helping them excel in their careers. The size of our Firm provides our staff the ability to move up, while not feeling lost in a big corporate environment.
- We have won the "Best Places to Work" award for over 10 years.

The audit team for this engagement has decades of experience in serving governmental clients. Most of this experience has been with MSL. We recognize that staff continuity keeps disruptions to your daily operations to a minimum. In addition, it allows us to continue to provide high-quality, efficient service when the individuals who work with you directly continue to be involved with your engagement for many years.

Organizational Chart



Résumés

William Blend, CPA, CFE

Engagement Shareholder

Education and Certifications

- B.S. Degree in Accounting, Long Island University
- C.P.A., Certified Public Accountant - Florida
- C.F.E., Certified Fraud Examiner

Professional Memberships and Affiliations

- AICPA
- FICPA
- Serves on the State of Florida Board of Accountancy
- Florida Government Finance Officers Association (FGFOA)
- FGFOA Conference Committee
- FGFOA Technical Committee
- Instructor for the FGFOA and develops and teaches Firm auditing classes
- FICPA Instructor - Ethics for Governmental CPAs in Florida
- Association of Certified Fraud Examiners (ACFE)
- FICPA State and Local Government Section
- FICPA Compliance Practice Aid Team Member
- FICPA High School Coordinator for Seminole County
- Seminole County Chamber of Commerce Government Affairs Committee

Listing of Relevant CPE Courses:

MSL Annual Governmental Updates
Federal and State Single Audit Update (Instructor)
FGFOA Annual Conferences
Ethics for CPAs: Accounting/Auditing Emphasis (Instructor)
GASB Update
COSO and Internal Control
Tax-Exempt Debt/Accounting and Auditing Issues
The External Auditor and Fraud (Instructor)

Background - Bill Blend heads up the Firm's Governmental Practice Group. Bill has over 28 years of public accounting, governmental, and not-for-profit experience. He has provided services to numerous municipalities, counties, and other governmental entities.

Professional Experience - Bill has extensive experience in auditing the governmental financial operations of municipalities, counties, special districts, and authorities. He also provides consulting services in the areas of internal control assessments, litigation support, fraud remediation, and performance reviews.

He has authored numerous CPE courses on governmental accounting and auditing and has instructed CPE sponsored by the FGFOA and the FICPA. Bill is one of only a few CPAs in the state qualified by the FICPA to teach their government ethics class, and he is often sought out as a speaker around the state. He is a two-time recipient of the FICPA Outstanding Discussion Leader Award. Bill is a member of the Florida Board of Accountancy.

Bill is a Certified Fraud Examiner and is trained in the use of IDEA data-mining software.

Bill has obtained CPE in excess of 120 hours over the past three years and has met Yellow Book CPE requirements.

William Blend, CPA, CFE (Continued)

Engagement Shareholder

Governmental, educational, and other entities served include the following:

Counties

Broward*
Citrus*
Hernando*
Indian River*
Lake*
Martin*
Osceola*
Seminole*
Volusia*

Municipalities

Altamonte Springs
Apopka*
Casselberry*
Cocoa*
Cocoa Beach*
Coral Springs*
Davie
Daytona Beach*
DeBary*
Deltona*
Dunedin*
Gulfport*
Indian River Shores
Indian Rocks Beach

Municipalities (Continued)

Kissimmee*
Lake Helen
Leesburg*
Maitland*
Mt. Dora*
New Smyrna Beach*
Oak Hill
Orlando*
Palm Bay*
Palm Beach Gardens*
Pembroke Pines*
Port Orange*
Sanford*
St. Cloud*
Stuart
Tallahassee*
Tampa
Tarpon Springs*
Temple Terrace
Venice*
Vero Beach*
Winter Park*

Educational

Academie DaVinci Charter School
The Reading Edge Academy
Florida A&M University*
Florida Virtual School*
School District of Broward County*
School District of Escambia County*
School District of Manatee County*
School District of Osceola County*
School District of Pasco County*
School District of Seminole County*
School District of Volusia County*

Special Districts and Authorities

Barefoot Bay Recreation District
Central Florida Expressway Authority
East Central Florida Regional Planning Council*
Florida Intergovernmental Finance Commission
Greater Orlando Aviation Authority (GOAA)*
Hobe Sound Water Management District
Memphis-Shelby County Airport Authority
MetroPlan Orlando*
Miami-Dade Expressway Authority*
Naples Airport Authority
New Smyrna Beach Utility Authority*
Sanford Airport Authority*
Toho Water Authority*
West Volusia Hospital Authority

***Indicates Single Audit included**

Joel Knopp, CPA

Technical Review Shareholder

Education and Certifications

- B.S. Degree in Accounting - Eastern University
- C.P.A., Certified Public Accountant - Florida

Professional Memberships and Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- FICPA State and Local Government Committee
- Florida Government Finance Officers Association (FGFOA)
- Association of Certified Fraud Examiners (ACFE)

Listing of Relevant CPE Courses:

MSL Annual Governmental Updates
FGFOA Annual Conferences
Federal Financial Reporting
GASB Fiduciary Activities and Leases
Yellow Book and Green Book
Fraud Waste and Abuse in Government
Ethics for CPAs: Accounting/Auditing Emphasis (Instructor)
GASB Updates
AICPA GAQC Annual Update Webcast
Municipal Bankruptcies and Fiscal Sustainability
Tax-Exempt Debt/Accounting and Auditing Issues
Conducting Remote Audits in Uncertain Times

Background - Joel Knopp is a member of the Firm's Governmental Practice Group. Joel has over 25 years of experience in accounting and auditing and works primarily with governmental clients.

Professional Experience - Joel has performed audits on over 40 governmental entities. He has substantial experience in planning, performing, supervising, reviewing, and preparing financial statements related to the audits of governmental entities and not-for-profit organizations subject to *Government Auditing Standards* and federal and state Single Audit requirements.

Joel's previous experience includes work as an audit director for a CPA firm in Virginia, where he managed numerous audits of Virginia local governmental agencies and municipalities. Joel also has extensive experience providing tax consulting and preparation services at the federal and state levels for businesses, not-for-profit organizations, and individuals.

Joel has obtained CPE in excess of 120 hours over the past three years and has met Yellow Book CPE requirements.

Governmental, educational, and other entities served include the following:

Counties

Broward*
Citrus*
Lake*
Hernando*
Martin*
Osceola*
Seminole*
St. Johns
Volusia Clerk of Circuit Court
Northampton (VA)*

Municipalities

Altamonte Springs*
Apopka*
Casselberry*
Cocoa*
Cocoa Beach*
Dunedin*
Gulfport*
Indian Rocks Beach
Kissimmee*
Leesburg*
Orlando*
Palm Bay*
Sanford*
Sunny Isles Beach
Tallahassee*
Tampa*
Tarpon Springs*
Temple Terrace
Venice*
Winter Park*
Staunton (VA)*
Town of Iron Gate (VA)
Waynesboro (VA)*
Winchester (VA)*

Educational

School District of Brevard County*
School District of Duval County*
School District of Escambia County*
School District of Lee County*
School District of Manatee County*
School District of Martin County Internal Accounts
School District of Osceola County*
School District of Pasco County*
School District of Seminole County*
School District of Volusia County*
FAU-Treasure Coast University Schools, Inc.*
Genesis Alternative Education Program (VA)
Northampton County School Board (VA)
Staunton City School Board (VA)
Waynesboro City School Board (VA)
Winchester City School Board (VA)

Special Districts and Authorities

Barefoot Bay Recreation District
Central Florida Expressway Authority*
LYNX - Central Florida Regional Transportation Authority*
Early Learning Coalition of Flagler/Volusia Counties, Inc.*
East Central Florida Regional Planning Council*
Greater Orlando Aviation Authority*
Lake County Water Authority
Lake Soil and Water Conservation District
Lake-Sumter Metropolitan Organization*
MetroPlan Orlando*
Miami-Dade Expressway Authority*
Naples Airport Authority
Sanford Airport Authority*
Toho Water Authority
Eastern Shore Community Services Board (VA)*
Northwestern Regional Juvenile Detention Ctr. Comm. (VA)
Staunton Industrial Development Authority (VA)
Valley Community Services Board (VA)*
Waynesboro Industrial Development Authority (VA)
Winchester Industrial Development Authority (VA)

***Indicates Single Audit included**

Alan Ricafort, CPA, CFE

Engagement Senior Manager

Education and Certifications

- B.S. Degree in Accounting, University of North Florida
- C.P.A., Certified Public Accountant – Florida
- C.F.E., Certified Fraud Examiner

Professional Memberships and Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)
- Association of Certified Fraud Examiners (ACFE)

Listing of Relevant CPE Courses:

MSL Annual Governmental Updates
FGFOA Annual Conferences
Federal and State Single Audit Update
GASB Pension & Financial Reporting
Yellow Book
Fraud Waste and Abuse in Government
Ethics for CPAs: Accounting/Auditing Emphasis
GASB Updates
COSO and Internal Control
Tax-Exempt Debt/Accounting and Auditing Issues

Alan has obtained CPE in excess of 120 hours over the past three years and has met Yellow Book CPE requirements.

Background - Alan Ricafort is a member of the Firm's Governmental Practice Group. Alan graduated with his Bachelor's Degree in Accounting from the University of North Florida and is a Certified Public Accountant in the state of Florida as well as a Certified Fraud Examiner.

Professional Experience - Alan has over 15 years of public accounting experience and has extensive experience performing audits, reviews, and compliance work for governmental entities, not-for-profit organizations, and healthcare entities.

Alan Ricafort, CPA, CFE (Continued)

Engagement Senior Manager

Governmental, educational, and other entities served include the following:

Counties

Bradford*
Hernando*
Nassau*
Seminole*
St. Johns County*

Municipalities

City of Alachua
City of Apopka*
City of Atlantic Beach
Town of Bronson
City of Casselberry*
City of Cedar Key
City of Daytona Beach*
City of Deltona*
City of Dunedin*
City of Fort Lauderdale
City of Indian Rocks Beach
City of Lake City
City of Orlando
City of Palm Bay*
City of Sanford*
City of St. Cloud*
City of Tampa*
City of Tarpon Springs*
City of Temple Terrace
City of Venice*

Educational

Florida Virtual School*
School District of Alachua County*
School District of Brevard County*
School District of Escambia County*
School District of Manatee County*
School District of Osceola County*
School District of Seminole County*
School District of Volusia County*

Special Districts and Authorities

Barefoot Bay Recreation District
Early Learning Coalition of Flagler/Volusia Counties, Inc.*
Gainesville Regional Airport Authority
Greater Orlando Aviation Authority*
LYNX – Central Florida Regional Transportation Authority*
Marion County EMS Alliance
Toho Water Authority

Other

Florida Intergovernmental Finance Commission

***Indicates Single Audit included**

Rob Berlant, CPA

Engagement Senior

Education and Certifications

- B.S. Degree in Accounting, University of Central Florida
- M.S. Degree in Accounting, University of Central Florida
- C.P.A., Certified Public Accountant – Florida

Professional Memberships and Affiliations

- AICPA
- FICPA
- Florida Government Finance Officers Association (FGFOA)

Listing of Relevant CPE Courses:

GASB Standards Updates
OMB Single Audit Update
Governmental Audit Quality Center Update
MSL Annual Governmental Updates
Ethics for CPAs: Accounting/Auditing Emphasis
Yellow Book

Rob has obtained CPE in excess of 80 hours over the past three years and has met Yellow Book CPE requirements.

Governmental, educational, and other entities served include the following:

Counties

Lake*
Martin*
Seminole*

Municipalities

Apopka*
Altamonte Springs*
Cocoa*
Leesburg*
Orlando
Sanford*
Winter Park*

Not-for-profit

Boy Scouts of America, Inc.
Gulfstream Goodwill Industries
J.H. Floyd Sunshine Village, Inc.

Special Districts and Authorities

Barefoot Bay Recreation District
Greater Orlando Aviation Authority (GOAA)*
Lake County Water Authority
Lake-Sumter MPO*
MV Transportation, Inc. *
Sanford Airport Authority*
Toho Water Authority*

Educational

Bethune-Cookman University*
FAU – Treasure Coast University Schools, Inc.*
Florida Virtual School*
Martin School Board Internal Accounts
School District of Brevard County*
School District of Osceola County*
School District of Seminole County*

Background – Rob Berlant is a member of the Firm's Governmental Practice Group. Rob graduated with a Bachelors and Master's degree in Accounting from the University of Central Florida and is a Certified Public Accountant in the State of Florida.

Professional Experience – Rob began his career at MSL and has over four years of public accounting experience. He has been involved with planning and performing audits and compliance work for governmental entities, including not-for-profit organizations.

***Indicates Single Audit included**

Fellen Yang, CISA, CDPSE

IT Senior Manager

Education and Certifications

- CISA certified
- CDPSE certified
- M.S., Decision and Information Sciences, University of Florida
- B.S., Computer Engineering, University of Pittsburgh

Systems and Frameworks Experience

- ERP/Applications:
 - SAP
 - Oracle
 - Dynamics GP
 - Hyperion
 - Lawson
 - PeopleSoft
 - JD Edwards
 - Jack Henry SilverLake
 - EHR
- OS/Databases:
 - Unix/Linux
 - iSeries
 - Mainframe and Windows Server
 - SQL
 - Oracle
 - DB2
- Frameworks and Standards
 - AICPA and Trust Services Principles
 - COBIT
 - COSO
 - FFIEC
 - NIST
 - ISO
 - PCAOB AS-5

Professional Memberships and Affiliations

- Information Systems Audit and Control Association, Charlotte, NC

Background and Professional Experience -

Fellen Yang has more than 15 years of experience providing consulting, IT audit information security and project management services for financial institutions, manufacturing and distribution, healthcare, retail and not-for-profit entities. Her core competencies include team development, business development, managing multiple projects, work with other line-of-service, and identifying opportunities to help clients.

Fellen's experience includes leading, planning, and executing engagements to report on the effectiveness of ITGCs in support of financial statement audits, SOC 1 and SOC 2 engagements, risk assessments and cybersecurity assessments across frameworks including FFIEC, COBIT, COSO, HIPAA, GLBA, NIST, and ISO 27001/2. She performs these services for various Fortune 500 corporations including SOX 404 and non-accelerated filers as well as a diverse mix of small, medium and large cap private entities.

Fellen held positions at Big Four, national and regional accounting firms providing IT audit and consulting services.

Brief History of Milestone and Our Services

Milestone Professional Services Inc. (Milestone) was established sixteen years ago as a governmental consulting firm. Our corporate structure allows us to provide a wide array of accounting services and financial reporting assistance to governmental agencies, outside of the typical attest function performed by certified public accounting firms. While maintaining a fully licensed certified public accountant within our shareholder group, our firm focus is to partner with government agencies for financial accountability. To us, this means enhancing the expertise of the current financial staff without being perceived as a threat to the auditor's role.

The services we provide include a wide range of accounting and financial assistance tasks. Some of our recent projects include: assistance with year-end close and preparation of auditor requested schedules, review and/or preparation of the Annual Comprehensive Financial Report and AFR, assistance in budget development and evaluation, development of an indirect cost plan to allocate central costs and provide relief to the general fund, evaluation of internal controls systems (including information technology interfaces) to provide a sound control environment and assistance implementing the provisions of new GASB Statements.

Governmental Experience

The professionals at Milestone have worked with large and small governmental agencies on project-specific tasks through broad-range tasks, all focused on partnering with governments for financial accountability. Our team has years of experience in the governmental sector and can bring that experience to you to find the solutions you need. Milestone provides services, including ACFR preparation to the following municipal clients:

City of Casselberry	City of Winter Garden
City of Indian Rocks Beach	City of Kissimmee
City of Altamonte Springs	City of Eustis
City of Belleview	Town of Belleair
City of Cocoa	Town of Howey-in-the-Hills
City of Gulfport	City of Leesburg
City of Temple Terrace	City of Cape Canaveral



Milestone Team Members

Donna Collins (Donna@milestoneps.com) -

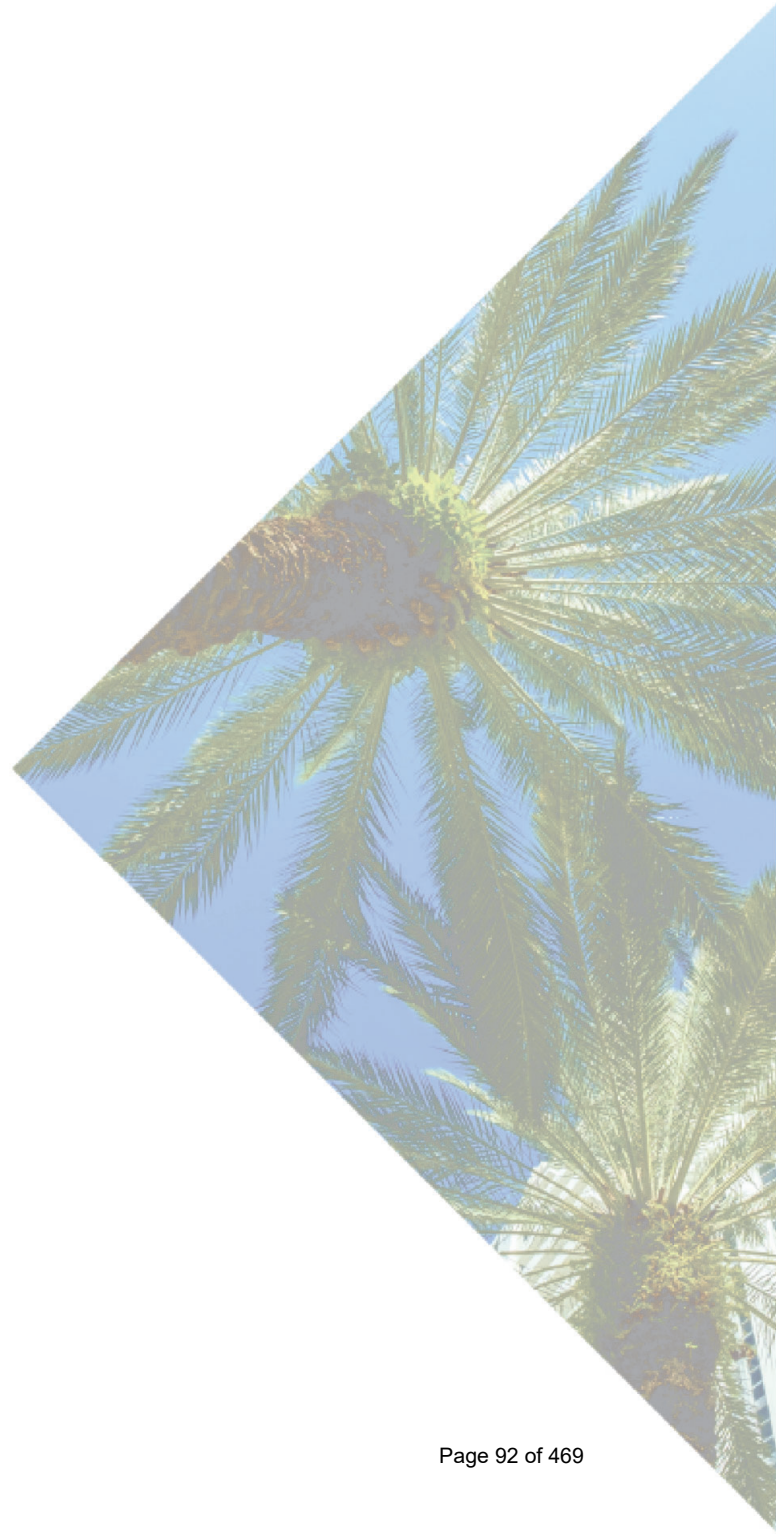
Donna has over 33 years of experience in the public sector serving governmental clients. This includes prior audit experience with both national and regional accounting firms. Donna also served four years as the Accounting Director for a Central Florida County. Her background encompasses compliance monitoring and reporting, financial reporting (ACFR and AFR) and budget preparation assistance. Donna has also worked as a technical reviewer for Annual Comprehensive Financial Reports and participated as a speaker for the FICPA and FGFOA as well as coordinating internal firm presentations and training. She is a member of the GFOA, FGFOA, AICPA and FICPA, and served as the past Chair for the FICPA State and Local Government Committee and past Chair of the FICPA State and Local Government Annual Conference Committee. Donna is a license Certified Public Accountant.

June Lorah (June@milestoneps.com) -

June has over 31 years of accounting experience, including many years in the public sector auditing governmental and NPO clients. She has extensive single audit and financial reporting experience, and has served as a technical reviewer for both the GFOA Popular Annual Financial Report (PAFR) and Annual Comprehensive Financial Report (ACFR) award programs. June is a technological innovator, capable of working in many accounting software platforms serving the governmental sector. Her expertise at implementing new accounting standards is well recognized. She is a member of the GFOA, FGFOA, AICPA and FICPA. June is the Executive assigned to this engagement.



Tab VI - Client Listing (References)

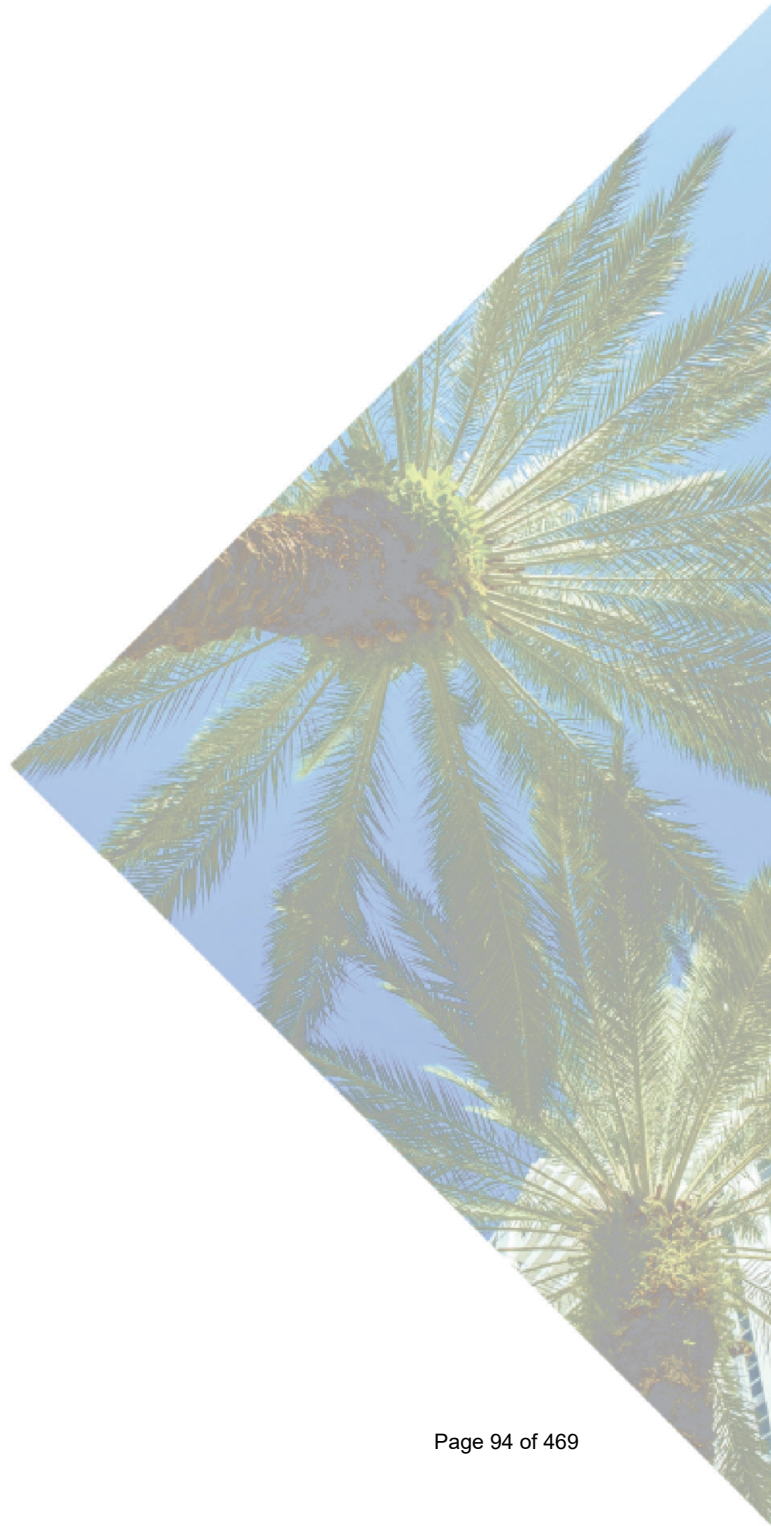


Tab VI – Client Listing (References)

MSL is proud to share the following representative listing of clients for whom we have provided auditing services that are comparable in scope and size to the City. For all clients listed below, the timelines were met and within budget.

Client Name	Scope of Work Dates of Contract	Contact Information	Address
City of Sanford	Annual Audit 2019 - 2025	Cynthia Lindsay Director of Finance lindsayc@sanfordfl.gov	300 N. Park Ave., Sanford, FL 32771 P: (407) 688-5026 F: (407) 330-5666
City of Casselberry	Annual Audit 2018 - Current	Gladymir Ortega Finance Director gortega@casselberry.org	95 Triplet Lake Drive Casselberry, FL 32707 P: (407) 262-7700 F: (407) 262-7746
Lake County	Audit 2006 – Current	Kristy Mullane Chief Deputy Clerk kmullane@lakecountyclerk.org	315 W. Main Street Tavares, FL 32778 P: (352) 343-9839 F: (352) 343-9638

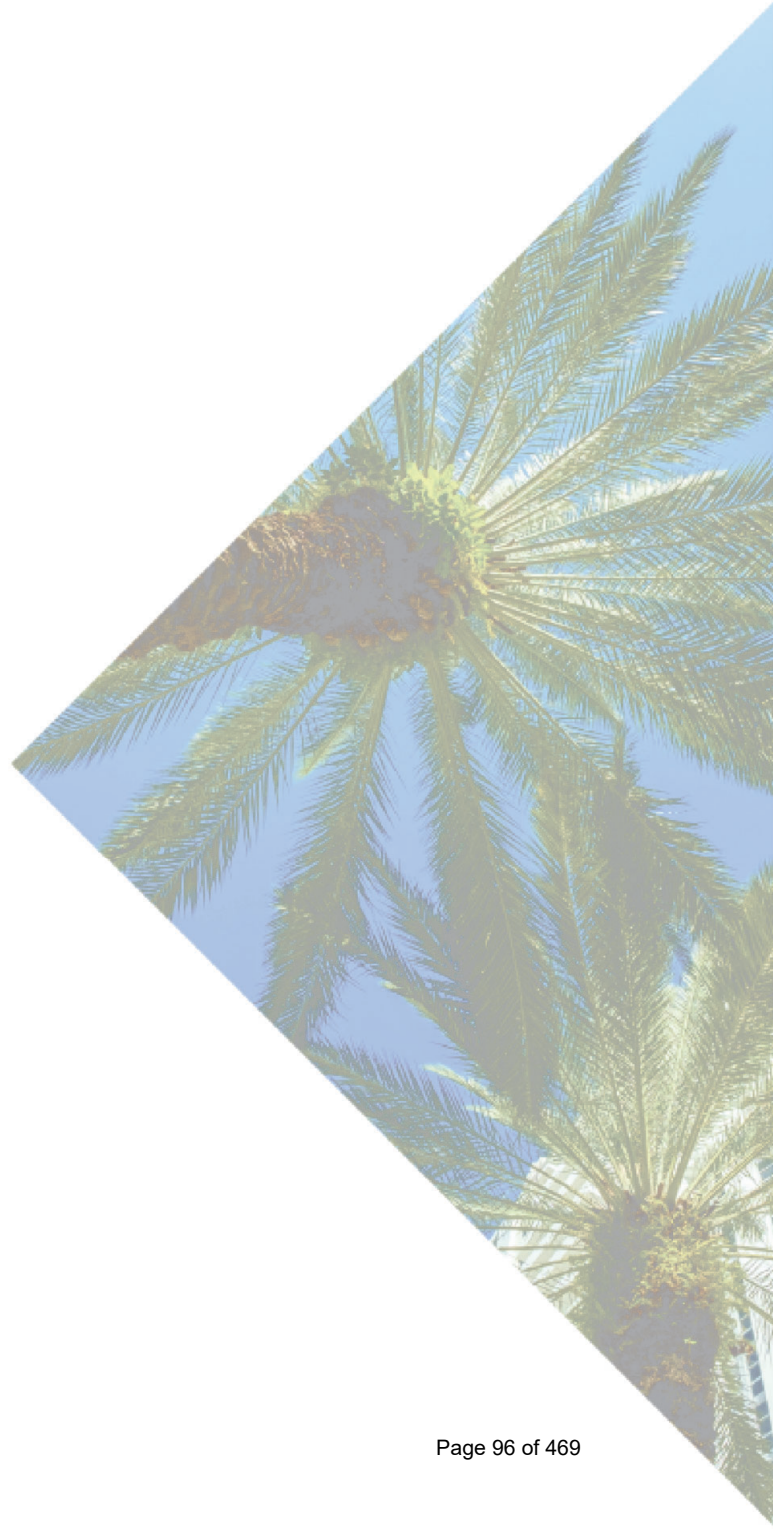
Tab VII - Acceptance of Conditions



Tab VII – Acceptance of Conditions

MSL accepts the terms listed in the RFP and does not have any exceptions or deviations.

Tab VIII - Required Form Submittals



PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Proposal.

Proposer should check off each of the following items as the necessary action is completed:

- ☒ All applicable forms have been signed and included
- ☒ All information as requested in the Proposer's Proposals Form is included.
- ☒ Any addenda have been signed and included.
- ☒ The Proposal will be electronically delivered in time to be received no later than the specified due date of October 27, 2022 and time of 2:00 p.m. Proposal will not be considered otherwise. Electronic responses are the only accepted method of bid response delivery to the City.

MSL, P.A.

Company



Authorized Signature

William Blend, Shareholder

Printed Name & Title

wblend@mslcpa.com

Email

255 S. Orange Ave., Suite 600

Address

Orlando, FL 32801

City, State, Zip Code

(800) 683-5401

Telephone No.

(407) 740-0012

Fax No.

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CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the Proposer, and its employees, officers and/or agents, certifies, and hereby discloses, that, to the best of its knowledge and belief, all relevant facts, concerning past, present or currently planned interest or activity (financial, contractual, organizational or otherwise) which relates to the proposed work and bears on whether the Proposer and/or any of its employees, officers and/or agents, has a possible conflict, have been fully disclosed.

Additionally, the Proposer and its employees, officers and/or agents, agree to immediately notify in writing the City of Mount Dora Purchasing Department, if any actual or potential conflict of interest arises during the solicitation process.

MSL, P.A.

Company

Wm. Blend

Authorized Signature

William Blend, Shareholder

Printed Name & Title

wblend@mslcpa.com

Email

255 S. Orange Ave., Suite 600

Address

Orlando, FL 32801

City, State, Zip Code

(800) 683-5401

Telephone No.

(407) 740-0012

Fax No.

STATE OF FLORIDA

COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or [] online notarization of William Blend, as Shareholder, of MSL, P.A., who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Firm, and who is personally known to me or who produced as identification, and who did/did not take an oath this 20 day of October, 2022.

(stamp)

Lina Mejia
NOTARY PUBLIC



Lina M. Mejia
Comm. #HH072777
Expires: Jan. 9, 2025
Bonded Thru Aaron Notary

DECLARATION STATEMENT

City of Mount Dora
510 North Baker Street
Mount Dora, FL 32757

RE: **RFP NO. 22-FN-009 “Annual Audit Services”**

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFP #22-FN-009 “ANNUAL AUDIT SERVICES.”**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 20 day of October, 2022 in the City of Orlando, in the State of Florida.

MSL, P.A.

Company

Authorized Signature

William Blend, Shareholder

Printed Name & Title

wblend@mslcpa.com

Email

255 S. Orange Ave., Suite 600

Address

Orlando, FL 32801

City, State, Zip Code

(800) 683-5401

Telephone No.

(407) 740-0012

Fax No.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/8/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 340 Jesse Jewell Parkway SE Suite 535 Gainesville GA 30501	CONTACT NAME: Danette Clements PHONE (A/C, No, Ext): 770-533-7590 E-MAIL ADDRESS: Danette_Clements@ajg.com FAX (A/C, No): 877-868-0028
INSURED MSL, P.A. 255 S. Orange Avenue Suite 600 Orlando FL 32801	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity Co of America INSURER B: Travelers Casualty and Surety Company INSURER C: Depositors Insurance Company INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 1835528911**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			3086438245	12/15/2021	12/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			3086438245	12/15/2021	12/15/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			3086438245	12/15/2021	12/15/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	UB3K607654 UB3K609094	3/1/2022 3/1/2022	3/1/2023 3/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

EVIDENCE OF INSURANCE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/31/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Affinity Insurance Services 1100 Virginia Drive, Suite 250 Fort Washington, PA 19034	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Continental Casualty Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	FAX (A/C, No): NAIC # 20443
---	--	--

INSURED
MSL, P.A.
255 S. Orange Avenue, Suite 600
Orlando, FL 32801-3428

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			APL-188063463	07/31/2022	07/31/2023	Per Claim / Aggregate Limit \$5,000,000 \$5,000,000 SIR applies per terms and conditions.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Coverage

CERTIFICATE HOLDER**CANCELLATION**

MSL, P.A.
255 S. Orange Avenue, Suite 600
Orlando, FL 32801-3428

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

☒ YES
☐ NO

MSL, P.A.

Company


Authorized Signature

William Blend, Shareholder

Printed Name & Title

wblend@mslcpa.com

Email

255 S. Orange Ave., Suite 600

Address

Orlando, FL 32801

City, State, Zip Code

(800) 683-5401

Telephone No.

(407) 740-0012

Fax No.

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of Florida

County of Orange

William Blend, being first duly sworn, deposes and says that:

I am the Shareholder of MSL, P.A., (Proposer) which has submitted a Response to City of Mount Dora RFP #22-FN-009.

I am fully informed respecting the preparation and contents of the Response to RFP #22-FN-009, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFP #22-FN-009, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF MOUNT DORA.

The price or prices quoted in the Proposer's Response to RFP #22-FN-009 are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

MSL, P.A.

Company

Wm. Blend

Authorized Signature

William Blend, Shareholder

Printed Name & Title

wblend@mslcpa.com

Email

255 S. Orange Ave., Suite 600

Address

Orlando, FL 32801

City, State, Zip Code

(800) 683-5401

Telephone No.

(407) 740-0012

Fax No.

STATE OF FLORIDA

COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or [] online notarization of William Blend, as Shareholder, of MSL, P.A., who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Firm, and who is personally known to me or who produced as identification, and who did did not take an oath this 20 day of October, 2022.

(stamp)



Lina M. Mejia
Comm. #HH072777
Expires: Jan. 9, 2025
Bonded Thru Aaron Notary

Lina Mejia
NOTARY PUBLIC

ACKNOWLEDGEMENTS
RFP #22-FN-009
"ANNUAL AUDIT SERVICES"

To: City of Mount Dora
510 N. Baker Street
Mount Dora, FL 32757

MSL, P.A.

_____(Proposer) guarantees its Response to RFP #22-FN-009 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Mount Dora unless an extension is granted by the Proposer.

The Contractor, by signing these **RFP** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFP** Document.

Dated this 20 day of October, 2022
(Month) (Year)

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

CORPORATION

By: Wm. Blend / William Blend
(Signature) (Print name)

Address: 255 S. Orange Ave., Suite 600, Orlando, FL 32801

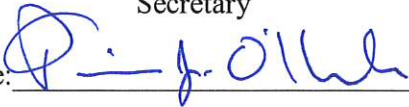
Telephone: (800) 683-5401 Fax: (407) 740-0012

Taxpayer/Employer Identification Number (TIN/EIN): 59-3070669

State of Incorporation: Florida
Corporate President: Kevin Murphy
(Print Name)
Corporate Secretary: Daniel J. O'Keefe
(Print Name)
Corporate Treasurer: Salvatore Furnari
(Print Name)

CORPORATE SEAL

Attest By: Daniel O'Keefe
Secretary

Signature:  Date: October 20, 2022



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CITY OF MOUNT DORA

COMPLIANCE WITH THE PUBLIC RECORDS LAW RFP #22-FN-009

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC

Upon award, recommendation, or ten (10) days after opening, submittals become a "public record" and shall be subject to public disclosure consistent with Florida Statutes, Chapter 119. Proposers must clearly mark information within a Response which is exempt from disclosure under Florida law, and must state the reasons why such exclusion from public disclosure is permitted. To the extent any protected information is submitted to the City, it must be submitted in a separate envelope marked accordingly.

The Proposer agrees that it will fully defend the City in any cause of action or litigation associated with non-disclosure of that information identified by the Proposer as exempt under Florida's public records law. It is understood and agreed by the Proposer that in the event the Proposer fails to defend the City in any such litigation, the City may take such action as it deems necessary in order to avoid a third-party cause of action, including disclosure of the information. In such an event, the Proposer shall hold the City harmless and free of any liability.

Company Name: MSL, P.A.

Authorized representative (printed): William Blend

Authorized representative (signature): *Wm. Blend*

STATE OF FLORIDA

COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or [] online notarization of William Blend, as Shareholder, of MSL, P.A., who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Firm, and who is personally known to me or who produced as identification, and who did/did not take an oath this 20 day of October, 2022.

(stamp)



Lina M. Mejia
Comm. # HH072777
Expires: Jan. 9, 2025
Bonded Thru Aaron Notary

Lina Mejia
NOTARY PUBLIC

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Mount Dora by: William Blend _____ [NAME] as the Shareholder _____ [TITLE] of MSL, P.A. _____ [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 59-3070669.
2. I understand that a “public entity crime” as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF MOUNT DORA IS FOR THE CITY OF MOUNT DORA ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF MOUNT DORA PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Wm. Blend

(Signature)

STATE OF FLORIDA

COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or [] online notarization of William Blend, as Shareholder, of MSL, P.A., who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Firm, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this 20 day of October, 2022.

(stamp)

Lina M. Mejia

NOTARY PUBLIC



Lina M. Mejia
Comm. #HH072777
Expires: Jan. 9, 2025
Bonded Thru Aaron Notary

FIRM INFORMATION

Firm is a:

- (X) Corporation
() Partnership
() Sole Proprietorship
() Other _____ (Explain)

Federal Employer Identification Number: 59-3070669

Firm Name: MSL, P.A.

Mailing Address: 255 S. Orange Ave., Suite 600, Orlando, FL 32801

Telephone No.: (800) 683-5401 Fax No.: (407) 740-0012

Email Address: wblend@mslcpa.com Web Address: www.mslcpa.com

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

Submitted by: Wm. Blend

Name & Title Printed: William Blend, Shareholder

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. MSL, P.A.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. 255 S. Orange Ave., Suite 600 6 City, state, and ZIP code Orlando, FL 32801 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-						
or									
Employer identification number									
5	9	-	3	0	7	0	6	6	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Robert J. Turner, COO</i>	Date ► <i>10/26/22</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

RFP # 22-FN-009
“ANNUAL AUDIT SERVICES”
CITY OF MOUNT DORA

ADDENDUM #1

To All Plan Holders:

The following changes, clarification and additions are hereby made part of the **RFP #22-FN-009 “ANNUAL AUDIT SERVICES”** for the above as fully and completely as if the same were fully set forth therein.

~~~~~

**PLEASE BE ADVISED OF THE FOLLOWING QUESTIONS AND ANSWERS:**

**Q1.** What was the fee last for last year’s audit?

**A1. The cost of the last audit(s) is broken down as follows:**

|                                                 |                 |
|-------------------------------------------------|-----------------|
| <b>Audited Financials</b>                       | <b>\$70,500</b> |
| <b>Assistance with MDA, Pensions &amp; OPEB</b> | <b>1,000</b>    |
| <b>Performance of State Single Audit</b>        | <b>3,000</b>    |
| <b>CRA Audit</b>                                | <b>5,000</b>    |
| <b>NECRA Audit</b>                              | <b>5,000</b>    |

**Q2.** Did last year’s audit include the same scope as what is in this year’s RFP, or are there additional audit requirements this year?

**A2. There is no change to the scope of services.**

**Q3.** Page 16 of the RFP specifies that the selection committee will be comprised of 5 members, including on council member and one person from the community. Does that mean that the City intends to have 3 employees on the committee?

**A3. There are no voting/scoring staff members on the committee. We will have one non-voting/non-scoring staff member who will be present in an advisory position only.**

**Q4.** What was the fee in the previous year?

**A4. See A1 above.**

**Q5.** Were there additional services not mentioned in the bid?

**A5. See A2 above.**

**Q6.** What is the make-up of the committee/who are the members?

**A6. See A3 above.**

(Continues on Next Page)

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Signature acknowledges receipt and understanding of this addendum.



William Blend, Shareholder

\_\_\_\_\_  
Name/Title

October 20, 2022

\_\_\_\_\_  
Date

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**RFP # 22-FN-009**  
**“ANNUAL AUDIT SERVICES”**  
**CITY OF MOUNT DORA**

**ADDENDUM #2**

To All Plan Holders:

The following changes, clarification and additions are hereby made part of the **RFP #22-FN-009 “ANNUAL AUDIT SERVICES”** for the above as fully and completely as if the same were fully set forth therein.

~~~~~

PLEASE BE ADVISED OF THE FOLLOWING TWO CLARIFICATIONS:

On Page 21, Section K, Response Format; Tab VI – Client Listing (References).

#1 Current language for the first bullet reads as:

- **On a scale of 1-10, with 10 being very dissatisfied and five exceeding your every expectation, how satisfied were you with the firm’s performance?**

Language for the first bullet now reads as:

- **On a scale of 1-5, with one (1) being very dissatisfied and five (5) exceeding your every expectation, how satisfied were you with the firm’s performance?**

#2 Additional language under the referenced Tab VI currently reads as:

A uniform sample of references will be checked for each Proposer. Proposers will be scored by the referred agency on **a scale of 1 to 10, with 10 being the highest possible score**. This score will be used in determining the score to be given to the “past performance” evaluation factor for each proposal.

Additional language under the referenced Tab VI now reads as:

A uniform sample of references will be checked for each Proposer. Proposers will be scored by the referred agency on **a scale of 1 to 5, with 5 being the highest possible score**. This score will be used in determining the score to be given to the “past performance” evaluation factor for each proposal.

All other language under Section K, Tab VI remains unchanged.

(continues on the next page)

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~~~~~

Signature acknowledges receipt and understanding of this addendum.



William Blend, Shareholder

Name/Title

October 20, 2022

Date

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PROPOSAL PRICING FORM – CITY ONLY

**RFP #22-FN-009
“Annual Audit Services”**

Therefore, the undersigned, hereinafter called “Proposer” hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the scope of services herein, propose for the Annual Audit Services being requested.

City Annual Audit:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$ 73,000	\$ 75,000	\$ 78,000	\$ 81,000	\$ 84,000
Single Audit (if needed)	\$ 3,500	\$ 3,500	\$ 3,750	\$ 3,750	\$ 3,750
Subtotal	\$ 76,500	\$ 78,500	\$ 81,750	\$ 84,750	\$ 87,750
Total (Annual & Single Audits for all years combined)			\$ 409,250		

Total (Written): Four Hundred Nine Thousand Two Hundred Fifty

The undersigned, as Proposer, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and has examined the RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this Proposal is accepted, to contract with the City of Mount Dora in the form of an Agreement, to furnish all necessary materials, equipment, transportation, labor and service necessary to complete the work covered by the Proposal and Agreement Documents for this work. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Proposer agrees to supply the products and services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Proposal and the associated Agreement.” Proposer further agrees the City shall compensate Proposer at the pricing shown above for work actually performed.

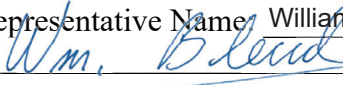
Firm Name: MSL, P.A.

Address: 255 S. Orange Ave., Suite 600, Orlando, FL 32801

Telephone Number: (800) 683-5401

Contact Email Address: wblend@mslcpa.com

Company Authorized Representative Name: William Blend

Signature/Date:  October 20, 2022

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

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PROPOSAL PRICING FORM – CRA ONLY

**RFP #22-FN-009
“Annual Audit Services”**

Therefore, the undersigned, hereinafter called “Proposer” hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the scope of services herein, propose for the Annual Audit Services being requested.

CRA Annual Audit:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Single Audit (if requested)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total (Annual & Single Audits for all years combined)			\$ 25,000		

Total (written): Twenty Five Thousand

The undersigned, as Proposer, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and has examined the RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this Proposal is accepted, to contract with the City of Mount Dora in the form of an Agreement, to furnish all necessary materials, equipment, transportation, labor and service necessary to complete the work covered by the Proposal and Agreement Documents for this work. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Proposer agrees to supply the products and services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Proposal and the associated Agreement.” Proposer further agrees the City shall compensate Proposer at the pricing shown above for work actually performed.

Firm Name: MSL, P.A.

Address: 255 S. Orange Ave., Suite 600, Orlando, FL 32801

Telephone Number: (800) 683-5401

Contact Email Address: wblend@mslcpa.com

Company Authorized Representative Name: William Blend

Signature/Date:  / October 20, 2022

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

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PROPOSAL PRICING FORM - NORTHEAST CRA ONLY

**RFP #22-FN-009
“Annual Audit Services”**

Therefore, the undersigned, hereinafter called “Proposer” hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the scope of services herein, propose for the Annual Audit Services being requested.

Northeast CRA Annual Audit:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Single Audit (if requested)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total (Annual & Single Audits for all years combined)			\$ 25,000		

Total (written): Twenty Five Thousand

The undersigned, as Proposer, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and has examined the RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this Proposal is accepted, to contract with the City of Mount Dora in the form of an Agreement, to furnish all necessary materials, equipment, transportation, labor and service necessary to complete the work covered by the Proposal and Agreement Documents for this work. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Proposer agrees to supply the products and services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Proposal and the associated Agreement.” Proposer further agrees the City shall compensate Proposer at the pricing shown above for work actually performed.

Firm Name: MSL, P.A.
Address: 255 S. Orange Ave., Suite 600, Orlando, FL 32801
Telephone Number: (800) 683-5401
Contact Email Address: wblend@mslcpa.com

Company Authorized Representative Name: William Blend

Signature/Date:  / October 20, 2022

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

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COMBINED
PROPOSAL PRICING FORM
CITY, CRA & NORTHEAST CRA

RFP #22-FN-009
“Annual Audit Services”

Therefore, the undersigned, hereinafter called “Proposer” hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the scope of services herein, propose for the Annual Audit Services being requested. **Grand Total amount listed on this form will be utilized for the scoring of price.**

City Annual Audit(s) Only:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$ 73,000	\$ 75,000	\$ 78,000	\$ 81,000	\$ 84,000
Single Audit (if requested)	\$ 3,500	\$ 3,500	\$ 3,750	\$ 3,750	\$ 3,750
Total (annual & single audits for all years combined)			\$ 409,250		

CRA Annual Audit(s) Only:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Single Audit (if requested)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total (annual & single audits for all years combined)			\$ 25,000		

Northeast CRA Annual Audit(s) Only:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Single Audit (if requested)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total (annual & single audits for all years combined)			\$ 25,000		

City/CRA/Northeast CRA Audit(s) Combined:

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Each Year (All Audits Types Citywide)	\$ 86,500	\$ 88,500	\$ 91,750	\$ 94,750	\$ 97,750
Grand Total (Combined Total for all audits types - all 5 years)	\$ 459,250				

Grand Total (Written): Four Hundred Fifty Nine Thousand Two Hundred Fifty _____

The undersigned, as Proposer, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and has examined the RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this Proposal is accepted, to contract with the City of Mount Dora in the form of an Agreement, to furnish all necessary materials, equipment, transportation, labor and service necessary to complete the work covered by the Proposal and Agreement Documents for this work. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Proposer agrees to supply the products and services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Proposal and the associated Agreement.” Proposer further agrees the City shall compensate Proposer at the pricing shown above for work actually performed.

Firm Name: MSL, P.A.

Address: 255 S. Orange Ave., Suite 600, Orlando, FL 32801

Telephone Number: (800) 683-5401

Contact Email Address: wblend@mslcpa.com

Company Authorized Representative Name: William Blend

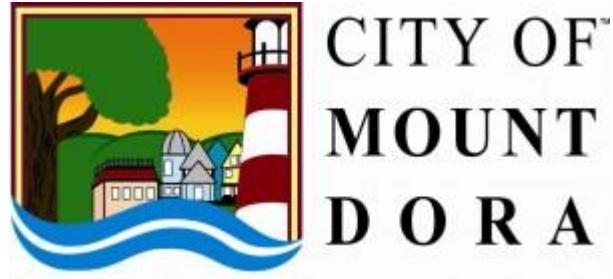
Signature/Date:  / October 20, 2022

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

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Request for Proposals

NUMBER
RFP #22-FN-009



City of Mount Dora ANNUAL AUDIT SERVICES

Marilyn Douglas, NIGP-CPP, CPPO
Purchasing Manager

LEGAL NOTICE

The City of Mount Dora is accepting electronic responses only for sealed Request for Proposals, RFP# 22-FN-009 to provide a professional “Annual Audit Services.” Responses will be received until 2:00 p.m. on October 27, 2022.

RFP# 22-FN-009 “Annual Audit Services”

A pre-proposal meeting is not applicable to this solicitation.

All meetings, unless noted otherwise, will be held via electronic meeting format. Please be advised that dates and times, are subject to change and updates posted on the City of Mount Dora’s website at www.cityofmounddora.com, on www.demandstar.com and in the lobby of City Hall.

This Public Notice has also been posted as follows: www.cityofmounddora.com, www.demandstar.com and in the Lobby of City Hall.

The City of Mount Dora does not discriminate based on age, race, color, sex, religion, national origin, disability or marital status.

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Electronic responses will be the only method allowed for Proposers to respond to this solicitation. **Electronic responses are to be provided via DemandStar only.** All submittals must be compatible with Microsoft Office 2007. Bidding will be done through a secure locked box. Proposers can only view/submit their Bid and will not have access to any other Proposer's submittals. The Proposer's Bid may be changed at the Proposer's discretion until the due date and time have been reached at which time the Proposer will no longer change or have access to the electronic bid submittal. The City will then open the Bids. Proposers who are bidding for the first time are strongly encouraged to contact DemandStar by e-mailing questions to DemandStar at www.demandstar.com. All bids must be received by the date and time specified above, when they will be opened, via computer, and publicly read aloud. The bid time shall be scrupulously observed. The City shall not be responsible for delays or internet outages caused by any occurrence. The City website does not accommodate electronic responses to bids. Receipt of a bid in any other form does not satisfy this requirement. No exceptions will be made.

If you have obtained this document from a source other than directly from DemandStar by Onvia.com you are not on record as a plan holder. The Purchasing Department takes no responsibility to provide Addenda to parties not listed as plan holders. The Proposer is responsible for verifying they have received all Bid Addenda.

CAUTION: Proposers should take caution that the City is not responsible for any power outages or internet failures. It is suggested that you upload your response in adequate time to assure that it will post on the day prior to the closing date.

1) INTRODUCTION/OVERVIEW

A) Purpose/Objective

The auditor selection process is governed by the provisions of Chapter 10.550 Rules of the Auditor General as well as Florida Statutes, Section 218.391, as amended by the provisions of Chapter 2019-15, Laws of Florida.

The City of Mount Dora has issued this Request for Proposal (hereinafter, "**RFP**"), as a joint solicitation on behalf of the City, the Community Redevelopment Area (CRA) and the Northeast Community Redevelopment Area (Northeast CRA), with the sole purpose and intent of obtaining proposals from interested and qualified firms offering to provide **ANNUAL AUDIT SERVICES**, in accordance with the specifications stated and/or attached herein/hereto. The City desires to contract with one successful proposer to provide annual audit services for the City, CRA and Northeast CRA. The successful proposer will hereinafter be referred to as the "Firm".

If awarded, a contract to provide these services will be effective on the date contract is approved by the City of Mount Dora, City Council (herein after, the "Council"), signed by all required parties and filed with the City Clerk.

As is more fully explained in Section "6L" of this **RFP**, an award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors set forth in this **RFP**. The City will not use any other factors or criteria in the evaluation of the proposals received.

B) Background

The City serves an area of 12.26 square miles with a population of approximately 17,129. The City's fiscal year begins on October 1st and ends on September 30th. The Finance Department maintains the funds and accounts of the City. The Finance Department is responsible for the custody and accounting of funds in each department.

The City has 218 full-time employees budgeted for FY21. In addition to the full-time employees, the FY21 budget includes 26 part-time positions and 75 seasonal positions. The City's workforce consists of administrative, professional, and clerical staff, police officers, firefighters, building and permitting, recreation and parks personnel and electric lineman. The normal workweek is 40 hours with the exception of Police and Fire. The City provides a full range of services to include police and fire protection; the construction and maintenance of streets, sidewalks, parks, and storm water; electric utility and other infrastructure; engineering; planning and community development; code enforcement; general administration and support services; and recreational and cultural events.

The City provides health insurance benefits on a self-insured basis. Other benefits include vision, dental, life insurance, retirement programs, leave programs and other programs. Plan details are available.

On average the City currently processes the following each year:

Paper Checks – 3700; EFT – 1500; ACH – 800. Total annual average is 6,050 transactions.

The total number of W-2's issued for last year was 394. A breakdown of full time vs part time is not available.

More detailed information on the government and its finances can be found in the City of Mount Dora's Annual Comprehensive Financial Report (ACFR) for fiscal year 2020-2021 and in the City's Annual Budget for fiscal year 2021-2022. Copies of these documents may be viewed on www.cityofmoundora.com. The City of Mount Dora is exempt from any and all state, local and federal taxes.

Fund Structure

The City uses the following fund types in its financial reporting (as of September 30, 2021):

- General fund
- Special revenue funds
- Debt service funds
- Capital projects funds
- Enterprise funds
- Internal service funds
- Trust and Agency funds

The City has a total of thirty-four (34) funds but only twenty-eight (28) are budgeted. See Exhibit "A" for a list of Funds with rounded budget numbers for the 2021-2022 Fiscal Year.

Budgetary Basis

The City prepares its budgets on a basis consistent with generally accepted accounting principles except as explained in Note I, Summary of Significant Accounting Policies and Note III A, Budgetary Information, of the 2021 Annual Comprehensive Financial Report.

Federal and State Financial Assistance

The City reached the threshold for Federal or State Single Audit requirements for Fiscal Year 2021 and requires the single audit requirements. We feel that this will continue for Fiscal Years Ended 2022, 2023 and 2024. A copy of the most recent report can be viewed on www.cityofmounddora.com.

Pension Plans

The City sponsors defined benefit and defined contribution pension plan for its employees.

Reporting Entity

The City was originally incorporated under general law on March 25, 1910. The City became the City of Mount Dora and incorporated in 1953 as a political subdivision of the State of Florida. On September 17, 1991, the City adopted its current charter by Ordinance Number 91-585 and a municipal corporation with a seven-member Council, including a Mayor and Vice-Mayor. The registered voters of the City elect the Mayor and Council. The Council appoints the City Manager, who in turn performs as the administrator of the everyday operations of the City. The City provides a full range of municipal services as directed by the City Charter including general government, public safety, public improvements, planning and zoning, water and sewer service, sanitation collection, a recycling program, a storm water management utility program, and related general and administrative services to its residents.

The City established the Community Redevelopment Agency and the Northeast Community Redevelopment Agency as component units of the City. The City Council is the governing body for both agencies.

C) Inquiries

Direct questions related to this **RFP** to Marilyn Douglas, Purchasing Manager, and submit such questions in writing to: douglasm@cityofmounddora.com. Please include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly.

Proposers must clearly understand that the only official answer or position of the City will be the one stated in writing from douglasm@cityofmounddora.com. All questions asked, along with the answers rendered will be electronically distributed to firms registered for this solicitation and additionally posted on the City website (www.cityofmounddora.com) and on DemandStar (www.demandstar.com).

D) Method of Source Selection

The City is using the Competitive Sealed Proposals methodology of source selection for this procurement, as authorized by Resolution 2021-107 establishing and adopting the City Purchasing Policy. Each Proposal will be reviewed to determine if the Proposal is responsive to the **RFP**. Proposals deemed to be non-responsive may be rejected without being evaluated by the Selection Committee selected by the City Council, which shall be comprised of a minimum of three (3) members and always an odd number of members. The committee will make a recommendation to the City Council who will make the final selection(s). A responsive Proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. Poor formatting, poor documentation, incomplete or unclear information may be considered substandard submissions and may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this **RFP** do so at their own risk.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

E) Pre-bid Conference

☒ A pre-proposal conference is not applicable for this solicitation.

A ☐ non-mandatory ☐ mandatory pre-bid conference will be held on _____, commencing promptly at _____, and will be held in the Council Chambers, 510 North Baker Street, Mount Dora, Florida 32757. If this pre-bid conference is denoted as “mandatory”, prospective proposers must be present in order to submit a bid response.

F) Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the **RFP** process.

Event	Date
Issue RFP Notice	September 26, 2022
Last Date for Receipt of Written Questions	October 10, 2022 @ 4:00pm
Addendum Issued (If Applicable)	October 13, 2022
Proposals Opening Date	October 27, 2022 @ 2:00pm (ZOOM-see Exhibit “B”)
Auditor Selection Committee to shortlist	November 9, 2022 @ 3:00 p.m. (In Person)
Shortlisted Firm Presentations (if requested)	November 29, 2022 9:00am – 11:45 am (In Person)
Auditor Selection Committee to Recommend	November 29, 2022 12:00 pm (In Person)
Notice of Recommendation	November 29, 2022
City Council Approval	December 20, 2022

2) GENERAL DESCRIPTION - SCOPE OF SERVICES

Scope of Services

Proposers, at a minimum, must achieve the requirements of the Specifications or Scope of Work stated herein. Additionally, Proposers may also propose alternate solutions to achieve the requirements of the Scope of Work.

Constraints on the Firm include:

- To meet the requirements of this Request for Proposals (RFP), the audit shall be performed in accordance with:
 - a. Statements issued and adopted by the Governmental Accounting Standards Board;
 - b. The standards set forth for financial audits in the U.S. General Accounting Office's (GAO), Government Auditing Standards (1988), as amended;
 - c. The provisions of the Federal Single Audit Act, as amended;
 - d. Office of Management and Budget (OMB), 2CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Super Circular"), as amended;
 - e. Laws of Florida, Chapter 2019-15;
 - f. Florida Statutes Section 218.39 and and/or any other applicable Statutes, as amended;
 - g. State of Florida Department of Banking and Financial Regulations, as amended;
 - h. Rules adopted by the State of Florida Auditor General, Chapter 10.550, for form and content of local governmental entity audits, as amended;
 - i. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA), as amended;
 - j. Audits of State and Local Governmental Units (Revised) – AICPA Audit and Accounting Guide, as amended; and
 - k. Any other applicable Federal, State and/or local laws or regulations as amended.
- All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, without charge, to any federal or state agency upon request.
- The firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.
- Firm must have knowledge of accounting standards pertaining to electric utilities including, but not limited to, deferred fuel accounting.
- The firm should provide an affirmative statement that it is independent of the City, including each City Officer, as defined by the U.S. Government Accountability Office's Government Auditing Standards. In addition, the firm shall give the City written notice of any professional relationships entered into during the period of this agreement.

Firm's Assigned Personnel Requirements Include:

- The City desires the assigned auditor personnel to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting

principles.

- A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk ("Management Letter")
- A report on compliance with applicable laws, regulations and bond covenants
- An "in-relation-to" report on the schedule of federal and state financial assistance if applicable.
- A report on compliance with laws and regulations related to major and non-major federal and state financial assistance programs. This report should include an opinion on compliance with specific and general requirements applicable to major federal and state financial assistance programs and a report on compliance with laws and regulation applicable to non-major financial assistance program transactions tested if applicable.
- Review of the Statistical and Secondary Market Disclosure schedules provided by the City for inclusion in the statistical section of the ACFR. These schedules are not to be audited.
- In accordance with section 218.32, F.S., the auditor is required to review the Annual Financial Report to the Department of Financial Services.
- The auditor will be required to prepare the entity-wide and individual financial statements and notes for the City. Also, the federal and state financial assistance schedule if applicable. The Finance Department will prepare the remaining portions of the ACFR.
- The partner-in-charge will be required to attend at least one public meeting for discussion of the audit report.
- Firm personnel, as appropriate, will respond to questions presented by City Finance staff, City Budget staff or City Manager throughout each year of the Agreement.
- Firm will identify a single point of contact for the City of Mount Dora to facilitate responses to questions from City staff and management.

Reporting requirements include:

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
- A report on compliance with applicable laws and regulations.
- A report on the internal control structure used in administering federal, state, and local financial assistant programs.

- A report on the compliance with laws and regulations related to major and non-major federal, state, and local financial assistance programs. These reports should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal and state financial assistance program transactions tested.
- A report on the fair presentation of Supplementary Information Schedules of Federal, State, and Local financial assistance in relation to the City's financial statements taken as a whole.
- Any other attestations as may be required by Florida Statutes or Florida Administrative Code.
- Management letters for the City with required elements as required by the Rules of the Auditor General.
- The auditor shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware. Such report shall be made to the City Manager responsible for the operations of the City being audited and to the Finance Director.
- The auditors shall assure themselves that the City is informed of each of the following:
 - The auditor's responsibility under generally accepted auditing standards
 - Significant accounting policies
 - Management judgments and accounting estimates
 - Significant audit adjustments
 - Other information in documents containing audited financial statements
 - Disagreements with management
 - Management consultation with other accountants
 - Major issues discussed with management prior to retention
 - Difficulties encountered in performing the audit

Firm's Responsibilities/Requirements

It shall be understood and agreed that a firm submitting a proposal shall meet the following responsibilities/requirements:

- The firm must have been established as a legal entity in the State of Florida and have performed continuous CPA services for a minimum of five (5) years.
- An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida.
- The firm must also be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.
- The firm must meet the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (the Yellow Book) and Laws and Rules of Florida Board of Accountancy, Chapters 455 and 473, Florida Statutes (F.S.), and Florida Administrative Code.

- Firm must assign a team of experienced and knowledgeable personnel to the City of Mount Dora account. The assigned personnel shall include at least one individual with knowledge of accounting standards pertaining to electric utilities including, but not limited to, deferred fuel accounting. Once assigned any changes to the assigned team must be approved, in advance, by the City of Mount Dora.

Time Requirements

Date Audit May Commence: Interim audit work may be commenced at any date after the execution of the contract between the parties. However, interim work shall not be performed during the month of September unless agreed to by the Director of Finance.

Proposed Audit Time Line: The below schedule is for the 2021-2022 audit and may change slightly. The dates listed will apply for subsequent contract years but may still change slightly each year. The firm shall schedule its audit work to perform a substantial portion prior to year-end.

Timeline	Action
September 30, 2022	Fiscal year end
Early December 2022	Interim work
December 31, 2022	Books are closed and the general ledger is provided to the independent auditor; field work begins
January 30, 2023	Field work complete
February 15, 2023	First draft of City financial statements is provided to the City
February 20, 2023	Comments provided by City regarding draft of financial statements
February 25, 2023	Final financial statements provided to City
March 12, 2023	Commence ACFR printing, conduct exit conference
April 17, 2023	Presentation of ACFR to the Council

Date Final Report is Due: The Finance Director oversees preparation of MD&A, and all required supplementary schedules and statistical data. These will be available to audit by February 15, 2023. The auditor shall provide all recommendations, revisions and suggestions for improvement to the Finance Director by February 25, 2023.

The Finance Department will provide a draft report as expeditiously as possible. Once all issues for discussion are resolved, the final signed report shall be delivered to the Finance Director within ten working days. It is anticipated that this process will be completed and the final report delivered by March 9, 2023. Subsequent year's reporting schedules will be determined by the Finance Director and independent auditor preceding the engagement year.

The final report (in electronic format) and one (1) signed copy should be delivered to:

Finance Director
City of Mount Dora
510 N. Baker Street
Mount Dora, Florida 32757

City responsibilities include:

- The City will send its ACFR to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. It is expected that the auditor will provide any special assistance necessary to ensure the City continues to meet the requirements of that program.
- The City may prepare one or more official statements in connection with the sale of debt securities, which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."
- The schedule of federal financial assistance and related auditor's report, as well as the reports on the internal control structure and compliance are to be issued as part of the ACFR.
- The Finance Department and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the Finance Department.
- The City will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to the internet, telephone and copier.
- ACFR report preparation, editing and printing shall be the responsibility of the Finance Department.

3) CITY'S RIGHT TO INSPECT

The City or its authorized Agent shall have the right to inspect the Contractor files to determine the status of work on this project.

4) TERMS AND CONDITIONS OF CONTRACT

A contract/agreement resulting from this **RFP** shall be subject to the terms and conditions set forth in a City Contract and any terms and conditions included in this **RFP**. The City reserves the right to include in any contract document such terms and conditions, as it deems necessary for the proper protection of the rights of the City. The City will not be obligated to sign any contracts, agreements or other documents provided by the Contractor with their submittal.

The contract term will be for the period of fiscal years 2022, 2023, and 2024. Additionally, by mutual agreement and funding availability, the contract may be renewed for the fiscal years of 2025 and 2026.

The term of an Agreement shall be for an initial period of three (3) years effective with the date of the last signer of the Agreement. There will be two (2) one-year renewal periods upon mutual written agreement, unless either party provides a written notice of non-renewal at no less than 120 days prior to renewal date (Agreement anniversary date).

5) GENERAL TERMS AND CONDITIONS

A) Licenses

The Contractor is required to possess the correct occupational license, professional license, and any other authorizations necessary to carry out and perform the work required by the project pursuant to all applicable Federal, State and Local Law, Statute, Ordinances, and rules and regulations of any kind.

If required and/or requested, copies of the required licenses must be submitted with the proposal response indicating that the entity proposing, as well as the team assigned to the City account, are properly licensed to perform the activities or work included in the contract documents. A Contractor, with an office within the City is also required to have a business tax receipt.

If you have questions regarding required professional licenses and Business Tax Receipt, contact the Finance Department at (352) 735-7120.

B) Principals/Collusion

By submission of this Proposal, the undersigned, as Proposer, does declare that the only person or persons interested in this Proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this Proposal or in the contract to be entered into; that this Proposal is made without connection with any person, company or parties making a Proposal, and that it is in all respects fair and in good faith without collusion or fraud.

C) Taxes

The City is exempt from Federal Excise and State of Florida Sales Tax.

D) Relation of City

It is the intent of the parties hereto that the Contractor shall be legally considered an independent Contractor, and that neither the Contractor nor their employees shall, under any circumstances, be considered employees or agents of the City, and that the City shall be at no time legally responsible for any negligence on the part of said Contractor, their employees or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

E) Term Contracts

If funds are not appropriated for continuance of a term contract to completion, cancellation will be accepted by this Contractor on thirty (30) days prior written notice.

F) Termination

Should the Contractor be found to have failed to perform his services in a manner satisfactory to the City, the City may terminate this Agreement immediately for cause; further the City may terminate this Agreement for convenience with a thirty (30) day written notice. The City shall be sole judge of non-performance.

G) Liability

The Contractor will not be held responsible for failure to complete contract due to causes beyond its control, including, but not limited to, work stoppage, fires, civil disobedience, riots, rebellions, Acts of Nature and similar occurrences making performance impossible or illegal.

H) Assignment

The Contractor(s) shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all of its rights, or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

I) Lobbying

All firms are hereby placed on **NOTICE** that the City does not wish to be lobbied, either individually or collectively about a matter for which a firm has submitted a Proposal.

Firms and their agents are not to contact members of the City Council for such purposes as meeting or introduction, luncheons, dinners, etc. During the process, **from time of Solicitation Advertisement to final Council Approval**, no firm or their agent shall contact any other employee of the City in reference to this RFP, with the exception of the Finance Director or his designee(s). Failure to abide by this provision may serve as grounds for disqualification for award of this contract to the firm.

J) Single Proposal

Each Proposer must submit, with their bid, the required signed contract/agreement and all forms included in this **RFP**. Only **one** bid from a legal entity as a primary will be considered. A legal entity that submits a bid as a primary or as part of a partnership or joint venture submitting as primary may not then act as a sub-Contractor to any other firm submitting under the same **RFP**.

If a legal entity is not submitting as a primary, or, that legal entity may not act as a sub-Contractor to any other firm or firms submitting under the same **RFP** nor act as part of a partnership or joint venture to the primary. All submittals in violation of this requirement will be deemed non-responsive and rejected from further consideration.

K) Protest Procedures

Any appeal or protest to the Request for Proposal shall be governed by the City of Mount Dora's Purchasing Policy.

L) Public Entity Crime

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid/proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids/proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, sub-Contractor, or Contractor under a contract with any

public entity; and may not transact business with any public entity for a period of 36 months following the date of being placed on the convicted vendor list.

M) Conflict of Interest

Proposer shall complete the Conflict of Interest Affidavit included in this **RFP** document. Disclosure of any potential or actual conflict of interest is subject to City staff review and does not in and of itself disqualify a firm from consideration.

These disclosures are intended to identify and or preclude conflict of interest situations during contract selection and execution.

N) Prohibition of Gifts to City Employees

No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any City employee, as set forth in Chapter 112, Part III, Florida Statutes, the current City Ethics Ordinance, and City Administrative Policy. Violation of this provision may result in one or more of the following consequences: a. Prohibition by the individual, firm, and/or any employee of the firm from contact with City staff for a specified period of time; b. Prohibition by the individual and/or firm from doing business with the City for a specified period of time, including but not limited to: submitting bids, **RFP's**, and/or quotes; and, c. immediate termination of any contract held by the individual and/or firm for cause.

O) Immigration Reform and Control Act

Proposer acknowledges, and without exception or stipulation, any firm(s) receiving an award shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et seq. and regulations relating thereto, as either may be amended. Failure by the awarded firm(s) to comply with the laws referenced herein shall constitute a breach of the award agreement and the City shall have the discretion to unilaterally terminate said agreement immediately.

P) Billing Instructions – Awarded Professional Contractors

Invoices, unless otherwise indicated, must show Work Order or Purchase Order numbers and shall be submitted in to the City of Mount Dora, 510 North Baker Street, Mount Dora, FL 32757. Specific format of the invoice shall be worked out between the City and the Contactor prior to the first invoice being submitted. Payment shall be made in accordance with the Florida Prompt Payment Act, as amended from time to time.

6) INSTRUCTIONS FOR BID

A) Compliance with the RFP

Proposals must be in strict compliance with this **RFP**. Failure to comply with all provisions of the **RFP** may result in disqualification of the Proposal.

B) Acknowledgment of Insurance Requirements

By signing the Insurance Requirements included in this **RFP**, Proposer acknowledges these conditions include Insurance Requirements.

It should be noted by the Proposer that, in order to meet the City's requirements, there may be additional insurance costs to the Proposer's firm. It is, therefore, imperative that the proposer discuss these requirements with the Proposer's insurance agent, as noted on the Insurance Check List, so that allowances for any additional costs can be made by the Proposer.

The Proposer's obligation under this provision shall not be limited in any way by the agreed upon contract price, or the Proposer's limit of, or lack of, sufficient insurance protection.

Proposer also understands that the evidence of required insurance may be required within five (5) business days following notification of its offer being accepted; otherwise, the City may rescind its acceptance of the Proposer's bid.

The specific insurance requirements for this solicitation are included as part of this solicitation.

C) Acknowledgment of Bonding Requirements

By signing its bid, and if applicable, Proposer acknowledges that it has read and understands the bonding requirements for this bid. Requirements for this solicitation are checked.

☒ Not Applicable

☐ Bid Bond: Shall be submitted with bid response in the most recent form of an AIA document 310.

The Bid Bond shall be retained by the City as liquidated damages if the successful Proposer fails to execute and deliver to the City the unaltered contract, or fails to deliver any required Performance and Payment Bonds or Certificates of Insurance, all within twenty-one (21) calendar days after receipt of the Notice of Selection for Award. Bid Bonds shall be executed by a corporate surety licensed under the laws of the State of Florida to execute such bonds, with conditions that the surety will, upon demand, forthwith make payment to the City upon said bond. The Bid Bonds of the three (3) highest ranked Proposers shall be held until the contract has been executed by the successful Proposer and same has been delivered to the City together with the required bonds and insurance. No bids including alternates shall be withdrawn within one hundred and eighty (180) days after the bid closing date thereof. If a bid is not accepted within said time period it shall be deemed rejected. In the event that the City awards the contract prior to the expiration of the one hundred and eighty (180) day period without selecting any or all alternates, the City shall retain the right to subsequently award to the successful Proposer said alternates at a later time and approved by the Finance Director or designee, and the successful Proposer.

☐ Performance and Payment Bonds: For projects in excess of \$200,000, bonds shall be submitted with the executed contract by Proposers receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award. The Performance and Payment Bonds shall be underwritten by a surety authorized to do business in the State of Florida and

otherwise acceptable to Owner; provided, however, the surety shall be rated as “A-“ or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.

Should the contract amount be less than \$500,000, the requirements of Section 287.0935, F.S. shall govern the rating and classification of the surety.

All performance security under the subsequent contract shall be in force throughout the final completion and acceptance of the project awarded.

If the surety for any bond furnished by Contractor is declared bankrupt, becomes insolvent, its right to do business is terminated in the State of Florida, or it ceases to meet the requirements imposed by the Contract Documents, the Contractor shall, within five (5) calendar days thereafter, substitute another bond and surety, both of which shall be subject to the Owner’s approval.

D) Delivery of Proposals

All RFP responses are to be delivered **before 2:00 p.m., local time**, on or before **October 27, 2022** via electronic submission at www.demandstar.com

The City shall not bear the responsibility for bids submitted past the stated date and/or time indicated.

Proposers must submit bid responses electronically via demandstar.com only.

E) Evaluation of Proposals (Procedure)

The City’s procedure for selecting is as follows:

1. An Auditor Selection Committee of at least three (3) will be selected to review all Proposals submitted in accordance with Statutes. There will be one member of the City Council and one community member as part of the Auditor Selection Committee. For this Proposal there shall be a minimum of five members of the committee, but always an odd number.
2. Request for Proposal (**RFP**) issued.
3. Subsequent to the closing of Proposals, the Purchasing Manager shall review the Proposals received and verify whether each Proposal appears to be minimally responsive to the requirements of the published **RFP**.
4. The committee members shall review each minimally responsive Proposal individually and score each Proposal based on the evaluation criteria state herein.
5. Prior to the first meeting of the Auditor Selection Committee, the City will post a notice announcing the date, time and place of the first committee meeting. Said notice shall be posted in the lobby of the City Hall, on www.demandstar.com and on the City’s website not less than three (3) working days prior to the meeting. The City shall also post prior notice of

all subsequent committee meetings and shall post such notices at least one (1) day in advance of all subsequent meetings.

6. The committee will compile individual rankings, based on the evaluation criteria as stated herein, for each Proposal to determine committee recommendations. The committee may schedule presentations or demonstrations from the top-ranked firm(s), and may with consensus and at their discretion obtain guidance from third party subject matter experts. The final recommendation will be decided based on the review of scores and the consensus of the committee.

In general, the City wishes to avoid the expense to the City and to proposers of unnecessary oral interviews. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm can be clearly identified by review of the written submittals alone, then the evaluator(s) will request the Purchasing Manager to schedule the top ranked firm(s) for oral presentations/interviews.

The City reserves the right to withdraw this **RFP** at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a Proposal by the City or a submission of a Proposal to the City offers no rights upon the Proposer nor obligates the City in any manner. Acceptance of the Proposal does not guarantee issuance of any other governmental approvals.

F) Ambiguity, Conflict, or Other Errors in the RFP

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the **RFP**, Proposer shall immediately notify the Purchasing Manager, noted herein, of such error in writing and request modification or clarification of the document. The Purchasing Manager will make modifications by issuing a written addendum/revision and will give written notice to all parties who have received this **RFP** from the Finance Department.

The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the **RFP** prior to submitting the Proposal or it shall be waived.

G) Proposals, Presentation, and Protest Costs

The City will not be liable in any way for any costs incurred by any proposer in the preparation of its Proposal in response to this **RFP**, nor for the presentation of its Proposal and/or participation in any discussions, negotiations, or, if applicable, any protest procedures.

H) Acceptance or Rejection of Proposals

The right is reserved by the City to waive any irregularities in any Proposal, to reject any or all Proposals, to re-solicit for Proposals, if desired, and upon recommendation and justification by the City to accept the Proposal which in the judgment of the City is deemed the most advantageous for the public and the City.

Any Proposal which is incomplete, conditional, obscured or which contains irregularities of any kind, may be cause for rejection. In the event of default of the successful proposer, or their refusal

to enter into the City contract, the City reserves the right to accept the Proposal of any other proposer or to re-advertise using the same or revised documentation, at its sole discretion.

I) Requests for Clarification of Proposals

Requests by the Purchasing Manager to a proposer(s) for clarification of the Proposal(s) shall be in writing. Proposer's failure to respond to request for clarification may deem proposer to be non-responsive, and may be just cause to reject its Proposal.

J) Validity of Proposals

No Proposal can be withdrawn after it is filed unless the Proposer makes their request in writing to the City prior to the time set for the closing of the Proposal.

All Proposals shall be valid for a period of one hundred eighty (180) days from the submission date to accommodate evaluation and selection process.

K) Response Format

The Proposal shall be deemed an offer to provide services to the City. In submitting a Proposal, the Proposer declares that he/she understands and agrees to abide by all specifications, provisions, terms and conditions of same, and all ordinances and policies of the City. The Proposer agrees that if the contract is awarded to him/her, he/she will perform the work in accordance with the provisions, terms and conditions of the contract. To facilitate the fair evaluation and comparison of Proposals, all Proposals must conform to the guidelines set forth in this RFP.

Any portions of the Proposal that do not comply with these guidelines must be so noted and explained in the Acceptance of Conditions section of the Proposal. However, any Proposal that contains such variances may be considered non-responsive.

Proposals should be prepared simply and economically, providing a straightforward concise description of the Proposer's approach and ability to meet the City's needs, as stated in the RFP.

The items listed below shall be submitted with each Proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs/tab sheets. Failure by a proposer to include all listed items may result in the rejection of its Proposal.

The items listed below shall be submitted with each solicitation, and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a proposer to include all listed items may result in the rejection of its proposal.

Table of Contents – Provide clear identification of the material by section and by page number

Tab I – Management Summary

Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services state herein. Include the name(s), telephone number(s), and email(s) of the authorized contact person(s) concerning the proposal. Submission of a signed Proposal is Proposer's certification that the Proposer shall accept any awards made to him as a result of said submission of the terms contained herein.

Tab II – Business Plan

In this tab, include:

- Description of the proposed contract team and the role to be played by each member of the proposed team.
- Specific audit approach: The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposals. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement, including time frames for each segment.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement,
- c. Sample size methodology and the extent to which statistical sampling is to be used in the engagement,
- d. Extent of use of EDP software in the engagement, (firm must identify software utilized, Windows, Word, Excel, etc.),
- e. Type and extent of analytical procedures to be used in the engagement,
- f. Approach to be taken to gain and document an understanding of the City's internal control structure,
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work,
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance and
- i. Approach to be taken in reviewing EDP systems.
- j. The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

Tab III – Cost of Services to the City of Mount Dora

Provide total all-inclusive maximum pricing. Cost should contain all pricing information relative to performing the audit engagement as described in this request for proposals.

The total all-inclusive maximum pricing is to contain all direct and indirect costs including all out-

of-pocket expenses. The guaranteed maximum total cost and estimated calendar day duration (including projected hours) for which your firm will provide the work described in this RFP.

Provide hourly rates for Partner, Specialist, Supervisory and Staff Level multiplied by the anticipated hours of commitment for each.

The cost should include a schedule of professional fees and expenses, presented in a format that supports the total all-inclusive maximum price. The cost of special services described in this request for proposals should be disclosed as separate components of the total all-inclusive maximum price.

Provide out-of-pocket expenses included in the total all-inclusive maximum price and Reimbursement Rates. Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the City for its employees. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

If it should become necessary for the City to request the Auditor to render any additional services to either supplement the services requested in this Request for Proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only upon a written agreement between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in this tab.

Tab IV – Corporate Experience and Capacity

The proposal should state the size of the firm, the size of firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. The audit firm's professional personnel must have received adequate continuing professional education within the preceding two years.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years.

In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the three (3) years with state regulatory bodies or professional organizations.

Tab V – Specialized Expertise of Team Members

The firm should identify the principal supervisory and management staff, including engagement partner, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Florida. The firm also should provide information on the government auditing experience of each person. A

current resume must be provided for each individual assigned to this engagement.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Firm specialists/team members identified as “assigned personnel to the City engagement” in response to this RFP can only be modified with the express prior written permission of the City, who retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

Tab VI – Client Listing (References)

Provide a listing of all previous clients during the past three years for all work of similar size and scope. The services provided to these clients should have characteristics as similar as possible to those requested in this RFP.

Information provided for each client shall include the following:

1. Client name, address, and current telephone number.
2. Description of services provided.
3. Time period of the project or contract.
4. Client’s contact reference name, email address, and current telephone number.

Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your proposal.

The City reserves the right to contact any and all references to obtain, with limitation, the referral’s rating of each proposer for the following “past performance” indicators:

- On a scale of 1-10, with 10 being very dissatisfied and five exceeding your every expectation, how satisfied were you with the firm’s performance?
- What specifically did you like about their approach?
- What do you believe were shortcomings or that they could have done better?
- Did they meet your schedule requirements?
- How were their communications? Were you always kept in the loop?
- How responsive were they in addressing problems with the project?
- How was the quality/experience/personality of their personnel? (Specifically the project manager?)
- Would you use this firm again?
- Additional comments

A uniform sample of references will be checked for each Proposer. Proposers will be scored by the referred agency on a scale of 1 to 10, with 10 being the highest possible score. This score will be used in determining the score to be given to the “past performance” evaluation factor for each proposal.

Tab VII – Acceptance of Conditions

Indicate any exceptions to the general terms and conditions of the RFP, and to insurance requirements or any other requirements listed in the RFP. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

Tab VIII – Required Form Submittals

See List Below Under Section 7 of This Document.

L) Auditor Selection Committee and Evaluation Factors

All Proposals will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible Proposals received in its evaluation and award process. For evaluation purposes, the term “Responsible” means: A business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required and be able to fully document the ability to provide good faith performance.

Proposals shall include all of the information solicited in this **RFP**, and any additional data that the proposer deems pertinent to the understanding and evaluating of the Proposal. Proposers should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Each proposer will be ranked based on the criteria herein addressed.

During the evaluation process and at the sole discretion of the City, requests for clarification of one or more proposer submittals may be conducted. This request for clarification may be performed by the City in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the City may have on a proposer’s submittal.

Proposers submitting the required criteria will have their Proposal(s) evaluated by Auditor Selection Committee Members and scored to include the following criteria:

Submissions will be evaluated, on a total score basis of 500, with a maximum assignable points of one hundred (100). The following criteria will be used in the evaluation process to determine the successful respondent(s):

Criteria	Maximum Criteria Points Assigned	Assigned Weights	Maximum Score Possible
Corporate Experience and Capacity to Perform (Tab IV & VI)	35	5	150
Specialized Expertise of Team Members (Tab V)	35	5	150

Management Summary and Business Plan (Tabs I & II)	15	5	100
Quality and Control of Proposal (Tabs VII & VIII)	10	5	75
Cost of Services to the City (Tab III)	5	5	25
Totals	100	NA	500

Formal Oral Presentation/Interview Scoring (if requested): If Presentations/Interview sessions are requested for shortlisted firms, the following scoring process will apply:

A maximum of 4 points can be assigned to each session. The points assigned will be multiplied by a weight of 2.5 to equal a maximum of 10 possible points for a final scoring. The Presentation/Interview final scoring will determine the final ranking of shortlisted firms.

Drug-Free Workplace: In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more Proposals which are equal with respect to quality and service are received by the City for the procurement of commodities or contractual services, a Proposal received from a business that furnishes a form certifying that it is a Drug Free Workplace shall be given preference in the award process. NOTE: In the event, the submitter wishes to provide items specified above and beyond the stated requirements of this request at “no cost” to the City of Mount Dora, these services should be identified and included in the request response.

Tie Breaker:

If there are tie bids, meaning everything except the information relating to the Proposer is the same, the following methods shall be used in the order below to break the tie:

- Drug free workplace policy in place.
- If one has or had a contract with the City and performance is or was satisfactory. If performance of a tie Proposer who has or had a contract with the City and performance is or was not satisfactory, the other tie-Proposer is awarded.
- Time of proposal delivery.

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7) REQUIRED FORMS - (ALL MUST BE SUBMITTED WITH YOUR PROPOSAL)

1. Proposers Checklist
2. Conflict of Interest Affidavit
3. Declaration Statement
4. Insurance Requirements
5. Drug Free Workplace Certification
6. Non-Collusion Affidavit of Prime Proposer
7. Compliance with Public Records Law
8. Public Entity Crimes Statement
9. Firm Information
10. Completed W9
11. Signed Addendums (If Applicable)
12. Proposal Pricing Forms (4)

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PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Proposal.

Proposer should check off each of the following items as the necessary action is completed:

- ☐ All applicable forms have been signed and included
- ☐ All information as requested in the Proposer's Proposals Form is included.
- ☐ Any addenda have been signed and included.
- ☐ The Proposal will be electronically delivered in time to be received no later than the specified due date of October 27, 2022 and time of 2:00 p.m. Proposal will not be considered otherwise. Electronic responses are the only accepted method of bid response delivery to the City.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

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CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the Proposer, and its employees, officers and/or agents, certifies, and hereby discloses, that, to the best of its knowledge and belief, all relevant facts, concerning past, present or currently planned interest or activity (financial, contractual, organizational or otherwise) which relates to the proposed work and bears on whether the Proposer and/or any of its employees, officers and/or agents, has a possible conflict, have been fully disclosed.

Additionally, the Proposer and its employees, officers and/or agents, agree to immediately notify in writing the City of Mount Dora Purchasing Department, if any actual or potential conflict of interest arises during the solicitation process.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Firm, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2022.

(stamp)

NOTARY PUBLIC

DECLARATION STATEMENT

City of Mount Dora
510 North Baker Street
Mount Dora, FL 32757

RE: **RFP NO. 22-FN-009 “Annual Audit Services”**

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFP #22-FN-009 “ANNUAL AUDIT SERVICES.”**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this ____ day of _____, 20__ in the City of _____, in the State of _____.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

=====

- | | |
|--|--|
| ☒ 1. Worker's Compensation | Statutory Limits of Florida
Statutes, Chapter 440 and all
Federal Government Statutory Limits and
Requirements. |
| ☒ 2. Commercial General Liability
(Occurrence Form) patterned
after the current I.S.O form
with no limiting endorsements. | <u>Bodily Injury & Property Damage</u>

\$2,000,000 single limit per
occurrence |
| ☒ 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Contractor shall indemnify and hold harmless the City of Mount Dora, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Contractor or anyone employed or utilized by the Contractor/Vendor/Contractor in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph. | |

This section does not pertain to any incident arising from the sole negligence of the City of Mount Dora.

- | | |
|--|---|
| ☒ 4. Automobile Liability | \$ 500,000 Each Occurrence
Owned/Non-owned/Hired
Automobile Included |
| ☒ 5. Other Insurance as indicated below:
Errors and Omissions or Professional
Malpractice Coverage | \$ 1,000,000 Per Occurrence |
| ☐ 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability. | |
| ☒ 7. Firm/Vendor/Proposer shall ensure that all subs, if applicable, comply with the same insurance requirements that he is required to meet. The same Firm/Vendor/Proposer shall provide City with certificates of insurance meeting the required insurance provisions. | |
| ☒ 8. The City of Mount Dora must be named as " ADDITIONAL INSURED " on the Insurance Certificate for Commercial General Liability where required. | |

INSURANCE REQUIREMENTS
(Continued)

☒ 9. The City of Mount Dora shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Mount Dora
Mount Dora, Florida

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

☒ 10. **Thirty (30) Days Cancellation Notice** required.

☒ 11. The Certificate must state “**RFP #22-FN-009 “ANNUAL AUDIT SERVICES”**”.

=====

PROPOSER’S AND INSURANCE AGENT’S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFP**.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

Insurance Agency

Signature of Proposer’s Agent

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

☐ YES
☐ NO

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

I am the _____ of _____, (Proposer) which has submitted a Response to City of Mount Dora RFP #22-FN-009.

I am fully informed respecting the preparation and contents of the Response to RFP #22-FN-009, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFP #22-FN-009, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF MOUNT DORA.

The price or prices quoted in the Proposer's Response to RFP #22-FN-009 are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Firm, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2022.

(stamp)

NOTARY PUBLIC

ACKNOWLEDGEMENTS
RFP #22-FN-009
“ANNUAL AUDIT SERVICES”

To: City of Mount Dora
510 N. Baker Street
Mount Dora, FL 32757

_____(Proposer) guarantees its Response to RFP #22-FN-009 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Mount Dora unless an extension is granted by the Proposer.

The Contractor, by signing these **RFP** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFP** Document.

Dated this _____ day of _____, _____
(Month) (Year)

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

CORPORATION

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

State of Incorporation:

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)

CORPORATE SEAL

Attest By: _____
Secretary

Signature: _____ Date: _____

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CITY OF
MOUNT
DORA

**COMPLIANCE WITH THE PUBLIC RECORDS LAW
RFP #22-FN-009**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC

Upon award, recommendation, or ten (10) days after opening, submittals become a "public record" and shall be subject to public disclosure consistent with Florida Statutes, Chapter 119. Proposers must clearly mark information within a Response which is exempt from disclosure under Florida law, and must state the reasons why such exclusion from public disclosure is permitted. To the extent any protected information is submitted to the City, it must be submitted in a separate envelope marked accordingly.

The Proposer agrees that it will fully defend the City in any cause of action or litigation associated with non-disclosure of that information identified by the Proposer as exempt under Florida's public records law. It is understood and agreed by the Proposer that in the event the Proposer fails to defend the City in any such litigation, the City may take such action as it deems necessary in order to avoid a third-party cause of action, including disclosure of the information. In such an event, the Proposer shall hold the City harmless and free of any liability.

Company Name: _____

Authorized representative (printed): _____

Authorized representative (signature): _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Firm, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2022.

(stamp)

NOTARY PUBLIC

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Mount Dora by: _____ [NAME] as the _____ [TITLE] of _____ [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is _____.
2. I understand that a “public entity crime” as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF MOUNT DORA IS FOR THE CITY OF MOUNT DORA ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF MOUNT DORA PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Firm, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2022.

