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**CITY OF TAVARES  
MINUTES OF REGULAR COUNCIL MEETING  
APRIL 6, 2005  
TAVARES HIGH SCHOOL/CITY COUNCIL CHAMBERS**

Mayor Ted Wicks called the meeting to order at 3:45 p.m.

**COUNCILMEMBERS PRESENT**

**ABSENT**

Ted Wicks, Mayor  
Nancy Clutts, Vice Mayor  
Sandy Gamble, Councilmember  
Robert Speaks, Councilmember  
Dennis Wilson, Councilmember

**STAFF PRESENT**

Dorothy A. Keedy, City Administrator  
Nancy A. Barnett, City Clerk  
Donna Saladin, Director of Community Services  
Susan Jackson, Director of Community Development  
Emory Kendrick, Fire Chief  
Lori Houghton, Finance Director

Jimmy Conner, Lake County School Board representative, welcomed those in attendance to the tour of the Tavares High School. He introduced the contractor and construction staff and high school staff members, Ms. Tatro, Principal and Ms. Bonnie McKee, Vice Principal. Mr. Conners and Ms. McKee then proceeded to take those present on a tour of the newly renovated high school classrooms and facilities. At the end of the tour, refreshments were served in the Bulldog Café.

The meeting adjourned at 4:45 p.m.

At 5:00 p.m. the meeting reconvened in the City Council Chambers.

**COUNCILMEMBERS PRESENT**

**ABSENT**

Ted Wicks, Mayor  
Nancy Clutts, Vice Mayor  
Sandy Gamble, Councilmember

Dennis Wilson, Councilmember

1 Robert Speaks, Councilmember

2

3 **STAFF PRESENT**

4

5 Dorothy A. Keedy, City Administrator

6 Robert Q. Williams, City Attorney

7 Nancy Barnett, City Clerk

8 Susan Jackson, Director of Community Development

9 Emory Kendrick, Fire Chief

10 Stoney Lubins, Police Chief

11 Donna Saladin, Director of Community Services

12 Lori Houghton, Finance Director

13

14 Duane Brunette, Faith Lutheran Church, gave the invocation and those present recited the  
15 pledge of allegiance.

16

17 **APPROVAL OF MINUTES**

18

19 The minutes of the regular meeting of March 16, 2005 were approved as submitted.

20

21 **PROCLAMATIONS/PRESENTATIONS**

22

23 **Tavares Chamber of Commerce**

24

25 Julie Hall, President of the Tavares Chamber of Commerce, greeted Council. Ms. Erskine,  
26 Executive Director, made the presentation.

27

28 Ms. Erskine discussed the various activities with which the Chamber has been involved  
29 including the hiring of an accountant, updating its membership database, hiring the Executive  
30 Director/Planner, and becoming more involved in local activities, fundraising and grant  
31 writing. She stated there were 14 new business memberships since January, monthly business  
32 luncheons are being offered, and a newsletter is being published approximately every six  
33 weeks. Ms. Erskine stated that they have also begun work on a web site and have an email  
34 address. She said she is involved with and attends the meetings of the United Chambers of  
35 Lake County. She gave an update on the street map project noting that she would be working  
36 with Ms. Saladin on the final details and that the map should be printed by July 1. She said the  
37 Chamber has spent approximately \$5,000 of the \$20,000 grant that the City had provided.

38

39 Vice Mayor Clutts expressed her appreciation for Ms. Erskine's report stating it was the  
40 information she had wanted to be provided.

41

1 T.J. Fish, Vice President of the Chamber of Commerce also spoke. He emphasized the  
2 partnership aspect between the Chamber and the City.

3  
4 Mayor Wicks also thanked those present from the Chamber for the update.

5  
6 **AGENDA REVIEW**

7  
8 Mayor Wicks noted that Council had received an addition to the agenda: a request for a  
9 budget amendment for an internship with Tavares High School for the Sanitation Department.

