



**CITY OF CLERMONT
CITY COUNCIL MEETING
CLERMONT CITY HALL
AGENDA**

3:00 PM, Tuesday, September 23, 2025

Welcome to our Council meeting. In the interest of time efficiency and ensuring that everyone who wishes to address the Council is given the opportunity to do so, the following will apply to all comments made by the public. Each speaker will be permitted 3 minutes to address the Council. These time limits may be extended by the Mayor or by majority vote of the Council. To avoid disruption of the meeting, speakers should avoid inappropriate language, personal attacks and derogatory statements and direct comments to the Council. Everyone is requested to be respectful of each other even when we disagree. All public comments should be directed to the Council, and the issue at hand. Everyone should avoid personal attacks and derogatory statements. Thank you for participating in your City Government.

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

PROCLAMATION

Fire Prevention Week

PRESENTATIONS

Fire Prevention

Legislative Update

PUBLIC COMMENT

CONSENT AGENDA

The next portion of the meeting is the consent agenda which contains items that have been determined to be routine and non-controversial. If anyone in the audience wishes to address a particular item on the consent agenda, now is the opportunity for you to do so. Additionally, if staff or members of the City Council wish to speak on a consent item, they have the same opportunity.

Item No. 1 - Meeting Minutes

Consider approval of the August 26, 2025, Council Meeting and September 4, 2025, First Budget Public Hearing minutes.

Item No. 2 - Surplus Request Approval

Consider declaring inventory as surplus from the Information Technology, Fire, City Clerk, and Finance Departments and provide disposal per the Procurement Policy.

Item No. 3 - Request For Proposal Award
Comprehensive Plan

Consider awarding an RFP and executing a contract with DPZ CoDesign, LLC to develop and update a citywide comprehensive plan in the amount of \$685,068.

Item No. 4 - Single/Sole Source Contract Award
Parks and Recreation

Consider approval of a single/sole source contract from ABA Ethos, LLC. to provide Vision and Activation Planning services in the total budgeted amount of \$100,000.

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Item No. 5 - Piggyback Term Contract
Public Services

Consider approval to piggyback the State of FL NASPO No. 25172500-24—ACS awarded contracts to provide tires, tubes, and services.

Item No. 6 - Bid Award
Generator Maintenance and Repair Services

Consider awarding a Term Contract to Alternative Power Solutions, Inc. to provide generator maintenance and repair services in the budgeted annual amount of \$199,405.

Item No. 7 - Resolution No. 2025-031R
Reimbursement

Consider approval to be reimbursed with anticipated debt issuance for a Downtown Parking Garage project.

Item No. 8 - Resolution No. 2025-038R
Fiscal Year 2026 Comprehensive Fee Schedule

Consider changes to amounts for Planning & Zoning, Parks & Recreation, Police, and Utility Billing, and a new section of fees for Utility Installation work.

UNFINISHED BUSINESS

Item No. 9 - Ordinance No. 2025-032 *Final*
LDC Amendment

Consider land development code amendments pertaining to the display of the American Flag.

Item No. 10 - Ordinance No. 2025-033 *Final*
Police Officers Retirement Pension Plan

Consider pension plan changes reflecting federal law changes and pension-related union contract changes approved by Council on April 8, 2025.

Item No. 11 - Ordinance No. 2025-038 *Intro*
Plats

Consider amendments to the Land Development Code to align with new state laws regarding platting.

NEW BUSINESS

Item No. 12 - Resolution No. 2025-023R
Plaza Collina Pod I CUP

Consider a Conditional Use Permit to allow use of shared internal driveway aisles and internal landscape buffers.

Item No. 13 - Resolution No. 2025-024R
1227 Bloxam Ave CUP

Consider a Conditional Use Permit to allow Lake County Ambulance/EMS Service from this location.

Item No. 14 - Variance Request
693 Skyridge Road

Consider allowing a side yard setback from 7.5 ft. to 0 ft. and increase to the maximum impervious surface coverage for an existing paver driveway.

REPORTS

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ADJOURN

Public Notice

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

Meeting agendas are available on the city website and are posted within the first floor of City Hall.

Should any person desire to appeal any decision of the City Council with respect to any matter to be considered at this meeting, that person shall ensure that a verbatim record of the proceedings is made including all testimony and evidence upon which any appeal may be based (F.S. 286.0105).

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in this proceeding may contact the Office of the City Clerk at (352) 241-7331 (Voice) no later than two (2) business days prior to the proceeding or by contacting the City Clerk's Office at cityclerk@clermontfl.org. TTY users may call via 711 (Florida Relay Service) no later than two (2) business days prior to the proceeding.

Please be advised that if you intend to show any document, picture, video or items to the Council or Board in support or opposition to any item on the agenda; a copy of the document, picture, video or item must be provided to the City Clerk for the City's records.

PROCLAMATION

Whereas, the City of Clermont is committed to ensuring the safety and security of all those living in and visiting our city; and

Whereas, fire is a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and

Whereas, most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

Whereas, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

Whereas, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

Whereas, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and

Whereas, Clermont's first responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

Whereas, the 2025 Fire Prevention Week™ theme, “Charge into Fire Safety™: Lithium-Ion Batteries in Your Home,” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

Now, Therefore, I, Tim Murry, Mayor of the City of Clermont in the State of Florida, do hereby proclaim the week of October 5-11, Two Thousand and Twenty Five as:

Fire Prevention Week

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the City of Clermont to be affixed this 23rd Day of September in the year Two Thousand and Twenty Five.