(stamp)

NOTARY PUBLIC

FIRM INFORMATION

Firm is a:

- () Corporation
() Partnership
() Sole Proprietorship
() Other _____(Explain)

Federal Employer Identification Number: _____

Firm Name: _____

Mailing Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ Web Address: _____

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

Submitted by: _____

Name & Title Printed: _____

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																																																																						
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																																							
	2 Business name/disregarded entity name, if different from above																																																																							
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.																																																																							
	☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶ _____ ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate																																																																							
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)																																																																							
5 Address (number, street, and apt. or suite no.) See instructions.		Requestor's name and address (optional)																																																																						
6 City, state, and ZIP code																																																																								
7 List account number(s) here (optional)																																																																								
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																																								
Part II Certification Under penalties of perjury, I certify that: - The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and - I am a U.S. citizen or other U.S. person (defined below); and - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td> </tr> <tr> <td colspan="4" style="text-align: center;">-</td> <td colspan="2" style="text-align: center;">-</td> <td colspan="4"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td> </tr> <tr> <td colspan="4" style="text-align: center;">-</td> <td colspan="2" style="text-align: center;">-</td> <td colspan="4"></td> </tr> </table>			Social security number																				-				-						or										Employer identification number																				-				-					
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General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9. Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: - Form 1099-DIV (dividends, including those from stocks or mutual funds) - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) - Form 1099-S (proceeds from real estate transactions) - Form 1099-K (merchant card and third party network transactions) - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) - Form 1099-C (canceled debt) - Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i>																																																																								

PROPOSAL PRICING FORM – CITY ONLY

**RFP #22-FN-009
“Annual Audit Services”**

Therefore, the undersigned, hereinafter called “Proposer” hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the scope of services herein, propose for the Annual Audit Services being requested.

City Annual Audit:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$	\$	\$	\$	\$
Single Audit (if needed)	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
Total (Annual & Single Audits for all years combined)			\$		

Total (Written): _____

The undersigned, as Proposer, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and has examined the RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this Proposal is accepted, to contract with the City of Mount Dora in the form of an Agreement, to furnish all necessary materials, equipment, transportation, labor and service necessary to complete the work covered by the Proposal and Agreement Documents for this work. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Proposer agrees to supply the products and services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Proposal and the associated Agreement.” Proposer further agrees the City shall compensate Proposer at the pricing shown above for work actually performed.

Firm Name: _____

Address: _____

Telephone Number: _____

Contact Email Address: _____

Company Authorized Representative Name: _____

Signature/Date: _____

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

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PROPOSAL PRICING FORM – CRA ONLY

**RFP #22-FN-009
“Annual Audit Services”**

Therefore, the undersigned, hereinafter called “Proposer” hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the scope of services herein, propose for the Annual Audit Services being requested.

CRA Annual Audit:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$	\$	\$	\$	\$
Single Audit (if requested)	\$	\$	\$	\$	\$
Total (Annual & Single Audits for all years combined)			\$		

Total (written): _____

The undersigned, as Proposer, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and has examined the RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this Proposal is accepted, to contract with the City of Mount Dora in the form of an Agreement, to furnish all necessary materials, equipment, transportation, labor and service necessary to complete the work covered by the Proposal and Agreement Documents for this work. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Proposer agrees to supply the products and services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Proposal and the associated Agreement.” Proposer further agrees the City shall compensate Proposer at the pricing shown above for work actually performed.

Firm Name: _____

Address: _____

Telephone Number: _____

Contact Email Address: _____

Company Authorized Representative Name: _____

Signature/Date: _____

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

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PROPOSAL PRICING FORM - NORTHEAST CRA ONLY

**RFP #22-FN-009
“Annual Audit Services”**

Therefore, the undersigned, hereinafter called “Proposer” hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the scope of services herein, propose for the Annual Audit Services being requested.

Northeast CRA Annual Audit:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$	\$	\$	\$	\$
Single Audit (if requested)	\$	\$	\$	\$	\$
Total (Annual & Single Audits for all years combined)			\$		

Total (written): _____

The undersigned, as Proposer, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and has examined the RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this Proposal is accepted, to contract with the City of Mount Dora in the form of an Agreement, to furnish all necessary materials, equipment, transportation, labor and service necessary to complete the work covered by the Proposal and Agreement Documents for this work. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Proposer agrees to supply the products and services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Proposal and the associated Agreement.” Proposer further agrees the City shall compensate Proposer at the pricing shown above for work actually performed.

Firm Name: _____

Address: _____

Telephone Number: _____

Contact Email Address: _____

Company Authorized Representative Name: _____

Signature/Date: _____

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

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COMBINED
PROPOSAL PRICING FORM
CITY, CRA & NORTHEAST CRA

RFP #22-FN-009
“Annual Audit Services”

Therefore, the undersigned, hereinafter called “Proposer” hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the scope of services herein, propose for the Annual Audit Services being requested. **Grand Total amount listed on this form will be utilized for the scoring of price.**

City Annual Audit(s) Only:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$	\$	\$	\$	\$
Single Audit (if requested)	\$	\$	\$	\$	\$
Total (annual & single audits for all years combined)			\$		

CRA Annual Audit(s) Only:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$	\$	\$	\$	\$
Single Audit (if requested)	\$	\$	\$	\$	\$
Total (annual & single audits for all years combined)			\$		

Northeast CRA Annual Audit(s) Only:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Audit	\$	\$	\$	\$	\$
Single Audit (if requested)	\$	\$	\$	\$	\$
Total (annual & single audits for all years combined)			\$		

City/CRA/Northeast CRA Audit(s) Combined:

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Each Year (All Audits Types Citywide)	\$	\$	\$	\$	\$
Grand Total (Combined Total for all audits types - all 5 years)	\$ _____				

Grand Total (Written): _____

The undersigned, as Proposer, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and has examined the RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this Proposal is accepted, to contract with the City of Mount Dora in the form of an Agreement, to furnish all necessary materials, equipment, transportation, labor and service necessary to complete the work covered by the Proposal and Agreement Documents for this work. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Proposer agrees to supply the products and services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Proposal and the associated Agreement.” Proposer further agrees the City shall compensate Proposer at the pricing shown above for work actually performed.

Firm Name: _____
Address: _____
Telephone Number: _____
Contact Email Address: _____

Company Authorized Representative Name: _____
Signature/Date: _____

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

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EXHIBIT “A”

Fund Budgets (rounded) for Fiscal Year 2021-2022

General Fund	\$24,700,000
ARPA/CARES Act	3,600,000
Discretionary Sales Tax	2,700,000
CRA	2,800,000
NECRA	1,800,000
Law Enforcement Trust Fund	29,000
Protective Inspections	1,900,000
Polic Impact Fee	180,000
Fire Impact Fee	420,000
Library Impact Fee	620,000
Parks Impact Fee	2,700,000
Fire Assessment Fee	14,900,000
Cemetery	80,000
Debt Service	1,700,000
Capital Construction	22,700,000
Electric	11,900,000
Electric Construction	1,400,000
Water/Wastewater	31,300,000
Wastewater Impact Fee	1,600,000
Water Impact Fee	850,000
Water/Wastewater Construction	18,500,000
Sanitation	2,800,000
Stormwater	2,500,000
Stormwater Construction	780,000
Fleet/Warehouse	14,700,000
Vehicle Replacement	350,000
Self Insured Health	3,500,000
Property & Casualty & Workers Comp.	700,000
	\$171,709,000

EXHIBIT “B”

ZOOM & PHYSICAL MEETING ACCESS INFORMATION

1. Solicitation Opening:

Join Zoom
Meeting
<https://us06web.zoom.us/j/81847715638?pwd=Y0swUzhxYm5oQTMrMERaSXdBUEJPUT09>

Meeting ID: 818 4771
5638
Passcode: 919713
One tap mobile
+13126266799,,8184771
5638#,,,,*919713# US

(Chicago)

+16465588656,,81847715638#,,,,*919713# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 669 444 9171 US

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

+1 564 217 2000 US

Meeting ID: 818 4771 5638

Passcode: 919713

Find your local number: <https://us06web.zoom.us/j/kcZzV74teZ>

All Auditor Selection/Evaluation Committee Meetings and Oral Presentation/Q&A sessions (if requested) will be held in person in the City Hall Boardroom at 510 N Baker Street Mount Dora FL 32757. Times for such meetings are identified in the Proposal Timetable under Section 1.F of this solicitation document.

ATTACHMENT #4

RFP # 22-FN-009 “ANNUAL AUDIT SERVICES” CITY OF MOUNT DORA

ADDENDUM #1

To All Plan Holders:

The following changes, clarification and additions are hereby made part of the **RFP #22-FN-009 “ANNUAL AUDIT SERVICES”** for the above as fully and completely as if the same were fully set forth therein.

PLEASE BE ADVISED OF THE FOLLOWING QUESTIONS AND ANSWERS:

Q1. What was the fee last for last year’s audit?

A1. The cost of the last audit(s) is broken down as follows:

Audited Financials	\$70,500
Assistance with MDA, Pensions & OPEB	1,000
Performance of State Single Audit	3,000
CRA Audit	5,000
NECRA Audit	5,000

Q2. Did last year’s audit include the same scope as what is in this year’s RFP, or are there additional audit requirements this year?

A2. There is no change to the scope of services.

Q3. Page 16 of the RFP specifies that the selection committee will be comprised of 5 members, including on council member and one person from the community. Does that mean that the City intends to have 3 employees on the committee?

A3. There are no voting/scoring staff members on the committee. We will have one non-voting/non-scoring staff member who will be present in an advisory position only.

Q4. What was the fee in the previous year?

A4. See A1 above.

Q5. Were there additional services not mentioned in the bid?

A5. See A2 above.

Q6. What is the make-up of the committee/who are the members?

A6. See A3 above.

(Continues on Next Page)

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Signature acknowledges receipt and understanding of this addendum.

Name/Title

Date

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ATTACHMENT #5

RFP # 22-FN-009 “ANNUAL AUDIT SERVICES” CITY OF MOUNT DORA

ADDENDUM #2

To All Plan Holders:

The following changes, clarification and additions are hereby made part of the **RFP #22-FN-009 “ANNUAL AUDIT SERVICES”** for the above as fully and completely as if the same were fully set forth therein.

~~~~~

#### **PLEASE BE ADVISED OF THE FOLLOWING TWO CLARIFICATIONS:**

**On Page 21, Section K, Response Format; Tab VI – Client Listing (References).**

#1 Current language for the first bullet reads as:

- **On a scale of 1-10, with 10 being very dissatisfied and five exceeding your every expectation, how satisfied were you with the firm’s performance?**

Language for the first bullet now reads as:

- **On a scale of 1-5, with one (1) being very dissatisfied and five (5) exceeding your every expectation, how satisfied were you with the firm’s performance?**

#2 Additional language under the referenced Tab VI currently reads as:

A uniform sample of references will be checked for each Proposer. Proposers will be scored by the referred agency on **a scale of 1 to 10, with 10 being the highest possible score**. This score will be used in determining the score to be given to the “past performance” evaluation factor for each proposal.

Additional language under the referenced Tab VI now reads as:

A uniform sample of references will be checked for each Proposer. Proposers will be scored by the referred agency on **a scale of 1 to 5, with 5 being the highest possible score**. This score will be used in determining the score to be given to the “past performance” evaluation factor for each proposal.

All other language under Section K, Tab VI remains unchanged.

(continues on the next page)

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~~~~~

Signature acknowledges receipt and understanding of this addendum.

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

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510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7126

---

**DATE:** January 17, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

**SUBJECT:** Request Acceptance of the Plan for Development and Protection of the 12+ acre Greenbelt Forest Property to the West of the W.T. Bland Public Library (Forest Property) and Approval of the Task Authorization with Halff Associates, Inc., for Design of Recreational Landscape Features for the Trail System on the Forest Property

---

**Introduction:**

This is a request for City Council to accept the plan for development and protection of the 12+ acre Greenbelt Forest property to the west of the W.T. Bland Public Library (Forest Property) and approve the Task Authorization with Halff Associates, Inc., for design of recreational landscape features for the Trail System on the Forest property.

**Discussion:**

The 12+ acres of greenbelt forest to the west of the W.T. Bland Public Library has been evaluated and a plan for development and protection of it as Mount Dora's first nature preserve is being presented, with Task Authorization approval requested. Both the Library Advisory Board and the Parks and Recreation Advisory Board have reviewed this plan prior to this City Council meeting.

In conceptual development since 2018, the proposed Forest Preserve is defined as a "nature preserve," which is a permitted use of greenbelt district lands as identified in Mount Dora's Land Development Code 3.4.1. Although acceptable uses for nature preserves are not further delineated in the Code, preserves typically include passive recreation, watershed conservation and restoration work (removal of invasive species). Where parks are developed for recreation purposes, nature preserves are mostly undeveloped land. Nature preserves can't be "made" - they either include a ravine, creek, prairie, pristine habitat or they don't - whereas parks can be designed to include any number of amenities as long as there is space. By definition, a preserve exists to maintain and preserve the existing habitat, watershed and wildlife in perpetuity, never to be developed or sold.

The purpose of Mount Dora's first preserve is to protect and restore undeveloped land so that future generations can enjoy and experience it, as well as provide a small refuge for the once-prevalent native species that are home to this region. This land will be actively managed, with a focus on restoration to its original state, and the programming will be intentionally pro-conservation. No traditional parks or entertainment-focused amenities are being considered, such as playground equipment, facility rentals, picnic tables, bathrooms or sound systems.

### **Physical Assessment of the Forest**

The site is an ideal candidate for nature preserve designation. Approximately one mile of unpaved trails already exists, with a significant change in elevation toward the northwesternmost portion of the land due to a steep ravine. The entire preserve has plenty of shade from the mature tree canopy, rendering it ideal for year-round hiking. The site also includes waterfront access to Lake John, which lends itself to a bird blind or other spot for quiet contemplation of wildlife (not included in this concept plan). This site presents an ideal, centrally located amenity for Mount Dora residents and visitors to enjoy a quiet walk, observe nature and wildlife and take part in environmental programming.

Both the Seminole and Lake County State Foresters conducted an on-site examination of the forest, and presented their findings to staff (ATTACHMENT #1). To summarize, the forest is in the midst of succession from its original longleaf pine sandhill stand to its ongoing evolution to a hardwood hammock. Development of adjacent homesites decades ago and the lack of pre-settlement fires have brought significant invasive species encroachment. Left unmanaged, the forest will ultimately lose its herbaceous understory - and with it all the insects and wildlife upon which it feeds. Although this transition won't affect the trails, it will greatly diminish the variety of species - flora and fauna - available for viewing. The State Foresters are amenable to further consultation, perhaps with the planned-for City Arborist, who could oversee larger restoration initiatives included in the foresters' report.

An environmental site assessment (ATTACHMENT #2) was completed in June 2022, and included a threatened and endangered plant and animal survey, preliminary wetland delineation and a gopher tortoise burrow survey. No endangered animals or their burrows or habitats were observed. One State of Florida endangered plant was observed in the northeast corner: the Pineland Butterfly Pea plant, which is endemic to central Florida. The report concluded that the tract of land was suitable for hiking trails and other minimal impact amenities. A Mount Dora resident completing his Environmental Studies B.S. degree also completed an inventory of all the flora in the tract, with a detailed list of his findings (ATTACHMENT #3).

### **Trails and Trailheads**

The main trailhead (entrance) to the forest is located on the southernmost side off of Jackson Avenue. There are no parking signs or designated parking spaces at this entrance. A second trailhead is located at the end of Suzanne Drive, where public parking is prohibited. This trailhead is used primarily by the residents who live near it and no changes are proposed for it.

A trail study was completed in November 2022 (ATTACHMENT #4), with staff requesting GPS mapping of two new trails:



- A short bypass trail on the northernmost side, connecting the trails that terminate at Suzanne Drive, and designed to divert public foot traffic from that residential area. On the map, this is the red-dotted trail that is 251.6 feet in length.
- A 185 yard loop trail, to be constructed of composite materials that resemble wood and elevated off the forest floor. The proposed width is four to five feet, with two wider circular areas designated to the south of the loop. These two areas are already clear of trees, would include rustic bench seating and would serve as the plan's original "pavilion". On the map, this is the eastern red-dotted trail that is 262.2 feet in length (doesn't include the loop). This trail would include a new trailhead directly across Jackson Avenue from the library's parking lot. This boardwalk trail would also connect to the existing dirt trail, providing a richer hiking experience.
- On the map, the yellow-dotted trail is not being proposed.

Staff required the trail mapping study to avoid all desirable flora, such as live oaks, longleaf pines and any Pineland Butterfly Pea plant locations. Signage will encourage visitors to remain on the trail throughout the preserve for their own safety and preservation of habitat.

Identical entry kiosks are proposed for both the existing and new public trailheads, for the display of maps, rules and environmental education. No further amenities are proposed for the Suzanne Drive trailhead. These two kiosks will be designed to evoke anticipation and curiosity and will include a professional landscape design.

### **Signage**

Wayfinding, interpretative signs and story walk signage will be important features, with a focus on environmental stewardship education. Wayfinding signs will steer visitors away from residential areas and the lift station. They'll also include information about elevations and tread obstacles to help all trail users assess trail suitability for their own abilities. Interpretative signs will identify important species and processes, to help visitors connect with the forest as a living ecosystem. A traditional story walk is planned for the boardwalk loop trail, with the Friends of the Library already committed to its installation and monthly refreshing with new illustrated children's books. A more unorthodox story walk is planned for the existing mile trails, inspiring adults with art-infused meditations and nature-based prose (also nonprofit-sponsored).

### **Parking and Connectivity**

There are currently no designated parking spaces for this city amenity. Between five and eight permeable surface parking spaces are proposed at the existing trailhead and between four and six spaces are proposed for the library-side trailhead, for a total of up to 14 streetside parking spaces. An additional accessible parking space will be carved out of two existing spaces in the library's new parking lot, since it is already paved. No paving is being proposed for parking spaces or walkways in Forest Preserve. Parking for library-sponsored programs held in the forest will remain in the library's existing 86 parking spaces.

The plan includes connectivity with the library and the Nunan Butterfly Garden, with a sidewalk commencing from the garden's western boundary, through a crosswalk across the parking lot and then across Jackson Avenue. This crosswalk will be raised and likely constructed of pavers,

to both improve safety and aesthetics and slow the vehicular traffic to and from Mount Dora Christian Academy. Connecting the library to the forest is key, in that it provides the public with direct access to restrooms and shelter from inclement weather. It is also critical to provide an easy way for staff to conduct programming, with a pathway that is stroller-friendly and easy-to-find.

### **Parks Department Maintenance Assessment**

Parks staff currently maintain about half of the existing trails, providing a wide foliage-free pathway, removing fallen trees (sometimes quite large) and trash removal. Parks staff has reviewed the preserve's development plans and lists the following additional Parks' responsibilities required for optimal maintenance:

- Daily trash removal and cleaning of two entry kiosks.
- Weekly trail clearing and mowing (growing season) of the entire 1+ mile trail network and permeable parking spaces.
- Weekly blowing of boardwalk and connecting paved sidewalks.
- Periodic insect spraying (wasps), maintenance of the boardwalk and cleaning of approximately 40+ signs.

In order to assure proper maintenance of Forest Preserve, an additional 10-15 Parks hours per week will be needed, which will increase one Parks part-time employee to full-time. Development of the preserve without this addition of Parks staffing is not advised.

### **Volunteer Efforts**

A volunteer-led invasive species initiative was launched in January 2022, meeting on the fourth Saturday of each month. To-date these volunteers have removed an estimated 1,000 lbs. of coral ardisia from the preserve. This plant has a particularly pernicious effect in the preserve due to its near-constant production of berries, which have a near-90% germination rate. Numerous other invasive species will be targeted and at some point there will be volunteer efforts to introduce long-absent native plants back to the tract, once safe from invasive species. Over time, volunteers will also help produce programs, provide trail clearing and planning involvement.

### **Additional Ordinances**

Staff recommends that the preserve not be available for trail bikes, motorized bikes or conveyances, pavilion and party rentals or other large events. As the city's first nature preserve, at least two ordinances are being considered in order to maintain the quiet necessary for nature appreciation:

- Prohibition of all bicycles and motorized conveyances, other than those required for accessibility.
- Prohibition of broadcast music, podcasts and other manufactured noise that is not confined to users' headsets.

### **Library Role**

Library staff proposes to actively manage and program this City amenity in the same manner as it operates the Nunan Butterfly Garden, with a strong volunteer network, no facility rentals, an

emphasis on the propagation of native species and environmental programming for all ages. Parks staff will continue to maintain the trails, along with other responsibilities. The two departments will work together to coordinate volunteer clean-up days, preserve improvements, etc. As with the Butterfly Garden, library staff will develop a network of volunteers, including neighbors, residents, retirees and interested professionals, who will provide ongoing advocacy for improvements and restoration. In addition, library nonprofits will be solicited for additional support of preserve amenities.

### **Funding**

As an expansion of the library's learning commons, this project qualifies for Mount Dora library impact fee funds. In addition, a \$50,000 grant from the Florida Department of Environmental Protection (FRDP) agency was awarded in 2021 and accepted by the city in September 2021. Finally, all three of the library's supporting nonprofits are interested in the project, with the Friends of the Library having already committed funds for the children's story walk.

### **Future Plans**

The final piece of this project is to connect the library, the Simpson Farmhouse, the Nunan Butterfly Garden and the Forest Preserve with the remaining four-acre tract of land directly behind the farmhouse, known for years by residents as the Goat Pond. This site could include a path around the stormwater feature, which has since grown into lush vegetation with occasional standing water. A sidewalk could connect it to the farmhouse and the preserve. The public right-of-way and fencing directly adjacent to the homes to the west of the pond could be moved further away, reducing the amenity's impact on the neighborhood. These plans are not included in this proposal.

### **Budget Impact:**

The funds were budgeted at \$65,000 in GL 310-5555-580-63.01-LI2207 utilizing Library Impact fees.

### **Strategic Impact:**

The Forest Preserve project is in line with Goal #2 - Infrastructure, in that it develops a unique recreational space for all ages and abilities and complements the Parks and Recreation Master Plan, as it is included in the short-term project prioritization (p. 132).

### **Recommendation:**

City Council to accept the Plan for development and protection of the 12+ acre greenbelt forest property to the west of the W.T. Bland Public Library (Forest Property) and approve of the Task Authorization with Halff Associates, Inc., for design of recreational landscape features for the trail system on the Forest Property for \$52,070.

### **Attachment(s):**

1. ATTACHMENT #1 - FFS Forest Preserve Recommendations 12202022
2. ATTACHMENT #2 - HRWP - (City of Mt Dora Forest Preserve PESA Report) 6-14-22 Final
3. ATTACHMENT #3 - Jared Brown - Forest Preserve Analysis
4. ATTACHMENT #4 - Mt Dora Forest Preserve Revised Trail Map - Final 11-18-22

5. 22-025 Forest Preserve.BESH Halff.Task Authorization Final.SGS

Prepared by: Cathy Lunday, Library Director

Reviewed by: Aneta Barton, Budget Director  
Sherry Sutphen, City Attorney  
Aneta Barton, Budget Director  
Jeanann Hand, City Clerk  
Patrick Comiskey, City Manager

Approved - 1/10/2023

Approved - 1/10/2023

Approved - 1/10/2023

Approved - 1/10/2023

Final Approval - 1/10/2023

## **ATTACHMENT #1**

### **CITY OF MOUNT DORA FOREST PRESERVE**

West 20th Avenue

Mount Dora, Florida 32757



Prepared by Chris Otremba

Senior Forester, Florida Forest Service

December 20, 2022

Mount Dora's Forest Preserve is located behind the Mount Dora Library within Section 30, Township 19, Range 27:

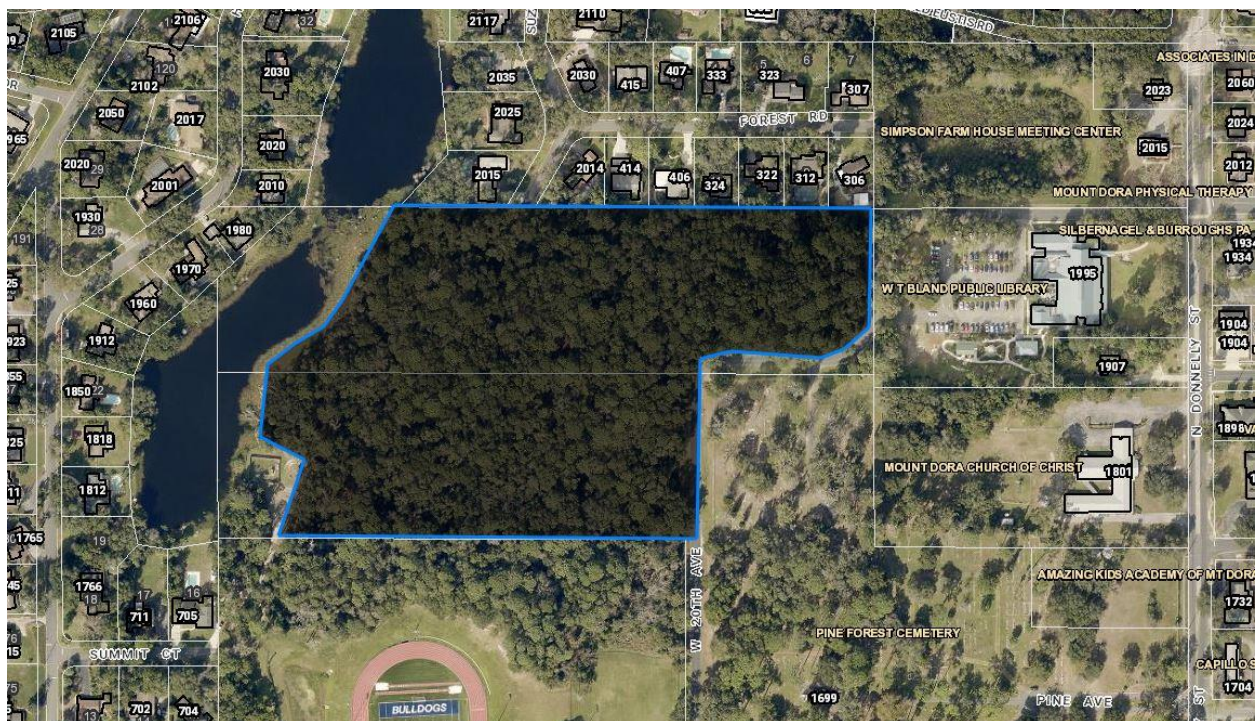


Figure 1 Forest Preserve

## Description

The wooded area is about 13.5 acres. It was a longleaf pine sandhill stand in the past. The absence of fire has allowed the tract to succeed into a hardwood hammock, with laurel oaks dominating the overstory. Walking paths are present through the stand, which can be utilized for forest management (breaks for different stands, firelines for burning, recreation trails).

There is a trail entrance from West 20<sup>th</sup> Avenue that separates two distinct stands: longleaf pine and hardwood hammock. To a regular citizen, both conditions appear healthy. However, the west section is full of invasive species (especially coral ardisia) with no longleaf pine present. The picture below (Figure 2) shows a mature longleaf pine with understory that can support longleaf regeneration. Figure 2 shows the thick understory and absence of longleaf or any pine due to the lack of fire.





*Figure 2 Longleaf pine, north of trail*



*Figure 3 Hardwood hammock, no longleaf pine - south of trail*

## **Recommendations**

There are about two-three acres with mature longleaf pine that may be managed to keep the longleaf habitat from succeeding into a hardwood hammock like on the west side of the path. It may be possible to use prescribed fire with a wet line from a brush truck and a hand crew to keep the understory low. The Florida Forest Service may be able to assist with burning. Burning may be done every three to four years.

Hand planting wiregrass and longleaf containerized seedlings should be performed after burning. These are fire tolerant species and most likely were on this property at the turn of the century.

Leaving the west portion as a hardwood hammock is acceptable and could be used as a learning opportunity to the benefits of prescribed fire and why it is utilized in Florida as a management tool. A sign like the one in Figure 4 may be useful as an educational tool.



Figure 4 Educational outdoor sign

There are more laurel oaks than desired in the longleaf habitat area. Removing about half of the laurel oak overstory will improve the stand for longleaf pine. This can be done by chainsaw. The downed trees can be left in place where they fall. Another option is to use a 'hack and squirt' herbicide technique. This involves cutting into the cambium layer of the oak and then squirting herbicide into the wound. The tree will be a snag after dying and can be used by wildlife.

Managing that area for longleaf pine would not be difficult as the conditions are not too far gone to where it would be intense ground disturbance.

There are many invasive species found though out the property: coral ardisia, cogon grass, chinaberry, camphor, Boston fern are some that are obvious. Continued removal these invasive-exotics is recommended at all times. This will be a project that has no ending but will lessen as time goes by.

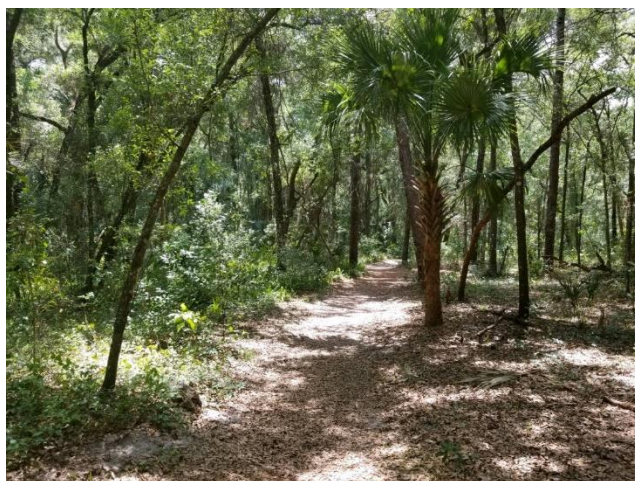


Figure 5 Path that separates hardwood hammock (left) and longleaf pine habitat (right)

The rest of the tract has many laurel oaks with a few beautiful live oaks scattered throughout.



Removing or killing some of the laurel oaks where they stand would be recommended to improve wildlife habitat along with aesthetics. The laurel oaks that are endangered of falling onto the paths should be downed as soon as possible. Laurel oaks have a life expectancy of only 65 years as compared to well over one hundred for live oaks. More paths, including a boardwalk closer to the library entrance, are being discussed as future projects.

Mechanical or chemical treatment to prevent hardwoods from succeeding would be the best option in the majority of the tract due to the proximity to schools, residential homes, and roads. Burning the whole tract would be a great risk and is not recommended.

Below, the forester is standing on the path coming from the east near the cemetery. One is able to clearly see the two distinct stand types. Behind him is the hardwood hammock with a heavy understory. In front is a longleaf pine sandhill that is slowly changing into a hardwood stand.



*Figure 6 Delineation of the preserve's succession*

These are just some recommendations that seem feasible and attainable. Managing the Preserve depends upon the specific goals as to which methods are best suited for the desired outcome. There are no right or wrong ways for how Mount Dora wants the Preserve to appear. These are just suggestions to make Forest Preserve as diverse as possible, by improving the health of the tract and making it safe for the public to enjoy its beauty and tranquil trails.

### **Summary of Recommendations**

1. Consideration of prescribed burn in two-three acre of longleaf pines.
2. Selective removal of laurel oaks, cherry laurels and other trees so that live oak and longleaf pine trees flourish.
3. Ongoing removal of exotic and invasive species.
4. Hand-planting wiregrass, longleaf containerized seedlings and other native specimens to help restore the forest.
5. Educational signage to explain the forest's transition.

# **PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT REPORT**

**for**

**CITY OF MOUNT DORA FOREST PRESERVE  
West 20<sup>th</sup> Avenue  
Mount Dora, Florida 32757**

Prepared for:

**Mrs. Cathy Lunday, Library Manager  
City of Mount Dora, W.T. Bland Public Library  
1995 North Donnelly Street  
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lundayc@cityofmoundora.com**

Prepared by:



Habitat Restoration & Wildlife Protection Services, LLC  
1517 East Orange Avenue  
Eustis, Florida 32726  
(352) 589-4013

**APRIL 2022**

*This report represents a true, accurate, and representative description of the site assessment at the time of survey.*

Signed \_\_\_\_\_ Date April 20, 2022

# **PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT REPORT**

**for**

**CITY OF MOUNT DORA  
FOREST PRESERVE  
West 20<sup>th</sup> Avenue  
Mount Dora, Florida 32757**

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**PRELIMINARY ENVIRONMENTAL  
SITE ASSESSMENT REPORT  
For  
CITY OF MOUNT DORA FOREST PRESERVE  
West 20<sup>th</sup> Avenue  
Mount Dora, Florida 32757**

**1.0 INTRODUCTION**

The purpose of this Preliminary Environmental Site Assessment (PESA) was to conduct a “Threatened & Endangered Plant & Animal Species Survey and a “Preliminary Wetland Delineation” on (1) one vacant parcel (~ 9.5 acres) and a portion of another vacant parcel (~ 7.23 acres) identified in the Lake County Property Appraiser records as Parcel #30-19-27-0001-000-01001 and Parcel #30-19-27-0001-000-011001 respectively. The vacant land parcels are located at West 20<sup>th</sup> Avenue, Mount Dora, Florida 32757 and are owned by the City of Mount Dora (see Figure 1, Project Location Map - Appendix I).

This Preliminary Environmental Site Assessment was conducted to provide information regarding any potential issues that will need to be addressed as part of a proposed future trail system, part of which will be handicap accessible. This PESA also included a 100% gopher tortoise burrow survey and a preliminary wetland delineation. For clarification purposes the two parcels will be referred to as the City of Mount Dora Forest Preserve in this report.

The fieldwork for the Preliminary Environmental Site Assessment was conducted between 09 March 2022 and 15 April 2022 by experienced field biologists from Habitat Restoration & Wildlife Protection Services, LLC (HRWP). This report summarizes the findings of those investigations.

**2.0 HABITAT CHARACTERISTICS**

According to the land use codes outlined in the Lake County Database (2022), one (1) upland habitat type was identified within the City of Mount Dora Forest Preserve (see Figure 2, Land Use Map - Appendix I). The entire City of Mount Dora Forest Preserve is listed as (8089) Vacant Government Municipal property. However, the City of Mount Dora Forest Preserve is currently a dense forest dominated by large laurel oaks (*Quercus laurifolia*). The City of Mount Dora Forest Preserve also contains scattered mature longleaf pine (*Pinus palustris*) and southern magnolia (*Magnolia grandiflora*) with a few live oak (*Quercus virginiana*), sand live oak (*Quercus geminata*), water oak (*Quercus nigra*) and cabbage palms (*Sabal palmetto*). In addition, the entire City of Mount Dora Forest Preserve has a variety of nuisance/exotic tress including Chinese tallow (*Triadica sebifera*), Camphor tree (*Cinnamomum camphora*) and black cherry (*Prunus serotina*).

The mid-story contains scattered beautyberry (*Callicarpa americana*), saw palmetto (*Serenoa repens*), elderberry (*Sambucus nigra*), with wax myrtle (*Myrica cerifera*) and buttonbush (*Cephalanthus occidentalis*) along the wetland edge. HRWP biologists also observed large patches of exotic coral ardisia (*Ardisia crenata*) throughout the entire City of Mount Dora Forest Preserve. Coral ardisia is listed as a Category I invasive species by the Florida Exotic Pest Plant Council (FLEPPC). Coral ardisia is a small upright shrub that is used and sold extensively in the

horticulture industry as an ornamental plant. It has red berries and looks visually desirable, but shades out native seedling and understory plants, preventing their growth and development and disrupting native plant communities. HRWP biologists also observed dense patches of primrose willow (*Ludwigia peruviana*) and Mexican primrose willow (*Ludwigia octovalvis*) along the edge of the wetland.

The groundcover within the City of Mount Dora Forest Preserve is composed of shade tolerant herbs, graminoids, and vines including scattered patches of Virginia creeper (*Parthenocissus quinquefolia*), blackberry (*Rubus spp.*), grapevine (*Vitis spp.*), bracken fern (*Pteridium aquilinum*), Caesar's weed (*Urena lobata*), beggar's tick (*Bidens alba*) and greenbrier (*Smilax spp.*) along with a few patches of sedges (*Carex spp.*) and cinnamon fern (*Osmundastrum cinnamomeum*) along the transitional edge of the lake and the forest canopy. The lake edge contains patches of native blue maidencane (*Amphicarpum muhlenbergia*) but dominated by large patches of nuisance/exotic species such as torpedo grass (*Panicum repens*), alligator weed (*Alternanthera philoxeroides*), water hyacinth (*Eichornia crassipes*), and hydrilla (*Hydrilla verticillata*) all of which are listed as Category I exotic species by the Florida Exotic Pest Plant Council (FLEPPC).

HRWP biologists also observed several large patches of exotic Cogon grass (*Imperata cylindrica*) within the City of Mount Dora Forest Preserve. Cogon grass aggressively invades areas such as open forests, pastures, and right-of-ways. It is considered a severe fire hazard as the "grass" is extremely flammable (Miller, Chambliss, and Loewenstein, 2010) and is listed as a Category I invasive species by the Florida Exotic Pest Plant Council (FLEPPC). HRWP biologists also observed paragrass (*Urochloa mutica*) along the transitional edge of the lake and the forest canopy. Paragrass is also a nonnative category I invasive species in central and south Florida. This perennial grass species outcompetes native vegetation, is capable of rapid spread by vegetative reproduction.

However, even more prevalent are extremely large patches of exotic Boston fern (*Nephrolepis cordifolia*) that are dominant throughout the entire City of Mount Dora Forest Preserve, which have prevented native plant growth. Boston fern, also called tuberous sword fern, erect sword fern or ladder fern is listed as a Category I invasive species by the Florida Exotic Pest Plant Council.

The remainder of the City of Mount Dora Forest Preserve consists of open canopy with either grapevine, bracken fern and/or leaf litter (detritus) or pine needles.

### **3.0 SOIL CHARACTERISTICS**

According to the Lake County Database (2022) soil metadata, five (5) soil types occurred within City of Mount Dora Forest Preserve (see Figure 3, Soils Map - Appendix I) along with a 0.3-acre portion of open water (Lake John) along the west side of the two parcels. The five soil types are (8) Chandler sand, 0 to 5 percent slopes (0.9 acre), (9) Chandler sand, 5 to 12 percent slopes (12.4 acres), (10) Chandler sand, 12 to 40 percent slopes (1.1 acres), (17) Arens (0.1 acre) and (40) Placid sand Myakka sands, depressionnal (2.1 acres).

The Candler sand series consists of very deep, excessively drained, very rapidly to rapidly permeable soils on uplands of Southern Florida Flatwoods, South Central Florida Ridge, Eastern Gulf Coast Flatwoods, and the Atlantic Coast Flatwoods. They formed in thick beds of eolian or sandy marine deposits. The mean annual precipitation is about fifty-five inches. Slopes are primarily 0 to 12 percent but range up to 40 percent in the more dissected areas. The water table is at depths

greater than eighty inches.

Arents soils are considered disturbed soils that do not have diagnostic horizons because they have been deeply mixed by plowing, spading, or other methods of moving by humans. Arents soils throughout Lake County and are typically the result of native habitat being converted to citrus groves, cropland, urban land, or pasture.

The Myakka series consists of very deep, very poorly or poorly drained, moderately rapid, or moderately permeable soils that occur primarily in mesic flatwoods of peninsular Florida. They formed in sandy marine deposits. Myakka soils have an average annual precipitation is about fifty-five inches. Slopes range from 0 to 8 percent. The water table is at depths of less than 18 inches for 1 to 4 months duration in most years and recedes to depths of more than forty inches during very dry seasons. Depressional areas are typically covered with standing water for periods of 6 to 9 months or more in most years.

Placid sands are associated with Southern Florida Flatwoods along low broad flats, depressions, drainageways, and floodplains and were formed by sandy marine sediments. Placid sands have negligible to extremely low surface runoff with frequent ponding where the soil is covered by water (ponded), very frequently for exceptionally long duration for more than 6 months.

The City of Mount Dora Forest Preserve slopes from a high ridge (145-150 feet of elevation) on east side of the property down to Lake John (75 feet of elevation) on the west side with an elevation change of between 65 to 75 feet drop in elevation. HRWP has provided a Topology Map of the site City of Mount Dora Forest Preserve for reference (see Figure 4, Topology Map - Appendix I). During this PESA no artesian wells or surficial springs were observed within the City of Mount Dora Forest Preserve, despite noting some obvious erosion and/or channeling from surface rainfall. Note: HRWP did not conduct a hydrological assessment as part of this PESA.

#### **4.0 SURVEY METHODOLOGY**

##### Listed Species Survey

The Threatened & Endangered Species Survey (T&E) conducted at the City of Mount Dora Forest Preserve was conducted in general accordance with the United States Department of Agriculture (USDA) Forest Service Multiple Species Inventory & Monitoring Technical Guide, Florida Fish and Wildlife Conservation Commission (FFWCC) Wildlife Survey Methodology Guidelines, FFWCC Specific Species Listed Species Management & Permitting Guidelines, FFWCC Imperiled Species Management Plans and United States Fish & Wildlife Service (USFWS) Endangered Species Act (ESA) Protection Guidelines. Pedestrian-transect surveys for listed species of wildlife were conducted by HRWP staff on 09 March 2022 and 15 April 2018. During this survey, the entire site was canvassed for listed species. Pedestrian transects were used to cover 100% of the area within the City of Mount Dora Forest Preserve. Observations of any listed species as well as physical features that may indicate the presence of these species such as tracks, scat, nests, burrows, and cavity trees were mapped on aerial maps of the site. HRWP biologists searched for any listed plant and animal species along specific pedestrian transects in all habitats in the study area for any listed species, including gopher tortoise burrows as part of this survey. Any species observed were recorded by GPS and labeled for mapping purposes.

### Gopher Tortoise Survey

HRWP conducted a 100% gopher tortoise burrow survey within the upland habitat of the City of Mount Dora Forest Preserve, to approximately twenty-five feet outside the project boundary to locate gopher tortoise burrows and estimate the density of gopher tortoises on site. Observed burrows were categorized as "active," "inactive" or "abandoned." The gopher tortoise burrow survey was conducted in accordance with the FFWCC Gopher Tortoise Permitting Guidelines April 2008 (Revised July 2020). HRWP biologists censused gopher tortoise (*Gopherus polyphemus*) burrows on straight-line pedestrian of the City of Mount Dora Forest Preserve. Widths of the strip transects were determined by visibility, a function of the density and height of the vegetation at (10) ten feet apart. Active and inactive burrows were marked with wood survey grade stakes (1/2" x 2"x 36"), labeled and flagged with orange biodegradable marking tape in the field.

### Florida Black Bear

According to Florida Fish and Wildlife Conservation Commission, the City of Mount Dora Forest Preserve is within the range of the Florida black bear (*Ursus americanus floridanus*). The Florida black bear is regulated by the FFWCC Black Bear Management Plan. According to the FFWCC Black Bear Management Plan (December 11, 2019), "The first regulations on Florida black bears were established in 1936 when they were listed as a fur-bearing mammal. Since then, many changes have occurred regarding seasons, weight limits, and other hunting-related regulations, as well as listing as a State-designated Threatened Species in 1974. Prior to removal from the list of State-designated Threatened Species in 2012, five sections of the Florida Administrative Code (F.A.C.) specifically addressed bears: feeding prohibitions (F.A.C. 68A-4.001(3)), possession (F.A.C. 4.004), sale or purchase (68A-12.004(12)), exemption from take as nuisance wildlife (68A-9.010), and restrictions related to State-designated species (68A-27.003). In addition, Florida Statutes (F.S. 379.411) addressed intentional killing of State-designated species. The Bear Conservation Rule states, "In 2012, the FWC approved the Florida Black Bear Conservation Rule (F.A.C. 68A-4.009), which prohibited the unauthorized take, possession, injuring, shooting, collecting, or selling of bears or their parts. Given the potential for illegal trade in bear parts and bear hides, the level of specificity and detail in this rule was considered necessary to aid in successful enforcement and prosecution. Violation of any provisions of the Bear Conservation Rule is a second-degree misdemeanor."

### Listed Species Small Mammal and/or Funnel Trapping

No small mammal and/or funnel trapping was conducted for listed species within City of Mount Dora Forest Preserve as these areas were shown to have unsuitable habitat and/or occurrence was unlikely.

### Florida Scrub-jay Surveys

No Florida Scrub-jay habitat occurred within or immediately adjacent to the City of Mount Dora Forest Preserve.

### Florida Sandhill Crane Surveys

No Florida Sandhill crane habitat occurred within or immediately adjacent to the City of Mount Dora Forest Preserve.



## Other Listed Species Survey

During the survey, HRWP observed several armadillo burrows. HRWP staff looked for signs of other listed species, including frogs and snakes within those burrows. HRWP also looked for signs of short-tailed snakes (*Stilosoma extenuatum*) and Florida pine snakes (*Pituophis melanoleucus mugitas*). HRWP also looked for signs of Sherman's fox squirrels (*Sciurus niger shermani*) in the adjacent habitat. HRWP also searched for southeastern American kestrels, along with potential nesting cavities in trees adjacent to the City of Mount Dora Forest Preserve. The methodology followed the FFWCC Technical Report No. 13: Ecology and Habitat Protection Needs of the Southeastern American Kestrel (*Falco sparverius paulus*) on Large-Scale Development Sites in Florida (Stys 1993).

HRWP also searched the areas surrounding the City of Mount Dora Forest Preserve for bald eagle (*Haliaeetus leucocephalus*) and osprey (*Pandion haliaetus*) nests in all large pine and/or oak trees since the property is along side of Lake John.

## **5.0 LISTED SPECIES SURVEY RESULTS**

Tables 1 & 2 – Appendix II provide a list of Listed Plant & Wildlife Species that have the potential to occur within the City of Mount Dora Forest Preserve.

### Florida Black Bear

Despite reports of Florida black bear sightings by local residents, no Florida black bears were observed, or any sign of this species occurred on the City of Mount Dora Forest Preserve during this PESA. It is our professional opinion that there is potential for roaming bears to traverse the City of Mount Dora Forest Preserve on rare occasions.

### Gopher Tortoise

During the 100% gopher tortoise burrow survey HRWP biologists censused gopher tortoise (*Gopherus polyphemus*) burrows on straight-line pedestrian transect (see Figure 5, Pedestrian Transect Survey Map – Appendix I). No gopher tortoise burrows were observed within the City of Mount Dora Forest Preserve. This is likely because the habitat is dense with a closed tree canopy, which is not suitable for gopher tortoises. HRWP staff conducted a 100% Gopher Tortoise (*Gopherus polyphemus*) Burrow Survey (as required by the FFWCC Gopher Tortoise Permitting Guidelines) within suitable upland habitat by our FFWCC Authorized Gopher Tortoise Agent (Permit #GTA-09-00027H).

### Sand Skink

No suitable sand skink (*Neoseps reynoldsi*) habitat occurred within the City of Mount Dora Forest Preserve. Therefore, HRWP staff did not survey for sand skinks.

### Eastern Indigo Snake

The eastern indigo snake (*Drymarchon corais couperi*) is a large, wide-ranging predator that occupies most native upland and wetland habitats in Florida. Indigo snakes are often associated with gopher tortoise burrows, which they use as refugia from extreme temperatures (Moler

1992). No eastern indigo snakes were observed within City of Mount Dora Forest Preserve, and it is highly unlikely of occurrence on site. However, trail construction crews should be aware of the “potential for occurrence,” as the eastern indigo snake is “federally listed” as a “threatened” species by USFWS, which requires construction be halted immediately upon observation and a knowledgeable biologist must be consulted.

#### Gopher Frog

No suitable gopher frogs (*Lithobates capito*) habitat occurred within the City of Mount Dora Forest Preserve. Therefore, HRWP staff did not survey for gopher frogs.

#### Sherman’s Fox Squirrel

No Sherman’s fox squirrels (*Sciurus niger shermani*) were observed within the City of Mount Dora Forest Preserve or adjacent habitat near the project area. Fox squirrels typically forage in the pine flatwoods, open pastures and palmetto prairies and they primarily nest in the pines and oaks

#### Florida Sandhill Crane

The Florida sandhill crane (*Grus canadensis*) is listed as “threatened” and is non-migratory in peninsular Florida (Nesbitt 1996). Florida sandhill cranes are late winter to early spring nesters, although the nesting season can be protracted. Cranes nest in emergent wetlands with water 1 - 3 feet in depth (Nesbitt 1996). No sandhill cranes were observed within City of Mount Dora Forest Preserve or in the adjacent. However, there is a remote possibility that sandhill cranes could nest in the hourglass portion (shallow grassy areas) of the middle portion of Lake John.

#### Southeastern American Kestrel

No Southeastern American kestrels (*Falco sparverius paulus*) were observed within or near the City of Mount Dora Forest Preserve, nor were any nest structures or nests observed within or near the project area.

#### Bald Eagles & Ospreys

No bald eagles or ospreys were observed within or near City of Mount Dora Forest Preserve, nor were any nests observed within or near the project area.

#### Florida scrub-jay, red cock-aided woodpecker, red knot

No Florida scrub-jays (*Aphelocoma coerulescens*), red cock-aided woodpeckers (*Picoides borealis*) or red knots (*Calidris canutus rufa*) were observed within the City of Mount Dora Forest Preserve, nor was there suitable habitat in the immediate adjacent areas around the project area.

#### Listed Wading Birds

Wood storks (*Mycteria americana*) were not observed on the property during the survey. According to the USFWS database, no wading bird colonies are reported within two miles of the City of Mount Dora Forest Preserve. However, HRWP staff did observe a pair of nesting ospreys

(*Pandion haliaetus*) off-site approximately 243 feet southwest of the City of Mount Dora Forest Preserve southwest boundary corner. The pair of ospreys are utilizing Lake John for foraging and nesting in a mature longleaf pine tree southwest of the City of Mount Dora Forest Preserve (see Figure 6 – Listed Avian Species Map – Appendix I).

#### Anuran Species

No listed anuran species were observed within the City of Mount Dora Forest Preserve. HRWP staff observed (2) two anuran species during this assessment (one native and one exotic species). HRWP staff observed a native American bullfrog (*Lithobates catesbeianus*) and an exotic Cuban tree frog (*Osteopilus septentrionalis*), neither of which is a protected species.

#### Fish species

During the site assessment, no dip-net samples within Lake John were conducted. However, HRWP biologists observed mosquito fish (*Gambusia affinis*) and golden shiner (*Notemigonus crysoleucas*). It likely that Lake John contains Florida largemouth bass (*Micropterus salmoides floridanus*) and several catfish species (*Amerius spp.*), both of which are game species regulated by FFWCC.

#### Other Animal Species

During the T&E survey, HRWP biologists encountered one (1) black racer snake (*Coluber constrictor*) and one (1) common raccoon (*Procyon lotor*), one (1) Virginia opossum (*Didelphis virginiana*) and one (1) nine-banded armadillo (*Dasypus novemcinctus*). HRWP did observe small mammal holes throughout the City of Mount Dora Forest Preserve. Tracks from several nuisance animal species were also observed throughout the entire City of Mount Dora Forest Preserve, including nine-banded armadillo and Virginia opossum all of which cause damages soil and vegetation and typically interferes with forest regeneration, and can lead to erosion problems, especially on slopes.

No other Endangered, Threatened or Species of Special Concern were observed within or immediately adjacent to the City of Mount Dora Forest Preserve.

#### Listed Plants

Several Listed Plants shown in Table 2 (Appendix II) and are known to occur in Lake County. Only one listed plant species Pineland Butterfly Pea (*Centrosema Arenicola*) was observed within the City of Mount Dora Forest Preserve during the pedestrian survey. *C. arenicola* is a vining species with tri-foliolate leaves, endemic to central peninsular Florida and is listed as State endangered. *C. arenicola* was observed on the upper eastern portions of the City of Mount Dora Forest Preserve.

### **6.0 WETLAND ASSESSMENT**

Prior to the site visit, HRWP conducted a desktop review of the current available wetland maps (Florida Department of Environmental Protection Wetland Database (FDEP), Florida Natural Areas Inventory (FNAI), U.S. Fish and Wildlife National Wetlands Inventory (FWS NWI), National Resource Conservation Service (NRCS) and Lake County to determine the proximity of

potential wetlands that may occur on the property. During the PESA, HRWP traversed the entire east and west edge of Lake John.

HRWP conducted a preliminary wetland delineation along the edge of Lake John (see Figure 7 – Wetland Map – Appendix I). HRWP determined the approximate wetland boundary line(s) by onsite ground-truthing by soil probing soils, observations of wetland vegetation and high-water marks on trees. The approximate wetland boundary line was marked with wood survey grade stakes (1/2" x 2"x 36"), labeled and flagged with the wetland line was marked and GPS'd as points #96 – 112 (Flags #1 – 16 in the field). It has not been determined at this time if the wetlands and/or any portion of the lower elevation areas were known historical wetlands.

*HRWP hereby provides notification that this assessment is a "preliminary wetland delineation only." If any impacts are to occur within wetlands identified within the City of Mount Dora Forest Preserve it will be necessary to file the appropriate wetland permit applications, provide FDEP, SJRWMD, ACOE and local agencies with a Formal Wetland Determination and provide mitigation funding to impact the City of Mount Dora Forest Preserve, none of which are not included as part of this PESA.*

## **7.0 OTHER OBSERVATIONS**

As mentioned earlier in this report, HRWP walked the entire City of Mount Dora Forest Preserve during this assessment. During the site visits, HRWP staff did not observe any stained soils, chemical, oil or gas spills, stressed vegetation, or visual evidence of any hazardous chemicals within City of Mount Dora Forest Preserve. *Note: HRWP did not complete a Phase I Environmental Site Assessment on this site as part of our investigation.*

## **6.0 SUMMARY**

During this Preliminary Environmental Site Assessment, HRWP conducted a listed floral and faunal species survey, evaluated on-site wetlands along with their connection to or lack thereof to adjacent properties or roadways and conducted a pedestrian survey of the entire City of Mount Dora Forest Preserve.

Observations of all listed species as well as physical features that may indicate the presence of these species such as tracks, scat, nests, burrows, and cavity trees were mapped on aerial maps of the site. HRWP biologists searched for any potential listed plant and animal species throughout the City of Mount Dora Forest Preserve for any listed species.

A 100% gopher tortoise burrow survey was conducted as part of this assessment and no gopher tortoise burrows were located or observed in the available upland habitat.

No listed fish, reptiles, birds, or mammals were observed during the PESA. No listed vertebrate and/or invertebrate species were observed within the City of Mount Dora Forest Preserve. HRWP biologists did not encounter any threatened or endangered avian or anuran species within the City of Mount Dora Forest Preserve. HRWP did not encounter any bald eagle nests or wading bird rookeries in the vicinity or immediately adjacent to the project area. However, HRWP staff did observe a pair of nesting ospreys (*Pandion haliaetus*) off-site approximately 243 feet southwest of the City of Mount Dora Forest Preserve southwest boundary corner. The pair of ospreys are utilizing Lake John for foraging and nesting in a mature longleaf pine tree southwest of the City of

Mount Dora Forest Preserve.

HRWP did not observe any signs of the Florida black bear within or immediately adjacent to the City of Mount Dora Forest Preserve.

Although several Listed Plants shown in Table 2 (Appendix II) and are known to occur in Lake County, no listed plant species were observed within the City of Mount Dora Forest Preserve during the pedestrian survey.

HRWP conducted a preliminary wetland delineation along the edge of Lake John. HRWP determined the approximate wetland boundary line(s) by onsite ground-truthing by soil probing soils, observations of wetland vegetation and high-water marks on trees. The approximate wetland boundary line was marked with wood survey grade stakes (1/2" x 2"x 36"), labeled and flagged with the wetland line was marked and GPS'd as points #96 – 112 (Flags #1 – 16 in the field). It has not been determined at this time if the wetlands and/or any portion of the lower elevation areas were known historical wetlands. The remaining habitat is high and dry, suitable for building hiking trails, potential picnic areas and other minimal impact public amenities. HRWP did not conduct a hydrological assessment as part of this PESA.

In addition, HRWP did not observe any stained soils, stressed vegetation, or visual evidence of any potential hazardous chemical structures (old pumps, wells, tanks, etc.) within the City of Mount Dora Forest Preserve during this PESA. However, there is a County operated water treatment facility and power substation along east shoreline of Lake John. HRWP did not perform a formal Phase I Hazardous Waste Assessment as part of this PESA.

HRWP also notes that the result of this environmental survey was based on observations and technical information available at the time of this assessment. This report is for general planning purposes only. The wildlife surveys conducted within the City of Mount Dora Forest Preserve boundary does not preclude the potential for any listed species from occupying the site at any given time in the future.

HRWP took representative photos of the site during the environmental assessment. Representative photographs are included in Appendix III.

## **7.0 LITERATURE CONSULTED**

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# **APPENDIX I**

## **FIGURES 1-7**





**Figure 1**

City of Mount Dora Public Library  
 Forest Area PESA  
 Environmental Site Assessment  
 January 17, 2026 City Council Regular Session Agenda  
 Location Map

**HRWP**  
 HABITAT RESTORATION & WILDLIFE PROTECTION SERVICES, LLC.  
 1517 E. Orange Ave. Eustis, FL. 32726  
 Phone: 352.589.4063 Fax: 352.589.1245  
 ronconcoy@earthlink.net





Figure 2

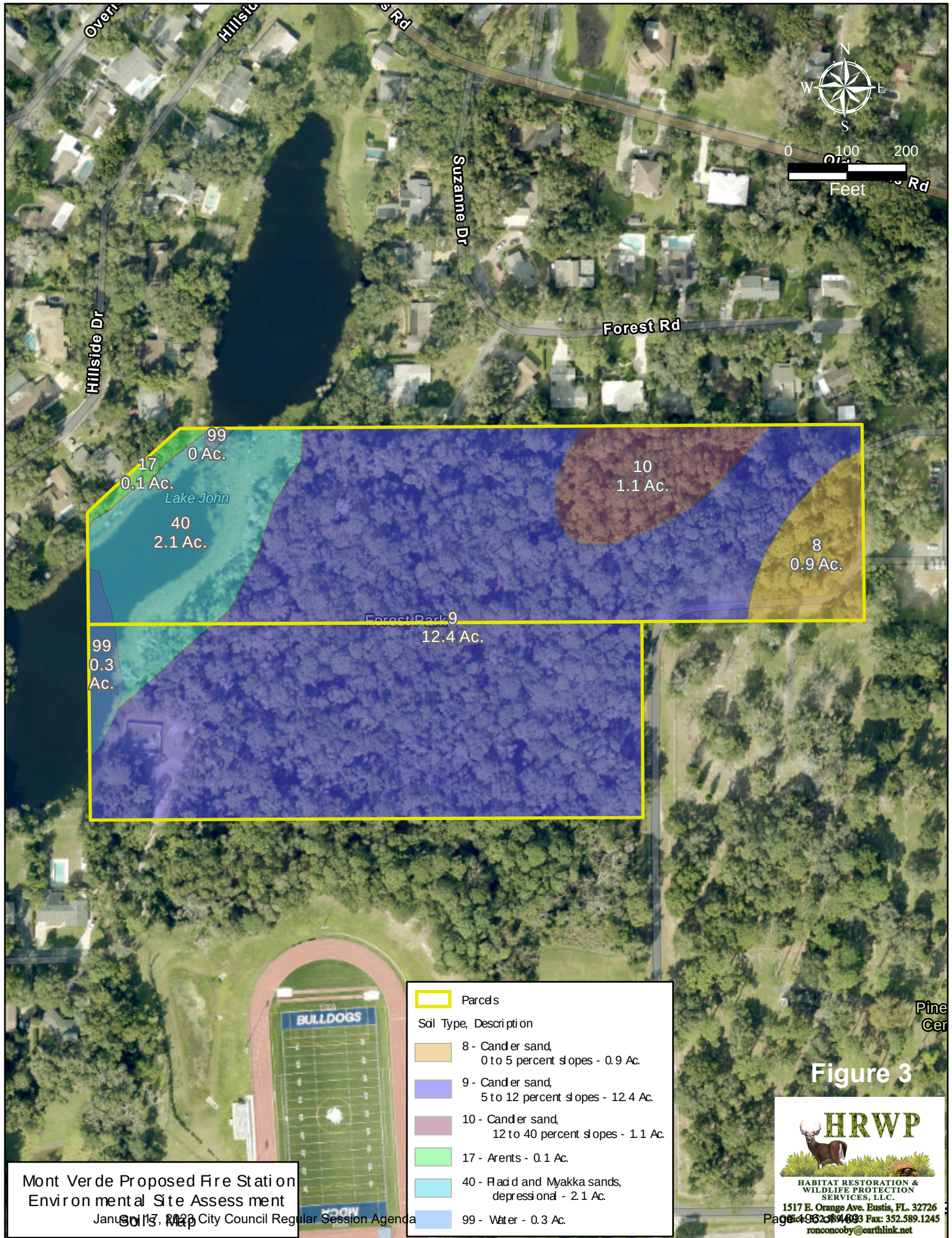
City of Mount Dora Public Library  
 Forest Area PESA  
 Environmental Site Assessment  
 Land Use Map

January 17, 2020 City Council Regular Session Agenda

8089 - Vacant Govt Municipal

**HRWP**  
 HABITAT RESTORATION &  
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 SERVICES, LLC.  
 1517 E. Orange Ave. Eustis, FL 32726  
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 ronconcoboy@earthlink.net





# Mont Verde Proposed Fire Station Environmental Site Assessment

January 17, 2022 City Council Regular Session Agenda

Figure 3





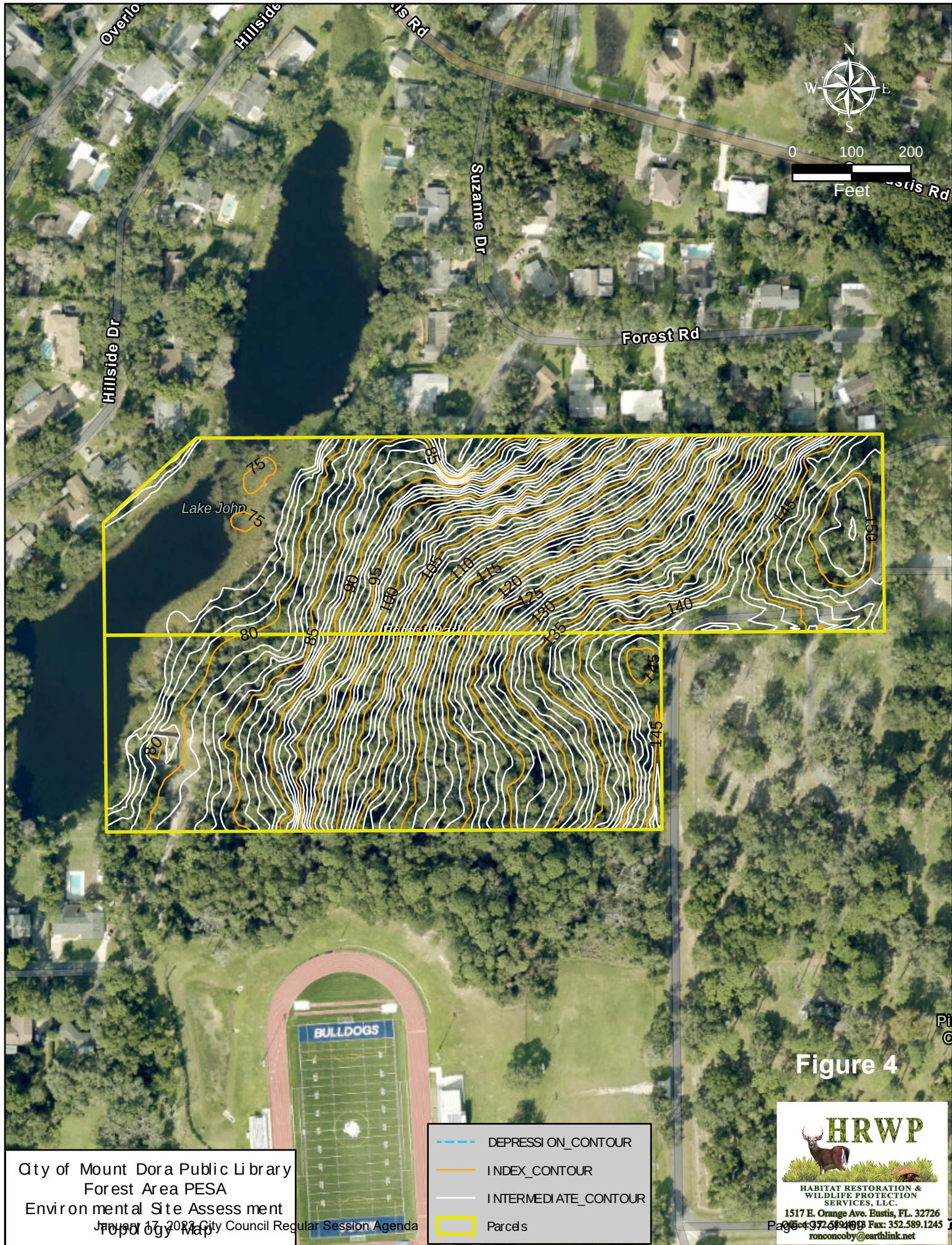


Figure 4



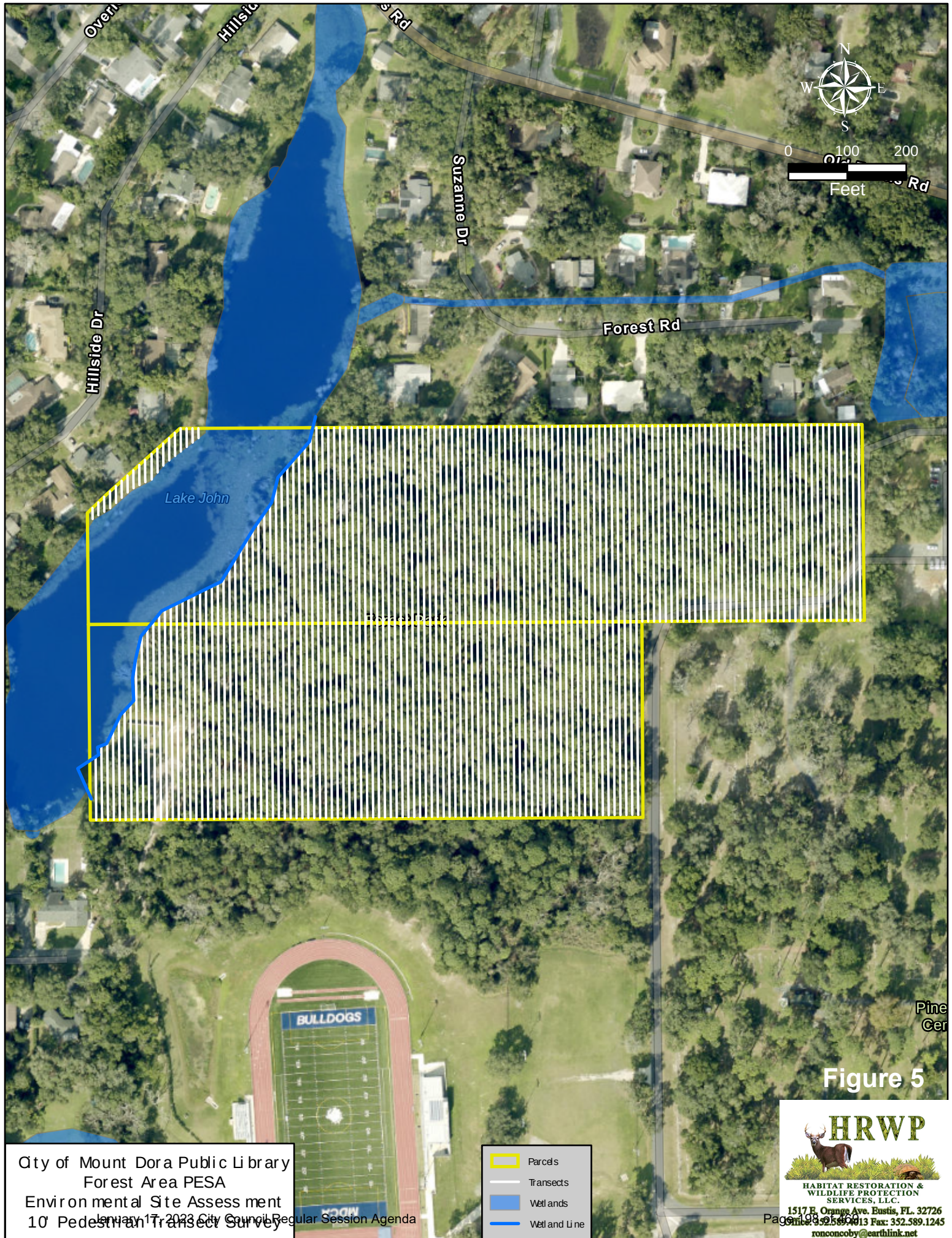


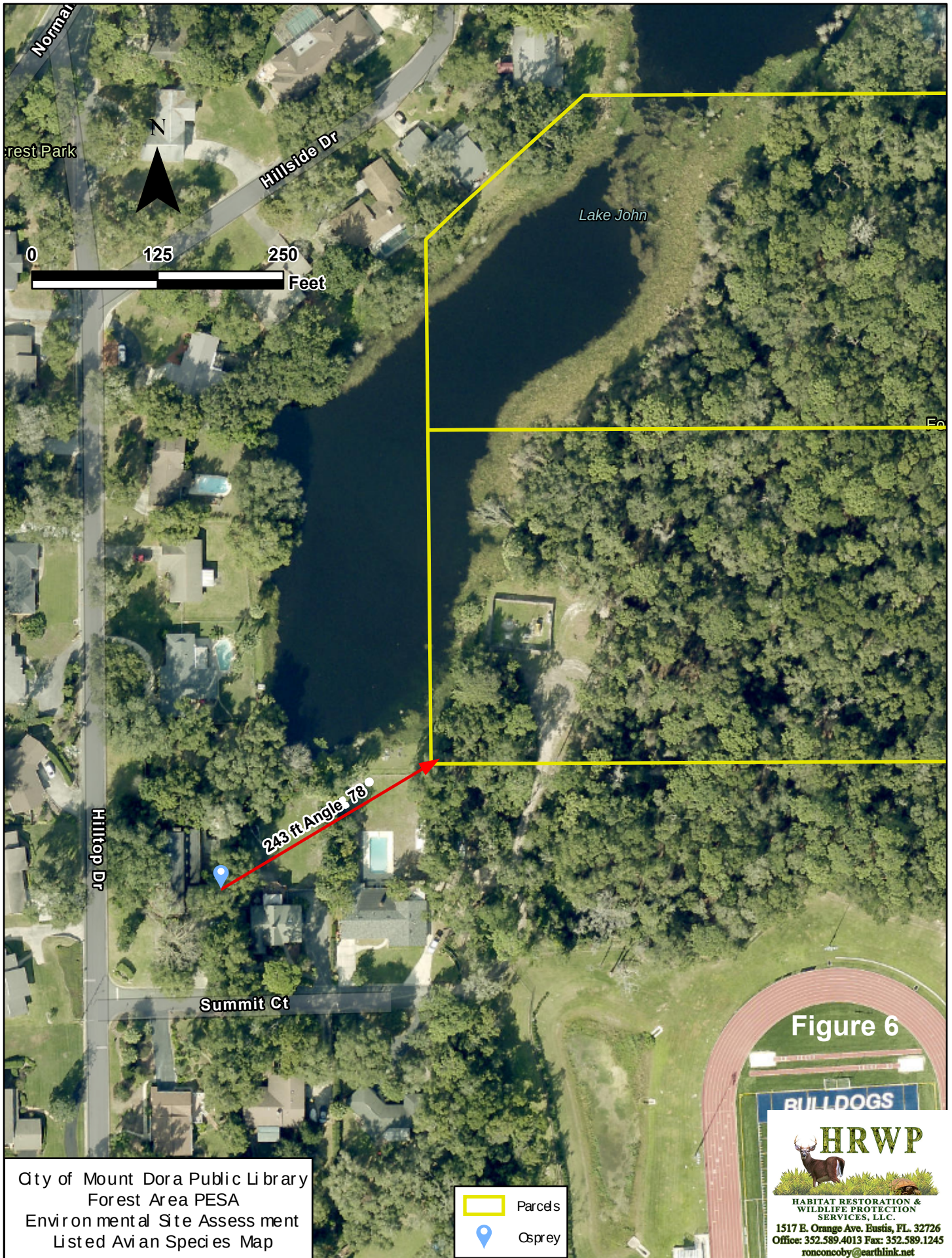
Figure 5

City of Mount Dora Public Library  
 Forest Area PESA  
 Environmental Site Assessment  
 10' Pedestrian Transect Survey

- Parcels
- Transects
- Wetlands
- Wetland Line

**HRWP**  
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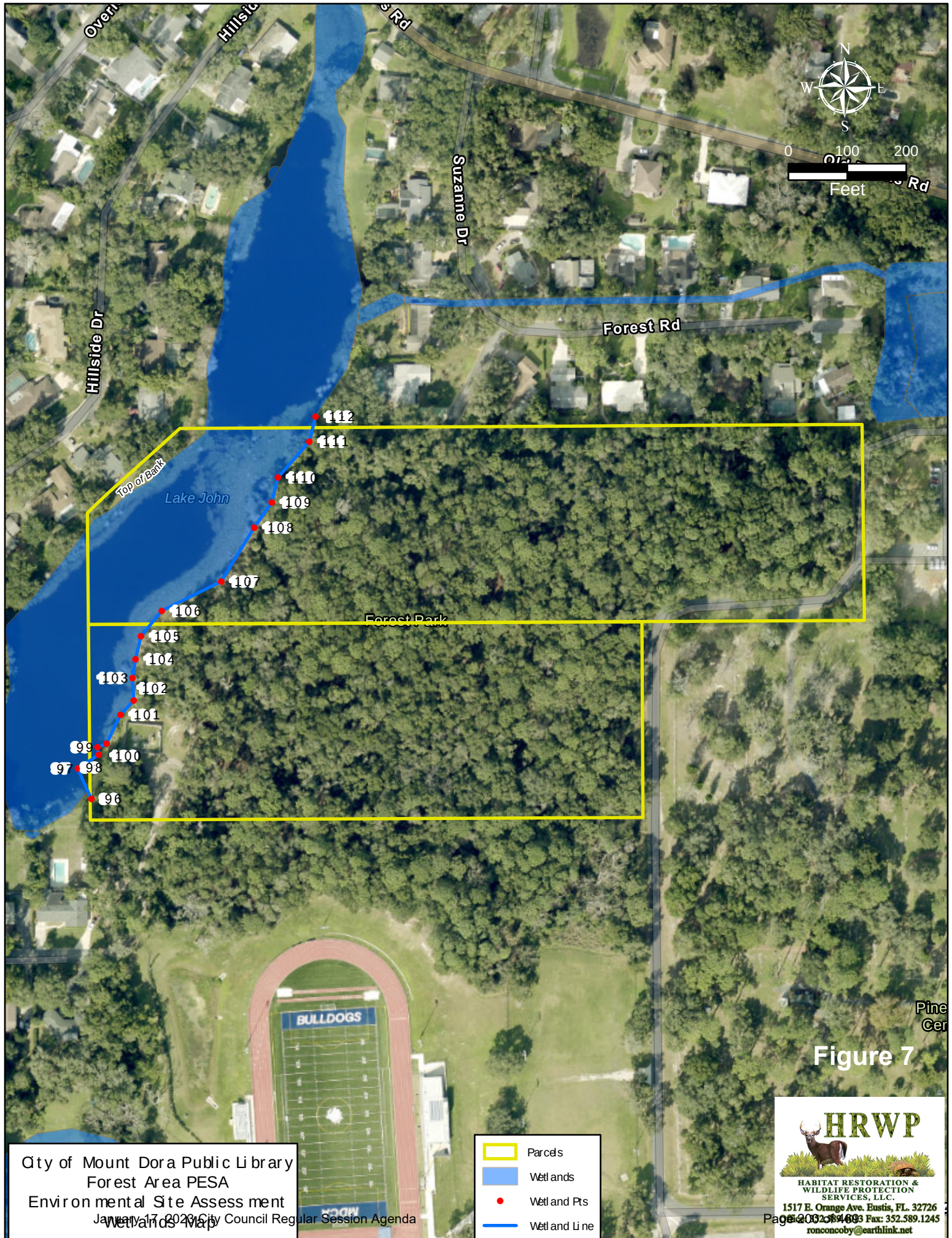


Figure 7

City of Mount Dora Public Library  
 Forest Area PESA  
 Environmental Site Assessment  
 January 17, 2023 City Council Regular Session Agenda  
 Wetlands Map

- Parcels
- Wetlands
- Wetland Pts
- Wetland Line



**HRWP**  
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 WILDLIFE PROTECTION  
 SERVICES, LLC.

1517 E. Orange Ave. Bristle, FL 32726  
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## **APPENDIX II**

Table 1. USFWS Potential for listed  
wildlife species in Lake County  
(Pages 1-2)

Table 2. USFWS Potential for listed plant  
species in Lake County (Page 1)

## Appendix I

Table 1. Potential for listed wildlife species at the City of Mount Dora Forest Preserve (Lake County, Florida).

| Common Name                   | Scientific Name                       |  | Legal Status |       | Preferred Habitat                                                                               | Comments                                                                              |
|-------------------------------|---------------------------------------|--|--------------|-------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                               |                                       |  | USFWS        | FFWCC |                                                                                                 |                                                                                       |
| <b>Reptiles</b>               |                                       |  |              |       |                                                                                                 |                                                                                       |
| Gopher tortoise               | <i>Gopherus polyphemus</i>            |  | C            | T     | Inhabits sandhills, xeric oak scrub, sand pine scrub, and scrubby flatwoods.                    | Active & inactive gopher tortoise burrows on site.                                    |
| American alligator            | <i>Alligator mississippiensis</i>     |  | T            | T     | Inhabits marshes, rivers, lakes, and ponds.                                                     | None were observed but potential to occur if the conditions become appropriate.       |
| Sand skink                    | <i>Neoseps reynoldsi</i>              |  | T            | T     | Inhabits sandhills, sand pine scrub, and xeric hammocks.                                        | None were observed.                                                                   |
| Eastern indigo snake          | <i>Drymarchon corais couperi</i>      |  | T            | T     | Inhabits gopher tortoise habitat.                                                               | None were observed but potential to occur on-site.                                    |
| <b>Mammals</b>                |                                       |  |              |       |                                                                                                 |                                                                                       |
| Florida black bear            | <i>Ursus americanus floridanus</i>    |  | -----        | T     | Inhabits large wilderness areas.                                                                | None were observed but potential to occur on-site.                                    |
| Sherman's fox squirrel        | <i>Sciurus niger shermani</i>         |  | -----        | SSC   | Inhabits sandhills with some pines and mesic flatwoods with low ground cover.                   | None were observed but potential to occur on-site.                                    |
| <b>Birds</b>                  |                                       |  |              |       |                                                                                                 |                                                                                       |
| Florida sandhill crane        | <i>Grus canadensis pratensis</i>      |  | -----        | T     | Breeds in emergent palustrine wetlands and forages in pastures.                                 | None were observed but potential to occur on-site.                                    |
| Southeastern American kestrel | <i>Falco sparverius paulus</i>        |  | -----        | T     | Inhabits open lands and nests in natural cavities of dead trees and abandoned woodpecker nests. | None were observed but potential to occur on-site.                                    |
| Bald eagle                    | <i>Haliaeetus leucocephalus</i>       |  | *ESA         | *ESA  | Nests in tall trees along coasts, rivers, and lakes.                                            | None were observed, and no appropriate nesting trees were observed in adjacent areas. |
| Everglades snail kite         | <i>Rostrhamus sociabilis plumbeus</i> |  | E            | E     | shallow freshwater marshes                                                                      | None were observed but potential to occur on-site.                                    |
| Red-cockaded woodpecker       | <i>Picoides borealis</i>              |  | E            | E     | Old growth longleaf pine habitat                                                                | None observed, but potential for occurrence in adjacent suitable upland habitat.      |



| Common Name       | Scientific Name                |  | Legal Status |       | Preferred Habitat                                                                                          | Comments                                                                                      |
|-------------------|--------------------------------|--|--------------|-------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                   |                                |  | USFWS        | FFWCC |                                                                                                            |                                                                                               |
| Florida scrub-jay | <i>Aphelocoma coerulescens</i> |  | T            | T     | Inhabits low, open xeric oak scrub in peninsular Florida.                                                  | None observed, but potential for occurrence in adjacent suitable upland habitat if available. |
| Roseate spoonbill | <i>Ajaia ajaja</i>             |  | -----        | SSC   | Breeding: marshes, swamps, ponds, estuaries, rivers; nest underneath canopy in shrubs and small trees.     | None were observed but potential to occur on-site.                                            |
| Wood stork        | <i>Mycteria americana</i>      |  | T            | T     | Inhabits estuarine or freshwater wetlands; nest in tops of trees in cypress or mangrove swamps.            | None were observed but potential to occur on-site.                                            |
| White ibis        | <i>Eudocimus albus</i>         |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, and rivers. Nests in shrubs and small trees.                   | None were observed but potential to occur on-site.                                            |
| Osprey            | <i>Pandion haliaetus</i>       |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, lakes, and rivers. Nests in large trees and power poles.       | None were observed but potential to occur on-site.                                            |
| Limpkin           | <i>Aramus guarauna</i>         |  | -----        | SSC   | Inhabits marshes, swamps, ponds, lakes, and rivers. Nests in herbaceous material, shrubs, and small trees. | None were observed but potential to occur on-site.                                            |
| Little blue heron | <i>Egretta caerulea</i>        |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, and rivers. Nests in shrubs and small trees.                   | None were observed but potential to occur on-site.                                            |
| Snowy egret       | <i>Egretta thula</i>           |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, and rivers. Nests in shrubs and small trees.                   | None were observed but potential to occur on-site.                                            |
| Tri-colored heron | <i>Egretta tricolor</i>        |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, and rivers. Nests in shrubs and small trees.                   | None were observed but potential to occur on-site.                                            |

## Appendix II

Table 2. Potential for listed plant species at the City of Mount Dora Forest Preserve (Lake County, Florida).

| Common Name                | Scientific Name                                            | Legal Status |       | Preferred Habitat                                               | Comments                                                                                                   |
|----------------------------|------------------------------------------------------------|--------------|-------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|                            |                                                            | USFWS        | FFWCC |                                                                 |                                                                                                            |
| <b>Plants</b>              |                                                            |              |       |                                                                 |                                                                                                            |
| Clasping (wide leaf) warea | <i>Warea amplexifolia</i>                                  | E            | E     | Inhabits Longleaf pine/wiregrass.                               | None observed, but potential for occurrence in adjacent longleaf pine habitat.                             |
| Britton's beargrass        | <i>Nolina brittonia</i>                                    | E            | E     | Inhabits longleaf pine, scrubby flatwoods, and xeric scrub.     | None observed, but potential for occurrence in appropriate adjacent habitat.                               |
| Scrub buckwheat            | <i>Eriogonum longifolium</i><br><i>var gnaphalifolium</i>  | T            | T     | Inhabits scrub habitat.                                         | None observed, but potential for occurrence in adjacent scrub habitat.                                     |
| Okeechobee gourd           | <i>Cucurbita okeechobeensis</i> ssp. <i>okeechobeensis</i> | E            | E     | Inhabits specific transitional areas of wetland forested ponds. | None were observed. Unlikely occurrence in the RT area.                                                    |
| Florida bonamia            | <i>Bonamia grandiflora</i>                                 | T            | T     | Inhabits scrub and high pine habitat.                           | None observed, but potential for occurrence in adjacent habitat.                                           |
| Scrub plum                 | <i>Prunus geniculata</i>                                   | E            | E     | Inhabits scrub and high pine habitat.                           | None observed, but potential for occurrence in adjacent habitat.                                           |
| Papery Whitlow-wort        | <i>Paronychia chartacea</i> (=Nyachia) <i>pulvinata</i>    | T            | T     | Inhabits scrub habitat.                                         | None observed, but potential for occurrence in adjacent scrub habitat.                                     |
| Pineland Butterfly Pea     | <i>Centrosema arenicola</i>                                | -----        | E     | Inhabits upland hardwood habitat.                               | Identified on site w/o leaves or flowers. Confirm species identification in summer during flowering stage. |

Federally Listed Species Code Key: E = Endangered, T = Threatened, CH = Critical Habitat Designated, C = Candidate

State Listed Species Code Key: E = Endangered, ST = Threatened, SSC = Species of Special Concern

\*Not Listed, but Protected Under the Endangered Species Act = \*ESA

## Appendix I

Table 1. Potential for listed wildlife species at the City of Mount Dora Forest Preserve (Lake County, Florida).

| Common Name                   | Scientific Name                       |  | Legal Status |       | Preferred Habitat                                                                               | Comments                                                                              |
|-------------------------------|---------------------------------------|--|--------------|-------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                               |                                       |  | USFWS        | FFWCC |                                                                                                 |                                                                                       |
| <b>Reptiles</b>               |                                       |  |              |       |                                                                                                 |                                                                                       |
| Gopher tortoise               | <i>Gopherus polyphemus</i>            |  | C            | T     | Inhabits sandhills, xeric oak scrub, sand pine scrub, and scrubby flatwoods.                    | Active & inactive gopher tortoise burrows on site.                                    |
| American alligator            | <i>Alligator mississippiensis</i>     |  | T            | T     | Inhabits marshes, rivers, lakes, and ponds.                                                     | None were observed but potential to occur if the conditions become appropriate.       |
| Sand skink                    | <i>Neoseps reynoldsi</i>              |  | T            | T     | Inhabits sandhills, sand pine scrub, and xeric hammocks.                                        | None were observed.                                                                   |
| Eastern indigo snake          | <i>Drymarchon corais couperi</i>      |  | T            | T     | Inhabits gopher tortoise habitat.                                                               | None were observed but potential to occur on-site.                                    |
| <b>Mammals</b>                |                                       |  |              |       |                                                                                                 |                                                                                       |
| Florida black bear            | <i>Ursus americanus floridanus</i>    |  | -----        | T     | Inhabits large wilderness areas.                                                                | None were observed but potential to occur on-site.                                    |
| Sherman's fox squirrel        | <i>Sciurus niger shermani</i>         |  | -----        | SSC   | Inhabits sandhills with some pines and mesic flatwoods with low ground cover.                   | None were observed but potential to occur on-site.                                    |
| <b>Birds</b>                  |                                       |  |              |       |                                                                                                 |                                                                                       |
| Florida sandhill crane        | <i>Grus canadensis pratensis</i>      |  | -----        | T     | Breeds in emergent palustrine wetlands and forages in pastures.                                 | None were observed but potential to occur on-site.                                    |
| Southeastern American kestrel | <i>Falco sparverius paulus</i>        |  | -----        | T     | Inhabits open lands and nests in natural cavities of dead trees and abandoned woodpecker nests. | None were observed but potential to occur on-site.                                    |
| Bald eagle                    | <i>Haliaeetus leucocephalus</i>       |  | *ESA         | *ESA  | Nests in tall trees along coasts, rivers, and lakes.                                            | None were observed, and no appropriate nesting trees were observed in adjacent areas. |
| Everglades snail kite         | <i>Rostrhamus sociabilis plumbeus</i> |  | E            | E     | shallow freshwater marshes                                                                      | None were observed but potential to occur on-site.                                    |
| Red-cockaded woodpecker       | <i>Picoides borealis</i>              |  | E            | E     | Old growth longleaf pine habitat                                                                | None observed, but potential for occurrence in adjacent suitable upland habitat.      |

| Common Name       | Scientific Name                |  | Legal Status |       | Preferred Habitat                                                                                          | Comments                                                                                      |
|-------------------|--------------------------------|--|--------------|-------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                   |                                |  | USFWS        | FFWCC |                                                                                                            |                                                                                               |
| Florida scrub-jay | <i>Aphelocoma coerulescens</i> |  | T            | T     | Inhabits low, open xeric oak scrub in peninsular Florida.                                                  | None observed, but potential for occurrence in adjacent suitable upland habitat if available. |
| Roseate spoonbill | <i>Ajaia ajaja</i>             |  | -----        | SSC   | Breeding: marshes, swamps, ponds, estuaries, rivers; nest underneath canopy in shrubs and small trees.     | None were observed but potential to occur on-site.                                            |
| Wood stork        | <i>Mycteria americana</i>      |  | T            | T     | Inhabits estuarine or freshwater wetlands; nest in tops of trees in cypress or mangrove swamps.            | None were observed but potential to occur on-site.                                            |
| White ibis        | <i>Eudocimus albus</i>         |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, and rivers. Nests in shrubs and small trees.                   | None were observed but potential to occur on-site.                                            |
| Osprey            | <i>Pandion haliaetus</i>       |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, lakes, and rivers. Nests in large trees and power poles.       | None were observed but potential to occur on-site.                                            |
| Limpkin           | <i>Aramus guarauna</i>         |  | -----        | SSC   | Inhabits marshes, swamps, ponds, lakes, and rivers. Nests in herbaceous material, shrubs, and small trees. | None were observed but potential to occur on-site.                                            |
| Little blue heron | <i>Egretta caerulea</i>        |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, and rivers. Nests in shrubs and small trees.                   | None were observed but potential to occur on-site.                                            |
| Snowy egret       | <i>Egretta thula</i>           |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, and rivers. Nests in shrubs and small trees.                   | None were observed but potential to occur on-site.                                            |
| Tri-colored heron | <i>Egretta tricolor</i>        |  | -----        | SSC   | Inhabits marshes, swamps, ponds, estuaries, and rivers. Nests in shrubs and small trees.                   | None were observed but potential to occur on-site.                                            |

## Appendix II

Table 2. Potential for listed plant species at the City of Mount Dora Forest Preserve (Lake County, Florida).

| Common Name                | Scientific Name                                                  | Legal Status |       | Preferred Habitat                                               | Comments                                                                                                   |
|----------------------------|------------------------------------------------------------------|--------------|-------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|                            |                                                                  | USFWS        | FFWCC |                                                                 |                                                                                                            |
| <b>Plants</b>              |                                                                  |              |       |                                                                 |                                                                                                            |
| Clasping (wide leaf) warea | <i>Warea amplexifolia</i>                                        | E            | E     | Inhabits Longleaf pine/wiregrass.                               | None observed, but potential for occurrence in adjacent longleaf pine habitat.                             |
| Britton's beargrass        | <i>Nolina brittonia</i>                                          | E            | E     | Inhabits longleaf pine, scrubby flatwoods, and xeric scrub.     | None observed, but potential for occurrence in appropriate adjacent habitat.                               |
| Scrub buckwheat            | <i>Eriogonum longifolium</i><br><i>var gnaphalifolium</i>        | T            | T     | Inhabits scrub habitat.                                         | None observed, but potential for occurrence in adjacent scrub habitat.                                     |
| Okeechobee gourd           | <i>Cucurbita okeechobeensis</i> ssp. <i>okeechobeensis</i>       | E            | E     | Inhabits specific transitional areas of wetland forested ponds. | None were observed. Unlikely occurrence in the RT area.                                                    |
| Florida bonamia            | <i>Bonamia grandiflora</i>                                       | T            | T     | Inhabits scrub and high pine habitat.                           | None observed, but potential for occurrence in adjacent habitat.                                           |
| Scrub plum                 | <i>Prunus geniculata</i>                                         | E            | E     | Inhabits scrub and high pine habitat.                           | None observed, but potential for occurrence in adjacent habitat.                                           |
| Papery Whitlow-wort        | <i>Paronychia chartacea</i> (= <i>Nyachia</i> ) <i>pulvinata</i> | T            | T     | Inhabits scrub habitat.                                         | None observed, but potential for occurrence in adjacent scrub habitat.                                     |
| Pineland Butterfly Pea     | <i>Centrosema arenicola</i>                                      | -----        | E     | Inhabits upland hardwood habitat.                               | Identified on site w/o leaves or flowers. Confirm species identification in summer during flowering stage. |

Federally Listed Species Code Key: E = Endangered, T = Threatened, CH = Critical Habitat Designated, C = Candidate

State Listed Species Code Key: E = Endangered, ST = Threatened, SSC = Species of Special Concern

\*Not Listed, but Protected Under the Endangered Species Act = \*ESA

# **APPENDIX III**

## **PHOTOGRAPHIC DOCUMENTATION**



## SITE PHOTOGRAPHS



1) City of Mt Dora Forest Preserve – NE Boundary Corner looking West



2) City of Mt Dora Forest Preserve – NE Boundary Corner looking South



## SITE PHOTOGRAPHS



3) City of Mt Dora Forest Preserve – South Boundary looking South



4) City of Mt Dora Forest Preserve – South Boundary looking North



## SITE PHOTOGRAPHS



5) City of Mt Dora Forest Preserve – South Boundary looking East



6) City of Mt Dora Forest Preserve – South Boundary looking North



## SITE PHOTOGRAPHS



7) City of Mt Dora Forest Preserve – SW Boundary Corner looking East



8) City of Mt Dora Forest Preserve – SW Boundary Corner looking North (exotic Torpedo grass along Lake John)



## SITE PHOTOGRAPHS



9) City of Mt Dora Forest Preserve – Wetland line along Lake John



10) City of Mt Dora Forest Preserve – North Boundary @ End of Suzanne Road (Entrance to Preserve)



## SITE PHOTOGRAPHS



11) City of Mt Dora Forest Preserve – NW Boundary Corner Looking East



12) City of Mt Dora Forest Preserve – NW Boundary Corner Looking South



## SITE PHOTOGRAPHS



13) City of Mt Dora Forest Preserve – *Coral ardisia* (exotic plant)



14) City of Mt Dora Forest Preserve – Water hyacinth (exotic plant) in Lake John



## SITE PHOTOGRAPHS



15) City of Mt Dora Forest Preserve – Boston fern (exotic plant)



16) City of Mt Dora Forest Preserve – East side interior groundcover vegetation



## SITE PHOTOGRAPHS



17) City of Mt Dora Forest Preserve – Boston fern (exotic plant) south central of parcel



18) City of Mt Dora Forest Preserve – North central interior groundcover vegetation



## SITE PHOTOGRAPHS



19) City of Mt Dora Forest Preserve – Water Treatment Substation along west side of Lake John



20) City of Mt Dora Forest Preserve – – Closeup of Water Treatment Substation along west side of Lake John



## SITE PHOTOGRAPHS



19) City of Mt Dora Forest Preserve – Pineland Butterfly Pea (*Centrosema arenicola*) “State Endangered Plant”

## ATTACHMENT #3

# The Vascular Flora of Forest Preserve and an Analysis of its Habitats



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Spring 2022

## **Summary of Findings**

Forest Preserve is a 18.77-acre nature preserve located in Lake County, Florida. The preserve provides an ecological steppingstone for flora and fauna and remains one of the last natural areas in the sub-urban Mount Dora area. The property is situated between Lake John to the west, sub-urban housing to the north, the Mount Dora Public Library to the east, and the Mount Dora Christian Academy to the south (Figure 1).

The topography of the preserve, analyzed through U.S. Geological Survey (USGS) data, ranges from 135ft at the eastern extent to 95ft to the western boundary (Figure 3).

There are five soil types located within the preserve boundaries, per USDA soil data, ranging from well drained sandhill soil types, highly disturbed soil types, to poor drained wetland soils. (Figure 4 and USDA Soil Data Maps). The Topography along with varieties in soil and hydrology allow for three different natural and land use community types within the based on the Florida Land Use, Cover and Forms Classification System (FLUCCS) (Figure 5).

The analysis and data collection of all vascular flora within the preserve limits accounted 101 unique species. Of these species, 65 are native, 12 are non-invasive exotics (classified as non-native), and 24 are invasive exotics. The native flora biodiversity is small, but impressive, and the continued effort of ecological restoration would certainly work at increasing the native diversity. The study also revealed the presence of two listed/endemic plant species within the site boundary.

## **Appendix**

- SSURGO Soil Data
- FLUCCS Habitat/Land Use Assessment
- Summary of Listed Plant Species
- Summary of Invasive Plant Species
- Fire Management Philosophy
- Maps/Figures
- Complete Flora
- Transect Data / Photos

### **Description of Project and Project Objectives**

#### **Introduction**

This study was done to aid towards the continued ecological restoration and management of the Forest Preserve. Given the lack of natural areas in the Mount Dora area, it is important that the Forest Preserve provides adequate refuge for as much of the native flora and fauna as possible. To best support this goal, it is important to have as much knowledge of the ecological systems as possible. This baseline assessment of the habitats and flora of the preserve will not only give us an idea of the challenges we face in the continued restoration efforts but will also allow for future reports to display the progress of restoration efforts.

#### **Field Survey**

Five belt transects were placed in various segments of the preserve. Each transect is 100ft in length, and approximately 5ft in width (Figure 6). These transects were performed during the spring 2022 semester (January-April). Transects were placed by analyzing the topographic and soil maps of the preserve, this allowed me to better assess potential breaks in habitat types. Data



on plant species names and native status for all individual species can be found for each transect in the Appendix A section of the report. The transect data can be referenced for later analysis and can be compared to assess improvements in species composition and biodiversity. The transect data was gathered in a field notebook, and then uploaded to an Excel spreadsheet for access and presentation purposes.

### Flora

A total flora depicting all plant species by family, genus, and species is found in Appendix B. Within the flora is data on native status and notes on any listed, or endemic plant species. The flora was composed on an Excel spreadsheet for analytical and presentation purposes.

### Mapping

Mapping was primarily done using ARCGIS 2019 aerial photographic data, with some map data being gathered through the US Department of Agriculture website. The boundary for the site was created utilizing Lake County Florida tax parcel data. Topographic maps were created using US Geological Survey Data.

## **Habitat Assessment**

### **Soil Data**

Within the project boundaries are five USDA classified soil types, including: (8) Candler sand, 0 to 5 percent slopes; (9) Candler sand, 5 to 12 percent slopes; (10) Candler sand, 12 to 40 percent slopes; (17) Arents; and (40) Placid and Myakka sands, depressional. Below are descriptions of each listed soil type.

(8) Candler sand, 0 to 5 percent slopes

This is a nearly level to gently sloping, excessively drained soil found on the rolling uplands of Florida's central ridge. The surface layer of this soil type generally consists of dark gray sand about 7 inches thick. The water table for this soil type is at a depth of more than 120 inches. Permeability is very rapid throughout the profile of this soil type.

(9) Candler sand, 5 to 12 percent slopes

This is a sloping to strongly sloping, excessively drained soil found on the rolling uplands of Florida's central ridge. Typically, the surface layer of this soil type consists of dark gray sand about 5 to 6 inches thick. The water table for this soil type is at a depth of more than 120 inches. Permeability is very rapid throughout the profile of this soil type.

(10) Candler sand, 12 to 40 percent slopes

This is a very steep, excessively drained sandy soil found on the rolling uplands of Florida's central ridge. Typically, the surface layer of this soil type consists of dark gray sand about 3 inches thick. The water table for this soil type is at a depth of more than 120 inches. Permeability is very rapid throughout the profile of this soil type.

(17) Arents

These are deeply disturbed soils consisting of loamy soil material that has been mixed, reworked and leveled or shaped by earth-moving equipment. These units are mostly 12 to 60 inches thick. The water table for this soil type is at a depth of 30 to 60 inches except in low-lying areas, where it is at a depth of 10 to 30 inches, and in a few dry areas, where it is at a depth of more than 60 inches.