10  
11 Vice Mayor Clutts stated she would like to have Item #3 on the Consent Agenda (Lake Elsie  
12 Reserves Preliminary Plat) pulled for discussion. Mayor Wicks indicated he would be  
13 declaring a conflict on that item.

14  
15 **PUBLIC HEARINGS/ORDINANCES/RESOLUTIONS**

16  
17 **Resolution #2005-07 – Request for Variance to Landscape Requirements, Lot 81, Lake**  
18 **Saunders Pointe**

19  
20 Ms. Barnett read the resolution by title only:

21  
22 **RESOLUTION NO. 2005-07**

23  
24 **A RESOLUTION OF THE CITY OF TAVARES GRANTING**  
25 **VARIANCE TO CHAPTER 11 OF THE LAND DEVELOPMENT**  
26 **REGULATIONS FOR LOT 81, LAKE SAUNDERS POINTE; SUBJECT**  
27 **TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED**  
28 **BY THE CITY OF TAVARES COUNCIL; PROVIDING AN**  
29 **EFFECTIVE DATE.**

30  
31 Ms. Jackson reported that this resolution was a variance request to Lot 81 in the commercial  
32 development of Lake Saunders Pointe. This is the last lot along the frontage on Dora Avenue  
33 and it is currently under construction. She said when they received site plan approval the  
34 buffer to the east side met code (type C buffer). After they were under construction they asked  
35 for a variance to not have to build the wall in that buffer. The property on the east side is part  
36 of the Lake Saunders Pointe PUD however all the commercial properties have already been  
37 accounted for, therefore it is considered residential. However, in the future it is anticipated it  
38 will probably be changed to commercial. The staff reports recommends denial of the variance  
39 request based on the code requirements because there is actually no hardship that has been  
40 presented. However, staff has suggested that if this variance is to be considered that additional  
41 landscaping be provided instead of the wall. There is a hedge requirement to be planted at a

1 closer spacing and also using certain thicker types of plant material. In addition there is a  
2 requirement for additional trees: one canopy tree and one sub canopy tree for every 50 lineal  
3 feet. This information was presented at the Planning & Zoning Board. The Board voted in  
4 favor of the variance. The resolution in the agenda package reflects that recommendation.  
5

6 Attorney Bruce Duncan with the law firm of Potter, Clement, Lowry and Duncan representing  
7 the applicant, Tom Lowrance, stood to speak. Attorney Duncan said the applicant had no  
8 objection to the increased landscaping requirements. He referred to the letter in the packet  
9 from the adjoining property owner, Mr. Kogut who was present in the meeting. He said they  
10 have owned the property since 1949 and that he intends on this property being commercial.  
11 He said the hardship issue is that if the property were commercial now, the wall would not  
12 have to be built. Since it is residential currently, however, the code requires the wall. The  
13 second point he noted was that there is an access road directly in front which was required to  
14 be built to the property line on the far north. If the wall was to be built with the connections  
15 between the two properties, the wall would eventually have to be torn down in order to  
16 provide the necessary access. He said Mr. Kogut and Mr. Lowrance were available to answer  
17 questions.  
18

19 **MOTION**

20  
21 **Sandy Gamble moved for approval of Resolution 2005-07, seconded by Robert Speaks.**  
22 **The motion carried unanimously, 4-0.**  
23

24 **CONSENT AGENDA**

25  
26 Mayor Wicks asked if there was anyone present regarding the Consent Agenda items. Mayor  
27 Wicks passed the gavel to Vice Mayor Clutts to preside over Item #3. Mayor Wicks declared  
28 a conflict on Item #3, Lake Elsie Reserve Preliminary Plat, as the applicant is his client.  
29

30 Vice Mayor Clutts invited Ms. Jackson to speak regarding Lake Elsie Reserves Preliminary  
31 Plat.  
32

33 Ms. Jackson said this is a preliminary plat that has been approved at the staff level. It is for  
34 80 single family lots and is located off Dora Avenue on either side of Lake Elsie Drive and to  
35 the west of Druid Place.  
36