Tim Murry, Mayor

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk

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CALL TO ORDER

The City Council met in a regular meeting on Tuesday, August 26, 2025, at 3:00 pm in the Clermont City Council Chambers. Mayor Murry called the meeting to order at 3:00 pm with the following Council Members present: Council Members Strange, Howard, Myers and Petersen.

Other City officials present were Interim City Manager Van Wagner, City Attorney Waugh, and Deputy City Clerk Wisniewski.

INVOCATION AND PLEDGE OF ALLEGIANCE

Police Chaplain James Pagan gave the invocation, followed by the Pledge of Allegiance.

PRESENTATIONS

Annual Comprehensive Financial Report –

Finance Director Borrer introduced Heather Mosier, Partner with Carr, Riggs and Ingrahm Advisor LLC to present the audit report. This firm was selected by an independent committee to perform the city's independent audit for fiscal year 2024.

Ms. Mosier shared that this was her firm's first year handling the audits for both the city and the CRA. She gave a general overview of the results, explaining that both audits received clean, unmodified opinions with no major issues. One significant deficiency was noted involving unbilled receivables and lease reporting, but steps are already being taken to fix it. The management letter included two compliance issues: missing documentation for required continuing education and the CRA budget not being submitted to the County on time. GASB 100 was implemented this year, changing how some funds are presented, and more changes are expected in the coming years. Overall, the audit went smoothly with no disagreements or major concerns.

Discussion ensued on GASB changes as well as the financial information the city provides on the website.

Quarterly Budget Report –

Finance Director Borrer provided a high-level overview of the third quarter budget report, noting no budget amendments at this time and highlighting that the city has already surpassed \$1 million in investment interest earnings. Citywide revenues and expenditures are tracking favorably against the expected 75 percent benchmark. The General Fund is performing well, Enterprise fund revenues are at 70 percent, though sewer impact fees are low. Capital spending in enterprise funds is behind pace, with only 40 percent of the capital budget used. One area of concern is public safety overtime, with police and fire departments already at 90 percent of their overtime budgets, which may require adjustments before year-end.

PUBLIC COMMENT

Amalie Skorman, FloDash Events – spoke about the Freedom 5k.

Samii Taylor Yakavetic, Powder Place Drive – spoke about eminent domain and the Lumberyard Project.

Mr. Nader, 17431 US Hwy 192 - spoke about a civil dispute regarding his business.

Valarie Schuett, 931 Montrose Street – spoke about impact fees on additional dwelling units.

Joe Fumasi, 2693 Jumping Jack Way – spoke about Wellness Way.

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Charlene Forth, 939 W. Desoto Street – spoke about the sound system in Council Chambers.

Jenny May, 4062 Greystone Drive – spoke about promoting businesses on Facebook.

AGENDA CHANGES

There were none.

CONSENT AGENDA

Mayor Murry advised the next item on the agenda for consideration was the Consent Agenda and requested anyone wishing to have any item pulled for discussion to please come forward at this time.

Item No. 1 – Meeting Minutes

Consider approval of the minutes of the July 10, 2025, and July 15, 2025, council workshops and the July 29, 2025, and August 12, 2025, council meetings.

Item No. 2 – Surplus Request

Consider declaring end-of-life inventory as surplus from the Police and Parks and Recreation Departments and providing disposal per the Procurement Policy.

Item No. 3 – RFP Award

Development of a Form-Based Code

Consider approval of the RFP award and executing a contract with DPZ CoDesign, LLC., to develop and adopt a Form-Based Code (FBC) to replace or supplement the existing zoning regulations for the downtown area in the amount of \$450,000.

Mayor Murry pulled Item 3.

Council Member Howard motioned to approve Consent Agenda items 1-2; seconded by Council Member Petersen. Passed unanimously 5-0 with all members present voicing aye.

Item No. 3 – RFP Award, *Development of a Form-Based Code*

Mayor Murry said he pulled the item because he had some concerns. While he supports form-based codes, he is not sure it is the right fit for downtown.

Mayor Murry opened the public comment.

Anna Sinclair, 575 W Minneola Ave.– expressed her support for choosing DZP for the form-based code.

Samii Taylor, Powderhorn Place Drive– spoke about infrastructure.

Valarie Schuett, 931 W. Montrose Street – spoke in support of form-based code.

Charlene Forth, 939 W. Desoto Street – stated that she does not want to see high buildings in the area.

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Jenny May, 4062 Greystone Drive – spoke in support of the item.

Mayor Murry closed the public comment.

Council Member Strange motioned to approve Item 3, award of a form-based code contract to DPZ Code Design LLC with specific instruction to staff to get started on this right away; seconded by Council Member Myers.

Mayor Murry stated that he agreed with the idea of form-based codes and the strong towns concept but does not think it is a good fit for the city right now. He did not support spending \$450,000 on a plan that only covers part of the city.

Council Member Strange stated her support for updating the downtown code, saying it has been 10 years since the master plan was created, but the zoning was never updated to match. She spoke about the funds invested in downtown improvements like Victory Pointe and streetscapes to support walkability, and that finishing the job with a proper code makes sense.

City Attorney Waugh pointed out that the motion was if the item passed to start immediately. The project is funded in next year's budget so it could not begin before October 1.

Council Member Strange stated that there are funds in this year's budget that could be allocated to this project to get started.