#### (40) Placid and Myakka sands, depressional

These are very poorly drained hydric soils found in depressions mostly on the flatwoods. The surface layer of this soil type generally consists of black fine sand about 18 inches thick. Placid soil is ponded for at least 6 months during most years. Permeability of this soil type is rapid.

#### **Habitats and Land-Use Types**

There are four habitats and land-use types present at Forest Preserve. These were classified using Florida Land Use, Cover and Forms Classification System (FLUCCS). Community types found within the preserve include (425) Temperate Hardwoods; (434) Hardwood – Conifer Mixed; (617) Mixed Wetland Hardwoods; and (830) Utilities. Below includes a description of each habitat type and the dominant vascular flora, as well as any structures, within each.

#### (425) Temperate Hardwoods

The Temperate Hardwoods FLUCCS classification area covers the vast majority of the core of the preserve. This habitat community type is dominated by a dense canopy of hardwood tree species such as (but not limited to) live oak (*Quercus virginiana*), pignut hickory (*Carya glabra*), laurel oak (*Quercus laurifolia*), camphor tree (*Cinnamomum camphora*), and southern magnolia (*Magnolia grandiflora*). There are a few scattered longleaf pines (*Pinus palustris*) though the vast majority (greater than 66% aerial coverage) of canopy species are hardwood. The sub canopy is dense with many opportunistic species that have thrived through no recent burns. These species include American beauty berry (*Callicarpa americana*), sabal palm (*Sabal palmetto*), coral ardisia (*Ardisia crenata*), loquat (*Eriobotrya japonica*), cherry laurel (*Prunus caroliniana*), and others. The ground cover of this vegetative community is rather sparse due to the dense canopy/sub-canopy. Species include (but not limited to) river sage (*Salvia misella*),

Spanish needles (*Bidens alba*), guinea grass (*Urochloa maxima*), tall nutsedge (*Scleria triglomerata*), and tuberous sword fern (*Nephrolepis cordifolia*).

(434) Hardwood-Conifer Mixed

Located on the higher elevation hills of the eastern segment of the preserve this area is primarily classified because of its increased presence of canopy long leaf pines (*Pinus palustris*). Other canopy species include live oak (*Quercus virginiana*), laurel oak (*Quercus laurifolia*), sabal palm (*Sabal palmetto*) and southern magnolia (*Magnolia grandiflora*). Species found within the subcanopy include saw palmetto (*Serenoa repens*), American beauty berry (*Callicarpa americana*), sabal palm (*Sabal palmetto*), , coral ardisia (*Ardisia crenata*), loquat (*Eriobotrya japonica*), cherry laurel (*Prunus caroliniana*), and others. Common ground cover includes muscadine (*Vitis rotundifolia*), river sage (*Salvia misella*), Spanish needles (*Bidens alba*), guinea grass (*Urochloa maxima*), coontie (*Zamia integrifolia*), and tuberous sword fern (*Nephrolepis cordifolia*).

(617) Mixed Wetland Hardwoods

Located on the eastern segment of the preserve along the edge of John's Lake is a small wooded wetland area where the water table is only a few inches below ground level. Species here are more tolerant of moist soil types. The canopy of this area is largely dominated by laurel oak (*Quercus laurifolia*), and camphor tree (*Cinnamomum camphora*). Sub-canopy is primarily comprised of dahoon holly (*Ilex cassine*), wax myrtle (*Morella cerifera*), and American holly (*Ilex opaca* var. *opaca*). Common ground cover species are saw palmetto (*Serenoa repens*) and Virginia chainfern (*Woodwardia virginica*).

### (830) Utilities

A portion of the preserve has been classified as Utilities. This segment is in the southeast corner of the property and includes a small access road and a pump-station. The only form of vegetation is common ground cover species such as Spanish needles (*Bidens alba*), river sage (*Salvia misella*), and guinea grass (*Urochloa maxima*).

### **Endangered and Endemic Plants**

The Forest Preserve is home to one listed plant species, and two endemic plant species. The listing is based on the Florida Department of Agriculture's regulated plant index. Below is the list of the endangered plants found at the Forest Preserve and their official listing.

|                             |                        |                              |
|-----------------------------|------------------------|------------------------------|
| Centrosema arenicola        | pineland butterfly pea | Endangered-State;<br>Endemic |
| <i>Chapmannia floridana</i> | Florida alicia         | Endemic                      |

### **Invasive Species**

Part of the initiative of this research project was documenting the presence of invasive species at the preserve, as well as providing a percent coverage of each invasive species along each transect, to resemble a baseline to be improved on as the ecological restoration projects continue. Of the 101 vascular plant species documented at the preserve, 24 species are classified as either a category 1 or a category 2 invasive species, according to the Florida Exotic Plant Pest Council (FLEPPC. Below is a list of each invasive species documented at Genius Preserve, as well as their invasive status per FLEPPC.



## FLEPPC Invasive Plant Species Found Within the Limits of Forest Preserve

|                                                     |                     |          |
|-----------------------------------------------------|---------------------|----------|
| <i>Abrus precatorius</i>                            | rosary pea          | EPPC(I)  |
| <i>Albizia julibrissin</i>                          | mimosa tree         | EPPC(I)  |
| <i>Ardisia crenata</i>                              | coral ardisia       | EPPC(I)  |
| <i>Cinnamomum camphora</i>                          | camphor tree        | EPPC(I)  |
| <i>Dioscorea bulbifera</i>                          | air-potato          | EPPC(I)  |
| <i>Dolichandra unguis-cati</i>                      | catsclaw            | EPPC(I)  |
| <i>Eugenia uniflora</i>                             | Surinam cherry      | EPPC(I)  |
| <i>Imperata cylindrica</i>                          | cogongrass          | EPPC(I)  |
| <i>Lantana strigocamara</i>                         | lantana             | EPPC(I)  |
| <i>Ligustrum lucidum</i>                            | glossy privet       | EPPC(I)  |
| <i>Ludwigia peruviana</i>                           | Peruvian primrose   | EPPC(I)  |
| <i>Nandina domestica</i>                            | sacred bamboo       | EPPC(I)  |
| <i>Nephrolepis cordifolia</i>                       | tuberous sword fern | EPPC(I)  |
| <i>Paederia foetida</i>                             | skunkvine           | EPPC(I)  |
| <i>Senna pendula</i>                                | valamuerto          | EPPC(I)  |
| <i>Syngonium podophyllum</i>                        | American evergreen  | EPPC(I)  |
| <i>Urena lobata</i>                                 | caesarweed          | EPPC(I)  |
| <i>Koelreuteria elegans</i> subsp. <i>formosana</i> | golden raintree     | EPPC(II) |
| <i>Melia azedarach</i>                              | Chinaberry          | EPPC(II) |
| <i>Momordica charantia</i>                          | balsam apple        | EPPC(II) |
| <i>Ruellia blechum</i>                              | green shrimp plant  | EPPC(II) |
| <i>Sphagneticola trilobata</i>                      | wedelia             | EPPC(II) |
| <i>Syagrus romanzoffiana</i>                        | queen palm          | EPPC(II) |
| <i>Urochloa maxima</i>                              | guineagrass         | EPPC(II) |

## Fire Management Philosophy

The forest preserve serves as a rare remnant long leaf pine sandhill habitat that still remains in the Mount Dora area. Though, following decades of fire suppression, the natural native biodiversity of this preserve has dwindled, and hardwoods and invasive species have taken over the canopy and subcanopy that would have likely been primarily dominated by occasional scrub oaks, saw palmetto, and a ground cover comprised of wire grass, and a canopy nearly entirely dominated by long leaf pines and the occasional sandhill hardwood such as sand live oak and black cherry.

Based on the complete report and the available data, a basic Fire Management Philosophy has been created to address concerns related to the potential of fire management being introduced at the Forest Preserve.

To begin, when referencing the created FLUCCS Map (Figure 5), you will see that the eastern segment of the preserve is categorized as “Hardwood – Conifer Mixed”. This is where the long leaf pines remain in abundance, and where they have not been fully taken over by hardwoods. The other two-thirds of the preserve has rather spotty populations of long leaf pines, with hardwoods (primarily laurel oaks), dominating the canopy. The “Hardwood – Conifer Mixed” would likely be a good “starting point” for the fire management process, as the mechanical clearing needed to clear large-scale canopy trees will be less intense; and the sub-canopy is overall less dense, so the impacts of the burn will be more noticeable initially. This will allow the residents of Mount Dora to see the beneficial impacts of the burn quickly, which could help with those that have doubts on the impacts and importance of fire. This will also help promote the healthy growth of the sites only endangered plant species, *Centrosema arenicola* (pine land butterfly pea).

Once the “Hardwood – Conifer Mixed” portion of the site has been burned continually, the beginning of clearing up the remainder of the site could initiate. This involves the procedure of removing a large portion of undesirable hardwoods, such as laurel oaks, cherry laurel, and camphor trees, amongst others. This alone would be a huge step for the preserve. This would instantly allow for a greater diversity of ground cover species with the introduction of more sunlight to the forest floor. Once fires are introduced, seedlings will sprout up even more with less debris build up and through the process of seed scarification.

The habitat along the lake, classified as “Mixed Wetland Hardwoods”, should be a rather quick, and easy burn, considering the habitat is rather narrow, and is backed by a natural firebreak (John’s Lake). Removal of undesirable hardwoods would also help this habitat greatly, as there is very little direct sunlight to the understory. This would allow for a greater diversity of wetland grasses, wildflowers, and aquatic floating plants. There are a few remaining pine trees in this habitat. This area also shows lack of fire due to the very tall saw palmetto. Saw palmetto is very much a desirable species, but when left unburned, the species will begin to get very dense, creating a monoculture in the understory. Regular burns will help with this issue.

The introduction of pesticides to the site will be necessary considering the severe infestation of tough invasives such as coral ardisia, tuberous sword fern, and cogon grass. Fire alone would not be able to handle these species, as all of them are capable of regrowing directly from the roots. Cogon grass actually responds well to fires, and typically grows back denser. Thankfully, cogon grass was only found in a few locations, and treatments with pesticides should be easy.

One of the primary issues that I see when it comes to prescribing burns to this site is the construction of firebreak lines along the northern boundary of the site, which is where the preserve borders houses. The firebreaks will likely need to be at minimum 10-15ft in width,

considering that the shrubs currently stand at 5+ ft. This would likely not be taken kindly by those neighboring the preserve, or those that wish to keep the preserve fully intact – but it is a necessity if burns were to take place. All other boundaries of the preserve have a pre-existing firebreak, or construction of a break would be rather easy.

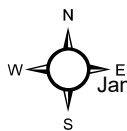


## Legend

 Forest Preserve (18.77 ac)



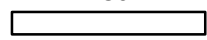
Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



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# Forest Preserve Lake County, Florida Figure 1 Aerial Map

180

 Feet

Rollins College

Produced By: JRB

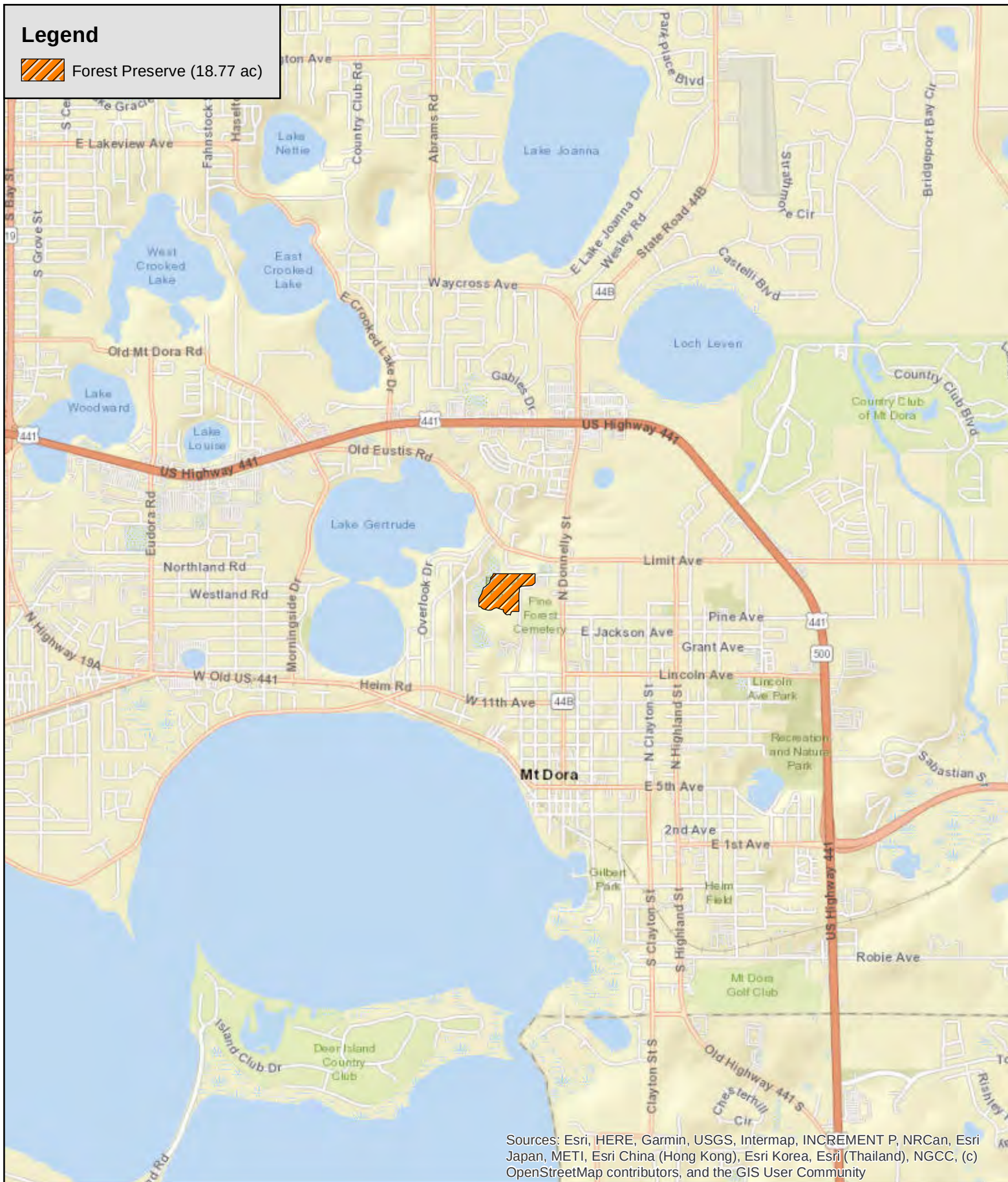
Page 232 of 469

Date: 2/26/2022



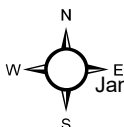
# Legend

 Forest Preserve (18.77 ac)



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Forest Preserve  
Lake County, Florida  
Figure 2  
Location Map



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0.5  
Miles  
Rollins College  
Produced By: JRB  
Date: 2/26/2022

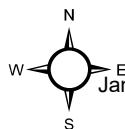








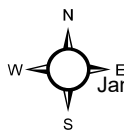
Forest Preserve  
Lake County, Florida  
Figure 4  
SSURGO Soils Map



January 17, 2023 City Council Regular Session Agenda

180  
Feet  
Rollins College  
Produced By: JRB  
Date: 2/26/2022





January 17, 2023 City Council Regular Session Agenda

# Forest Preserve Lake County, Florida Figure 5 FLUCCS Map

180  
Feet  
Rollins College  
Produced By: JRB  
Date: 2/26/2022





### Legend

-  Forest Preserve (18.77 ac)
-  Transect points
-  transects

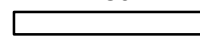
Forest Preserve

Lake County, Florida

Figure 6

Transect Map

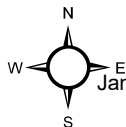
180

 Feet

Rollins College

Produced By: JRB

Date: 3/5/2022





| Family           | Bionomial                                      | Common Name           | Native Status |
|------------------|------------------------------------------------|-----------------------|---------------|
| Acanthaceae      | <i>Odontonema cuspidatum</i>                   | fire spike            | Non-Native    |
| Acanthaceae      | <i>Ruellia blechum</i>                         | green shrimp plant    | EPPC(II)      |
| Adoxaceae        | <i>Sambucus nigra</i> subsp. <i>canadensis</i> | elderberry            | Native        |
| Anacardiaceae    | <i>Rhus copallinum</i>                         | winged sumac          | Native        |
| Annonaceae       | <i>Asimina reticulata</i>                      | netted pawpaw         | Native        |
| Aquifoliaceae    | <i>Ilex cassine</i>                            | dahoon holly          | Native        |
| Aquifoliaceae    | <i>Ilex opaca</i>                              | American holly        | Native        |
| Aquifoliaceae    | <i>Ilex vomitoria</i>                          | yuapon holly          | Native        |
| Araceae          | <i>Syngonium podophyllum</i>                   | American evergreen    | EPPC(I)       |
| Arecaceae        | <i>Sabal palmetto</i>                          | cabbage palm          | Native        |
| Arecaceae        | <i>Serenoa repens</i>                          | saw palmetto          | Native        |
| Arecaceae        | <i>Syagrus romanzoffiana</i>                   | queen palm            | EPPC(II)      |
| Aristolochiaceae | <i>Aristolochia serpentaria</i>                | Virginia snakeroot    | Native        |
| Aristolochiaceae | <i>Aristolochia serpentaria</i>                | Virginia snakeroot    | Native        |
| Asteraceae       | <i>Ambrosia artemisiifolia</i>                 | common ragweed        | Native        |
| Asteraceae       | <i>Baccharis halimifolia</i>                   | salt bush             | Native        |
| Asteraceae       | <i>Bidens alba</i>                             | beggars ticks         | Native        |
| Asteraceae       | <i>Bidens bipinnata</i>                        | Spanish needles       | Native        |
| Asteraceae       | <i>Elephantopus elatus</i>                     | tall elephants foot   | Native        |
| Asteraceae       | <i>Emilia sonchifolia</i>                      | lilac tasselflower    | Non-Native    |
| Asteraceae       | <i>Mikania cordifolia</i>                      | Florida Keys hempvine | Native        |
| Asteraceae       | <i>Mikania scandens</i>                        | hemp vine             | Native        |
| Asteraceae       | <i>Sphagneticola trilobata</i>                 | wedelia               | EPPC(II)      |
| Asteraceae       | <i>Verbesina virginica</i>                     | frostweed             | Native        |
| Asteraceae       | <i>Vernonia angustifolia</i>                   | tall iron weed        | Native        |
| Berberidaceae    | <i>Nandina domestica</i>                       | sacred bamboo         | EPPC(I)       |
| Bignoniaceae     | <i>Dolichandra unguis-cati</i>                 | catsclaw              | EPPC(I)       |
| Blechnaceae      | <i>Woodwardia virginica</i>                    | Virginia chainfern    | Native        |
| Bromeliaceae     | <i>Tillandsia recurvata</i>                    | ball moss             | Native        |
| Bromeliaceae     | <i>Tillandsia usneoides</i>                    | spanish moss          | Native        |
| Clusiaceae       | <i>Hypericum hypericoides</i>                  | St. Andrews cross     | Native        |
| Commelinaceae    | <i>Tradescantia ohiensis</i>                   | Ohio spiderwort       | Native        |
| Convolvulaceae   | <i>Distimake dissecta</i>                      | Noyua vine            | Native        |
| Convolvulaceae   | <i>Ipomoea cairica</i>                         | mile-a-minute vine    | Non-Native    |
| Cucurbitaceae    | <i>Momordica charantia</i>                     | balsam apple          | EPPC(II)      |
| Cupressaceae     | <i>Juniperus virginiana</i>                    | red cedar             | Native        |
| Cyperaceae       | <i>Scleria triglomerata</i>                    | tall nut-grass        | Native        |

|                      |                                                       |                        |            |                           |
|----------------------|-------------------------------------------------------|------------------------|------------|---------------------------|
| Dennstaetiaceae      | <i>Pteridium aquilinum</i> var. <i>pseudocaudatum</i> | tailed brackenfern     | Native     |                           |
| Dioscoreaceae        | <i>Dioscorea bulbifera</i>                            | air-potato             | EPPC(I)    |                           |
| Ebenaceae            | <i>Diospyros virginiana</i>                           | common persimmon       | Native     |                           |
| Ericaceae            | <i>Vaccinium stamineum</i>                            | deerberry              | Native     |                           |
| Euphorbiaceae        | <i>Acalypha arvensis</i>                              | field copperleaf       | Non-Native |                           |
| Euphorbiaceae        | <i>Cnidocolus stimulosus</i>                          | tread softly           | Native     |                           |
| Euphorbiaceae        | <i>Euphorbia heterophylla</i>                         | Mexican fireplant      | Native     |                           |
| Fabaceae             | <i>Abrus precatorius</i>                              | rosary pea             | EPPC(I)    |                           |
| Fabaceae             | <i>Albizia julibrissin</i>                            | mimosa tree            | EPPC(I)    |                           |
| Fabaceae             | <i>Centrosema arenicola</i>                           | pineland butterfly pea | Native     | Endemic; Endangered-State |
| Fabaceae             | <i>Chapmannia floridana</i>                           | Florida alicia         | Native     | Endemic                   |
| Fabaceae             | <i>Crotalaria spectabilis</i>                         | showy rattlebox        | Non-Native |                           |
| Fabaceae             | <i>Erythrina herbacea</i>                             | coral bean             | Native     |                           |
| Fabaceae             | <i>Senna pendula</i>                                  | valamuerto             | EPPC(I)    |                           |
| Fagaceae             | <i>Quercus geminata</i>                               | sand live oak          | Native     |                           |
| Fagaceae             | <i>Quercus laurifolia</i>                             | laurel oak             | Native     |                           |
| Fagaceae             | <i>Quercus virginiana</i>                             | live oak               | Native     |                           |
| Gelsemiaceae         | <i>Gelsemium sempervirens</i>                         | yellow jessamine       | Native     |                           |
| Hemerocallidoidaceae | <i>Dianella ensifolia</i>                             | cerulean flaxlily      | Non-Native |                           |
| Juglandaceae         | <i>Carya glabra</i>                                   | pignut hickory         | Native     |                           |
| Lamiaceae            | <i>Callicarpa americana</i>                           | beautyberry            | Native     |                           |
| Lamiaceae            | <i>Cantinoa mutabilis</i>                             | tropical bushmint      | Non-Native |                           |
| Lamiaceae            | <i>Salvia misella</i>                                 | river sage             | Native     |                           |
| Lauraceae            | <i>Cinnamomum camphora</i>                            | camphor tree           | EPPC(I)    |                           |
| Lauraceae            | <i>Persea borbonia</i>                                | red bay                | Native     |                           |
| Lauraceae            | <i>Persea humilis</i>                                 | silk bay               | Native     |                           |
| Lauraceae            | <i>Persea palustris</i>                               | swamp bay              | Native     |                           |
| Magnoliaceae         | <i>Magnolia grandiflora</i>                           | southern magnolia      | Native     |                           |
| Malvaceae            | <i>Sida rhombifolia</i>                               | Cuban jute             | Native     |                           |
| Malvaceae            | <i>Urena lobata</i>                                   | caesarweed             | EPPC(I)    |                           |
| Meliaceae            | <i>Melia azedarach</i>                                | Chinaberry             | EPPC(II)   |                           |
| Myricaceae           | <i>Morella cerifera</i>                               | wax myrtle             | Native     |                           |
| Myrsinaceae          | <i>Ardisia crenata</i>                                | coral ardisia          | EPPC(I)    |                           |
| Myrtaceae            | <i>Eugenia uniflora</i>                               | Surinam cherry         | EPPC(I)    |                           |
| Nephrolepidaceae     | <i>Nephrolepis cordifolia</i>                         | tuberous sword fern    | EPPC(I)    |                           |
| Oleaceae             | <i>Ligustrum lucidum</i>                              | glossy privet          | EPPC(I)    |                           |
| Onagraceae           | <i>Ludwigia peruviana</i>                             | Peruvian primrose      | EPPC(I)    |                           |
| Onagraceae           | <i>Ludwigia repens</i>                                | creeping primrose      | Native     |                           |

|                |                                                     |                    |            |
|----------------|-----------------------------------------------------|--------------------|------------|
| Orchidaceae    | <i>Habenaria floribunda</i>                         | mignonette orchid  | Native     |
| Orchidaceae    | <i>Oeceoclades maculata</i>                         | Monk orchid        | Non-Native |
| Oxalidaceae    | <i>Oxalis corniculata</i>                           | common woodsorrel  | Native     |
| Oxalidaceae    | <i>Oxalis debilis</i>                               | pink woodsorrel    | Non-Native |
| Passifloraceae | <i>Passiflora edulis</i>                            | passionfruit       | Non-Native |
| Phytolaccaceae | <i>Phytolacca americana</i>                         | pokeweed           | Native     |
| Pinaceae       | <i>Pinus palustris</i>                              | longleaf pine      | Native     |
| Plantaginaceae | <i>Bacopa monnieri</i>                              | herb-of-grace      | Native     |
| Poaceae        | <i>Dichanthelium portoricense</i>                   | hemlock witchgrass | Native     |
| Poaceae        | <i>Imperata cylindrica</i>                          | cogongrass         | EPPC(I)    |
| Poaceae        | <i>Urochloa maxima</i>                              | guineagrass        | EPPC(II)   |
| Podocarpaceae  | <i>Podocarpus macrophyllus</i>                      | yew plum           | Non-Native |
| Polypodiaceae  | <i>Phlebodium aureum</i>                            | golden polypody    | Native     |
| Rosaceae       | <i>Eriobotrya japonica</i>                          | loquat             | Non-Native |
| Rosaceae       | <i>Prunus caroliniana</i>                           | cherry laurel      | Native     |
| Rosaceae       | <i>Prunus serotina</i>                              | black cherry       | Native     |
| Rubiaceae      | <i>Hamelia patens</i> var. <i>patens</i>            | fire bush          | Native     |
| Rubiaceae      | <i>Houstonia procumbens</i>                         | innocence          | Native     |
| Rubiaceae      | <i>Paederia foetida</i>                             | skunkvine          | EPPC(I)    |
| Sapindaceae    | <i>Acer rubrum</i>                                  | red maple          | Native     |
| Sapindaceae    | <i>Koelreuteria elegans</i> subsp. <i>formosana</i> | golden raintree    | EPPC(II)   |
| Urticaceae     | <i>Parietaria floridana</i>                         | Florida pellitory  | Native     |
| Verbenaceae    | <i>Lantana strigocamara</i>                         | lantana            | EPPC(I)    |
| Vitaceae       | <i>Parthenocissus quinquefolia</i>                  | Virginia creeper   | Native     |
| Vitaceae       | <i>Vitis rotundifolia</i>                           | muscadine          | Native     |
| Zamiaceae      | <i>Zamia integrifolia</i>                           | coontie            | Native     |

## Transect 5

| Common Name         | Species Name           | Percent Coverage | Status  |
|---------------------|------------------------|------------------|---------|
| Canopy              |                        |                  |         |
| Laurel Oak          | Quercus laurifolia     | 25               | Native  |
| Long Leaf Pine      | Pinus palustris        | 1                | Native  |
| Camphor Tree        | Cinnamomum camphora    | 10               | EPPC(I) |
| Sub-Canopy          |                        |                  |         |
| Camphor Tree        | Cinnamomum camphora    | 25               | EPPC(I) |
| Dahoon Holly        | Ilex cassine           | 2                | Native  |
| Sabal Palm          | Sabal palmetto         | 10               | Native  |
| Common Persimmon    | Diospyros virginiana   | 3                | Native  |
| Chinese Tallow      | Triadica sebifera      | 5                | EPPC(I) |
| Wax Myrtle          | Morella cerifera       | 8                | Native  |
| Beauty Berry        | Callicarpa americana   | 1                | Native  |
| American Holly      | Ilex opaca             | 1                | Native  |
| Dahoon Holly        | Ilex cassine           | 2                | Native  |
| Yuapon Holly        | Ilex vomitoria         | 5                | Native  |
| Ground Cover        |                        |                  |         |
| Saw Greenbriar      | Smilax bona-nox        | 2                | Native  |
| Coral Ardisia       | Ardisia crenata        | 45               | EPPC(I) |
| Virginia Chainfern  | Woodwardia virginica   | 3                | Native  |
| Sawtooth Blackberry | Rubus pensilvanicus    | 4                | Native  |
| Skunkvine           | Paederia foetida       | 1                | EPPC(I) |
| Saw Palmetto        | Serenoa repens         | 20               | Native  |
| Tuberous Sword Fern | Nephrolepis cordifolia | 50               | EPPC(I) |
| Cesar Weed          | Urena lobata           | 1                | EPPC(I) |





Transect 1



Transect 1





Transect 2



Transect 2





Transect 3



Transect 3





Transect 4



Transect 4





Transect 5



Transect 5



## Works Cited

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- Florida Land Use, Cover and Forms Classification Systems for the Cooperative Land Cover Map*. Florida Natural Areas Inventory, Dec. 2012.
- “Florida's Federally Listed Plant Species.” *Florida's Federally Listed Plant Species / Florida Statewide Endangered and Threatened Plant Conservation Program / Forest Health / Our Forests / Forest & Wildfire / Home - Florida Department of Agriculture & Consumer Services*, [www.fdacs.gov/Forest-Wildfire/Our-Forests/Forest-Health/Florida-Statewide-Endangered-and-Threatened-Plant-Conservation-Program/Florida-s-Federally-Listed-Plant-Species](http://www.fdacs.gov/Forest-Wildfire/Our-Forests/Forest-Health/Florida-Statewide-Endangered-and-Threatened-Plant-Conservation-Program/Florida-s-Federally-Listed-Plant-Species).
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- Tiner, Ralph W. *Wetland indicators: A guide to wetland formation, identification, delineation, classification, and mapping*. Crc Press, 2016.
- Weakley, Alan S. *Flora of The Southeastern United States – Florida*. University of North Carolina at Chapel Hill Herbarium (NCU), North Carolina Botanical Garden, University of North Carolina at Chapel Hill, 2020.



# ATTACHMENT #4



0 150  
Feet

SUMMIT CT

W JACKSON AVE

## MtDora Trail GPS

- Proposed New Trail
- Mt Dora Optional Trail

## Old and New Trail

- New Trail
- Existing
- New Trail Connector
- 10' Cleared Areas

**City of Mt Dora  
Forest Preserve  
Proposed Nature Trail  
Field Map**



1517 East Orange Avenue  
Eustis, Florida 32727  
Office: (352) 589-4013  
[www.hrwp-services.com](http://www.hrwp-services.com)



**CITY OF MOUNT DORA  
TASK AUTHORIZATION FORM**

In accordance with the terms and conditions of the Agreement between Halff Associates, Inc., formerly BESH and d/b/a BESH Halff (Contractor) and the City of Mount Dora, approved under Resolution 2018-178, dated October 4, 2018 and the Assignment between BESH and Halff Associates, Inc. d/b/a BESH Halff accepted by City Council on October 6, 2020, the parties hereto agree to the scope of work, pricing, schedule and subcontractors set forth herein.

|                                                            |
|------------------------------------------------------------|
| <b>Project Amount:</b><br>\$52,070.00                      |
| <b>Budget Account Number:</b><br>310-5555-580.63-01-LI2207 |
| <b>City Project Manager:</b><br>Chet Cramer                |
| <b>Contractor:</b><br>BESH Halff                           |
| <b>Contractor Project Manager:</b><br>Brett Tobias         |

**NOTE: THE CONTRACTOR MAY NOT BEGIN WORK UNTIL THIS FULLY SIGNED TASK AUTHORIZATION AND A CITY PURCHASE ORDER ARE DELIVERD TO THE CONTRACTOR.**

**SUMMARY OF WORK TO BE COMPLETED**

**Each Task Authorization package shall include:**

Exhibit A – Scope of Work/Compensation  
Exhibit B – Sub-Contractors

Recommended By:

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Reviewed By:

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**CONTRACTOR ACCEPTANCE**

**CITY APPROVAL**

**Print Name:**

Brett J. Tobias, P.E.

**Print Name:**

Crissy Stile, Mayor

**Signature:**



**Signature:**

**Date:**

1/10/23

**Date:**



VIA EMAIL [cramerc@ci.mount-dora.fl.us](mailto:cramerc@ci.mount-dora.fl.us)

June 20, 2022, revised July 6, 2022, revised October 26, 2022

Chet Cramer  
Construction Project Manager  
City of Mount Dora  
510 N. Baker Street  
Mount Dora, FL 32757

**RE: REVISED PROPOSAL / AGREEMENT FOR PUBLIC LIBRARY FORESTRY  
RESERVE PROJECT, MOUNT DORA, FLORIDA, LAKE COUNTY  
HALFF AVO 044712.112)  
(RFQ #18-PW-009)**

Dear Mr. Cramer:

HALFF is pleased to submit the following Scope of Work.

**SCOPE OF SERVICE:**

Halff Associates is pleased to submit the following proposal with regards to the City of Mount Dora's (COMD) Public Library Forestry Preserve Project within the city of Mount Dora, FL. HALFF Associates, as a part of COMD Professional Services Agreement for Professional Consultant Services dated October 4, 2018, was requested by COMD to provide a proposal for the design of civil and recreational landscape features for a trail system within the COMD property near the COMD Public Library off of Donnelly St. The scope of work shall consist of performing Project Administration, Permitting & Agency Review, Construction Contract Documents, assisting with Bidding and provide Construction Administration Services. The preliminary design schedule is based on an anticipated notice to proceed date of October 1, 2022. Preliminary design October-December 2022, final design January 2023, and construction documents February 2023.

**SCOPE OF WORK:**

**PHASE 100 PROJECT ADMINISTRATION**

The scope of services shall consist of administrative services necessary throughout the phases to coordinate all aspects of the project through the various Tasks listed below. This includes OWNER coordination meetings, project reporting and scheduling, project QA/QC and various project management duties.

**FEE: \$2,275.00**

## **PERMITTING AND AGENCY REVIEW PHASES**

Permitting services shall include coordinating, preparing, submitting, and obtaining regulatory permits during the design and construction phases of the project. This service includes the applications for the following regulatory permits:

### **PHASE 200 FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) ENVIRONMENTAL RESOURCE PROGRAM (ERP) PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (SJRWMD)**

Prepare stormwater calculations, required exhibits, and submit SJRWMD permit application. This phase also includes attending meeting(s) with the District, as needed, and respond to the agency's Request for Additional Information (RAI) in order to receive the permit.

**FEE: \$7,140.00**

### **PHASE 300 CITY OF MOUNT DORA SITE PLAN APPLICATION**

Prepare and submit City of Mount Dora Construction Plan permit application, attend Development Review Committee (DRC) meeting(s), and address staff review comments through plan revisions in order to obtain City of Mount Dora approval.

**FEE: \$4,840.00**

### **PHASE 400 GEOTECHNICAL INVESTIGATION (ANDREYEV ENGINEERING, INC.)**

Geotechnical Investigation to be provided by Andreyev Engineering, Inc., for stormwater design and evaluation of soils for pavement and building foundation design. A more detailed summary of work is as follows:

- Drill two (2) Standard Penetration Test (SPT) borings to a depth of 20 feet below ground surface within the two (2) entry kiosk areas for foundation evaluation.
- Drill four (4) manual auger borings to a depth of up to 7 feet below ground surface in the paved off-street parking areas for pavement evaluation.
- Measure the boring locations using a high precision GPS device.
- Prepare a geotechnical report including results of the soil investigations in profile form, locations of the soil borings (Latitude & Longitude and State Plane NAD 83 coordinates), evaluation of encountered conditions, estimation of seasonal high groundwater, and recommendations for proper site preparation, support of the proposed pavilion structures on shallow foundations and pavement section design.

This fee assumes that the site is clear and accessible to truck-mounted drilling equipment. If clearing services are necessary, you will be invoiced for the clearing costs incurred to AEI plus an additional 20%. Alternatively, you may provide clearing services to the boring locations indicated by AEI. This estimate also assumes that no traffic control will be needed during our field investigations. We anticipate that we can begin this investigation within 15 working days after receiving your authorization, and we estimate report completion within 12 to 15 working days thereafter.

**FEE: \$4,970.00**



## **PHASE 500 LANDSCAPE DESIGN**

Halff will prepare detailed landscape plans for the areas immediately adjacent of the two (2) entry features and parking lots. These plans will be prepared as follows:

1. Halff will coordinate with the engineer of record to determine final entry feature location based on available site plan. Landscape plans will be prepared at an appropriate scale and will be submitted to the CLIENT for refinement, once. Parking lot landscaping shall comply with Mt. Dora LDC. Any additional refinement will be done on an hourly basis.
2. Upon completion of design revisions Halff will prepare Final Construction Documents, these plans shall be considered Final and used for Bidding and Construction.
3. Halff is able to prepare "enhanced" landscape plans, which may include pavers, irrigation, retaining walls, lighting plans, fountains, signage, and other site amenities, but is not included within this proposal.
4. One site visit with the CLEINT is anticipated and shall be billed hourly under client coordination. Additional site visits, as directed by the CLIENT, shall also be billed hourly under client coordination.

**FEE: \$4,235.00**

## **PHASE 600 LIGHTING DESIGN (ELECTRIC SERVICES, INC.)**

Electric Services, Inc., subconsultant to HALFF, will prepare construction documents required for permit application and competitive bidding. The scope includes parking area lighting for the two (2) new parking areas and canopy structures for the entrances. The scope also includes the following:

1. Site investigation of existing facilities.
2. Parking area lighting design including photometric point-by-point calculations, fixture selection, required pole details, lighting controls and circuit design.
3. Lighting design of canopy structures including fixture selection, layout, lighting controls and circuit design.
4. New service design for parking areas as may be required.
5. Power distribution system(s) to accommodate lighting as required.
6. Coordination with electric utility for new service.
7. Required fault current calculations.

**FEE: \$6,040.00**

## **PHASE 700 CONSTRUCTION CONTRACT DOCUMENTS**

ENGINEER will prepare a set of plans for bidding, that demonstrates the requested features near the COMD Public Library Forestry Preserve Trail area. Plans will include trail/park features to include the following design guidelines/features:

1. Design an ADA-accessible, aboveground walkway/trail
2. Design walkway between the Butterfly Garden and one of the preserve entry points.
3. Design off-street parking for the trail/preserve with lighting
4. Design two (2) entry structure with kiosk/display based on examples provided and provide landscaping design around the entry points only.
5. Provide the installation of no more than twenty (20) Story Wall signs only; COMD to provide the material,
6. Provide the installation of no more than twenty (20) interpretive signs only; COMD to provide the material.

7. Provide a cost-effective barrier that blends with the environment around the existing lift station.
8. Provide rustic seating near the existing intersection of the trail system HALFF
9. Provide a typical section of a proposed trail that connects two existing trail that exit towards the west into the residential area.

Trail geometrics (if required), typical trail section, plan sheets depicting limits of work, and general notes for construction activities will be included in the. Construction Contract Developments services shall consist of providing Construction Contract Documents for the Preliminary and Final Design deliverables which shall include, but not limited to, the following:

1. Construction Plans
  - a. Site/Geometry Plan of COMD Public Library Forestry Preserve Trail
  - b. Erosion Control Plan
2. Contract Document Book to include Contractual Documents and Technical Specifications
3. Engineer's Opinion of Probable Construction Costs.

The Preliminary Design deliverable shall consist of Construction Plans with the project specific details, and all specifications for OWNER review. The Final Design Deliverable shall consist of Construction Contract Documents that will be used for Bidding purposes.

**FEE: \$9,260.00**

#### **PHASE 800 BID**

ENGINEER will provide construction contract documents to the City's Construction Project Manager for project bidding. During this phase of the project, ENGINEER shall attend the pre-bid meeting, develop meeting minutes, address bidder's questions and/or Request for Information (RFI) prior to bid award, assist with and/or issue addendums to the construction contract documents, assist evaluating Contractors' Bid Proposals and provide a recommendation, and develop Conformed Documents for issuance prior to the pre-construction meeting.

**FEE: \$4,205.00**

#### **PHASE 900 CONSTRUCTION ADMINISTRATION**

ENGINEER will advise and consult with OWNER, and act as one of its representatives during construction. ENGINEER will make visits to the site to observe the progress and quality of the executed site work and to determine in general if the work is proceeding in accordance with the Construction Documents. ENGINEER shall attend project meetings led by the Contractor during construction, and will review and provide recommendations to submittals, shop drawings, results of tests and inspections and other information the contractor is required to submit. ENGINEER will also review Contractor's RFI and provide feedback to the OWNER and Contractor, as necessary. ENGINEER shall address OWNER's questions or concerns regarding Pay Requests and shall attend the Contractor's Substantial Completion and/or Final Completion Walk-through and provide inputs to the OWNER's punch list.

**FEE: \$8,105.00**

## PHASE 9999 REIMBURSABLES

Costs for reimbursables, including printing, copying, blueprints, binding, mileage, etc., shall be billed at the rates shown in the attached Rate Schedule, or at cost.

**FEE: \$1,000.00 (BUDGET, TO BE BILLED AT COST)**

Our fees for the described services are outlined in the following table. We have provided "Lump Sum Fees" for the services identified in the Scope of Work. Lump Sum Fees do not include Reimbursable Expenses directly associated with the project (travel, mileage, reproduction, supplies, and other non-labor reimbursable costs.) Our fee schedule is as follows:

### SCHEDULE FEE SUMMARY

| PHASE        | AMOUNT             |
|--------------|--------------------|
| PHASE 100    | \$2,275.00         |
| PHASE 200    | \$7,140.00         |
| PHASE 300    | \$4,840.00         |
| PHASE 400    | \$4,970.00         |
| PHASE 500    | \$4,235.00         |
| PHASE 600    | \$6,040.00         |
| PHASE 700    | \$9,260.00         |
| PHASE 800    | \$4,205.00         |
| PHASE 900    | \$8,105.00         |
| PHASE 9999   | \$1,000.00         |
| <b>TOTAL</b> | <b>\$52,070.00</b> |

### This proposal does not include:

1. Florida Department of Transportation (FDOT) agency coordination and permitting
2. Lake County agency coordination and permitting
3. Topographic Surveying Services
4. Construction Surveying
5. As-Built Surveying
6. Sketch and Descriptions for Conservation Easements
7. Offsite Right-of-Way survey for utilities
8. Tree Survey
9. Off-site Roadway or Trans
10. Monumentation of wetlands for Conservation Easement
11. Platting
12. Sketch and Descriptions for Conservation Easements
13. Offsite Right-of-Way survey for utilities.
14. Off-site Utilities Design
15. Off-site Roadway or Transportation Improvements

16. NPDES Permitting
17. Conditional Use Permit
18. Earthwork Calculations
19. Rezoning
20. Land Use Changes
21. Franchise Utility Coordination
22. Conversion of AutoCad Files to any other format
23. Florida Fish and Wildlife Conservation Commission Permit
24. Landscape/Irrigation Plans
25. Hardscape, Walls, Entry Features
26. Electrical Controls for Lift Stations
27. Traffic Study / Impact Analysis
28. Noise Study
29. Reimbursables to be billed based upon direct expense incurred by Halff Associates, for blueprints, copies, mylars, reproductions, postage, etc.
30. Advance of permit fees, impact fees, title search fees, recording or advertising fees.
31. The above prices allow for up to five (5) response submittals for any request for additional information letters from referenced agencies. Any additional request's will be billed on an hourly basis based on the attached hourly rate schedule.



## **Exhibit “B”**

Sub-contractors: N/A



510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7126

---

**DATE:** January 17, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

**SUBJECT:** Request adoption of Single Reading (Final) **Ordinance No. 2023-01**, Small-Scale Future Land Use Map Amendment for Orange Lake Development, LLC

---

**Introduction:**

This is a request for City Council to approve single reading and adoption of Ordinance No. 2023-01.

Call Up Item

Mayor Asks Attorney to Read Ordinance by Title Only

City Manager Background

Applicant Presentation

Testimony by others on behalf of applicant or opposition with a legitimate interest in the matter, who can provide substantial competent evidence.

Rebuttal by Applicant

Discussion

Council Action

**Discussion:**

Section 163.3187(2) of the Florida Statutes requires only one public hearing before the City Council for Small-Scale Future Land Use Map Amendments. These are only associated with amendments of 50.00 acres or less.

Further descriptions and the land use report are contained in Attachment #1 (PZC/LPA Staff Report). The advertisements for the adoption hearing are provided in Attachment #2. The applicant is requesting an amendment to the City's Future Land Use Map. The proposed amendment will change approximately 2.11 acres from Public Lands/Institutions to Commercial. The proposal is for future development. The applicant has indicated to staff this parcel is no longer needed for the adjacent church and will expand the commercial node at the intersection along US Highway 441 at East Crooked Lake Drive. The adjacent lands are classified as commercial land use.

The uses and site standards are being processed in a companion rezoning to C-3.

This Ordinance shall take effect 31 days after the adoption of the annexation Ordinance, per Florida Statutes.

The sequence of events leading to the presentation to the City Council are as follows:

The Planning and Zoning Commission (PZC), acting as the Local Planning Agency, at their regularly scheduled meeting held on December 21, 2022, recommended approval of the Small-Scale Future Land Use Map Amendment from Public Lands/Institutions to Commercial land use designation.

The Development Review Committee (DRC) on November 30, 2022, reviewed and recommended approval of the Small-Scale Future Land Use Map Amendment from Public Lands/Institutions to Commercial land use designation.

**Budget Impact:**

There are no budgetary impacts on the City relative to the processing of the future land use map amendment action.

**Strategic Impact:**

Future Land Use Map amendments which address density and/or intensity changes are consistent with Growth Management and Economic Development Goals to foster development and growth opportunities. GOAL 1: Economic Development; Objective 1.3. Attract new commercial businesses/residential development.

**Recommendation:**

City Council adopt under single reading Ordinance No. 2023-01 the Small-Scale Future Land Use Map Amendment.

**Attachment(s):**

1. Attachment 1 PZC Staff Report Orange Lake FLUM12-21-22 (ADA)
2. Attachment 2 Legal Advertisement Publications (ADA1)
3. Ordinance 2023-01 Orange Lake Dev FLUM.SGS
4. Exhibit A Orange Lake Dev FLUM Amendment

Prepared by: Vince Sandersfeld, Planning and Development Director

Reviewed by: Sherry Sutphen, City Attorney  
Jeanann Hand, City Clerk  
Patrick Comiskey, City Manager

Approved - 1/10/2023

Approved - 1/10/2023

Final Approval - 1/10/2023

---

**DATE:** December 21, 2022

**TO:** Planning and Zoning Commission

**FROM:** Development Review Committee  
Vince Sandersfeld, Planning Director

**THROUGH:** Michele Janiszewski, AICP, Senior Planner

**RE:** Application to Amend the Future Land Use Map; Small-Scale FLUM Amendment Request (Review Type); Change in Land Use from Public Lands and Institutions to Commercial; 2.16 Acres (Site Area); Located on the south side of U.S. Highway 441, west of the Hope City Church; Lingyan Chen (Applicant); Orange Lake Development, LLC (Owner). Project No. FLUM22-04SM.

---

**SUMMARY OF RECOMMENDATION:**

Staff recommends approval of the small-scale application to amend the Future Land Use category on 2.16 +/- acres from Public Lands and Institutions to Commercial and forwards the same to City Council.

**REFERENCES/SUPPORT:**

Mount Dora Comprehensive Plan 2045  
Policy 4.g (6) FLUE of the Mount Dora Comprehensive Plan 2045

**SITE SUMMARY:**

|                            |                                                                             |
|----------------------------|-----------------------------------------------------------------------------|
| Owners                     | Orange Lake Development, LLC                                                |
| Applicant                  | Lingyan Chen                                                                |
| General Location:          | Located on the south side of U.S. Highway 441, west of the Hope City Church |
| Alternate Key Nos.         | 1477352                                                                     |
| Zoning District:           | PLI (Public Lands and Institutions)                                         |
| Proposed Zoning District:  | C-3                                                                         |
| Future Land Use Category:  | Public Lands and Institutions                                               |
| Proposed Land Use Category | Commercial                                                                  |
| Overlays:                  | None                                                                        |
| Site Area:                 | 2.16 +/- acres                                                              |
| Existing Use:              | Vacant Lands                                                                |



**SURROUNDING PROPERTY TABLE:**

| Direction | Jurisdiction  | Future Land Use  | Zoning District(s) | Existing Use(s)           | Comments         |
|-----------|---------------|------------------|--------------------|---------------------------|------------------|
| North     | ROW           | NA               | NA                 | Arterial Road             | U.S. HWY 441     |
| South     | City          | PLI              | PLI                | Church                    | City Hope Church |
| East      | City          | PLI              | PLI                | Church                    | City Hope Church |
| West      | City & County | COMM & Urban Low | C-3 & R-1          | Undeveloped & Residential | SFDU             |

**DEVELOPMENT STANDARDS MATRIX:**

| Standard                                                                                                                               | Public Lands & Institutes | Commercial            |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------|
| Floor Area Ratio (FAR)                                                                                                                 | Not Defined               | 0.35                  |
| Maximum Square Footage                                                                                                                 | No Defined                | 32,931 square feet    |
| Density                                                                                                                                | None                      | Max. 12 Units / Acre* |
| Maximum Dwelling Units                                                                                                                 | None                      | 25 Units              |
| Impervious Surface Ratio (ISR)                                                                                                         | Max. 70%                  | Max. 65%              |
| Open Space                                                                                                                             | Not Specified             | Not Specified         |
| Building Height                                                                                                                        | 75 feet                   | Not Specified         |
| *Residential Units only permitted within the RP, C-1, C-2, and C-2A zoning districts. Applicant is seeking to rezone the property C-3. |                           |                       |

**ANALYSIS:**

The property contains 2.16 acres and is undeveloped. The applicant has applied to amend the future land use map to change it from Public Lands and Institutions (PLI) to Commercial (COMM). An application to rezone the property from PLI to C-3 is being processed simultaneously with the FLUM application.

Goal 1, Objective 4, Policy g.6, Future Land Use Element of the Comprehensive Plan describes the Commercial land use category. This category is limited to retail businesses and intended to be located in nodes along intersections of arterial and non-residential collectors, and along U.S. Hwy 441/S.R. 19A or in planned commercial centers. The subject property is located along U.S. Highway 441 and is compliant with the location criteria for this land use established in the Comprehensive Plan.

The proposed land use category only allows residential uses within the RP, C-1, C-2, and C-2A zoning districts. The Applicant applied to rezone the property C-3 which does not allow residential uses so there are no plans to develop residential uses on the property. The Applicant does not have specific development plans for the property at this time but indicated they are seeking to construct a strip center with less than 20,000 square feet of gross commercial area.

The abutting property to the east has an existing entrance to U.S. Highway 441. A cross-access agreement will be required if the development seeks to utilize this entrance. The property has access to Highview Avenue, a forty (40) foot right-of-way platted in Replat of Mountain View Subdivision (Plat Book 9, Page 49). The right-of-way will need to be brought up to City standards if seeking to utilize it for access.

The properties to the west of the subject property are platted tracts in the Dora Plaza Plat (Plat Book 73, Page 58) and include a 24' cross access easement. Future development of the site will need to connect to the abutting cross-access easement.

## **PUBLIC IMPACTS AND CAPACITY ANALYSIS:**

### **Housing**

The Applicant applied to rezone the property C-3 which does not allow residential uses so there will be no impact to the amount of housing within the City.

### **Traffic**

Goal 1, Objective 3, Policy b, Transportation Elements of the Comprehensive Plan establishes the minimum acceptable roadway operating conditions on principal arterials, minor arterials, and collectors as LOS D.

Further review and evaluation would be undertaken when a development application and traffic study is provided to ensure the proposed development will not adversely impact the roadway network.

### **Water**

Goal 1, Objective 1, Policy d, Infrastructure Element, 2045 Comprehensive Plan, establishes the water level-of-service standards as 350 gallons per day (GPD) per equivalent residential unit (ERU). The City does not have an established level-of-service for non-residential uses. According to the U.S. Energy Information Administration, the average estimate for water consumption in large buildings (greater than 200,000 square feet) is 55.6 gallons per 1,000 square feet commercial/office and 127 gallons per 1,000 square feet Healthcare uses (the most intense use permitted within the PLI land use category)

Based on the calculations, the development has the potential to decrease the water demand. Exact calculations on GPD can only be assessed with details of the proposed development.

| Land Use                                                                                | Max. Non-Residential<br>Square Feet GPD | Total GPD |
|-----------------------------------------------------------------------------------------|-----------------------------------------|-----------|
| Public Lands & Institute                                                                | $(65,862 \times 1,000) \times 127$      | 8,364 GPD |
| Commercial                                                                              | $(32,931 / 1,000) \times 55.6$          | 1,830 GPD |
| *Max Square Footage calculated using the PLI zoning district's established FAR of 0.70. |                                         |           |

### **Wastewater**

Goal 1, Objective 1, Policy d, Infrastructure Element, 2045 Comprehensive Plan, establishes the sewer level-of-service standard as 300 GPD per ERU. Flow requirements from commercial, industrial, institutional, or other special development areas shall be established from existing records or by estimated projections using the best available data; however, in no case shall a rate of less than 2,000 gallons per acre per day be used, unless specifically approved otherwise.

A thorough review of wastewater demands will be undertaken once a development application is submitted.

**Reclaim Water**

Conversation Element requires participation in the City reuse for irrigation purposes. Goal 2, Objective 1, Policy c. (1) of the Infrastructure Element requires water conservation practices by utilizing the City reclaimed system available.

**Stormwater**

Goal 2, Objective 1, Policy b, Infrastructure Element of the Comprehensive Plan requires stormwater facilities to be designed to accommodate the 25-year / 24- hour storm design event and ensure the peak post-development runoff does not exceed peak pre-development runoff rate. Compliance with this provision will be undertaken with the submittal of a development application.

**Parks and Recreation**

Goal 1, Objective, 1, Policy a, Recreation and Open Space Element of the Comprehensive Plan states that all residents shall have access to a community or neighborhood park within a ten (10) minute walk. The standards for a community and neighborhood park are defined in the Comprehensive Plan. The proposed land use category only allows residential uses within the RP, C-1, C-2, and C-2A zoning districts. The Applicant applied to rezone the property C-3 which does not allow residential uses so there will be no impact to the Level-of-Service established for Parks.

**Environmental**

According to the Lake County Interactive Map, there is no indication of floodzone or wetlands on the subject property. Map VI-4: Natural Communities shows area contains Upland Hardwood Forests and Mixed Upland (Coniferous / Hardwood) communities. Map VI-3: Soils shows the area has Type 'A' soils. Further review of potential impacts to the environment and natural communities will be undertaken with the future development application.

**NOTIFICATIONS:**

JPA Notice to Lake County: November 8, 2022

JPA Notice to Orange County: November 8, 2022

Courtesy Notice to Lake County School District: November 8, 2022

Non-Legal Notice PZC and Notice to City Council: December 9, 2022

Notice to Surrounding Owners: December 9, 2022

Ordinance Enactment Legal Ad: January 6, 2023

**PUBLIC HEARING SCHEDULE:**

PZC: December 21, 2022

City Council FLUM Single Reading and Adoption: January 17, 2022

**ATTACHMENTS:**

Vicinity Map

Future Land Use Composite City-County Map

Future Land Use Map Amendment

Zoning Composite City-County Map

Application

# Legend



City Limits



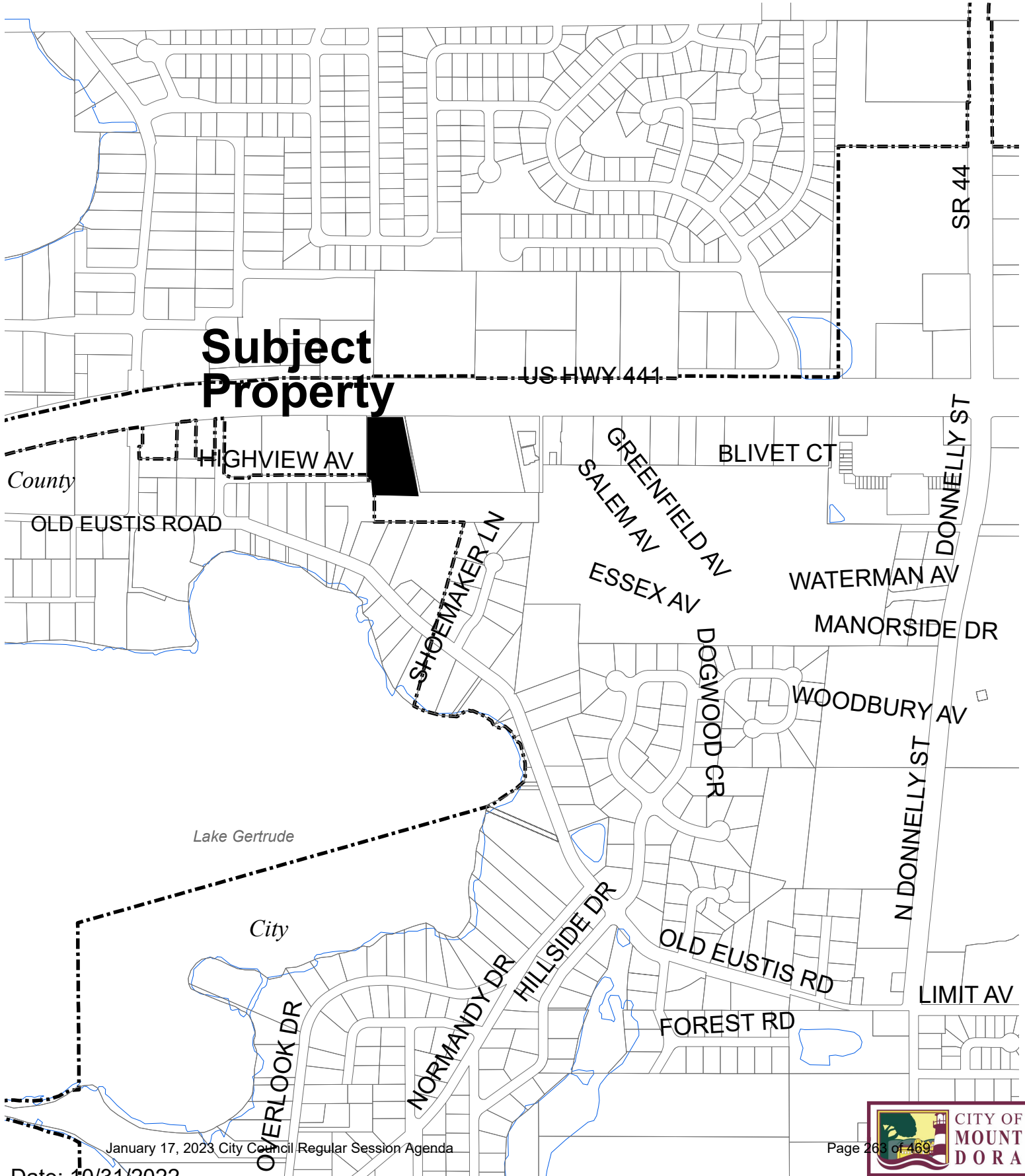
Subject Property

## Vicinity Map

N



N.T.S.





# Orange Lake Development, LLC Future Land Use Area Map (Composite City & Lake County)

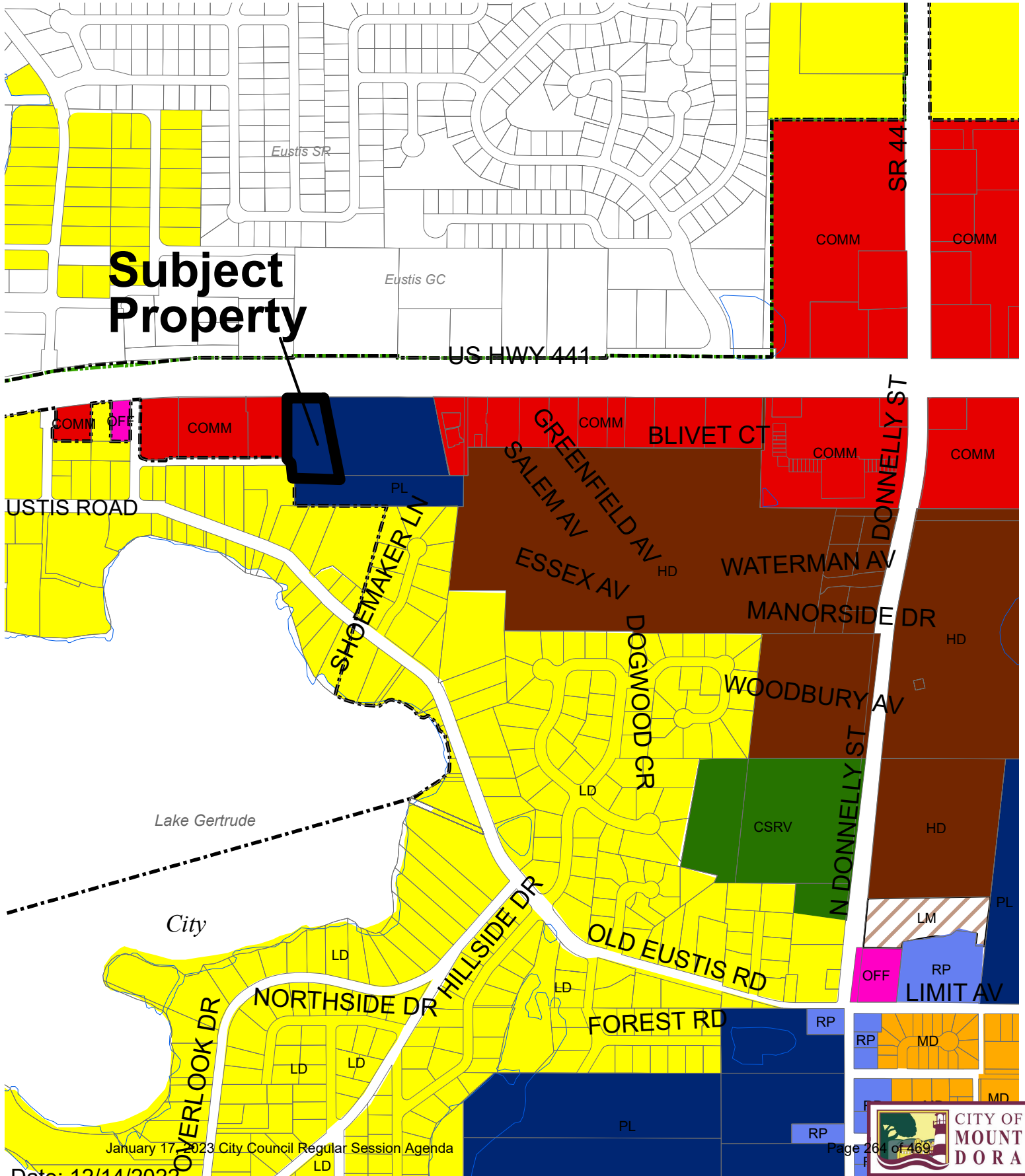
## Legend

-  City Limits
-  Subject Property
-  JPA Boundary

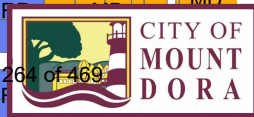
N



N.T.S.



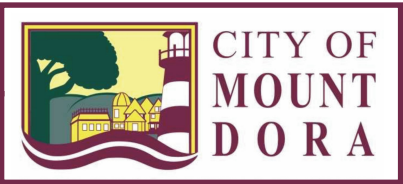
**Subject  
Property**



# City of Mount Dora Future Land Use Map

Planning Time Frame: 2045

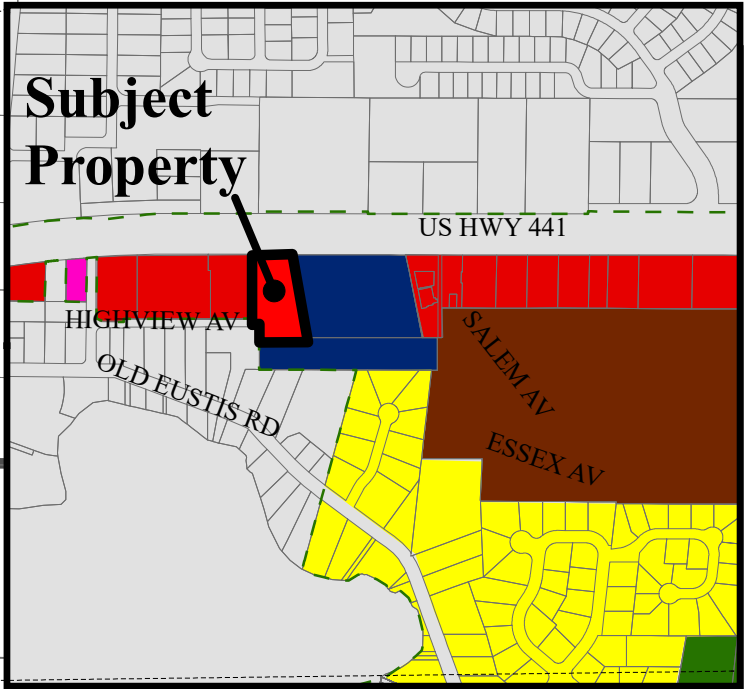
## FLUM Amendment - Orange Lake Development LLC



0 1,400 2,800 Feet

### Map II-2a

Small-Scale FLUM Amendment

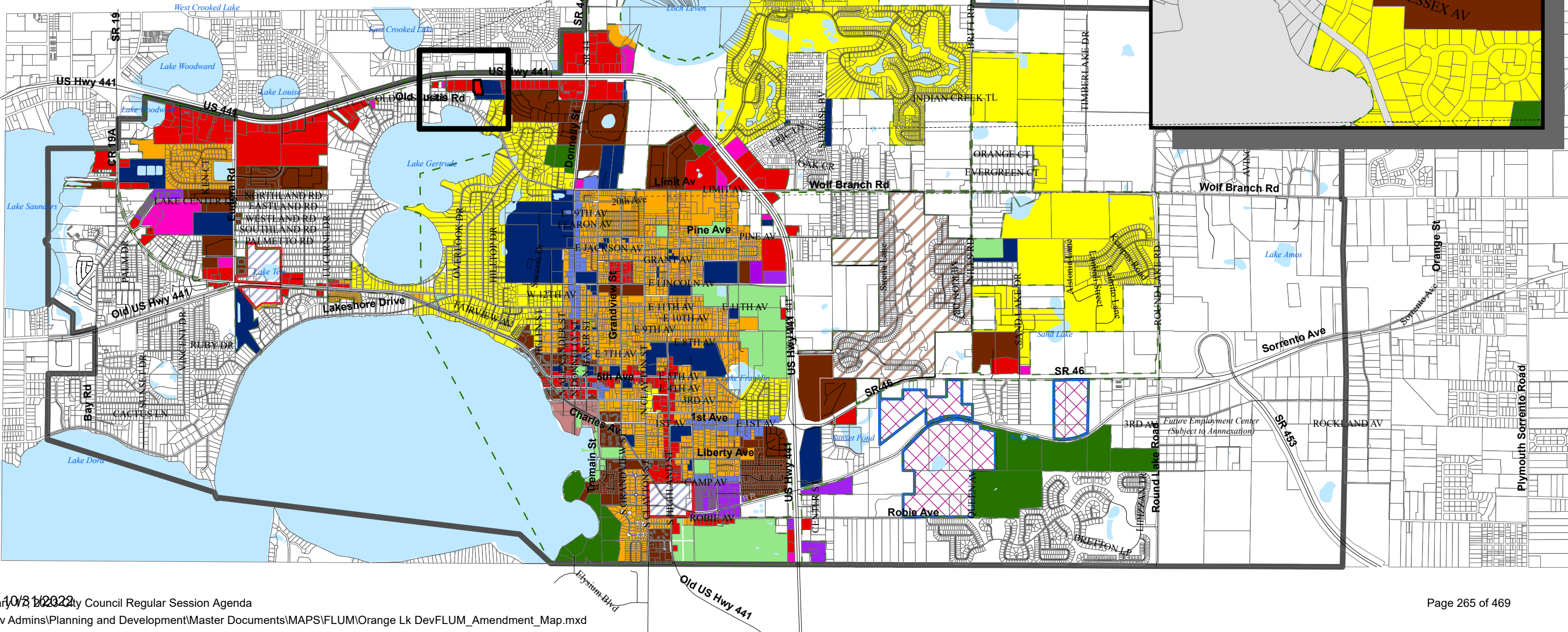


#### LEGEND:

- Mixed Use Traditional (MU-1)
- Mixed Use Downtown (MU-2)
- Employment Center
- Residential Professional/Office
- Low Density Residential (2.5 DU/AC or Less)
- Low/Medium Density Residential (4 DU/AC or Less)
- Medium Density Residential (6 DU/AC or Less)
- High Density Residential (18 DU/AC or Less)
- Industrial
- Commercial
- Office
- Recreation
- Public Lands/Institutions
- Conservation
- Water Bodies/Lakes

#### Features

- City Limits
- JPA
- Rail Road





# Orange Lake Development, LLC Zoning Area Map (Composite City & Lake County)

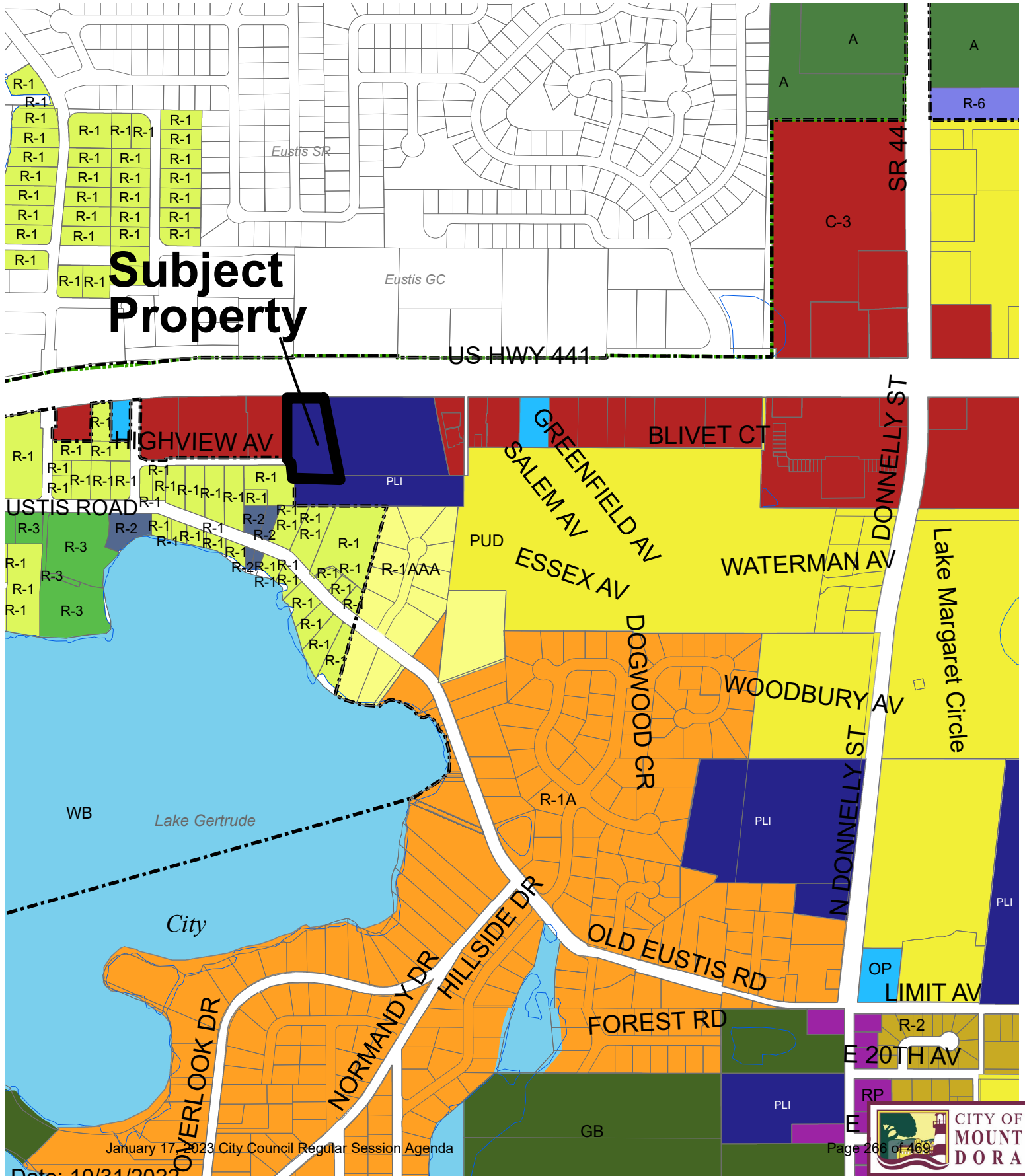
## Legend

-  City Limits
-  Subject Property
-  JPA Boundary

N



N.T.S.



**Subject  
Property**



**FLUM22-04SM**

**CITY OF  
MOUNT  
DORA**

City of Mount Dora  
Planning and Development  
510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7112

E-mail: [plandev@cityofmountdora.com](mailto:plandev@cityofmountdora.com)

**FUTURE LAND USE MAP AMENDMENT  
SMALL-SCALE (10 ACRES OR LESS)  
APPLICATION**

Date : 11/18/2022 Project Name: \_\_\_\_\_

1. Applicant's Name: Lingyan Chen  
Company's Name: Orange Lake Development LLC  
Address: 2432 Dahlgren Way  
City, State & Zip: Winter Garden FL 34787  
Phone: 4074632449 E-mail: orange.lake.florida@gmail.com

2. Owner's Name: Lingyan Chen  
Company's Name: Orange Lake Development LLC  
Address: 2432 Dahlgren Way  
City, State & Zip: Winter Garden FL 34787  
Phone: 4074632449 E-mail: orange.lake.florida@gmail.com

3. The property generally located and list adjacent streets: 2D # 19-19-27-0406  
- 00 B - 00001  
Alternate Key 1477352

4. The address(s) of the property: 05 Hwy 441 Mount Dora, FL 32757

5. Size of property in Acres: 2.11 Square Feet: 91751

6. Current Zoning District: PL1

7. Requested Zoning District: C-3  
(Separate application required for change in zoning district)

8. Future Land Use Category : Current PL1, apply for C-3

9. Requested Future Land Use Category: Vacant lots

10. Present use and structures on the property (list number of residential dwelling units):

Small strip Center, and office mix

11. Building Size Existing: 8 Proposed: \_\_\_\_\_

12. Surrounding Future Land Use, Zoning, and Existing Use by City/County (fill-in table):

| Direction | City/County | FLU | Zoning | Existing Use(s) |
|-----------|-------------|-----|--------|-----------------|
| North     |             |     |        |                 |
| South     |             |     |        |                 |
| East      |             |     |        |                 |
| West      |             |     |        |                 |

(districts/categories may be abbreviated)

13. Present use and structures on the property (list number of residential dwelling units):

Strip Center, 10 units

14. Proposed use of property: Strip Center.

15. List the specific Comprehensive Plan Policy that allows proposed use: \_\_\_\_\_

16. State the reason for this request: PL1 change to C-3.

17. Describe changed condition justifying the amendment: \_\_\_\_\_

On major road, surround by strip centers.

18. Describe whether and how the proposed amendment is consistent with the City of Mount Dora's Comprehensive Plan: \_\_\_\_\_

19. Describe the extent to which the proposed amendment is compatible with existing land uses: \_\_\_\_\_

Left of lots, strip center is approved by city.



20. Describe the extent to which the proposed amendment affects the capacities of public facilities and services: Small strip center under 20,000 SF.
21. Describe the extent of environmental impacts on the resources of proposed amendment: Small strip center under 20,000 SF
22. Describe the extent to which the proposed amendment will result in an orderly and logical development pattern: \_\_\_\_\_

## CERTIFICATION AND SIGNATURE

### AFFIDAVIT

I, Lingyan Chen, being first duly sworn, depose and say that I apply for the request contained herein, and that all answers, information, sketches, data and other supplementary matter attached to or included herewith as part of this application, are accurate and true to the best on my knowledge and belief.

[Signature]  
Signature of Applicant

Lingyan Chen  
Print or Type Name

STATE OF FLORIDA  
COUNTY OF LAKE  
CITY OF MOUNT DORA

The foregoing instrument was acknowledged before me this 27 day of October 2022 by Lingyan Chen who is personally known to me or who has produced FL DL as identification and who did \_\_\_\_\_ or did not X take an oath.

SEAL:



[Signature]  
Notary Public

Emily Ragusa  
Print or Type Name



**CITY OF  
MOUNT  
DORA**

**Planning and Development  
510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7112**

**E-mail: plandev@cityofmoundora.com**

### AGENT AUTHORIZATION

I/we, (Property owner name(s)) Lingyan Chen, as the owner(s)  
of the real property described as follows,  
AK# 1477352 (Address, Parcel ID or  
Alternate Key Number of subject property), do hereby authorize myself  
to act as my/our Agent, to execute any petitions/applications or other documents necessary to  
affect the request for a landuse amendment to Comm and to appear on  
my/our behalf before any administrative, legislative or quasi-judicial body in the City pertaining  
to the application described above and to act in all respects as my/our Agent in matters pertaining  
to the application and City process. I hereby certify that I am the owner of the property described  
herein, which property is within the regulation of the City of Mount Dora, and that I freely adopt  
this plan of division.

Lingyan Chen  
Printed Name of Property Owner

[Signature]  
Signature of Property Owner

10/27/22  
Date

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

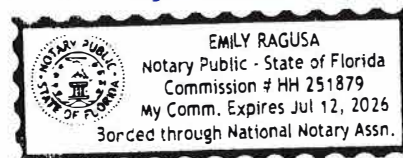
State of Florida

County of Lake

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online  
notarization, this 27<sup>th</sup> day of October, 2022, by Lingyan Chen

Personally known OR Produced Identification

Type of Identification Produced: FL DL



[Signature]  
Notary Signature

Note: All applications shall be signed by the Owner(s) of the property, or the Agent as duly  
authorized herein by the Owner(s).



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
ORANGE LAKE DEVELOPMENT, LLC.

### Filing Information

**Document Number** L17000090578  
**FEI/EIN Number** N/A  
**Date Filed** 04/24/2017  
**State** FL  
**Status** ACTIVE

### Principal Address

2432 DAHLGREN WAY  
WINTER GARDEN, FL 34787

### Mailing Address

2432 DAHLGREN WAY  
WINTER GARDEN, FL 34787

### Registered Agent Name & Address

CHEN, LINGYAN  
2432 DAHLGREN WAY  
WINTER GARDEN, FL 34787

### Authorized Person(s) Detail

#### **Name & Address**

Title MGR

CHEN, LINGYAN  
2432 DAHLGREN WAY  
WINTER PARK, FL 34787

### Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2020        | 04/12/2020 |
| 2021        | 02/24/2021 |
| 2022        | 04/01/2022 |

### Document Images

04/01/2022 - ANNUAL REPORT  
[View image in PDF format](#)

January 17, 2023 City Council Regular Session Agenda

|                                                         |                                          |
|---------------------------------------------------------|------------------------------------------|
| <a href="#">02/24/2021 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/12/2020 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/01/2019 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">06/30/2018 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/24/2017 -- Florida Limited Liability</a> | <a href="#">View image in PDF format</a> |

ORANGE COUNTY, FLORIDA DEPARTMENT OF COUNTY CLERK



# PROPERTY RECORD CARD

## General Information

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         |                                           |                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ORANGE LAKE DEVELOPMENT LLC                                                                                                                                                                                                                                                                             | <b>Alternate Key:</b>                     | 1477352                                                                                       |
| <b>Mailing Address:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2432 DAHLGREN WAY<br>WINTER GARDEN, FL 34787<br><a href="#">Update Mailing Address</a>                                                                                                                                                                                                                  | <b>Parcel Number:</b> ⓘ                   | 19-19-27-0406-00B-00001                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         | <b>Millage Group and City:</b>            | 00MD Mount Dora                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         | <b>2022 Total Certified Millage Rate:</b> | 18.8051                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         | <b>Trash/Recycling/Water/Info:</b>        | <a href="#">My Public Services Map</a> ⓘ                                                      |
| <b>Property Location:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | US HWY 441<br>MOUNT DORA FL, 32757                                                                                                                                                                                                                                                                      | <b>Property Name:</b>                     | --<br><a href="#">Submit Property Name</a> ⓘ                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         | <b>School Information:</b>                | <a href="#">School Locator &amp; Bus Stop Map</a> ⓘ<br><a href="#">School Boundary Maps</a> ⓘ |
| <b>Property Description:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | MOUNT DORA, MOUNTAIN VIEW REPLAT OF BLKS A-B & D SUB BEG 48.5 FT E OF W LINE OF BLK B ON S LINE OF HWY, RUN W 68.5 FT, S 336.33 FT, E 40 FT, S TO A PT 140.93 FT N OF S LINE OF NW 1/4, S 89-51-42 E 229.91 FT, N 09-26-56 W 421.91 FT TO S LINE OF HWY 441, W 132 FT TO POB PB 9 PG 49 ORB 5679 PG 849 |                                           |                                                                                               |
| NOTE: This property description is a condensed/abbreviated version of the original description as recorded on deeds or other legal instruments in the public records of the Lake County Clerk of Court. It may not include the Public Land Survey System's Section, Township, Range information or the county in which the property is located. It is intended to represent the land boundary only and does not include easements or other interests of record. This description should not be used for purposes of conveying property title. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. |                                                                                                                                                                                                                                                                                                         |                                           |                                                                                               |

## Land Data

| Line | Land Use                 | Frontage | Depth | Notes                                                                       | No. Units | Type        | Class Value | Land Value   |
|------|--------------------------|----------|-------|-----------------------------------------------------------------------------|-----------|-------------|-------------|--------------|
| 1    | VACANT COMMERCIAL (1000) | 0        | 0     |                                                                             | 91751.000 | Square Feet | \$0.00      | \$555,094.00 |
|      |                          |          |       | <a href="#">Click here for Zoning Info</a> ⓘ <a href="#">FEMA Flood Map</a> |           |             |             |              |

## Miscellaneous Improvements

There is no improvement information to display.

## Sales History

NOTE: This section is not intended to be a complete chain of title. Additional official book/page numbers may be listed in the property description above and/or recorded and indexed with the Clerk of Court. [Follow this link to search all documents by owner's name.](#)

| Book/Page                                                                                                                                       | Sale Date | Instrument      | Qualified/Unqualified | Vacant/Improved | Sale Price   |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|-----------------------|-----------------|--------------|
| <a href="#">5679 / 849</a>                                                                                                                      | 03/2021   | Warranty Deed   | Qualified             | Vacant          | \$650,000.00 |
| <a href="#">1804 / 1538</a>                                                                                                                     | 03/2000   | Warranty Deed   | Unqualified           | Vacant          | \$240,000.00 |
| <a href="#">1015 / 1107</a>                                                                                                                     | 06/1989   | Warranty Deed   | Unqualified           | Vacant          | \$167,000.00 |
| <a href="#">1010 / 1385</a>                                                                                                                     | 04/1989   | Quit Claim Deed | Unqualified           | Vacant          | \$1.00       |
| <a href="#">1010 / 1384</a>                                                                                                                     | 04/1989   | Quit Claim Deed | Unqualified           | Vacant          | \$1.00       |
| <a href="#">1010 / 1383</a>                                                                                                                     | 04/1989   | Quit Claim Deed | Unqualified           | Vacant          | \$1.00       |
| <a href="#">Click here to search for mortgages, liens, and other legal documents.</a> ⓘ<br>January 17, 2023 City Council Regular Session Agenda |           |                 |                       |                 |              |

## Values and Estimated Ad Valorem Taxes

**Values shown below are 2022 CERTIFIED VALUES.**

The Market Value listed below is not intended to represent the anticipated selling price of the property and should not be relied upon by any individual or entity as a determination of current market value.

| Tax Authority                     | Market Value | Assessed Value | Taxable Value | Millage       | Estimated Taxes |
|-----------------------------------|--------------|----------------|---------------|---------------|-----------------|
| LAKE COUNTY BCC GENERAL FUND      | \$555,094    | \$555,094      | \$555,094     | 5.0364        | \$2,795.68      |
| SCHOOL BOARD STATE                | \$555,094    | \$555,094      | \$555,094     | 3.2500        | \$1,804.06      |
| SCHOOL BOARD LOCAL                | \$555,094    | \$555,094      | \$555,094     | 2.9980        | \$1,664.17      |
| LAKE COUNTY WATER AUTHORITY       | \$555,094    | \$555,094      | \$555,094     | 0.3083        | \$171.14        |
| NORTH LAKE HOSPITAL DIST          | \$555,094    | \$555,094      | \$555,094     | 0.5000        | \$277.55        |
| ST JOHNS RIVER FL WATER MGMT DIST | \$555,094    | \$555,094      | \$555,094     | 0.1974        | \$109.58        |
| CITY OF MOUNT DORA                | \$555,094    | \$555,094      | \$555,094     | 5.9603        | \$3,308.53      |
| LAKE COUNTY MSTU AMBULANCE        | \$555,094    | \$555,094      | \$555,094     | 0.4629        | \$256.95        |
| LAKE COUNTY VOTED DEBT SERVICE    | \$555,094    | \$555,094      | \$555,094     | 0.0918        | \$50.96         |
|                                   |              |                |               | <b>Total:</b> | <b>Total:</b>   |
|                                   |              |                |               | 18.8051       | \$10,438.62     |

## Exemptions Information

**This property is benefitting from the following exemptions with a checkmark **

|                                                                                                                                                                |                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Homestead Exemption (first exemption up to \$25,000)                                                                                                           | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Additional Homestead Exemption (up to an additional \$25,000)                                                                                                  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Limited Income Senior Exemption (applied to county millage - up to \$50,000)                                                                                   | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Limited Income Senior Exemption (applied to city millage - up to \$25,000)  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Limited Income Senior 25 Year Residency (county millage only-exemption amount varies)                                                                          | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Widow / Widower Exemption (up to \$500)                                                                                                                        | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Blind Exemption (up to \$500)                                                                                                                                  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Disability Exemption (up to \$500)                                                                                                                             | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Total and Permanent Disability Exemption (amount varies)                                                                                                       | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Veteran's Disability Exemption (\$5000)                                                                                                                        | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Veteran's Total and Permanent Disability Exemption (amount varies)                                                                                             | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Veteran's Combat Related Disability Exemption (amount varies)                                                                                                  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Deployed Servicemember Exemption (amount varies)                                                                                                               | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| First Responder Total and Permanent Disability Exemption (amount varies)                                                                                       | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Surviving Spouse of First Responder Exemption (amount varies)                                                                                                  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Conservation Exemption (amount varies)                                                                                                                         | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Tangible Personal Property Exemption (up to \$25,000)                                                                                                          | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Religious, Charitable, Institutional, and Organizational Exemptions (amount varies)                                                                            | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Economic Development Exemption                                                                                                                                 | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Government Exemption (amount varies)                                                                                                                           | <a href="#">Learn More</a> <a href="#">View the Law</a> |

regarding the completeness and accuracy of the data herein, its use or interpretation, the fee or beneficial/equitable title ownership or encumbrances of the property, and assumes no liability associated with its use or misuse. See the posted [Site Notice](#).

Copyright © 2014 Lake County Property Appraiser. All rights reserved.  
Property data last updated on March 21, 2022.

**Site Notice**



This instrument prepared by:  
Frank McMillan, Attorney at Law  
351 South State Road 434  
Altamonte Springs, FL 32714

Parcel No. ID 191927040600B00001

---

**SPECIAL WARRANTY DEED**

THIS INDENTURE, made as of this 31st day of March, 2021, between

**FLORIDA CONFERENCE ASSOCIATION OF SEVENTH-DAY ADVENTISTS**, a Florida non-profit corporation with offices at: 351 South State Road 434, Altamonte Springs, FL 32714, hereinafter referred to as **GRANTOR**,

and **ORANGE LAKE DEVELOPMENT, LLC** whose address is 2432 Dahlgren Way, Winter Garden, FL 34787, hereinafter referred to as **GRANTEE**:

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations and partnerships.)

WITNESSETH: That the Grantor, for and in consideration of the sum of -----TEN and no/100 (\$10.00) -----DOLLARS, and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee all that certain land, situate, lying and being in Lake County, Florida, to wit:

**Lands as described on Exhibit A attached hereto and made a part hereof**

**THIS CONVEYANCE IS MADE SUBJECT TO:** Covenants, restrictions and easements of record, if any; however this reference shall not operate to reimpose the same; and further subject to taxes accruing subsequent to December 31, 2020, and deed restrictions as contained hereafter;

and Grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever, claiming by, through or under the Grantor.

Grantor further acknowledges that this conveyance is not a conveyance of all or substantially all of the corporate assets of the Grantor; that the corporation is currently in existence; and that the officers signing on behalf of the corporation are authorized to execute this deed on behalf of and to bind the Corporation. (Resolution attached)

## Special Warranty Deed

Florida Conference Association of Seventh-day Adventists to

Orange Lake Development, LLC