37 Vice Mayor Clutts said that there had been discussion at the Planning & Zoning Meeting  
38 regarding buffering. She asked if those needs had been met. Ms. Jackson replied that the  
39 applicant had provided the buffering. She said there were no further issues that had been  
40 brought to her attention. Vice Mayor Clutts said that she had contacted Ms. Keedy and Ms.  
41 Jackson as she had had phone calls from some property owners expressing concern about

1 Lake Elsie Drive. It currently exists in two sections and with the proposed subdivision, the  
2 two Lake Elsie Drives will not be connected. The concern expressed was with regard to  
3 emergency response. She said staff will be working on having the roads re-named.  
4

5 **MOTION**

6  
7 **Robert Speaks moved for approval of the Preliminary Plat for Lake Elsie Subdivision,**  
8 **seconded by Sandy Gamble. The motion carried 3-0 with Ted Wicks abstaining.**  
9

10 Vice Mayor Clutts passed the gavel back to Mayor Wicks.

11  
12 **MOTION**

13  
14 **Robert Speaks moved for approval of the remaining Consent Agenda (Acceptance of**  
15 **Public Infrastructure for Foxborough Subdivision and Cross Access Easement**  
16 **agreement with Lake County Association of Realtors), seconded by Nancy Clutts. The**  
17 **motion carried unanimously 4-0.**  
18

19 **AUDIENCE TO BE HEARD**

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21 **DEPARTMENTAL TOPICS FOR COUNCIL ACTION OR DISCUSSION**

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23 **COMMUNITY DEVELOPMENT**

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25 **COMMUNITY SERVICES**

26  
27 **POLICE DEPARTMENT**

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29 **FIRE DEPARTMENT**

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31 **PUBLIC WORKS/GENERAL SERVICES**

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33 **FINANCE**

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35 **ADMINISTRATION**

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37 **REPORTS**

38  
39 **Mayor Wicks**

40  
41 **Community Redevelopment Advisory Committee Appointments**

1  
2 Mayor Wicks stated a resolution was passed at a previous meeting setting up the CRA  
3 Committee. Staff had advertised for applicants and seven applications were received. Mayor  
4 Wicks recommended the following appointments: Greg A. Williams, Richard Joyce, Ed  
5 Holder, Paul Gross, and Nick Magrone. Mayor Wicks said he had interviewed the applicants  
6 and he felt this Committee will greatly assist in the progress of the CRA.

7  
8 **MOTION**

9  
10 **Robert Speaks moved for the approval of the Mayor’s recommendation, seconded by**  
11 **Sandy Gamble. The motion carried unanimously 4-0.**

12  
13 Mayor Wicks stated that he would like to have a joint meeting between City Council and this  
14 Committee once it has been organized.

15  
16 Ms. Keedy stated that the CRA plan needs to be revised and updated as it has not been  
17 reviewed since it was created in 1995.

18  
19 Mayor Wicks stated that once the Committee has organized with staff’s assistance, a joint  
20 meeting will be held.

21  
22 **Councilmember Gamble**

23  
24 Councilmember Gamble asked about the lift station near the School Board maintenance area  
25 that has a problem with odor. Ms. Keedy noted that Mr. Falcon from the Sanitation  
26 Department was present and asked him if he could comment. Mr. Falcon explained that there  
27 had been a crack in the surge tank which required flow to be diverted to that station however  
28 the line at that station cannot handle that amount of flow without releasing excessive amounts  
29 of fumes, hence the odor. He said once the surge tank is replaced in the next two months that  
30 should correct the problem however he would look for ways to alleviate the problem in the  
31 meanwhile.

32  
33 **Vice Mayor Clutts**

34  
35 Vice Mayor Clutts said she had met with Ms. Keedy this week and discussed the following  
36 points

- 37
- Request for a year end review to be provided to Council. This would be a synopsis of  
38 what has been achieved at year end, both in terms of short term and long term goals as  
39 well as a status report. She described it as a State of the City report to keep Council  
40 abreast of the status of the city. She asked Council to consider this and she would  
41 bring back for further discussion.