Council Member Howard expressed his support for the form-based code plan, stating that this is not about new development, but redevelopment. He stated that it is a chance to clean up outdated areas, add smart infill, and plan for future growth. While \$450,000 sounds like a lot, he said it is a small price for something that will guide the city's redevelopment for decades. With major changes coming to US Highway 50, he believes now is the time to get ahead of it and make sure the city has a clear vision moving forward.

Council Member Petersen motioned to call for a vote. Council Member Strange seconded the motion.

Mayor Murry said there is a disconnect between what Council says it wants and how it acts, creating confusion.

Passed 4-1 with Mayor Murry opposed.

UNFINISHED BUSINESS

The next three items were presented together and voted on separately.

Deputy City Clerk Wisniewski read the ordinance titles aloud of Ord. 2025-025, Ord. 2025-026 and Ord. 2025-027.

Item No. 4 - Ordinance No. 2025-025, *CarMax Expansion Annexation Final*

AN ORDINANCE UNDER THE CODE OF ORDINANCES OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, PROVIDING FOR THE ANNEXATION OF A CERTAIN PARCEL OF LAND CONTIGUOUS TO THE PRESENT CITY BOUNDARIES; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, RECORDING, PUBLICATION AND AN EFFECTIVE DATE.

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Item No. 5 - Ordinance No. 2025-026, *CarMax Expansion SSCPA Final*

AN ORDINANCE OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING THE SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT FOR THE CITY OF CLERMONT, FLORIDA, PURSUANT TO THE LOCAL GOVERNMENT COMPREHENSIVE PLANNING ACT, CHAPTER 163, PART II, FLORIDA STATUTES; SETTING FORTH THE AUTHORITY FOR ADOPTION OF THE SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT; SETTING FORTH THE PURPOSE AND INTENT OF THE SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR THE ADOPTION OF THE SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT; ESTABLISHING THE LEGAL STATUS OF THE SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

Item No. 6 - Ordinance No. 2025-027, *CarMax Expansion Rezoning Final*

AN ORDINANCE UNDER THE CODE OF ORDINANCES OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF CLERMONT REFERRED TO IN CHAPTER 122 OF ORDINANCE NO. 289-C, CODE OF ORDINANCES; REZONING THE REAL PROPERTIES DESCRIBED HEREIN AS SHOWN BELOW; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, RECORDING, PUBLICATION AND AN EFFECTIVE DATE.

Development Services Planner Kruse presented the items. The applicant is requesting annexation, a small-scale comprehensive plan amendment and rezoning of the subject property. The property is located east of County Road 455 and north of State Road 50, adjacent to Auto Plex Lane, and is approximately 17 acres. The property meets the requirements for consideration of annexation under Florida Statutes 171.044 by adjacent to the current city limits. The property is located within the Joint Planning Agreement and Interlocal Service Boundary Agreement service boundaries and the city will be providing water and sewer services. The property shall be developed as a continuation of the existing CarMax dealership to be used as an auto inventory, wholesale auction, and other accessory uses to the dealership. Staff recommended approval of Ordinance 2025-025.

The current future land use in Lake County is Commercial. As part of the annexation process, the property will need a City of Clermont future land use designation. A similar designation in the city is Commercial and would be compatible with the proposed end development. Most of the existing future land uses in the area are Commercial future land use.

The applicant's request to change the future land use to the city's Commercial designation does not propose a conflict to the existing uses and land uses in the area. The Planning and Zoning Commission recommended approval as presented, 7-0. Staff recommended approval of Ordinance 2025-026.

The applicant is requesting a rezoning from Lake County Planned Commercial to City of Clermont Planned Unit Development as part of the annexation process.

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The property has an existing ordinance, Ordinance 2025-03, issued by Lake County that includes specific development requirements relating to the proposed end use as auto inventory, wholesale auction, and other accessory uses with the adjoining CarMax dealership. The property was previously used as an asphalt plant operating under Lake County Industrial zoning prior to the recent zoning change to Planned Commercial in Lake County.

The requested City's Planned Unit Development zoning would allow the transfer of the existing specific development requirements. As part of the Planned Unit Development, the applicant would be required to develop the site in substantial accordance with a site plan. The proposed site plan as part of the city's Ordinance has been reviewed by the Clermont Site Review Committee as part of the Joint Planning Agreement to ensure the proposed development is in compliance with the city's regulations.

The capturing of the existing Planned Commercial zoning is most appropriately suited to the city's Planned Unit Development, since this allows an ordinance format and allows specific uses to be documented as conditions. The Planning and Zoning Commission recommended approval as presented, 7-0. Staff recommended approval of Ordinance 2025-027.

Jimmy Crawford, Crawford, Modica & Holt were present on behalf of the owner, CarMax. Mr. Crawford explained that this project was approved by the county but is almost surrounded by the city. The usual process is to annex after construction. They chose to annex early, follow the city code, and ensure the city receives impact fees. They work with staff and are ready to move forward, with a team present to answer questions.

The project Planner, Cassidy Clemens presented a PowerPoint presentation on their proposed project and addressed some concerns that were asked at the Planning and Zoning Commission meeting.

Mr. Crawford stated that the applicant would donate land or cooperate with a vendor to provide space for an amenity for the trail that abuts to the property. He suggested adding language to the ordinance stating, "the owner agrees to cooperate with the city to discuss viability of providing land along the north boundary which could be used for a south trail related amenity".

Mayor Murry opened the public hearing.