Page 2

**This conveyance is subject to the following additional restrictions. The subject property shall not be used directly or indirectly for any of the following purposes:**

- A. Any adult book store, theater or other "adult" entertainment facility, package store, bar, nightclub or similar facility; provided, however, that such restriction shall not prohibit a restaurant deriving 51% or more of its gross revenue from food and non-alcoholic beverages.
- B. Any purpose that would create objectionable noise, smoke, odor, dust, noxious gases, glare, heat, vibration, or industrial wastes or any other activity dangerous to public health or safety.
- C. Any purpose that would create noise so as to be heard beyond the limits of the property.

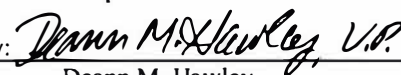
These restrictions shall be in perpetuity and run with the land for such time as the property immediately adjacent to the east is owned by and used by Florida Conference Association of Seventh-day Adventists, a Florida non-profit corporation, and any subsequent purchaser or assignee which uses the adjacent property for church, religious or educational purposes. These restrictions may be enforced by injunctive relief and damages.

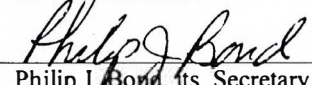
IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal the day and year first above written.

Signed, sealed and delivered  
in the presence of:

  
Print Name: William Cochran

Florida Conference Association of  
Seventh-day Adventists,  
a Florida corporation

By:   
Deann M. Hawley  
Its Vice President

Attest:   
Philip J. Bond, Its Secretary  
351 South State Road 434  
Altamonte Springs, FL 32714

  
Frank McMillan

Corporate Seal

STATE OF FLORIDA  
COUNTY OF SEMINOLE

The foregoing instrument was acknowledged before me this 30th day of March, 2021 by means of physical presence of Deann M. Hawley and Philip J. Bond as Vice President and Secretary, respectively, of Florida Conference Association of Seventh-day Adventists, on behalf of the corporation. They are personally known to me.



  
Frank McMillan  
Notary Public/  
Commission Expires: 08/28/2023



## EXHIBIT A

FLORIDA CONFERENCE ASSOCIATION OF SEVENTH-DAY ADVENTISTS TO  
ORANGE LAKE DEVELOPMENT, LLC

That part of Mountain View Subdivision, according to the plat thereof recorded in Plat Book 9, Page 49, Public Records of Lake County, Florida, and that part of the Northwest 1/4 of Section 19, Township 19 South, Range 27 East, Lake County, Florida, bounded and described as follows: Begin 48.50 feet East of the West line of Block "B" of said Mountain View Subdivision, said Point being on the South Right-Of-Way line of Highway No. 441, and run South 89°57'40" West along said South Right-Of-Way line of Highway No. 441 a distance of 68.50 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 336.33 feet to a concrete monument labeled L. B. 707; thence South 89°51'15" East, 40.00 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 79.07 feet to an iron pin labeled L.B. 707 and a Point hereby designated as Point "A"; return to the Point of Beginning and run North 89°57'40" East along said South Right-Of-Way line of Highway No. 441 a distance of 132.00 feet to a concrete monument labeled L.B. 707; thence South 09°26'56" East, 421.91 feet to an iron pin labeled L.B. 707; thence North 89°51'42" West, 229.34 feet to the aforementioned Point "A".

BEING THE SAME LANDS AS DESCRIBED IN OR BOOK 1804, PAGE 1538, OF PUBLIC RECORDS OF LAKE COUNTY, FLORIDA

TOGETHER WITH A NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND UTILITIES AS MORE PARTICULARLY SET FORTH IN A SEPARATE EASEMENT AGREEMENT EXECUTED BY THE PARTIES THIS DATE OVER THE FOLLOWING DESCRIBED LANDS:

THAT PART OF MOUNTAIN VIEW SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 49, PUBLIC RECORDS OF LAKE COUNTY, SITUATED IN SECTION 19, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT A FOUND CONCRETE MONUMENT LABELED LB 707 BEING ON THE SOUTH RIGHT-OF- WAY LINE OF HIGHWAY NO. 441, AT THE NORTHWEST CORNER OF THOSE LANDS DESCRIBED IN OFFICIAL RECORDS 834 PAGE 1406 AS WELL AS THOSE LANDS DESCRIBED IN OFFICIAL RECORDS 1565, PAGE 0991 OF SAID PUBLIC RECORDS; THENCE S89°56'46"E ALONG SAID SOUTH RIGHT OF WAY LINE A DISTANCE OF 40.55 FEET; THENCE S09°21'17"E PARALLEL WITH THE WEST LINE OF SAID LANDS DESCRIBED IN OR 834 PG 1406 A DISTANCE OF 101.37 FEET TO A POINT OF INTERSECTION WITH A LINE THAT MEASURES 100.00 FEET SOUTH, AS MEASURED AT RIGHT ANGLES TO SAID SOUTH RIGHT OF WAY LINE; THENCE N89°56'46"W PARALLEL WITH SAID RIGHT OF WAY LINE A DISTANCE OF 40.55 FEET TO A POINT OF INTERSECTION WITH THE WEST LINE OF SAID LANDS DESCRIBED IN OR 834 PG 1406; THENCE N09°21'17"W PARALLEL ALONG SAID WEST LINE A DISTANCE OF 101.37 FEET TO A POINT OF INTERSECTION WITH SAID SOUTH RIGHT OF WAY LINE AND THE POINT OF BEGINNING.

FRANK MCMILLAN, LAW OFC OF  
351 S STATE ROAD 434  
SUITE 101  
ALTAMONTE SPRINGS FL 32714

CERTIFICATE OF RESOLUTION

I, Philip J. Bond as Secretary of Florida Conference Association of Seventh-day Adventists, a Florida corporation not for profit, do hereby certify that the following is a true and correct copy of a Resolution adopted by the Board of Trustees of said corporation at a duly called meeting held on March 8, 2021:

"Upon motion duly made and seconded, VOTED to approve the sale of the property generally referred to as a portion of the Mt. Dora Church Property and described as:

Lands lying in Lake County, Florida, more particularly described on Exhibit A attached hereto

to a Buyer and at a price to be approved by Deann M. Hawley, Vice President, subject to costs and other matters as set forth in a commercially reasonable Contract for Sale, and that Elisa T. Rahming or Deann M. Hawley as Vice President and Philip J. Bond as Secretary or Andrew Elliot as Assistant Secretary of the corporation are authorized to execute a Deed of Conveyance, and any one officer is authorized to execute such other documents as may be required to close this transaction."

I do further certify that (a) all provisions in the articles of incorporation and bylaws pertaining to the conveyance of real property have been met; and (b) that the subject property does not constitute all or substantially all of the assets of Florida Conference Association of Seventh-day Adventists, a Florida corporation not for profit; and (c) that the membership of the corporation is not required to approve such sale and that no consent from any national or regional church body is required to consummate this transaction.

In Witness Whereof, I have set my hand and affixed the corporate seal this 30th day of March,

2021

(Corporate Seal)

STATE OF FLORIDA  
COUNTY OF SEMINOLE

  
Philip J. Bond  
Secretary

The foregoing Certificate of Resolution was acknowledged before me this 30th day of March 2021 by Philip J. Bond as Secretary of the Florida Conference Association of Seventh-day Adventists, a corporation not for profit, who is personally known to me.



  
Notary Public

fcaresolution.mtdora.03282021

## EXHIBIT A

FLORIDA CONFERENCE ASSOCIATION OF SEVENTH-DAY ADVENTISTS TO  
ORANGE LAKE DEVELOPMENT, LLC

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## DORA PLAZA

SHEET 1 OF 3

PLAT BOOK 73 PAGE 56

A REPLAT OF A PORTION OF THE REPLAT OF BLOCKS A-B & D OF MOUNTAIN VIEW SUBDIVISION PLAT BOOK 9, PAGE 49  
AND LOTS 50, 50 1/2, 51 AND A PORTION OF 51 1/2 OF PLAT OF EL BONITO PLAT BOOK 5, PAGE 46

SECTION 24, TOWNSHIP 12 SOUTH, RANGE 24 EAST  
CITY OF MOUNT DORA, LAKE COUNTY, FLORIDA

### LEGAL DESCRIPTION

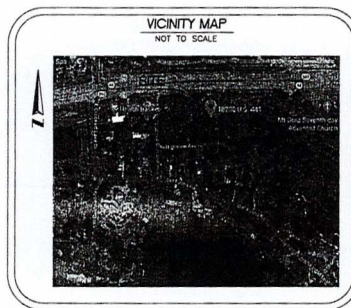
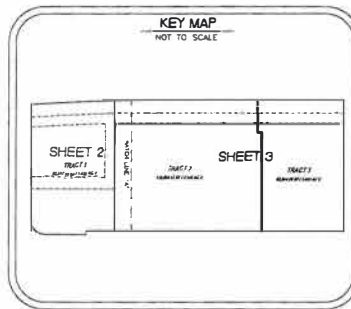
#### PARCEL NO. 1

ALL OF BLOCK A ACCORDING TO THE REPLAT OF BLOCKS A-B & D OF MOUNTAIN VIEW SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 49, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, TOGETHER WITH THAT PART OF THE RIGHT-OF-WAY OF PALMER AVENUE, NOW VACATED, LYING WITHIN SAID BLOCK A, AND THAT PART OF THE WEST 1/2 OF THE RIGHT-OF-WAY OF LAKE DRIVE, NOW VACATED, LYING EAST OF AND ADJACENT TO SAID BLOCK A, LESS AND EXCEPT ALL THAT PART OF SAID LAND LYING NORTH OF THE SOUTHERLY LINE OF THE RIGHT-OF-WAY OF STATE ROAD NO. 500.

#### PARCEL NO. 2

LOTS 50, 50 1/2, 51 AND 51 1/2, IN EL BONITO, A SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 5, PAGE 46, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, LESS THAT PART THEREOF LYING NORTH OF THE SOUTHERLY LINE OF THE RIGHT-OF-WAY OF STATE ROAD NO. 500.

CONTAINING 236,215.52 SQUARE FEET, OR 5.422 ACRES MORE OR LESS.



### SURVEYOR'S NOTES:

- Bearings shown are based on the Northerly right of way line of Highway Avenue being an assumed bearing of N 89°48'19" W for angular designation only.
- A Direct Global Positioning (GPS) Observation was made, in accordance with Third Order, Class II requirements, as set forth in Standards and Specifications for Geodetic Control Networks Federal Geodetic Control Committee, September 1984.
- The area shown in this Plat is in Zone X, area outside 100 year flooding according to the Community Flood Rate Map Community Panel Numbers 12069C0358E and 12069C0359E, dated 12/18/2012. This Surveyor can not substantiate to the accuracy of these Flood Maps and the local Flood Plain Official should be contacted to verify their accuracy.
- State Plane Coordinates of Permanent Reference Monuments: (Mean Scale Factor: 0.9999979; Bearings shown hereon have been adjusted accordingly.)

| Point | Y (Northing) | X (Easting) |
|-------|--------------|-------------|
| D1    | 1632772.376  | 446792.280  |
| D2    | 1632456.336  | 446792.399  |
- Utility and drainage easements to be provided to the City with each Parcel site plan approval process.

### SHEET INDEX

SHEET 1 of 2 - Legal Description, Dedication, Surveyors

SHEET 2 of 2 - Boundary Information, Geometry

SHEET 3 of 3 - Boundary information, Geometry and Legend

### LEGEND

- PRM - Permanent Reference Monument
- Set 4" X 4" Concrete Monument & Cop LB #8086 (Unless Otherwise Noted)
- PCP - Permanent Control Point
- Sat 1/2" Iron Rod & Cop LB #8086 (Unless Otherwise Noted)
- P.S.M. Professional Surveyor and Mapper
- L.B. Licensed Business
- R. Radius
- L. Length
- Δ Delta
- CH Chord Direction
- C. Chord
- PRM Permanent Reference Monument
- PCP Permanent Control Point
- P. Point of Intersection
- PC Point of Curvature
- PT Point of Tangency
- P.B. Plat Book
- PG Page
- (C) As Calculated
- (M) As Measured
- (P) Per Plat
- F.D.O.T. Florida Department of Transportation
- S.F. Square Feet

### DORA PLAZA

#### DEDICATION

STATE OF FLORIDA  
COUNTY OF LAKE  
DORA PLAZA INVESTMENTS, LLC, being the owner in fee simple of the lands described in the foregoing caption to this plat, hereby dedicates the 24-foot Gross Access Easement and the 30-foot Gross Access Easement, as designated herein, for use by the traveling public.

IN WITNESS WHEREOF, the undersigned has caused these presents to be executed and acknowledged by its undersigned thereunto duly authorized on this day of August, 2020.

A. Luthra  
Aashu Luthra, Manager  
A & V Investment Group, LLC

Hareesh Karamchandani  
Hareesh Karamchandani, Manager  
Sol 441 LLC

Notary Public  
The foregoing instrument was acknowledged by means of a signed presence or online notarization this day of August, 2020, by Aashu Luthra and Hareesh Karamchandani.

Notary Public  
My commission expires 2/4/2024

Notary Public  
My commission expires 2/4/2024

Notary Public  
My commission expires 2/4/2024

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My commission expires 2/4/2024

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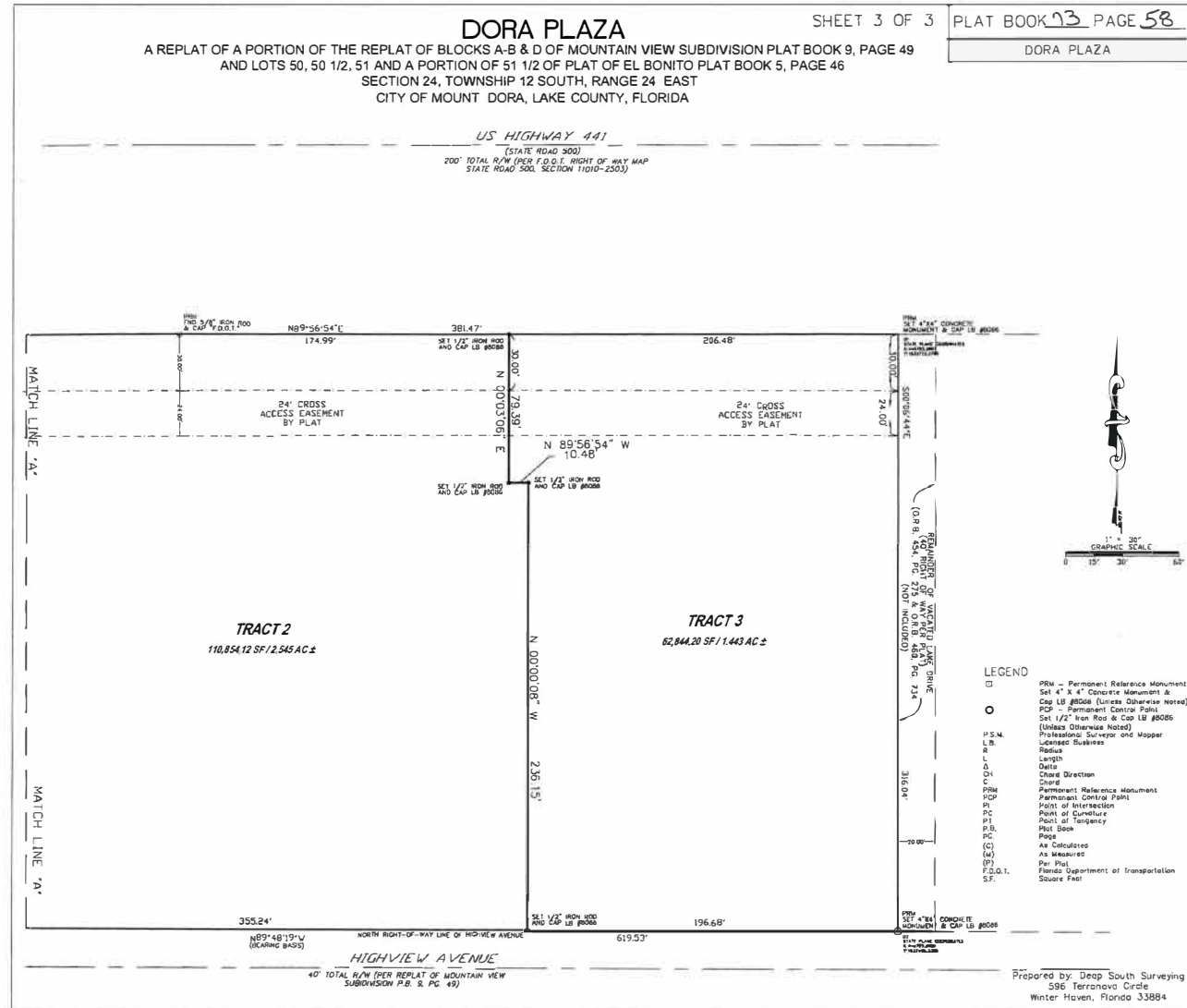
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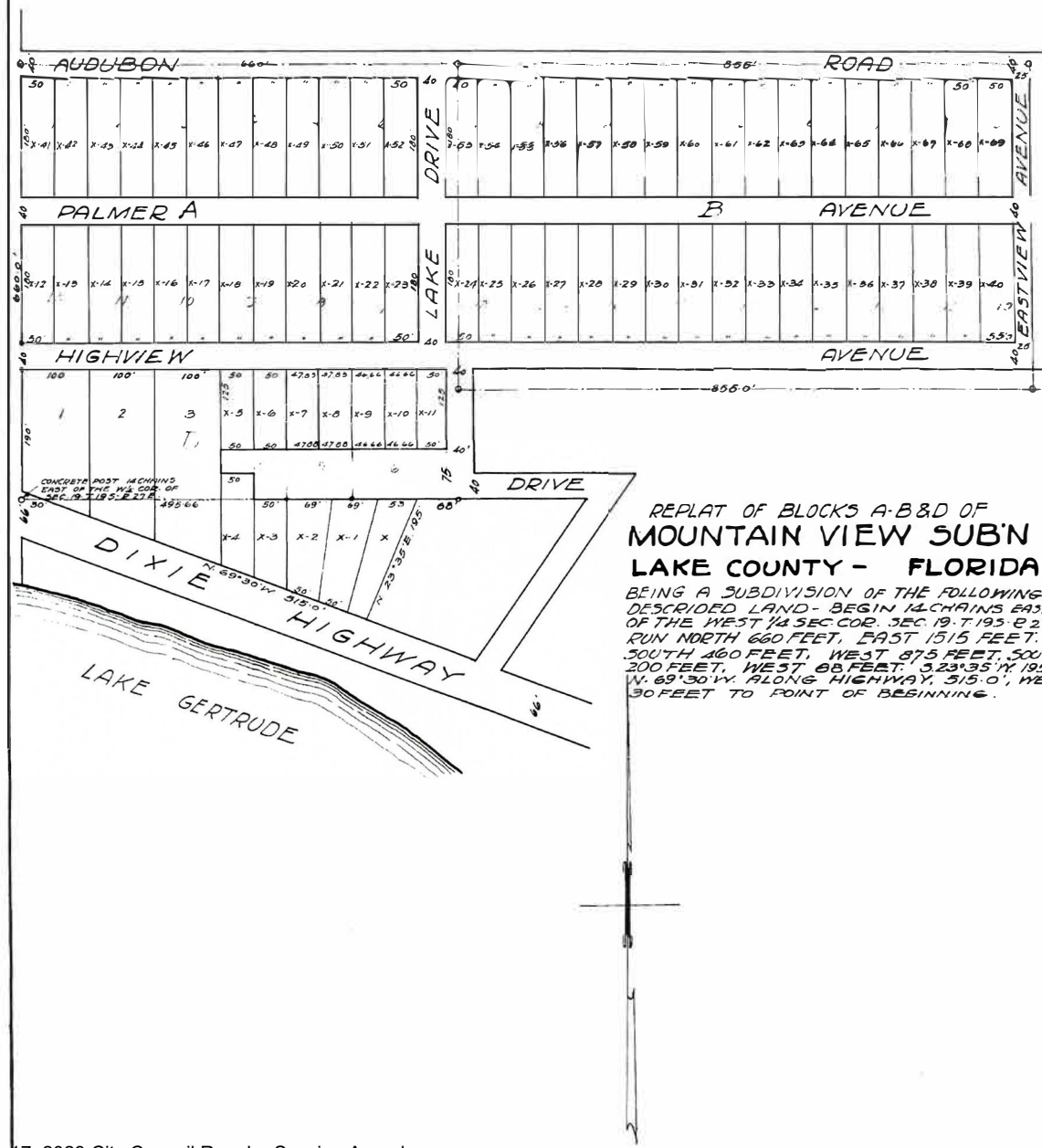
Notary Public  
My commission expires 2/4/2024







9-4141



**REPLAT OF BLOCKS A-B & D OF  
MOUNTAIN VIEW SUB'N  
LAKE COUNTY - FLORIDA**

BEING A SUBDIVISION OF THE FOLLOWING DESCRIBED LAND - BEGIN 14 CHAINS EAST MONUMENTS HAVE BEEN PLACED OF THE WEST 1/4 SEC. COR. SEC. 19, T. 19 S. R. 27 E. RUN NORTH 660 FEET, EAST 1515 FEET, SOUTH 460 FEET, WEST 875 FEET, SOUTH 200 FEET, WEST 88 FEET, 323°35'N, 195 FEET, N. 69°30'W, ALONG HIGHWAY, 315.0', WEST 30 FEET TO POINT OF BEGINNING.

State of Florida } s.s.  
County of Lake }  
We the undersigned owners of the real estate situate and included in this plat do hereby authorize the same to be recorded in the public records of LAKE COUNTY, FLORIDA, and do hereby devote to the public the streets, avenues, roads and drives therein shown and do hereby warrant that we are the owners of the said property included in and situate in said plat with full authority to authorize the record of the plat thereof and to execute this dedication.

Witness our hands and seals this 3 day of May A.D. 1926.  
William J. Ritchie (Seal)  
Bernice C. Ritchie (Seal)  
Signed, sealed and delivered in the presence of:  
W. S. Freeman  
Witnesses

State of Florida } s.s.  
County of Lake }  
I hereby certify that on this 3 day of May A.D. 1926, before me an officer duly authorized to administer oaths and take acknowledgments personally appeared William J. Ritchie and Bernice C. Ritchie to me well known, and known to me to be the persons described in and who authorized the drawing of this plat and survey and acknowledged that the same was drawn for the purposes stated above, and the said Bernice C. Ritchie known to me to be the wife of William J. Ritchie did acknowledge on a separate and private examination taken and made by and before me, separately and apart from her said husband, that she joined in the offering and filing of the said plat for record for the purposes of relinquishing, renouncing, and conveying all her right and title either dower or separate property, statutory or equitable in and to the lands described therein, and that she executed said dedication freely, and voluntarily and without any compulsion, constraint, apprehension or fear of or from her said husband.  
Witness my hand and official seal this day and year aforesaid.

Paul Austin  
Notary Public  
My commission expires Oct. 2, 1928

CERTIFICATE.  
I hereby certify that the above is a true and correct plat of a survey and that permanent reference to the same may be made to the public records of Lake County, Florida.  
Charles J. Brown  
Registered Engineer #233

This is to certify that this plat was presented to the Board of County Commissioners, LAKE COUNTY, FLORIDA, and approved by them for record on the 3 day of May A.D. 1926.

Attest \_\_\_\_\_ Clerk.  
\_\_\_\_\_  
Chairman

CLOSE FREEMAN & DURRELL  
TAVARES. FLORIDA. ENGINEERS.

Scale: One Inch = 100 feet. April 1926.









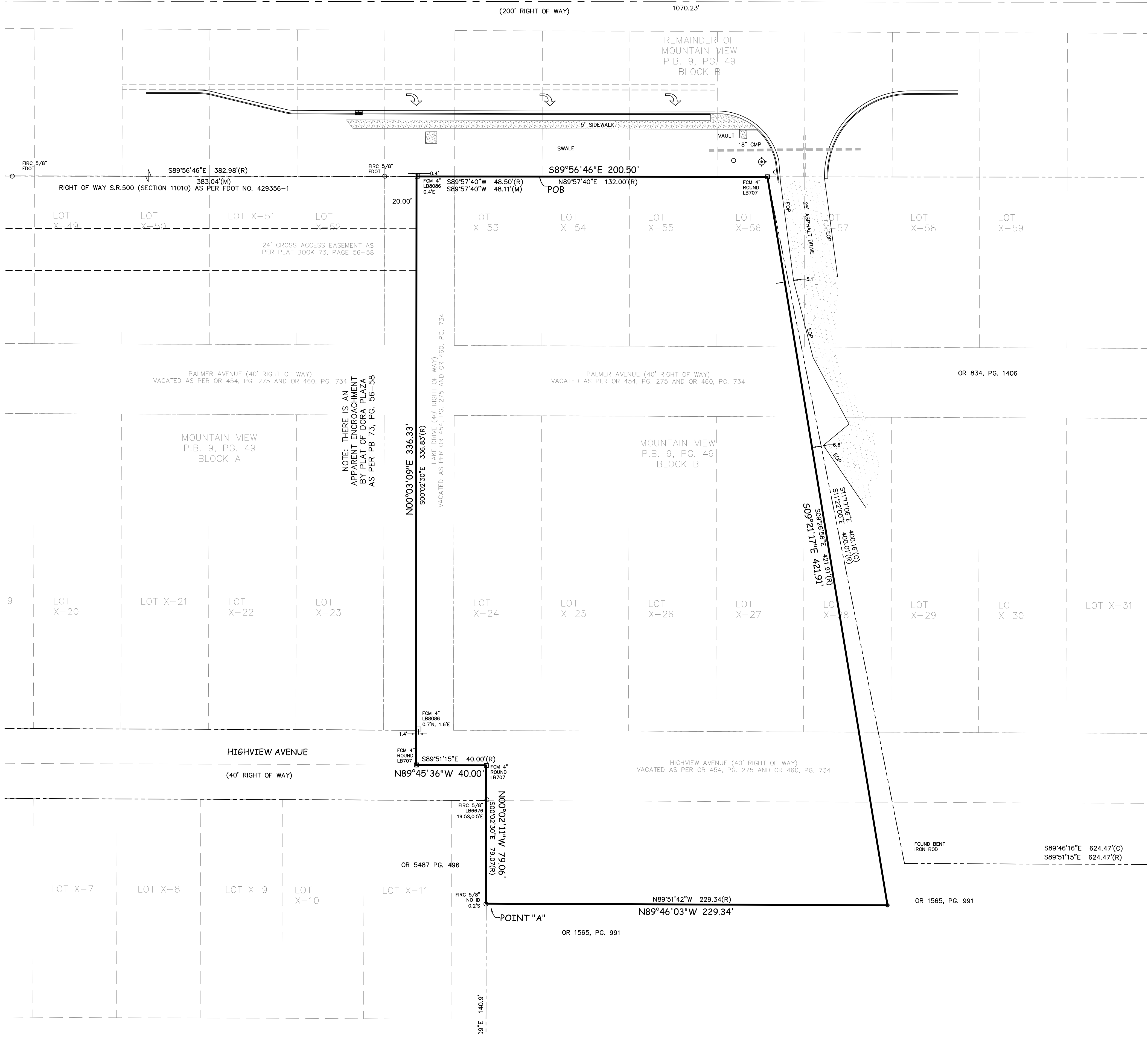
- 

Lake County Property Appraiser  
Lake BCC



BOUNDARY SURVEY  
OF

SR 500 - US HIGHWAY 441



DESCRIPTION PROVIDED (OR 1804, PG. 1538):

That part of Mountain View Subdivision, according to the plat thereof recorded in Plat Book 9, Page 49, Public Records of Lake County, Florida, and that part of the Northwest 1/4 of Section 19, Township 19 South, Range 27 East, Lake County, Florida, bounded and described as follows: Begin 48.50 feet East of the West line of Block "B" of said Mountain View Subdivision, said Point being on the South Right-Of-Way line of Highway No. 441, and run South 89°57'40" West along said South Right-Of-Way line of Highway No. 441 a distance of 68.50 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 336.33 feet to a concrete monument labeled L.B. 707; thence South 89°51'15" East, 40.00 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 79.07 feet to an iron pin labeled L.B. 707 and a Point hereby designated as Point "A"; return to the Point of Beginning and run North 89°57'40" East along said South Right-Of-Way line of Highway No. 441 a distance of 132.00 feet to a concrete monument labeled L.B. 707; thence South 09°26'56" East, 421.91 feet to an iron pin labeled L.B. 707; thence North 89°51'42" West, 229.34 feet to the aforementioned Point "A".

LEGEND:

- ▲ = SET NAIL AND DISC (LB7970)
- = SET 5/8" IRON ROD&CAP (LB7970) (SIRC)
- = SET 4x4 CONCRETE MONUMENT (LB7970)
- △ = FOUND NAIL AND DISC (FND)
- = FOUND 5/8" IRON ROD & CAP (FIRC)
- = FOUND 4x4 CONCRETE MONUMENT (FCM)
- = FOUND 1" IRON PIPE (FIP)
- × = SET DRILL & X-CUT
- △ = CENTRAL ANGLE
- BOC = BACK OF CURB
- BOW = BACK OF WALK
- (C) = CALCULATED
- Δ = CHORD LENGTH
- CB = CHORD BEARING
- CBW = CONCRETE BLOCK WALL
- CBT = CONSTRUCTION
- C/L = CENTERLINE OF RIGHT-OF-WAY
- CONC = CONCRETE
- DB = DEED BOOK
- DUE = DRAINAGE & UTILITY EASEMENT
- EL = ELEVATION
- EOP = EDGE OF PAVEMENT
- ERCP = ELLIPTICAL REINFORCED CONCRETE PIPE
- EX = EXISTING
- FTE = FINISH FLOOR ELEVATION
- FDC = FIBER OPTICS CABLE (UNDERGROUND)
- ID = IDENTIFICATION
- L = ARC LENGTH
- LB = LICENSED BUSINESS
- LS = LIFT STATION
- (M) = MEASURED
- MB = MITERED END SECTION
- NAVD = NORTH AMERICAN VERTICAL DATUM (1988)
- NOVD = NATIONAL GEODETIC VERTICAL DATUM (1929)
- ND = NAIL AND DISC
- OR = OFFICIAL RECORDS
- PE = PLAT BOOK
- PG = PAGE
- P-K = HARD CASE NAIL
- PC = POINT OF CURVATURE
- PT = POINT OF TANGENCY
- POB = POINT OF BEGINNING
- PCC = POINT OF COMMENCEMENT
- PVC = POLYVINYL CHLORIDE
- PRM = PERMANENT REFERENCE MONUMENT
- R = RADIUS
- (R) = RECORD
- R/W = RIGHT-OF-WAY
- RCP = REINFORCED CONCRETE PIPE
- SWK = CONCRETE SIDEWALK
- (TYP) = TYPICAL
- TOS = TOP OF BANK
- TOL = TOP OF SLOPE
- TOP = TOP OF PIPE
- WF = WOOD FENCE
- FWM = FIRE WATER MAIN
- WM = WATER MAIN
- WL = WATER LINE
- FWL = FIRE WATER LINE
- FM = FORCE MAIN (SANITARY)
- HR = HANDICAP RAMP
- DR = DOWN RAMP
- NON-SKID INDICATORS (NSI)
- = UTILITY STUBOUT
- FCC = FIBRE OPTIC CABLE MARKER
- FDC = FIRE DEPARTMENT CONNECTION
- BACK FLOW PREVENTER ASSEMBLY
- CABLE RISER
- CENTER LINE
- CLEAN OUT
- STORM DRAINAGE MANHOLE
- ELECTRIC BOX
- FIRE ASSEMBLY (FHA)
- FIRE HYDRANT
- GATE VALVE
- GUY WIRE
- IRRIGATION VALVE
- CONCRETE LIGHT POLE
- LIGHT POLE
- OVERHEAD UTILITY LINE
- PRESSURE RELEASE VALVE
- SANITARY SEWER MANHOLE
- SEWER VALVE
- SIGN
- STORM CATCH BASIN
- MITERED END SECTION
- WATER STUBOUT
- TELEPHONE RISER
- TRAFFIC SIGNAL BOX(TSB)
- TRAFFIC SIGNAL POLE(TSP)
- TRANSFORMER
- TEST BORE
- WATER METER
- WATER SERVICE
- WELL
- WOOD POWER POLE
- POWER POLE
- CONCRETE POWER POLE
- YARD LIGHT
- HR = HANDICAP RAMP
- CONCRETE
- CONCRETE
- YARD DRAIN
- REDUCER
- BELL RESTRAINER
- SPOT ELEVATION

SURVEYOR'S NOTES:

- PREPARED AS A BOUNDARY SURVEY SURVEY. DATE OF LAST FIELDWORK: 02/04/21.
- MAP IS NOT A CERTIFICATION OF TITLE, ZONING, SETBACKS OR FREEDOM OF ENCUMBRANCES AND WAS PREPARED WITH BENEFIT OF ABSTRACT OF TITLE BY REPUBLIC NATIONAL TITLE INSURANCE COMPANY DATED JANUARY 4, 2021 AND ALL MATTERS OF TITLE SHOULD BE REFERRED TO AN ATTORNEY AT LAW.
- PARCEL MAY BE SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD. (RECORDED, UNRECORDED, WRITTEN AND UNWRITTEN).
- IMPROVEMENTS OTHER THAN THOSE SHOWN NOT LOCATED.
- MAP BASED ON DESCRIPTION PROVIDED BY THE CLIENT.
- THIS SURVEY WAS NOT INTENDED TO DELINEATE OR DEFINE ANY WETLANDS, ENVIRONMENTALLY SENSITIVE AREAS, WILDLIFE HABITATS OR JURISDICTIONAL LINES OF ANY FEDERAL, STATE, REGIONAL OR LOCAL AGENCY, BOARD, COMMISSION OR OTHER ENTITY.
- PARCEL LIES IN FLOOD ZONE "X", A NON-FLOOD HAZARD AREA AS SHOWN ON FEDERAL INSURANCE RATE MAP COMMUNITY PANEL 12069C0359E, DATED 12/18/12.
- ALL BEARINGS SHOWN HEREON ARE BASED ON THE SOUTHERLY RIGHT OF WAY OF SR 500 AS BEARING S89°56'46"E AS PER PLAT.
- SOME TOPOGRAPHIC FEATURES OR SYMBOLS MAY BE EXAGGERATED IN SCALE FOR CLARITY. THE CENTER OF THE SYMBOL OF SUCH FEATURES IS THE CORRECT LOCATION.
- DIMENSIONS OF IMPROVEMENTS SHOWN SHOULD NOT BE USED TO RECONSTRUCT BOUNDARY LINES.

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LIBERTY: THAT THIS SURVEY WAS MADE UNDER MY DIRECTOR AND THAT IT MEETS THE REQUIREMENTS OF THE FLORIDA SURVEYING AND MAPPING ACT AND THE FLORIDA LAND SURVEYING BOARD. I, THE SURVEYOR, HAVE REVIEWED THE SURVEY AND THE PLAT THEREOF AND I HAVE DETERMINED THAT THE SURVEY IS IN ACCORDANCE WITH THE FLORIDA SURVEYING AND MAPPING ACT AND THE FLORIDA LAND SURVEYING BOARD. I HAVE THEREFORE SIGNED AND SEALED THIS PLAT AND I HAVE FILED IT FOR THE FIRM.

ROBERT F. ELLIS, J.L.S.  
SURVEYOR  
DATE: 02/04/21

REVISIONS:

|            |            |
|------------|------------|
| DATE:      | XX/XX/XXXX |
| REVISIONS: | XXXXXXX    |

PREPARED FOR:

SELENA CHEN  
ORANGE COUNTY RECYCLING  
507 EUGENE BLVD

ELLIS SURVEYS LLC  
Land Surveying & Planning  
P.O. Box 140982  
Altamonte Springs, FL 32716  
Florida Licensed Business LB-7970  
P. 407-834-4003 F. 407-869-5454  
www.ellisurveys.com

PROJECT NO. 21-848  
SCALE: 1"=30'  
DRAWN BY: BAE  
CHECKED BY: GEFE  
DATE DRAWN: 02/18/21  
FIELD BOOK PAGE: FILE

**NOTICE OF PROPOSED ENACTMENT  
ORDINANCE NO. 2023-01  
CITY OF MOUNT DORA, FLORIDA**

Notice is hereby given that the City Council of the City of Mount Dora, Florida proposes to enact Ordinance 2023-01. The final public hearing on the ordinance will be held on Tuesday, January 17, 2023 at 6:00 p.m., or as soon thereafter as possible at Mount Dora City Hall, 510 North Baker Street, Mount Dora, Florida.

The title and substance of Ordinance 2023-01 is as follows:

**ORDINANCE NO: 2023-01**

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THAT PROPERTY LOCATED ON THE SOUTH SIDE OF U.S. HIGHWAY 441 AND EAST CROOKED LAKE DRIVE AND THE CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO THE FUTURE LAND USE MAP OF THE FUTURE LAND USE ELEMENT OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN 2045; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO FUTURE LAND USE MAP; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Interested parties may appear at the meeting and be heard with respect to the proposed ordinance.

This public hearing may be continued to a future date or dates. The times, places, and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice.

The file may be inspected by the public at the Planning and Development Department, City Hall, 510 N. Baker Street, Mount Dora, Florida between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

Notice: If any person decides to appeal any decisions made at this meeting with respect to any matter considered at this meeting, such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

Notice: In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact Planning and Development no later than seven (7) days prior to the proceedings. Telephone (352) 735-7112 for assistance. If hearing impaired, telephone the Florida Relay Service numbers, (800) 955-8771 (TDD) or (800) 955-8770 (Voice) for assistance.

Published Legal Notice: January 6, 2023



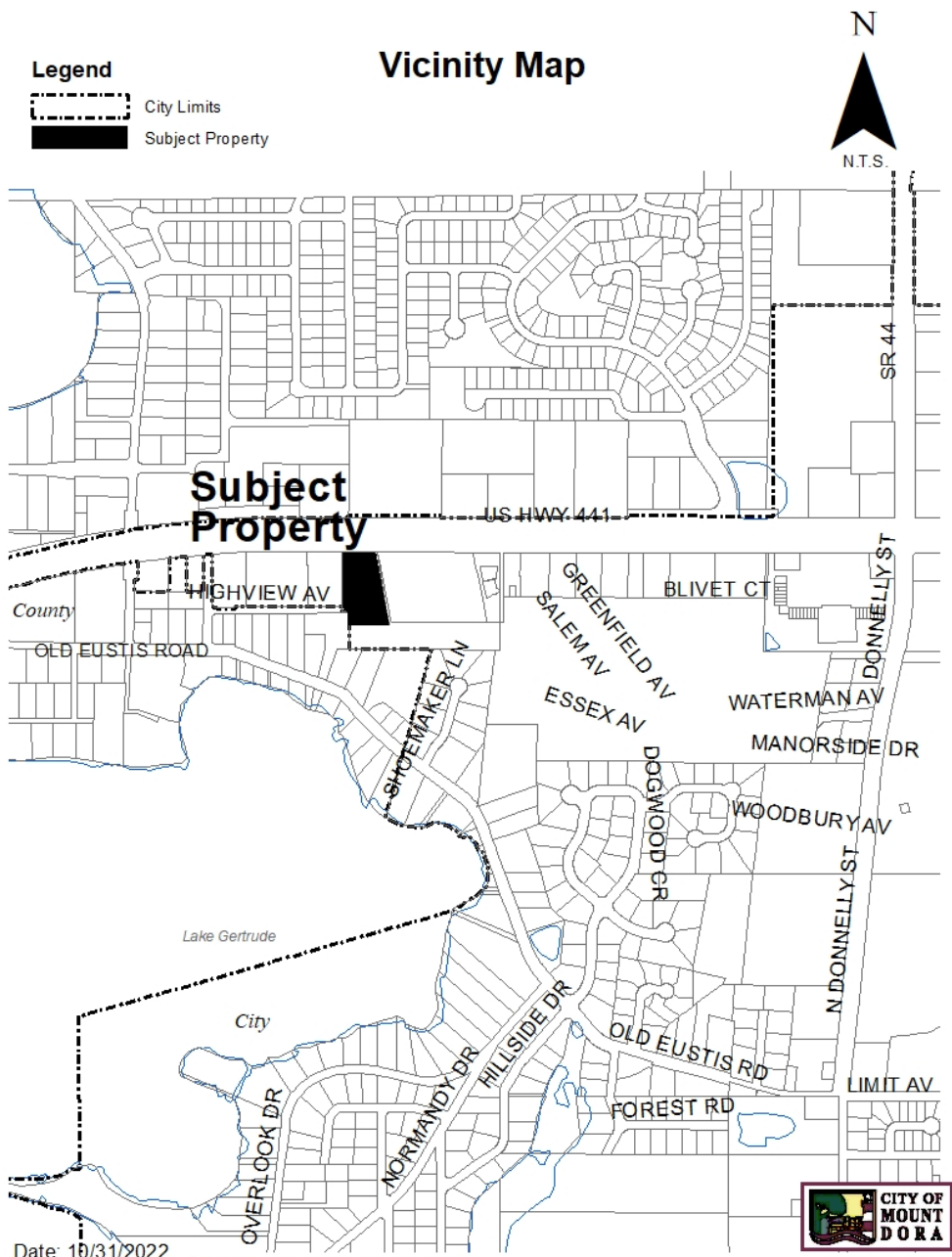
**NOTICE OF COMPREHENSIVE PLAN CHANGE**  
**FUTURE LAND USE MAP AMENDMENT**  
**ORDINANCE NO. 2023-01**  
**CITY OF MOUNT DORA, FLORIDA**

Notice is hereby given that the Planning and Zoning Commission and the City Council of the City of Mount Dora, Florida will conduct public hearings to consider the adoption of Ordinance No. 2023-01 for proposed changes to the City of Mount Dora Comprehensive Plan to amend the Future Land Use Map. The title and substance of proposed Comprehensive Plan Ordinance is as follows:

**ORDINANCE NO: 2023-01**

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO A CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO THE FUTURE LAND USE MAP OF THE FUTURE LAND USE ELEMENT OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN 2045; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO FUTURE LAND USE MAP; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Further, the adoption of Ordinance No. 2023-01 includes a Future Land Use Map Amendment changing certain lands from Public Lands and Institutions to Commercial as depicted on the map of this advertisement below:



The City of Mount Dora Local Planning Agency (Planning and Zoning Commission) will conduct a public hearing to consider this ordinance on **Wednesday, December 21, 2022 at 10:00 a.m.**, or as soon thereafter as possible at City Hall, 510 North Baker Street, Mount Dora, Florida.

The City Council of the City of Mount Dora, Florida will conduct public hearing to consider the adoption of Ordinance No. 2023-01 on **Tuesday, January 17, 2023**. The meeting will be held at City Hall, 510 North Baker Street, Mount Dora, Florida and will begin at 6:00 p.m., or as soon thereafter as possible

Interested parties may appear at the meeting and be heard with respect to the proposed comprehensive plan amendment.

This public hearing may be continued to a future date or dates. The times, places, and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice.

The file may be inspected by the public at the Planning and Development Department, City Hall, 510 North Baker Street, Mount Dora, Florida between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Notice: If any person decides to appeal any decision made at this meeting with respect to any matter considered at this meeting such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made, which records include the testimony and evidence upon which the appeal is to be based.

Notice: In accordance with the American with Disabilities Act persons with disabilities needing special accommodations to participate in this proceeding shall contact the Planning and Development Department no later than seven (7) days prior to the proceedings. Telephone (352) 735-7112 for assistance. If hearing impaired, telephone the Florida Relay service numbers (800) 955-8771 (TDD), or (800) 955-8770 (Voice) for assistance.

For Questions or Comments, please email staff at **[planningcomments@cityofmounddora.com](mailto:planningcomments@cityofmounddora.com)**.

Title in 18 point  
2 column, 10.5 inch; Non-legal  
Publish: December 9, 2022

**ORDINANCE NO: 2023-01**

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THAT PROPERTY LOCATED ON THE SOUTH SIDE OF U.S. HIGHWAY 441 AND EAST CROOKED LAKE DRIVE AND THE CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO THE FUTURE LAND USE MAP OF THE FUTURE LAND USE ELEMENT OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN 2045; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO FUTURE LAND USE MAP; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Mount Dora is committed to planning and managing for future growth and redevelopment of property located within the City limits; and

**WHEREAS**, the Florida Statutes, Section 163.3167 empowers the City of Mount Dora to adopt and amend the City of Mount Dora Comprehensive Plan 2045; and

**WHEREAS**, pursuant to Florida Statutes, Section 163.3187, Orange Lake Development, LLC (Property Owner) submitted an application to the City requesting a change in Future Land Use designation and amendment to the Future Land Use Map of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045 pertaining to that property located on the South side of U.S. Highway 441 and East Crooked Lake Drive, as depicted in **Exhibit "A"** attached hereto (Property); and

**WHEREAS**, the proposed Comprehensive Plan Amendment qualifies as small-scale development amendment because the Property is not more than fifty acres in size, the proposed amendment does not involve a text change to the goals, policies and objectives of the City and only proposes a land use change to the City's Future Land Use Map and,

**WHEREAS**, the Property is not located within an area of critical state concern; and

**WHEREAS**, in accordance with applicable law, notice of the proposed Comprehensive Plan amendment was provided to Lake County and to the public by way of publication in a newspaper of general circulation in the City; and

**WHEREAS**, on December 21, 2022, the City of Mount Dora Planning and Zoning Commission approved the proposed amendment to the Future Land Use Map of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045 pertaining to the Property; and

**WHEREAS**, Florida Statutes, Section 163.3187(2) requires that the City conduct only one public hearing for Small-Scale Future Land Use Map Amendments; and

**WHEREAS**, after conducting a public hearing, the City of Mount Dora finds that the proposed amendment to the Future Land Use Map of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045 pertaining to the Property serves a legitimate public purpose and is in the best interest of the health, safety and welfare of the citizens of the City of Mount Dora, Florida.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF MOUNT DORA, FLORIDA:**

**SECTION 1. LEGISLATIVE FINDINGS AND INTENT.** The City of Mount Dora has complied with all requirements and procedures of the Florida law in processing this Ordinance. The above recitals are hereby adopted.

**SECTION 2. APPROVAL OF CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO FUTURE LAND USE MAP.**

A. The Future Land Use designation of Commercial is hereby assigned to that Property located on the South side of U.S. Highway 441 and East Crooked Lake Drive, identified by Tax Parcel ID #19-19-27-0406-00B-00001 and Alt. Key #1477352, and more particularly described as:

That part of Mountain View Subdivision, according to the plat thereof recorded in Plat Book 9, Page 49, Public Records of Lake County, Florida, and that part of the Northwest 1/4 of Section 19, Township 19 South, Range 27 East, Lake County, Florida, bounded and described as follows: Begin 48.50 feet East of the West line of Block "B" of said Mountain View Subdivision, said Point being on the South Right-Of-Way line of Highway No. 441, and run South 89°57'40" West along said South Right-Of-Way line of Highway No. 441 a distance of 68.50 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 336.33 feet to a concrete monument labeled L.B. 707; thence South 89°51'15" East, 40.00 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 79.07 feet to an iron pin labeled L.B. 707 and a Point hereby designated as Point "A"; return to the Point of Beginning and run North 89°57'40" East along said South Right-Of-Way line of Highway No. 441 a distance of 132.00 feet to a concrete monument labeled L.B. 707; thence South 09°26'56" East, 421.91 feet to an iron pin labeled L.B. 707; thence North 89°51'42" West, 229.34 feet to the aforementioned Point "A".

Containing 2.11 Acres, More or Less



B. The Future Land Use Map II-2a of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045, adopted by City of Mount Dora Ordinance 2020-04, on June 16, 2020; amended by City of Mount Dora Ordinance No. 2022-13, on September 20, 2022, is hereby amended to include the Future Land Use assignment set forth herein.

**SECTION 3. IMPLEMENTING ADMINISTRATIVE ACTIONS.** The City Manager is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

**SECTION 4. SAVINGS CLAUSE.** All prior actions of the City of Mount Dora pertaining to the requested Future Land Use change and amendment to Future Land Use Map II-2a of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

**SECTION 5. NON-CODIFICATION AND SCRIVENER'S ERRORS.** The provisions of this Ordinance shall not be codified in the City of Mount Dora Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected.

**SECTION 6. CONFLICTS.** All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

**SECTION 7. SEVERABILITY.** If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

**SECTION 8. EFFECTIVE DATE.** This Ordinance shall be effective immediately upon adoption; however, pursuant to Florida Statutes, Section 163.3187, the subject small-scale Future Land Use Map amendment shall become effective 31 days after adoption of this Ordinance by the City, unless otherwise challenged within 30 days after said adoption. In the event of a timely challenge, the subject small-scale Future Land Use Map amendment shall become effective once the Florida Department of Economic Opportunity or the Administration Commission issues a final order determining that the adopted small-scale Future Land Use Map amendment is in compliance with the Plan.

*Signatures on Following Page*

**SINGLE AND FINAL READING: January 17, 2023**

**PASSED AND ADOPTED this 17<sup>th</sup> day of January 2023.**

---

**CRISSY STILE**  
**MAYOR of the City of Mount Dora, Florida**

**ATTEST:**

---

Jeanann Hand, City Clerk

For the use and reliance of City of Mount Dora only.  
Approved as to form and legality.

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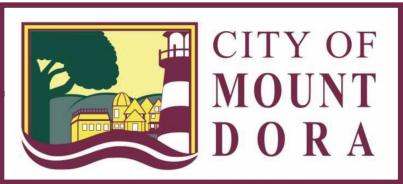
Sherry G. Sutphen, City Attorney

**EXHIBIT “A”**  
Future Land Use Map Amendment

# City of Mount Dora Future Land Use Map

Planning Time Frame: 2045

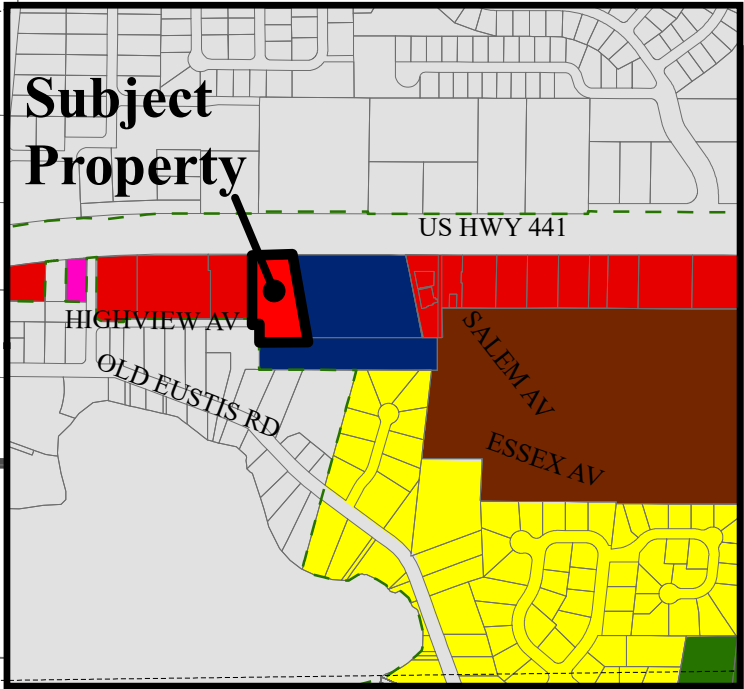
## FLUM Amendment - Orange Lake Development LLC



0 1,400 2,800 Feet

### Map II-2a

Small-Scale FLUM Amendment

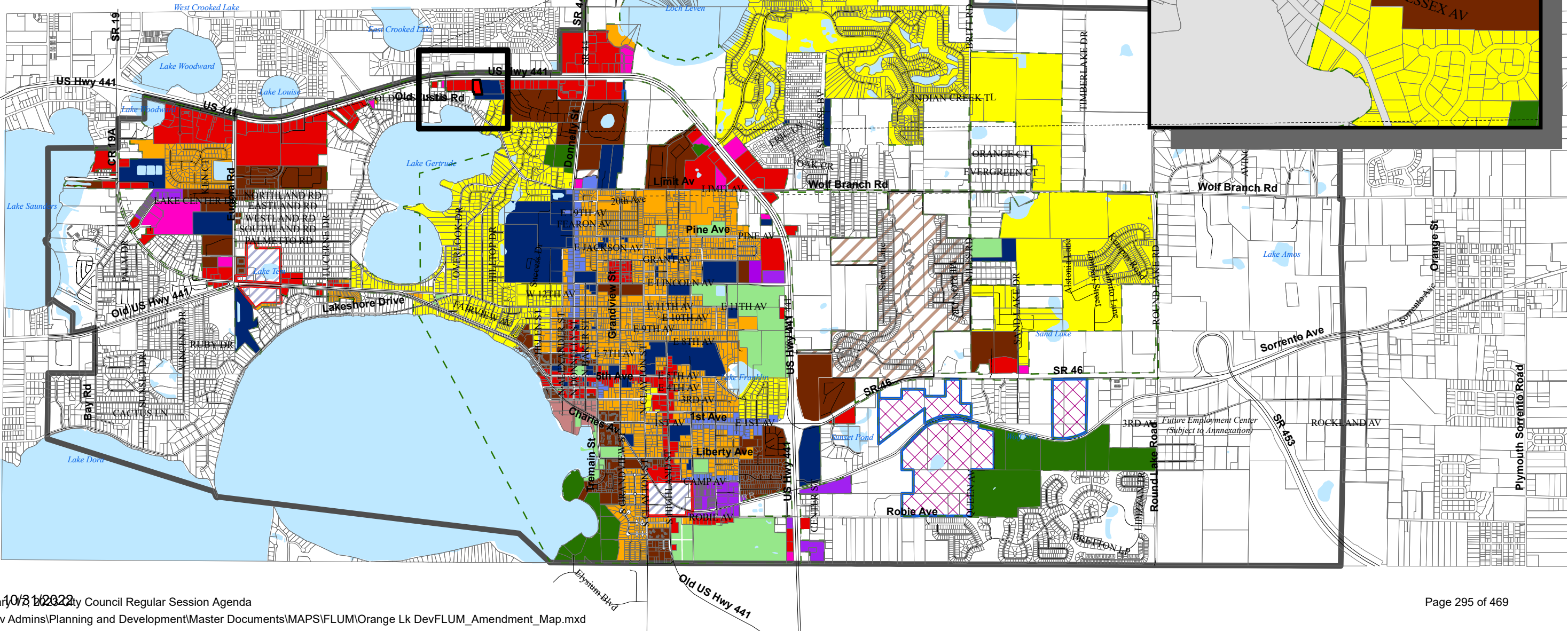


#### LEGEND:

- Mixed Use Traditional (MU-1)
- Mixed Use Downtown (MU-2)
- Employment Center
- Residential Professional/Office
- Low Density Residential (2.5 DU/AC or Less)
- Low/Medium Density Residential (4 DU/AC or Less)
- Medium Density Residential (6 DU/AC or Less)
- High Density Residential (18 DU/AC or Less)
- Industrial
- Commercial
- Office
- Recreation
- Public Lands/Institutions
- Conservation
- Water Bodies/Lakes

#### Features

- City Limits
- JPA
- Rail Road







510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7126

---

**DATE:** January 17, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

**SUBJECT:** Request approval of First Reading of **Ordinance No. 2023-02**, Orange Lake Development, LLC (Rezone to C-2A)

---

**Introduction:**

This is a request for City Council to approve the first reading of Ordinance No. 2023-02 and hold the hearing for the second reading and adoption.

Call Up Item  
Mayor Asks Attorney to Read Ordinance by Title Only  
City Manager Background  
Public Hearing  
Discussion  
Council Action

**Discussion:**

Further descriptions and the zoning report are contained in Attachment #1 (PZC Memo/Staff Report). The advertisements for the adoption hearing are provided in Attachment #2. The applicant is requesting a change of the zoning district from PL/I (Public Land/Institutions) to City C-2A (Peripheral Commercial) for approximately 2.11 acres located on the south side of U.S. Highway 441 and East Crooked Lake Drive. During the December 21, 2022, Planning and Zoning Commission meeting, the applicant changed the request from a C-3 to a C-2A zoning district. The C-2A is a less-intense commercial district.

The C-2A zoning is a compatible designation along this corridor (designed as Principal Arterial Roadway on the City's Functional Classification Map III-1). The highway type commercial uses will complement the uses at this location and expand the opportunities for additional services and amenities.

The sequence of events leading to the presentation to the City Council are as follows:

The Planning and Zoning Commission (PZC) at their regularly scheduled meeting held on December 21, 2022, recommended approval (vote 6-1) of the rezoning from PL/I to C-2A for Orange Lake Development, LLC. During discussion at this meeting, the PZC members noted concerns with C-3 zoning permitted uses, commercial intensity, and building height. The applicant agreed at the PZC to amend the zoning request from the original C-3 and change the request to the C-2A. The C-2A zoning is a less intense zoning with a maximum building height of 35 feet (not 65 feet of the C-3). The staff report and proposed ordinance have been revised accordingly.

The Development Review Committee (DRC) on November 30, 2022, recommended approval of the change in zoning and forwarded the same to the PZC.

**Budget Impact:**

There are no budgetary impacts on the City relative to the processing of the rezoning action.

**Strategic Impact:**

Rezoning requests which address density and intensity changes are consistent with Growth Management Goals. This particular change in zoning is consistent with the City's goals for conservation protection measures and land use regulations.

**Recommendation:**

City Council to approve First Reading of Ordinance No. 2023-02 and hold a hearing for second reading and adoption.

**Attachment(s):**

1. Attachment 1 PZC Staff Report Orange Lake Rezoning12-21-22 (ADA) REVISED
2. Attachment 2 Legal Advertisement Publication Adoption(ADA)
3. Ordinance 2023-02 Orange Lake Dev Zoning(revised).SGS
4. Exhibit A Property Depiction (Map)

Prepared by: Vince Sandersfeld, Planning and Development Director

Reviewed by: Sherry Sutphen, City Attorney  
Jeanann Hand, City Clerk  
Patrick Comiskey, City Manager

Approved - 1/10/2023

Approved - 1/10/2023

Final Approval - 1/10/2023

---

**DATE:** December 21, 2022  
**TO:** Planning and Zoning Commission  
**FROM:** Development Review Committee  
Vince Sandersfeld, Planning Director

Staff Note: During discussion at this meeting the PZC members noted concerns with C-3 zoning permitted uses, commercial intensity, and building height. The applicant agreed at the PZC to amend the zoning request from the original C-3 and change the request to the C-2A.

**THROUGH:** Michele Janiszewski, AICP, Senior Planner

**RE:** Application to Rezone Property from PLI Public Lands and Institutions to C-3 Highway Commercial (Review Type); 2.16 Acres (Site Area); Located on the south side of U.S. Highway 441, west of the Hope City Church; Lingyan Chen (Applicant); Orange Lake Development, LLC (Owner).  
Project No. RZ22-04.

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**SUMMARY OF RECOMMENDATION:**

Staff recommends approval of the application to rezone 2.16+/- acres from Public Lands and Institutions (PLI) to Highway Commercial (C-3) and forwards the same to City Council. Approval subject to adoption of the Commercial Future Land Use designation.

**REFERENCES/SUPPORT:**

Section 3.3. *LDC* – Procedures for rezoning  
Section 3.4.8. *LDC* – C-3 Highway Commercial District  
FLUM Ordinance No. 2023-01 (in process)

**SITE SUMMARY:**

|                            |                                                                             |
|----------------------------|-----------------------------------------------------------------------------|
| Owners                     | Orange Lake Development, LLC                                                |
| Applicant                  | Lingyan Chen                                                                |
| General Location:          | Located on the south side of U.S. Highway 441, west of the Hope City Church |
| Alternate Key Nos.         | 1477352                                                                     |
| Zoning District:           | Public Lands and Institutions                                               |
| Proposed Zoning District:  | C-3                                                                         |
| Future Land Use Category:  | Public Lands and Institutions                                               |
| Proposed Land Use Category | Commercial                                                                  |
| Overlays:                  | None                                                                        |
| Site Area:                 | 2.16 +/- acres                                                              |
| Existing Use:              | Vacant Land                                                                 |

**SURROUNDING PROPERTY TABLE:**

| Direction | Jurisdiction  | Future Land Use  | Zoning District(s) | Existing Use(s)           | Comments         |
|-----------|---------------|------------------|--------------------|---------------------------|------------------|
| North     | ROW           | NA               | NA                 | Arterial Road             | U.S. HWY 441     |
| South     | City          | PLI              | PLI                | Church                    | City Hope Church |
| East      | City          | PLI              | PLI                | Church                    | City Hope Church |
| West      | City & County | COMM & Urban Low | C-3 & R-1          | Undeveloped & Residential | SFDU             |

**DEVELOPMENT STANDARDS MATRIX:**

| Standard                       | Public Lands & Institutes | Highway Commercial |
|--------------------------------|---------------------------|--------------------|
| Floor Area Ratio (FAR)         | 0.70                      | 0.35               |
| Maximum Square Footage         | 65,862                    | 32,931 square feet |
| Density                        | None                      | None               |
| Maximum Dwelling Units         | None                      | None               |
| Impervious Surface Ratio (ISR) | Max. 70%                  | Max. 65%           |
| Open Space                     | Not Specified             | Not Specified      |
| Building Height                | 35 feet                   | 65 feet            |

**ANALYSIS:**

The property contains 2.16 acres and is undeveloped. The applicant has applied to rezone the property from PLI to C-3 which is being processed simultaneously with a FLUM application. The C-3 uses allowed by right, conditional uses, and prohibited uses are provided in this staff report on pages 4 and 5.

The Applicant does not have specific development plans for the property at this time but indicated they are seeking to construct a strip center with less than 20,000 square feet of gross commercial area. Based on the FAR requirements, the property could be developed with up 32,931 SF of building space. This parcel is adjacent to existing C-3 zoning to the west. The lands adjacent are zoned PLI.

This parcel does touch the at the southwest corner existing Lake County right-of-way listed as Highview Avenue. As past of the site plan review ingress/egress from this roadway would be prohibited as it serves existing County residential lots. This is a similar review imposed on the adjacent Dora Plaza development. Further, a 6ft high wall (brick, block, or stucco) is required adjacent to any residential zoned lands within a 40 feet wide landscaped buffer [Buffer Type “C” of Section 6.6.2(4.c) *LDC*].

The abutting property to the east has an existing entrance to U.S. Highway 441. A cross-access agreement will be required if the development seeks to utilize this entrance. The property has access to Highview Avenue, a forty (40) foot right-of-way platted in Replat of Mountain View Subdivision (Plat Book 9, Page 49). The right-of-way will need to brought up to City standards if seeking to utilize it for access.



The properties to the west of the subject property are platted tracts in the Dora Plaza Plat (Plat Book 73, Page 58) and include a 24' cross access easement. Future development of the site will need to connect to the abutting cross-access easement.

**STANDARDS FOR REVIEW:**

Pursuant to LDC Section 3.3.4, the City shall consider the following criteria in reviewing applications for a rezoning:

1. **The need and justification for the change:**

The applicant is seeking to make the property's zoning district consistent with the property's proposed land use category. The Applicant has submitted an application to establish a Commercial land use category on the property.

The property was previously owned by the abutting property owner, the Seventh Day Adventist / Hope City Church, but was sold to the current property owner in 2021. The current property owner is seeking to develop the property with commercial uses.

2. **The effect of the change, if any, on the particular property and on surrounding property.**

The assignment of the C-3 zoning district is consistent with the proposed underlying land use for the subject property and the abutting properties to the west. As such, approving the application will continue the pattern of commercial development in the area. The assignment of commercial zoning will provide a commercial node at this location.

3. **The amount of undeveloped land having the same classifications as that requested in the general area and throughout the city.**

The abutting properties to the west are also zoned C-3. The Most C-3 zoned property is developed or in the process of being developed. As such, although there are vacant properties with the same zoning district in the immediate area, this area is intended to be developed with commercial development and the rezoning application will not create a surplus of vacant C-3 zoned property.

4. **The availability and provision of adequate services and facilities:**

Services and facilities are currently available to this property. Further evaluations will be determined at time of site plan/platting depending upon the proposed use(s).

5. **The impact on the natural environment:**

According to the Lake County Interactive Map, there is no indication of floodzone or wetlands on the subject property. Map VI-4: Natural Communities shows area contains Upland Hardwood Forests and Mixed Upland (Coniferous / Hardwood) communities. Map VI-3: Soils shows the area has Type 'A' soils. Further review of potential impacts to the environment and natural communities will be undertaken with the future development application. There are no anticipated, adverse impacts on the natural environment as a result of this rezoning.

6. **Other Criteria as may be applicable:**

Staff did not identify any additional, pertinent information regarding this application.

Section 3.4.8. *C-3 Highway Commercial District.*

1. *Description of district.* This district is established to provide concentrated shopping center-type developments at the intersections of major highways without adversely impacting the safety and traffic circulation efficiency of those highways. Areas suitable for shopping center development are generally along S.R. 19A and along U.S. 441, and along Old U.S. Highway 441 west of Morningside Drive, at major intersections or where secondary service roads are provided. This district is appropriate in areas designated as "commercial" or "industrial" on the future land use map of the comprehensive plan.
2. *Permitted uses:*
  - a. Business establishments with retail sales including: Antiques, arts, bakeries (with baking of products for sale on the premises), bicycles, books, drugs, electrical appliances, florists, gifts, groceries, hardware, jewelry, luggage, music, newsstands, office supplies, paint and wallpaper stores, photographic, plumbing fixtures sales and service, radios and televisions, department stores, restaurants, bars and cocktail lounges and liquor stores.
  - b. Service establishments without products, including: Financial institutions, walk-in theaters and health spas.
  - c. Personal service establishments including: Art studios, barber shops, beauty shops, photographic studios (excluding processing labs), shoe repair, tailoring and watch and clock repair.
  - d. Offices: Administrative, business and professional.
  - e. Motels and hotels.
  - f. Veterinarian Office and Animal Clinic with no outside housing and no outside overnight boarding. In multiple tenant buildings (shopping centers, etc.) building sound proofing shall be required.
  - g. Theaters.
  - h. Parking garages.
  - i. Convenience stores and gas stations.
  - j. Car washes.
  - k. Dry cleaners and laundromats.
  - l. Accessory uses which are normally associated with uses permitted herein when in conjunction with uses properly licensed for operation on the same site
3. *Conditional uses (See section 2.5.1.5):*
  - a. Emergency shelters.
  - b. Treatment and recovery facilities.
  - c. Group housing.
  - d. Adult living facilities.
  - e. Automobile sales, (including no more than three recreational vehicles), motorcycle sales, service stations; however, only minor repairs may be made to vehicles provided such repairs are made within an enclosed building.
  - f. Bus passenger terminals; provided, however, that no vehicle repair on related maintenance operation shall be conducted on the premises.
  - g. Group care facilities.

- h. Public and semipublic uses such as: Private schools, churches, hospitals and clinics (including animals), community centers, libraries, museums, nursing and/or convalescent homes, schools (private, business, trade, vocation, public and professional) and public utilities.
  - i. Day care centers, provided the use is located on a single platted lot, is a single building, and is single user.
  - j. Other uses which are similar or compatible to the uses permitted herein and which are not specifically permitted in a more permissive district and which are not prohibited and which promote the intent and purposes of this district. This determination shall be made by the planning and zoning commission.
4. *Prohibited uses:*
- a. All uses not allowed as either a permitted use or a conditional use above are prohibited unless adopted as part of a planned unit development.
  - b. Day care centers located in shopping centers (including multiple unit buildings or sites).
  - c. Medical marijuana dispensaries.
  - d. Non-medical marijuana sales.
  - e. Cannabis farms.

**NOTIFICATIONS:**

JPA Notice to Lake County: November 8, 2022

JPA Notice to Orange County: November 8, 2022

Courtesy Notice to Lake County School District: November 8, 2022

Non-Legal Notice PZC and Notice to City Council: December 9, 2022

Notice to Surrounding Owners: December 9, 2022

Ordinance Enactment Legal Ad: January 6, 2023

**PUBLIC HEARING SCHEDULE:**

PZC: December 21, 2022

City Council FLUM Single Reading and Adoption: January 17, 2022

**ATTACHMENTS:**

Vicinity Map

Future Land Use Composite City-County Map

Zoning Composite City-County Map

Application

# Legend



City Limits



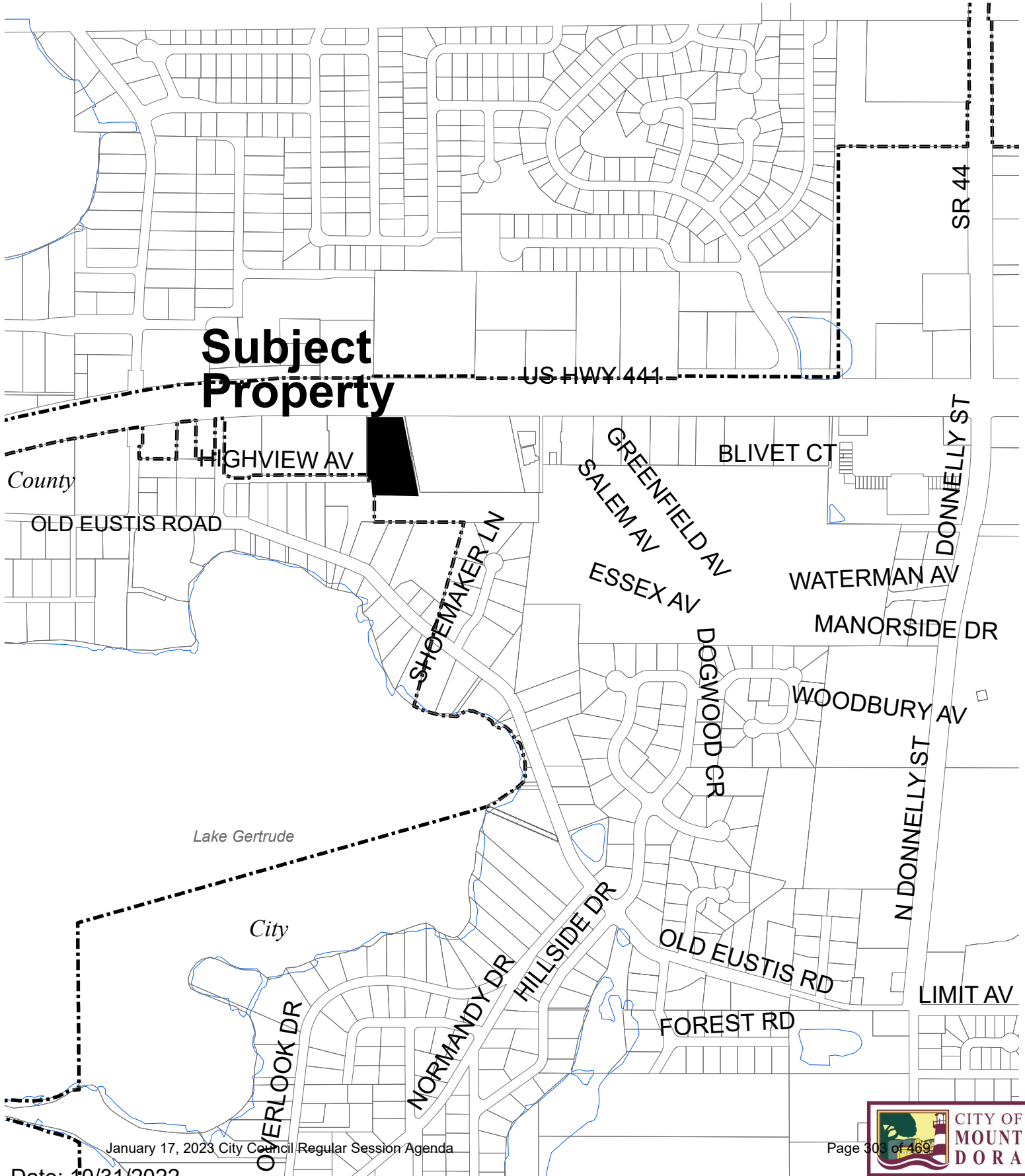
Subject Property

# Vicinity Map

N



N.T.S.



**Subject Property**

US HWY 441

HIGHVIEW AV

County

OLD EUSTIS ROAD

SHOEMAKER LN

GREENFIELD AV  
SALEM AV  
ESSEX AV

BLIVET CT

DONNELLY ST

WATERMAN AV

MANORSIDE DR

WOODBURY AV

Lake Gertrude

City

NORMANDY DR

HILLSIDE DR

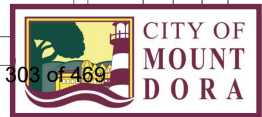
OLD EUSTIS RD

FOREST RD

N DONNELLY ST

LIMIT AV

OVERLOOK DR





# Orange Lake Development, LLC Future Land Use Area Map (Composite City & Lake County)

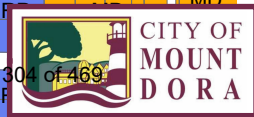
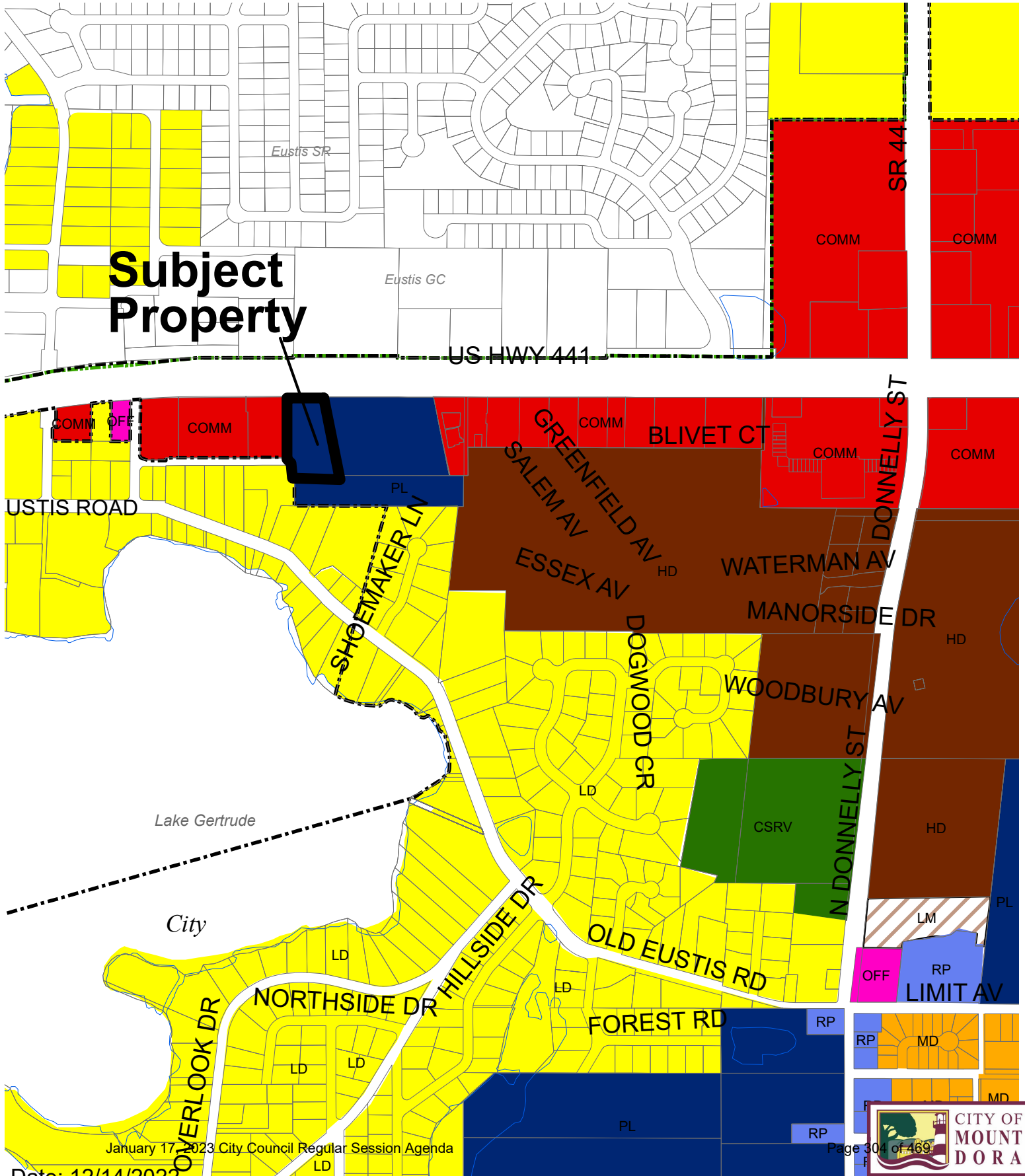
## Legend

-  City Limits
-  Subject Property
-  JPA Boundary

N



N.T.S.



# Orange Lake Development, LLC Zoning Area Map (Composite City & Lake County)

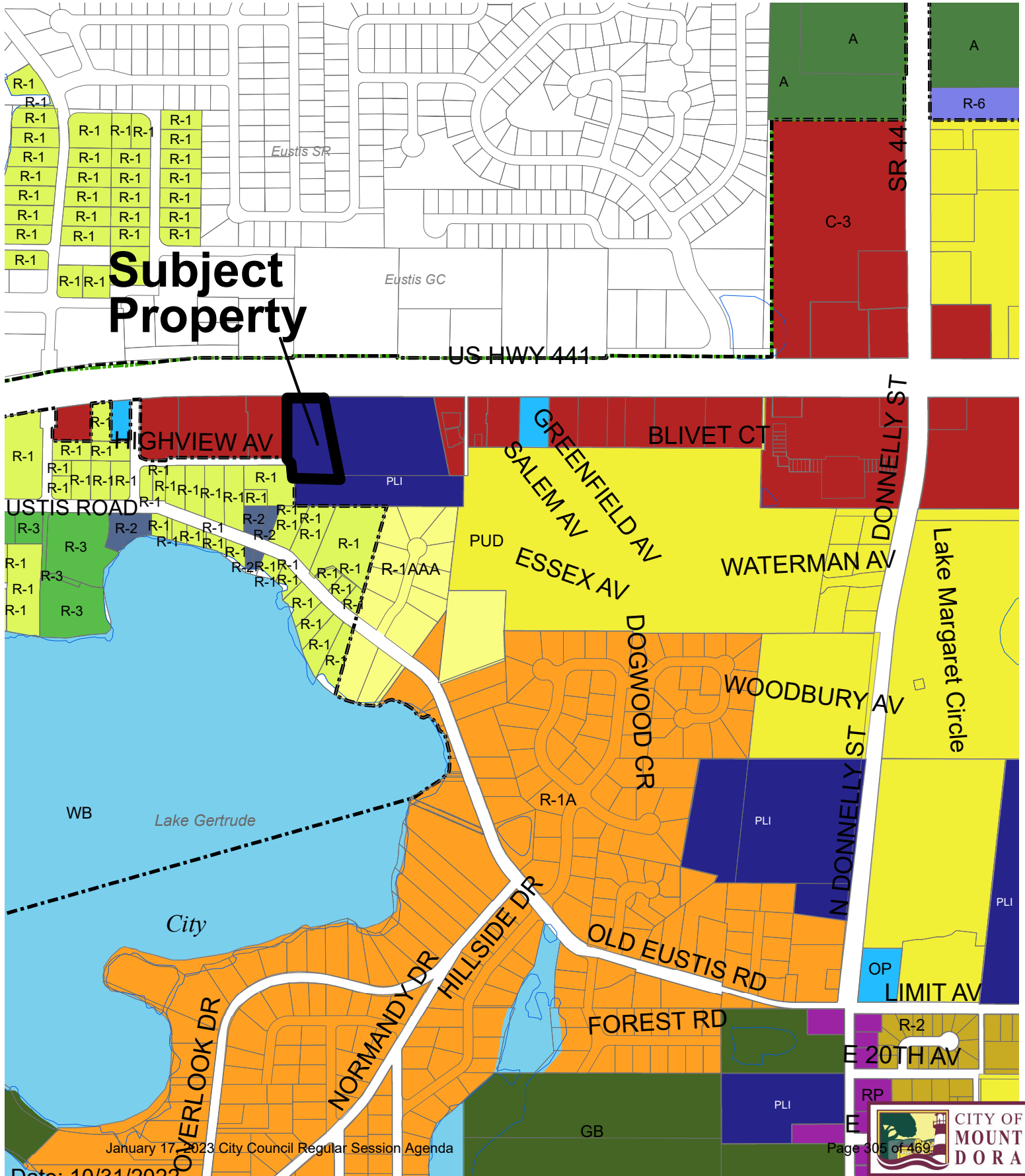
## Legend

-  City Limits
-  Subject Property
-  JPA Boundary

N



N.T.S.



**Subject  
Property**



**RECEIVED**

By scottw at 10:55 am, Oct 27, 2022



**CITY OF  
MOUNT  
DORA**

**Z22-04**

City of Mount Dora  
Planning and Development  
510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7112  
Fax: 352-735-7191

E-mail: [plandev@cityofmountdora.com](mailto:plandev@cityofmountdora.com)

**REZONING  
APPLICATION**

Date: 10/18/2022

1. Applicant's Name: Lingyan Chen  
Company's Name: Orange Lake Development LLC  
Address: 2432 Dahlgren Way  
City, State & Zip: Winter Garden FL 34787  
Phone: 4074632449 E-mail: orangelakeflorida@gmail.com
2. Owner's Name: Lingyan Chen  
Company's Name: Orange Lake Development LLC  
Address: 2432 Dahlgren Way  
City, State & Zip: Winter Garden FL 34787  
Phone: 4074632449 E-mail: orangelakeflorida@gmail.com
3. The property generally located and list adjacent streets: Property ID # 19-19-27-0406  
-00B-00001  
Alternate key 1477352
4. The address(s) of the property: US Hwy 441, Mount Dora, FL 32757
5. Size of property in Acres: 2.11 Square Feet: 91751
6. Current Zoning District: Vacant institutional Non-Church (7000) **PLI**
7. Requested Zoning District: **C-3**
8. Future Land Use Category: **Current PLI, apply for C3 ~~PLI~~**
9. Present use and structures on the property (list number of residential dwelling units):  
Vacant lots

10. Building Size (Existing): Ø

11. Proposed use of property: strip center and office mix

12. State the reason for this request, per Section 3.3 of the City's land Development Code (attached additional sheets and support data):

PLI change to C-3, build strip center under  
20,000 SF.

13. Is the proposed use permissible in the requested district? Yes

14. Surrounding Future Land Use, Zoning, and Existing Use by City/County (fill-in table):

| Direction | City/County | FLU | Zoning | Existing Use(s) |
|-----------|-------------|-----|--------|-----------------|
| North     |             |     |        |                 |
| South     |             |     |        |                 |
| East      |             |     |        |                 |
| West      |             |     |        |                 |

(districts/categories may be abbreviated)



## CERTIFICATION AND SIGNATURE

### AFFIDAVIT

I, Lingyan Chen, being first duly sworn, depose and say that I apply for the request contained herein, and that all answers, information, sketches, data and other supplementary matter attached to or included herewith as part of this application, are accurate and true to the best on my knowledge and belief.

  
Signature of Applicant

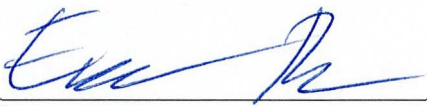
Lingyan Chen  
Print or Type Name

STATE OF FLORIDA  
COUNTY OF LAKE  
CITY OF MOUNT DORA

The foregoing instrument was acknowledged before me this 27<sup>th</sup> day of October 20 22 by Lingyan Chen who is personally known to me or who has produced FL DL as identification and who did \_\_\_\_\_ or did not X take an oath.

SEAL:



  
Notary Public

Emily Ragusa  
Print or Type Name



**CITY OF  
MOUNT  
DORA**

**Planning and Development  
510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7112**

**E-mail: [plandev@cityofmoundora.com](mailto:plandev@cityofmoundora.com)**

### AGENT AUTHORIZATION

I/we, (Property owner name(s)) Lingyan Chen, as the owner(s)  
of the real property described as follows,  
AK # 1477352 (Address, Parcel ID or  
Alternate Key Number of subject property), do hereby authorize myself  
to act as my/our Agent, to execute any petitions/applications or other documents necessary to  
affect the request for a Rezoning to C3, and to appear on  
my/our behalf before any administrative, legislative or quasi-judicial body in the City pertaining  
to the application described above and to act in all respects as my/our Agent in matters pertaining  
to the application and City process. I hereby certify that I am the owner of the property described  
herein, which property is within the regulation of the City of Mount Dora, and that I freely adopt  
this plan of division.

Lingyan Chen  
Printed Name of Property Owner

[Signature]  
Signature of Property Owner

10/27/22  
Date

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

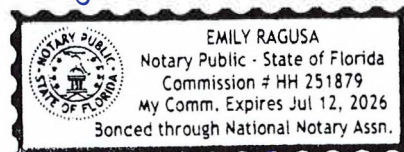
State of Florida

County of Lake

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online  
notarization, this 27 day of October, 2022, by Lingyan Chen

Personally known OR Produced Identification

Type of Identification Produced: FL DL



[Signature]  
Notary Signature

Note: All applications shall be signed by the Owner(s) of the property, or the Agent as duly  
authorized herein by the Owner(s).



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
ORANGE LAKE DEVELOPMENT, LLC.

### Filing Information

**Document Number** L17000090578  
**FEI/EIN Number** N/A  
**Date Filed** 04/24/2017  
**State** FL  
**Status** ACTIVE

### Principal Address

2432 DAHLGREN WAY  
WINTER GARDEN, FL 34787

### Mailing Address

2432 DAHLGREN WAY  
WINTER GARDEN, FL 34787

### Registered Agent Name & Address

CHEN, LINGYAN  
2432 DAHLGREN WAY  
WINTER GARDEN, FL 34787

### Authorized Person(s) Detail

#### **Name & Address**

Title MGR

CHEN, LINGYAN  
2432 DAHLGREN WAY  
WINTER PARK, FL 34787

### Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2020        | 04/12/2020 |
| 2021        | 02/24/2021 |
| 2022        | 04/01/2022 |

### Document Images

[04/01/2022 - ANNUAL REPORT](#) [View image in PDF format](#)  
January 17, 2023 City Council Regular Session Agenda

|                                                         |                                          |
|---------------------------------------------------------|------------------------------------------|
| <a href="#">02/24/2021 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/12/2020 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/01/2019 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">06/30/2018 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/24/2017 -- Florida Limited Liability</a> | <a href="#">View image in PDF format</a> |

ORANGE COUNTY, FLORIDA DEPARTMENT OF REVENUE



# PROPERTY RECORD CARD

## General Information

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         |                                           |                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ORANGE LAKE DEVELOPMENT LLC                                                                                                                                                                                                                                                                             | <b>Alternate Key:</b>                     | 1477352                                                                                       |
| <b>Mailing Address:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2432 DAHLGREN WAY<br>WINTER GARDEN, FL 34787<br><a href="#">Update Mailing Address</a>                                                                                                                                                                                                                  | <b>Parcel Number:</b> ⓘ                   | 19-19-27-0406-00B-00001                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         | <b>Millage Group and City:</b>            | 00MD Mount Dora                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         | <b>2022 Total Certified Millage Rate:</b> | 18.8051                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         | <b>Trash/Recycling/Water/Info:</b>        | <a href="#">My Public Services Map</a> ⓘ                                                      |
| <b>Property Location:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | US HWY 441<br>MOUNT DORA FL, 32757                                                                                                                                                                                                                                                                      | <b>Property Name:</b>                     | --<br><a href="#">Submit Property Name</a> ⓘ                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         | <b>School Information:</b>                | <a href="#">School Locator &amp; Bus Stop Map</a> ⓘ<br><a href="#">School Boundary Maps</a> ⓘ |
| <b>Property Description:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | MOUNT DORA, MOUNTAIN VIEW REPLAT OF BLKS A-B & D SUB BEG 48.5 FT E OF W LINE OF BLK B ON S LINE OF HWY, RUN W 68.5 FT, S 336.33 FT, E 40 FT, S TO A PT 140.93 FT N OF S LINE OF NW 1/4, S 89-51-42 E 229.91 FT, N 09-26-56 W 421.91 FT TO S LINE OF HWY 441, W 132 FT TO POB PB 9 PG 49 ORB 5679 PG 849 |                                           |                                                                                               |
| NOTE: This property description is a condensed/abbreviated version of the original description as recorded on deeds or other legal instruments in the public records of the Lake County Clerk of Court. It may not include the Public Land Survey System's Section, Township, Range information or the county in which the property is located. It is intended to represent the land boundary only and does not include easements or other interests of record. This description should not be used for purposes of conveying property title. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. |                                                                                                                                                                                                                                                                                                         |                                           |                                                                                               |

## Land Data

| Line | Land Use                 | Frontage | Depth | Notes                                                                       | No. Units | Type        | Class Value | Land Value   |
|------|--------------------------|----------|-------|-----------------------------------------------------------------------------|-----------|-------------|-------------|--------------|
| 1    | VACANT COMMERCIAL (1000) | 0        | 0     |                                                                             | 91751.000 | Square Feet | \$0.00      | \$555,094.00 |
|      |                          |          |       | <a href="#">Click here for Zoning Info</a> ⓘ <a href="#">FEMA Flood Map</a> |           |             |             |              |

## Miscellaneous Improvements

There is no improvement information to display.

## Sales History

NOTE: This section is not intended to be a complete chain of title. Additional official book/page numbers may be listed in the property description above and/or recorded and indexed with the Clerk of Court. [Follow this link to search all documents by owner's name.](#)

| Book/Page                                                                                                                                       | Sale Date | Instrument      | Qualified/Unqualified | Vacant/Improved | Sale Price   |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|-----------------------|-----------------|--------------|
| <a href="#">5679 / 849</a>                                                                                                                      | 03/2021   | Warranty Deed   | Qualified             | Vacant          | \$650,000.00 |
| <a href="#">1804 / 1538</a>                                                                                                                     | 03/2000   | Warranty Deed   | Unqualified           | Vacant          | \$240,000.00 |
| <a href="#">1015 / 1107</a>                                                                                                                     | 06/1989   | Warranty Deed   | Unqualified           | Vacant          | \$167,000.00 |
| <a href="#">1010 / 1385</a>                                                                                                                     | 04/1989   | Quit Claim Deed | Unqualified           | Vacant          | \$1.00       |
| <a href="#">1010 / 1384</a>                                                                                                                     | 04/1989   | Quit Claim Deed | Unqualified           | Vacant          | \$1.00       |
| <a href="#">1010 / 1383</a>                                                                                                                     | 04/1989   | Quit Claim Deed | Unqualified           | Vacant          | \$1.00       |
| <a href="#">Click here to search for mortgages, liens, and other legal documents.</a> ⓘ<br>January 17, 2023 City Council Regular Session Agenda |           |                 |                       |                 |              |

## Values and Estimated Ad Valorem Taxes

**Values shown below are 2022 CERTIFIED VALUES.**

The Market Value listed below is not intended to represent the anticipated selling price of the property and should not be relied upon by any individual or entity as a determination of current market value.

| Tax Authority                     | Market Value | Assessed Value | Taxable Value | Millage       | Estimated Taxes |
|-----------------------------------|--------------|----------------|---------------|---------------|-----------------|
| LAKE COUNTY BCC GENERAL FUND      | \$555,094    | \$555,094      | \$555,094     | 5.0364        | \$2,795.68      |
| SCHOOL BOARD STATE                | \$555,094    | \$555,094      | \$555,094     | 3.2500        | \$1,804.06      |
| SCHOOL BOARD LOCAL                | \$555,094    | \$555,094      | \$555,094     | 2.9980        | \$1,664.17      |
| LAKE COUNTY WATER AUTHORITY       | \$555,094    | \$555,094      | \$555,094     | 0.3083        | \$171.14        |
| NORTH LAKE HOSPITAL DIST          | \$555,094    | \$555,094      | \$555,094     | 0.5000        | \$277.55        |
| ST JOHNS RIVER FL WATER MGMT DIST | \$555,094    | \$555,094      | \$555,094     | 0.1974        | \$109.58        |
| CITY OF MOUNT DORA                | \$555,094    | \$555,094      | \$555,094     | 5.9603        | \$3,308.53      |
| LAKE COUNTY MSTU AMBULANCE        | \$555,094    | \$555,094      | \$555,094     | 0.4629        | \$256.95        |
| LAKE COUNTY VOTED DEBT SERVICE    | \$555,094    | \$555,094      | \$555,094     | 0.0918        | \$50.96         |
|                                   |              |                |               | <b>Total:</b> | <b>Total:</b>   |
|                                   |              |                |               | 18.8051       | \$10,438.62     |

## Exemptions Information

**This property is benefitting from the following exemptions with a checkmark **

|                                                                                                                                                                |                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Homestead Exemption (first exemption up to \$25,000)                                                                                                           | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Additional Homestead Exemption (up to an additional \$25,000)                                                                                                  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Limited Income Senior Exemption (applied to county millage - up to \$50,000)                                                                                   | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Limited Income Senior Exemption (applied to city millage - up to \$25,000)  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Limited Income Senior 25 Year Residency (county millage only-exemption amount varies)                                                                          | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Widow / Widower Exemption (up to \$500)                                                                                                                        | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Blind Exemption (up to \$500)                                                                                                                                  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Disability Exemption (up to \$500)                                                                                                                             | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Total and Permanent Disability Exemption (amount varies)                                                                                                       | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Veteran's Disability Exemption (\$5000)                                                                                                                        | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Veteran's Total and Permanent Disability Exemption (amount varies)                                                                                             | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Veteran's Combat Related Disability Exemption (amount varies)                                                                                                  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Deployed Servicemember Exemption (amount varies)                                                                                                               | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| First Responder Total and Permanent Disability Exemption (amount varies)                                                                                       | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Surviving Spouse of First Responder Exemption (amount varies)                                                                                                  | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Conservation Exemption (amount varies)                                                                                                                         | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Tangible Personal Property Exemption (up to \$25,000)                                                                                                          | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Religious, Charitable, Institutional, and Organizational Exemptions (amount varies)                                                                            | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Economic Development Exemption                                                                                                                                 | <a href="#">Learn More</a> <a href="#">View the Law</a> |
| Government Exemption (amount varies)                                                                                                                           | <a href="#">Learn More</a> <a href="#">View the Law</a> |

regarding the completeness and accuracy of the data herein, its use or interpretation, the fee or beneficial/equitable title ownership or encumbrances of the property, and assumes no liability associated with its use or misuse. See the posted [Site Notice](#).

Copyright © 2014 Lake County Property Appraiser. All rights reserved.  
Property data last updated on March 21, 2022.

**Site Notice**



This instrument prepared by:  
Frank McMillan, Attorney at Law  
351 South State Road 434  
Altamonte Springs, FL 32714

Parcel No. ID 191927040600B00001

---

**SPECIAL WARRANTY DEED**

THIS INDENTURE, made as of this 31st day of March, 2021, between

**FLORIDA CONFERENCE ASSOCIATION OF SEVENTH-DAY ADVENTISTS**, a Florida non-profit corporation with offices at: 351 South State Road 434, Altamonte Springs, FL 32714, hereinafter referred to as **GRANTOR**,

and **ORANGE LAKE DEVELOPMENT, LLC** whose address is 2432 Dahlgren Way, Winter Garden, FL 34787, hereinafter referred to as **GRANTEE**:

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations and partnerships.)

WITNESSETH: That the Grantor, for and in consideration of the sum of -----TEN and no/100 (\$10.00) -----DOLLARS, and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee all that certain land, situate, lying and being in Lake County, Florida, to wit:

**Lands as described on Exhibit A attached hereto and made a part hereof**

**THIS CONVEYANCE IS MADE SUBJECT TO:** Covenants, restrictions and easements of record, if any; however this reference shall not operate to reimpose the same; and further subject to taxes accruing subsequent to December 31, 2020, and deed restrictions as contained hereafter;

and Grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever, claiming by, through or under the Grantor.

Grantor further acknowledges that this conveyance is not a conveyance of all or substantially all of the corporate assets of the Grantor; that the corporation is currently in existence; and that the officers signing on behalf of the corporation are authorized to execute this deed on behalf of and to bind the Corporation. (Resolution attached)



## Special Warranty Deed

Florida Conference Association of Seventh-day Adventists to  
Orange Lake Development, LLC

Page 2

**This conveyance is subject to the following additional restrictions. The subject property shall not be used directly or indirectly for any of the following purposes:**

- A. Any adult book store, theater or other "adult" entertainment facility, package store, bar, nightclub or similar facility; provided, however, that such restriction shall not prohibit a restaurant deriving 51% or more of its gross revenue from food and non-alcoholic beverages.
- B. Any purpose that would create objectionable noise, smoke, odor, dust, noxious gases, glare, heat, vibration, or industrial wastes or any other activity dangerous to public health or safety.
- C. Any purpose that would create noise so as to be heard beyond the limits of the property.

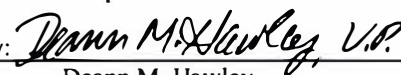
These restrictions shall be in perpetuity and run with the land for such time as the property immediately adjacent to the east is owned by and used by Florida Conference Association of Seventh-day Adventists, a Florida non-profit corporation, and any subsequent purchaser or assignee which uses the adjacent property for church, religious or educational purposes. These restrictions may be enforced by injunctive relief and damages.

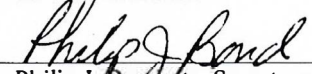
IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal the day and year first above written.

Signed, sealed and delivered  
in the presence of:

  
Print Name: William Cochran

Florida Conference Association of  
Seventh-day Adventists,  
a Florida corporation

By:   
Deann M. Hawley  
Its Vice President

Attest:   
Philip J. Bond, Its Secretary  
351 South State Road 434  
Altamonte Springs, FL 32714

  
Frank McMillan

Corporate Seal

STATE OF FLORIDA  
COUNTY OF SEMINOLE

The foregoing instrument was acknowledged before me this 30th day of March, 2021 by means of physical presence of Deann M. Hawley and Philip J. Bond as Vice President and Secretary, respectively, of Florida Conference Association of Seventh-day Adventists, on behalf of the corporation. They are personally known to me.



  
Frank McMillan  
Notary Public/  
Commission Expires: 08/28/2023

## EXHIBIT A

FLORIDA CONFERENCE ASSOCIATION OF SEVENTH-DAY ADVENTISTS TO  
ORANGE LAKE DEVELOPMENT, LLC

That part of Mountain View Subdivision, according to the plat thereof recorded in Plat Book 9, Page 49, Public Records of Lake County, Florida, and that part of the Northwest 1/4 of Section 19, Township 19 South, Range 27 East, Lake County, Florida, bounded and described as follows: Begin 48.50 feet East of the West line of Block "B" of said Mountain View Subdivision, said Point being on the South Right-Of-Way line of Highway No. 441, and run South 89°57'40" West along said South Right-Of-Way line of Highway No. 441 a distance of 68.50 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 336.33 feet to a concrete monument labeled L. B. 707; thence South 89°51'15" East, 40.00 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 79.07 feet to an iron pin labeled L.B. 707 and a Point hereby designated as Point "A"; return to the Point of Beginning and run North 89°57'40" East along said South Right-Of-Way line of Highway No. 441 a distance of 132.00 feet to a concrete monument labeled L.B. 707; thence South 09°26'56" East, 421.91 feet to an iron pin labeled L.B. 707; thence North 89°51'42" West, 229.34 feet to the aforementioned Point "A".

BEING THE SAME LANDS AS DESCRIBED IN OR BOOK 1804, PAGE 1538, OF PUBLIC RECORDS OF LAKE COUNTY, FLORIDA

TOGETHER WITH A NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND UTILITIES AS MORE PARTICULARLY SET FORTH IN A SEPARATE EASEMENT AGREEMENT EXECUTED BY THE PARTIES THIS DATE OVER THE FOLLOWING DESCRIBED LANDS:

THAT PART OF MOUNTAIN VIEW SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 49, PUBLIC RECORDS OF LAKE COUNTY, SITUATED IN SECTION 19, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT A FOUND CONCRETE MONUMENT LABELED LB 707 BEING ON THE SOUTH RIGHT-OF- WAY LINE OF HIGHWAY NO. 441, AT THE NORTHWEST CORNER OF THOSE LANDS DESCRIBED IN OFFICIAL RECORDS 834 PAGE 1406 AS WELL AS THOSE LANDS DESCRIBED IN OFFICIAL RECORDS 1565, PAGE 0991 OF SAID PUBLIC RECORDS; THENCE S89°56'46"E ALONG SAID SOUTH RIGHT OF WAY LINE A DISTANCE OF 40.55 FEET; THENCE S09°21'17"E PARALLEL WITH THE WEST LINE OF SAID LANDS DESCRIBED IN OR 834 PG 1406 A DISTANCE OF 101.37 FEET TO A POINT OF INTERSECTION WITH A LINE THAT MEASURES 100.00 FEET SOUTH, AS MEASURED AT RIGHT ANGLES TO SAID SOUTH RIGHT OF WAY LINE; THENCE N89°56'46"W PARALLEL WITH SAID RIGHT OF WAY LINE A DISTANCE OF 40.55 FEET TO A POINT OF INTERSECTION WITH THE WEST LINE OF SAID LANDS DESCRIBED IN OR 834 PG 1406; THENCE N09°21'17"W PARALLEL ALONG SAID WEST LINE A DISTANCE OF 101.37 FEET TO A POINT OF INTERSECTION WITH SAID SOUTH RIGHT OF WAY LINE AND THE POINT OF BEGINNING.

FRANK MCMILLAN, LAW OFC OF  
351 S STATE ROAD 434  
SUITE 101  
ALTAMONTE SPRINGS FL 32714

CERTIFICATE OF RESOLUTION

I, Philip J. Bond as Secretary of Florida Conference Association of Seventh-day Adventists, a Florida corporation not for profit, do hereby certify that the following is a true and correct copy of a Resolution adopted by the Board of Trustees of said corporation at a duly called meeting held on March 8, 2021:

"Upon motion duly made and seconded, VOTED to approve the sale of the property generally referred to as a portion of the Mt. Dora Church Property and described as:

Lands lying in Lake County, Florida, more particularly described on Exhibit A attached hereto

to a Buyer and at a price to be approved by Deann M. Hawley, Vice President, subject to costs and other matters as set forth in a commercially reasonable Contract for Sale, and that Elisa T. Rahming or Deann M. Hawley as Vice President and Philip J. Bond as Secretary or Andrew Elliot as Assistant Secretary of the corporation are authorized to execute a Deed of Conveyance, and any one officer is authorized to execute such other documents as may be required to close this transaction."

I do further certify that (a) all provisions in the articles of incorporation and bylaws pertaining to the conveyance of real property have been met; and (b) that the subject property does not constitute all or substantially all of the assets of Florida Conference Association of Seventh-day Adventists, a Florida corporation not for profit; and (c) that the membership of the corporation is not required to approve such sale and that no consent from any national or regional church body is required to consummate this transaction.

In Witness Whereof, I have set my hand and affixed the corporate seal this 30th day of March,

2021

(Corporate Seal)

  
Philip J. Bond  
Secretary

STATE OF FLORIDA  
COUNTY OF SEMINOLE

The foregoing Certificate of Resolution was acknowledged before me this 30th day of March 2021 by Philip J. Bond as Secretary of the Florida Conference Association of Seventh-day Adventists, a corporation not for profit, who is personally known to me.



  
Notary Public

fcaresolution.mtdora.03282021

## EXHIBIT A

FLORIDA CONFERENCE ASSOCIATION OF SEVENTH-DAY ADVENTISTS TO  
ORANGE LAKE DEVELOPMENT, LLC

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# DORA PLAZA

SHEET 1 OF 3

PLAT BOOK 73 PAGE 56

A REPLAT OF A PORTION OF THE REPLAT OF BLOCKS A-B & D OF MOUNTAIN VIEW SUBDIVISION PLAT BOOK 9, PAGE 49  
AND LOTS 50, 50 1/2, 51 AND A PORTION OF 51 1/2 OF PLAT OF EL BONITO PLAT BOOK 5, PAGE 46

SECTION 24, TOWNSHIP 12 SOUTH, RANGE 24 EAST  
CITY OF MOUNT DORA, LAKE COUNTY, FLORIDA

## LEGAL DESCRIPTION

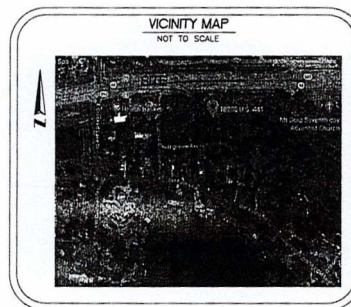
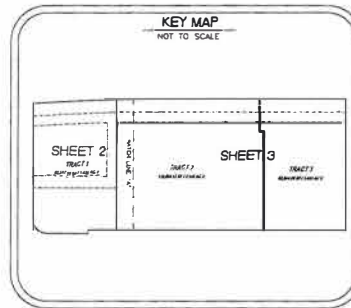
### PARCEL NO. 1

ALL OF BLOCK A ACCORDING TO THE REPLAT OF BLOCKS A-B & D OF MOUNTAIN VIEW SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 49, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, TOGETHER WITH THAT PART OF THE RIGHT-OF-WAY OF PALMER AVENUE, NOW VACATED, LYING WITHIN SAID BLOCK A, AND THAT PART OF THE WEST 1/2 OF THE RIGHT-OF-WAY OF LAKE DRIVE, NOW VACATED, LYING EAST OF AND ADJACENT TO SAID BLOCK A, LESS AND EXCEPT ALL THAT PART OF SAID LAND LYING NORTH OF THE SOUTHERLY LINE OF THE RIGHT-OF-WAY OF STATE ROAD NO. 500.

### PARCEL NO. 2

LOTS 50, 50 1/2, 51 AND 51 1/2, IN EL BONITO, A SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 5, PAGE 46, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, LESS THAT PART THEREOF LYING NORTH OF THE SOUTHERLY LINE OF THE RIGHT-OF-WAY OF STATE ROAD NO. 500.

CONTAINING 236,215.52 SQUARE FEET, OR 5.422 ACRES MORE OR LESS.



## SURVEYOR'S NOTES:

- Bearings shown are based on the Northerly right of way line of Highway Avenue being an assumed bearing of N 89°48'19" W for angular designation only.
- A Direct Global Positioning (GPS) Observation was made, in accordance with Third Order, Class II requirements, as set forth in Standards and Specifications for Geodetic Control Networks Federal Geodetic Control Committee, September 1984.
- The area shown in this Plat is in Zone X, area outside 100 year flooding according to the Community Flood Rate Map Community Panel Numbers 12069C0358E and 12069C0359E, dated 12/18/2012. This Surveyor can not substantiate to the accuracy of these Flood Maps and the local Flood Plain Official should be contacted to verify their accuracy.
- State Plane Coordinates of Permanent Reference Monuments: (Mean Scale Factor: 0.9999979; Bearings shown hereon have been adjusted accordingly.)
 

| Point | Y (Northing) | X (Easting) |
|-------|--------------|-------------|
| D1    | 1632772.376  | 446792.280  |
| D2    | 1632456.336  | 446792.399  |
- Utility and drainage easements to be provided to the City with each Parcel site plan approval process.

## SHEET INDEX

SHEET 1 of 2 - Legal Description, Dedication, Surveyors

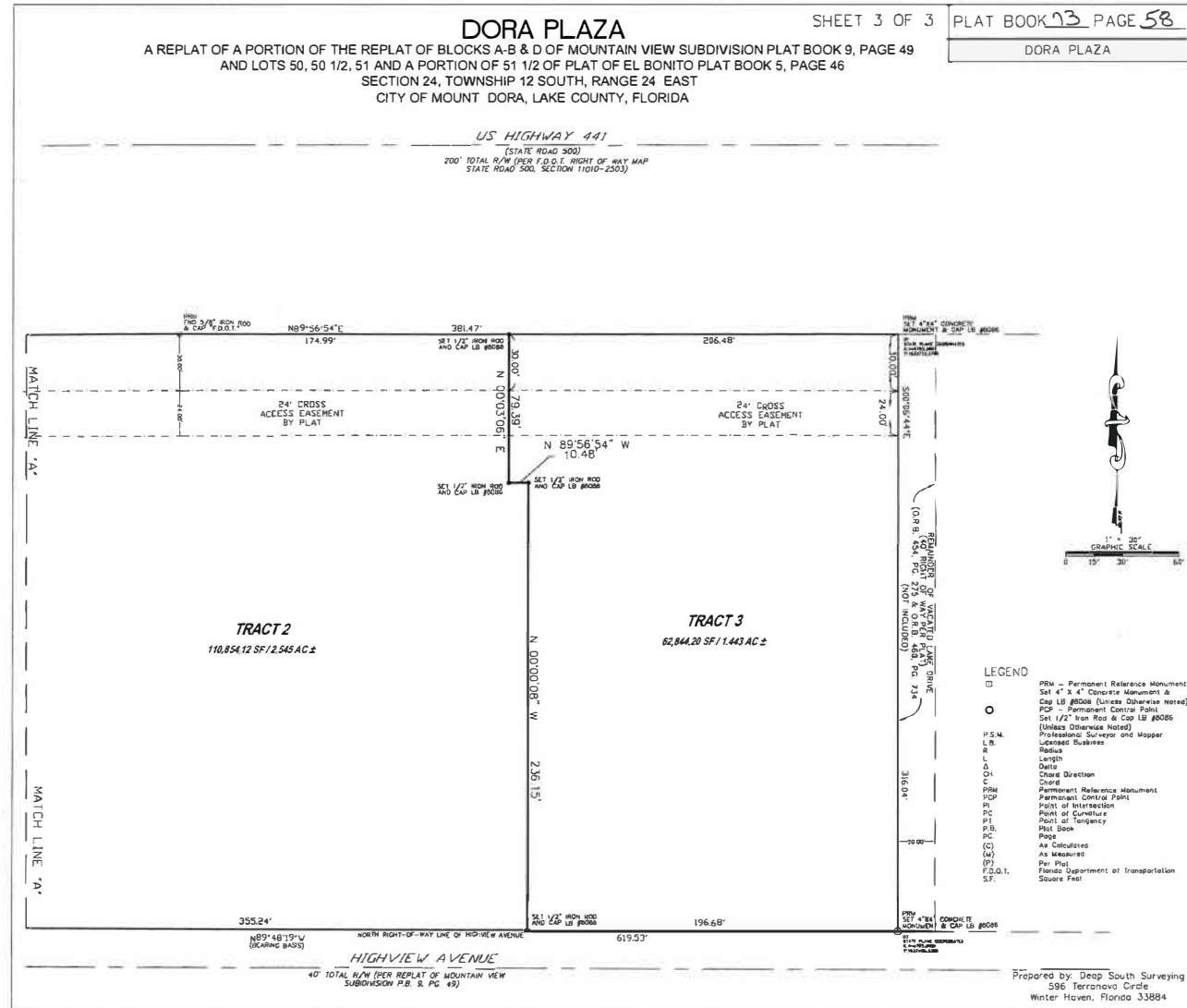
SHEET 2 of 2 - Boundary Information, Geometry

SHEET 3 of 3 - Boundary information, Geometry and Legend

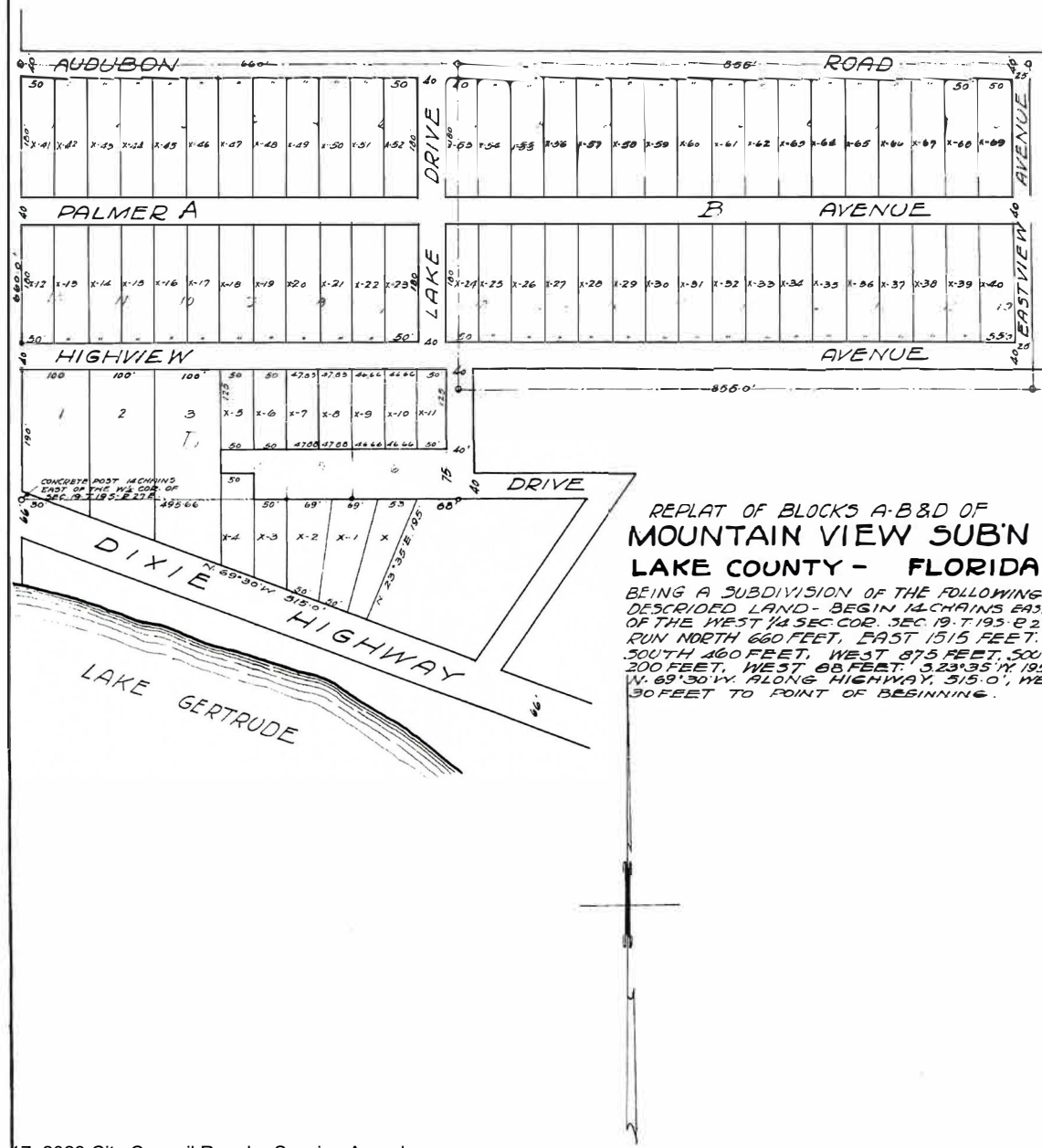
## LEGEND

- PRM - Permanent Reference Monument
- Set 4" X 4" Concrete Monument & Cop LB #8086 (Unless Otherwise Noted)
- PCP - Permanent Control Point
- Sat 1/2" Iron Rod & Cop LB #8086 (Unless Otherwise Noted)
- P.S.M. Professional Surveyor and Mapper
- L.B. Licensed Business
- R. Radius
- L. Length
- Δ Delta
- Chord Direction
- C. Chord
- PRM Permanent Reference Monument
- PCP Permanent Control Point
- P. Point of Intersection
- PC Point of Curvature
- PT Point of Tangency
- P.B. Plat Book
- PG Page
- (C) As Calculated
- (M) As Measured
- (P) Per Plat
- F.D.O.T. Florida Department of Transportation
- S.F. Square Feet

| DORA PLAZA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| DEDICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| STATE OF FLORIDA<br>COUNTY OF LAKE<br>DORA PLAZA INVESTMENTS, LLC, being the owner in fee simple of the lands described in the foregoing caption to this plat, hereby dedicates the 24-foot Gross Access Easement and the 30-foot Gross Access Easement, as designated herein, for use by the traveling public.                                                                                                                                                                                                                                                           |  |
| IN WITNESS WHEREOF, the undersigned has caused these presents to be executed and acknowledged by its undersigned thereunto duly authorized on this day of <u>August</u> , 2020.                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <u>A. Luthra</u><br>Aashu Luthra, Manager<br>A & V Insurance Group, LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <u>Sudip</u><br>Sudip Karmachandani, Manager<br>Sol 441 LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| The foregoing instrument was acknowledged by means of a <u>Joint</u> presence or <u>Online</u> notarization this <u>13th</u> day of <u>August</u> , 2020, by <u>Aashu Luthra and Sudip Karmachandani</u>                                                                                                                                                                                                                                                                                                                                                                  |  |