- 1 • Art opening: She said the “Wet Canvas” show last Friday was excellent and there  
2 were 200 persons who attended. She said that Tamera Rogers has elevated the  
3 reputation of the City Hall with this program. She said this program has made the  
4 residents an investor in the cultural arts.
- 5 • City Web Site: Complimented Chief Lubins for his work on the web site. She noted  
6 there were maps and other information available to the residents. She thanked Chief  
7 Lubins for taking this initiative.
- 8 • Streetscape Plan/Wooton Park Plan: She suggested that not only should the CRA  
9 Committee review these plans but also the Planning & Zoning Board members  
10 because they would have valuable input. She also said the proposed changes to the  
11 Comprehensive plan and future road plans should also be made available to the  
12 Planning & Zoning Board.

13  
14 Mayor Wicks noted that Planning & Zoning Board would be involved in the Comprehensive  
15 Plan process as a matter of procedure. In terms of their involvement in the Streetscape project  
16 they would have had the same opportunity as the general public to be aware of the meeting  
17 that was held at City Hall. He encouraged staff to make a stronger effort to get the Planning &  
18 Zoning Board members involved in this process. Ms. Keedy said that these issues could be  
19 added to their agenda.

- 20  
21 • Vice Mayor Clutts stated she would not be in attendance at the next Council Meeting  
22 (April 20) as she would be out of town at a school field trip.

23  
24 Mayor Wicks noted that Councilmember Wilson was not in attendance at this meeting  
25 because he was assisting in interviews at the high school for the new coach position.

### 26 27 **Councilmember Speaks**

- 28  
29 • Noted that the tour at the High School had been very informative and it was a good  
30 example of the sales tax being used efficiently
- 31 • Agreed with Ms. Clutts’ suggestion for a State of the City report and that perhaps it  
32 could be presented at a public event with media invited, etc. He said he would also  
33 like to see a plan based on future goals as well. He noted that a Council team building  
34 exercise had been held two years ago which was quasi-successful because not all the  
35 councilmembers had wanted to participate at the time. He said the current council  
36 seems to be more in agreement with regard to team building and that it would be a  
37 good opportunity to look at future planning

### 38 39 **Mayor Wicks**

- 40  
41 • Stated he had also been impressed with the tour at the high school and said he thought

1           it would be appropriate at the high school’s August 1<sup>st</sup> Grand Opening to adopt a  
2           resolution or provide a plaque for their work and also for Mr. Conners for his role in  
3           the project.  
4

5           **City Administrator**

6  
7           **Budget Amendment for Internship Program**  
8

9           Ms. Keedy said that in the past the city had budgeted for an internship with the high school  
10          for the Wastewater Department. In the last program, the City ended up hiring the intern who  
11          is still working for the City. The City continued to budget for the program until this year but  
12          did not receive a student. The City has now been approached again by the high school with  
13          three students who are interested in this program. Ms. Keedy requested a budget transfer from  
14          Reserves for \$5,000 to accommodate the internship. It would be a half day program until the  
15          end of the year and then full time through the summer.  
16

17          Mayor Wicks said he would like to support this program. He said there is a scarcity of  
18          training at this level and it will benefit the city back in the long run.  
19

20          **MOTION**

21  
22          **Sandy Gamble moved to approve the budget transfer for the Wastewater Division,**  
23          **seconded by Nancy Clutts. The motion carried unanimously 4-0.**  
24

25          **Lake Region Property**  
26

27          Ms. Keedy said she had met with the individuals who have a contract on the Lake Region  
28          property. She said they would be submitting a site plan for approval in the near future. She  
29          said once staff have approved the site plan, the plan will be brought to Council to review.  
30

31          **Adjournment**  
32

33          There was no further business and the meeting was adjourned at 5:50 p.m.  
34

35          Respectfully submitted,  
36

37  
38          \_\_\_\_\_  
39          Nancy A. Barnett, C.M.C.  
                City Clerk