Samii Taylor, Powderhorn Place Drive – spoke about heavy trucks and noise abatement.

Charlene Forth, 939 W. Desoto Street – spoke about car carrier deliveries.

Mayor Murry closed the public hearing.

Discussion followed regarding traffic, landscape buffers and delivery hours, during which Mr. Crawford stated there are no additional conditions in the county ordinance and requested approval to maintain all operational allowances previously permitted by the County.

Council Member Howard motioned to approve Item No. 4 Ordinance No. 2025-025, CarMax Expansion Annexation.

Council Member Petersen asked if this will be wholesale or retail. Mr. Crawford stated that this will be wholesale only.

Seconded by Council Member Strange. The motion passed by roll call vote 5-0 with all members present voicing aye.

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Council Member Howard motioned to approve Item No. 5 Ordinance No. 2025-026, CarMax Expansion SSCPA: Seconded by Council Member Myers. The motion passed by roll call vote 5-0 with all members present voicing aye.

Council Member Howard motioned to approve Item No. 6 Ordinance No. 2025-027, CarMax Expansion Rezoning to include the north boundary agreement language: seconded by Council Member Myers.

Council Member Strange listed some amendments within the ordinance that she would like to see. Amend 3B, instead of saying the IFAS list, the Clermont list. Paragraph 14 has three-year development commencement, Clermont's is two years, and it does reference the Board of County Commissioners which should be Clermont City Council.

Council Member Howard amended his motion to include Council Member Strange's remarks; seconded by Council Member Myers. The motion passed by roll call vote 5-0 with all members present voicing aye.

Item No. 7 - Ordinance No. 2025-028, *Bloxam Offices Rezoning Final*

AN ORDINANCE UNDER THE CODE OF ORDINANCES OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF CLERMONT, REFERRED TO IN CHAPTER 122 OF ORDINANCE NO. 289-C, CODE OF ORDINANCES; REZONING THE REAL PROPERTIES DESCRIBED HEREIN AS SHOWN BELOW, PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, RECORDING, PUBLICATION AND AN EFFECTIVE DATE.

Deputy City Clerk Wisniewski read the ordinance title aloud.

Development Services Director Henschel presented the item. The applicant, Patrick Harb, is requesting a rezoning for the subject vacant parcel located north of Pitt Street and east of Bloxam Avenue. The 5.65-acre parcel is currently zoned R-3-A Residential/Professional with a Future Land Use Designation of Commercial. The applicant is requesting to rezone the property to Planned Unit Development with Office/Flex space uses.

The Planned Unit Development would allow for a multi-tenant development consisting of five Office/Flex Buildings with 48,500 square feet of space. The Office/Flex buildings will consist of office space to include garage doors to utilize for storage capabilities for tenants, catering to businesses that require flexible use.

The applicant has provided a list of prohibited uses under Section 3 of the Ordinance. These include tattoo parlors, pawn shops and smoke shops.

As part of the Planned Unit Development zoning request, the applicant is requesting one waiver to the City Code. To allow a 14-foot retaining wall adjacent to U.S. Highway 27 instead of the 6 feet required by the Land Development Code due to the existing topography.

Staff have also requested the applicant to have a 30 percent landscaping material increase on the south buffer that is adjacent to the residential property. Staff also recommend the elevations provided require additional architectural treatment during the site review process.

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The rezoning to Planned Unit Development will be consistent with the City of Clermont Comprehensive Plan Goals, Objectives and Policies. The mixed-use development is consistent with the character of the surrounding properties and will be in harmony with the general intent and purpose of the Land Development Codes.

The Planning and Zoning Commission recommend approval 6-0 with two additional conditions: 1) minimum of 82 parking spaces and 2) no live/work units allowed. At the City Council introduction, the Council voted to add a condition that access to the site shall be from Bloxam Ave. The ordinance has been updated to reflect this in Section 3, Item 9. Staff recommends approval of Ordinance No. 2025-028.

Jimmy Crawford, Crawford, Modica & Holt were present on behalf of the applicant. He presented Council with a revised concept plan showing the entrance on Bloxam Avenue. He agreed to the parking requirements but requested that instead of a restriction on the live/workspace that the Council incorporate language stating, "owner shall cooperate with City Planning staff and consultants through the site planning and building permit process to provide a project which enhances the community."

Mayor Murry opened the public hearing. No comments. Mayor Murry closed the public hearing.

Council Member Howard requested insight on the live/work restriction from the Chairperson of the Planning and Zoning Commission.

Chairperson Bain stated that R3 zoning prohibits single family residential and the premise of the addition was to exclude live/work in general from this site not just single family. At the time of the recommendation, there was no planned ingress egress on Bloxam Avenue, so there was no connection to the residential area. He stated that what came before the Planning Commission was not for live/work and it was their hope that if there was a change it would come before them to make a recommendation on that.

Discussion ensued on the 14-foot retaining wall and that it would top out below US Highway 27 because of the grade of the property as well as the ingress egress on US Highway 27.

Council Member Strange expressed concern that, since this is a Planned Unit Development, any significant changes to the approved layout would require returning to Council for approval, unless the form-based code is adopted and the revised plan complies with it.

City Attorney Waugh cited code section 101-284, which is the factors that the city council should consider when dealing with rezoning. It considers if the plan follows existing guidelines, reflects current changes, has enough space for other uses, and fits in with nearby properties.

Mr. Crawford stated that the applicants are eager to move forward and would like to break ground within six months. They are acting in good faith and aim to design a project that satisfies both the city and the owners.