| Notary Public, State of Florida<br>My commission expires <u>2/4/2024</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| CERTIFICATE OF APPROVAL BY PLANNING AND ZONING COMMISSION<br>This plat is hereby approved by the <u>Lake County</u> Planning Department.<br><u>[Signature]</u> 8/11/20<br>Date                                                                                                                                                                                                                                                                                                                                                                                            |  |
| QUALIFICATION AND STATEMENT OF SURVEYOR AND MAPPER<br>KNOW ALL MEN BY THESE PRESENTS, that the undersigned, being a licensed and registered land surveyor, does hereby certify, that this plat was prepared under my direction and supervision and that this plat complies with all the survey requirements of Chapter 177, Florida Statutes, and that said land is located in the City of Mount Dora, Lake County, Florida.<br><u>Galen K. Bell</u> 7/31/20<br>Date<br>Galen K. Bell, P.S.M. 4224<br>Deep South Surveying<br>Certificate of Authorization Number LB 8086 |  |
| CERTIFICATE OF REVIEW BY THE CITY SURVEYOR<br>I HEREBY CERTIFY that this plat has been reviewed for the conformity to the requirements of Chapter 177, Part I of Florida Statutes. No confirmation of mathematical closure or line placement of PRM's and PCP's in the field was made in this review.<br><u>R. L. Roberts</u> 8/11/2020<br>Date<br>Randall L. Roberts R.L.S.<br>Florida Registration Number 3144<br>State of Florida<br>CPM, Inc. LB87143                                                                                                                 |  |
| CERTIFICATE OF APPROVAL OF MUNICIPALITY<br>THIS IS TO CERTIFY, that this plat was presented to the City of Mount Dora, Lake County, Florida and approved by the City of Mount Dora for record on the 22nd day of <u>August</u> , 2020, provided this plat is recorded in the office of the Clerk of the Circuit Court, of Lake County, Florida within ten days from the date of approval by the City of Mount Dora, Florida.<br><u>[Signature]</u> 8-11-2020<br>City Clerk<br><u>[Signature]</u> Mayor<br>Date                                                            |  |
| <h1>DEEP SOUTH SURVEYING</h1> <p>596 Tatanova Circle<br/>Winter Haven, Florida 33884<br/>863.797.3366<br/>www.deepsouthsurveying.com<br/>Certificate of Authentication LB8086</p>                                                                                                                                                                                                                                                                                                                                                                                         |  |
| NOTICE:<br>THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.                                                                                                                                                                                                       |  |



9-4141



**REPLAT OF BLOCKS A-B & D OF  
MOUNTAIN VIEW SUB'N  
LAKE COUNTY - FLORIDA**

BEING A SUBDIVISION OF THE FOLLOWING DESCRIBED LAND - BEGIN 14 CHAINS EAST MONUMENTS HAVE BEEN PLACED OF THE WEST 1/4 SEC. COR. SEC. 19, T. 19 S., R. 18 E., S. 1 E. 1/4. RUN NORTH 660 FEET, EAST 1515 FEET, SOUTH 460 FEET, WEST 875 FEET, SOUTH 200 FEET, WEST 88 FEET, 3.23° 35' N. 195 FEET, N. 69° 30' W. ALONG HIGHWAY, 315.0', WEST 30 FEET TO POINT OF BEGINNING.

State of Florida } s.s.  
County of Lake }  
We the undersigned owners of the real estate situate and included in this plat do hereby authorize the same to be recorded in the public records of LAKE COUNTY, FLORIDA, and do hereby devote to the public the streets, avenues, roads and drives therein shown and do hereby warrant that we are the owners of the said property included in and situate in said plat with full authority to authorize the record of the plat thereof and to execute this dedication.  
Witness our hands and seals this 3 day of May A.D. 1926.

Signed, sealed and delivered in the presence of:  
William J. Ritchie (Seal)  
Bernice C. Ritchie (Seal)  
Witnesses:  
Q. S. Freeman

State of Florida } s.s.  
County of Lake }  
I hereby certify that on this 3 day of May A.D. 1926, before me an officer duly authorized to administer oaths and take acknowledgments personally appeared William J. Ritchie and Bernice C. Ritchie to me well known, and known to me to be the persons described in and who authorized the drawing of this plat and survey and acknowledged that the same was drawn for the purposes stated above, and the said Bernice C. Ritchie known to me to be the wife of William J. Ritchie did acknowledge on a separate and private examination taken and made by and before me, separately and apart from her said husband, that she joined in the offering and filing of the said plat for record for the purposes of relinquishing, renouncing, and conveying all her right and title either dower or separate property, statutory or equitable in and to the lands described therein, and that she executed said dedication freely, and voluntarily and without any compulsion, constraint, apprehension or fear of or from her said husband.  
Witness my hand and official seal this day and year aforesaid.

Paul Austin  
Notary Public  
My commission expires Oct. 2, 1928

CERTIFICATE.  
I hereby certify that the above is a true and correct plat of a survey and that permanent reference to the same may be made to the public records of Lake County, Florida.  
Charles J. Brown  
Registered Engineer #233

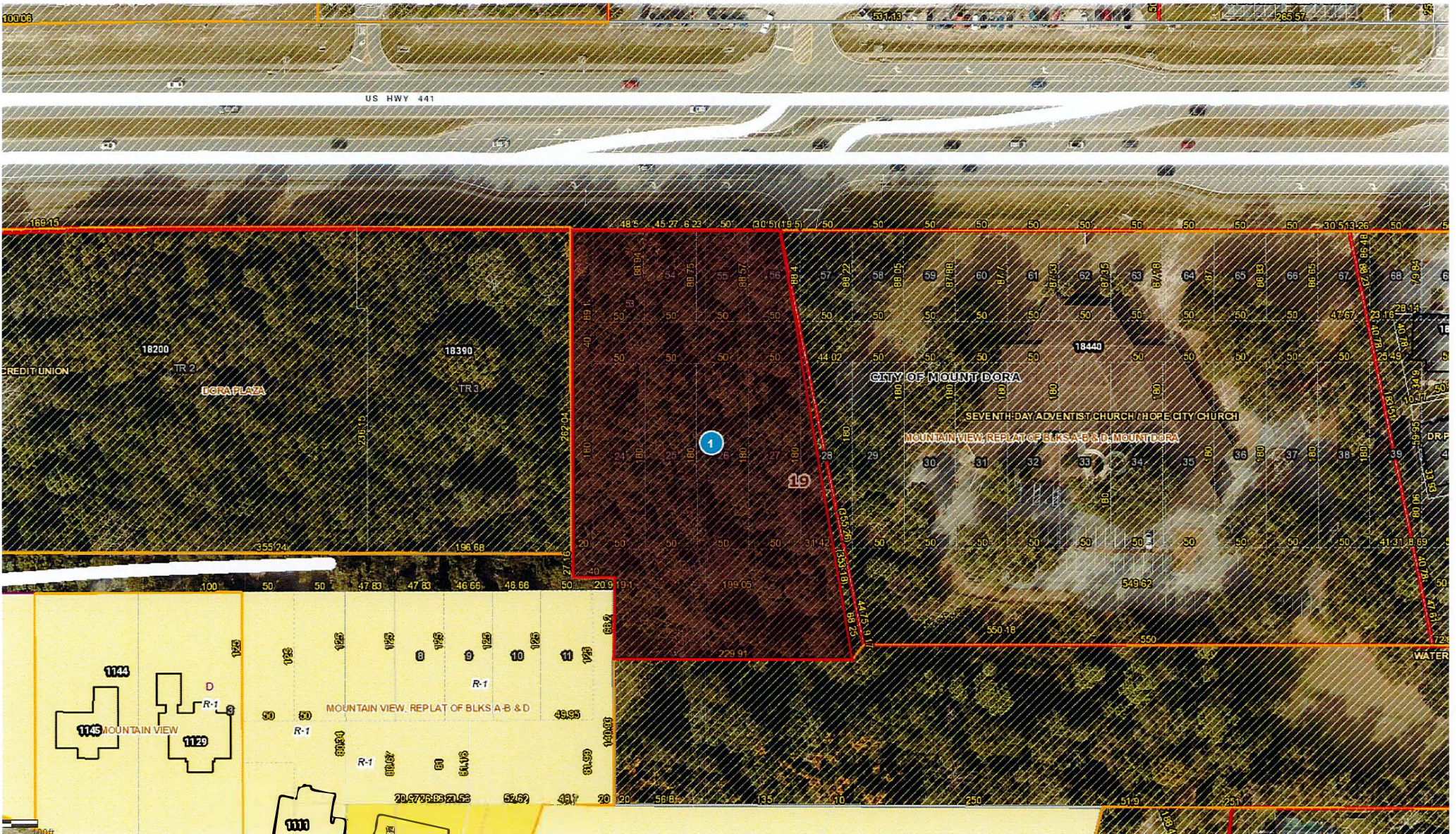
This is to certify that this plat was presented to the Board of County Commissioners, LAKE COUNTY, FLORIDA, and approved by them for record on the 3 day of May A.D. 1926.

Attest: J. L. Brown Chairman  
Clerk.

CLOSE FREEMAN & DURRELL  
TAVARES. FLORIDA. ENGINEERS.

Scale: One Inch = 100 feet. April 1926.







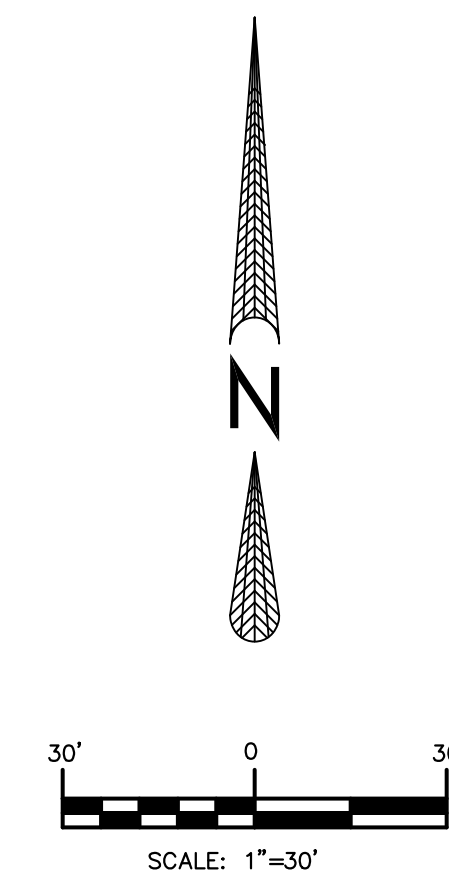


- 

Lake County Property Appraiser  
Lake BCC



ROBERT A. ELLIS, P.L.S.  
FLORIDA REGISTRATION NO. 3680  
FOR THE FIRM  
DATE RECORDED:



That part of Mountain View Subdivision, according to the plat thereof recorded in Plat Book 9, Page 49, Public Records of Lake County, Florida, and that part of the Northwest  $\frac{1}{4}$  of Section 19, Township 19 South, Range 27 East, Lake County, Florida, bounded and described as follows: Begin 48.50 feet East of the West line of Block "B" of said Mountain View Subdivision, said Point being on the South Right-Of-Way line of Highway No. 441, and run South 89°57'40" West along said South Right-Of-Way line of Highway No. 441 a distance of 68.50 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 336.33 feet to a concrete monument labeled L. B. 707; thence South 89°51'15" East, 40.00 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 79.07 feet to an iron pin labeled L.B. 707 and a Point hereby designated as Point "A"; return to the Point of Beginning and run North 89°57'40" East along said South Right-Of-Way line of Highway No. 441 a distance of 132.00 feet to a concrete monument labeled L.B. 707; thence South 09°26'56" East, 421.91 feet to an iron pin labeled L.B. 707; thence North 89°51'42" West, 229.34 feet to the aforementioned Point "A".

|     |                                       |     |                                 |
|-----|---------------------------------------|-----|---------------------------------|
| ▲   | SET NAIL AND DISC (LB9790)            | HR  | = HANDICAP RAMP                 |
| ▲   | SET 5/8" IRON ROD/CAP (LB9790) (SIRC) | DR  | = DOWN RAMP                     |
| ▲   | SET 3/4" CONCRETE MONUMENT (LB9790)   | SD  | = SNO-D INDICATORS (N/S)        |
| ○   | FOUND NAIL AND DISC (7ND)             | ○   | = BENCHMARK                     |
| ○   | FOUND 5/8" IRON ROD & CAP (FIRC)      | FOC | = UTILITY STUBOUT               |
| □   | FOUND 4"x4" CONCRETE MONUMENT (FCM)   | FOC | = FIBRE OPTIC CABLE MARKER      |
| □   | FOUND 3/4" IRON ROD (FIP)             | FOC | = FIRE DEPARTMENT CONNECTION    |
| □   | FOUND DRILL & X-CUT                   | TO  | = BACK FLOW PREVENTER ASSEMBLY  |
| ○   | SET DRILL & X-CUT                     | TO  | = CABLE RISER                   |
| ○   | BACK OF CURB                          | ○   | = CENTER LINE                   |
| BO  | BACK OF WALK                          | ○   | = CLEAN OUT                     |
| BO  | BACK OF WALK                          | ○   | = STORM DRAIN MANHOLE           |
| ○   | CALCULATED                            | ○   | = ELECTRIC BOX                  |
| CB  | CENTRAL ANGLE                         | ○   | = FIRE ASSEMBLY (FHA)           |
| CB  | CHORD BEARING                         | ○   | = FIRE HYDRANT                  |
| CB  | CONCRETE BLOCK STRUCTURE              | ○   | = GATE VALVE                    |
| CB  | CONCRETE BLOCK WALL                   | ○   | = GUY WIRE                      |
| CON | CONSTRUCTION                          | ○   | = IRRIGATION VALVE              |
| CON | CENTLINE OF RIGHT-OF-WAY              | ○   | = CONCRETE LIGHT POLE           |
| CO  | CORRUATED METAL PIPE                  | ○   | = LIGHT POLE                    |
| CO  | CONCRETE                              | ○   | = OVERHEAD UTILITY LINE         |
| CO  | CONCRETE                              | ○   | = PRESSURE RELEASE VALVE        |
| CO  | CONCRETE                              | ○   | = SANITARY SEWER MANHOLE        |
| CO  | CONCRETE                              | ○   | = SEWER VALVE                   |
| CO  | CONCRETE                              | ○   | = SIGN                          |
| CO  | CONCRETE                              | ○   | = STORM CATCH BASIN             |
| CO  | CONCRETE                              | ○   | = MITERED END SECTION           |
| CO  | CONCRETE                              | ○   | = WATER STUBOUT                 |
| CO  | CONCRETE                              | ○   | = TELEPHONE RISER               |
| CO  | CONCRETE                              | ○   | = TRAFFIC SIGNAL BOX(S)         |
| CO  | CONCRETE                              | ○   | = TRAFFIC SIGNAL POLE(TSP)      |
| CO  | CONCRETE                              | ○   | = TRANSFORMER                   |
| CO  | CONCRETE                              | ○   | = TEST BORE                     |
| CO  | CONCRETE                              | ○   | = WATER METER                   |
| CO  | CONCRETE                              | ○   | = WATER SERVICE                 |
| CO  | CONCRETE                              | ○   | = WELL                          |
| CO  | CONCRETE                              | ○   | = WOOD POWER POLE               |
| CO  | CONCRETE                              | ○   | = POWER POLE                    |
| CO  | CONCRETE                              | ○   | = CONCRETE POWER POLE           |
| CO  | CONCRETE                              | ○   | = YARD LIGHT HR = HANDICAP RAMP |
| CO  | CONCRETE                              | ○   | = CONCRETE                      |
| CO  | CONCRETE                              | ○   | = YARD DRAIN                    |
| CO  | CONCRETE                              | ○   | = REDUCER                       |
| CO  | CONCRETE                              | ○   | = BELL RESTRAINER               |

1. PREPARED AS A BOUNDARY SURVEY SURVEY. DATE OF LAST FIELDWORK: 02/04/21.
2. MAP IS NOT A CERTIFICATION OF TITLE, ZONING, SETBACKS OR FREEDOM OF ENCUMBRANCES AND WAS PREPARED WITH BENEFIT OF ABSTRACT OF TITLE BY REPUBLIC NATIONAL TITLE INSURANCE COMPANY DATED JANUARY, 4, 2021 AND ALL MATTERS OF TITLE SHOULD BE REFERRED TO AN ATTORNEY AT LAW.
3. PARCEL MAY BE SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD. (RECORDED, UNRECORDED, WRITTEN AND UNWRITTEN).
4. IMPROVEMENTS OTHER THAN THOSE SHOWN NOT LOCATED.
5. MAP BASED ON DESCRIPTION PROVIDED BY THE CLIENT.
6. THIS SURVEY WAS NOT INTENDED TO DELINEATE OR DEFINE ANY WETLANDS, ENVIRONMENTAL SENSITIVE AREAS OR JURISDICTIONAL LINES OF ANY FEDERAL, STATE, REGIONAL OR LOCAL AGENCY; BOARD, COMMISSION OR OTHER ENTITY.
7. PARCEL LIES IN FLOOD ZONE "X", A NON-FLOOD HAZARD AREA AS SHOWN ON FEDERAL INSURANCE RATE MAP COMMUNITY PANEL 12069C0359E, DATED 12/18/12.
8. ALL BEARINGS SHOWN HEREON ARE BASED ON THE SOUTHERLY RIGHT OF WAY OF SR 500 AS BEARING S89°56'46"E AS PER PLAT.
9. SOME TOPOGRAPHIC FEATURES OR SYMBOLS MAY BE EXAGGERATED IN SCALE FOR CLARITY. THE CENTER OF THE SYMBOL OF SUCH FEATURES IS THE CORRECT LOCATION.
10. DIMENSIONS OF IMPROVEMENTS SHOWN SHOULD NOT BE USED TO RECONSTRUCT BOUNDARY LINES.

PROJECT NO: 21-848  
SCALE: 1"= 30'  
DRAWN BY: RAE  
CHECKED BY: CEJE  
DATE DRAWN 02/15/21  
FIELD BOOK/PAGE: FTH

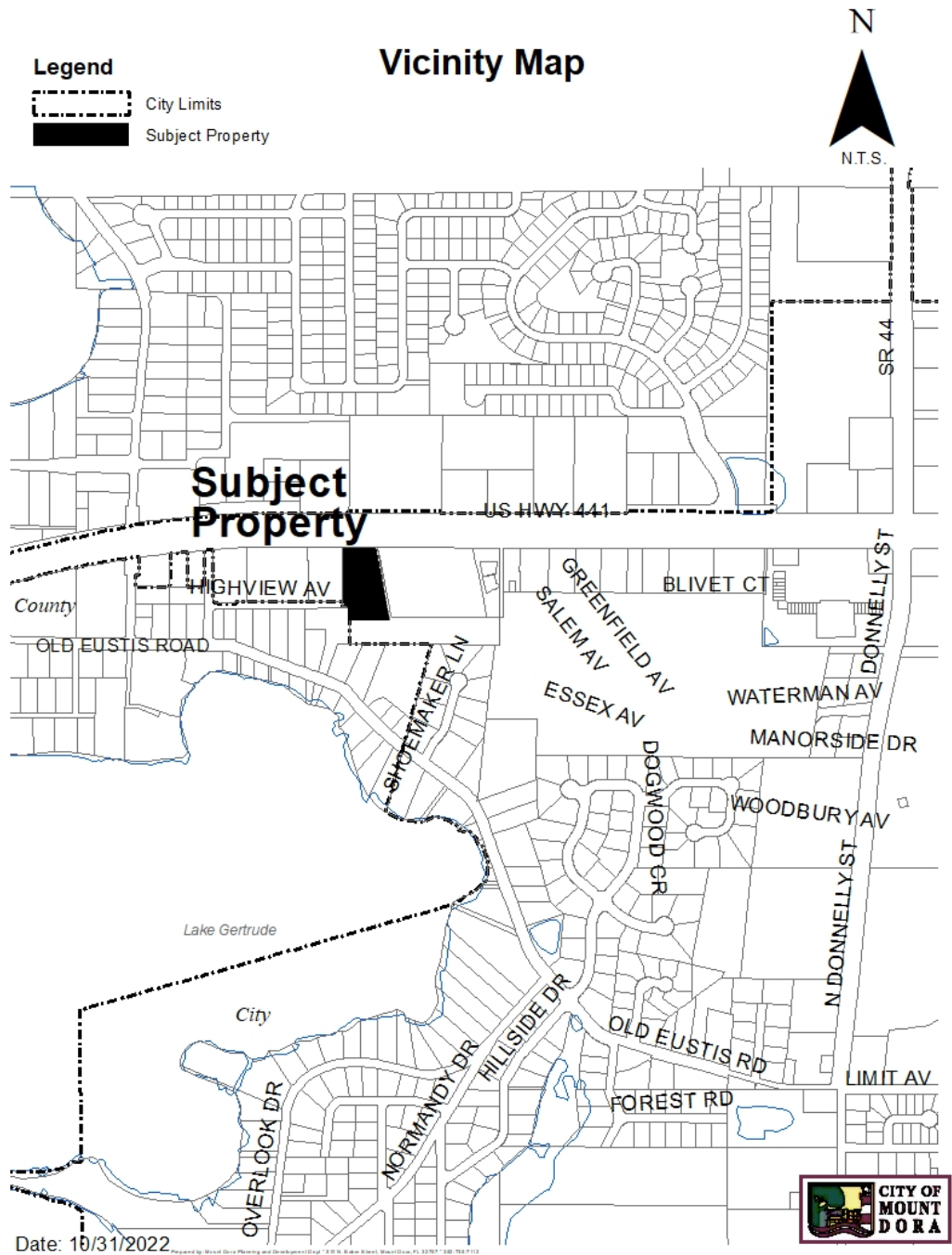
**NOTICE OF ZONING CHANGE**  
**ORDINANCE NO. 2023-02**  
**CITY OF MOUNT DORA, FLORIDA**

Notice is hereby given that the City Council of the City of Mount Dora, Florida will conduct a public hearing to consider the adoption of Ordinance No. 2023-02 for proposed changes to the City of Mount Dora Zoning Map. The title and substance of proposed Ordinance is as follows:

**ORDINANCE NO: 2023-02**

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE ZONING DISTRICT CLASSIFICATION CHANGE FOR THAT PROPERTY GENERALLY LOCATED ON THE SOUTH SIDE OF U.S. HIGHWAY 441 AND EAST CROOKED LAKE DRIVE; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ZONING DISTRICT CLASSIFICATION CHANGE; PROVIDING FOR OFFICIAL ZONING MAP AMENDMENT; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Further, the adoption of Ordinance No. 2023-02 includes a Zoning Map Amendment changing certain lands from PL/I to C-2A as depicted on the map of this advertisement below:



The City Council of the City of Mount Dora, Florida will conduct a public hearing to consider the First Reading of Ordinance No. 2023-02 on **Tuesday, January 17, 2023**. This meeting will be held at City Hall, 510 North Baker Street, Mount Dora, Florida and will begin at 6:00 p.m., or as soon thereafter as possible

Interested parties may appear at the meeting and be heard with respect to the proposed change in zoning.

This public hearing may be continued to a future date or dates. The times, places, and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice.

The file may be inspected by the public at the Planning and Development Department, City Hall, 510 North Baker Street, Mount Dora, Florida between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Notice: If any person decides to appeal any decision made at this meeting with respect to any matter considered at this meeting such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made, which records include the testimony and evidence upon which the appeal is to be based.

Notice: In accordance with the American with Disabilities Act persons with disabilities needing special accommodations to participate in this proceeding shall contact the Planning and Development Department no later than seven (7) days prior to the proceedings. Telephone (352) 735-7112 for assistance. If hearing impaired, telephone the Florida Relay service numbers (800) 955-8771 (TDD), or (800) 955-8770 (Voice) for assistance.

For Questions or Comments, please email staff at **[planningcomments@cityofmounddora.com](mailto:planningcomments@cityofmounddora.com)**.

Title in 18 point  
2 column, 10.5 inch; Non-legal  
Publish: January 6, 2023



**ORDINANCE NO: 2023-02**

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE ZONING DISTRICT CLASSIFICATION CHANGE FOR THAT PROPERTY GENERALLY LOCATED ON THE SOUTH SIDE OF U.S. HIGHWAY 441 AND EAST CROOKED LAKE DRIVE; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ZONING DISTRICT CLASSIFICATION CHANGE; PROVIDING FOR OFFICIAL ZONING MAP AMENDMENT; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Orange Lake Development, LLC as the fee simple owners of the property submitted an application to the City of Mount Dora requesting a zoning district classification change and a Zoning Map amendment for that property located on the South side of U.S. Highway 441 and East Crooked Lake Drive, as depicted in **Exhibit “A”** (Property); and

**WHEREAS**, the requested zoning district classification change and Zoning Map amendment are consistent with the City of Mount Dora Comprehensive Plan 2045 and meet the criteria established by Florida Statutes, Chapter 166; and

**WHEREAS**, pursuant to applicable law, notice has been given to Lake County and to the public by publication in a newspaper of general circulation in the City; and

**WHEREAS**, on December 21, 2022, the City of Mount Dora Planning and Zoning Commission approved the requested zoning district classification change and Zoning Map Amendment; and

**WHEREAS**, the City of Mount Dora held a duly noticed public hearing on the proposed zoning district classification change for the Property to Peripheral Commercial (C-2A), considered the findings and advice of staff and considered the written information, oral comments and supporting data and analysis provided by citizens and all interested parties; and

**WHEREAS**, the City of Mount Dora finds such zoning district classification change and Zoning Map amendment serves a legitimate public purpose and is in the best interest of the health, safety and welfare of the citizens of the City of Mount Dora, Florida.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF MOUNT DORA, FLORIDA:**

**SECTION 1. LEGISLATIVE FINDINGS AND INTENT.** The City of Mount Dora has complied with all requirements and procedures of Florida law in processing this Ordinance. The above recitals are hereby adopted as legislative findings and intent of the City of Mount Dora.

**SECTION 2. ZONING DISTRICT CLASSIFICATION CHANGE.** Pursuant to City of Mount Dora Land Development Code, Chapter III, the Property as more particularly described below is hereby rezoned and assigned the Peripheral Commercial (C-2A) zoning classification:

That part of Mountain View Subdivision, according to the plat thereof recorded in Plat Book 9, Page 49, Public Records of Lake County, Florida, and that part of the Northwest 1/4 of Section 19, Township 19 South, Range 27 East, Lake County, Florida, bounded and described as follows: Begin 48.50 feet East of the West line of Block "B" of said Mountain View Subdivision, said Point being on the South Right-Of- Way line of Highway No. 441, and run South 89°57'40" West along said South Right-Of-Way line of Highway No. 441 a distance of 68.50 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 336.33 feet to a concrete monument labeled L. B. 707; thence South 89°51'15" East, 40.00 feet to a concrete monument labeled L.B. 707; thence South 00°02'30" East, 79.07 feet to an iron pin labeled L.B. 707 and a Point hereby designated as Point "A"; return to the Point of Beginning and run North 89°57'40" East along said South Right-Of-Way line of Highway No. 441 a distance of 132.00 feet to a concrete monument labeled LB. 707; thence South 09°26'56" East, 421.91 feet to an iron pin labeled L.B. 707; thence North 89°51'42" West, 229.34 feet to the aforementioned Point "A".

Containing 2.11 Acres More or Less.

**SECTION 3. OFFICIAL ZONING MAP AMENDMENT.** The Official City Zoning Map of the City of Mount Dora shall be amended to conform to the zoning assignment approved in Section 2 of this Ordinance.

**SECTION 4. IMPLEMENTING ADMINISTRATIVE ACTIONS.** The City Manager is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

**SECTION 5. SAVINGS CLAUSE.** All prior actions of the City of Mount Dora pertaining to the zoning district classification change and Zoning Map amendment related to the Property, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

**SECTION 6.            NON-CODIFICATION AND SCRIVENER’S ERRORS.** The provisions of this Ordinance shall not be codified in the City of Mount Dora Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected.

**SECTION 7.            CONFLICTS.** All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

**SECTION 8.            SEVERABILITY.** If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

**SECTION 9.            EFFECTIVE DATE.** This Ordinance shall take effect immediately upon adoption; however, shall become effective only after City of Mount Dora Ordinance 2023-01, adopting a small-scale comprehensive plan amendment to change the land use designation on the Property to Commercial, becomes effective.

**FIRST READING:** \_\_\_\_\_

**SECOND READING:** \_\_\_\_\_

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**CRISSY STILE**  
**MAYOR of the City of Mount Dora, Florida**

ATTEST:

\_\_\_\_\_  
Jeanann Hand, City Clerk

For the use and reliance of City of Mount Dora only.  
Approved as to form and legality.

\_\_\_\_\_  
Sherry G. Sutphen, City Attorney

**EXHIBIT “A”**

## Property Depiction (Map)



# Legend



City Limits



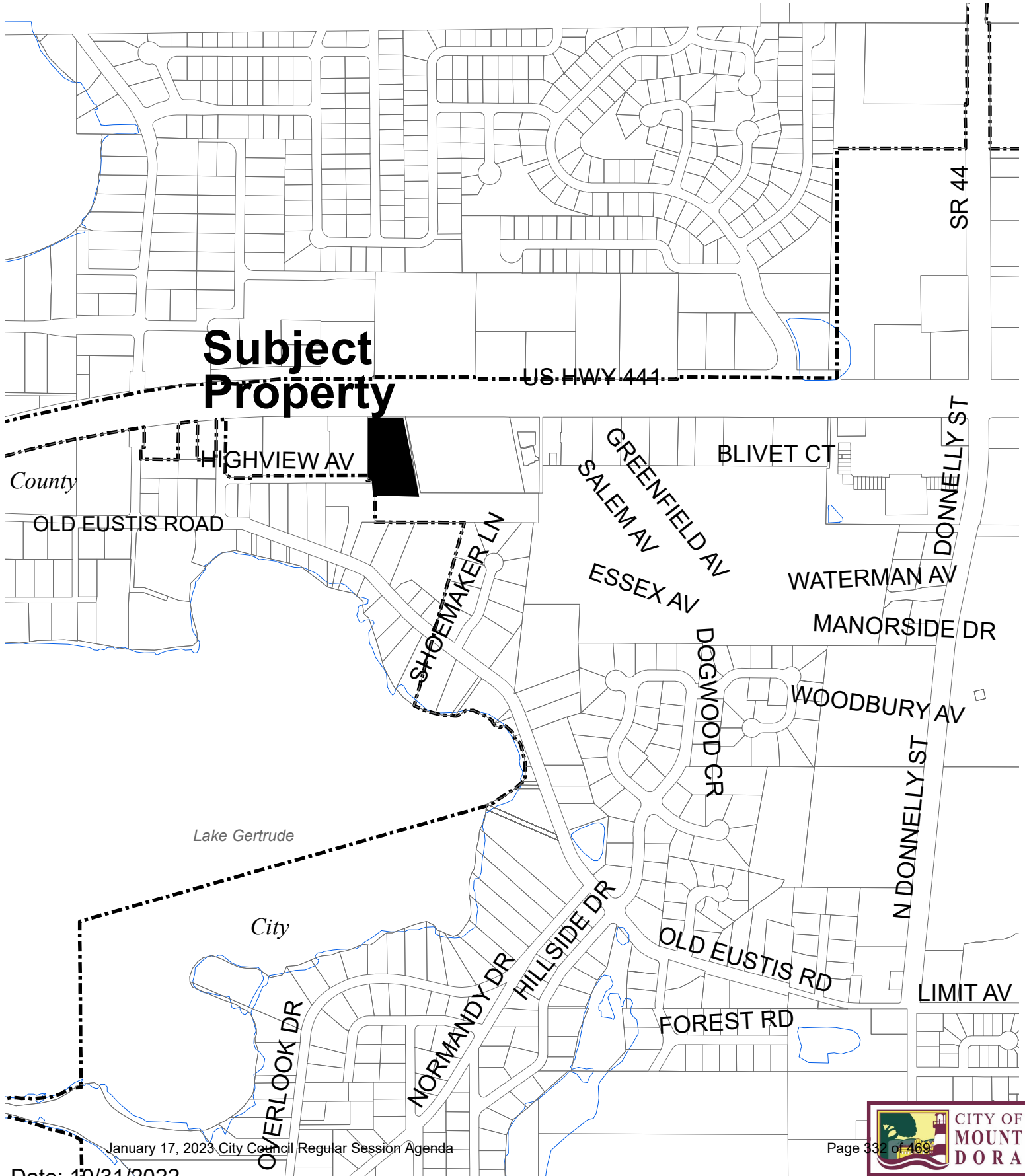
Subject Property

# Vicinity Map

N



N.T.S.



**Subject  
Property**

US HWY 441

HIGHVIEW AV

County

OLD EUSTIS ROAD

Lake Gertrude

City





510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7126

---

**DATE:** January 17, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

**SUBJECT:** Request adoption of Single Reading (Final) **Ordinance No. 2023-03**, Small-Scale Future Land Use Map Amendment for MK and AD Land Investments, LLC (Mount Dora Mixed Use Project)

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**Introduction:**

This is a request for City Council to approve single reading and adoption of Ordinance No. 2023-03.

Call Up Item

Mayor Asks Attorney to Read Ordinance by Title Only

City Manager Background

Applicant Presentation

Testimony by others on behalf of applicant or opposition with a legitimate interest in the matter, who can provide substantial competent evidence.

Rebuttal by Applicant

Discussion

Council Action

**Discussion:**

Section 163.3187(2) of the Florida Statutes requires only one public hearing before the City Council for Small-Scale Future Land Use Map Amendments. These are only associated with amendments of 50.00 acres or less.

Further descriptions and the land use report are contained in Attachment #1 (PZC/LPA Staff Report). The advertisements for the adoption hearing are provided in Attachment #2. The applicant is requesting an amendment to the City's Future Land Use Map. The proposed amendment will change approximately 36 acres from the County Regional Office to the City Employment Center. The proposal is for future development of a for the Mount Dora Mixed Use project. The uses and site standards are being processed in a companion Final PUD Master Plan. These lands were recently annexed under Ordinance No. 2022-11 on August 16, 2022.

This Ordinance shall take effect 31 days after the adoption of the annexation Ordinance, per Florida Statutes.

The sequence of events leading to the presentation to the City Council are as follows:

The Planning and Zoning Commission (PZC), acting as the Local Planning Agency, at their regularly scheduled meeting held on December 18, 2022, recommended approval (vote 7-1) of the Small-Scale Future Land Use Map Amendment from the County Regional Office to the City Employment Center land use designation.

The Development Review Committee (DRC) on November 30, 2022, reviewed and recommended approval of the Small-Scale Future Land Use Map Amendment from the County Regional Office to City Employment Center land use designation.

**Budget Impact:**

There are no budgetary impacts on the City relative to the processing of the future land use map amendment action.

**Strategic Impact:**

Future Land Use Map amendments which address density and/or intensity changes are consistent with Growth Management and Economic Development Goals to foster development and growth opportunities. GOAL 1: Economic Development; Objective 1.3. Attract new commercial businesses/residential development.

**Recommendation:**

City Council adopt under single reading Ordinance No. 2023-03 for the Small-Scale Future Land Use Map Amendment.

**Attachment(s):**

1. Attachment 1 PZC Staff Report MD Mixed Use FLUM12-21-22 (ADA)
2. Attachment 2 Legal Advertisement Publications (ADA)
3. Ordinance 2023-03 FLUM(Final).SGS
4. Exhibit A FLUM Amendment Map

Prepared by: Vince Sandersfeld, Planning and Development Director

Reviewed by: Sherry Sutphen, City Attorney  
Jeanann Hand, City Clerk  
Patrick Comiskey, City Manager

Approved - 1/10/2023

Approved - 1/10/2023

Final Approval - 1/10/2023

---

**DATE:** December 21, 2022

**TO:** Planning and Zoning Commission

**FROM:** Development Review Committee  
Vince Sandersfeld, Planning Director

**THROUGH:** Michele Janiszewski, AICP, Senior Planner

**RE:** Application to Amend the Future Land Use Map; Small-Scale FLUM Amendment Request (Review Type); Change in Land Use from Lake County Regional Office to City Employment Center; 36.43 Acres (Site Area); Located on the south side of State Road 46, between Buttercup Lane and Suneagle Drive; Aaron Hakim, Amco Development (Applicant); Mt Dora Hills, LLC & MK&AD Land Investments, LLC (Owners). Project No. FLUM22-05SM.

---

**SUMMARY OF RECOMMENDATION:**

Staff recommends approval of the small-scale application to amend the Future Land Use category on 36.43+/- acres from Lake County Regional Office to Mount Dora Employment Center and forward the same to City Council.

Note: The request is only for assignment of “Employment Center” Future Land Use. Although the applicant, in concert, has included a master plan zoning request, it has no bearing on the FLUM Amendment and should be processed independently. Staff felt this aspect needed to be clarified that FLUM categories is being processed due to the recent annexation for inclusion in the Mount Dora Comprehensive Plan 2045.

**REFERENCES/SUPPORT:**

Mount Dora Comprehensive Plan 2045

Policy 4.g (12) FLUE of the Mount Dora Comprehensive Plan 2045

Annexation Ordinance 2022-11 adopted on August 16, 2022

**SITE SUMMARY:**

|                            |                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------|
| Owners                     | MK and AD Land Investments, LLC                                                       |
| Applicant                  | Aaron Hakim, Amco Development                                                         |
| General Location:          | Located on the south side of State Road 46, between Buttercup Lane and Suneagle Drive |
| Alternate Key Nos.         | 1128544, 1039819, 2843136 and 1084059                                                 |
| Zoning District:           | Lake County Light Manufacturing and Planned Industrial                                |
| Proposed Zoning District:  | PUD with zoning district assignment of WBI-E (Processing under Separate Application)  |
| Future Land Use Category:  | Lake County Regional Office                                                           |
| Proposed Land Use Category | City Employment Center                                                                |



# ATTACHMENT #1

Overlays: Wolf Branch Innovation District  
Site Area: 36.43 +/- acres  
Existing Use: Vacant Lands

## **SURROUNDING PROPERTY TABLE:**

| Direction | Jurisdiction | Future Land Use | Zoning District(s) | Existing Use(s)   | Comments                    |
|-----------|--------------|-----------------|--------------------|-------------------|-----------------------------|
| North     | ROW          | NA              | NA                 | Arterial Road     | SR 46                       |
| South     | City         | Conservation    | Green Belt         | Preservation Area | Wolf Branch Sink Preserve   |
| East      | County       | Regional Office | Light Industrial   | Auto Repair Shop  | Peeler Truck Service        |
| West      | County       | Regional Office | Light Industrial   | Residence         | Single Family Dwelling Unit |

## **DEVELOPMENT STANDARDS MATRIX:**

| Standard                       | County Regional Office                                                      | City Employment Center                                                |
|--------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Floor Area Ratio (FAR)         | Max. 3.0                                                                    | Max. 1.0 by right, 2.0 with conditions                                |
| Maximum Square Footage         | 4,760,672 square feet                                                       | 1,586,890 square feet by right, 3,173,781 square feet with conditions |
| Density                        | One multi-family unit per 10,000 of Gross Leasable Area of commercial space | Min. eight (8) dwelling units per acre                                |
| Maximum Dwelling Units         | Max. 476 multi-family units                                                 | Min. 291 units                                                        |
| Impervious Surface Ratio (ISR) | Max. 75%                                                                    | Max. 75%                                                              |
| Open Space                     | Min. 15%                                                                    | Min. 15%                                                              |
| Building Height                | 75 feet                                                                     | Not Specified                                                         |
| Commercial Allocation          | Max. 20% of the floor area can be allocated to commercial uses              | Max. 20% of the floor area can be allocated to commercial uses        |

## **ANALYSIS:**

The subject property was annexed into the City of Mount Dora with the adoption of Ordinance 2022-11 on August 16, 2022. The property contains 36.43 acres and is vacant. The applicant has applied to amend the future land use map to change it from Lake Regional Office to City Employment Center. An application to establish a city zoning district is being processed simultaneously with the FLUM application.

The City through previous Comprehensive Plan adopted policies created the Wolf Branch Innovation District and designated lands within the subject areas along SR 46 to be assigned City Employment Center. The applicant's request for the changes initiated by annexation is consistent with these adopted Comprehensive Plan policies.

Goal 1, Objective 4, Policy g.12, Future Land Use Element of the Comprehensive Plan describes the Employment Center land use category. This category is intended to provide a variety of office uses, light industrial, multi-family residential, and limited commercial uses that support office uses. This category is intended to accommodate employment development which exhibits a high level of site and building amenities to include extensive landscaping, plazas and pedestrian/employee-friendly gathering areas, central building entrances, enhanced building and site security features, and accessory uses included within the building footprint.

With the exception of hotels and motels no more than twenty percent (20%) of the floor area shall be allocated to commercial uses. Of the 20% floor area, only commercial uses that support this category shall be permitted, such as restaurants, cafes, associated retail/wholesale, daycares or shops located within an office park or office building. The intent of this provision to prohibit highway oriented commercial uses within this land use category.

This category is required to be located on collector and arterial roadways to minimize traffic on local streets and to provide convenient access to transit Facilities. The subject property is located along State Road 46 which is classified as a Principle Arterial Road; as such, this is an appropriate location for the Employment land use category.

The subject property is located within the Wolf Branch Innovation District (WBID). The WBID is a special planning area totaling approximately 850 acres that is expected to accommodate a significant regional employment center along the Wekiva Parkway. In 2017, the City entered into an interlocal agreement with Lake County and Levy Consultants, LLC, in order to collaborate on the economic development of the WBID. The City has since revised the Comprehensive Plan and Land Development Code to incorporate the recommendations made within the Wolf Branch Innovation District Implementation Plan.

## **PUBLIC IMPACTS AND CAPACITY ANALYSIS:**

### **Housing**

The land use change from County Regional Office to City Employment Center would increase the amount of land available for residential uses. The Regional Office land use category allows one multi-family unit per 10,000 square feet gross leasable area of commercial space. At maximum build out, this would result in a maximum of 476 dwelling units. The City Employment Center land use category requires a minimum of eight (8) per net buildable acre which would result in a minimum of 291 dwelling units with no maximum number of units. As such, the subject property will likely provide more dwelling units if developed under the Employment Center land use category.

### **Traffic**

Goal 1, Objective 3, Policy b, Transportation Elements of the Comprehensive Plan establishes the minimum acceptable roadway operating conditions on principal arterials, minor arterials, and collectors as LOS D.

Further review and evaluation would be undertaken when a development application and traffic study is provided to ensure the proposed development will not adversely impact the roadway network.

## **Water**

Goal 1, Objective 1, Policy d, Infrastructure Element, 2045 Comprehensive Plan, establishes the water level-of-service standards as 350 gallons per day (GPD) per equivalent residential unit (ERU). The City does not have an established level-of-service for non-residential uses. According to the U.S. Energy Information Administration the average estimate for commercial/office water consumption in large buildings (greater than 200,000 square feet) is 55.6 gallons per 1,000 square feet.

Based on this information, the land use change has the potential to decrease the demand for water. Exact calculations on GPD can only be assessed with details of the proposed development.

| Land Use                                                                                                                                                 | Max. Non-Residential Square Feet GPD      | Residential GPD              | Total GPD        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------|------------------|
| Regional Office                                                                                                                                          | $(4,760,672/1,000) \times 55.6 = 264,693$ | $476 \times 350 = 166,600$   | Max. 431,293 GPD |
| Employment Center                                                                                                                                        | $(3,173,781/1,000) \times 55.6 = 176,462$ | $291^* \times 350 = 101,850$ | 278,312 GPD*     |
| *The number of Dwelling Units utilized for the residential calculation was based on the minimum number of dwelling units; residential GDP may be higher. |                                           |                              |                  |

## **Wastewater**

Goal 1, Objective 1, Policy d, Infrastructure Element, 2045 Comprehensive Plan, establishes the sewer level-of-service standard as 300 GPD per ERU. Flow requirements from commercial, industrial, institutional, or other special development areas shall be established from existing records or by estimated projections using the best available data; however, in no case shall a rate of less than 2,000 gallons per acre per day be used, unless specifically approved otherwise. A thorough review of wastewater demands will be undertaken once a development application is submitted.

## **Reclaim Water**

Conversation Element requires participation in the City reuse for irrigation purposes. Goal 2, Objective 1, Policy c. (1) of the Infrastructure Element requires water conservation practices by utilizing the City reclaimed system available.

## **Stormwater**

Goal 2, Objective 1, Policy b, Infrastructure Element of the Comprehensive Plan requires stormwater facilities to be designed to accommodate the 25-year / 24- hour storm design event and ensure the peak post-development runoff does not exceed peak pre-development runoff rate. Compliance with this provision will be undertaken with the submittal of a development application.

## **Parks and Recreation**

Goal 1, Objective, 1, Policy a, Recreation and Open Space Element of the Comprehensive Plan states that all residents shall have access to a community or neighborhood park within a ten (10) minute walk. The standards for a community and neighborhood park are defined in the Comprehensive Plan.

# ATTACHMENT #1

Goal 1, Objective, 1, Policy b, Recreation and Open Space Element of the Comprehensive Plan defines a ‘Community Park’ as containing a minimum of five (5) acres; has an existing condition rating of “Meets Expectations” or better in the most recent adopted Parks and Recreation Master Plan; and contains the following elements: sports fields, cultural/community center with recreational programming, outdoor flex event space, off-street parking, restrooms, picnic pavilions, and destination playground.

Goal 1, Objective, 1, Policy c, Recreation and Open Space Element of the Comprehensive Plan defines a ‘Neighborhood Park’ as containing a minimum of two (2) acres; has an existing condition rating of “Meets Expectations” or better in the most recent adopted Parks and Recreation Master Plan; and contains the following elements: sports courts, small playground, picnic pavilions, on- or off-street parking, as required for ADA accessibility, and open space.

Future development on the site will need to ensure this requirement is met by ensuring a park meeting our standards is within a ten (10) minute walking distance of the site or by providing the facilities on site. Pursuant to Goal 1, Objective 2, Policy c, Recreation and Open Space Element of the Comprehensive Plan, new residential developments of 20 units or greater that are within areas of the City that have a deficient parks LOS, the preference shall be dedication in lieu of fees. Park Impact fees would be granted for the construction and dedication of a community or neighborhood parking meeting our standards.

## **Environmental**

Goal 1, Objective 5, Policy a, Conservation Element of the Comprehensive Plan requires a professionally conducted survey of native vegetative communities for properties greater than thirty (30) acres in size in conjunction with an application for a site plan and plat. The developer and the city shall use the information gathered from the survey to develop and implement a plan to protect state and federally listed endangered and threatened plant and animal species and species of special concern.

In addition, a site assessment produced by an environmental professional verifying the existence or lack thereof of these natural communities shall be required for all sites over 30 acres in size. If any longleaf pine, sand hill, sand pine and xeric oak communities are present on the site, additional protection measures will be required.

According to the Lake County Interactive Map, there is no indication of floodzone or wetlands on the subject property. Map VI-4: Natural Communities shows area contains Upland Hardwood Forests and Mixed Upland (Coniferous / Hardwood) communities. Map VI-3: Soils shows the area has Type ‘A’ soils. Further review of potential impacts to the environment and natural communities will be undertaken with the future development application.

## **NOTIFICATIONS:**

JPA Notice to Lake County: November 8, 2022

JPA Notice to Orange County: November 8, 2022

Courtesy Notice to Lake County School District: November 8, 2022

Non-Legal Notice PZC and Notice to City Council: December 9, 2022

Notice to Surrounding Owners: December 9, 2022

Ordinance Enactment Legal Ad: January 6, 2023



# ATTACHMENT #1

## **PUBLIC HEARING SCHEDULE:**

PZC: December 21, 2022

City Council FLUM Single Reading and Adoption: January 17, 2022

## **ATTACHMENTS:**

Vicinity Map

Future Land Use Composite City-County Map

Future Land Use Map Amendment

Zoning Composite City-County Map

Application

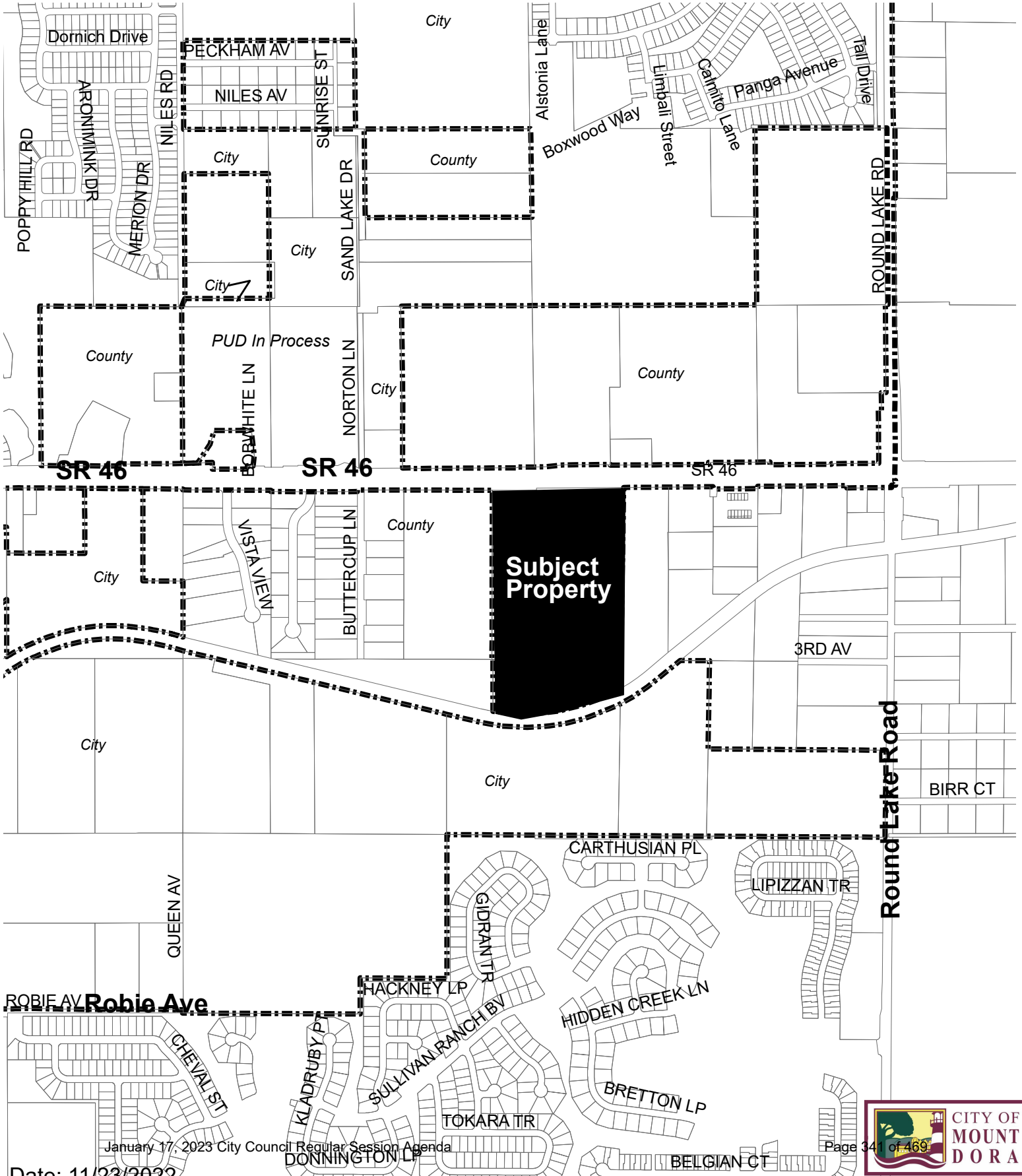
# VICINITY MAP

N



N.T.S.

**Legend**



# ATTACHMENT #1

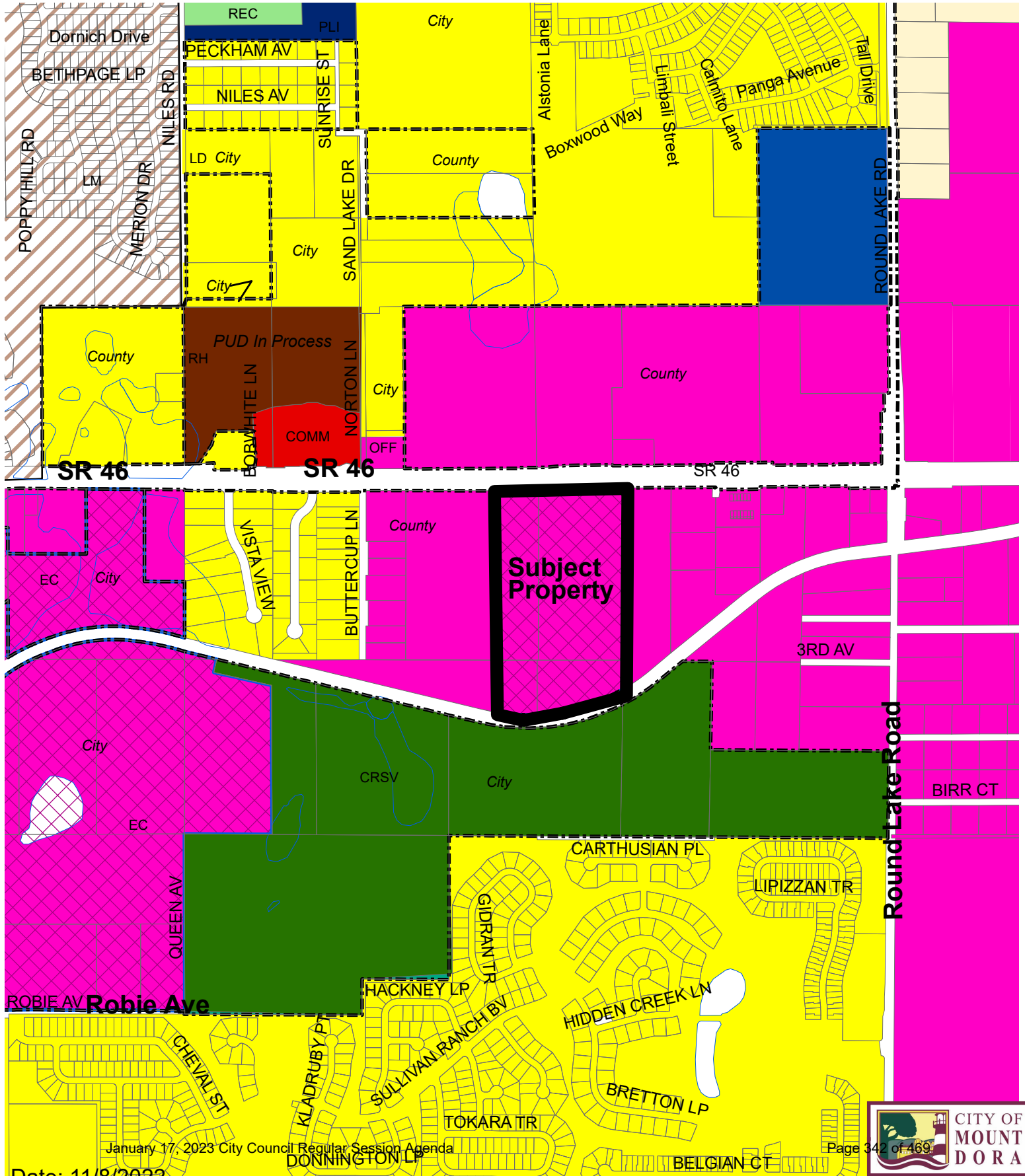
## MKMS, LLC AND MT. DORA HILLS, LLC

### Future Land Use Area Map

### (Composite City & Lake County)



N.T.S.





# City of Mount Dora Future Land Use Map

Planning Time Frame: 2045

## FLUM Amendment MK and AD Land Investments, LLC

Exhibit "A"  
Ordinance No. 2023-03

### LEGEND:

- Mixed Use Traditional (MU-1)
- Mixed Use Downtown (MU-2)
- Employment Center
- Residential Professional/Office
- Low Density Residential (2.5 DU/AC or Less)
- Low/Medium Density Residential (4 DU/AC or Less)
- Medium Density Residential (6 DU/AC or Less)
- High Density Residential (18 DU/AC or Less)
- Industrial
- Commercial
- Office
- Recreation
- Public Lands/Institutions
- Conservation
- Water Bodies/Lakes

### Features

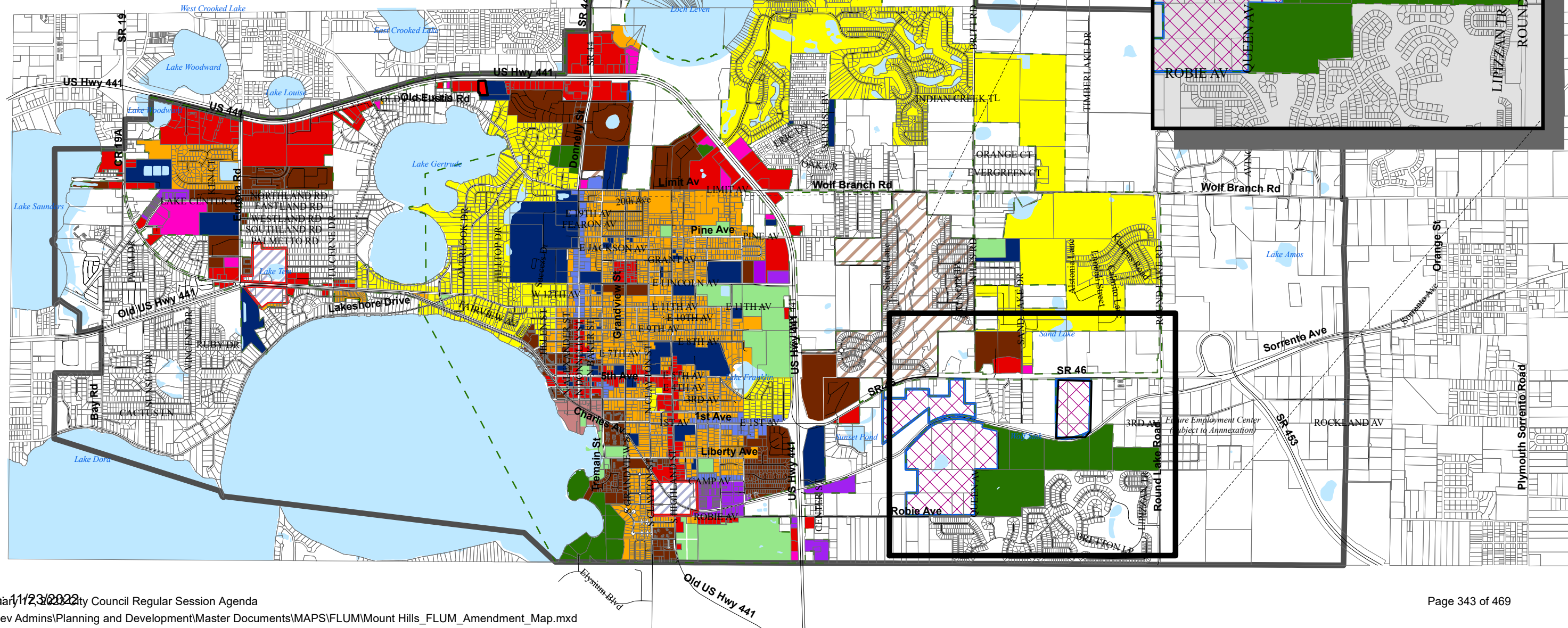
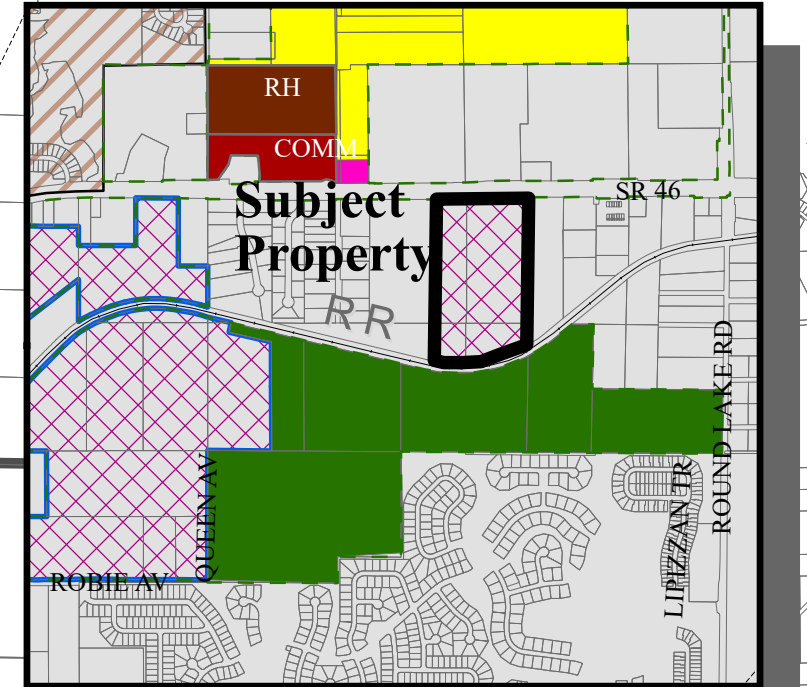
- City Limits
- JPA
- Rail Road



0 1,400 2,800 Feet

### Map II-2a

Small-Scale FLUM Amendment





# ATTACHMENT #1

## MKMS, LLC AND MT. DORA HILLS, LLC

### Zoning Area Map

### (Composite City & Lake County)

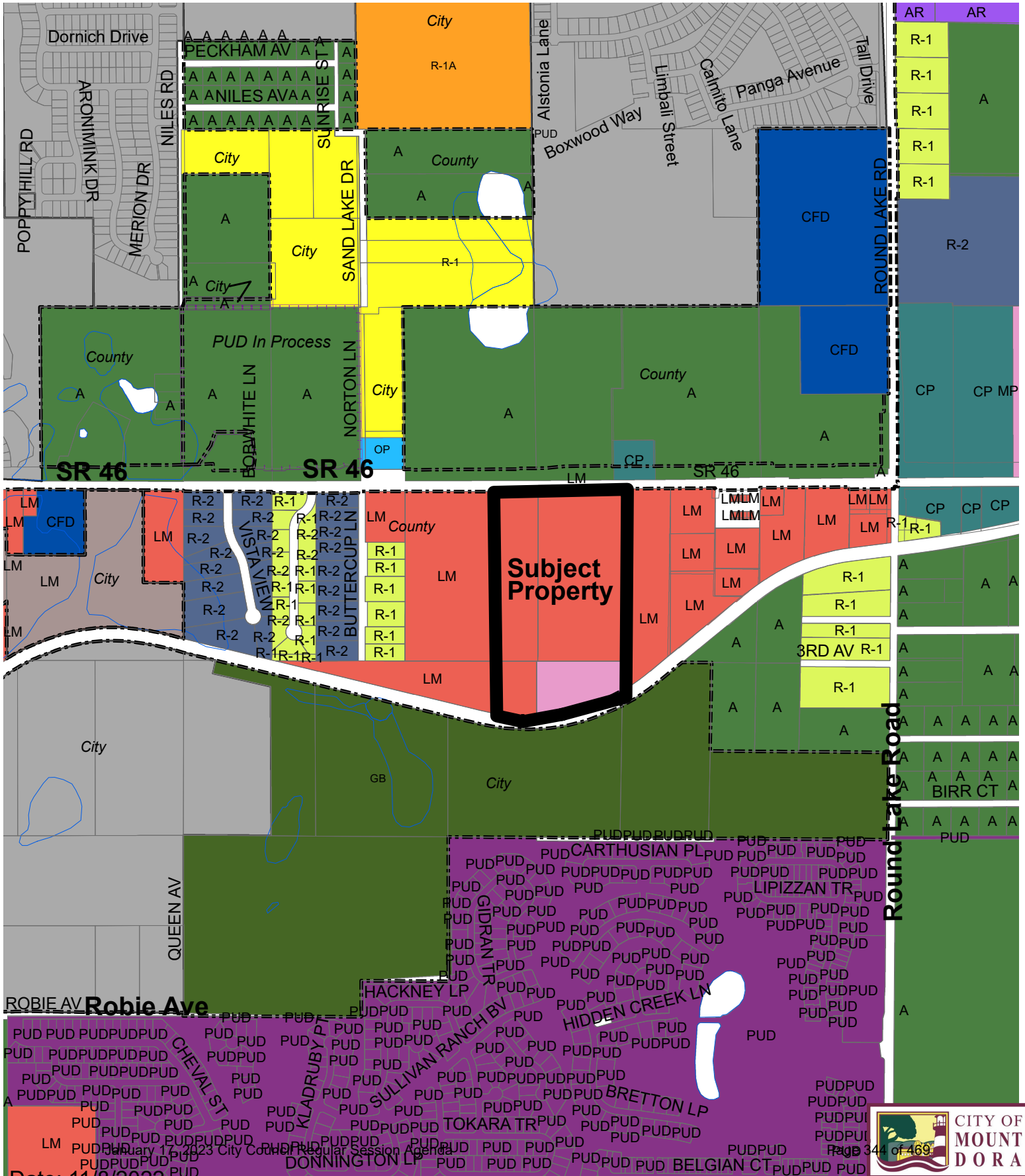
N



N.T.S.

#### Legend

- City Limits
- JPA Boundary



Date: 11/8/2022

**RECEIVED**

By scottw at 9:14 am, Nov 08, 2022



**CITY OF  
MOUNT  
DORA**

**FLUM22-05SM**

City of Mount Dora  
Planning and Development  
510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7112

E-mail: [plandev@cityofmoundora.com](mailto:plandev@cityofmoundora.com)

**FUTURE LAND USE MAP  
AMENDMENT SMALL-SCALE  
(50 ACRES OR LESS) APPLICATION**

Date : November 7, 2022 Project Name: Mount Dora Mixed Use

1. Applicant's Name: AMCO Development Inc.; Attn: Aaron Hakim  
Company's Name: AMCO Development Inc.  
Address: 1830 Plymouth Sorrento Road- Suite 1001  
City, State & Zip: Apopka, FL 32712  
Phone: 407-462-7850 E-mail: ahakim@amcodev.com, KellyD2@etminc.com; eldridges@etminc.com

2. Owner's Name: MK&AD Land Investments  
Company's Name: MK&AD Land Investments  
Address: 1019 Flagstone CT  
City, State & Zip: Apopka, FL 32703  
Phone: 407-462-7850 E-mail: AHAKIM@AMCODEV.COM

3. The property generally located and list adjacent streets: South of State Road 46  
and West of SR 453.

4. The address(s) of the property: State Road 46, Mount Dora, FL 32757

5. Size of property in Acres: 38.25 Square Feet: 1,666,170

6. Current Zoning District: County Light Industrial (LM)

7. Requested Zoning District: Planned Unit Development (PUD)  
(Separate application required for change in zoning district)

8. Future Land Use Category : County Regional Office

9. Requested Future Land Use Category: Employment Center

# ATTACHMENT #1

10. Present use and structures on the property (list number of residential dwelling units):  
Vacant with a accessory structures (sheds, grill, well and equipment, and fencing).
11. Building Size Existing: 250 sf (sheds) Proposed: See PUD Master Plan
12. Surrounding Future Land Use, Zoning, and Existing Use by City/County (fill-in table):
- | Direction | City/County | FLU             | Zoning    | Existing Use(s)                  |
|-----------|-------------|-----------------|-----------|----------------------------------|
| North     | County      | Regional Office | Ag        | Pasture, DOT Pond, <u>Vacant</u> |
| South     | City        | Conservation    | Greenbelt | Vacant Government Land           |
| E         | County      | Regional Office | LM        | Auto Sales/Storage               |
| West      | County      | Regional Office | LM        | Single Family Residence          |
- (districts/categories may be abbreviated)
13. Present use and structures on the property (list number of residential dwelling units):  
Vacant with accessory structures (sheds, grill, well and equipment, and fencing).
14. Proposed use of property: Mixed Use: Apartments, Senior Living Facility, Office, Commercial, Preschool, Mini Storage, Convention Center, Hotel, Parking Garage.
15. List the specific Comprehensive Plan Policy that allows proposed use: See "Attachment 1"
16. State the reason for this request: See "Attachment 1"
17. Describe changed condition justifying the amendment: See "Attachment 1"
18. Describe whether and how the proposed amendment is consistent with the City of Mount Dora's Comprehensive Plan: See "Attachment 1"
19. Describe the extent to which the proposed amendment is compatible with existing land uses: See "Attachment 1"

# ATTACHMENT #1

20. Describe the extent to which the proposed amendment affects the capacities of public facilities and services: See "Attachment 1"
21. Describe the extent of environmental impacts on the resources of proposed amendment: See "Attachment 1"
22. Describe the extent to which the proposed amendment will result in an orderly and logical development pattern: See "Attachment 1"

## CERTIFICATION AND SIGNATURE

### AFFIDAVIT

I, Aaron Hakim, being first duly sworn, depose and say that I apply for the request contained herein, and that all answers, information, sketches, data and other supplementary matter attached to or included herewith as part of this application, are accurate and true to the best on my knowledge and belief.

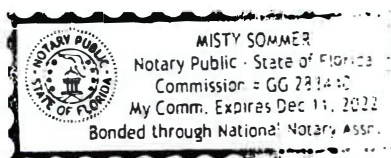
[Signature]  
Signature of Applicant

Aaron Hakim - MK&AD LAND INVESTMENTS LLC.  
Print or Type Name

STATE OF FLORIDA  
COUNTY OF LAKE  
CITY OF MOUNT DORA

The foregoing instrument was acknowledged before me this 7th day of November 2022 by Aaron Hakim who is personally known to me or who has produced FLDL as identification and who did not or did not take an oath.

SEAL:



[Signature]  
Notary Public  
Misty Sommer  
Print or Type Name





**CITY OF  
MOUNT  
DORA**

**Planning and Development**  
**510 N. Baker St.**  
**Mount Dora, FL 32757**  
**352-735-7113**  
**plandev@cityofmoundora.com**

### AGENT AUTHORIZATION

I/we, (Property owner name(s)) MK&AD Land Investments, as the  
 owner(s) of the real property described as follows,  
1084059, 1039819, 1128544, and 2843136 (Address, Parcel ID or Alternate Key  
 Number of subject property), do hereby authorize Aaron Hakim to act  
 as my/our Agent, to execute any petitions/applications or other documents necessary to affect the request  
 for PUD Rezoning and Future Land Use Amendment (Application Type), and to appear on my/our  
 behalf before any administrative, legislative or quasi-judicial body in the City pertaining to the application  
 described above and to act in all respects as my/our Agent in matters pertaining to the application and City  
 process.

Aaron Hakim  
 Printed Name of Property Owner

[Signature]  
 Signature of Property Owner

12/8/2022  
 Date

\_\_\_\_\_  
 Printed Name of Property Owner

\_\_\_\_\_  
 Signature of Property Owner

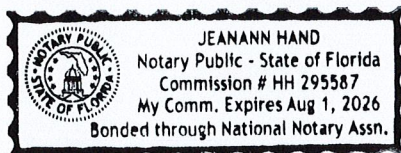
\_\_\_\_\_  
 Date

State of Florida  
 County of LAKE

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization,  
 this 8TH day of DECEMBER, 20 22, by Aaron Hakim.

Personally known OR Produced Identification

Type of Identification Produced: FL DL 14250 - 008 - 83 - 128 - 0



[Signature]  
 Notary Signature

Note: All applications shall be signed by the Owner(s) of the property, or the Agent as duly authorized herein by the Owner(s).

## ATTACHMENT 1

### **Detailed Description of and Reasoning for Request:**

The purpose of this application is to request to change from County Regional Office to City Employment Center. The property was annexed into the City limits in August 2022 and was not assigned a future land use or zoning. The Wolf Branch Innovation District Plan was adopted by the City in December of 2020. In the Wolf Branch Innovation District this area is designated for an Employment Center future land use. The Employment Center will pair with the proposed corresponding PUD application for a mixed use project supporting high density residential, commercial, and office uses.

### **List the specific Comprehensive Plan Policy that allows proposed use:**

Future Land Use Element Policy 4.g.12 provides the outline for the vision for the Employment Center future land use. The Employment Center future land use is required to be on an arterial or collector road and provide substantial employment opportunities.

### **Changed condition justifying the amendment:**

The property was annexed into the City limits in August 2022 and was not assigned a future land use or zoning. The Wolf Branch Innovation District Plan was adopted by the City in December of 2020. The Wolf Branch Innovation District area is designated for an Employment Center future land use.

### **How the proposed amendment is consistent with the City of Mount Dora's Comprehensive Plan:**

*Future Land Use Element Policy 4.g.12* encourages high density and high intensity development within the Wolf Branch Innovation District.

*Future Land Use Element Objective 6* encourages compact development. This development will be high intensity and high density within a compact area that is planned for growth.

*Future Land Use Element Policy 8.a* allows for mixed use developments and unconventional development designs.

*Future Land Use Element Policy 12 (East)* encourages development along State Road 46 and encourages projects that create a jobs-to-housing linkage.

*Housing Element Policy 6* indicates that the City should address housing needs for the community. This Employment Center future land use and the corresponding PUD application will provide much needed housing to a Central Florida location that is experiencing a housing shortage.



*Transportation Mobility Element Policy 4.h* requires a Traffic Impact Analysis to be provided to be approved by the City's Engineer. A Traffic Impact Analysis will be provided indicating the effects the development will have on the surrounding road network.

*Infrastructure Element Policy 2.b* requires that future development undergo the development review and permitting process to ensure capacity of utilities. Attached is a letter from the City's Utility Engineer indicating there is sufficient capacity for this development.

*Capital Improvement Element Objective 3* requires new development maintain the City's adopted level of service. As can be seen below in the "Maintaining the City's Adopted Level of Service" section of this document.

*Capital Improvement Element Policy 3.c.* requires the evaluation of proposed plan amendments and requests for new development or redevelopment according to the following guidelines:

(1) *The proposed action(s) shall not contribute to a condition of public hazard, as described in the Infrastructure Element.* The proposed amendment will not contribute to a condition of public hazard.

(2) *The proposed action(s) shall not exacerbate any existing condition of public facility capacity deficits, as described in the Transportation Mobility Element; Infrastructure Element; and the Recreation and Open Space Element.* The proposed amendment will not exacerbate any existing conditions of public facility capacity deficits.

(3) *The proposed action(s) shall not generate public facility demands that cannot be accommodated by capacity increases planned in the 5-Year Schedule of Improvements.* The proposed amendment will not generate public facility demands that cannot be accommodated.

(4) *The proposed action(s) shall conform with the Future Land Uses shown on the Future Land Use Map Series of the Future Land Use Element, and the urban service areas described in the Infrastructure Element.* The proposed amendment will conform to the area as designated on the future land use map as the vision for this area is the requested Employment Center future land use.

(5) *If public facilities are developer-provided, they should accommodate user demands and meet adopted LOS standards.* All public facilities will accommodate user demands and meet adopted level of service standards.

(6) *If public facilities are provided by local government, either in part or in whole, they shall demonstrate financial feasibility, as described in this Element.* All public facilities with thin the proposed development will be financially feasible.

(7) *The proposed action(s) shall conform to the facilities plans adopted by local, State, Federal and regional agencies including water management districts.* The proposed amendment will abide by all governing authorities that pertain to the development of the property.

(8) *Criteria for approving Future Land Use Map Amendments must include the requirement to demonstrate that adequate water supplies and associated public facilities are or will be available to meet projected growth demand.* The attached letter from the City's Utility Engineer indicates that water and sewer are available for this development.

**Extent to which the proposed amendment is compatible with existing land uses:**

The Wolf Branch Innovation District Plan was adopted by the City in December of 2020. In the Wolf Branch Innovation District this area is designated for an Employment Center future land use. The Employment Center will pair with the proposed corresponding PUD application for a mixed use project supporting high density residential, commercial, and office uses.

**Extent of environmental impacts on the resources of proposed amendment:**

The project will follow all city, state, and federal environmental policies. An Environmental Assessment Report will be submitted at the time of Site Plan submittal to tract the flora, fauna, and any other environmental impacts that development of the site will cause.

**Extent to which the proposed amendment will result in an orderly and logical development pattern:**

The proposed future land use of Employment Center is the City's vision for the area as part of the Wolf Branch Innovation District plan. The mixed use development is consistent with the plan and in an area of regional development with the connection to SR 453 in close proximity.

**Maintaining the City's Adopted Level of Service:**

**1. Water**

The City's Comprehensive Plans required level-of-service standard is 350 gallons per day (GPD) per equivalent residential unit (ERU). The existing future land use of County Regional Office allows up to an FAR of 3.0 with a maximum of 75% ISR and 1 dwelling unit for every 10,000 square feet of commercial and office space. On a 36.43 acre site, 3,570,938.03 square feet of commercial/office space could be built  $(1,587,083.57(0.75) \times 3.0)$  and 357 dwelling units  $(3,570,938.03/10,000)$ . The proposed plan with City Employment Center future land use is requesting approximately 1,900,000 square feet of office/commercial type uses with 1,150 dwelling units (including the 275 proposed ALF units). This is a decrease of approximately 1,670,000 square feet of the currently allowed commercial/office space and an increase of 793 dwelling units. According to the U.S. Energy Information Administration the average estimate for commercial/office water consumption in large buildings (greater than 200,000 square feet) is 55.6 gallons per 1,000 square feet. The existing County Regional Office would create a consumption of 323,494.15 gallons per day  $((3,570,938.03/1,000) \times 55.6 + (357 \times 350))$ . The proposed project at a maximum would consume 508,640 gallons per day  $((1,900,000/1,000) \times 55.6 + (1,150 \times 350))$ . This is an increase of approximately 184,645.85 gallons consumed per day.



## 2. Sanitary Sewer

The City's Comprehensive Plans required level-of-service standard is 300 GPD per ERU and in no case shall a rate of less than 2,000 gallons per acre per day be used, unless specifically approved otherwise. The existing future land use of County Regional Office allows up to an FAR of 3.0 with a maximum of 75% ISR and 1 dwelling unit for every 10,000 square feet of commercial and office space. On a 36.43 acre site, 3,570,938.03 square feet of commercial/office space could be built  $(1,587,083.57(0.75) \times 3.0)$  and 357 dwelling units  $(3,570,938.03/10,000)$ . The proposed plan with City Employment Center future land use is requesting approximately 1,900,000 square feet of office/commercial type uses with 1,150 dwelling units (including the 275 proposed ALF units). This is a decrease of approximately 1,670,000 square feet of the currently allowed commercial/office space and an increase of 793 dwelling units. The State of North Carolina uses a calculation of 130 gals per 1,000 square feet of commercial space. According to that calculation, The existing County Regional Office would create 571,321.94 gallons of sanitary waste  $((3,570,938.03/1,000) \times 130 + (357 \times 300))$ . The proposed project at a maximum would create 540,000 gallons  $((1,900,000/1,000) \times 130 + (1,150 \times 300))$  of daily sanitary waste. This is an increase of approximately 20,678.06 gallons of daily sanitary waste.

## 3. Solid Waste

The City's Comprehensive Plans required level-of-service standard is 7.1 pounds per capita per day. The existing future land use of County Regional Office allows up to an FAR of 3.0 with a maximum of 75% ISR and 1 dwelling unit for every 10,000 square feet of commercial and office space. On a 36.43 acre site, 3,570,938.03 square feet of commercial/office space could be built  $(1,587,083.57(0.75) \times 3.0)$  and 357 dwelling units  $(3,570,938.03/10,000)$ . The proposed plan with City Employment Center future land use is requesting approximately 1,900,000 square feet of office/commercial type uses with 1,150 dwelling units (including the 275 proposed ALF units). This is a decrease of approximately 1,670,000 square feet of the currently allowed commercial/office space and an increase of 793 dwelling units. The City of Los Angeles did a study in 1993 that claimed 13 pounds of solid waste is generated for every 1,000 square feet of commercial space. The existing County Regional Office would create a consumption of 52,758.94 pounds per day  $((3,570,938.03/1,000) \times 13 + (357 \times 2.5 \text{ person per household}) \times 7.1)$  of solid waste. The proposed project at a maximum would create approximately 45,112.5 pounds  $((1,900,000/1,000) \times 13 + (1,150 \times 2.5 \text{ person per household}) \times 7.1)$  of daily solid waste. This is a DECREASE of approximately 7,846.44 pounds of daily solid waste.

## 4. Parks and Recreation

All residents shall have access to a Community or Neighborhood Park as defined in Policies 1(b) and 1(c) within a 10-minute walk. All City parks, regardless of park type, that were constructed prior to January 1, 2020 shall count towards the 10-minute walk LOS standard. The proposed development will have direct access to the regional trail and will provide a trailhead. The proposed development will also have on-site outdoor amenities for the project.

**5. Schools**

Though projects within the City are exempt from school concurrency review, the proposed project will work closely with the Lake County School Board to ensure adequate capacity is available within the Lake County School system.

**6. Traffic**

According to Comprehensive Plan Transportation Policy 3.e: “On State roads designated as constrained by FDOT and on City roads designated in this comprehensive plan as constrained or scenic facilities, Mount Dora shall not schedule improvements to increase the number of through lanes. The City shall monitor traffic volumes and operating conditions on designated constrained or scenic facilities.” The property fronts on State Road 46 which was recently widened to a 6 lane divided highway. Capital Improvements Element Policy a.7 requires that new development on principle arterial roadways not fall below a LOS D at peak hours. With the recent widening to 6 lanes State Road 46 is currently well above a LOS D at peak hours. The proposed development will not cause the roadway to fall below LOS D.

**ATTACHMENT #1**

**Prepared By and Return To:**

Matthew G. Petra, Esq.  
Zimmerman, Kiser & Sutcliffe, P.A.  
315 E. Robinson Street, Suite 600  
Orlando, Florida 32801  
(407) 725-7010  
Parcel Identification (Folio) Number(s): 34-19-27-0001-000-00100,  
34-19-27-0200-004-00100, and 34-19-27-0100-00E-00200

**QUIT CLAIM DEED**

**THIS QUIT CLAIM DEED** is executed and delivered this 15<sup>th</sup> day of November, 2022, by **MT. DORA HILLS, LLC, , a Florida limited liability company**, whose address for purposes of this instrument is 5152 Isleworth Country Club Drive, Windermere, Florida 34786 (hereinafter referred to as the "Grantor"), to **MK & AD LAND INVESTMENTS, LLC, a Florida limited liability company**, whose address for purposes of this instrument is 1019 Flagstone Court, Apopka, Florida 32703 (hereinafter referred to as the "Grantee");

**WITNESSETH**, that the Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt whereof is hereby acknowledged, hereby grants, bargains, conveys and quit claims to the said Grantee and Grantee's successors and assigns forever, all of Grantor's right, title and interest in and to the following described land, if any, situate, lying and being in the County of Lake, State of Florida, to-wit:

**See Exhibit "A"**

**TO HAVE and TO HOLD** the above described premises, with all the appurtenances thereunto belonging, or in any wise appertaining, unto the Grantee, same together with all and singular the appurtenances thereunto, and all the estate, right, title interest, lien, equity and claim whatsoever of Grantor, either in law or equity, for the use, benefit and profit of the said Grantee forever.

[Signatures on the Following Page(s)]

## ATTACHMENT #1

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered  
in the presence of:

**MT. DORA HILLS, LLC,**  
**a Florida limited liability company**

*Rachel Guzman*  
Witness  
Print Name: Rachel Guzman

By: *Michael Keotahlian*  
**Michael Keotahlian, Manager**

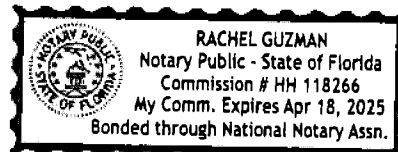
*Matthew G. Petra*  
Witness  
Print Name: Matthew G. Petra

By: *Juliette Keotahlian*  
**Juliette Keotahlian, Manager**

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me by means of X physical presence or \_\_\_ online notarization this 15 day of November, 2022, by **Michael Keotahlian and Juliette Keotahlian, as Managers of MT. DORA HILLS, LLC, a Florida limited liability company,** who are either personally known to me or have produced FL Drivers License as identification.

*Rachel Guzman*  
Notary Public, State and County Aforesaid  
Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
My Commission Number is: \_\_\_\_\_





**ATTACHMENT #1****Exhibit "A"**

**The West ½ of the Northwest ¼ of the Northeast ¼ of Section 34, Township 19 South, Range 27 East, Lake County, Florida, less the right-of-way for State Road No. 46.**

**And**

**Lots 1 through 20, Block 4, Wood's Replat of Block "A" Sunset Hills Subdivision, the plat thereof recorded in Plat Book 11, Page 53, Public Records of Lake County, Florida.**

**And**

**East 15.00 feet of James Avenue, Wood's Replat of Block "A" Sunset Hills Subdivision, the plat thereof recorded in Plat Book 11, Page 53, Public Records of Lake County, Florida.**

**And**

**East 314.15 feet of Lot 2, Block 3, Sunset Hills, the plat thereof recorded in Plat Book 6, Page 112, Public Records of Lake County, Florida.**



**CITY OF  
MOUNT  
DORA**

PUBLIC WORKS AND UTILITIES

**City Hall**  
510 N. Baker St.  
Mount Dora, FL 32757

Office of the City Manager  
352-735-7126  
Fax: 352-735-4801

Finance Department  
352-735-7118  
Fax: 352-735-1406

Human Resources  
352-735-7106  
Fax: 352-735-9457

Planning and Development  
352-735-7112  
Fax: 352-735-7191

**Annex Building**  
900 N. Donnelly St.  
Mount Dora, FL 32757

Public Works & Utilities  
352-735-7151  
Fax: 352-735-1539

Parks and Recreation  
352-735-7183  
Fax: 352-735-3681

**Public Safety Complex**  
1300 N. Donnelly St.  
Mount Dora, FL 32757

Police Department  
352-735-7130  
Fax: 352-383-4623

Fire Department  
352-735-7140  
Fax: 352-383-0881

**W. T. Bland Public Library**  
1995 N. Donnelly St.  
Mount Dora, FL 32757  
352-735-7180  
Fax: 352-735-0074

**Website:**  
[www.cityofmountdora.com](http://www.cityofmountdora.com)

August 3, 2022

Reference: General Water / Sewer Availability Inquiry: Mount Dora Hills- Alt  
Keys: 1084059; 1128544; 1039819; 2843136, Mt. Dora, FL

To Whom It May Concern:

This letter is written to confirm that the aforementioned site is within the City of Mount Dora's utility service area for water, force main sewer, and reclaimed water. Water and sewer services are available to the site as defined by the City's Land Development Code 6.4.1 and 6.4.3. The City's provision of service is subject to:

1. The City's review of the proposed project for conformance to the City Land Development Code and City Ordinances, including but not limited to, the owner/developer's construction or extension of on-site and off-site utility system improvements as necessary, to provide service to the site.
2. The owner/ developer's execution of all necessary development agreements including annexation or a covenant to annex, if required.
3. The owner/ developer preparing and securing all necessary permits.
4. The owner/ developer's payment of all appropriate connection and impact fees

Please be advised the release of this document does **not** constitute the reservation of water capacity or a commitment to serve. Additionally, and regardless of availability, the construction and dedication of dry lines may be required in accordance with the City's Land Development Code. Should you have any questions, please feel free to contact the Public Services Division at (352) 735-7151 or via email at [krammk@cityofmountdora.com](mailto:krammk@cityofmountdora.com) or [gawc@cityofmountdora.com](mailto:gawc@cityofmountdora.com).

Sincerely,

Christopher Gaw,  
Utilities City Engineer

CC: Joshua Kramm, Water/Sewer Utility Line Manager  
Development File: General Water / Sewer Availability Inquiries

# ATTACHMENT #1

## NOTICE OF PROPOSED ENACTMENT ORDINANCE NO. 2023-03 CITY OF MOUNT DORA, FLORIDA

Notice is hereby given that the City Council of the City of Mount Dora, Florida proposes to enact Ordinance 2023-03. The final public hearing on the ordinance will be held on Tuesday, January 17, 2023 at 6:00 p.m., or as soon thereafter as possible at Mount Dora City Hall, 510 North Baker Street, Mount Dora, Florida.

The title and substance of Ordinance 2023-03 is as follows:

### ORDINANCE NO: 2023-03

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO A CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO THE FUTURE LAND USE MAP OF THE FUTURE LAND USE ELEMENT OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN 2045; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO FUTURE LAND USE MAP; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Interested parties may appear at the meeting and be heard with respect to the proposed ordinance.

This public hearing may be continued to a future date or dates. The times, places, and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice.

The file may be inspected by the public at the Planning and Development Department, City Hall, 510 N. Baker Street, Mount Dora, Florida between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

Notice: If any person decides to appeal any decisions made at this meeting with respect to any matter considered at this meeting, such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

Notice: In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact Planning and Development no later than seven (7) days prior to the proceedings. Telephone (352) 735-7112 for assistance. If hearing impaired, telephone the Florida Relay Service numbers, (800) 955-8771 (TDD) or (800) 955-8770 (Voice) for assistance.

Published Legal Notice: January 6, 2023

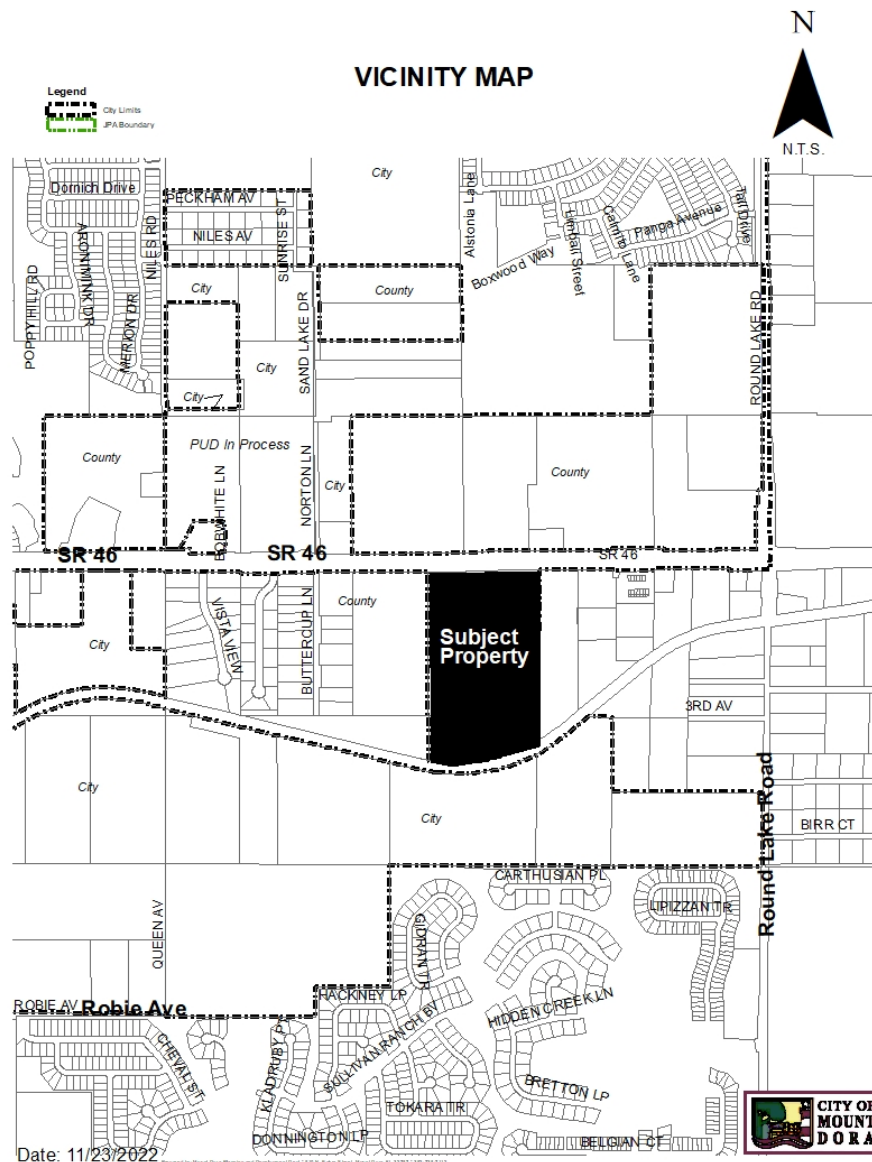
# NOTICE OF COMPREHENSIVE PLAN CHANGE FUTURE LAND USE MAP AMENDMENT ORDINANCE NO. 2023-03 CITY OF MOUNT DORA, FLORIDA

Notice is hereby given that the Planning and Zoning Commission and the City Council of the City of Mount Dora, Florida will conduct public hearings to consider the adoption of Ordinance No. 2023-03 for proposed changes to the City of Mount Dora Comprehensive Plan to amend the Future Land Use Map. The title and substance of proposed Ordinance is as follows:

## ORDINANCE NO: 2023-03

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO A CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO THE FUTURE LAND USE MAP OF THE FUTURE LAND USE ELEMENT OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN 2045; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO FUTURE LAND USE MAP; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Further, the adoption of Ordinance No. 2023-03 includes a Future Land Use Map Amendment changing certain lands from County Regional Office to City Employment Center as depicted on the map of this advertisement below:





## ATTACHMENT #2

The City of Mount Dora Local Planning Agency (Planning and Zoning Commission) will conduct a public hearing to consider this ordinance on **Wednesday, December 21, 2022 at 10:00 a.m.**, or as soon thereafter as possible at City Hall, 510 North Baker Street, Mount Dora, Florida.

The City Council of the City of Mount Dora, Florida will conduct public hearing to consider the adoption of Ordinance No. 2023-03 on **Tuesday, January 17, 2023**. The meeting will be held at City Hall, 510 North Baker Street, Mount Dora, Florida and will begin at 6:00 p.m., or as soon thereafter as possible

Interested parties may appear at the meeting and be heard with respect to the proposed comprehensive plan amendment.

This public hearing may be continued to a future date or dates. The times, places, and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice.

The file may be inspected by the public at the Planning and Development Department, City Hall, 510 North Baker Street, Mount Dora, Florida between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Notice: If any person decides to appeal any decision made at this meeting with respect to any matter considered at this meeting such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made, which records include the testimony and evidence upon which the appeal is to be based.

Notice: In accordance with the American with Disabilities Act persons with disabilities needing special accommodations to participate in this proceeding shall contact the Planning and Development Department no later than seven (7) days prior to the proceedings. Telephone (352) 735-7112 for assistance. If hearing impaired, telephone the Florida Relay service numbers (800) 955-8771 (TDD), or (800) 955-8770 (Voice) for assistance.

For Questions or Comments, please email staff at **[planningcomments@cityofmounddora.com](mailto:planningcomments@cityofmounddora.com)**.

Title in 18 point  
2 column, 10.5 inch; Non-legal  
Publish: December 9, 2022

**ORDINANCE NO: 2023-03**

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO A CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO THE FUTURE LAND USE MAP OF THE FUTURE LAND USE ELEMENT OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN 2045; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO FUTURE LAND USE MAP; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Mount Dora is committed to planning and managing for future growth and redevelopment of property located within the City limits; and

**WHEREAS**, the Florida Statutes, Section 163.3167 empowers the City of Mount Dora to adopt and amend the City of Mount Dora Comprehensive Plan 2045; and

**WHEREAS**, pursuant to Florida Statutes, Section 163.3187, MK and AD Land Investments, LLC (Property Owner) submitted an application to the City requesting a change in Future Land Use designation and amendment to the Future Land Use Map of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045 pertaining to that property located on the south side of SR 46 and east of Buttercup Lane, as depicted in **Exhibit "A"** attached hereto (Property); and

**WHEREAS**, the proposed Comprehensive Plan Amendment qualifies as small-scale development amendment because the Property is not more than fifty acres in size, the proposed amendment does not involve a text change to the goals, policies and objectives of the City and only proposes a land use change to the City's Future Land Use Map and,

**WHEREAS**, the Property is not located within an area of critical state concern; and

**WHEREAS**, in accordance with applicable law, notice of the proposed Comprehensive Plan amendment was provided to Lake County and to the public by way of publication in a newspaper of general circulation in the City; and

**WHEREAS**, on December 21, 2022, the City of Mount Dora Planning and Zoning Commission approved the proposed amendment to the Future Land Use Map of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045 pertaining to the Property; and

**WHEREAS**, Florida Statutes, Section 163.3187(2) requires that the City conduct only one public hearing for Small-Scale Future Land Use Map Amendments; and

**WHEREAS**, after conducting a public hearing, the City of Mount Dora finds that the proposed amendment to the Future Land Use Map of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045 pertaining to the Property serves a legitimate public purpose and is in the best interest of the health, safety and welfare of the citizens of the City of Mount Dora, Florida.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF MOUNT DORA, FLORIDA:**

**SECTION 1. LEGISLATIVE FINDINGS AND INTENT.** The City of Mount Dora has complied with all requirements and procedures of the Florida law in processing this Ordinance. The above recitals are hereby adopted.

**SECTION 2. APPROVAL OF CHANGE IN FUTURE LAND USE DESIGNATION AND AMENDMENT TO FUTURE LAND USE MAP.**

A. The Future Land Use designation of City Employment Center is hereby assigned to that Property located on the south side of SR 46 and east of Buttercup Lane, identified by Tax Parcel ID # 34-19-27-0200-004-00100, Alt. Key # 1039819; Tax Parcel ID # 34-19-27-0100-00E-00200, Alt. Key # 1128544; and Tax Parcel ID # 34-19-27-0100-00D-00100, Alt. Key # 2843136, together more particularly described as:

DESCRIPTION (PER ORB 4982, PG 2125): THE WEST ½ OF THE NORTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 34, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA, LESS THE RIGHT-OF-WAY FOR STATE ROAD NO. 46; AND

DESCRIPTION (PER ORB 5438, PG 511): LOTS 1 THROUGH 20, BLOCK 4, WOOD'S REPLAT OF BLOCK "A" SUNSET HILLS SUBDIVISION, THE PLAT THEREOF RECORDED IN PLAT BOOK 11, PAGE 53, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; AND EAST 15.00 FEET OF JAMES AVENUE, WOOD'S REPLAT OF BLOCK "A" SUNSET HILLS SUBDIVISION, THE PLAT THEREOF RECORDED IN PLAT BOOK 11, PAGE 53, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; AND EAST 314.15 FEET OF LOT 2, BLOCK E, SUNSET HILLS, THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; AND

DESCRIPTION (PER ORB 898, PG 2172): LOT 1, BLOCK D, IN SUNSET HILLS, A SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

ALL THE ABOVE CONTAINING 36.43 ACRES, MORE OR LESS.

B. The Future Land Use Map II-2a of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045, adopted by City of Mount Dora Ordinance 2020-04, on June 16, 2020; amended by City of Mount Dora Ordinance No. 2023-01, on January 17, 2023, is hereby amended to include the Future Land Use assignment set forth herein.

**SECTION 3. IMPLEMENTING ADMINISTRATIVE ACTIONS.** The City Manager is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

**SECTION 4. SAVINGS CLAUSE.** All prior actions of the City of Mount Dora pertaining to the requested Future Land Use change and amendment to Future Land Use Map II-2a of the Future Land Use Element of the City of Mount Dora Comprehensive Plan 2045, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

**SECTION 5. NON-CODIFICATION AND SCRIVENER'S ERRORS.** The provisions of this Ordinance shall not be codified in the City of Mount Dora Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected.

**SECTION 6. CONFLICTS.** All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

**SECTION 7. SEVERABILITY.** If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

**SECTION 8. EFFECTIVE DATE.** This Ordinance shall be effective immediately upon adoption; however, pursuant to Florida Statutes, Section 163.3187, the subject small-scale Future Land Use Map amendment shall become effective 31 days after adoption of this Ordinance by the City, unless otherwise challenged within 30 days after said adoption. In the event of a timely challenge, the subject small-scale Future Land Use Map amendment shall become effective once the Florida Department of Economic Opportunity or the Administration Commission issues a final order determining that the adopted small-scale Future Land Use Map amendment is in compliance with the Plan.



**SINGLE AND FINAL READING: January 17, 2023**

**PASSED AND ADOPTED this 17<sup>th</sup> day of January, 2023**

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**CRISSY STILE**  
**MAYOR of the City of Mount Dora, Florida**

**ATTEST:**

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Jeanann Hand, City Clerk

For the use and reliance of City of Mount Dora only.  
Approved as to form and legality.

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Sherry G. Sutphen, City Attorney

**EXHIBIT “A”**  
Future Land Use Map Amendment

# City of Mount Dora Future Land Use Map

Planning Time Frame: 2045

## LEGEND:

- Mixed Use Traditional (MU-1)
- Mixed Use Downtown (MU-2)
- Employment Center
- Residential Professional/Office
- Low Density Residential (2.5 DU/AC or Less)
- Low/Medium Density Residential (4 DU/AC or Less)
- Medium Density Residential (6 DU/AC or Less)
- High Density Residential (18 DU/AC or Less)
- Industrial
- Commercial
- Office
- Recreation
- Public Lands/Institutions
- Conservation
- Water Bodies/Lakes

## Features

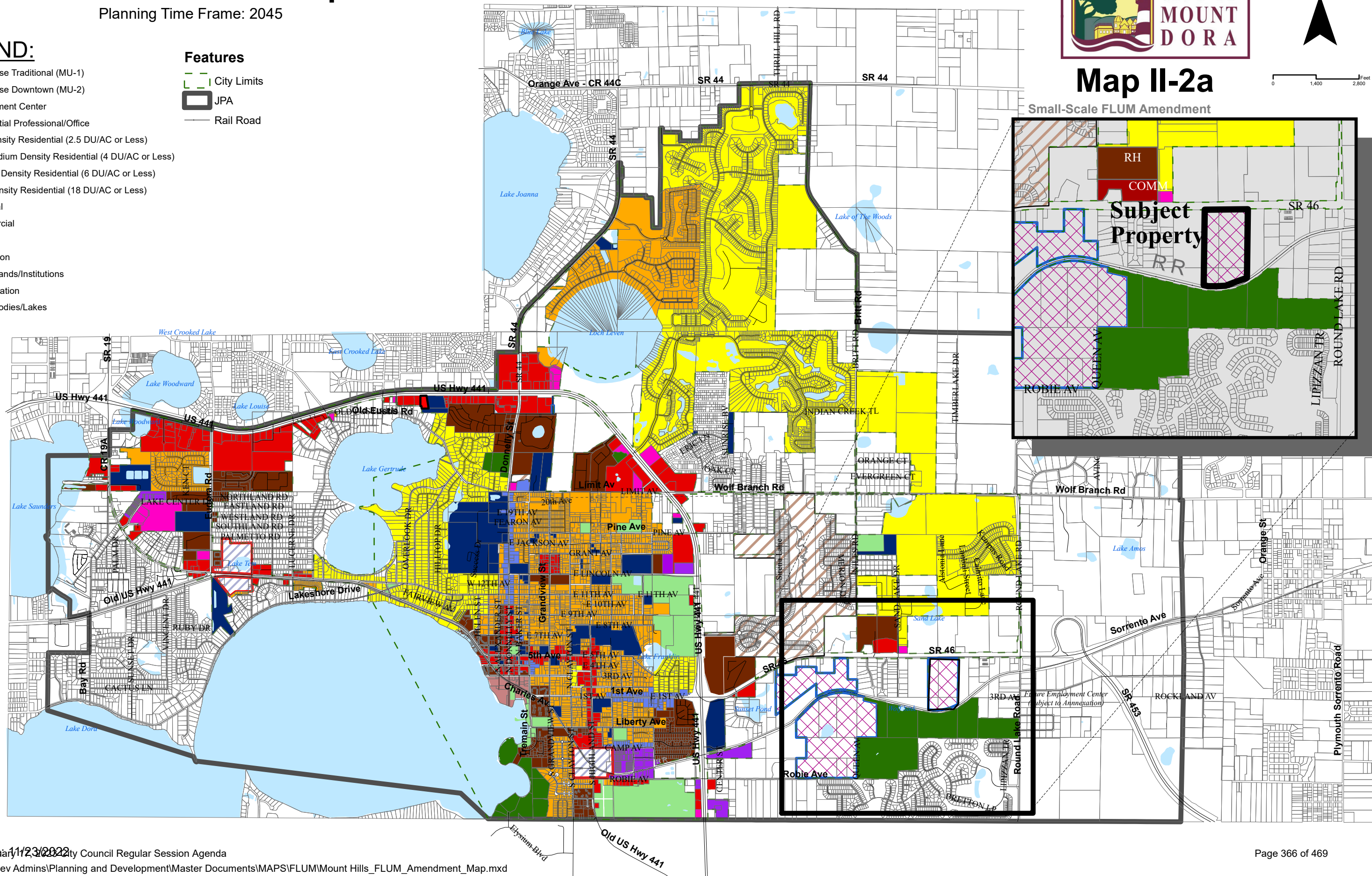
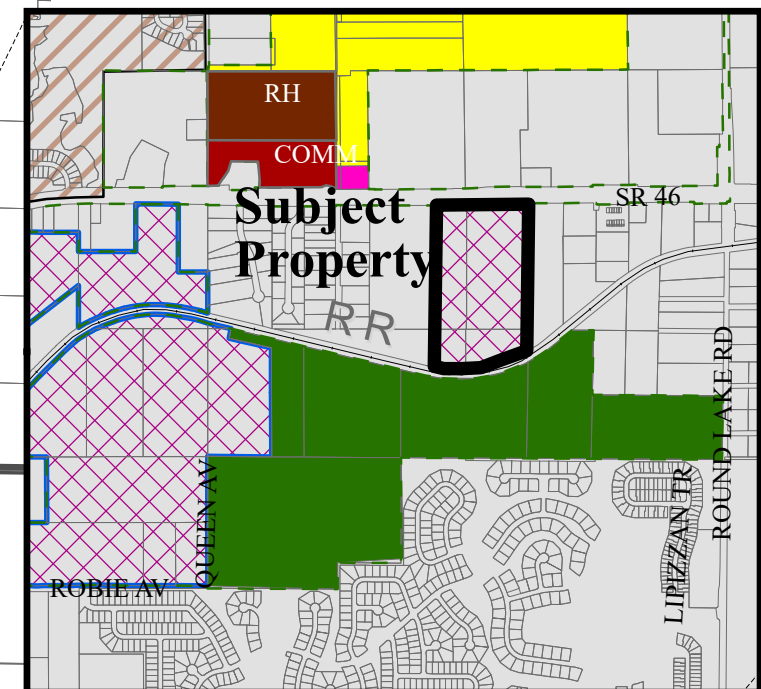
- City Limits
- JPA
- Rail Road



0 1,400 2,800 Feet

## Map II-2a

Small-Scale FLUM Amendment





510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7126

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**DATE:** January 17, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

**SUBJECT:** Request approval of First Reading of **Ordinance No. 2023-04**, Mount Dora Mixed Use for MK and AD Land Investments, LLC Final PUD (WBI-E District)

---

**Introduction:**

This is a request for City Council to approve the first reading of Ordinance No. 2023-04 and hold the hearing for the second reading and adoption.

Call Up Item  
Mayor Asks Attorney to Read Ordinance by Title Only  
City Manager Background  
Public Hearing  
Discussion  
Council Action

**Discussion:**

The applicant's proposal is to create a Planned Unit Development (PUD) for the Mount Dora Mixed Use project located on the south side SR 46 within the Wolf Branch Innovation District. These lands were recently annexed under Ordinance No. 2022-11 on August 16, 2022. This is the first development proposal of the Employment Center (WBI-E) District, comprising 36 acres for a new office, retail, hotel, adult living facility, mini-warehouse, commercial support, convention center, residential, and parking garage (underground). This Final PUD Master Plan is being processed in concert with Small-Scale Future Land Use Amendments. The applicant's master plan tailors the site design, parking, building location, and uses specific to the mix-use project. The project includes phased mid-high rise buildings and support commercial with the following use breakdown:

- 650 apartment units
- 540 condo units
- 275 senior living units



- 900,000 sf office
- 750,000 sf commercial
- 100,000 sf convention center
- 150,000 sf min-warehouse
- 325 hotel rooms
- 80,000 sf future commercial Tract1 (fronting SR 46)
- 100,000 sf future commercial Tract 2 (fronting SR 46) with specialty grocer (55,000 sf)

Given the existing conditions of the site, where the grade of the land slopes from SR 46 to the southern end adjacent to the railroad, the applicant has proposed heights for buildings greater than 100 feet. Other deviations are being proposed, such as changes in permitted uses as listed in the Master Plan.

The sequence of events leading to the presentation to the City Council are as follows:

The Planning and Zoning Commission (PZC) at their regularly scheduled meeting held on December 21, 2022 with the following actions:

1) Recommended denial of the request, based on overall development intensity, building height being proposed, and vision of the WBID. Vote failed 2-5.

2) Recommended approval with conditions (vote passed 6-1) of the rezoning from County Light Manufacturing (LM and Planned Industrial District (MP) to City WBI-E (PUD) District for the Mount Dora Mixed Use Master Plan. The PZC members expressed overall concerns and issues with the density, intensity, schools, and vision of the Wolf Branch Innovation District. The PZC conditioned the approval provided eight (8) items listed in the December 21, 2022, PZC staff report are satisfactorily addressed prior to scheduling City Council. Approval with the following conditions:

- a. The Master Plan has to be revised to eliminate commercial uses of the WBI-C (Gateway) District. Listed as Item No. 2 Permitted Use. The applicant has proposed to include all uses of the Gateway, which is allocated for SR 46 and Round Lake Road of the WBID. This inclusion conflicts with the WBI-E district uses allowed by right;
- b. The Master Plan has to be revised to eliminate single-use highway commercial as a permitted use. Listed as Item No. 25 Permitted Use. Single highway commercial uses are strictly prohibited within the WBI-E Zoning District;
- c. The proposed trailhead shall be developed to meet the requirements of a neighborhood park, as defined in the Comprehensive Plan, to include: a minimum of two (2) acres in size and includes the following elements: sports courts, small playground, picnic pavilions, on- or off-street parking, as required for ADA accessibility, and open space. The development of this park shall be required prior to obtaining any Certificate of Occupancy (CO) for any residential dwelling units;
- d. No building architecture shall employ a glass curtain wall system is an outer covering of a building(s);

- e. Capacity for water, wastewater, and reclaimed is a concern for the full build-out scenario; therefore, no site plan approvals can occur until such time the City has sufficient utility capacity;
- f. The concept plan for building a height of 350 feet in lieu of a 100 feet limitation is a concern within the Wolf Branch Innovation District overall vision. Additional building height and building floors could be considered. The applicant has not provided sufficient information and documentation for the building heights being considered in keeping with the WBID. The PZC recommended this aspect be addressed accordingly.
- g. The applicant has provided development data that caps the FAR at 2.00 and has indicated to staff during the site plan all WBI-E performance standards would be maintained. Because the applicant has requested deviations from the underlying WBID-E in terms of height and permitted uses, the master plan is lacking support for specific FAR and/or any limitations. The Master Plan has to be revised to provide details of building sizes and maximum number of floors;