Council Member Howard motioned to approve Item No. 7 Ordinance No. 2025-028, Bloxam Offices Rezoning with stipulation to cooperate with the city on site planning to enhance the community and eliminate the live work housing provision: seconded by Council Member Myers.

Mayor Murry asked what the applicants plan is if the State does not approve the entrance on US Highway 27. Mr. Crawford stated the applicant would return to Council with a new concept plan.

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Council Member Strange said she was not in agreement with access off US Highway 27 as well as a 14-foot retaining wall.

Discussion ensued concerning the access points to the property.

The motion passed by roll call vote 3-2 with Council Member Strange and Council Member Petersen opposed.

Item No. 8 - Ordinance No. 2025-030, *Watercraft Energy Source Freedom Act Final*

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, REPEALING CHAPTER 40, ARTICLE III OF THE CITY CODE, AND PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, THE ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

Deputy City Clerk Wisniewski read the ordinance title aloud.

City Attorney Waugh presented the item. This ordinance is meant to update the city code to match current state law, which no longer allows local governments to ban watercrafts based on the power source. Since the city currently prohibits gas-powered watercrafts, this ordinance was drafted to repeal those now-illegal rules. He stated that in prior conversation Council discussed the possibility of incorporating other types of modifications.

Council Member Howard suggested looking at modifications lake by lake instead of having a blanket ordinance that applies to all lakes.

Mayor Murry opened the public hearing.

Charlene Forth, 939 W. Desoto Street – spoke about boats on the smaller lakes.

Sammi Taylor, Powderhorn Place Drive– spoke about preserving lakes.

Mayor Murry closed the public hearing.

City Attorney Waugh explained that Home Rule says that a city can govern unless the state says otherwise and they have been closing that gap.

Discussion ensued at the reach of the State with this law as well as difference between gas and electric engines and the premise of the law.

Council Member Howard would like to pass this ordinance and come back to each lake and make rules and modifications accordingly.

Council discussed different modifications such as speed limits and stating no boats in certain areas.

Council Member Howard motioned to approve Item No. 8 Ordinance No. 2025-030, *Watercraft Energy Source Freedom Act*: Seconded by Council Member Myers. The motion passed by roll call vote 4-1 with Council Member Strange opposed.

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Item No. 9 - Resolution No. 2025-013R, *Clermont West Phase 2 CUP*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, GRANTING A CONDITIONAL USE PERMIT (2025-013R), TO ALLOW FOR TWO HOTELS TO OCCUPY MORE THAN 20,000 SQUARE FEET OF FLOOR SPACE AND TO ALLOW SHARED PARKING AMONG THE HOTELS. IN ADDITION, THE APPLICANT IS REQUESTING THE FOLLOWING SPECIAL CONDITIONS TO BE INCLUDED IN THE CONDITIONAL USE PERMIT: (1) TO ALLOW ZERO (0) FOOT INTERNAL LANDSCAPE BUFFERS BETWEEN INTERNAL LOT LINES AND (2) TO ALLOW A MAXIMUM GRADING WITHIN THE PERIMETER LANDSCAPE BUFFERS UP TO 25% SLOPE; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

Deputy City Clerk Wisniewski read the resolution title aloud.

Development Services Planner Kruse presented the item. The applicant, Clermont West Investors is requesting to develop the southern portion of a C-2 General Commercial zoned parcel fronting on Hooks Street, located south of Portillo's, between Hobby Lobby and Ford of Clermont. The property is approximately 10 acres in size. The applicant is proposing two hotels in the interior portion of the property, up to five-stories in height, with a maximum square footage of 70,000 square feet each and a total of 250 rooms collectively. The hotels will not be extended stays, and a condition has been added to the conditional use permit (Section 2, item 4). The southernmost portion of the property will consist of a stormwater pond and a 12,500 square foot daycare facility. An interior vacant lot, approximately one acre, will be available for C-2 General Commercial uses. No user has been identified by the applicant at this time for the vacant lot.

The applicant is required to seek a conditional use permit due to the proposed hotel building sizes over 20,000 square feet, shared parking between the hotels, and two special conditions: (1) to allow zero-foot internal landscape buffers between internal lot line and (2) to allow a maximum grade within the perimeter landscape buffer up to 25 percent. Last year, the applicant previously applied for a similar project with hotel use, three-story self-storage, and daycare use that was not approved by City Council along with six special conditions. The applicant has revised the site plan by removing the self-storage component, reducing the number of special conditions and shifting the stormwater around within the site.

Access to the site will be from the existing western driveway access point on Hooks Street, serving Ford of Clermont and this development. In addition, the site will be accessed from the existing State Road 50 entrance and the Sandy Grove access point to the east. The secondary access point on Hooks Street between the stormwater pond and the proposed daycare site has been acknowledged by Lake County and will warrant improvements along Hooks Street, as indicated in the traffic impact analysis review memo.

Staff reviewed the CUP application in accordance with Sec. 101-212 of the Land Development Code. With the revised changes, the project does not appear to conflict with the Comprehensive Plan. The future land use is Commercial and the proposed uses, particularly the hotel use, is supported by Policy 1.9.3. The applicant has made some revisions to the original proposal to lessen the intensity along with other site changes that alleviate staff's concerns about the compatibility of the development in the area. In addition,

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with the revision of parking areas within the development, pedestrian safety appears to have been improved.

The Planning and Zoning Commission recommended approval, 5 to 2, with an additional condition added for a tree inventory and replacement plan. The applicant provided a tree survey, dated July 22, indicating the existing trees were planted for silviculture use and would be exempt from tree mitigation. Staff recommends approval of Resolution 2025-013R.

Jimmy Crawford, Crawford, Modica & Holt was present on behalf of the applicant and provided a synopsis on the revisions, noting the proposal has reduced from six waiver requests to two, removed the self-storage component, prohibited extended stay hotels with a clear definition, improved pedestrian safety with pocket parks and designated walkways, and enhanced open space and increased safety around the daycare.

Mr. Crawford stated that they were approached regarding replacing some of the parking spaces with a public park area south of the hotels to be built at the developer's expense. The applicant acknowledged they may not need all the spaces and suggested the option of removing about thirty spaces to create a public park area. There is an idea that is not final or to scale but could allow them to still meet code or request a waiver, depending on how staff's evaluation of the blended parking rate during site planning. Mr. Crawford suggested adding language to the resolution stating, "parking requirements may be waived by the city during the site planning process for the area to the south of the hotels, provided land excluded from parking areas shall be used as park and recreation space available to the public at the cost of the developer. If parking requirements are not met the city shall consider a variance/waiver and shall waive such application fees."

Corey Sitler, Kimley-Horn, informed Council that the requirement for parking spaces for the project is 311 and currently they have 319.

Discussion ensued about the hotels being extended stay and setting the maximum stay at 30 days, having kitchenettes as well as restaurants within the hotels.

Mayor Murry opened the public hearing.

Jenny May, 4062 Greystone Drive – spoke about traffic and the entrance.

Samii Taylor, Powderhorn Place Drive – spoke about traffic.

Mayor Murry closed the public hearing.

Council Member Howard stated that he is not in support of the extended day hotels allowing the length of stay over fifteen days but does support the park.

Council Member Strange expressed her interest in having the park being more of a green space than a playground. She also spoke about parking and being able to reduce the parking spaces for green space.

Council discussed the parking spaces and the need for all the parking when the hotel is near or at capacity.

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Council Member Strange motioned to approve Item No. 9 Resolution No. 2025-013R, Clermont West Phase 2 CUP allowing under section 2 the hotel to have an incorporated restaurant and to permit use of kitchenettes and to incorporate the language provided by Jimmy Crawford and under paragraph nine to include under architectural design standards as amended at the time of construction: seconded by Council Member Howard. Passed unanimously 5-0 with all members present voicing aye.

Mayor Murry recessed the meeting at 6:05 pm; Mayor Murry reconvened the meeting at 6:16 pm.

NEW BUSINESS

Item No. 10 - Resolution No. 2025-019R, *Church at South Lake CUP*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, GRANTING AN AMENDMENT TO A CONDITIONAL USE PERMIT (2025-019R) TO ALLOW FOR AN EXPANSION TO THE EXISTING CHURCH AT SOUTH LAKE CAMPUS. PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

Deputy City Clerk Wisniewski read the resolution title aloud.

Development Services Planner Gonzalez presented the item. The applicant, The Church at South Lake, is requesting an amendment to an existing conditional use permit to allow for the development of a 16,355 square-foot building addition to the existing church campus. The subject property is located within a planned unit development and is operating under an existing conditional use permit. The Church at South Lake was granted a conditional use permit in 2011 to operate a house of worship in the C-2 General Commercial Zoning District. The proposed expansion would include a new worship auditorium and staff offices.

The site plan provided shows the development of a 16,355 square foot building addition being constructed between the two existing buildings. The current auditorium, which seats approximately 500, will be repurposed as space for the church's youth ministry. Upon completion of the expansion, the total seating capacity of the church auditorium will be 700 seats, representing a net seating increase of 200.

In reviewing an application for a conditional use permit, Section 101-212 (c) of the Land Development Code is consulted. The proposed project expansion is consistent with the existing land use designation and surrounding development pattern. Staff have reviewed the proposed amendment and found it consistent with the City's Comprehensive Plan and Land Development Code. The Planning and Zoning Commission recommended approval 6-0, as presented. Staff recommended approval of Resolution 2025-019.

Brian Hammond, Senior Pastor at the Church of South Lake said that this project had been in the works since they purchased the property in 2011. They renovated the two existing buildings for church use and always planned to eventually connect them. Now that the need has become clear, they are moving forward by building a new worship auditorium between the buildings, along with added office space. The current auditorium will be repurposed primarily for growing youth and student ministries.

Mayor Murry opened the public hearing. No comments. Mayor Murry closed the public hearing.

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Council Member Howard motioned to approve Item No. 10 Resolution No. 2025-019R, Church at South Lake CUP; seconded by Council Member Myers. Passed unanimously 5-0 with all members present voicing aye.

Item No. 11 - Surplus Property

Development Services Director Henschel presented the item. The property, located at the corner of West and Desoto Street, the half-acre parcel is currently used as a city parking lot with about 14 to 20 spaces and was formerly used by the volunteer fire department. The purpose of this item is simply to determine if the City Council wants to declare the parcel as surplus.

Mayor Murry opened the public comment.

Charlene Forth, 939 W. Desoto Street – spoke against surplus, the city needs parking.

Bryan Bain, 245 Nautica Mile Drive—inquired about the placement of the item on the agenda and requested transparency, noting the city’s need for additional parking.