- h. The mini-warehouse storage shall only provide storage within an enclosed building. Outside storage of equipment, materials, boats and RVs shall be prohibited. The storage facility shall comply with the commercial design standards.

The Development Review Committee (DRC) on November 30, 2022, recommended approval with conditions of the change in zoning and forwarded them to the PZC. Note: The applicant submitted revisions to the Master Plan on December 14, 2022, advising the master plan Floor Area Ratio would reflect the maximum (2.00) and the building sizes listed on the Master Plan are conceptual.

**Budget Impact:**

There are no budgetary impacts on the City relative to the processing of the rezoning action.

**Strategic Impact:**

Rezoning requests which address density and intensity changes are consistent with Growth Management Goals. This particular change in zoning is consistent with the City's goals for conservation protection measures and land use regulations.

**Recommendation:**

City Council to approve the First Reading of Ordinance No. 2023-04 and hold a hearing for the second reading and adoption.

**Attachment(s):**

- 1. Attachment 1 PZC Staff Report Rezoning12-21-2022 (ADA)
- 2. Attachment 2 Legal Advertisement Publication (ADA)
- 3. Ord2023-04 Final PUD (WBID-E District) MD Mixed Use\_1st Reading(rev).SGS
- 4. Exhibit A Legal Description
- 5. Exhibit B Mount Dora Mixed Use Master Plan(Revised1-9-2023)

Prepared by: Vince Sandersfeld, Planning and Development Director

Reviewed by: Sherry Sutphen, City Attorney

Approved - 1/10/2023

Jeanann Hand, City Clerk  
Patrick Comiskey, City Manager

Approved - 1/10/2023  
Final Approval - 1/10/2023



**CITY OF  
MOUNT  
DORA**

**Planning and Development**  
**510 N. Baker St.**  
**Mount Dora, FL 32757**  
**352-735-7113**  
**plandev@cityofmountdora.com**

## **REVISED**

**DATE:** December 21, 2022

**TO:** Planning and Zoning Commission

**FROM:** Development Review Committee  
 Vince Sandersfeld, Planning Director

**THROUGH:** Michele Janiszewski, AICP, Senior Planner

**RE:** Application to Change the Zoning from Lake County Light Industrial (LM) and County Planned Industrial (MP) to City Planned Unit Development and assign the zoning district as Wolf Branch Innovation Employment (WBI-E); 36.43 Acres (Site Area); Located on the south side of State Road 46, between Buttercup Lane and Suneagle Drive; Aaron Hakim, Amco Development (Applicant); MK and AD Land Investments, LLC (Owners).  
 Project No. PUD22-04.

### **SUMMARY OF RECOMMENDATION:**

Staff recommends approval with conditions to amend the zoning map on 36.43+/- acres from Lake County Light Industrial and Planned Industrial to City Planned Unit Development assigning the zoning district as Wolf Branch Innovation Employment (WBI-E). Approval of rezoning subject to designation of the Future Land Use from County Regional Office to City Employment Center.

Approval with the following conditions:

1. Master Plan to be revised to eliminate commercial uses of the WBI-C (Gateway) District. Listed as Item No. 2 Permitted Use. The applicant has proposed to include all uses of the Gateway, which is allocated for SR 46 and Round Lake Road of the WBID. This inclusion conflicts with the WBI-E district uses allowed by right;
2. Master Pan be revised to eliminate single-use highway commercial as a permitted use. Listed as Item No.25 Permitted Use. Single highway commercial uses are strictly prohibited within the WBI-E Zoning District;
3. The proposed trailhead shall developed to meet the requirements of a neighborhood park, as defined in the Comprehensive Plan to include: a minimum of two (2) acres in size and contains the following elements: sports courts, small playground, picnic pavilions, on- or off-street parking, as required for ADA accessibility, and open space. The development



- of this park shall be required prior to obtaining any Certificate of Occupancy (CO) for any residential dwelling units;
4. No building architecture shall employ glass curtain wall system is an outer covering of a building(s);
  5. Capacity for water, wastewater, and reclaimed is a concern for the full build-out scenario; therefore, no site plan approvals can occur until such time the City has sufficient utility capacity. City Utilities Department provided a summary memo of utilities – refer to the attached memo dated December 12, 2022;
  6. The concept plan for building height of 350 feet in lieu of 100 feet limitation is a concern within the Wolf Branch Innovation District overall vision. Additional building height and building floors could be considered. The applicant has not provide sufficient information and documentation for the building heights being considered are in keeping with the WBID.
  7. The applicant has provided development data that caps the FAR at 2.00 and has indicated to staff during site plan all WBI-E performance standards would be maintained. Because the applicant has requested deviations from the underlying WBID-E in terms of height and permitted uses, the master plan is lacking support for specific FAR and/or any limitations. The Master Plan to be revised to provide details building sizes and maximum number of floors;
  8. The mini-warehouse storage shall only provide storage within an enclosed building. Outside storage of equipment, materials, boats and RV shall be prohibited. The storage facility shall comply with the commercial design standards.

**REFERENCES/SUPPORT:**

Section 3.3 *LDC* – Procedures for rezoning

Section 3.4.15 *LDC* – WBI-E Wolf Branch Innovation Employment District.

Policy 4.g (12) FLUE of the Mount Dora Comprehensive Plan 2045

Annexation Ordinance 2022-11 adopted on August 16, 2022

Wolf Branch Innovation District (WBID) Design Guidelines Ordinance No. 2020-20 adopted 5-4-2021 Link:

<https://ci.mount-dora.fl.us/DocumentCenter/View/13000/WBID-Design-Standards-?bidId=>

WBID History and Other Recourse Document Link to City Web Page:

<https://ci.mount-dora.fl.us/1348/Wolf-Branch-Innovation-District>

# ATTACHMENT #1

Planning and Zoning Commission Meeting – December 21, 2022

Amco Development / Mount Dora Hills – PUD22-04

## **SITE SUMMARY:**

Owners: MK and AD Land Investments, LLC

Applicant: Aaron Hakim, Amco Development

General Location: Located on the south side of State Road 44, between Buttercup Lane and Suneagle Drive

Alternate Key Nos. 1128544, 1039819, 2843136 and 1084059

Zoning District: Lake County Light Manufacturing and Planned Industrial

Proposed Zoning District: PUD with zoning district assignment of WBI-E

Future Land Use Category: Lake County Regional Office

Proposed Land Use Category: City Employment Center (Processing under Separate Application)

Overlays: Wolf Branch Innovation District

Site Area: 38.25 +/- acres (37.39 acres plus 0.86 acres in a 25 foot right-of-way proposed to be vacated)

Existing Use: Vacant Land

## **SURROUNDING PROPERTY TABLE:**

| Direction | Jurisdiction | Future Land Use | Zoning District(s) | Existing Use(s)   | Comments                    |
|-----------|--------------|-----------------|--------------------|-------------------|-----------------------------|
| North     | ROW          | NA              | NA                 | Arterial Road     | SR 46                       |
| South     | City         | Conservation    | Green Belt         | Preservation Area | Wolf Branch Sink Preserve   |
| East      | County       | Regional Office | Light Industrial   | Auto Repair Shop  | Peeler Truck Service        |
| West      | County       | Regional Office | Light Industrial   | Residence         | Single Family Dwelling Unit |

## **DEVELOPMENT STANDARDS MATRIX:**

| Standard                    | Proposed PUD              | WBI Employment Zoning District                      | Employment Center Land Use Category                 |
|-----------------------------|---------------------------|-----------------------------------------------------|-----------------------------------------------------|
| Floor Area Ratio (FAR)      | Max. 2.0                  | Max. 1.0 by right, 2.0 with conditions              | Max. 1.0 by right, 2.0 with conditions              |
| Maximum Square Footage (SF) | 3,332,340 SF              | 1,666,170 SF by right, 3,332,340 SF with conditions | 1,666,170 SF by right, 3,332,340 SF with conditions |
| Density                     | 28.75 DU / acre           | Min. 8 DU / acre                                    | Min. 8 DU/ acre                                     |
| Jobs to Housing Ratio       | Undetermined at this time | Min. 900 SF Employment / DU                         | Not Specified                                       |
| Maximum Dwelling Units (DU) | 1,100 DU                  |                                                     | Min. 291 DU, Max Not Specified                      |

|                                |                            |                                                                |                                                                |
|--------------------------------|----------------------------|----------------------------------------------------------------|----------------------------------------------------------------|
| Impervious Surface Ratio (ISR) | Max. 75%                   | Max. 75%                                                       | Max. 75%                                                       |
| Open Space                     | Min. 15%                   | Min. 15%                                                       | Min. 15%                                                       |
| Building Height                | 350'                       | 100'                                                           | Not Specified                                                  |
| Commercial Allocation          | Undetermined at this time. | Max. 20% of the floor area can be allocated to commercial uses | Max. 20% of the floor area can be allocated to commercial uses |

**ANALYSIS:**

The subject property was annexed into the City of Mount Dora with the adoption of Ordinance 2022-11 on August 16, 2022. The property contains 36.43 acres and is vacant. The applicant has proposed a PUD in order to request modification to building height and permitted uses. The zoning will be assigned Wolf Branch Innovation Employment (WBI-E) district.

The subject property is located within the Wolf Branch Innovation District (WBID). The WBID is a special planning area totaling approximately 850 acres that is expected to accommodate a significant regional employment center along the Wekiva Parkway. In 2017, the City entered into an interlocal agreement with Lake County and Levy Consultants, LLC, in order to collaborate on the economic development of the WBID. The City has since revised the Comprehensive Plan and Land Development Code to incorporate the recommendations made within the Wolf Branch Innovation District Implementation Plan prepared by Levey Consulting and GAI Consultants, Inc. dated September 20, 2022. The City has implemented the uses allowed by right, prohibited uses, performance standards, and design guidelines. The City created specific master planned design requirements to assist development proposal to create work-force type uses in two separate districts: (WBI-G) Gateway with location criteria specific to SR 46 and Round Lake Road Intersection; and remaining lands to be zoned WBI-E for the Employment zoning. This project is located in the Employment section of the district.

The Applicant is proposing a mixed use development with a mixture of residential, commercial, and office uses which is consistent with the Implementation Plan. The Applicant is seeking to develop the property consistent with the Wolf Branch Innovation Employment (WBI-E) zoning district but is seeking a Planned Unit Development (PUD) in order to obtain waivers (or deviations) from the WBI-E zoning district. The Development Standards Matrix outlines the development standards between the Employment Center land use category, WBI-E zoning district, and the proposed master PUD. The notable differences are the maximum building height and permitted uses.

The WBI-E zoning district allows a maximum 100' building height and the Applicant is seeking a 350' maximum building height due to the topography of the site. The WBI-E zoning district establishes a 25 foot setback for buildings are located adjacent to residential uses not located within the WBI-E or WBI-G District and requires an additional one (1) foot setback for each three (3) feet of additional building height above thirty-five (35) feet (LDC Section 3.4.15. (7)(c)). The PUD proposes a 100 foot building height limitation for the tracts fronting State Road 46 and a 350' building height limitation for interior buildings. The PUD plan proposes a

minimum ten (10) foot side setback without standards for buildings exceeding thirty (35) feet in height. The application lacked detail showing the slope of site and interior building heights point-of-view visibility from SR 46 and other justifications for increased building height(s). The proposed 350 foot building heights are not consistent with the Community Vision developed for the Wolf Branch Innovation District.

LDC Section 3.4.15. (7)(g)(11), states that single-use highway commercial uses not located within a mixed use building are prohibited within the WBI-E zoning district. Mixed use means at least two of the following uses within a single building: commercial, office, or residential. Multiple commercial buildings developed on the same site are not allowed by definition of mixed use. The Applicant is seeking to include single-use commercial uses are a permitted use on the subject property. Goal 1, Objective 4, Policy g.12, Future Land Use Element of the Comprehensive Plan, specifically prohibits single-use highway commercial uses.

The Applicant also lists mini-warehouse storage as a permitted use on the master PUD plan. This use is not permitted within the WBI-E zoning district unless determined to be compatible by the Planning & Zoning Commission (PZC). The PZC will need to include a formal determination of compatibility within the rezoning approval to accommodate this use. To ensure that the Mini-Storage use is compatible with the proposed development and character of district, recommends including specific design standards (indoor, climate control, prohibiting outdoor storage, screening, or architectural features such as facade fenestration, windows, roof lines, etc.) to ensure compatibility with the vision for the district.

Goal 1, Objective 4, Policy g.12, Future Land Use Element of the Comprehensive Plan, establishes a 1.0 Floor Area Ratio (FAR) for development within the Employment Center land use category and allows a 2.0 FAR with certain exceptional design and performance criteria as described within the LDC. LDC Section 3.4.15. (7)(e), provides the public benefit elements necessary to allow a maximum 2.0 FAR as: (1) Dedicated public park open to the public managed privately; (2) Additional open space above the required minimum; (3) Park and ride lot; (4) Off-site infrastructure including streets and trails; and/or (5) Land donation for transportation improvements. The PUD master plan indicates that a trailhead to the future trail network will be provided on site to serve as the public benefit. The PUD plans depicts a bike shop, public restrooms, and a playground area for the trailhead but does not include the size of the trailhead park. The intensity increase may be allowed at the sole discretion of City Council.

The Applicant is seeking to develop the property with a 2.0 FAR which would allow 3,332,340 square feet of building floor area. This requirement applies to all commercial, employment, industrial, and residential uses developed on the site. The Applicant provided maximum square footage allotments for various uses but does not have specific numbers established at this time.

With the exception of hotels and motels no more than twenty percent (20%) of the floor area shall be allocated to commercial uses. Of the 20% floor area, only commercial uses that support this category shall be permitted, such as restaurants, cafes, associated retail/wholesale, daycares or shops located within an office park or office building. The intent of this provision to prohibit

highway oriented commercial uses within this land use category.

Based on the information provided, the development would be developed with 36% commercial uses. The numbers provided on the concept plan are the maximum square footages allotted to each use and do not reflect how the property may be developed. At this time, the ends users for the project are not determined. The Applicant contends that the maximum square footage will adhere to the maximum 2.0 FAR which would result in a maximum of 3,332,340 square feet of building area.

| Use                         | Residential                 | Employment          | Commercial        |
|-----------------------------|-----------------------------|---------------------|-------------------|
| Apartments                  | 650 Units                   |                     |                   |
| Condos                      | 450 Units                   |                     |                   |
| Senior Living Facility      |                             | 467,310 SF          |                   |
| Office                      |                             | 900,000 SF          |                   |
| Commercial                  |                             |                     | 750,000 SF        |
| Convention Center           |                             | 100,000 SF          |                   |
| Mini-Warehousing Storage    |                             | 150,000 SF          |                   |
| Hotels                      |                             | 437,000             |                   |
| Specialty Grocer            |                             |                     | 55,000 SF         |
| Tract 1                     |                             | 80,000 SF           |                   |
| Tract 2                     |                             | 100,000 SF          |                   |
| <b>Total Use Allotments</b> | <b>1,100 Dwelling Units</b> | <b>2,234,310 SF</b> | <b>805,000 SF</b> |

The plan lacks the details of the development standards typically associated with PUDs due to the uncertainty of the specific development proposal. The level of details provided on the concept plan are consistent with a project seeking a straight zoning district, such as WBI-E. The Applicant has chosen to pursue a PUD to obtain a waiver to the building height limitation and permitted uses within the WBI-E zoning district.

#### **STANDARDS FOR REVIEW:**

Pursuant to LDC Section 3.3.4, the City shall consider the following criteria in reviewing applications for a rezoning:

#### **1. The need and justification for the change:**

The property was annexed into the city limits in August of 2022 and was not assigned a land use category or zoning district. The subject property is located within the WBID which was adopted by City Council in December of 2020. The Wolf Branch Innovation District area is designated for an Employment Center future land use.

The applicant is seeking to make the property's zoning district consistent with the property's land use category. The proposed PUD will pair with the Employment Center land use category for a mixed use project supporting high density residential, commercial, and office uses.



2. **The effect of the change, if any, on the particular property and on surrounding property:**

The PUD is generally consistent with the WBI-E zoning district which was established in conjunction with the Implementation Plan. The proposed development is consistent with the intent of the WBID and Employment land use category but is more intense than imagined and does not provide accommodations to buffer the development from the abutting properties which have not been developed consistent with the WBID.

3. **The amount of undeveloped land having the same classifications as that requested in the general area and throughout the city.**

This is consistent with the Comprehensive Plan which seeks intense and mixed-use development within the WBID.

4. **The availability and provision of adequate services and facilities:**

**Parks:**

Goal 1, Objective, 1, Policy a, Recreation and Open Space Element of the Comprehensive Plan states that all residents shall have access to a community or neighborhood park within a ten (10) minute walk. The standards for a community and neighborhood park are defined in the Comprehensive Plan. Future development on the site will need to ensure this requirement is met by ensuring a park meeting our standards is within a ten (10) minute walking distance of the site or by providing the facilities on site. Pursuant to Goal 1, Objective 2, Policy c, Recreation and Open Space Element of the Comprehensive Plan, new residential developments of 20 units or greater that are within areas of the City that have a deficient parks LOS, the preference shall be dedication in lieu of fees. Park Impact fees would be granted for the construction and dedication of a community or neighborhood parking meeting our standards.

**Traffic:**

Goal 1, Objective 3, Policy b, Transportation Elements of the Comprehensive Plan establishes the minimum acceptable roadway operating conditions on principal arterials, minor arterials, and collectors as LOS D.

Further review and evaluation would be undertaken when a development application and traffic study is provided to ensure the proposed development will not adversely impact the roadway network

**Water:**

Goal 1, Objective 1, Policy d, Infrastructure Element, 2045 Comprehensive Plan, establishes the water level-of-service standards as 350 gallons per day (GPD) per equivalent residential unit (ERU). The City does not have an established level-of-service for non-residential uses. Utilizing standards provided for previous capacity analysis, staff was able to estimate the water usage (below).

Exact calculations on GPD can only be assessed with details of the proposed development.

| Land Use                      | Number of Units |             | ERUs per Unit | Total ERUs | Total Water Demand GPD |
|-------------------------------|-----------------|-------------|---------------|------------|------------------------|
| Apartments                    | 550             | Units       | 0.715         | 393        | 185,811                |
| Condos                        | 325             | Units       | 0.715         | 232        | 109,797                |
| Senior Living                 | 275             | Units       | 0.715         | 197        | 92,905                 |
| Office                        | 900             | Thousand SF | 0.333         | 300        | 68,332                 |
| Commercial                    | 750             | Thousand SF | 0.333         | 250        | 118,007                |
| Convention Center             | 15              | Thousand SF | 0.333         | 5          | 2,360                  |
| Mini-Warehouse Storage        | 120             | Thousand SF | 0.043         | 5          | 2,438                  |
| Key Hotel                     | 170             | Rooms       | 0.5           | 85         | 40,163                 |
| Parcels 1 & 2                 | 180             | Thousand SF | 0.333         | 60         | 13,666                 |
| Specialty Grocer              | 55              | Thousand SF | 0.333         | 18         | 4,176                  |
| <b>Total Water Demand GPD</b> |                 |             |               |            | <b>637,655</b>         |

\* Applicant advised to planning staff total square footage of all uses would not exceed allowable FAR.

Public Works has included an analysis of the water and wastewater demands and available capacity which is provided as an attachment.

**Wastewater:**

Goal 1, Objective 1, Policy d, Infrastructure Element, 2045 Comprehensive Plan, establishes the sewer level-of-service standard as 300 GPD per ERU. Flow requirements from commercial, industrial, institutional, or other special development areas shall be established from existing records or by estimated projections using the best available data; however, in no case shall a rate of less than 2,000 gallons per acre per day be used, unless specifically approved otherwise.

Below are the calculations for wastewater demand. Public Works has indicated that the proposed AMCO development will exceed the current permitted capacity at the Wastewater Treatment Facility #2 without adjustments to the capacity of our system. An expansion project is part of the currently approved budget with planning and design to begin in fiscal year 2024-25 and construction to follow.

| Land Use   | Number of Units |       | ERUs per Unit | Total ERUs | Wastewater Flow GPD |
|------------|-----------------|-------|---------------|------------|---------------------|
| Apartments | 550             | Units | 0.715         | 393        | 117,975             |
| Condos     | 325             | Units | 0.715         | 232        | 69,713              |

|                                  |     |             |       |     |                |
|----------------------------------|-----|-------------|-------|-----|----------------|
| Senior Living                    | 275 | Units       | 0.715 | 197 | 58,988         |
| Office                           | 900 | Thousand SF | 0.333 | 300 | 89,910         |
| Commercial                       | 750 | Thousand SF | 0.333 | 250 | 74,925         |
| Convention Center                | 15  | Thousand SF | 0.333 | 5   | 1,499          |
| Mini-Warehouse Storage           | 120 | Thousand SF | 0.043 | 5   | 1,548          |
| Key Hotel                        | 170 | Rooms       | 0.5   | 85  | 25,500         |
| Parcels 1 & 2                    | 180 | Thousand SF | 0.333 | 60  | 17,982         |
| Specialty Grocer                 | 55  | Thousand SF | 0.333 | 18  | 5,495          |
| <b>Total Wastewater Flow GPD</b> |     |             |       |     | <b>463,535</b> |

A thorough review of wastewater demands will be undertaken once a development application is submitted.

**5. The impact on the natural environment:**

A professionally conducted survey of native vegetative communities is required for properties greater than thirty (30) acres in size in conjunction with an application for a site plan and plat. The developer and the city shall use the information gathered from the survey to develop and implement a plan to protect state and federally listed endangered and threatened plant and animal species and species of special concern.

In addition, a site assessment produced by an environmental professional verifying the existence or lack thereof of these natural communities shall be required for all sites over 30 acres in size. If any longleaf pine, sand hill, sand pine and xeric oak communities are present on the site, additional protection measures will be required.

According to the Lake County Interactive Map, there is no indication of floodzone or wetlands on the subject property. Map VI-4: Natural Communities shows area contains Upland Hardwood Forests and Mixed Upland (Coniferous / Hardwood) communities. Map VI-3: Soils shows the area has Type A soils. Further review of potential impacts to the environment and natural communities will be undertaken with the future development application.

**6. Other Criteria as may be applicable:**

Staff did not identify any additional, pertinent information regarding this application.

**NOTIFICATIONS:**

JPA Notice to Lake County: November 8, 2022

JPA Notice to Orange County: November 8, 2022

Courtesy Notice to Lake County School District: November 8, 2022

Legal Notice PZC and Notice to City Council: December 9, 2022

Notice to Surrounding Owners: December 9, 2022

Non-Legal with Map Ad City 2<sup>nd</sup> Reading and Adoption: January 27, 2023

# ATTACHMENT #1

Planning and Zoning Commission Meeting – December 21, 2022  
Amco Development / Mount Dora Hills – PUD22-04

---

Ordinance Enactment Legal Ad: January 27, 2023

## **PUBLIC HEARING SCHEDULE:**

PZC: December 21, 2022

City Council 1<sup>st</sup> Reading: January 17, 2023

City Council 2<sup>nd</sup> Reading: February 7, 2023

## **ATTACHMENTS:**

Vicinity Map

Future Land Use Composite City-County Map

Zoning Composite City-County Map

Employment Center FLUM Definition

**NEW** City Utility Dept. Summary Review Dated December 12, 2022

Application

Mount Dora Mixed Use Master Plan [Staff Note: Not included to avoid duplication. Revised Master Plan Version contained in proposed Ordinance No. 2023-04 Exhibit "B"](#)

# VICINITY MAP

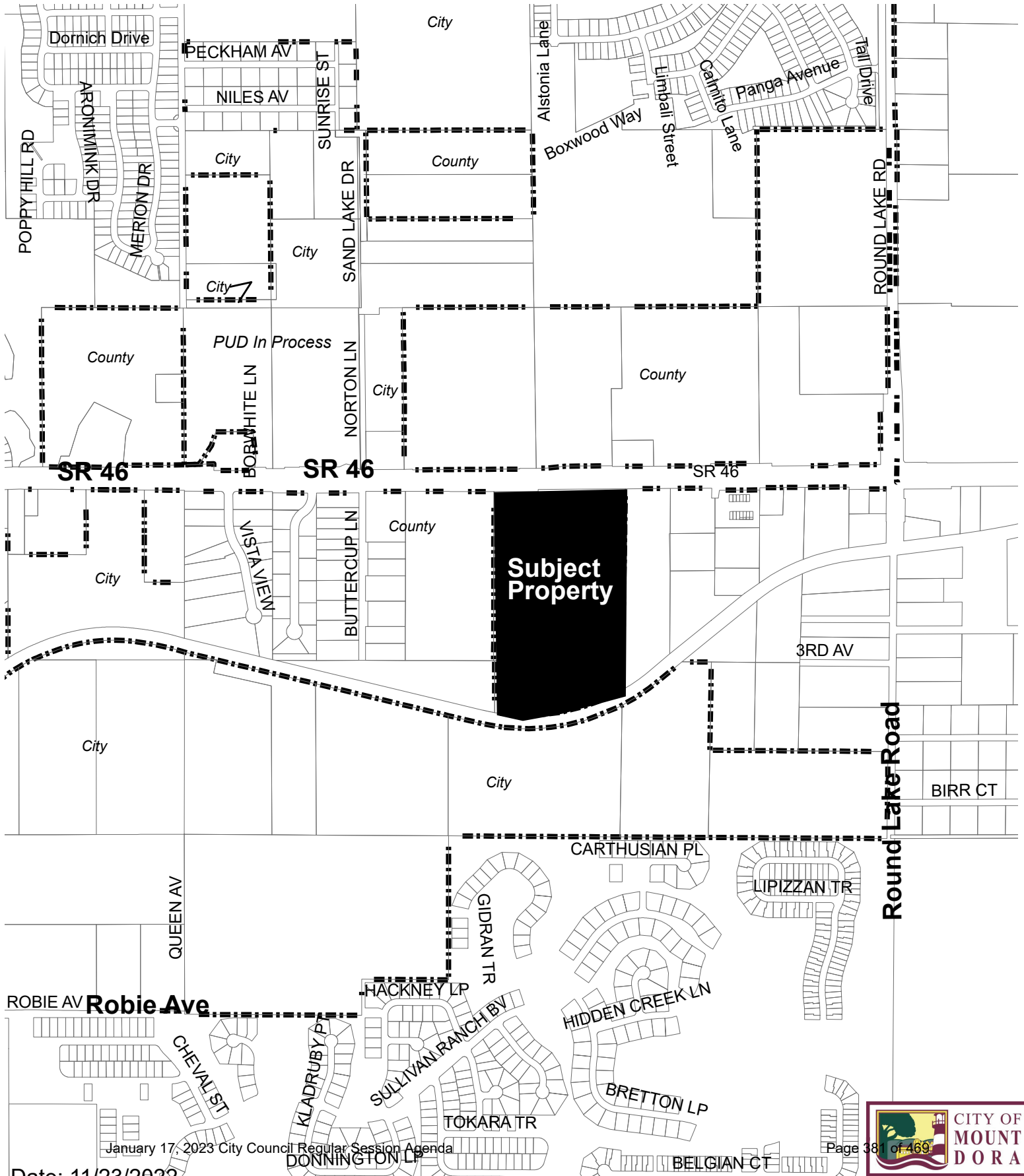
N



N.T.S.

**Legend**

-  City Limits
-  JPA Boundary





# MKMS, LLC AND MT. DORA HILLS, LLC Future Land Use Area Map (Composite City & Lake County)

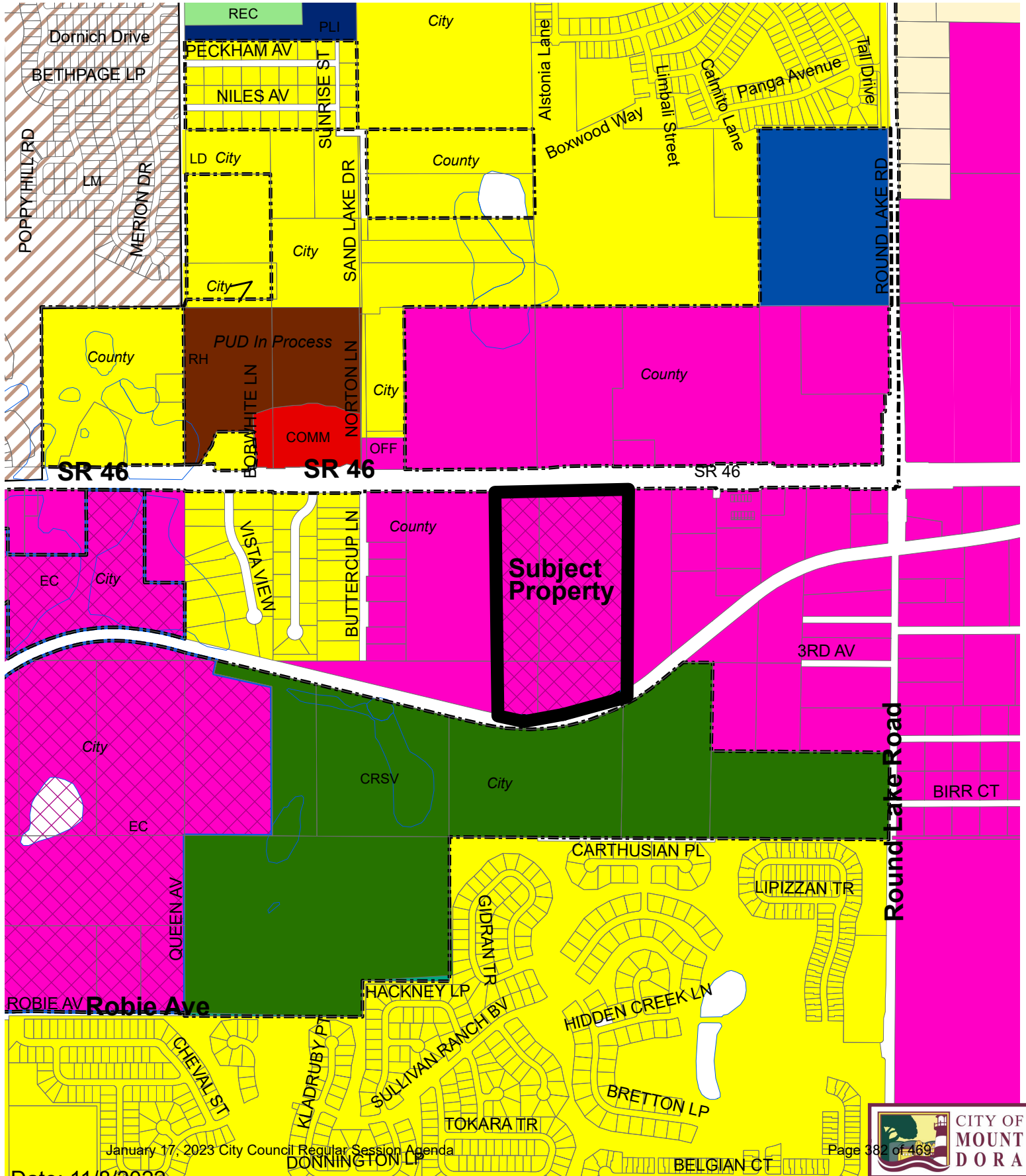
**Legend**



N



N.T.S.



# MKMS, LLC AND MT. DORA HILLS, LLC

## Zoning Area Map

### (Composite City & Lake County)

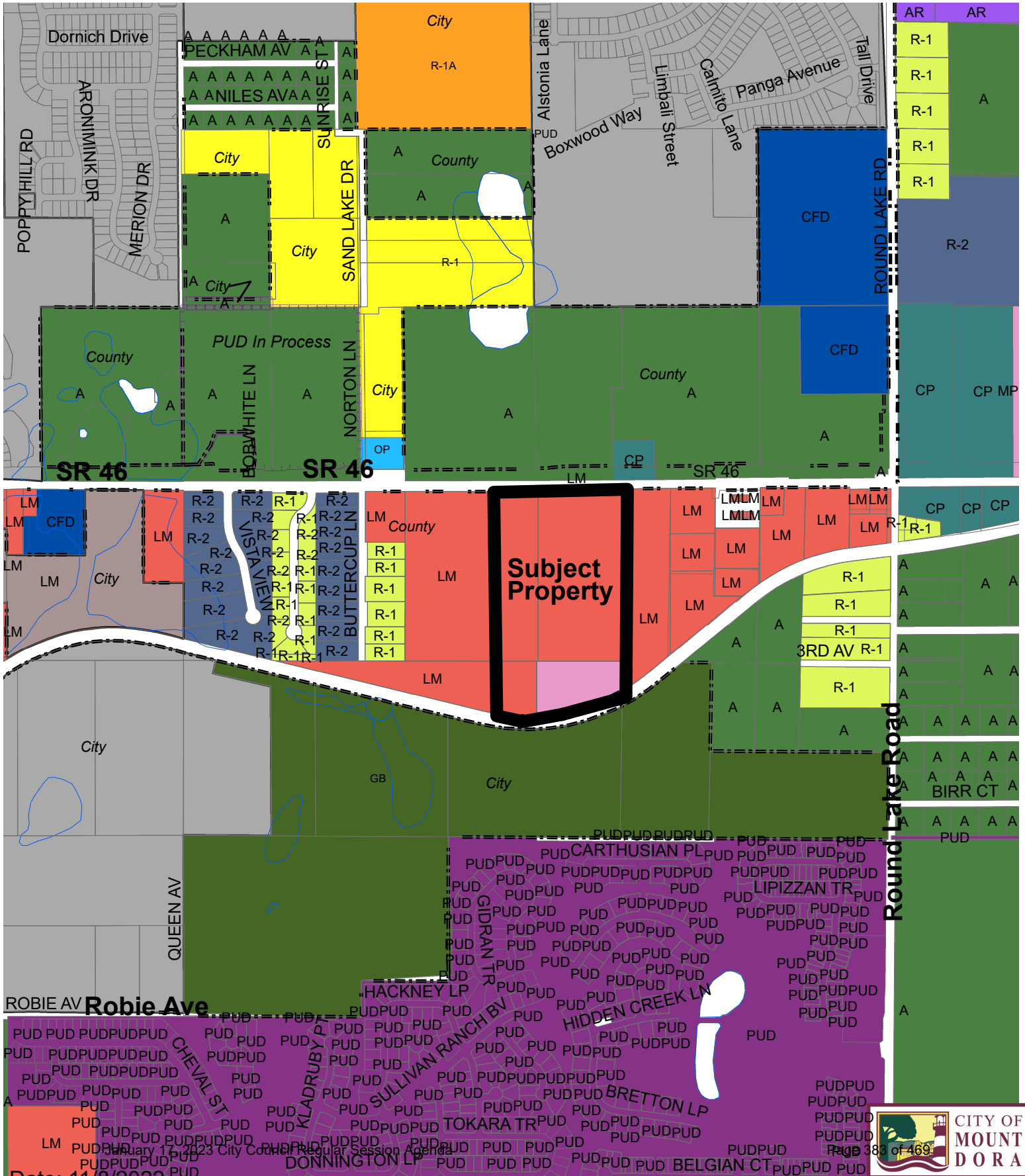
**Legend**



N



N.T.S.



Date: 11/8/2022

uses. Conversion of existing residential structures to professional offices, personal service establishments and adult living facilities shall be allowed with a Conditional Use Permit. Construction of new structures to be used for professional offices, personal service establishments and adult living facilities shall be of an appropriate size and scale to enhance the residential nature of the district. Educational facilities shall not be allowed in this district. Impervious surface ratio is 0.80. Maximum FAR is 0.30.

- (12) **Employment Center:** This category provides for a variety of office uses, light industrial, multi-family residential, and limited commercial uses that support office uses. This category is intended to accommodate employment development which exhibits a high level of site and building amenities to include extensive landscaping, plazas and pedestrian/employee-friendly gathering areas, central building entrances, enhanced building and site security features, and accessory uses included within the building footprint. This Future Land Use Category shall be located on collector and arterial roadways to minimize traffic on local streets and to provide convenient access to transit facilities, and should be located in proximity to urban residential uses. With the exception of hotels and motels, and land within the Gateway District defined below, no more than twenty percent (20%) of the floor area shall be allocated to commercial uses. Of the 20% floor area, only commercial uses that support this category shall be permitted, such as restaurants, cafes, associated retail/wholesale, daycares or shops located within an office park or office building. Office parks may utilize these allocations within the boundary of the office park. It is the express intent of this provision to prohibit highway-oriented commercial uses except as provided for within the Gateway District. Developments within this Category are not subject to Commercial Location Criteria. Zoning applications within the Employment Center Future Land Use Category must be accompanied by a site/master plan as set forth in the Land Development Regulations. Such plans shall address, at a minimum, buffering, setbacks, lighting and building height, to ensure compatibility with adjacent uses. Design standards shall be provided in the Land Development Regulations that ensure that Employment Center development is compatible with adjoining properties. Standards shall include, but not be limited to, building style, design and scale; exterior building materials; roof design and construction; building size and placement; site furnishings; fences and entrance features; and the size and location of service areas. Projects shall be designed with a minimum of fifteen percent (15%) of the net buildable area as open space. A floor area ratio (FAR) of up to a maximum 1.0 will be allowed by right. The Land Development Regulations may provide for an FAR up to 2.0 with certain exceptional design and performance criteria. The maximum Impervious Surface Ratio shall be 0.75.

Employment Center Typical Uses Include:

- General office, including: research and development, health care, services, finance, insurance and real estate;
- Limited commercial retail trade uses that support office land uses;
- Light industrial uses such as manufacturing, wholesale trade, office/showroom, transportation, communications, electric, gas and sanitary services. Activities are limited to those without off-site impacts and take place primarily within an enclosed building;

- Day care facilities;
- Health Services, including in-patient care/hospitals;
- Civic uses;
- Religious organizations;
- Colleges, universities and professional schools;
- Public order and safety;
- Hotels and other lodging places; and
- Utilities.

Typical Uses Requiring a Conditional Use Permit (CUP)/Planned Unit Development (PUD):

- Light industrial uses as provided above that take place primarily outside an enclosed building;
- Heliports; and
- Residential uses at a minimum of 8 dwelling units per acre, subject to a maximum of 25% of the Employment Center land area. Residential uses wholly contained within vertically mixed-use buildings may occupy up to 50% of the Employment Center land area.

Prohibited Uses:

- Residential uses less than 8 dwelling units per acre;
- Single-use highway commercial uses;
- Heavy industrial uses; and
- Cross-dock truck dependent warehouse/distribution uses.

Gateway Sub-District

This designation is a sub-area within the Employment Center Future Land Use Category for the Wolf Branch Innovation District. (See FLU Map Series Map II-4). The Gateway is centered on the intersection of Round Lake Road and State Road 46. It is intended to establish a high quality, mixed-use built environment providing goods and services for the surrounding area. The design of the Sub-District shall exhibit a high level of walkability, with building placement and architectural design indicative of exemplary character. The resulting development should become the iconic impression of the Wolf Branch Innovation District.

All development proposals shall be required to pursue the Planned Unit Development zoning district. Retail commercial uses shall be allowed to occupy up to 75% of a mixed-use development site. Residential uses at a minimum of 8 dwelling units per acre, may occupy up to 60% of any mixed-use site.

In addition to the permitted uses and development standards in the Employment Center, the following Gateway Sub-District criteria shall govern development proposals:

|                   |             |             |
|-------------------|-------------|-------------|
| FAR               | .35 Minimum | 1.0 Maximum |
| Minimum Site Size | 3 acres     |             |



**CITY OF  
MOUNT  
DORA**

**Utilities and Plant Operations Dept.  
900 N. Donnelly St.  
Mount Dora, FL 32757  
352-735-7151  
Fax: 352-735-1539**

**DATE:** December 12, 2022

**TO:** Vince Sandersfeld

**FROM:** Ethan Hand

**VIA:** Email

**RE:** AMCO Development (Proposed)

Currently our Utility facilities are running at the following amounts:

WWTP#1 (West side)

Permitted for 1.5 MGD Average daily treatment amount .774 MGD

WWTP#2 (East side)

Permitted for 1.25 MGD Average daily treatment amount .742 MGD

WTP#1 (West side)

DEP Permitted 6,048,000

Max daily flow with a daily usage of 2.1-2.8 MGD

WTP#2 (East side)

DEP Permitted 4,320,000 Max daily flow with a daily usage of 1.5-1.9 MGD

### **Water and Sanitary Sewer**

The below estimated Utility Usage Calculation for the proposed development as part of a scope for Capacity Analysis with Halff, Inc.

| Development Type       | Number of Units      | ERUs per Unit | Total ERUs   | Per Land Development Code |                       |
|------------------------|----------------------|---------------|--------------|---------------------------|-----------------------|
|                        |                      |               |              | Water Demand (gpd)        | Wastewater Flow (gpd) |
| Apartments             | 550 Units            | 0.715         | 393          | 185,811                   | 117,975               |
| Condos                 | 325 Units            | 0.715         | 232          | 109,797                   | 69,713                |
| Senior Living          | 275 Units            | 0.715         | 197          | 92,905                    | 58,988                |
| Office                 | 750 Thousand Sq. Ft. | 0.333         | 250          | 118,007                   | 74,925                |
| Commercial             | 750 Thousand Sq. Ft. | 0.333         | 250          | 118,007                   | 74,925                |
| Convention Center      | 15 Thousand Sq. Ft.  | 0.333         | 5            | 2,360                     | 1,499                 |
| Mini-Warehouse Storage | 120 Thousand Sq. Ft. | 0.043         | 5            | 2,438                     | 1,548                 |
| Key Hotel              | 170 Rooms            | 0.5           | 85           | 40,163                    | 25,500                |
| <b>Total</b>           |                      |               | <b>1,417</b> | <b>669,488</b>            | <b>425,072</b>        |

The proposed AMCO development will exceed the current permitted capacity at the Wastewater Treatment Facility #2 without adjustments to the capacity of our system. An expansion project is part of the currently approved budget



*Public Works and Utilities Department Memorandum -- Page 2 of 2*

---

with planning and design to begin in fiscal year 2024-25 and construction to follow.

**Reclaimed Water**

- Without an irrigation detail or estimate of usage impact to system is unknown but as a whole the city has had reclaimed shortages in the past and it shouldn't be considered a primary form of irrigation.

**Existing Piping on SR 46**

Currently we have a 16" Water main, 12" Reclaimed water main, 16" Force sanitary main and an 8" Force sanitary main on the north side ROW on state Road 46.

**Current DRC Approved Growth**

As it stands there are currently multiple developments with current outstanding flow commitments against water and sewer treatment facilities that have yet to be constructed.

- Timberwalk Phase 3
- Mount Dora Self Storage
- Bristol Lakes Phase II Apartments

**Final thoughts on this project**

With this ever expanding service area and with the possibility that a project this size will bring with it we will need to start a Pretreatment Program and FOG program city wide to help control the discharge pollutants into our Collection System that can adversely affect our waste water facilities.

Possible Lift station upgrades to multiple lift stations currently on line as well as adding another large lift station to the current collections system this increasing demands on a very understaffed crew already.

In a final summery we need to keep in mind that this is not the only planned development in the eastern services area and what will a project like this draw in when completed. This is a great opportunity but with great opportunity come great obstacles and the city as a whole needs to think of DEP permitting in both Water and Waste water facilities as well as the major impacts to the Collections and Distribution field staff and Administration Support staff.

City Utility Staff would recommend DEP permit capacity increase investigation before we proceed to far.



**CITY OF  
MOUNT  
DORA**

**RECEIVED**

By scottw at 9:02 am, Nov 08, 2022

**PUD22-04**

City of Mount Dora  
Planning and Development  
510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7112  
Fax: 352-735-7191  
E-mail: [plandev@cityofmoundora.com](mailto:plandev@cityofmoundora.com)

**FINAL PLANNED UNIT DEVELOPMENT (PUD)  
APPLICATION**

Date: November 7, 2022 Project Name: Mount Dora Mixed Use

1. Applicant's Name: AMCO Development Inc.: Attn Aaron Hakim  
Company's Name: AMCO Development Inc.  
Address: 1830 Plymouth Sorrento Road - Suite 1001  
City, State & Zip: Apopka, FL 32712  
Phone: 407-462-7850 E-mail: AHAKIM@AMCODEV.COM;  
KellyD2@etminc.com; eldridges@etminc.com

2. Property Owner's Name(s): MK&AD Land Investments  
Company's Name: MK&AD Land Investments  
Address: 1019 Flagstone Court  
City, State & Zip: Apopka, FL 32703  
Phone: 407-462-7850 E-mail: AHAKIM@AMCODEV.COM

3. Engineer's Name: \_\_\_\_\_  
Company's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Landscape Architect: \_\_\_\_\_  
Company's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## ATTACHMENT #1

5. The property generally located and list adjacent streets: South of State Road 46 and west of State Road 453.
6. Size of property in Acres: 368.25 Square Feet: 1,666,170
7. Zoning District: County LM Future Land Use Category: County Regional Office (pending FLUMA for City Employment Center)
8. Number of Structures and/or units to be built: 7 buildings with office, commercial, and residential
9. Is the proposed use(s) permissible in requested district? Residential exceeding 8 units/acre. Office, and Commercial are allowed uses in the Employment Center.
10. Provide description of the proposed use: Mixed Use: Apartments, Senior Living, Office, Hotel, Commercial, Amphitheater, Convention Center, Parking Garage, and Mini Storage.
11. Provide phase breakdown and description of phases: See attached Master Plan.
12. State the reason for this request (attach written summary if additional space is needed):  
The mixed use project will provide housing, employment, and recreation to the Wolf Branch Innovation district. The PUD allows for the combination and flexibility of uses.
13. Has an application been filed within the last 12 months (describe, if yes)? Property was recently annexed into the City and this PUD application is accompanied by a Small Scale Future Land Use Map Amendment application.

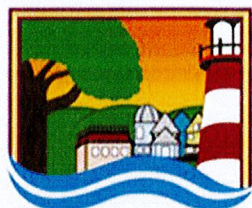
### CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal pursuant to the City's Land Development Code. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

  
Owner/Applicant Signature

11/07/2022  
Date





**CITY OF  
MOUNT  
DORA**

**Planning and Development**  
**510 N. Baker St.**  
**Mount Dora, FL 32757**  
**352-735-7113**  
**plandev@cityofmoundora.com**

### AGENT AUTHORIZATION

I/we, (Property owner name(s)) MK&AD Land Investments, as the  
 owner(s) of the real property described as follows,  
1084059, 1039819, 1128544, and 2843136 (Address, Parcel ID or Alternate Key  
 Number of subject property), do hereby authorize Aaron Hakim to act  
 as my/our Agent, to execute any petitions/applications or other documents necessary to affect the request  
 for PUD Rezoning and Future Land Use Amendment (Application Type), and to appear on my/our  
 behalf before any administrative, legislative or quasi-judicial body in the City pertaining to the application  
 described above and to act in all respects as my/our Agent in matters pertaining to the application and City  
 process.

Aaron Hakim  
 Printed Name of Property Owner

[Signature]  
 Signature of Property Owner

12/8/2022  
 Date

\_\_\_\_\_  
 Printed Name of Property Owner

\_\_\_\_\_  
 Signature of Property Owner

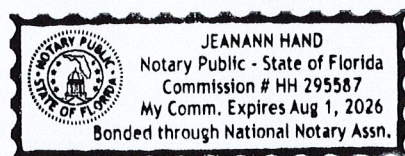
\_\_\_\_\_  
 Date

State of Florida  
 County of LAKE

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization,  
 this 8TH day of DECEMBER, 20 22, by Aaron Hakim.

Personally known OR Produced Identification

Type of Identification Produced: FL DL 14250 - 008 - 83 - 128 - 0



[Signature]  
 Notary Signature

Note: All applications shall be signed by the Owner(s) of the property, or the Agent as duly authorized herein by the Owner(s).

**Prepared By and Return To:**

Matthew G. Petra, Esq.  
Zimmerman, Kiser & Sutcliffe, P.A.  
315 E. Robinson Street, Suite 600  
Orlando, Florida 32801  
(407) 725-7010  
Parcel Identification (Folio) Number(s): 34-19-27-0001-000-00100,  
34-19-27-0200-004-00100, and 34-19-27-0100-00E-00200

**QUIT CLAIM DEED**

**THIS QUIT CLAIM DEED** is executed and delivered this 15<sup>th</sup> day of November, 2022, by **MT. DORA HILLS, LLC, , a Florida limited liability company**, whose address for purposes of this instrument is 5152 Isleworth Country Club Drive, Windermere, Florida 34786 (hereinafter referred to as the "Grantor"), to **MK & AD LAND INVESTMENTS, LLC, a Florida limited liability company**, whose address for purposes of this instrument is 1019 Flagstone Court, Apopka, Florida 32703 (hereinafter referred to as the "Grantee");

**WITNESSETH**, that the Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt whereof is hereby acknowledged, hereby grants, bargains, conveys and quit claims to the said Grantee and Grantee's successors and assigns forever, all of Grantor's right, title and interest in and to the following described land, if any, situate, lying and being in the County of Lake, State of Florida, to-wit:

**See Exhibit "A"**

**TO HAVE and TO HOLD** the above described premises, with all the appurtenances thereunto belonging, or in any wise appertaining, unto the Grantee, same together with all and singular the appurtenances thereunto, and all the estate, right, title interest, lien, equity and claim whatsoever of Grantor, either in law or equity, for the use, benefit and profit of the said Grantee forever.

[Signatures on the Following Page(s)]



IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered  
in the presence of:

**MT. DORA HILLS, LLC,  
a Florida limited liability company**

*Rachel Guzman*  
Witness  
Print Name: Rachel Guzman

By: *Michael Keotahlian*  
**Michael Keotahlian, Manager**

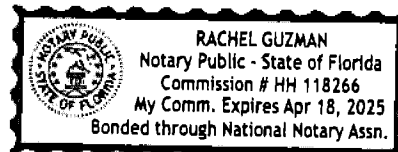
*Matthew G. Petra*  
Witness  
Print Name: Matthew G. Petra

By: *Juliette Keotahlian*  
**Juliette Keotahlian, Manager**

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me by means of X physical presence or \_\_\_ online notarization this 15 day of November, 2022, by **Michael Keotahlian and Juliette Keotahlian, as Managers of MT. DORA HILLS, LLC, a Florida limited liability company,** who are either personally known to me or have produced FL Drivers License as identification.

*Rachel Guzman*  
Notary Public, State and County Aforesaid  
Name: \_\_\_\_\_  
My Commission Expires:  
My Commission Number is:



## ATTACHMENT #1

**Exhibit "A"**

**The West ½ of the Northwest ¼ of the Northeast ¼ of Section 34, Township 19 South, Range 27 East, Lake County, Florida, less the right-of-way for State Road No. 46.**

**And**

**Lots 1 through 20, Block 4, Wood's Replat of Block "A" Sunset Hills Subdivision, the plat thereof recorded in Plat Book 11, Page 53, Public Records of Lake County, Florida.**

**And**

**East 15.00 feet of James Avenue, Wood's Replat of Block "A" Sunset Hills Subdivision, the plat thereof recorded in Plat Book 11, Page 53, Public Records of Lake County, Florida.**

**And**

**East 314.15 feet of Lot 2, Block 3, Sunset Hills, the plat thereof recorded in Plat Book 6, Page 112, Public Records of Lake County, Florida.**

Florida Department of State  
Division of Corporations  
Electronic Filing Cover Sheet

((H22000389545 3)))



H220003895453AEC5

**Note:** DO NOT hit the REFRESH/RELOAD button on your browser from this page.  
Doing so will generate another cover sheet.

To:

Division of Corporations  
Fax Number : (850)617-6383

From:

Account Name : ZIMMERMAN, KISER, & SUTCLIFFE, P.A.  
Account Number : I19990000006  
Phone : (407)425-7010  
Fax Number : (407)425-2747

\*\*Enter the email address for this business entity to be used for future annual report mailings. Enter only one email address please.\*\*

Email Address: corporate@zkslawfirm.com

LLC AMND/RESTATE/CORRECT OR M/MG RESIGN  
MK & AD LAND INVESTMENTS, LLC

|                       |         |
|-----------------------|---------|
| Certificate of Status | 0       |
| Certified Copy        | 0       |
| Page Count            | 05      |
| Estimated Charge      | \$25.00 |

Electronic Filing Menu

Corporate Filing Menu

} help

(((H22000389545 3)))

## COVER LETTER

TO: Registration Section  
Division of Corporations

SUBJECT: MK & AD Land Investments, LLC

\_\_\_\_\_  
Name of Limited Liability Company

The enclosed Articles of Amendment and fee(s) are submitted for filing.

Please return all correspondence concerning this matter to the following:

Matthew G. Petra, ESQUIRE

\_\_\_\_\_  
Name of Person

ZIMMERMAN, KISER & SUTCLIFFE, P.A.

\_\_\_\_\_  
Firm/Company

315 E. ROBINSON STREET, STE 600

\_\_\_\_\_  
Address

ORLANDO, FLORIDA 32801

\_\_\_\_\_  
City/State and Zip Code

CORPORATE@ZKSLAWFIRM.COM

\_\_\_\_\_  
E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Matthew G. Petra, ESQUIRE

407

425-7010

at (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Name of Person

\_\_\_\_\_  
Area Code

\_\_\_\_\_  
Daytime Telephone Number

Enclosed is a check for the following amount:

☒ \$25.00 Filing Fee

☐ \$30.00 Filing Fee &  
Certificate of Status

☐ \$55.00 Filing Fee &  
Certified Copy  
(additional copy is enclosed)

☐ \$60.00 Filing Fee,  
Certificate of Status &  
Certified Copy  
(additional copy is enclosed)

MAILING ADDRESS:  
Registration Section  
Division of Corporations  
P.O. Box 6227  
Tallahassee, FL 32314

STREET/COURIER ADDRESS:  
Registration Section  
Division of Corporations  
Chiles Building  
2661 Executive Center Circle  
Tallahassee, FL 32301

(((H22000389545 3)))

# ARTICLES OF AMENDMENT TO ARTICLES OF ORGANIZATION OF

MK &amp; AD Lead Investments, LLC

(Name of the Limited Liability Company as it now appears on our records.)  
(A Florida Limited Liability Company)

The Articles of Organization for this Limited Liability Company were filed on 4/29/2021 and assigned  
Florida document number L21000200525.

This amendment is submitted to amend the following:

**A. If amending name, enter the new name of the limited liability company here:**

The new name must be distinguishable and contain the words "Limited Liability Company," the designation "LLC" or the abbreviation "L.L.C."

Enter new principal offices address, if applicable:

(Principal office address MUST BE A STREET ADDRESS)

1019 Flagstone Court

Apopka, Florida 32703

Enter new mailing address, if applicable:

(Mailing address MAY BE A POST OFFICE BOX)

1019 Flagstone Court

Apopka, Florida 32703

**B. If amending the registered agent and/or registered office address on our records, enter the name of the new registered agent and/or the new registered office address here:**

Name of New Registered Agent:

New Registered Office Address:

Enter Florida street address

Florida

City

Zip Code

**New Registered Agent's Signature, if changing Registered Agent:**

*I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent as provided for in Chapter 605, F.S. Or, if this document is being filed to merely reflect a change in the registered office address, I hereby confirm that the limited liability company has been notified in writing of this change.*

If Changing Registered Agent, Signature of New Registered Agent



# ATTACHMENT #1

((H22000389545 3))

If amending Authorized Person(s) authorized to manage, enter the title, name, and address of each person being added or removed from our records:

MGR = Manager

AMBR = Authorized Member

| <u>Title</u> | <u>Name</u>                               | <u>Address</u>                 | <u>Type of Action</u>                      |
|--------------|-------------------------------------------|--------------------------------|--------------------------------------------|
| MGRM         | THE KEOTAHLEAN FAMILY LIMITED PARTNERSHIP | 5152 Isleworth Country Club DR | <input type="checkbox"/> Add               |
|              |                                           | Windermere, FL 34786           | <input checked="" type="checkbox"/> Remove |
|              |                                           |                                | <input type="checkbox"/> Change            |
| MGR          | Param Holdings LLC                        | 1019 Flagstone Ct              | <input type="checkbox"/> Add               |
|              |                                           | Apopka, FL 32703               | <input type="checkbox"/> Remove            |
|              |                                           |                                | <input checked="" type="checkbox"/> Change |
|              |                                           |                                | <input type="checkbox"/> Add               |
|              |                                           |                                | <input type="checkbox"/> Remove            |
|              |                                           |                                | <input type="checkbox"/> Change            |
|              |                                           |                                | <input type="checkbox"/> Add               |
|              |                                           |                                | <input type="checkbox"/> Remove            |
|              |                                           |                                | <input type="checkbox"/> Change            |
|              |                                           |                                | <input type="checkbox"/> Add               |
|              |                                           |                                | <input type="checkbox"/> Remove            |
|              |                                           |                                | <input type="checkbox"/> Change            |
|              |                                           |                                | <input type="checkbox"/> Add               |
|              |                                           |                                | <input type="checkbox"/> Remove            |
|              |                                           |                                | <input type="checkbox"/> Change            |

((H22000389545 3))

[illegible]

**Note:** If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

Dated November 15, 2022

Signature of a member

Signature of a member or authorized representative of a member

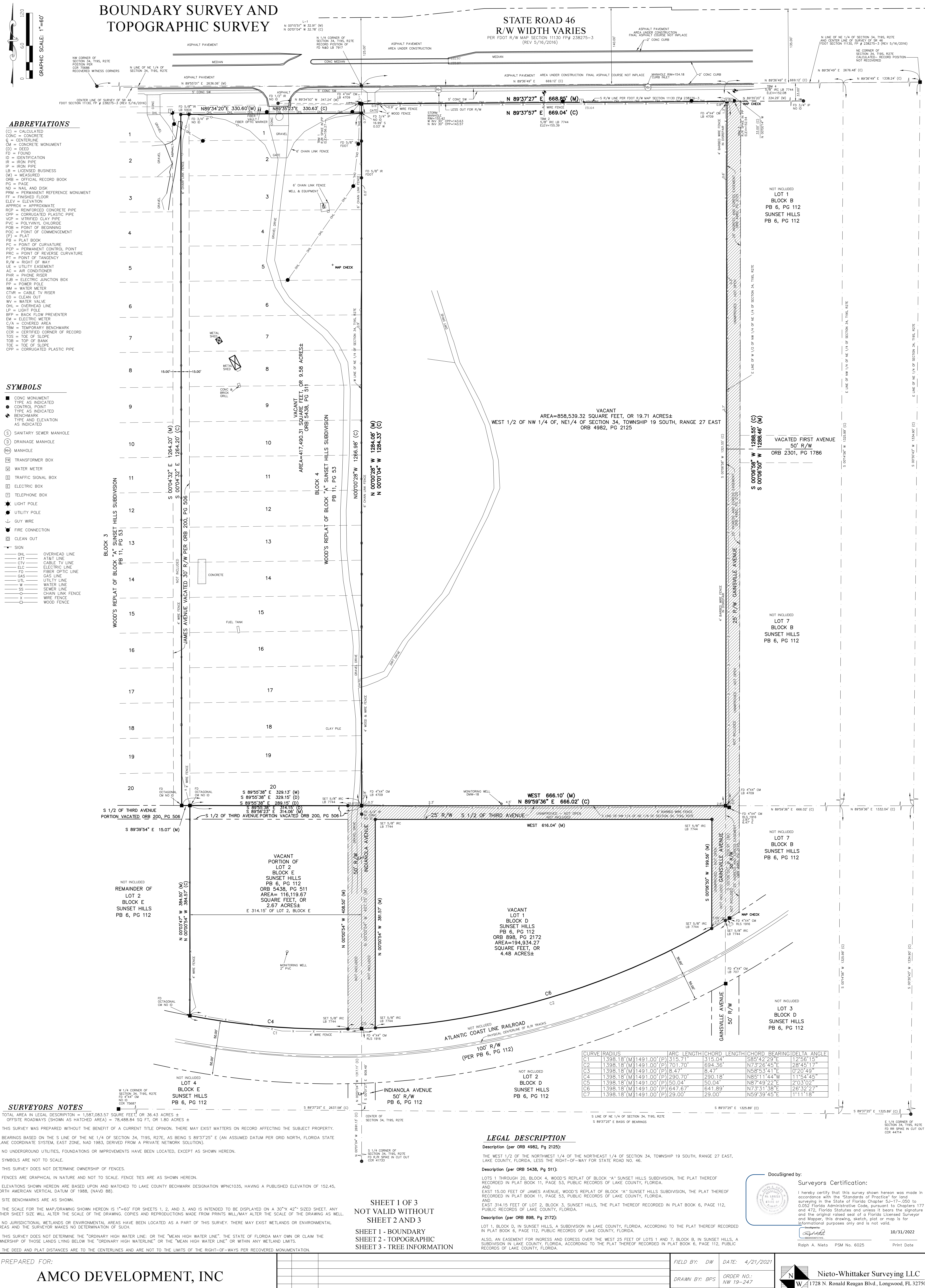
Aaron Hakim

Typed or printed name of signer

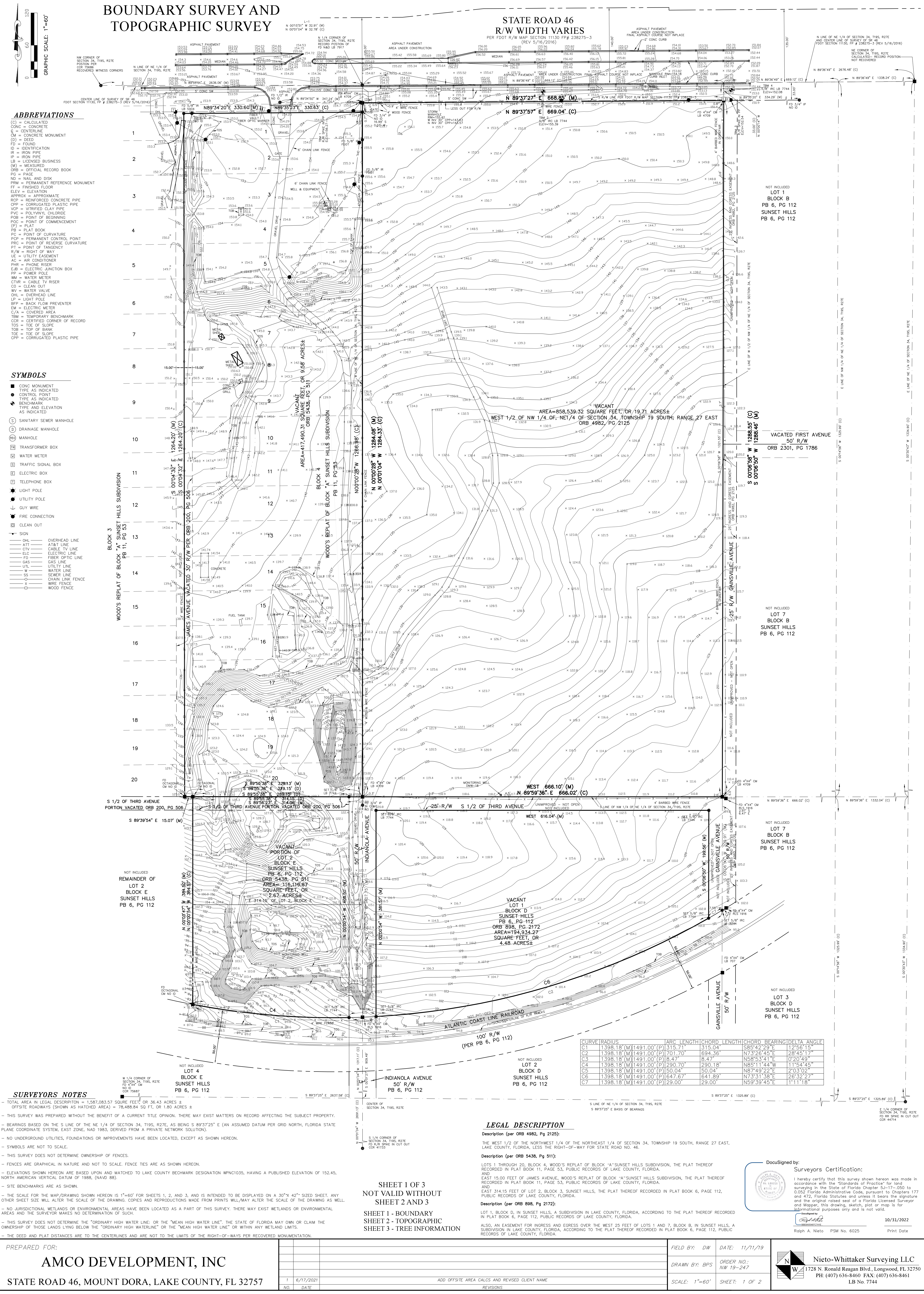












ABBREVIATIONS

- (C) = CALCULATED
- CONC = CONCRETE
- (D) = DEED
- FO = FOUND
- ID = IDENTIFICATION
- IR = IRON PIPE
- LB = LICENSED BUSINESS
- ME = MEASURED
- ORB = OFFICIAL RECORD BOOK
- PG = PAGE
- NO = NAIL AND DISK
- PRM = PERMANENT REFERENCE MONUMENT
- PT = FINISHED FLOOR
- ELEV = ELEVATION
- APPROX = APPROXIMATE
- RCP = REINFORCED CONCRETE PIPE
- CPP = CORRUGATED PLASTIC PIPE
- VCP = VITRIFIED CLAY PIPE
- PVC = POLYVINYL CHLORIDE
- PGB = POINT OF BEGINNING
- POC = POINT OF COMMENCEMENT
- (P) = PLAT
- PC = PLAT BOOK
- PC = POINT OF CURVATURE
- PCP = PERMANENT CONTROL POINT
- PRC = POINT OF REVERSE CURVATURE
- PT = POINT OF TANGENCY
- R/W = RIGHT OF WAY
- UE = UTILITY EASEMENT
- AC = AIR CONDITIONER
- PHR = PHONE RISER
- ELB = ELECTRIC JUNCTION BOX
- EP = POWER POLE
- WM = WATER METER
- CO = CLEAN OUT
- WV = WATER VALVE
- OHL = OVERHEAD LINE
- LP = LIGHT POLE
- EM = ELECTRIC METER
- CB = COINTEGRATED AREA
- TM = TEMPORARY BENCHMARK
- CCR = CERTIFIED CORNER OF RECORD
- TOS = TOP OF SLOPE
- TGB = TOP OF BANK
- CPP = CORRUGATED PLASTIC PIPE

SYMBOLS

- CONC MONUMENT
- TYPE AS INDICATED
- CONTROL POINT
- TYPE AS INDICATED
- BENCHMARK
- TYPE AND ELEVATION AS INDICATED
- SANITARY SEWER MANHOLE
- DRAINAGE MANHOLE
- MANHOLE
- TRANSFORMER BOX
- WATER METER
- TRAFFIC SIGNAL BOX
- ELECTRIC BOX
- TELEPHONE BOX
- LIGHT POLE
- UTILITY POLE
- GUY WIRE
- FIRE CONNECTION
- CLEAN OUT
- OVERHEAD LINE
- AT&T LINE
- CABLE TV LINE
- ELECTRIC LINE
- FIBER OPTIC LINE
- GAS LINE
- UTILITY LINE
- WATER LINE
- SEWER LINE
- CHAIN LINK FENCE
- WIRE FENCE
- WOOD FENCE

SURVEYORS NOTES

- TOTAL AREA IN LEGAL DESCRIPTION = 1,587,083.57 SQUARE FEET, OR 36.43 ACRES ±
- OFFSITE ROADWAYS (SHOWN AS HATCHED AREA) = 78,488.84 SQ FT, OR 1.80 ACRES ±
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE OPINION. THERE MAY EXIST MATTERS ON RECORD AFFECTING THE SUBJECT PROPERTY.
- BEARINGS BASED ON THE S LINE OF THE NE 1/4 OF SECTION 34, T19S, R27E, AS BEING S 89°37'25" E (AN ASSUMED DATUM PER GRID NORTH, FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NAD 1983, DERIVED FROM A PRIVATE NETWORK SOLUTION).
- NO UNDERGROUND UTILITIES, FOUNDATIONS OR IMPROVEMENTS HAVE BEEN LOCATED, EXCEPT AS SHOWN HEREON.
- SYMBOLS ARE NOT TO SCALE.
- THIS SURVEY DOES NOT DETERMINE OWNERSHIP OF FENCES.
- FENCES ARE GRAPHICAL IN NATURE AND NOT TO SCALE. FENCE TIES ARE AS SHOWN HEREON.
- ELEVATIONS SHOWN HEREON ARE BASED UPON AND MATCHED TO LAKE COUNTY BECHMARK DESIGNATION WPC1035, HAVING A PUBLISHED ELEVATION OF 152.45, NORTH AMERICAN VERTICAL DATUM OF 1988, (NAVD 88).
- SITE BENCHMARKS ARE AS SHOWN.
- THE SCALE FOR THE MAP/DRAWING SHOWN HEREON IS 1"=60' FOR SHEETS 1, 2, AND 3, AND IS INTENDED TO BE DISPLAYED ON A 30"x 42" SIZED SHEET. ANY OTHER SHEET SIZE WILL ALTER THE SCALE OF THE DRAWING. COPIES AND REPRODUCTIONS MADE FROM PRINTS WILL ALTER THE SCALE OF THE DRAWING AS WELL.
- NO JURISDICTIONAL WETLANDS OR ENVIRONMENTAL AREAS HAVE BEEN LOCATED AS A PART OF THIS SURVEY. THERE MAY EXIST WETLANDS OR ENVIRONMENTAL AREAS AND THE SURVEYOR MAKES NO DETERMINATION OF SUCH.
- THIS SURVEY DOES NOT DETERMINE THE "ORDINARY HIGH WATER LINE" OR THE "MEAN HIGH WATER LINE". THE STATE OF FLORIDA MAY OWN OR CLAIM THE OWNERSHIP OF THOSE LANDS LYING BELOW THE "ORDINARY HIGH WATERLINE" OR THE "MEAN HIGH WATER LINE" OR WITHIN ANY WETLAND LIMITS.
- THE DEED PLAT DISTANCES ARE TO THE CENTERLINES AND ARE NOT TO THE LIMITS OF THE RIGHT-OF-WAYS PER RECOVERED MONUMENTATION.

LEGAL DESCRIPTION

Description (per ORB 4982, PG 2125):  
THE WEST 1/2 OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA, LESS THE RIGHT-OF-WAY FOR STATE ROAD NO. 46.  
Description (per ORB 5438, PG 511):  
LOTS 1 THROUGH 20, BLOCK 4, WOOD'S REPLAT OF BLOCK "A" SUNSET HILLS SUBDIVISION, THE PLAT THEREOF RECORDED IN PLAT BOOK 11, PAGE 53, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, AND  
EAST 15.00 FEET OF JAMES AVENUE, WOOD'S REPLAT OF BLOCK "A" SUNSET HILLS SUBDIVISION, THE PLAT THEREOF RECORDED IN PLAT BOOK 11, PAGE 53, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, AND  
EAST 314.15 FEET OF LOT 2, BLOCK 3, SUNSET HILLS, THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.  
Description (per ORB 898, PG 2172):  
LOT 1, BLOCK D, IN SUNSET HILLS, A SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.  
ALSO, AN EASEMENT FOR INGRESS AND EGRESS OVER THE WEST 25 FEET OF LOTS 1 AND 7, BLOCK B, IN SUNSET HILLS, A SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

| CURVE | RADIUS        | ARC LENGTH   | CHORD LENGTH | CHORD BEARING | DELTA ANGLE |
|-------|---------------|--------------|--------------|---------------|-------------|
| C1    | 1,398.18' (M) | 1491.00' (P) | 315.71'      | S85°42'29" E  | 12°56'15"   |
| C2    | 1,398.18' (M) | 1491.00' (P) | 701.70'      | N73°26'45" E  | 28°43'17"   |
| C3    | 1,398.18' (M) | 1491.00' (P) | 64.47'       | N85°53'41" E  | 0°20'49"    |
| C4    | 1,398.18' (M) | 1491.00' (P) | 290.70'      | N85°11'44" W  | 1°54'45"    |
| C5    | 1,398.18' (M) | 1491.00' (P) | 50.04'       | N87°49'22" E  | 2°03'02"    |
| C6    | 1,398.18' (M) | 1491.00' (P) | 647.67'      | N73°31'38" E  | 26°32'27"   |
| C7    | 1,398.18' (M) | 1491.00' (P) | 29.00'       | N59°39'45" E  | 1°11'18"    |

DocuSigned by:  
Surveyors Certification:  
I hereby certify that this survey shown hereon was made in accordance with the "Standards of Practice" for land surveying in the State of Florida Chapter 54-17-050 to 0502 Florida Administrative Code, pursuant to Chapters 177 and 472, Florida Statutes and unless it bears the signature and the original raised seal of a Florida Licensed Surveyor and Mapper, this drawing, sketch, plot or map is for informational purposes only and is not valid.  
10/31/2022  
Ralph A. Nieto PSM No. 6025 Print Date

|                                                                                                   |                         |                                                            |                                                                                                           |                                                                                                           |                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| PREPARED FOR:<br><b>AMCO DEVELOPMENT, INC</b><br>STATE ROAD 46, MOUNT DORA, LAKE COUNTY, FL 32757 | NO. DATE<br>1 6/17/2021 | ADD OFFSITE AREA CALC AND REVISED CLIENT NAME<br>REVISIONS | FIELD BY: DW<br>DATE: 11/11/19<br>DRAWN BY: BPS<br>ORDER NO.: NW 19-247<br>SCALE: 1"=60'<br>SHEET: 1 OF 2 | FIELD BY: DW<br>DATE: 11/11/19<br>DRAWN BY: BPS<br>ORDER NO.: NW 19-247<br>SCALE: 1"=60'<br>SHEET: 1 OF 2 | <b>Nieto-Whittaker Surveying LLC</b><br>1728 N. Ronald Reagan Blvd., Longwood, FL 32750<br>PH: (407) 636-8460 FAX: (407) 636-8461<br>LB No. 7744 |
|---------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|





## MOUNT DORA - MIXED USE

## Project Narrative

Our plan is to develop and establish a lively, “Place Making” “Live, Work and Play Upscale Mixed-Use Community” within the newly created Wolf Branch Innovation District at the Gateway to Mount Dora while utilizing elevated design guidelines and proven design criteria to capture the essential elements and amenities the future residents and public will want and need within the community. Throughout our design we have focused on providing an attractive pedestrian environment by providing expanded open spaces and have taken steps to create great public places to be enjoyed by all residents, guests, and the public. Phase 1 of the development is situated on just over 38.23 acres and consists of approximately 4.5 million square feet of office, multi-family residential, retail/food and beverage, and hotel space in eight distinct buildings. More specifically the 1<sup>st</sup> phase of the project is currently planned to include:

- Two high rise buildings consisting of approximately 900k square feet of office space with underground parking
- Four mid to high rise buildings accommodating 1,100 residential units and 325 hotel rooms with underground parking
- One ALF/ILF mid to high rise building accommodating 275 Senior Living residential units and age in place services
- One midrise building consisting of approximately 150,000 square feet of Multi Level Self Storage
- 100,000 square feet of Convention Center / Meeting space within Building D
- One Medical Office Building fronting SR 46 consisting of approximately 60,000 square feet
- 24,500 square feet of Food Market space within the Central Park open to the public
- One Montessori Preschool building fronting SR 46 consisting of approximately 12,500 square feet
- One Specialty Grocery consisting of approximately 55,000 square feet
- Roughly 930,000 square feet of commercial use space including food and beverage and retail space within the development and throughout the eight buildings
- A 5.2-acre man-made lake with walking trails and outdoor fitness equipment that will be accessible to the public and residents
- A minimum of 1.72 acres of Central Park and additional plaza and landscaped open space with outdoor activity stations, amphitheater and entertainment venues accessible to the public
- Newly built roads, and bike paths through our development to align with the Wolf Branch Innovation District Plan for connectivity
- Pedestrian improvements throughout the entire project, all of which will be accessible to the public
- The alignment and access of a trail head on our property to the proposed Wekiva Trail. Currently working with City of Mount Dora and Lake County to facilitate and accommodate conversion from the CSX rail line to Wekiva Trail along Segment 1.



## MOUNT DORA - MIXED USE

### Preliminary Economic Impacts - Phase 1

This 1<sup>st</sup> phase of the development is anticipated to involve an investment of nearly \$980 million in acquisition, infrastructure, construction and other development costs over a multi-year construction period. This construction phase of the project is anticipated to create a total of approximately 6,400 construction related jobs and \$633 million of total labor income. Estimated to create over 1650 permanent Jobs retained on site

A more comprehensive Fiscal Impact and Economic Impact analysis is currently underway and will provide more detailed information. These will be provided to the City of Mount Dora upon our receipt from our Economist Advisor.

### What community benefits will be provided by the project?

When fully developed, the current plan will provide the following community benefits:

- Mount Dora's first large scale comprehensive mixed use, Live, Work and Play Community providing employment opportunities, retail commercial services and residences in an area that is underdeveloped while catalyzing growth in the immediate surrounding areas.
- 8+ acres of public space and newly built infrastructure including an 5.2 acre lake with outdoor exercise equipment stations, multiple public plazas, splash pad and outdoor AquaPark for children and families
- Large underground central parking garages and shuttle service availability for scheduled event parking during City of Mount Dora downtown events where parking is in short supply
- Connection to the City of Mount Dora street grid, improving access to the Wekiva Trail for pedestrians and aligning a key public right-of-way for future development in the district
- Dedicating space for a Trailhead Access with bike rental shop and public bathroom facility and playground along segment 1 of the proposed Wekiva Trail
- A lively active pedestrian environment that includes creating a minimum of 2 access points from the project to the Hike and Bike Trails located within the conservation land adjacent to the southern portion of the property
- Proposing and participating in the Art in Public Places program and incorporating a minimum of two art pieces into the development
- Constructing 95%+ of required parking within a below grade structure instead of above ground structures
- Treating 100% of the onsite water quality volume through green stormwater infrastructure

*Mount Dora Mixed Use**Small Scale FLUM Amendment***ATTACHMENT 1: Justification and Level of Service Analysis****Detailed Description of and Reasoning for Request:**

The purpose of this application is to request to change from County Regional Office to City Employment Center. The property was annexed into the City limits in August 2022 and was not assigned a future land use or zoning. The Wolf Branch Innovation District Plan was adopted by the City in December of 2020. In the Wolf Branch Innovation District this area is designated for an Employment Center future land use. The Employment Center will pair with the proposed corresponding PUD application for a mixed use project supporting high density residential, commercial, and office uses.

**List the specific Comprehensive Plan Policy that allows proposed use:**

Future Land Use Element Policy 4.g.12 provides the outline for the vision for the Employment Center future land use. The Employment Center future land use is required to be on an arterial or collector road and provide substantial employment opportunities.

**Changed condition justifying the amendment:**

The property was annexed into the City limits in August 2022 and was not assigned a future land use or zoning. The Wolf Branch Innovation District Plan was adopted by the City in December of 2020. The Wolf Branch Innovation District area is designated for an Employment Center future land use.

**How the proposed amendment is consistent with the City of Mount Dora's Comprehensive Plan:**

*Future Land Use Element Policy 4.g.12* encourages high density and high intensity development within the Wolf Branch Innovation District.

*Future Land Use Element Objective 6* encourages compact development. This development will be high intensity and high density within a compact area that is planned for growth.

*Future Land Use Element Policy 8.a* allows for mixed use developments and unconventional development designs.

*Future Land Use Element Policy 12 (East)* encourages development along State Road 46 and encourages projects that create a jobs-to-housing linkage.

*Housing Element Policy 6* indicates that the City should address housing needs for the community. This Employment Center future land use and the corresponding PUD application will provide much needed housing to a Central Florida location that is experiencing a housing shortage.

*Mount Dora Mixed Use**Small Scale FLUM Amendment*

*Transportation Mobility Element Policy 4.h* requires a Traffic Impact Analysis to be provided to be approved by the City's Engineer. A Traffic Impact Analysis will be provided indicating the effects the development will have on the surrounding road network.

*Infrastructure Element Policy 2.b* requires that future development undergo the development review and permitting process to ensure capacity of utilities. Attached is a letter from the City's Utility Engineer indicating there is sufficient capacity for this development.

*Capital Improvement Element Objective 3* requires new development maintain the City's adopted level of service. As can be seen below in the "Maintaining the City's Adopted Level of Service" section of this document.

*Capital Improvement Element Policy 3.c.* requires the evaluation of proposed plan amendments and requests for new development or redevelopment according to the following guidelines:

(1) *The proposed action(s) shall not contribute to a condition of public hazard, as described in the Infrastructure Element.* The proposed amendment will not contribute to a condition of public hazard.

(2) *The proposed action(s) shall not exacerbate any existing condition of public facility capacity deficits, as described in the Transportation Mobility Element; Infrastructure Element; and the Recreation and Open Space Element.* The proposed amendment will not exacerbate any existing conditions of public facility capacity deficits.

(3) *The proposed action(s) shall not generate public facility demands that cannot be accommodated by capacity increases planned in the 5-Year Schedule of Improvements.* The proposed amendment will not generate public facility demands that cannot be accommodated.

(4) *The proposed action(s) shall conform with the Future Land Uses shown on the Future Land Use Map Series of the Future Land Use Element, and the urban service areas described in the Infrastructure Element.* The proposed amendment will conform to the area as designated on the future land use map as the vision for this area is the requested Employment Center future land use.

(5) *If public facilities are developer-provided, they should accommodate user demands and meet adopted LOS standards.* All public facilities will accommodate user demands and meet adopted level of service standards.

(6) *If public facilities are provided by local government, either in part or in whole, they shall demonstrate financial feasibility, as described in this Element.* All public facilities with thin the proposed development will be financially feasible.

(7) *The proposed action(s) shall conform to the facilities plans adopted by local, State, Federal and regional agencies including water management districts.* The proposed amendment will abide by all governing authorities that pertain to the development of the property.

(8) *Criteria for approving Future Land Use Map Amendments must include the requirement to demonstrate that adequate water supplies and associated public facilities are or will be available to meet projected growth demand.* The attached letter from the City's Utility Engineer indicates that water and sewer are available for this development.



*Mount Dora Mixed Use**Small Scale FLUM Amendment***Extent to which the proposed amendment is compatible with existing land uses:**

The Wolf Branch Innovation District Plan was adopted by the City in December of 2020. In the Wolf Branch Innovation District this area is designated for an Employment Center future land use. The Employment Center will pair with the proposed corresponding PUD application for a mixed use project supporting high density residential, commercial, and office uses.

**Extent of environmental impacts on the resources of proposed amendment:**

The project will follow all city, state, and federal environmental policies. An Environmental Assessment Report will be submitted at the time of Site Plan submittal to tract the flora, fauna, and any other environmental impacts that development of the site will cause.

**Extent to which the proposed amendment will result in an orderly and logical development pattern:**

The proposed future land use of Employment Center is the City's vision for the area as part of the Wolf Branch Innovation District plan. The mixed use development is consistent with the plan and in an area of regional development with the connection to SR 453 in close proximity.

**Maintaining the City's Adopted Level of Service:****1. Water**

The City's Land Development Code required level-of-service standard is 472 gallons per day (GPD) per equivalent residential unit (ERU). The existing future land use of County Regional Office allows up to an FAR of 3.0 with a maximum of 75% ISR and 1 dwelling unit for every 10,000 square feet of commercial and office space. On a 36.43 acre site, 3,570,938.03 square feet of commercial/office space could be built  $(1,587,083.57(0.75) \times 3.0)$  and 357 dwelling units  $(3,570,938.03/10,000)$ . The proposed plan with City Employment Center future land use is requesting approximately 2,200,000 square feet of office/commercial type uses with 1,375 dwelling units (including the 275 proposed ALF units). This is a decrease of approximately 1,370,000 square feet of the currently allowed commercial/office space and an increase of 1,018 dwelling units. According to the U.S. Energy Information Administration the average estimate for commercial/office water consumption in large buildings (greater than 200,000 square feet) is 55.6 gallons per 1,000 square feet. The existing County Regional Office would create a consumption of 367,048 gallons per day  $((3,570,938.03/1,000) \times 55.6 + (357 \times 472))$ . The proposed project at a maximum would consume 771,320 gallons per day  $((2,200,000/1,000) \times 55.6 + (1,375 \times 472))$ . This is an increase of approximately 404,272 gallons consumed per day.

*Mount Dora Mixed Use**Small Scale FLUM Amendment***2. Sanitary Sewer**

The City's Comprehensive Plans required level-of-service standard is 300 GPD per ERU and in no case shall a rate of less than 2,000 gallons per acre per day be used, unless specifically approved otherwise. The existing future land use of County Regional Office allows up to an FAR of 3.0 with a maximum of 75% ISR and 1 dwelling unit for every 10,000 square feet of commercial and office space. On a 36.43 acre site, 3,570,938.03 square feet of commercial/office space could be built  $(1,587,083.57(0.75) \times 3.0)$  and 357 dwelling units  $(3,570,938.03/10,000)$ . The proposed plan with City Employment Center future land use is requesting approximately 2,200,000 square feet of office/commercial type uses with 1,375 dwelling units (including the 275 proposed ALF units). This is a decrease of approximately 1,370,000 square feet of the currently allowed commercial/office space and an increase of 1,018 dwelling units. The State of North Carolina uses a calculation of 130 gals per 1,000 square feet of commercial space. According to that calculation, The existing County Regional Office would create 571,321.94 gallons of sanitary waste  $((3,570,938.03/1,000) \times 130 + (357 \times 300))$ . The proposed project at a maximum would create 698,500 gallons  $((2,200,000/1,000) \times 130 + (1,375 \times 300))$  of daily sanitary waste. This is an increase of approximately 127,179 gallons of daily sanitary waste.

**3. Solid Waste**

The City's Comprehensive Plans required level-of-service standard is 7.1 pounds per capita per day. The existing future land use of County Regional Office allows up to an FAR of 3.0 with a maximum of 75% ISR and 1 dwelling unit for every 10,000 square feet of commercial and office space. On a 36.43 acre site, 3,570,938.03 square feet of commercial/office space could be built  $(1,587,083.57(0.75) \times 3.0)$  and 357 dwelling units  $(3,570,938.03/10,000)$ . The proposed plan with City Employment Center future land use is requesting approximately 2,200,000 square feet of office/commercial type uses with 1,375 dwelling units (including the 275 proposed ALF units). This is a decrease of approximately 1,370,000 square feet of the currently allowed commercial/office space and an increase of 1,018 dwelling units. The City of Los Angeles did a study in 1993 that claimed 13 pounds of solid waste is generated for every 1,000 square feet of commercial space. The existing County Regional Office would create a consumption of 52,758.94 pounds per day  $((3,570,938.03/1,000) \times 13 + (357 \times 2.5 \text{ person per household}) \times 7.1)$  of solid waste. The proposed project at a maximum would create approximately 53,006 pounds  $((2,200,000/1,000) \times 13 + (1,375 \times 2.5 \text{ person per household}) \times 7.1)$  of daily solid waste. This is an increase of approximately 247 pounds of daily solid waste.

**4. Parks and Recreation**

All residents shall have access to a Community or Neighborhood Park as defined in Policies 1(b) and 1(c) within a 10-minute walk. All City parks, regardless of park type, that were constructed prior to January 1, 2020 shall count towards the 10-minute walk LOS standard. The proposed development will have direct access to the regional trail and will provide a trailhead. The proposed development will also have on-site outdoor amenities for the project.

***Mount Dora Mixed Use******Small Scale FLUM Amendment*****5. Schools**

Though projects within the City are exempt from school concurrency review, the proposed project will work closely with the Lake County School Board to ensure adequate capacity is available within the Lake County School system.

**6. Traffic**

According to Comprehensive Plan Transportation Policy 3.e: “On State roads designated as constrained by FDOT and on City roads designated in this comprehensive plan as constrained or scenic facilities, Mount Dora shall not schedule improvements to increase the number of through lanes. The City shall monitor traffic volumes and operating conditions on designated constrained or scenic facilities.” The property fronts on State Road 46 which was recently widened to a 6 lane divided highway. Capital Improvements Element Policy a.7 requires that new development on principle arterial roadways not fall below a LOS D at peak hours. With the recent widening to 6 lanes State Road 46 is currently well above a LOS D at peak hours. The proposed development will not cause the roadway to fall below LOS D.

**Table 1**  
**Trip Generation Summary**

| ITE Code                                           | Land Use                              | Size*    | Daily Trips |        | A.M. Peak Hour Generation |       |       |       | P.M. Peak Hour Generation |       |       |       |
|----------------------------------------------------|---------------------------------------|----------|-------------|--------|---------------------------|-------|-------|-------|---------------------------|-------|-------|-------|
|                                                    |                                       |          | Rate**      | Trips  | Rate**                    | Enter | Exit  | Total | Rate**                    | Enter | Exit  | Total |
| 221                                                | Apartments/Condos (Mid-Rise)          | 1,100 DU | 4.73        | 5,201  | 0.43                      | 108   | 364   | 472   | 0.39                      | 262   | 167   | 429   |
| 252                                                | Senior Adult (ILF)                    | 275 DU   | 2.98        | 820    | 0.20                      | 18    | 35    | 53    | 0.25                      | 39    | 30    | 69    |
| 710                                                | General Office                        | 750 KSF  | 8.93        | 6,697  | 1.26                      | 833   | 114   | 947   | 1.18                      | 150   | 734   | 884   |
| 820                                                | Shopping Center                       | 900 KSF  | 37.01       | 33,309 | 0.84                      | 469   | 287   | 756   | 3.40                      | 1,469 | 1,591 | 3,060 |
| 151                                                | Mini-Warehouse                        | 150 KSF  | 1.45        | 218    | 0.09                      | 8     | 6     | 14    | 0.15                      | 11    | 12    | 23    |
| 310                                                | Hotel/Convention Center               | 325 Rms  | 9.54        | 3,099  | 0.48                      | 87    | 68    | 155   | 0.66                      | 108   | 105   | 213   |
| 850                                                | Specialty Grocer (Supermarket)        | 55 KSF   | 93.20       | 5,126  | 2.86                      | 93    | 64    | 157   | 8.95                      | 246   | 246   | 492   |
| 720                                                | Medical Office                        | 80 KSF   | 41.63       | 3,330  | 2.46                      | 156   | 41    | 197   | 4.03                      | 96    | 226   | 322   |
| 932                                                | Food Market (use Sit-Down Restaurant) | 25 KSF   | 107.20      | 2,680  | 9.57                      | 131   | 108   | 239   | 9.05                      | 138   | 88    | 226   |
| 821                                                | Shopping Plaza                        | 100 KSF  | 91.09       | 9,109  | 3.53                      | 219   | 134   | 353   | 9.03                      | 433   | 470   | 903   |
| Total Trips                                        |                                       |          |             | 69,589 | -----                     | 2,122 | 1,221 | 3,343 | ----                      | 2,952 | 3,669 | 6,621 |
| Internal Capture (Daily 16.5%, A.M. 19%, P.M. 14%) |                                       |          |             | 11,482 | ----                      | 403   | 232   | 635   | ----                      | 413   | 514   | 927   |
| Shopping Center Pass-By (19%)                      |                                       |          |             | 5,284  | ----                      | 72    | 44    | 116   | ----                      | 240   | 260   | 500   |
| Specialty Grocer Pass-By (24%)                     |                                       |          |             | 1,027  | ----                      | 18    | 12    | 31    | ----                      | 51    | 51    | 102   |
| Sit-Down Restaurant Pass-By (43%)                  |                                       |          |             | 962    | ----                      | 46    | 38    | 83    | ----                      | 51    | 33    | 83    |
| Shopping Plaza Pass-By (40%)                       |                                       |          |             | 3,042  | ----                      | 71    | 43    | 114   | ----                      | 149   | 162   | 311   |
| Total Net New Trips                                |                                       |          |             | 47,791 | ----                      | 1,512 | 852   | 2,364 | ----                      | 2,048 | 2,647 | 4,698 |