Patrick Bianchi, 810 W. Montrose Street – recommended placing an RFP to ensure strategic development rather than selling it off without a clear vision.

Anna Sinclair, 575 W. Minneola – spoke against declaring it surplus and recommended waiting for a planning report to see what’s proposed for the property.

Mayor Murry closed the public comment.

Council Member Howard acknowledged that he asked for the item to be placed on the agenda. The owner of the adjacent property wants to turn the property into a mixed-use space, but drainage issues are slowing things down. Right now, it could be used for parking, but someone’s interested in buying it, which would help get it back on the tax rolls. Long-term, surface parking is not the answer, he felt that the city needs a parking garage for downtown. He expressed his support for making this property surplus. There is a nearby property owner with an interest in redeveloping the area in the near future.

Council Member Strange believes the government should not own real estate without a clear plan, especially in a downtown commercial area. Leaving property off the tax rolls creates dead space and does not serve the community. She is in favor of selling it as surplus to get it back into productive use. She informed the public that this property is in the Community Redevelopment Agency and there is a formal process that must be carried out to sell the property. In the meantime, she suggested issuing an RFP to gather creative development ideas for the property.

City Attorney Waugh explained the process to surplus property in the Community Redevelopment Agency. He stated that under Florida law, city-owned property must first be declared surplus before it can be sold. The sale must go through a broker or an RFP process, with at least 30 days’ notice before finalizing any contract. The City Council has the authority to decide what serves the public interest best, so the property does not have to go to the highest bidder.

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Council discussed the pros and cons of surplusizing the property, awaiting feedback from the consulting firm on potential uses for the property, including the option of retaining it as parking.

Council Member Petersen motioned to deny Item No. 11 Surplus Property: seconded by Council Member Myers.

Discussion ensued on city owned land, redevelopment potential, parking and surplusizing property.

Council Member Petersen amended his motion to place the property in surplus: seconded by Council Member Strange.

City Attorney Waugh stated that there was a second to the original motion and they would have to agree with the amendment. He also stated that there should not be a motion to deny, there needs to be a positive motion.

Motion failed 2-3 with Council Member Howard, Council Member Strange and Council Member Petersen opposed.

Council Member Petersen motioned to place the property into surplus; seconded by Council Member Howard. Passed 3-2 with Council Member Myers and Mayor Murry opposed.

Item No. 12 - Surplus Property

Development Services Director Henschel presented the item. The city council will consider declaring the quarter-acre property at 650 West Montrose Street, which includes a 2,000 sq. ft. building and 10 parking spaces near City Hall, as surplus. The city bought the property in 2023 with Fire Impact Fees for \$785,000 and spent another \$400,000 on renovations, totaling \$1.2 million for the purchase of the property.

Mayor Murry opened the public comment.

Charlene Forth, 939 W. Desoto Street – spoke against placing the property in surplus.

Vincent Niemiec, Regency Hills – spoke about the appraised value of the property.

Bryan Bain, 245 Nautica Mile Drive – asked for the list of all city owned properties before making decisions.

Samii Taylor, Powderhorn Place Drive – spoke about the best use for the property.

Patrick Bianchi, 810 W. Montrose Street – spoke in favor of placing the property in surplus.

Cyn Doyle, 1020 W Minnehaha – spoke against surplusizing the property.

Jenny May, 4062 Greystone Drive – spoke about having a plan for what the city owns.

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Ana Sinclair, 575 W. Minneola Avenue – requested to have planners come in and advise before the city surpluses property.

Mayor Murry closed the public comment.

Council Member Howard said that the purchase of this property was a mistake made by a previous council. It was unnecessary since there was better land available nearby for the fire department, which was the original intended use. The decision was government overreach, and now his priority is to sell the property and place it back on the tax rolls. He explained that if both properties sell the city can look at purchasing the post office property and make a plan for downtown.

Council Member Strange stated that there is a list of city owned properties and requested Interim City Manager Van Wagner make it public and place it on the website for residents to see. She agrees with surplus the property and getting the property back on the tax rolls.

Council Member Myers believed that Council should wait to see what the planners suggest with the property and then at that time decide on whether to surplus the property.

The council discussed Utility Billing department using the building as they are outgrowing their space in City Hall.

Council Member Howard motioned to approve surplus the property; seconded by Council Member Strange. Passed 3-2 with Council Member Myers and Mayor Murry opposed.

Item No. 13 – Board Appointment

Development Services Director Henschel presented the item. He stated that as mentioned in the previous meeting there was a possibility of a Board Member resigning. Board Member Frances Falcone has resigned from the Code Enforcement Board. The appointment is to fill the remainder of her term in Seat 2, which expires on March 31, 2026. Two applications were submitted to the city for the Code Enforcement Board, which were Bill Kilburn who has previously served on the Code Enforcement Board and Elex Newsome who is a new applicant.

Mayor Murry opened the public comment. No comment. Mayor Murry closed the public comment.

Mayor Murry explained why Mr. Newsome and Mr. Kilburn could not attend the meeting.

Council Member Howard motioned to appoint Bill Kilburn to the Code Enforcement Board; seconded by Council Member Myers. Passed unanimously 5-0 with all members present voicing aye.

Item No. 14 – City Manager Contract

City Attorney Waugh stated that he and the Human Resources Director negotiated the contract based on the previous City Manager's contract. He noted some of the differences which included no severance provision, the evaluation process, benefits and the removal of the outside work clause.

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Mayor Murry opened the public comment.