\*DU= Dwelling Unit, KSF=1,000 square feet

\*\*Equations Used where  $R^2 > 0.75$





Vince Sandersfeld  
Planning and Development Director  
510 N Baker Street  
Mount Dora, FL 32757

December 7, 2022

**RE: Mount Dora Mixed Use PUD Rezoning (PUD22-04) and Small Scale Future Land Use Amendment (FLUM22-05SM) Response to Comments**

Planning and Development

1. The provided agent authorization form references the County and includes three properties. Please complete the enclosed agent authorization form. Each every property owner listed on a warranty deed, or an authorized agents for each of the companies, must complete an agent authorization form.

**a. An updated deed was provided via email on November 22<sup>nd</sup>.**

2. At a minimum, provide trip generation information to show whether or not the amendment to change the property from County Regional Office to the proposed Master Plan will adversely impact the road network. Staff is acceptable to utilizing trip generation information in lieu of a full traffic study; however, the Planning & Zoning Commission and City Council may request additional information.

**a. A trip generation table has been provided as part of the resubmittal.**

3. Please clarify the hotel description (170 key hotel; is this the number of rooms?)

**a. Plan has been updated and revised to a maximum of 325 rooms with a maximum of two independent hotels on the property.**

4. Pursuant to Land Development Code (LDC) Section 3.4.5.6.b.1.f, update the master PUD documents to include the floor area of commercial or industrial uses; lot coverage with ISR calculations; building separations; building setbacks;

**a. As discussed during the meeting with City staff on November 29<sup>th</sup>, only the maximums are provided.**

**AMCO DEVELOPMENT**

1830 Plymouth Sorrento Road Apopka, FL 32712  
Phone 407-462-7850 • Fax 407-520-5412  
Email: [ahakim@amcodev.com](mailto:ahakim@amcodev.com)



5. Pursuant to LDC Section 3.4.5.6.b.2, provide preliminary engineering plans for Roads, Water, Sewer, Fire protection, and Water management.

**a. Please see the attached plan showing the road specifications as discussed in the November 29<sup>th</sup> meeting with City staff. Water and Sewer are available as stated in the letter from the City Utility Engineer.**

6. Provide a phasing plan to show the specific development (units, commercial square footage, etc.) in each phase and demonstrate how each phase of development can exist as an independent unit capable of creating an environment of sustained desirability and stability.

**a. A phasing line has been added to the plan.**

7. Update the master plan to include details for the right-of-way width, width of pavement of proposed streets, easements, pedestrian ways, bicycle paths and watercourses.

**a. The plan has been updated to show the dimensions of the different internal forms of transportation as well as details on the complete streets required within the Wolf Branch Innovation District.**

8. Update the master plan to include the locations, dimensions, design elevations or renderings, and uses of all buildings and structures, including proposed property lines, utilities, plants and permanent signs.

**a. The plan has been updated to show dimensions. Signage and utility design will be shown during the site plan process.**

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9. Provide justification for building height from 100ft to 200ft and include illustrations.

**a. Plan has been updated and revised to building height of 350ft.**

**Our elevated design guidelines are more stringent than the Wolf Branch Innovation District requires and have been implemented throughout to create a sustainable vision to Live, Work and Play within the community. We are focused on expanding open green spaces and creating great plaza spaces for the public and residents and have focused on creating an attractive pedestrian environment with the design. However to do this we are required to build taller and thinner rather than shorter and wider buildings to reach the density threshold necessary to make the project viable.**

**Our design places roughly 95% of the required parking underground in below grade structures versus above grade structures. This design eliminates the need for the oversized above grade parking garages that are in the WBID Plan and allows us to create open view corridors between buildings, increase green spaces and make the overall pedestrian experience more attractive.**

**Aerial Perspective Renderings of the site with buildings are attached and the topography of the site has been captured within these renderings. Beginning at SR 46 the natural elevation/grade slopes South towards the railroad with approximately 70ft of elevation change from grade at SR46 to the rear of property. The increased building heights are only proposed to begin at Building A which is setback roughly 350 ft from SR 46. Also attached are independent renderings, elevations and floorplans of Building C with the resubmittal.**

**It is also noteworthy to mention that our project does include targeted uses following the WBID vision including Health Services, Office Space, Commercial Retail, Education and Multi-Family. A portion of the Job creation this project will provide also falls within the Florida Enterprise qualified target industry of Life Sciences. The employment generated from this project would also count towards the required job creation total the City and County must meet for the DEO Florida Job Growth infrastructure grant that was awarded.**

**However for this project to be sustainable in design and viable we require increased building heights from the 100 ft building height proposed under the WBID plan. We believe the merits of the project that have been expressed above in addition to the topography changes within the site with 70ft of elevation change from North to South provide justification in obtaining an Increased building height of 350ft calculated at grade from SR 46 in lieu off the 100ft limit, beginning at building A which is setback considerably from SR 46.**

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10. Update the master plan to include a utility plan showing existing utilities on the site; preliminary layout of the on-site utilities; and clarity on utility ownership (City or Private).

**a. Utilities will be public and a note has been added to the master plan.**

11. “Future Land Use Element Policy 8.a allows for mixed use developments and unconventional development designs.” Policy 8.a details that unconventional development designs are permitted where the developer can demonstrate improved living environments, protection of natural resources, or increased efficiency of services. Detail how the Planned Development meets these additional requirements.

**a. The Planned Development is to provide an increased efficiency of services and an improved living environment through its condensed area and live, work, and play design.**

12. Please detail how Planned Development accomplishes landscaping consistent to the theme established throughout the city to promote the theme in the western portion of the planning area and how features of the employment area are to be incorporated into the design of the employment center (i.e., jobs-to-house linkage).

**a. The development will follow the guidelines of the Wolf Brach Innovation District zoning for landscaping, promoting the City’s theme for the western portion of the City. There is a note on the master plan stating the Wolf Brach innovation district landscaping will be followed.**

13. The project area listed on the Application is as listed on the Concept Plan and is approximately equal to the total of the acreages listed on the Lake County Property Appraiser’s web site. The total area listed on the Boundary Survey and Topographic Survey only lists one parcel’s area. The Boundary Survey and Topographic Survey appears to only provide information for only 1 of the lots included in the project limits (Lot 1 Block D).

**a. The plan has been updated to show the correct acreage and an updated survey is attached as part of the resubmittal.**

14. Update the master plan to depict the limits of the underground parking structures; access points to commercial tracts;

**a. The plan has been updated to show access points and limits of the underground parking.**

**AMCO DEVELOPMENT**

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15. The master PUD lists the ISR as 75% and the open space as 15%; please clarify how the other 10% will be developed/utilized.  
**a. These are the min/max requirements of the Wolf Branch Innovation District. Comment was discussed and resolved during November 29<sup>th</sup> meeting.**
16. Shared cross-access required to adjacent parcels to east and west.  
**a. Cross-access areas shown on plan. Cross access agreement to be provided with site plan approval.**
17. Provide a summary breakdown of each use total square footage. There is a section on the concept plan that include basic maximums.  
**a. As discussed during the November 29<sup>th</sup> meeting, only the minimums and maximums will be provided for the entitlement process.**
18. Indicate which roads are private and public.  
**a. Roads will be public.**
19. Attachment 1 references 350 gpd per ERU for the City of Mount Dora as stated in the Comp Plan. However, per the LDC the potable water consumption is rated at 472 gpd based upon 3.5 occupants per single family residence.  
**a. The Level of Service Analysis has been updated to reflect the LDC requirements instead of the Comprehensive Plan requirements.**
20. Attachment 1 should refer to Orange County Utilities ERU factors for water and sanitary sewer absent any direction from the LDC or City Code.  
**a. This comment was discussed as part of the November 29<sup>th</sup> meeting and has been resolved.**
21. Attachment 1 – how can this development generate more wastewater per day than it will consume potable water?  
**a. The Level of Service Analysis has been updated and revised as part of the resubmittal.**
22. Attachment 1 should also address irrigation through the use of the City's reuse system of from an irrigation well.  
**a. The project will tie into the reclaim provided on the north side of State Road 46.**

**AMCO DEVELOPMENT**

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Public Works

23. Be aware that there may be no place to discharge stormwater from this site, or if there is a discharge onto other property a drainage easement may be required.

**a. Acknowledged. Stormwater calculations will be provided with site plan approval.**

Aaron Hakim

Amco Development, Inc.

December 06<sup>th</sup>, 2022

**AMCO DEVELOPMENT**

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Phone 407-462-7850 • Fax 407-520-5412

Email: [ahakim@amcodev.com](mailto:ahakim@amcodev.com)

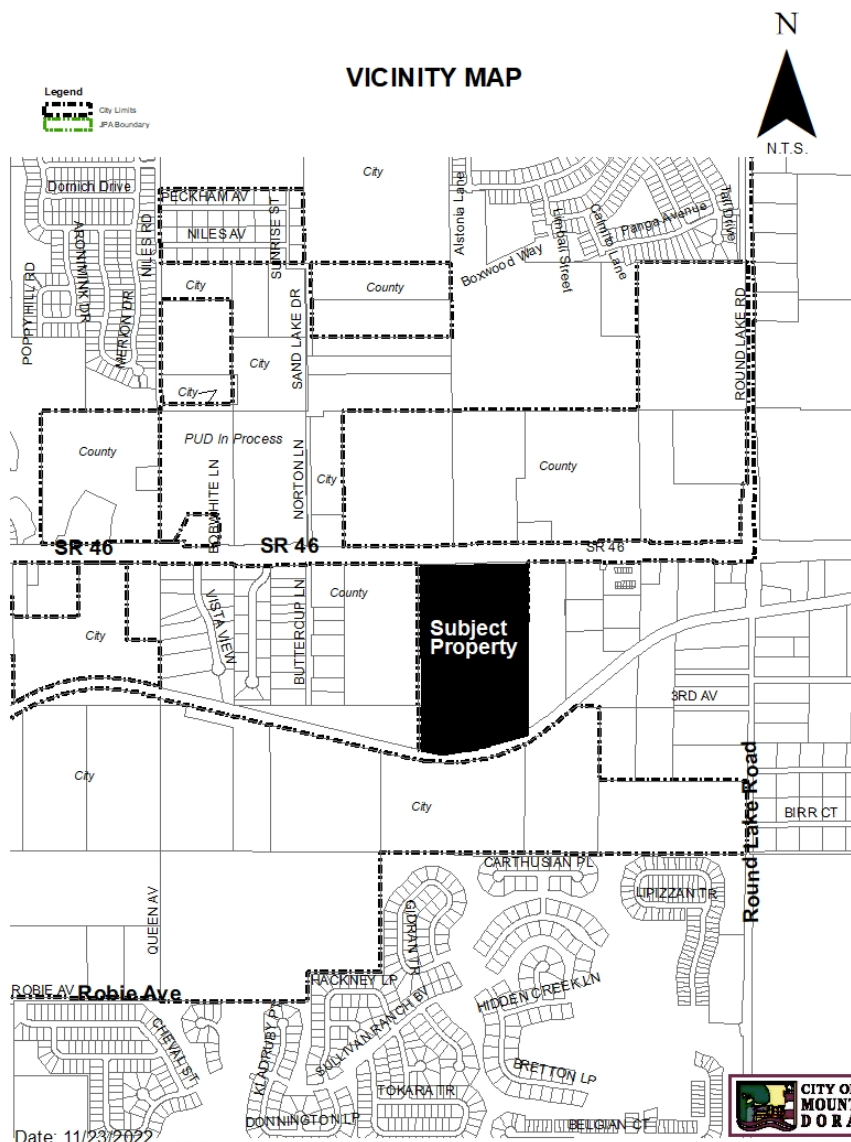
**NOTICE OF ZONING CHANGE  
ORDINANCE NO. 2023-04  
CITY OF MOUNT DORA, FLORIDA**

Notice is hereby given that the Planning and Zoning Commission and the City Council of the City of Mount Dora, Florida will conduct public hearings to consider the adoption of Ordinance No. 2023-04 for proposed changes to the City of Mount Dora Zoning Map. The title and substance of proposed Ordinance is as follows:

**ORDINANCE NO: 2023-04**

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE REZONING AND MASTER PLAN FOR “MOUNT DORA MIXED USE”; PROVIDING FOR THE REZONING AND APPROVAL OF THE MOUNT DORA WOLF BRANCH INNOVATION EMPLOYMENT (WBI-E) DISTRICT FOR THAT PROPERTY GENERALLY LOCATED ON THE SOUTH SIDE OF SR 46 AND EAST OF BUTTERCUP LANE; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ZONING DISTRICT CLASSIFICATION CHANGE AND ZONING MAP AMENDMENT; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Further, the adoption of Ordinance No. 2023-04 includes a Zoning Map Amendment changing certain lands from County Regional Office to City Employment Center as depicted on the map of this advertisement below:



The City of Mount Dora Local Planning Agency (Planning and Zoning Commission) will conduct a public hearing to consider this ordinance on **Wednesday, December 21, 2022 at 10:00 a.m.**, or as soon thereafter as possible at City Hall, 510 North Baker Street, Mount Dora, Florida.

The City Council of the City of Mount Dora, Florida will conduct public hearings to consider the adoption of Ordinance No. 2023-04 on **Tuesday, January 17, 2023** and **Tuesday, February 7, 2023**. Both meetings will be held at City Hall, 510 North Baker Street, Mount Dora, Florida and will begin at 6:00 p.m., or as soon thereafter as possible

Interested parties may appear at the meeting and be heard with respect to the proposed change in zoning.

This public hearing may be continued to a future date or dates. The times, places, and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice.

The file may be inspected by the public at the Planning and Development Department, City Hall, 510 North Baker Street, Mount Dora, Florida between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Notice: If any person decides to appeal any decision made at this meeting with respect to any matter considered at this meeting such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made, which records include the testimony and evidence upon which the appeal is to be based.

Notice: In accordance with the American with Disabilities Act persons with disabilities needing special accommodations to participate in this proceeding shall contact the Planning and Development Department no later than seven (7) days prior to the proceedings. Telephone (352) 735-7112 for assistance. If hearing impaired, telephone the Florida Relay service numbers (800) 955-8771 (TDD), or (800) 955-8770 (Voice) for assistance.

For Questions or Comments, please email staff at **[planningcomments@cityofmoundora.com](mailto:planningcomments@cityofmoundora.com)**.

Title in 18 point  
2 column, 10.5 inch; Non-legal  
Publish: December 9, 2022



**ORDINANCE NO: 2023-04**

**AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE REZONING AND MASTER PLAN FOR “MOUNT DORA MIXED USE”; PROVIDING FOR THE REZONING AND APPROVAL OF THE MOUNT DORA WOLF BRANCH INNOVATION EMPLOYMENT (WBI-E) DISTRICT FOR THAT PROPERTY GENERALLY LOCATED ON THE SOUTH SIDE OF SR 46 AND EAST OF BUTTERCUP LANE; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ZONING DISTRICT CLASSIFICATION CHANGE AND ZONING MAP AMENDMENT; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, MK and AD Land Investments, LLC (Property Owner) is the fee simple owner of that property generally located on the south side of SR 46 and east of Buttercup Lane as more particularly described in **Exhibit “A”** attached hereto (Property) and AMCO Development, Inc., is the applicant representative (Applicant) acting on behalf of the Property Owner; and

**WHEREAS**, pursuant to City of Mount Dora Land Development Code, Section 3.4.15, the Property Owner/Applicant submitted a final master plan for the Property requesting Wolf Branch Innovation Employment (WBI-E) rezoning with a master plan entitled “Mount Dora Mixed Use;” and

**WHEREAS**, the requested zoning district classification change and Zoning Map amendment are consistent with the City of Mount Dora Comprehensive Plan 2045 and meet the criteria established by Florida Statutes, Chapter 166; and

**WHEREAS**, the “Mount Dora Mixed Use” master plan terms and conditions are consistent with the City's Comprehensive Plan and the underlying Employment Center Future Land Use designations for the Property; and

**WHEREAS**, on December 21, 2022, the City of Mount Dora Planning and Zoning Commission approved the proposed zoning district classification change and Zoning Map amendment; and

**WHEREAS**, the City of Mount Dora held a duly noticed public hearing on the proposed zoning district classification change for the Property to WBI-E, considered the findings and advice

of staff and considered the written information, oral comments and supporting data and analysis provided by members of the public and all interested parties; and

**WHEREAS**, the City of Mount Dora hereby finds that the requested zoning district classification change and Zoning Map amendment serves a legitimate public purpose and is in the best interest of the health, safety and welfare of the citizens of the City of Mount Dora, Florida.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF MOUNT DORA, FLORIDA:**

**SECTION 1. Legislative Findings and Intent.** The City of Mount Dora has complied with all requirements and procedures of Florida law in processing this Ordinance. The above recitals are hereby adopted.

**SECTION 2. Zoning District Classification Change and Zoning Map Amendment.**

- (a) The Property is hereby rezoned from County LM (Light Manufacturing) and County Regional Office to City WBI-E subject to the conditions set forth herein.
- (b) The official Zoning Map of the City of Mount Dora shall be amended to reflect the rezoning on the Property from County LM (Light Manufacturing) and County Regional Office to City WBI-E.
- (c) The Property as rezoned shall be subject to all conditions set forth in the City's Land Development Code, except for the conditions, zoning performance standards, site designs standards, permitted uses and other components described or graphically depicted on the master plan for Mount Dora Mixed Use attached hereto as **Exhibit "B"**, which shall be the controlling master plan for the Property.
- (d) Future amendments to the approved master plan shall be by resolution processed by the planning and zoning commission and city council.

**SECTION 3. Implementing Administrative Actions.** The City Manager is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance and the rezoning on the Property. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

**SECTION 4. Savings Clause.** All prior actions of the City of Mount Dora pertaining to the rezoning of the Property from County LM (Light Manufacturing) and County Regional Office to City WBI-E, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

**SECTION 5. Non-Codification and Scrivener's Errors.** The provisions of this Ordinance shall not be codified in the, City of Mount Dora Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected.

**SECTION 6. Conflicts.** All Ordinances or parts of Ordinances in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 7. Severability.** If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

**SECTION 8. Effective Date.** This Ordinance shall take effect immediately upon adoption; however, shall become effective only after City of Mount Dora Ordinance 2023-03, adopting a small-scale comprehensive plan amendment to change the land use designation on the Property to Employment Center, becomes effective.

**FIRST READING:** \_\_\_\_\_

**SECOND READING:** \_\_\_\_\_

**PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2023.**

\_\_\_\_\_  
**CRISSY STILE**  
**MAYOR of the City of Mount Dora, Florida**

ATTEST:

\_\_\_\_\_  
Jeanann Hand, City Clerk

For the use and reliance of City of Mount Dora only.  
Approved as to form and legality.

\_\_\_\_\_  
Sherry G. Sutphen, City Attorney

**EXHIBIT “A”**  
Property Legal Description

**EXHIBIT “B”**  
Master Plan Mount Dora Mixed Use



**Exhibit “A”**

DESCRIPTION (PER ORB 4982, PG 2125): THE WEST ½ OF THE NORTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 34, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA, LESS THE RIGHT-OF-WAY FOR STATE ROAD NO. 46; AND

DESCRIPTION (PER ORB 5438, PG 511): LOTS 1 THROUGH 20, BLOCK 4, WOOD’S REPLAT OF BLOCK “A” SUNSET HILLS SUBDIVISION, THE PLAT THEREOF RECORDED IN PLAT BOOK 11, PAGE 53, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; AND EAST 15.00 FEET OF JAMES AVENUE, WOOD’S REPLAT OF BLOCK “A” SUNSET HILLS SUBDIVISION, THE PLAT THEREOF RECORDED IN PLAT BOOK 11, PAGE 53, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; AND EAST 314.15 FEET OF LOT 2, BLOCK E, SUNSET HILLS, THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; AND

DESCRIPTION (PER ORB 898, PG 2172): LOT 1, BLOCK D, IN SUNSET HILLS, A SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

ALL THE ABOVE CONTAINING 36.43 ACRES, MORE OR LESS.



OWNER: MK&AD LAND INVESTMENTS, LLC  
1019 FLAGSTONE COURT  
APOPKA, FL 32703  
(407) 462-7850

DEVELOPER: AMCO DEVELOPMENT INC  
1830 PLYMOUTH SORRENTO ROAD-SUITE 1001  
APOPKA, FL 32712  
407-462-7850

SURVEYOR: NIETO-WHITTAKER SURVEYING, LLC  
1728 N. RONALD REAGAN BLVD.  
LONGWOOD, FLORIDA 32750  
(407) 636-8460

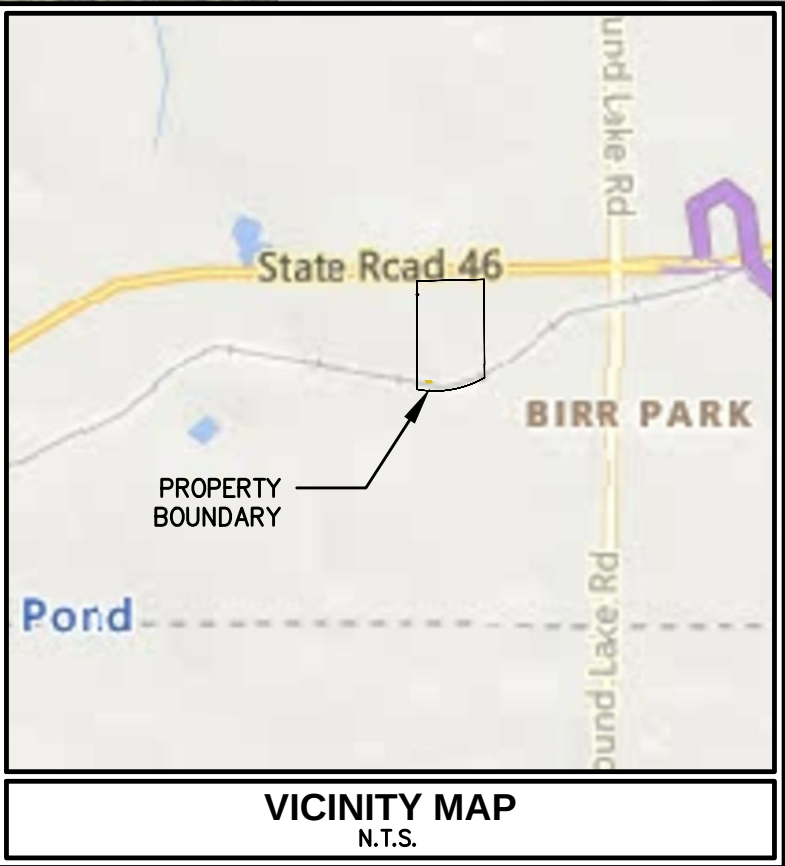
TRAFFIC ENGINEER: TRAFFIC PLANNING DESIGN, INC.  
535 VERSAILLES DR.  
MAITLAND, FL 32751  
(407) 628-9955

**PUD RESTRICTIONS**

MAXIMUM 650 APARTMENTS  
MAXIMUM 450 CONDOS  
MAXIMUM 275 SENIOR LIVING UNITS (MIX OF ALF AND ILF)  
MAXIMUM 900,000 SQUARE FEET OF OFFICE  
MAXIMUM 750,000 SQUARE FEET OF COMMERCIAL  
MAXIMUM 100,000 SQUARE FEET OF CONVENTION CENTER  
MAXIMUM 150,000 SQUARE FEET OF MINI-WAREHOUSING STORAGE  
MAXIMUM 325 HOTEL ROOMS WITH MAXIMUM 2 INDEPENDENT HOTELS ON PROPERTY  
MAX BLDG SQUARE FOOTAGE FOR TRACT 1: 80,000  
MAX BLDG SQUARE FOOTAGE FOR TRACT 2: 100,000  
MAX BLDG SQUARE FOOTAGE FOR SPECIALTY GROCER: 55,000

**PUD PERMITTED USES**

1. MEDICAL AND PHARMACEUTICAL RESEARCH COMPLEXES.
2. GENERAL OFFICE BUILDINGS INCLUDING: RESEARCH AND DEVELOPMENT AND HEALTH CARE.
3. STAND ALONE RESTURANTS. QUICK SERVICE ONLY ALLOWED IN MIXED-USE BUILDING.
4. STAND ALONE DAY CARE CENTERS.
5. STAND ALONE GROCERY/SPECIALTY MARKETS.
6. LIGHT INDUSTRIAL USES SUCH AS MANUFACTURING, WHOLESALE TRADE, OFFICE/SHOWROOM, TRANSPORTATION, COMMUNICATIONS, ELECTRIC, GAS AND SANITARY SERVICES. ACTIVITIES ARE LIMITED TO THOSE WITHOUT OFF-SITE IMPACTS AND TAKE PLACE PRIMARILY WITHIN AN ENCLOSED BUILDING.
7. PROFESSIONAL OFFICES.
8. FINANCIAL, INSURANCE AND REAL ESTATE OFFICES.
9. TELEPHONE AND UTILITY BUSINESS OFFICES.
10. PUBLIC FACILITIES AND CIVIC USES (INCLUDES PUBLIC UTILITIES, FIRE AND POLICE STATIONS, OR SIMILAR).
11. RECREATION AND PARKS.
12. BANKING CENTERS.
13. TECHNOLOGY BASED RESEARCH AND DEVELOPMENT.
14. MANUFACTURING, WAREHOUSING AND DISTRIBUTION CENTERS ASSOCIATED WITH CORPORATE HEADQUARTERS OR RESEARCH AND DEVELOPMENT FACILITIES.
15. HOSPITALS AND HEALTH SERVICES.
16. CHURCHES OR RELIGIOUS ORGANIZATIONS.
17. SCHOOLS (PUBLIC OR PRIVATE).
18. ASSISTED (ADULT) LIVING FACILITIES.
19. MULTIFAMILY DWELLINGS AND CUSTOMARY ACCESSORY USES.
20. PUBLIC AND PRIVATE SCHOOLS, COLLEGES AND UNIVERSITIES.
21. TELECOMMUNICATION TOWERS (SUBJECT TO OTHER APPLICABLE CODES OF SECTION 3.5.6 "HEIGHT" AND SECTION 3.5.21 "COMMUNICATIONS TOWERS").
22. PARKING GARAGE.
23. MINI-WAREHOUSE STORAGE WITHIN AN ENCLOSED BUILDING.
24. ENTERTAINMENT VENUES.
25. HOTEL.
26. PET AND ANIMAL FACILITIES/CLINICS.
27. CAR WASH (IN GARAGE ONLY).
28. MEDICAL AND PHARMACEUTICAL RESEARCH COMPLEXES
29. GENERAL OFFICE BUILDINGS
30. PROFESSIONAL OFFICES
31. FINANCIAL OFFICES
32. TELEPHONE AND UTILITY BUSINESS OFFICES
33. PUBLIC FACILITIES AND CIVIC USES (INCLUDES PUBLIC UTILITIES, FIRE AND POLICE STATIONS, OR SIMILAR)
34. RECREATION AND PARKS
35. BANKING CENTERS
36. TECHNOLOGY BASED RESEARCH AND DEVELOPMENT
37. COMMERCIAL RETAIL AND SERVICE MIXED USES INCLUDING:
  - 37.1. ANTIQUE SHOPS.
  - 37.2. ART GALLERIES.
  - 37.3. BANKS, FINANCE, AND INSURANCE.
  - 37.4. BAKERIES.
  - 37.5. BED AND BREAKFAST ESTABLISHMENTS.
  - 37.6. BARS AND COCKTAIL LOUNGES.
  - 37.7. BUSINESS SERVICE ESTABLISHMENTS, SPECIALTY SHOPS, TAILOR SHOPS, SHOE REPAIR, JEWELRY STORES, CAMERA STORES, VARIETY STORES, AND LUGGAGE STORES.
  - 37.8. CHILDCARE CENTERS.
  - 37.9. COMMERCIAL RECREATIONAL FACILITIES.
  - 37.10. DRUG STORES.
  - 37.11. FLORISTS.
  - 37.12. GROCERY/SPECIALTY MARKETS.
  - 37.13. HARDWARE STORES, PAINT STORES, OFFICE SUPPLIES.
  - 37.14. HEALTH SPAS.
  - 37.15. LIQUOR STORES SELLING LIQUOR FOR CONSUMPTION OFF PREMISES.
  - 37.16. MOTELS AND HOTELS.
  - 37.17. RESTAURANTS, INCLUDING OUTDOOR SEATING AREAS.
  - 37.18. RETAIL TRADE ESTABLISHMENTS.XX.PERSONAL SERVICE ESTABLISHMENTS.
  - 37.19. PHOTOGRAPHIC STUDIOS AND FINE ARTS STUDIOS.
  - 37.20. VETERINARIAN OFFICE AND ANIMAL CLINIC
  - 37.21. THEATERS
  - 37.22. SIMILAR RETAIL SALES ACTIVITIES TO THOSE LISTED ABOVE.
  - 37.23. ELECTRIC VEHICLE CHARGING STATIONS.



**DEVELOPMENT SUMMARY**

A. PROJECT NAME: MOUNT DORA MIXED USE  
B. CURRENT ZONING DESIGNATION: COUNTY LM  
C. PROPOSED ZONING DESIGNATION: CITY PUD  
D. CURRENT FLU: COUNTY REGIONAL OFFICE  
E. PROPOSED FLU: CITY EMPLOYMENT CENTER  
F. DATA SUMMARY:

1. TOTAL PROJECT AREA: 38.23 ± Ac.
2. BUILDING HEIGHT: 100 FT. IN HEIGHT FRONTING STATE ROAD 46 (TRACTS 1 & 2). 310 FEET (INTERIOR BUILDINGS CAN EXCEED THE 310 FOOT HEIGHT AS THE SITE SLOPES TO THE REAR BUT CANNOT EXCEED THE 310 FOOT HEIGHT VISIBILITY FROM STATE ROAD 46).
3. MIN. RESIDENTIAL DENSITY: 8 DU/AC
4. MAX. RESIDENTIAL DENSITY: 40 DU/AC
- 4.1. NOTE: FLOOR AREA RATIO CALCULATIONS WILL EXCLUDE RESIDENTIAL, INSTITUTIONAL, AND HOTEL USES.
- 4.2. DENSITY WILL BE USED TO COUNT FOR RESIDENTIAL PORTIONS OF THE PROJECT
5. MAX. INTENSITY: 2.0 FAR
6. MAX. IMPERVIOUS SURFACE RATIO (ISR): 0.75
7. MIN. OPEN SPACE: 15%

G. SITE DESCRIPTION

1. FEMA FLOOD ZONE: X

H. UTILITY SERVICES

1. SEWAGE TREATMENT CITY OF MOUNT DORA
2. WATER SUPPLY CITY OF MOUNT DORA
3. RECLAIM CITY OF MOUNT DORA

I. SETBACKS

|       | FRONT | SIDE | REAR |
|-------|-------|------|------|
| MIN.: | 25'   | 10'  | 10'  |
| MAX.: | 100'  | 100' | 100' |

J. LANDSCAPING/BUFFERS: LANDSCAPING AND BUFFERS WILL FOLLOW THE REQUIREMENTS OF THE WBI-E ZONING DISTRICT AND SECTION 6.6 OF THE CITY'S LAND DEVELOPMENT CODE

K. SIGNS: SIGN DESIGN STANDARDS WILL FOLLOW THE C-3 ZONING DISTRICT OF THE CITY'S LAND DEVELOPMENT CODE

L. CONDITIONS:

1. PROPOSED TRAILHEAD WILL INCLUDE A PARK AND CONTAIN ELEMENTS OF ACTIVE RECREATION (IE: PICKLEBALL COURTS)
2. CAPACITY FOR WATER, SEWER, AND RECLAIM SHALL BE AVAILABLE FROM THE CITY PRIOR TO EACH PHASE'S SITE PLAN APPROVALS.

**PHASING SCHEDULE**

FIRST PHASE:

INDEPENDENT SENIOR LIVING FACILITY  
ASSISTED LIVING FACILITY  
SELF STORAGE-MULTI STORY INTERIOR UNITS  
BUILDING A: OFFICE SPACE  
TRACT 1 DEVELOPMENT (MEDICAL OFFICE/RESTAURANTS/PRE-SCHOOL)  
FOOD HALL MARKET  
PARKING GARAGE

SECOND PHASE:

HOTEL  
APARTMENTS/CONDOMINIUMS  
COMMERCIAL/OFFICE DEVELOPMENT

THIRD PHASE:

TRACT 2 DEVELOPMENT (MEDICAL OFFICE/RESTAURANTS/PRE-SCHOOL)

**LEGEND**

|              |         |
|--------------|---------|
| [Yellow Box] | PHASE 1 |
| [Purple Box] | PHASE 2 |
| [Blue Box]   | PHASE 3 |

**CONCEPT PLAN NOTES**

1. THIS DRAWING IS INTENDED FOR CONCEPTUAL SITE PLANNING ONLY. SITE PLAN IS SUBJECT TO CHANGE BASED UPON FINAL DESIGN AND LOCAL LAND DEVELOPMENT CODE.
2. STORMWATER MANAGEMENT FACILITY SHOWN ON THIS PLAN ARE CONCEPTUAL ONLY AND IS SUBJECT TO CHANGE UPON FINAL DESIGN.
3. THIS DRAWING IS NOT INTENDED TO BE USED FOR CONSTRUCTION AND PERMITTING PURPOSES.
4. THE PROJECT WILL FOLLOW THE ARCHITECTURE GUIDELINES OF THE CITY'S LAND DEVELOPMENT CODE, SPECIFICALLY 3.4.15, THE WBI ZONING ARCHITECTURE REQUIREMENTS.
5. THE PROJECT WILL BE DESIGNED WITH DARK SKY LIGHTING PRINCIPLES.
6. A TRAILHEAD TO THE FUTURE TRAIL NETWORK WILL BE PROVIDED ON THE PROPERTY TO SERVE AS A PUBLIC BENEFIT.

PLANS PREPARED UNDER THE DIRECTION OF:

REVISIONS:

ETM NO. 22-004

DRAWN BY:

DESIGNED BY:

CHECKED BY:

DATE: NOVEMBER 2022

**MOUNT DORA MIXED USE**

**MASTER SITE PLAN FOR AMCO DEVELOPMENT INC.**

DRAWING NUMBER  
**1**

January 9, 2023 — 5:24 PM, BY: Katie George  
T:\2022\22-004\Concept\22-004-concept12.dwg  
Page 424 of 469





PLANS PREPARED UNDER THE DIRECTION OF:

REVISIONS:

ETM NO. 22-004

DRAWN BY:

DESIGNED BY:

CHECKED BY:

DATE: NOVEMBER 2022

**MOUNT DORA MIXED USE**

**MASTER SITE PLAN FOR AMCO DEVELOPMENT INC.**

DRAWING NUMBER  
**2**

PLOTTED: December 7, 2022 — 6:00 PM, BY: Katie George





**MOUNT DORA MIXED USE**

**MASTER SITE PLAN**



ETM NO. 22-004

DRAWN BY:

DESIGNED BY:

CHECKED BY:

DATE: NOVEMBER 2022

REVISIONS:

PLANS PREPARED UNDER THE  
DIRECTION OF:



**1**

DRAWING NUMBER





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| DRAWING NUMBER | <b>MOUNT DORA MIXED USE</b>                    |  |  | ETM NO. 22-004      | REVISIONS: |  |
|                | <b>MASTER SITE PLAN</b>                        |  |  | DRAWN BY:           |            |  |
|                | NW CORNER SR 46 - AERIAL PERSPECTIVE RENDERING |  |  | DESIGNED BY:        |            |  |
|                |                                                |  |  | CHECKED BY:         |            |  |
|                |                                                |  |  | DATE: NOVEMBER 2022 |            |  |





DRAWING NUMBER

# MOUNT DORA MIXED USE

## MASTER SITE PLAN

SE CORNER - AERIAL PERSPECTIVE RENDERING



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| ETM NO. 22-004      |
| DRAWN BY:           |
| DESIGNED BY:        |
| CHECKED BY:         |
| DATE: NOVEMBER 2022 |

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PLANS PREPARED UNDER THE DIRECTION OF:

AMCO DEVELOPMENT





DRAWING NUMBER

MOUNT DORA MIXED USE

MASTER SITE PLAN

SW CORNER - AERIAL PERSPECTIVE RENDERING



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| ETM NO. 22-004      |
| DRAWN BY:           |
| DESIGNED BY:        |
| CHECKED BY:         |
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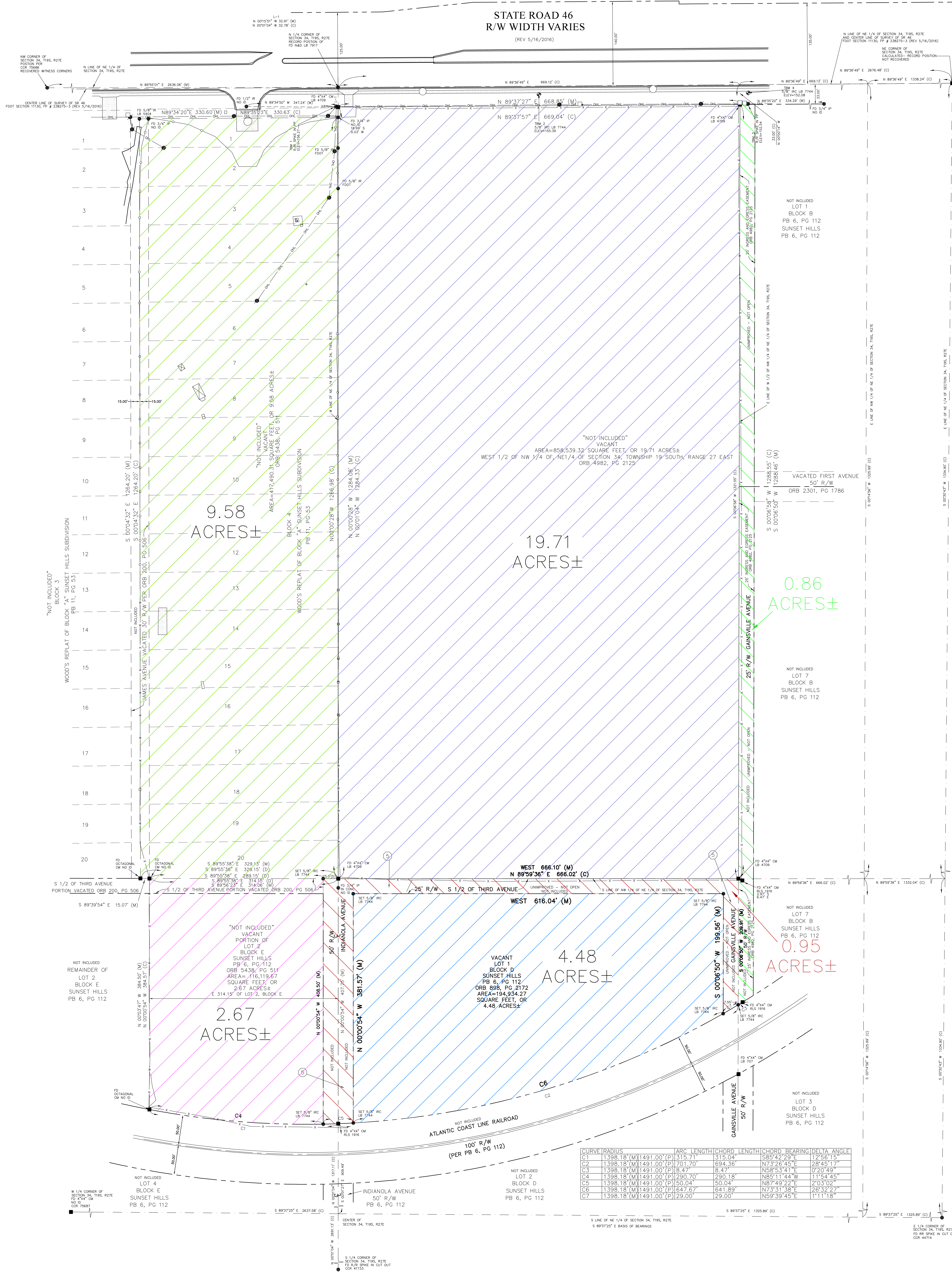
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# AREA CALCS ONLY



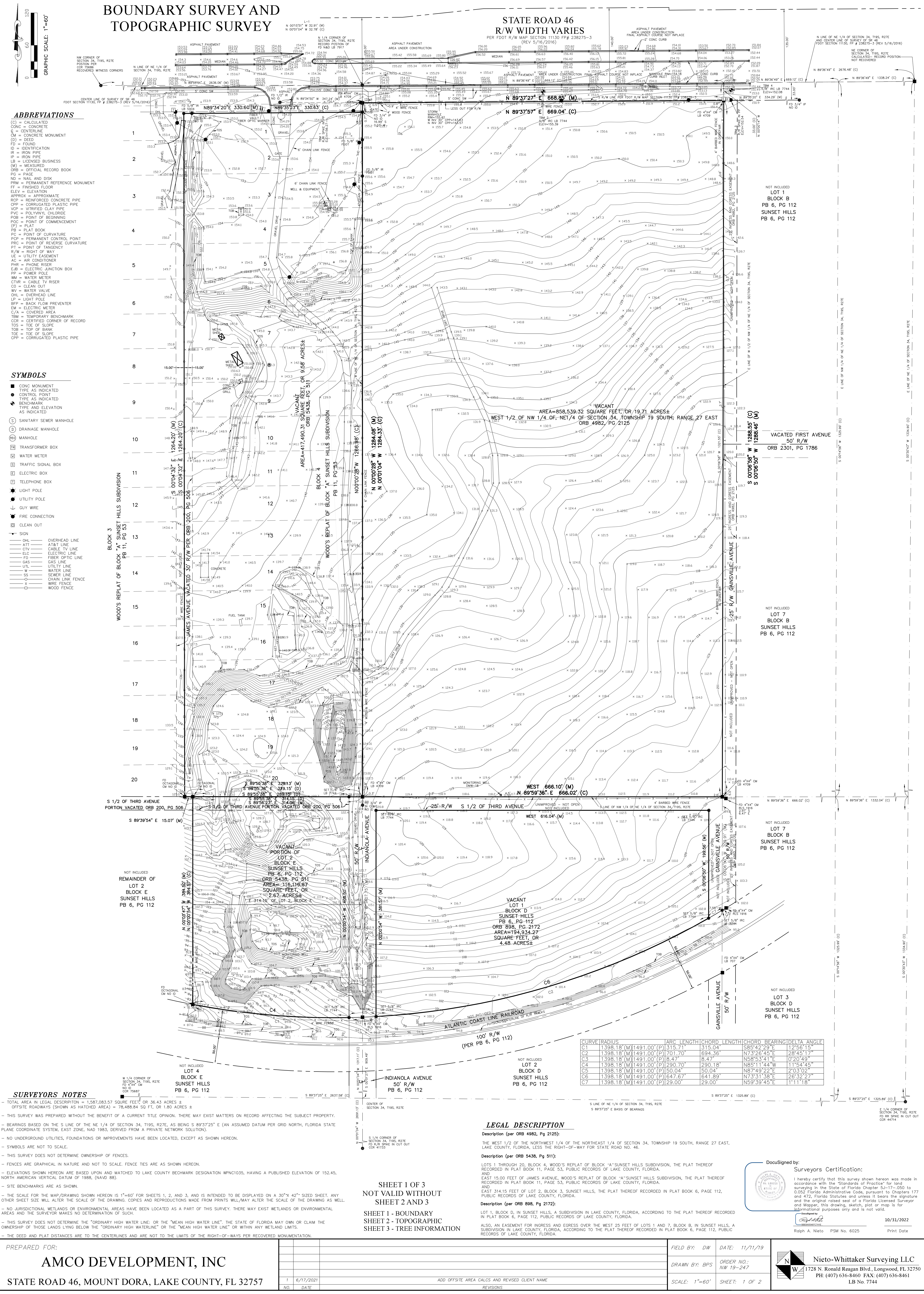
**TOTAL LAND AREA OF THE EXTERIOR BOUNDARY: 37.39 ACRES ±**  
**AREA OF 25.00 R/W OF GAINSVILLE AVE STRIP: 0.86 ACRES ±**

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|---------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----|









**ABBREVIATIONS**

(C) = CALCULATED  
CONC = CONCRETE  
E = CENTERLINE  
ID = IDENTIFICATION  
IR = IRON PIPE  
LB = LICENSED BUSINESS  
NO = NOTED  
ORB = OFFICIAL RECORD BOOK  
PG = PAGE  
PRM = PERMANENT REFERENCE MONUMENT  
PT = FINISHED FLOOR  
ELEV = ELEVATION  
APPROX = APPROXIMATE  
RCP = REINFORCED CONCRETE PIPE  
CPP = CORRUGATED PLASTIC PIPE  
VCP = VITRIFIED CLAY PIPE  
PVC = POLYVINYL CHLORIDE  
PDB = POINT OF BEGINNING  
POC = POINT OF COMMENCEMENT  
(P) = PLAT  
PC = POINT OF CURVATURE  
PPC = PERMANENT CONTROL POINT  
PRC = POINT OF REVERSE CURVATURE  
PT = POINT OF TANGENCY  
R/W = RIGHT OF WAY  
UE = UTILITY EASEMENT  
AC = AIR CONDITIONER  
PHR = PHONE RISER  
EJB = ELECTRIC JUNCTION BOX  
PP = POWER POLE  
WM = WATER METER  
CO = CLEAN OUT  
WV = WATER VALVE  
OHL = OVERHEAD LINE  
LP = LIGHT POLE  
BDF = BACK FLOW PREVENTER  
EM = ELECTRIC METER  
CA = COVERED AREA  
TBM = TEMPORARY BENCHMARK  
CCR = CERTIFIED CORNER OF RECORD  
TOS = TOE OF SLOPE  
TOB = TOP OF BANK  
TOS = TOE OF SLOPE  
CPP = CORRUGATED PLASTIC PIPE

**SYMBOLS**

CONC MONUMENT  
TYPE AS INDICATED  
CONTROL POINT  
TYPE AS INDICATED  
BENCHMARK  
TYPE AND ELEVATION  
AS INDICATED

SANITARY SEWER MANHOLE  
DRAINAGE MANHOLE  
MANHOLE  
TRANSFORMER BOX  
WATER METER  
TRAFFIC SIGNAL BOX  
ELECTRIC BOX  
TELEPHONE BOX  
LIGHT POLE  
UTILITY POLE  
GUY WIRE  
FIRE CONNECTION  
CLEAN OUT

OHL OVERHEAD LINE  
ATT AT&T LINE  
CTV CABLE TV LINE  
ELEC ELECTRIC LINE  
FOP FIBER OPTIC LINE  
GAS GAS LINE  
UTL UTILITY LINE  
W WATER LINE  
S SEWER LINE  
C CHAIN LINK FENCE  
X WIRE FENCE  
W WOOD FENCE

**SURVEYORS NOTES**

TOTAL AREA IN LEGAL DESCRIPTION = 1,587,083.57 SQUARE FEET OR 36.43 ACRES ±  
OFFSITE ROADWAYS (SHOWN AS HATCHED AREA) = 78,488.84 SQ FT, OR 1.80 ACRES ±

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE OPINION, THERE MAY EXIST MATTERS ON RECORD AFFECTING THE SUBJECT PROPERTY.

BEARINGS BASED ON THE S LINE OF THE NE 1/4 OF SECTION 34, T19S, R27E, AS BEING S 89°37'25" E (AN ASSUMED DATUM PER GRID NORTH, FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NAD 1983, DERIVED FROM A PRIVATE NETWORK SOLUTION).

NO UNDERGROUND UTILITIES, FOUNDATIONS OR IMPROVEMENTS HAVE BEEN LOCATED, EXCEPT AS SHOWN HEREON.

SYMBOLS ARE NOT TO SCALE.

THIS SURVEY DOES NOT DETERMINE OWNERSHIP OF FENCES.

FENCES ARE GRAPHICAL IN NATURE AND NOT TO SCALE. FENCE TIES ARE AS SHOWN HEREON.

ELEVATIONS SHOWN HEREON ARE BASED UPON AND MATCHED TO LAKE COUNTY BECHMARK DESIGNATION WPC1035, HAVING A PUBLISHED ELEVATION OF 152.45, NORTH AMERICAN VERTICAL DATUM OF 1988, (NAVD 88).

SITE BENCHMARKS ARE AS SHOWN.

THE SCALE FOR THE MAP/DRAWING SHOWN HEREON IS 1"=60' FOR SHEETS 1, 2, AND 3, AND IS INTENDED TO BE DISPLAYED ON A 30"x 42" SIZED SHEET. ANY OTHER SHEET SIZE WILL ALTER THE SCALE OF THE DRAWING. COPIES AND REPRODUCTIONS MADE FROM PRINTS WILL ALTER THE SCALE OF THE DRAWING AS WELL.

NO JURISDICTIONAL WETLANDS OR ENVIRONMENTAL AREAS HAVE BEEN LOCATED AS A PART OF THIS SURVEY. THERE MAY EXIST WETLANDS OR ENVIRONMENTAL AREAS AND THE SURVEYOR MAKES NO DETERMINATION OF SUCH.

THIS SURVEY DOES NOT DETERMINE THE "ORDINARY HIGH WATER LINE" OR THE "MEAN HIGH WATER LINE". THE STATE OF FLORIDA MAY OWN OR CLAIM THE OWNERSHIP OF THOSE LANDS LYING BELOW THE "ORDINARY HIGH WATER LINE" OR THE "MEAN HIGH WATER LINE" OR WITHIN ANY WETLAND LIMITS.

THE DEED PLAT DISTANCES ARE TO THE CENTERLINES AND ARE NOT TO THE LIMITS OF THE RIGHT-OF-WAYS PER RECOVERED MONUMENTATION.

|                                                  |  |                                                |  |                      |  |
|--------------------------------------------------|--|------------------------------------------------|--|----------------------|--|
| PREPARED FOR:                                    |  | FIELD BY: DW                                   |  | DATE: 11/11/19       |  |
| AMCO DEVELOPMENT, INC                            |  | DRAWN BY: BPS                                  |  | ORDER NO.: NW 19-247 |  |
| STATE ROAD 46, MOUNT DORA, LAKE COUNTY, FL 32757 |  | SCALE: 1"=60'                                  |  | SHEET: 1 OF 2        |  |
| NO. DATE                                         |  | ADD OFFSITE AREA CALCS AND REVISED CLIENT NAME |  | REVISIONS            |  |
| 1 6/17/2021                                      |  |                                                |  |                      |  |

| CURVE | RADIUS       | ARC LENGTH  | CHORD LENGTH | CHORD BEARING | DELTA ANGLE |
|-------|--------------|-------------|--------------|---------------|-------------|
| C1    | 1,398.18'(M) | 1491.00'(P) | 315.71'      | S85°42'29"E   | 12°56'15"   |
| C2    | 1,398.18'(M) | 1491.00'(P) | 701.70'      | N73°26'45"E   | 28°43'17"   |
| C3    | 1,398.18'(M) | 1491.00'(P) | 64.47'       | N85°53'41"E   | 0°20'49"    |
| C4    | 1,398.18'(M) | 1491.00'(P) | 290.70'      | N85°11'44"W   | 1°54'45"    |
| C5    | 1,398.18'(M) | 1491.00'(P) | 50.04'       | N87°49'22"E   | 2°03'02"    |
| C6    | 1,398.18'(M) | 1491.00'(P) | 647.67'      | N73°31'38"E   | 26°32'27"   |
| C7    | 1,398.18'(M) | 1491.00'(P) | 29.00'       | N59°39'45"E   | 1°11'18"    |

**LEGAL DESCRIPTION**

Description (per ORB 4982, PG 2125):

THE WEST 1/2 OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA, LESS THE RIGHT-OF-WAY FOR STATE ROAD NO. 46.

Description (per ORB 5438, PG 511):

LOTS 1 THROUGH 20, BLOCK 4, WOOD'S REPLAT OF BLOCK "A" SUNSET HILLS SUBDIVISION, THE PLAT THEREOF RECORDED IN PLAT BOOK 11, PAGE 53, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, AND EAST 15.00 FEET OF JAMES AVENUE, WOOD'S REPLAT OF BLOCK "A" SUNSET HILLS SUBDIVISION, THE PLAT THEREOF RECORDED IN PLAT BOOK 11, PAGE 53, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, AND EAST 314.15 FEET OF LOT 2, BLOCK 3, SUNSET HILLS, THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

Description (per ORB 598, PG 2172):

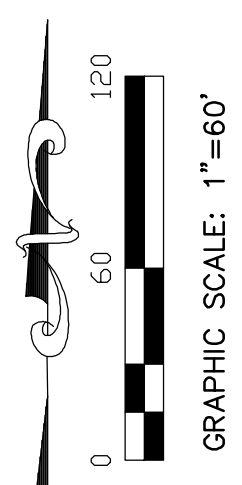
LOT 1, BLOCK D, IN SUNSET HILLS, A SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

ALSO, AN EASEMENT FOR INGRESS AND EGRESS OVER THE WEST 25 FEET OF LOTS 1 AND 7, BLOCK B, IN SUNSET HILLS, A SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 6, PAGE 112, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

DocuSigned by:  
Surveyors Certification:  
I hereby certify that this survey shown hereon was made in accordance with the "Standards of Practice" for land surveying in the State of Florida Chapter 54-17-050 to 0502 Florida Administrative Code, pursuant to Chapters 177 and 472, Florida Statutes and unless it bears the signature and the original raised seal of a Florida Licensed Surveyor and Mapper, this drawing, sketch, plot or map is for informational purposes only and is not valid.

10/31/2022  
Ralph A. Nieto PSM No. 6025 Print Date





# BOUNDARY SURVEY AND TOPOGRAPHIC SURVEY

## ABBREVIATIONS

(C) = CALCULATED  
CONC = CONCRETE  
CL = CENTERLINE  
(D) = DEED  
FD = FOUND  
ID = IDENTIFICATION  
IR = IRON PIPE  
IP = IRON PIPE  
LB = LICENSED BUSINESS  
(M) = MEASURED  
ORB = OFFICIAL RECORD BOOK  
PG = PAGE  
ND = NAIL AND DISK  
PRM = PERMANENT REFERENCE MONUMENT  
FT = FINISHED FLOOR  
ELEV = ELEVATION  
APPROX = APPROXIMATE  
RCP = REINFORCED CONCRETE PIPE  
CRP = CORRUGATED PLASTIC PIPE  
VCP = VITRIFIED CLAY PIPE  
PVC = POLYVINYL CHLORIDE  
POB = POINT OF BEGINNING  
POC = POINT OF COMMENCEMENT  
(P) = PLAT  
PB = PLAT BOOK  
PC = POINT OF CURVATURE  
PCP = PERMANENT CONTROL POINT  
PRC = POINT OF REVERSE CURVATURE  
PT = POINT OF TANGENCY  
R/W = RIGHT OF WAY  
UE = UTILITY EASEMENT  
AC = AIR CONDITIONER  
PHR = PHONE RISER  
EJB = ELECTRIC JUNCTION BOX  
PP = POWER POLE  
WM = WATER METER  
CTVR = CABLE TV RISER  
CO = CLEAN OUT  
WV = WATER VALVE  
OHL = OVERHEAD LINE  
LP = LIGHT POLE  
DFP = DAK FLOW PREVENTER  
EM = ELECTRIC METER  
C/A = COVERED AREA  
TBM = TEMPORARY BENCHMARK  
CCR = CERTIFIED CORNER OF RECORD  
TOS = TOE OF SLOPE  
TOB = TOP OF BANK  
TVE = TOE OF SLOPE  
CRP = CORRUGATED PLASTIC PIPE

## SYMBOLS

■ CONC MONUMENT  
● TYPE AS INDICATED  
● CONTROL POINT  
● TYPE AS INDICATED  
● BENCHMARK  
● TYPE AND ELEVATION  
AS INDICATED  
○ SANITARY SEWER MANHOLE  
○ DRAINAGE MANHOLE  
○ MANHOLE  
○ TRANSFORMER BOX  
○ WATER METER  
○ TRAFFIC SIGNAL BOX  
○ ELECTRIC BOX  
○ TELEPHONE BOX  
● LIGHT POLE  
● UTILITY POLE  
● GUY WIRE  
● FIRE CONNECTION  
○ CLEAN OUT  
— SIGN  
— OVERHEAD LINE  
— AT&T LINE  
— CABLE TV LINE  
— ELEC LINE  
— FIBER OPTIC LINE  
— GAS LINE  
— UTILITY LINE  
— WATER LINE  
— SEWER LINE  
— CHAIN LINK FENCE  
— WIRE FENCE  
— WOOD FENCE

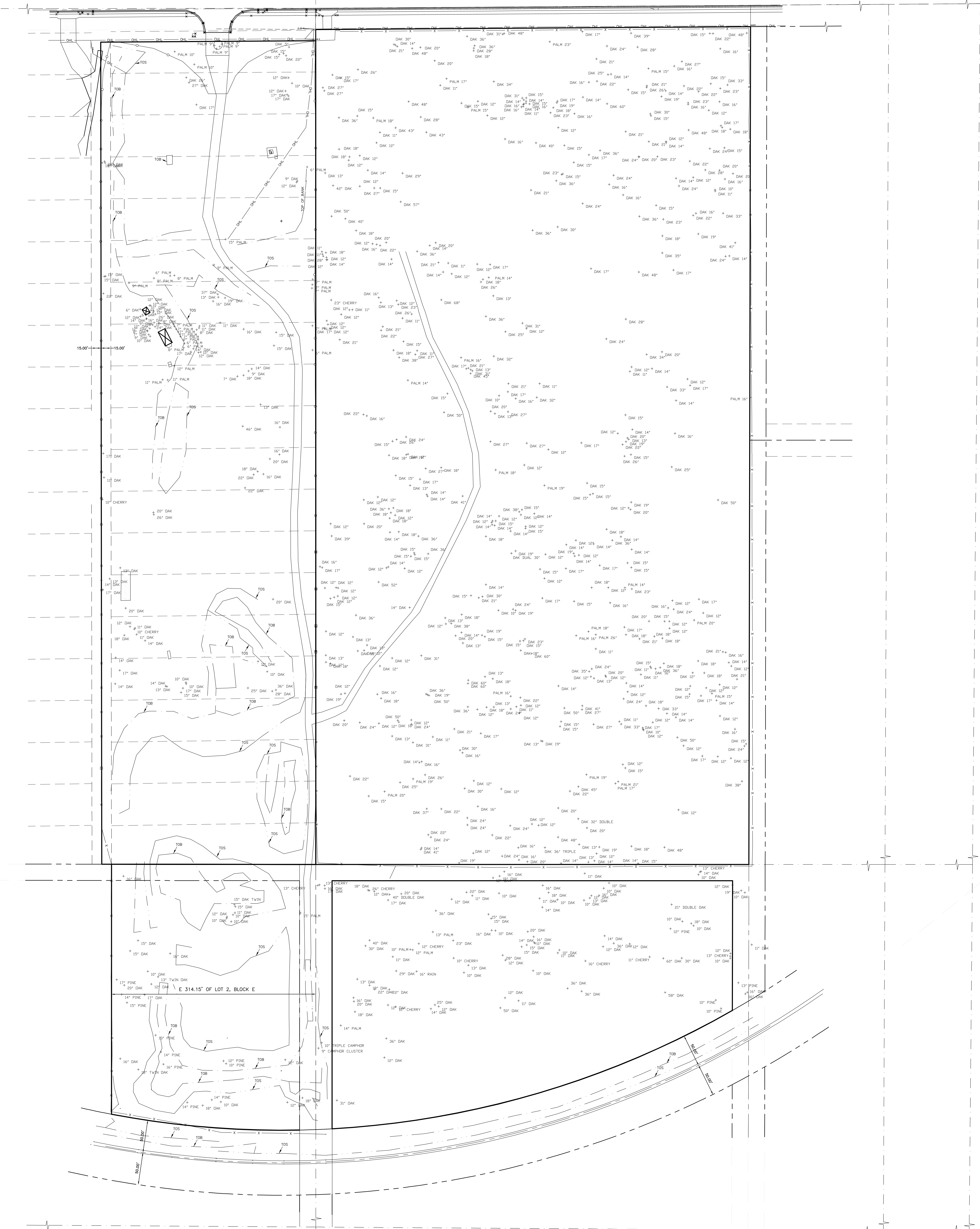




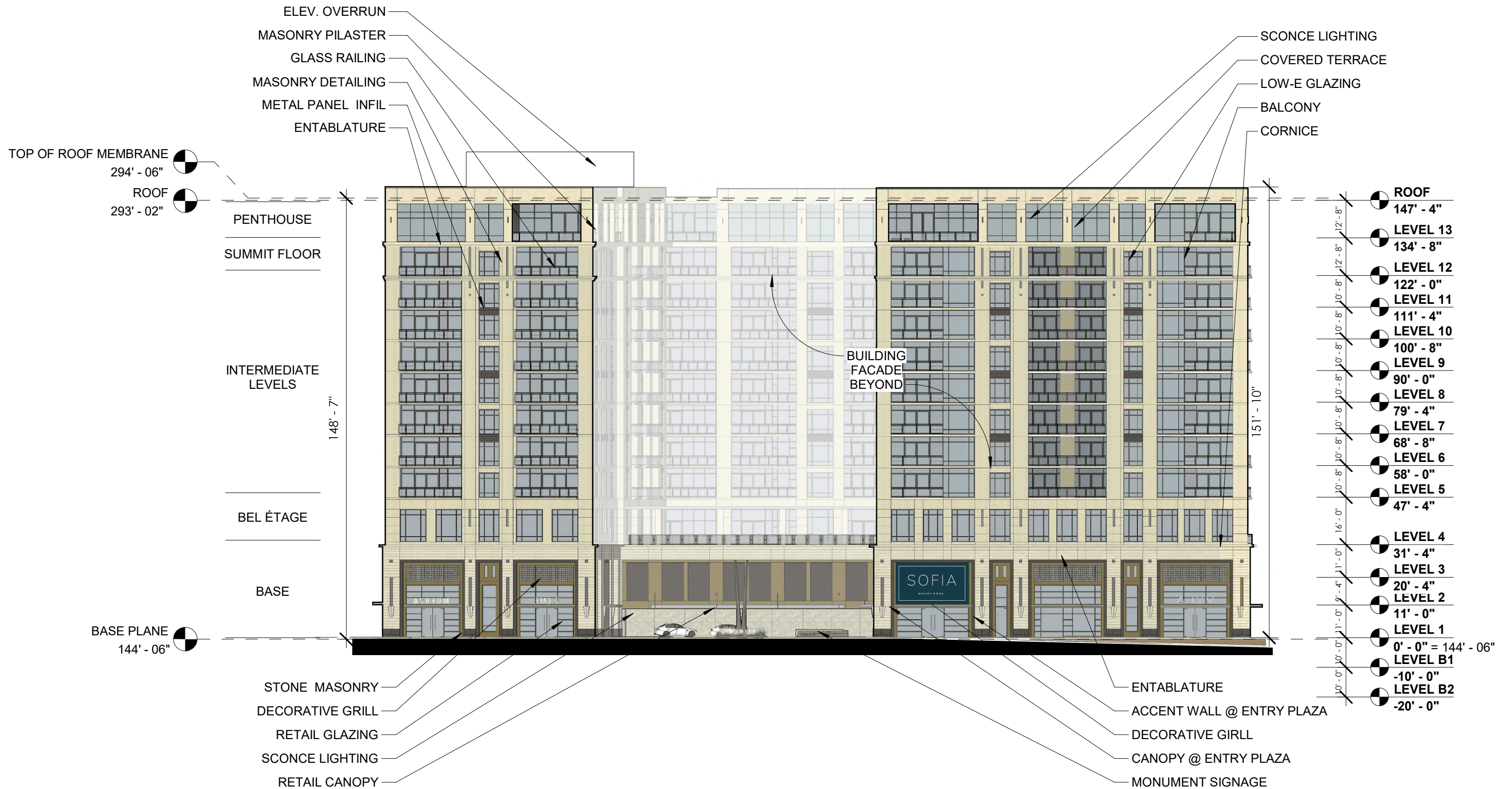
EXHIBIT BUILDING C  
PRELIMINARY RENDERINGS



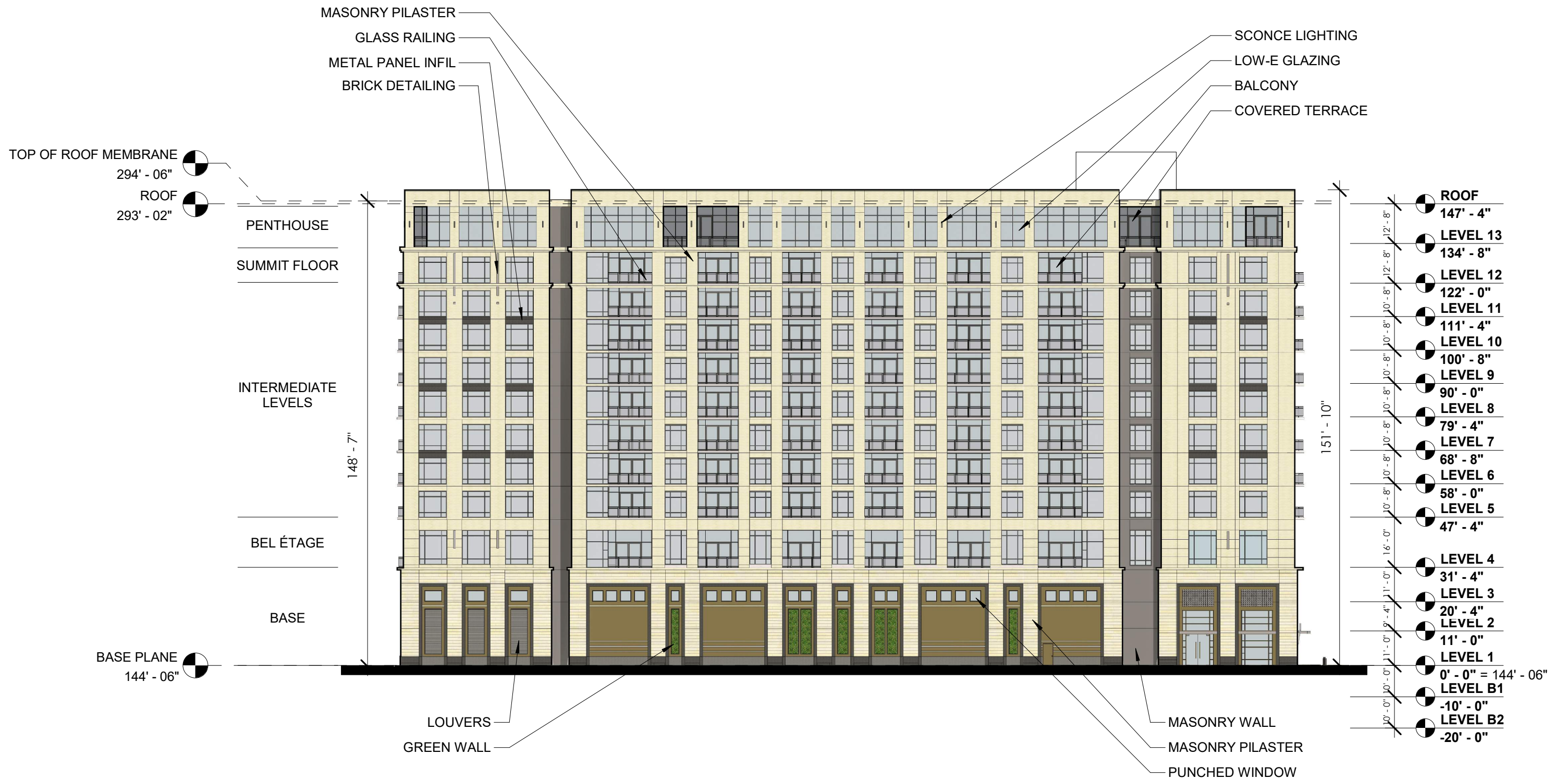
SOFIA  
MOUNT DORA

RENDERING



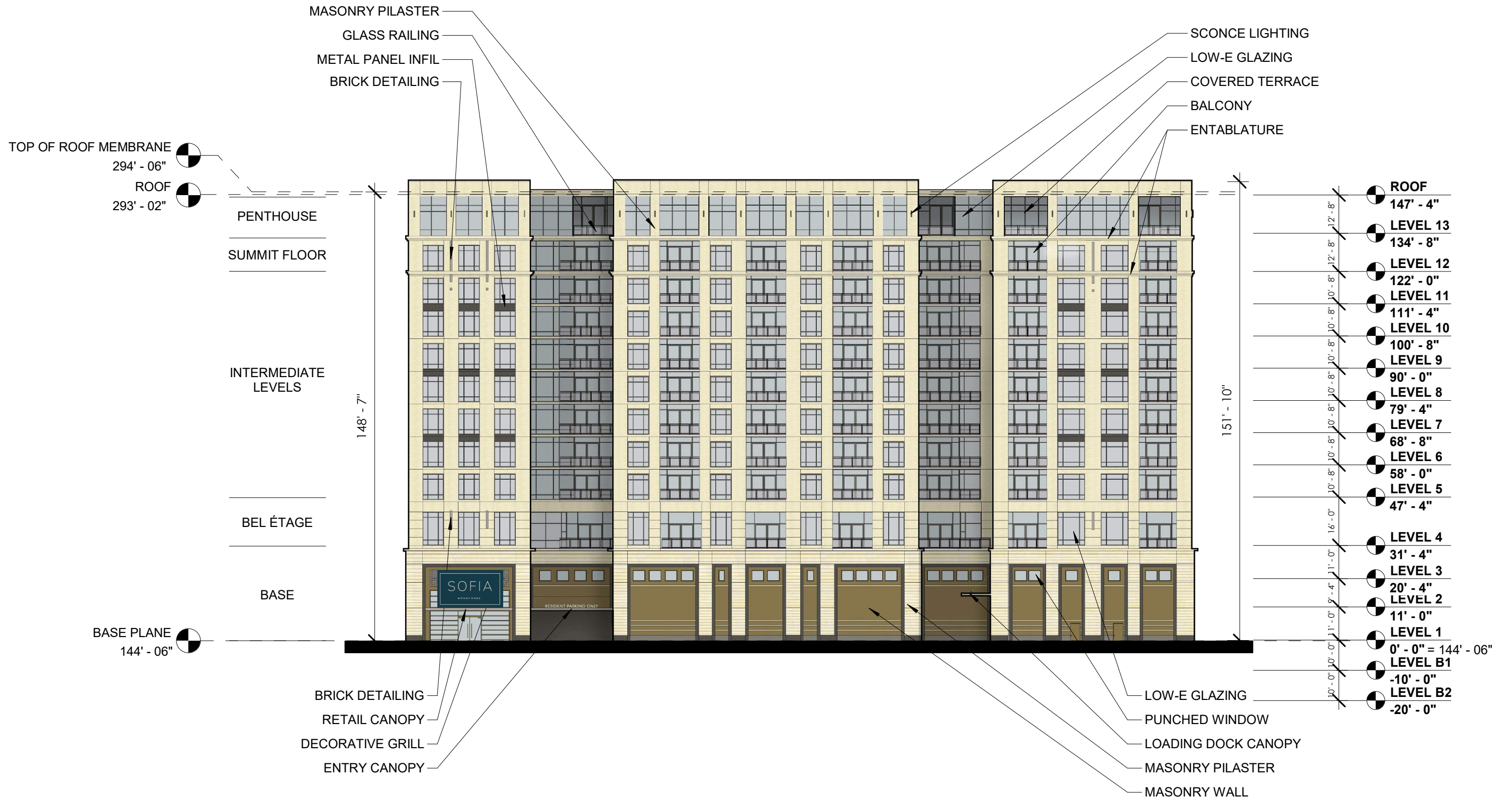


## ELEVATION - EAST



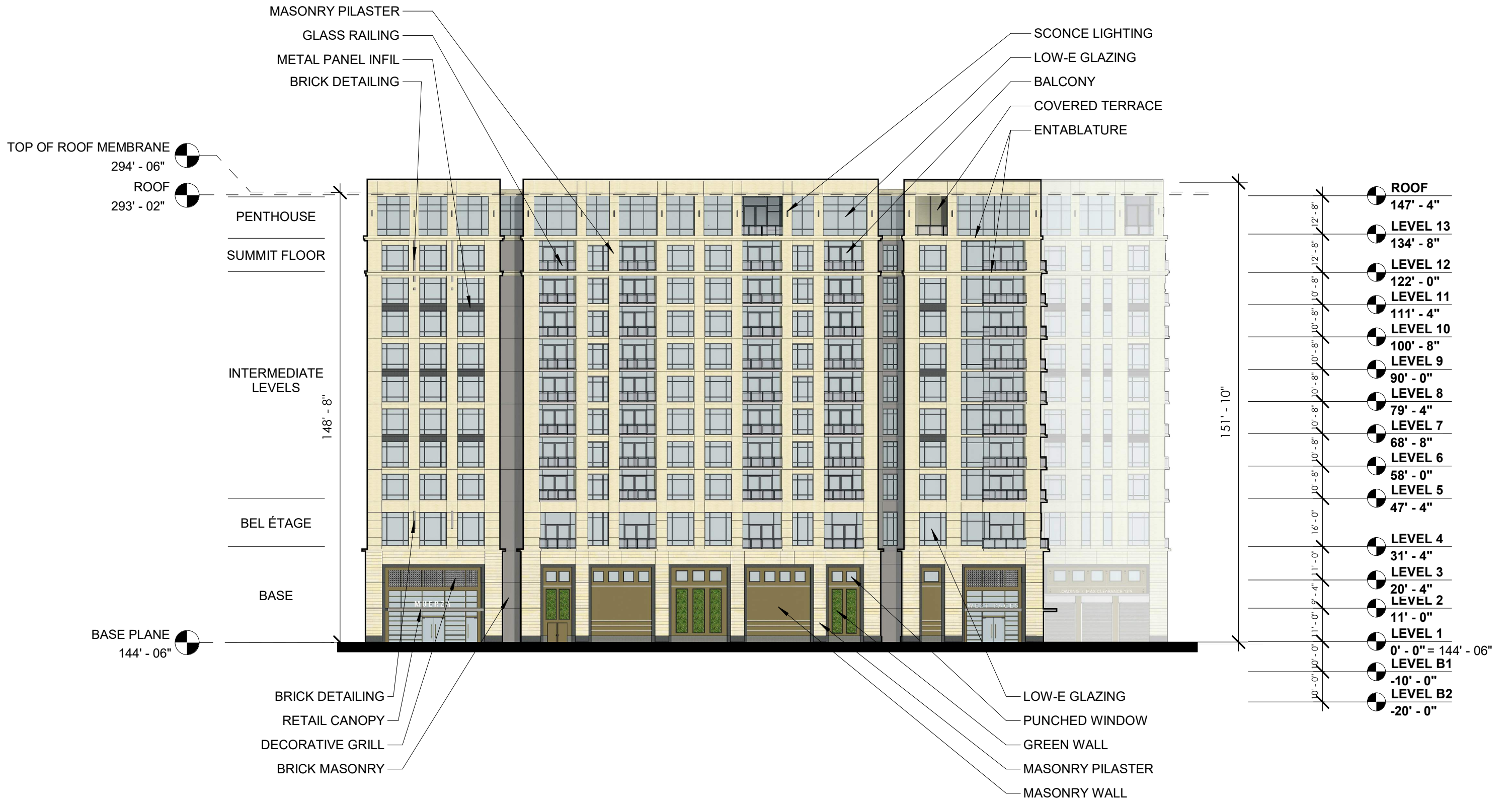
## ELEVATION - WEST





## ELEVATION - SOUTH





## ELEVATION - NORTH

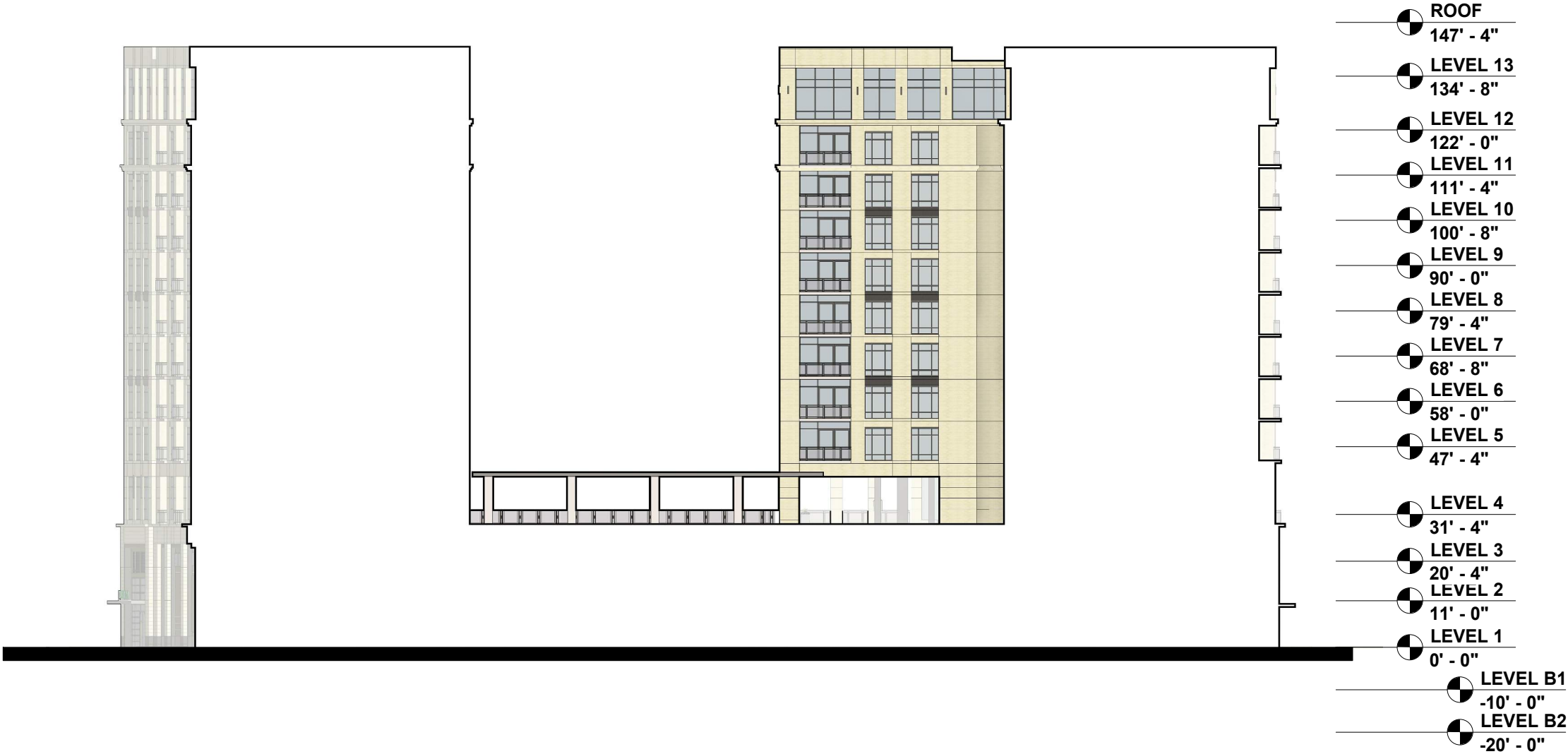


ELEVATION - COURTYARD 1



## ELEVATION - COURTYARD 2





ELEVATION - COURTYARD 3



## ELEVATION - COURTYARD 4



UNIT FLOORPLANS

2 BED / 2 BATH

3 BED / 3 BATH

- SUITE AMENITIES
- Decora roller shades
  - Glass shower doors
  - In-suite laundry
  - Kitchen islands
  - Minimum 9' ceilings
  - Quartz countertops
  - Spacious balconies
  - Stainless steel appliances
  - Walk-in & walk-thru closets

- BUILDING AMENITIES
- Upper floor terraces
  - Dog park & washing station
  - EV charging stations
  - Fitness Center
  - High-speed Internet
  - Parcel lockers
  - Rooftop terrace with BBQ area
  - Social lounge
  - HighTech Community Center
  - Storage lockers
  - Underground parking

1 BED / 1 BATH



770  
SQ. FT.



930  
SQ. FT.



877  
SQ. FT.



1343  
SQ. FT.



1392  
SQ. FT.



1403  
SQ. FT.



1685  
SQ. FT.



1907  
SQ. FT.



UNIT FLOORPLANS

Floor plans are artist's rendering. All dimensions are approximate. Actual product and specifications may vary in dimension or detail. Not all features are available in every apartment. Prices and availability are subject to change. Please see a representative for details.







MOUNT DORA SENIOR LIVING  
ASSISTED / INDEPENDENT LIVING FACILITY



|                                                                                      |                     |
|--------------------------------------------------------------------------------------|---------------------|
| PLANS PREPARED UNDER THE<br>DIRECTION OF:                                            |                     |
| REVISIONS:                                                                           |                     |
| ETM NO. 22-004                                                                       | DRAWN BY:           |
|                                                                                      | DESIGNED BY:        |
|                                                                                      | CHECKED BY:         |
|                                                                                      | DATE: NOVEMBER 2022 |
|  |                     |
| MOUNT DORA MIXED USE                                                                 |                     |
| MOUNT DORA SENIOR LIVING<br>ASSISTED / INDEPENDENT LIVING FACILITY                   |                     |
| DRAWING NUMBER                                                                       |                     |
| COVER SHEET                                                                          |                     |



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- ☐ Matthew A Conte, AIA  
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- ☐ Kimberly Day McCann, AIA  
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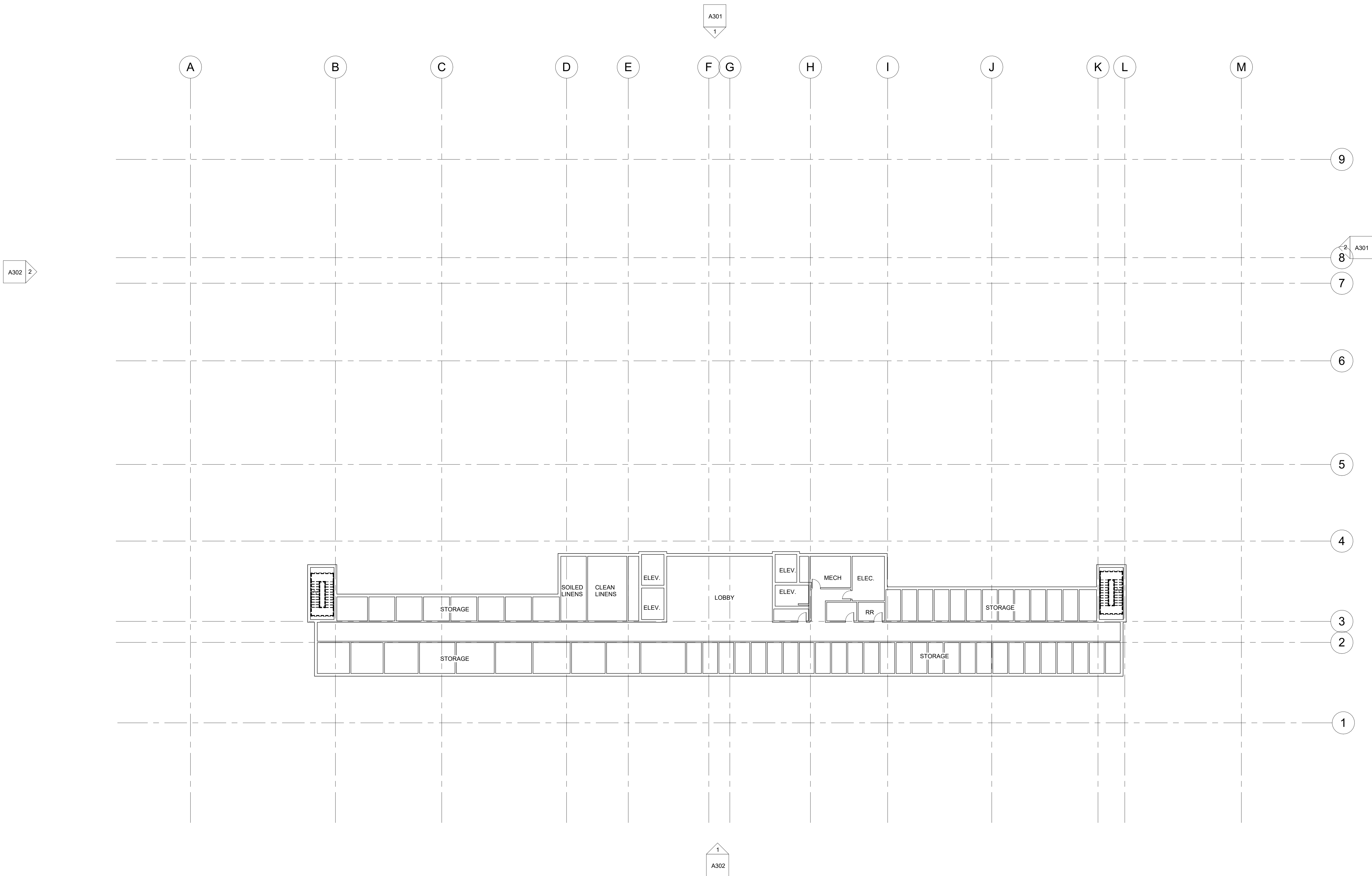
Mt. Dora  
Independent  
Living  
Mt. Dora, FL



PROJECT TEAM:  
Gabriela Salazar

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PROJECT NAME

Mt. Dora  
Independent  
Living  
Mt. Dora, FL

PROJECT CLIENT



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pfriday@eleven18architecture.com

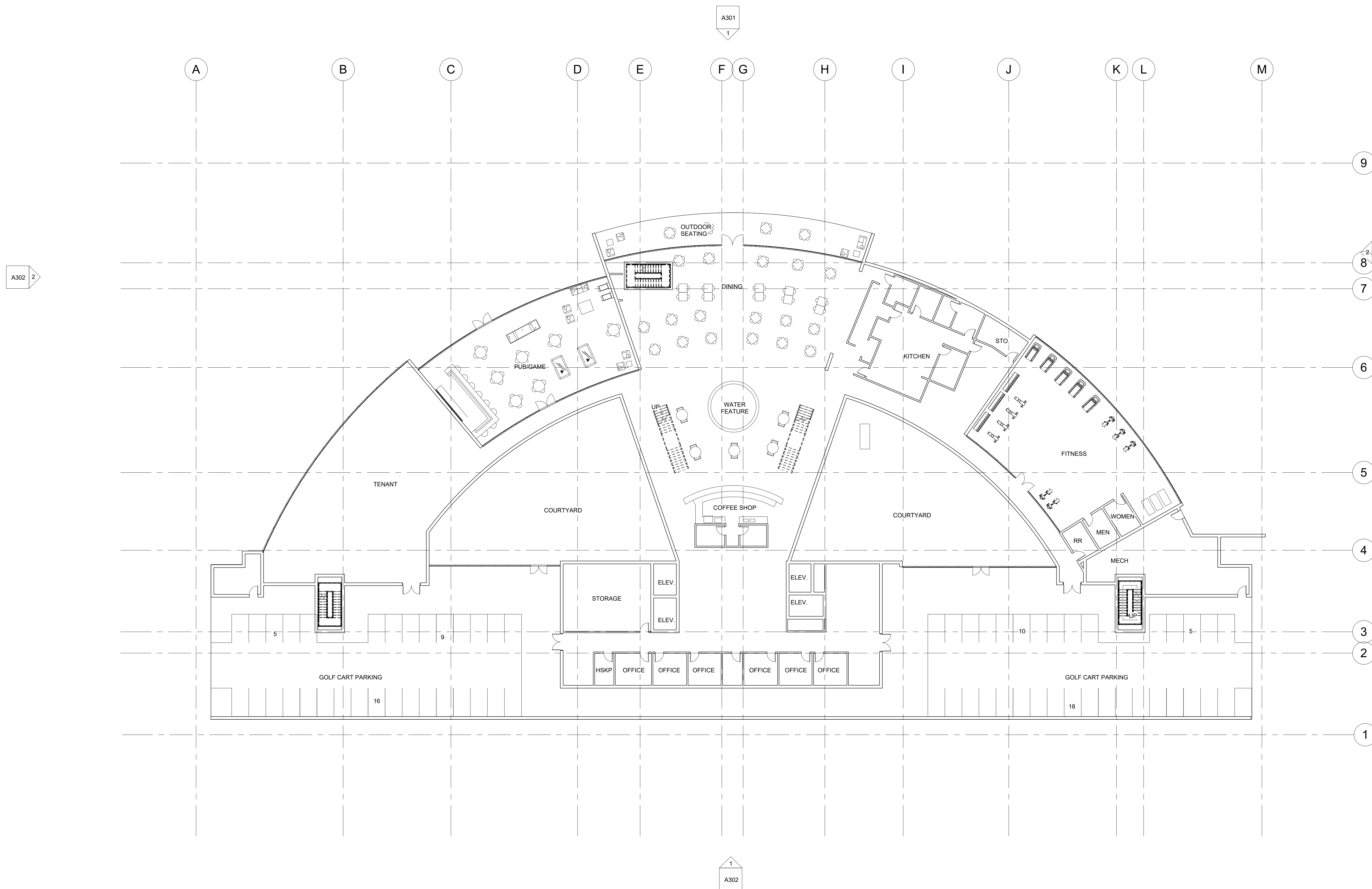
PROJECT TEAM:  
Gabriela Salazar

[illegible]

A203

Level 1 - Amenities

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① Level 1  
 $1/16" = 1'-0"$



NOT FOR  
CONSTRUCTION

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**ELEVEN**  
**18**  
**ARCHITECTURE**  
A WOMEN'S BUSINESS ENTERPRISE

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PROJECT NAME:

Mt. Dor7

continued

independen

## LIVING

PROJECT CLIENT



ELEVEN 18 PROJECT L

**Matt Conte**  
407-745-5300  
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PROJECT TEAM:  
Gabriela Salazar

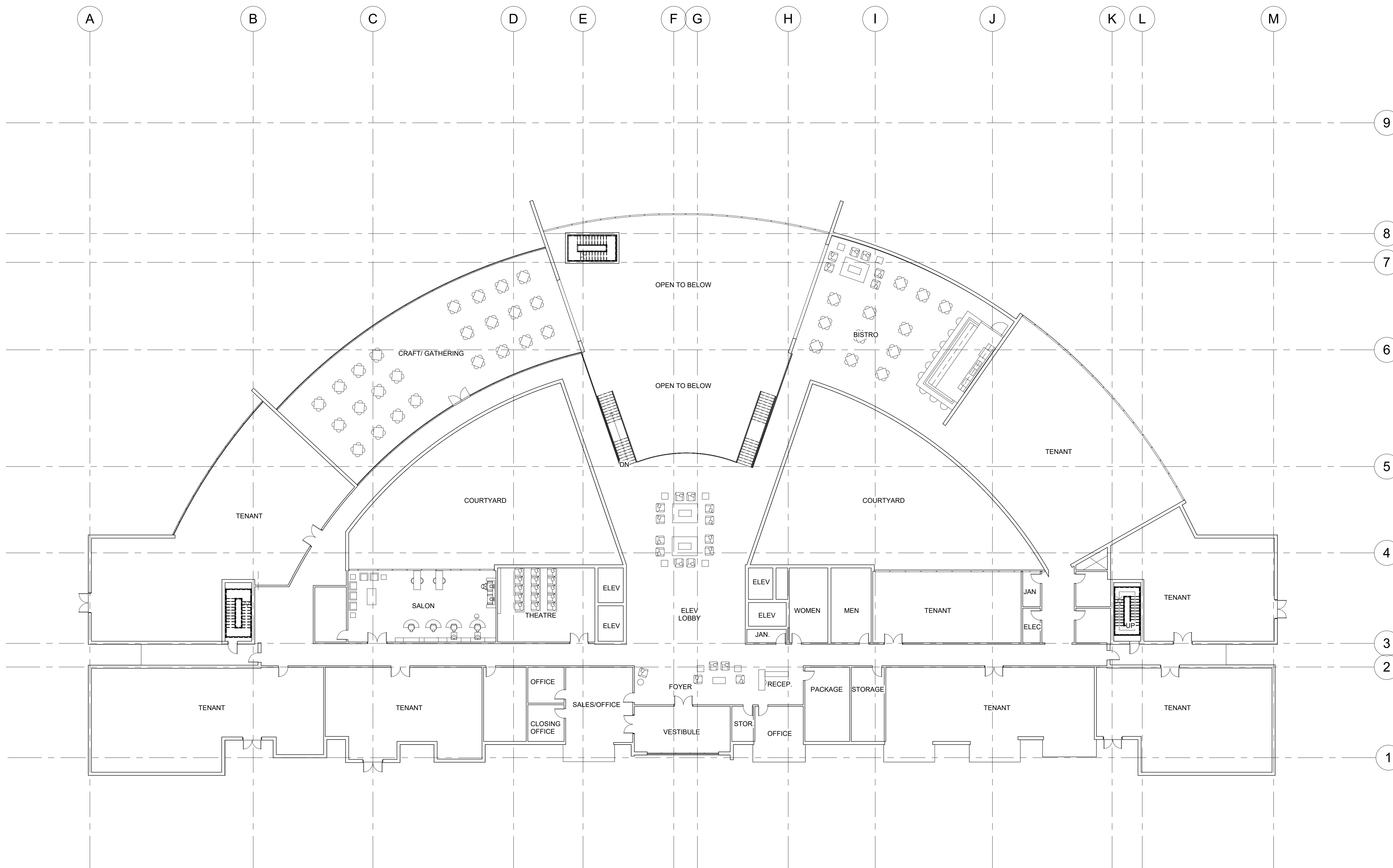
## REVISION

[illegible]

A204

Level 2 - Lobby

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① Level 2  
 $\frac{1}{16}'' = 1'-0''$



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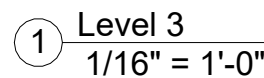


Mt. Dora  
Independent  
Living  
Mt. Dora, FL



PROJECT TEAM:  
Gabriela Salazar

A205  
Level 3 - Residential  
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## Project Narrative

Our plan is to develop and establish a lively, “Place Making” “Live, Work and Play Upscale Mixed-Use Community” within the newly created Wolf Branch Innovation District at the Gateway to Mount Dora while utilizing elevated design guidelines and proven design criteria to capture the essential elements and amenities the future residents and public will want and need within the community. Throughout our design we have focused on providing an attractive pedestrian environment by providing expanded open spaces and have taken steps to create great public places to be enjoyed by all residents, guests, and the public. Phase 1 of the development is situated on just over 38.23 acres and consists of approximately 4.5 million square feet of office, multi-family residential, retail/food and beverage, and hotel space in eight distinct buildings. More specifically the 1<sup>st</sup> phase of the project is currently planned to include:

- Two high rise buildings consisting of approximately 900k square feet of office space with underground parking
- Four mid to high rise buildings accommodating 1,100 residential units and 325 hotel rooms with underground parking
- One ALF/ILF mid to high rise building accommodating 275 Senior Living residential units and age in place services
- One midrise building consisting of approximately 150,000 square feet of Multi Level Self Storage
- 100,000 square feet of Convention Center / Meeting space within Building D
- One Medical Office Building fronting SR 46 consisting of approximately 60,000 square feet
- 24,500 square feet of Food Market space within the Central Park open to the public
- One Montessori Preschool building fronting SR 46 consisting of approximately 12,500 square feet
- One Specialty Grocery consisting of approximately 55,000 square feet
- Roughly 930,000 square feet of commercial use space including food and beverage and retail space within the development and throughout the eight buildings
- A 5.2-acre man-made lake with walking trails and outdoor fitness equipment that will be accessible to the public and residents
- A minimum of 1.72 acres of Central Park and additional plaza and landscaped open space with outdoor activity stations, amphitheater and entertainment venues accessible to the public
- Newly built roads, and bike paths through our development to align with the Wolf Branch Innovation District Plan for connectivity
- Pedestrian improvements throughout the entire project, all of which will be accessible to the public
- The alignment and access of a trail head on our property to the proposed Wekiva Trail. Currently working with City of Mount Dora and Lake County to facilitate and accommodate conversion from the CSX rail line to Wekiva Trail along Segment 1.



## Preliminary Economic Impacts - Phase 1

This 1<sup>st</sup> phase of the development is anticipated to involve an investment of nearly \$980 million in acquisition, infrastructure, construction and other development costs over a multi-year construction period. This construction phase of the project is anticipated to create a total of approximately 6,400 construction related jobs and \$633 million of total labor income. Estimated to create over 1650 permanent Jobs retained on site

A more comprehensive Fiscal Impact and Economic Impact analysis is currently underway and will provide more detailed information. These will be provided to the City of Mount Dora upon our receipt from our Economist Advisor.

## What community benefits will be provided by the project?

When fully developed, the current plan will provide the following community benefits:

- Mount Dora's first large scale comprehensive mixed use, Live, Work and Play Community providing employment opportunities, retail commercial services and residences in an area that is underdeveloped while catalyzing growth in the immediate surrounding areas.
- 8+ acres of public space and newly built infrastructure including an 5.2 acre lake with outdoor exercise equipment stations, multiple public plazas, splash pad and outdoor AquaPark for children and families
- Large underground central parking garages and shuttle service availability for scheduled event parking during City of Mount Dora downtown events where parking is in short supply
- Connection to the City of Mount Dora street grid, improving access to the Wekiva Trail for pedestrians and aligning a key public right-of-way for future development in the district
- Dedicating space for a Trailhead Access with bike rental shop and public bathroom facility and playground along segment 1 of the proposed Wekiva Trail
- A lively active pedestrian environment that includes creating a minimum of 2 access points from the project to the Hike and Bike Trails located within the conservation land adjacent to the southern portion of the property
- Proposing and participating in the Art in Public Places program and incorporating a minimum of two art pieces into the development
- Constructing 95%+ of required parking within a below grade structure instead of above ground structures
- Treating 100% of the onsite water quality volume through green stormwater infrastructure

## **ATTACHMENT 1: Justification and Level of Service Analysis**

### **Detailed Description of and Reasoning for Request:**

The purpose of this application is to request to change from County Regional Office to City Employment Center. The property was annexed into the City limits in August 2022 and was not assigned a future land use or zoning. The Wolf Branch Innovation District Plan was adopted by the City in December of 2020. In the Wolf Branch Innovation District this area is designated for an Employment Center future land use. The Employment Center will pair with the proposed corresponding PUD application for a mixed use project supporting high density residential, commercial, and office uses.

### **List the specific Comprehensive Plan Policy that allows proposed use:**

Future Land Use Element Policy 4.g.12 provides the outline for the vision for the Employment Center future land use. The Employment Center future land use is required to be on an arterial or collector road and provide substantial employment opportunities.

### **Changed condition justifying the amendment:**

The property was annexed into the City limits in August 2022 and was not assigned a future land use or zoning. The Wolf Branch Innovation District Plan was adopted by the City in December of 2020. The Wolf Branch Innovation District area is designated for an Employment Center future land use.

### **How the proposed amendment is consistent with the City of Mount Dora's Comprehensive Plan:**

*Future Land Use Element Policy 4.g.12* encourages high density and high intensity development within the Wolf Branch Innovation District.

*Future Land Use Element Objective 6* encourages compact development. This development will be high intensity and high density within a compact area that is planned for growth.

*Future Land Use Element Policy 8.a* allows for mixed use developments and unconventional development designs.

*Future Land Use Element Policy 12 (East)* encourages development along State Road 46 and encourages projects that create a jobs-to-housing linkage.

*Housing Element Policy 6* indicates that the City should address housing needs for the community. This Employment Center future land use and the corresponding PUD application will provide much needed housing to a Central Florida location that is experiencing a housing shortage.

*Transportation Mobility Element Policy 4.h* requires a Traffic Impact Analysis to be provided to be approved by the City's Engineer. A Traffic Impact Analysis will be provided indicating the effects the development will have on the surrounding road network.

*Infrastructure Element Policy 2.b* requires that future development undergo the development review and permitting process to ensure capacity of utilities. Attached is a letter from the City's Utility Engineer indicating there is sufficient capacity for this development.

*Capital Improvement Element Objective 3* requires new development maintain the City's adopted level of service. As can be seen below in the "Maintaining the City's Adopted Level of Service" section of this document.

*Capital Improvement Element Policy 3.c.* requires the evaluation of proposed plan amendments and requests for new development or redevelopment according to the following guidelines:

(1) *The proposed action(s) shall not contribute to a condition of public hazard, as described in the Infrastructure Element.* The proposed amendment will not contribute to a condition of public hazard.

(2) *The proposed action(s) shall not exacerbate any existing condition of public facility capacity deficits, as described in the Transportation Mobility Element; Infrastructure Element; and the Recreation and Open Space Element.* The proposed amendment will not exacerbate any existing conditions of public facility capacity deficits.

(3) *The proposed action(s) shall not generate public facility demands that cannot be accommodated by capacity increases planned in the 5-Year Schedule of Improvements.* The proposed amendment will not generate public facility demands that cannot be accommodated.

(4) *The proposed action(s) shall conform with the Future Land Uses shown on the Future Land Use Map Series of the Future Land Use Element, and the urban service areas described in the Infrastructure Element.* The proposed amendment will conform to the area as designated on the future land use map as the vision for this area is the requested Employment Center future land use.

(5) *If public facilities are developer-provided, they should accommodate user demands and meet adopted LOS standards.* All public facilities will accommodate user demands and meet adopted level of service standards.

(6) *If public facilities are provided by local government, either in part or in whole, they shall demonstrate financial feasibility, as described in this Element.* All public facilities with thin the proposed development will be financially feasible.

(7) *The proposed action(s) shall conform to the facilities plans adopted by local, State, Federal and regional agencies including water management districts.* The proposed amendment will abide by all governing authorities that pertain to the development of the property.

(8) *Criteria for approving Future Land Use Map Amendments must include the requirement to demonstrate that adequate water supplies and associated public facilities are or will be available to meet projected growth demand.* The attached letter from the City's Utility Engineer indicates that water and sewer are available for this development.



**Extent to which the proposed amendment is compatible with existing land uses:**

The Wolf Branch Innovation District Plan was adopted by the City in December of 2020. In the Wolf Branch Innovation District this area is designated for an Employment Center future land use. The Employment Center will pair with the proposed corresponding PUD application for a mixed use project supporting high density residential, commercial, and office uses.

**Extent of environmental impacts on the resources of proposed amendment:**

The project will follow all city, state, and federal environmental policies. An Environmental Assessment Report will be submitted at the time of Site Plan submittal to tract the flora, fauna, and any other environmental impacts that development of the site will cause.

**Extent to which the proposed amendment will result in an orderly and logical development pattern:**

The proposed future land use of Employment Center is the City's vision for the area as part of the Wolf Branch Innovation District plan. The mixed use development is consistent with the plan and in an area of regional development with the connection to SR 453 in close proximity.

**Maintaining the City's Adopted Level of Service:**

**1. Water**

The City's Land Development Code required level-of-service standard is 472 gallons per day (GPD) per equivalent residential unit (ERU). The existing future land use of County Regional Office allows up to an FAR of 3.0 with a maximum of 75% ISR and 1 dwelling unit for every 10,000 square feet of commercial and office space. On a 36.43 acre site, 3,570,938.03 square feet of commercial/office space could be built  $(1,587,083.57(0.75) \times 3.0)$  and 357 dwelling units  $(3,570,938.03/10,000)$ . The proposed plan with City Employment Center future land use is requesting approximately 2,200,000 square feet of office/commercial type uses with 1,375 dwelling units (including the 275 proposed ALF units). This is a decrease of approximately 1,370,000 square feet of the currently allowed commercial/office space and an increase of 1,018 dwelling units. According to the U.S. Energy Information Administration the average estimate for commercial/office water consumption in large buildings (greater than 200,000 square feet) is 55.6 gallons per 1,000 square feet. The existing County Regional Office would create a consumption of 367,048 gallons per day  $((3,570,938.03/1,000) \times 55.6 + (357 \times 472))$ . The proposed project at a maximum would consume 771,320 gallons per day  $((2,200,000/1,000) \times 55.6 + (1,375 \times 472))$ . This is an increase of approximately 404,272 gallons consumed per day.

## **2. Sanitary Sewer**

The City's Comprehensive Plans required level-of-service standard is 300 GPD per ERU and in no case shall a rate of less than 2,000 gallons per acre per day be used, unless specifically approved otherwise. The existing future land use of County Regional Office allows up to an FAR of 3.0 with a maximum of 75% ISR and 1 dwelling unit for every 10,000 square feet of commercial and office space. On a 36.43 acre site, 3,570,938.03 square feet of commercial/office space could be built  $(1,587,083.57(0.75) \times 3.0)$  and 357 dwelling units  $(3,570,938.03/10,000)$ . The proposed plan with City Employment Center future land use is requesting approximately 2,200,000 square feet of office/commercial type uses with 1,375 dwelling units (including the 275 proposed ALF units). This is a decrease of approximately 1,370,000 square feet of the currently allowed commercial/office space and an increase of 1,018 dwelling units. The State of North Carolina uses a calculation of 130 gals per 1,000 square feet of commercial space. According to that calculation, The existing County Regional Office would create 571,321.94 gallons of sanitary waste  $((3,570,938.03/1,000) \times 130 + (357 \times 300))$ . The proposed project at a maximum would create 698,500 gallons  $((2,200,000/1,000) \times 130 + (1,375 \times 300))$  of daily sanitary waste. This is an increase of approximately 127,179 gallons of daily sanitary waste.

## **3. Solid Waste**

The City's Comprehensive Plans required level-of-service standard is 7.1 pounds per capita per day. The existing future land use of County Regional Office allows up to an FAR of 3.0 with a maximum of 75% ISR and 1 dwelling unit for every 10,000 square feet of commercial and office space. On a 36.43 acre site, 3,570,938.03 square feet of commercial/office space could be built  $(1,587,083.57(0.75) \times 3.0)$  and 357 dwelling units  $(3,570,938.03/10,000)$ . The proposed plan with City Employment Center future land use is requesting approximately 2,200,000 square feet of office/commercial type uses with 1,375 dwelling units (including the 275 proposed ALF units). This is a decrease of approximately 1,370,000 square feet of the currently allowed commercial/office space and an increase of 1,018 dwelling units. The City of Los Angeles did a study in 1993 that claimed 13 pounds of solid waste is generated for every 1,000 square feet of commercial space. The existing County Regional Office would create a consumption of 52,758.94 pounds per day  $((3,570,938.03/1,000) \times 13 + (357 \times 2.5 \text{ person per household}) \times 7.1)$  of solid waste. The proposed project at a maximum would create approximately 53,006 pounds  $((2,200,000/1,000) \times 13 + (1,375 \times 2.5 \text{ person per household}) \times 7.1)$  of daily solid waste. This is an increase of approximately 247 pounds of daily solid waste.

## **4. Parks and Recreation**

All residents shall have access to a Community or Neighborhood Park as defined in Policies 1(b) and 1(c) within a 10-minute walk. All City parks, regardless of park type, that were constructed prior to January 1, 2020 shall count towards the 10-minute walk LOS standard. The proposed development will have direct access to the regional trail and will provide a trailhead. The proposed development will also have on-site outdoor amenities for the project.

## **5. Schools**

Though projects within the City are exempt from school concurrency review, the proposed project will work closely with the Lake County School Board to ensure adequate capacity is available within the Lake County School system.

## **6. Traffic**

According to Comprehensive Plan Transportation Policy 3.e: “On State roads designated as constrained by FDOT and on City roads designated in this comprehensive plan as constrained or scenic facilities, Mount Dora shall not schedule improvements to increase the number of through lanes. The City shall monitor traffic volumes and operating conditions on designated constrained or scenic facilities.” The property fronts on State Road 46 which was recently widened to a 6 lane divided highway. Capital Improvements Element Policy a.7 requires that new development on principle arterial roadways not fall below a LOS D at peak hours. With the recent widening to 6 lanes State Road 46 is currently well above a LOS D at peak hours. The proposed development will not cause the roadway to fall below LOS D.



**Table 1**  
**Trip Generation Summary**

| ITE Code                                           | Land Use                              | Size*    | Daily Trips |        | A.M. Peak Hour Generation |       |       |       | P.M. Peak Hour Generation |       |       |       |
|----------------------------------------------------|---------------------------------------|----------|-------------|--------|---------------------------|-------|-------|-------|---------------------------|-------|-------|-------|
|                                                    |                                       |          | Rate**      | Trips  | Rate**                    | Enter | Exit  | Total | Rate**                    | Enter | Exit  | Total |
| 221                                                | Apartments/Condos (Mid-Rise)          | 1,100 DU | 4.73        | 5,201  | 0.43                      | 108   | 364   | 472   | 0.39                      | 262   | 167   | 429   |
| 252                                                | Senior Adult (ILF)                    | 275 DU   | 2.98        | 820    | 0.20                      | 18    | 35    | 53    | 0.25                      | 39    | 30    | 69    |
| 710                                                | General Office                        | 750 KSF  | 8.93        | 6,697  | 1.26                      | 833   | 114   | 947   | 1.18                      | 150   | 734   | 884   |
| 820                                                | Shopping Center                       | 900 KSF  | 37.01       | 33,309 | 0.84                      | 469   | 287   | 756   | 3.40                      | 1,469 | 1,591 | 3,060 |
| 151                                                | Mini-Warehouse                        | 150 KSF  | 1.45        | 218    | 0.09                      | 8     | 6     | 14    | 0.15                      | 11    | 12    | 23    |
| 310                                                | Hotel/Convention Center               | 325 Rms  | 9.54        | 3,099  | 0.48                      | 87    | 68    | 155   | 0.66                      | 108   | 105   | 213   |
| 850                                                | Specialty Grocer (Supermarket)        | 55 KSF   | 93.20       | 5,126  | 2.86                      | 93    | 64    | 157   | 8.95                      | 246   | 246   | 492   |
| 720                                                | Medical Office                        | 80 KSF   | 41.63       | 3,330  | 2.46                      | 156   | 41    | 197   | 4.03                      | 96    | 226   | 322   |
| 932                                                | Food Market (use Sit-Down Restaurant) | 25 KSF   | 107.20      | 2,680  | 9.57                      | 131   | 108   | 239   | 9.05                      | 138   | 88    | 226   |
| 821                                                | Shopping Plaza                        | 100 KSF  | 91.09       | 9,109  | 3.53                      | 219   | 134   | 353   | 9.03                      | 433   | 470   | 903   |
| Total Trips                                        |                                       |          |             | 69,589 | -----                     | 2,122 | 1,221 | 3,343 | ----                      | 2,952 | 3,669 | 6,621 |
| Internal Capture (Daily 16.5%, A.M. 19%, P.M. 14%) |                                       |          |             | 11,482 | ----                      | 403   | 232   | 635   | ----                      | 413   | 514   | 927   |
| Shopping Center Pass-By (19%)                      |                                       |          |             | 5,284  | ----                      | 72    | 44    | 116   | ----                      | 240   | 260   | 500   |
| Specialty Grocer Pass-By (24%)                     |                                       |          |             | 1,027  | ----                      | 18    | 12    | 31    | ----                      | 51    | 51    | 102   |
| Sit-Down Restaurant Pass-By (43%)                  |                                       |          |             | 962    | ----                      | 46    | 38    | 83    | ----                      | 51    | 33    | 83    |
| Shopping Plaza Pass-By (40%)                       |                                       |          |             | 3,042  | ----                      | 71    | 43    | 114   | ----                      | 149   | 162   | 311   |
| Total Net New Trips                                |                                       |          |             | 47,791 | ----                      | 1,512 | 852   | 2,364 | ----                      | 2,048 | 2,647 | 4,698 |

\*DU= Dwelling Unit, KSF=1,000 square feet

\*\*Equations Used where R<sup>2</sup>>.0.75

Vince Sandersfeld  
Planning and Development Director  
510 N Baker Street  
Mount Dora, FL 32757

December 7, 2022

**RE: Mount Dora Mixed Use PUD Rezoning (PUD22-04) and Small Scale Future Land Use Amendment (FLUM22-05SM) Response to Comments**

Planning and Development

1. The provided agent authorization form references the County and includes three properties. Please complete the enclosed agent authorization form. Each every property owner listed on a warranty deed, or an authorized agents for each of the companies, must complete an agent authorization form.

**a. An updated deed was provided via email on November 22<sup>nd</sup>.**

2. At a minimum, provide trip generation information to show whether or not the amendment to change the property from County Regional Office to the proposed Master Plan will adversely impact the road network. Staff is acceptable to utilizing trip generation information in lieu of a full traffic study; however, the Planning & Zoning Commission and City Council may request additional information.

**a. A trip generation table has been provided as part of the resubmittal.**

3. Please clarify the hotel description (170 key hotel; is this the number of rooms?)

**a. Plan has been updated and revised to a maximum of 325 rooms with a maximum of two independent hotels on the property.**

4. Pursuant to Land Development Code (LDC) Section 3.4.5.6.b.1.f, update the master PUD documents to include the floor area of commercial or industrial uses; lot coverage with ISR calculations; building separations; building setbacks;

**a. As discussed during the meeting with City staff on November 29<sup>th</sup>, only the maximums are provided.**

5. Pursuant to LDC Section 3.4.5.6.b.2, provide preliminary engineering plans for Roads, Water, Sewer, Fire protection, and Water management.

**a. Please see the attached plan showing the road specifications as discussed in the November 29<sup>th</sup> meeting with City staff. Water and Sewer are available as stated in the letter from the City Utility Engineer.**

6. Provide a phasing plan to show the specific development (units, commercial square footage, etc.) in each phase and demonstrate how each phase of development can exist as an independent unit capable of creating an environment of sustained desirability and stability.

**a. A phasing line has been added to the plan.**

7. Update the master plan to include details for the right-of-way width, width of pavement of proposed streets, easements, pedestrian ways, bicycle paths and watercourses.

**a. The plan has been updated to show the dimensions of the different internal forms of transportation as well as details on the complete streets required within the Wolf Branch Innovation District.**

8. Update the master plan to include the locations, dimensions, design elevations or renderings, and uses of all buildings and structures, including proposed property lines, utilities, plants and permanent signs.

**a. The plan has been updated to show dimensions. Signage and utility design will be shown during the site plan process.**



9. Provide justification for building height from 100ft to 200ft and include illustrations.

**a. Plan has been updated and revised to building height of 350ft.**

**Our elevated design guidelines are more stringent than the Wolf Branch Innovation District requires and have been implemented throughout to create a sustainable vision to Live, Work and Play within the community. We are focused on expanding open green spaces and creating great plaza spaces for the public and residents and have focused on creating an attractive pedestrian environment with the design. However to do this we are required to build taller and thinner rather than shorter and wider buildings to reach the density threshold necessary to make the project viable.**

**Our design places roughly 95% of the required parking underground in below grade structures versus above grade structures. This design eliminates the need for the oversized above grade parking garages that are in the WBID Plan and allows us to create open view corridors between buildings, increase green spaces and make the overall pedestrian experience more attractive.**

**Aerial Perspective Renderings of the site with buildings are attached and the topography of the site has been captured within these renderings. Beginning at SR 46 the natural elevation/grade slopes South towards the railroad with approximately 70ft of elevation change from grade at SR46 to the rear of property. The increased building heights are only proposed to begin at Building A which is setback roughly 350 ft from SR 46. Also attached are independent renderings, elevations and floorplans of Building C with the resubmittal.**

**It is also noteworthy to mention that our project does include targeted uses following the WBID vision including Health Services, Office Space, Commercial Retail, Education and Multi-Family. A portion of the Job creation this project will provide also falls within the Florida Enterprise qualified target industry of Life Sciences. The employment generated from this project would also count towards the required job creation total the City and County must meet for the DEO Florida Job Growth infrastructure grant that was awarded.**

**However for this project to be sustainable in design and viable we require increased building heights from the 100 ft building height proposed under the WBID plan. We believe the merits of the project that have been expressed above in addition to the topography changes within the site with 70ft of elevation change from North to South provide justification in obtaining an Increased building height of 350ft calculated at grade from SR 46 in lieu off the 100ft limit, beginning at building A which is setback considerably from SR 46.**

10. Update the master plan to include a utility plan showing existing utilities on the site; preliminary layout of the on-site utilities; and clarity on utility ownership (City or Private).

**a. Utilities will be public and a note has been added to the master plan.**

11. “Future Land Use Element Policy 8.a allows for mixed use developments and unconventional development designs.” Policy 8.a details that unconventional development designs are permitted where the developer can demonstrate improved living environments, protection of natural resources, or increased efficiency of services. Detail how the Planned Development meets these additional requirements.

**a. The Planned Development is to provide an increased efficiency of services and an improved living environment through its condensed area and live, work, and play design.**

12. Please detail how Planned Development accomplishes landscaping consistent to the theme established throughout the city to promote the theme in the western portion of the planning area and how features of the employment area are to be incorporated into the design of the employment center (i.e., jobs-to-house linkage).

**a. The development will follow the guidelines of the Wolf Brach Innovation District zoning for landscaping, promoting the City’s theme for the western portion of the City. There is a note on the master plan stating the Wolf Brach innovation district landscaping will be followed.**

13. The project area listed on the Application is as listed on the Concept Plan and is approximately equal to the total of the acreages listed on the Lake County Property Appraiser’s web site. The total area listed on the Boundary Survey and Topographic Survey only lists one parcel’s area. The Boundary Survey and Topographic Survey appears to only provide information for only 1 of the lots included in the project limits (Lot 1 Block D).

**a. The plan has been updated to show the correct acreage and an updated survey is attached as part of the resubmittal.**

14. Update the master plan to depict the limits of the underground parking structures; access points to commercial tracts;

**a. The plan has been updated to show access points and limits of the underground parking.**

15. The master PUD lists the ISR as 75% and the open space as 15%; please clarify how the other 10% will be developed/utilized.  
**a. These are the min/max requirements of the Wolf Branch Innovation District. Comment was discussed and resolved during November 29<sup>th</sup> meeting.**
16. Shared cross-access required to adjacent parcels to east and west.  
**a. Cross-access areas shown on plan. Cross access agreement to be provided with site plan approval.**
17. Provide a summary breakdown of each use total square footage. There is a section on the concept plan that include basic maximums.  
**a. As discussed during the November 29<sup>th</sup> meeting, only the minimums and maximums will be provided for the entitlement process.**
18. Indicate which roads are private and public.  
**a. Roads will be public.**
19. Attachment 1 references 350 gpd per ERU for the City of Mount Dora as stated in the Comp Plan. However, per the LDC the potable water consumption is rated at 472 gpd based upon 3.5 occupants per single family residence.  
**a. The Level of Service Analysis has been updated to reflect the LDC requirements instead of the Comprehensive Plan requirements.**
20. Attachment 1 should refer to Orange County Utilities ERU factors for water and sanitary sewer absent any direction from the LDC or City Code.  
**a. This comment was discussed as part of the November 29<sup>th</sup> meeting and has been resolved.**
21. Attachment 1 – how can this development generate more wastewater per day than it will consume potable water?  
**a. The Level of Service Analysis has been updated and revised as part of the resubmittal.**
22. Attachment 1 should also address irrigation through the use of the City's reuse system of from an irrigation well.  
**a. The project will tie into the reclaim provided on the north side of State Road 46.**





Public Works

23. Be aware that there may be no place to discharge stormwater from this site, or if there is a discharge onto other property a drainage easement may be required.

**a. Acknowledged. Stormwater calculations will be provided with site plan approval.**



Aaron Hakim

Amco Development, Inc.

December 06<sup>th</sup>, 2022

**AMCO DEVELOPMENT**

1830 Plymouth Sorrento Road Apopka, FL 32712

Phone 407-462-7850 • Fax 407-520-5412

Email: [ahakim@amcodev.com](mailto:ahakim@amcodev.com)



510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7126

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**DATE:** January 17, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

**SUBJECT:** Request Adoption of **Resolution No. 2023-05**, Accepting the Donation and Approving the Display of Black History Month Banners

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**Introduction:**

This is an opportunity for Council to accept the donation of Black History banners and approve of their display.

**Discussion:**

The City is seeking Council's approval to accept the donation of banners commemorating Black History Month, and to approve the display of the donated banners downtown. The banners, if accepted, will be of stock design and will be installed throughout the month of February to celebrate Black History Month.

The original celebration of Black History Week was established by American historian Carter G. Woodson, and was first observed in February of 1926. On February 3, 1975, President Gerald Ford nationally recognized Black History Week with the Message on the Observance of Black History Week. On February 10, 1976, as part of the nation's bicentennial, Black History Week was expanded to a month with President Ford's Message on the Observance of Black History Month. Since then, every American president has designated February as Black History Month.

A private donor is offering to the City decorative light pole banners commemorating Black History month, requesting that, upon acceptance, the banners be displayed downtown throughout February 2023.

**Budget Impact:**

There is no budget impact for this item.

**Strategic Impact:**

Downtown banners enhance the attractiveness of Mount Dora for tourism and development.

**Recommendation:**

Council adopt Resolution No. 2023-05, Accepting the Donation and Approving the Display of Black History Month Banners.

**Attachment(s):**

1. Reso No 2023-05 Black History Banners.SGS

Prepared by: Jeanann Hand, City Clerk

Reviewed by: Sherry Sutphen, City Attorney

Jeanann Hand, City Clerk

Patrick Comiskey, City Manager

Approved - 1/10/2023

Approved - 1/10/2023

Final Approval - 1/10/2023



## **RESOLUTION NO. 2023-05**

**A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO BANNERS CELEBRATING BLACK HISTORY MONTH; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ACCEPTANCE AND DISPLAY OF BANNERS; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on February 3, 1975, President Gerald Ford officially recognized Black History with a Message on the Observance of Black History Week; and

**WHEREAS**, on February 10, 1976, the week was expanded to a month with President Ford's Message on the Observance of Black History Month; and

**WHEREAS**, in 1986, Congress passed a Public Law which designated February as National Black History Month and called on the people of the United States to observe the same with the appropriate ceremonies and activities; and

**WHEREAS**, the City was recently approached by an individual seeking to donate banners celebrating Black History Month for placement in the City of Mount Dora; and

**WHEREAS**, the City of Mount Dora displays various banners throughout the year in the downtown area of the City; and

**WHEREAS**, the City of Mount Dora has determined that acceptance and placement of banners celebrating Black History Month honors the struggle for freedom and equal opportunity and promotes a sense of community in the best interest of the citizens of and visitors to the City of Mount Dora.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MOUNT DORA, FLORIDA, AS FOLLOWS:**

**SECTION 1. Legislative Findings and Intent.** The City of Mount Dora has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

**SECTION 2. Acceptance and Display of Banners.** The City hereby accepts the donation of banners celebrating Black History Month to be displayed on the banner poles in the City during the month of February 2023.

**SECTION 3. Implementing Administrative Actions.** The City Manager is hereby authorized and directed to take such actions as may deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

**SECTION 4. Savings Clause.** All prior actions of the City of Mount Dora pertaining to the acceptance of the donation and the display of Black History Month banners, as well as all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

**SECTION 5. Scrivener's Errors.** Typographical errors and other matters of a similar nature which do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

**SECTION 6. Conflicts.** All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 7. Severability.** If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

**SECTION 8. Effective Date.** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED this 17<sup>th</sup> day of January, 2023.**

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**CRISSY STILE**  
MAYOR of the City of Mount Dora, Florida

ATTEST:

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JEANANN HAND  
CITY CLERK

For the use and reliance of City of Mount Dora only.  
Approved as to form and legality.

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Sherry G. Sutphen, City Attorney



510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7126

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**DATE:** January 17, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

**SUBJECT:** Lobbyist Update

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**Introduction:**

Gray Robinson, P.A. represents the City of Mount Dora during the 2023 Legislative process in Tallahassee, Florida. Their work includes identification of legislative priorities, formulation of strategy, research, communication with elected officials, and reporting the status on current work in progress.

**Discussion:**

Gray Robinson, P.A. supports the City of Mount Dora in respect to Legislative items and appropriations. Attached is the monthly report for December 2022.

**Budget Impact:**

Lobbyist Activities are funded in account 421-1910-536.31-11 in the amount of \$42,000.00.

**Strategic Impact:**

The contract with Gray Robinson, P.A. allows for cooperation from State, County, and surrounding communities toward the Innovation District and future infrastructure through grants and legislative processes.

**Recommendation:**

Data provided is informational.

**Attachment(s):**

1. Mount Dora December 2022 Report

Prepared by: Merry Lovern, Executive Assistant  
Reviewed by: Jeanann Hand, City Clerk  
Patrick Comiskey, City Manager

Approved - 1/9/2023  
Final Approval - 1/9/2023





**December 20, 2022**

**City of Mount Dora  
December Activity Report**

**Important January Dates**

Interim Committee Week 2: January 3-6

Interim Committee Week 3: January 17-20

Interim Committee Week 4: January 23-27

**Florida General Revenue Collections**

A report issued in early December by the Legislature's Office of Economic & Demographic Research (EDR) stated Florida's net general revenue was \$141.4 million over a projection for October economists issued in August. Nearly 78% of the total gain came from Sales Tax.

It was also noted in the report that the total would have been higher if not for Hurricane Ian, and as a potential sign of a slowing housing market, documentary stamp collections were \$27 million below the projection for October.

In total, Florida collected \$3.23 billion in revenue for the month of October.

**Communications**

- Patrick Comiskey
  - 2023 House Appropriations Project Request Form Email (12/5/22)
  - 2023 Senate Local Funding Initiative Request Form Email (12/12/22)
  - Special Session Summary (12/16/22)
- Correspondence with Misty Sommer re Legislative Appropriations
- Correspondence with Councilman Rolfson re Appropriations

**Next Steps**

- Continue to update Mount Dora on grant opportunities
- Schedule meeting with DACS re Marijuana Facility
- 2023 Legislative Priorities
- January 2023- Meet with delegation members to discuss priorities for the 2023 Legislative Session
- Review and Submit House and Senate Appropriations Forms

Ryan Matthews/Angela Drzewiecki