Samii Taylor, Powderhorn Place Drive – expressed her concern in making this permanent.

Joe Fumasi, 2693 Jumping Jack Way – spoke in support

Bryan Bain, 245 Nautica Mile Drive – he felt that this process should have been handled differently and involved citizens. He also noted additional items in the contract.

Paula Hoisington, 564 E. Desoto Street – spoke about the process.

Cyn Doyle W. 1020 W. Minnehaha Avenue– spoke about transparency.

Patrick Bianchi, 810 W. Montrose – spoke in support.

Jenny May, 4062 Greystone Drive – spoke in support.

Charlene Forth, 939 W. Desoto Street – spoke about transparency.

Vincent Niemiec, Regency Hills – spoke in support.

Mayor Murry closed the public comment.

Council discussed their opinions on appointing Interim City Manager Van Wagner to be full-time City Manager. They discussed how he works with Deputy City Manager Matthys as well as parts of the contract including retroactive benefits, vacation time, raises and retirement contributions.

Council Member Strange suggested starting any benefits he receives be effective as of today and not retroactively which Interim City Attorney Van Wagner agreed to.

Council Member Strange motioned to approve Item No. 14 with all benefits should he choose to accept them to begin as of tonight and retirement to be stricken, will review in six months and can be added then; seconded by Council Member Howard.

Mayor Murry felt that the outside work clause should be placed in the contract and will not support the contract as written.

Council Member Strange called the question; seconded by Council Member Howard.

Passed 4-1 with Mayor Murry opposed.

Item No. 15 – Council Meeting Times

Interim City Manager Van Wagner informed Council that they requested this item be placed on an agenda to discuss the start time of the Council meetings.

Council Member Howard stated that he is opposed to starting meetings later in the evening. The meetings are lasting hours, and the public would not stay for the whole meeting when they are lasting five hours. He said the issue is not the start time, it is how long the meetings drag on. Until the council learns to move through meetings more efficiently, he is not on board with changing the start time but would support splitting the meeting so the public can speak at a certain time.

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Council Member Myers agreed with Council Member Howard and stated that there are many ways to communicate with Council outside of Council meetings.

Mayor Murry opened the public comment.

Vincent Niemiec, Regency Hills – suggested being able to have public input online.

Paula Hoisington, 564 E. Desoto Street – expressed her issue with decisions being made before hearing the people.

Ana Sinclair, 575 W. Minneola Avenue – suggested issuing agendas two weeks in advance.

Samii Taylor, Powderhorn Place Drive – in support of starting meetings at 6:30 pm.

Joe Fumasi, 2693 Jumping Jack Way – suggested finding a middle ground and starting meetings a 4:00pm or 5:00 pm.

Charlene Forth, 939 W. Desoto Street – in support of starting meetings at 6:30 pm.

Cyn Doyle, 1020 W. Minnehaha Avenue – restructure meetings and have a zoom option.

Patrick Bianchi, 810 W. Montrose Street – spoke in support of technology for public input.

Mayor Murry closed the public comment.

Council Member Petersen stated that decision making drops the later in the evening it becomes, and Council does not need to be making decisions that late at night.

Mayor Murry stated the agenda itself contributes to the issue and emphasized the need for more careful consideration when determining agenda items.

The council talked about making use of the consent agenda which could lessen the meeting times, as well as having a hybrid meeting schedule.

REPORTS

CITY MANAGER REPORT

Interim City Manager Van Wagner –

- City Hall will be closed September 1 for Labor Day.
- First Budget Public Hearing will be on September 9 at 5:30pm.
- First Friday food truck will be on September 5.
- Lake County proposed to fund the ambulance service.
- Offered to have the Mayor review the agenda ahead of publishing.

CITY ATTORNEY REPORT

City Attorney Waugh –

- Summary judgment on the Wright-Ahern case and is settled.
- Drafting an agreement between the city and sunshine that will come before Council.
- There will be two resolutions coming forward, permitting site visits and SB180.

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- Working with Finance on several resolutions.
- Looking into CRA financial requirements.

CITY COUNCIL REPORT

Council Member Myers – No report.

Council Member Petersen – No report.

Council Member Strange –

- The Tourism Development Council meets in October and will be sending the strategic plan to the Board of County Commissioners.
- Miss Teen Florida lives in Clermont.

Council Member Howard –

- Requested more understanding of litigation routes for SB 180.
- Businesses on social media would like a workshop discussion on new business social media.
- Explained the reasons annexations are not contiguous, because they were before the ISBA.

Deputy City Manager Matthys –

- The city live streams meetings on YouTube and Facebook and allows comments. Staff is experimenting with Teams Town Hall to have more people interact.

Mayor Murry –

- Attended the Florida League of Cities conference.
- Requested notification prior to ten days if a leak is detected.
- Mayor's luncheon next week.

City of Clermont
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August 26, 2025

ADJOURN: With no further comments, this meeting adjourned at 9:04 pm.

APPROVED:

Tim Murry, Mayor

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk

City of Clermont
MINUTES
FIRST BUDGET PUBLIC HEARING
SEPTEMBER 04, 2025

CALL TO ORDER

The City Council met in a Special Meeting on Thursday, September 4, 2025, at City Hall. Mayor Murry called the meeting to order at 5:30 pm with the following Council Members present: Council Members Strange, Howard, Myers, and Petersen.

Other City officials present were City Manager Van Wagner, Deputy City Manager Matthys and City Clerk Howe.

The agenda items will be discussed concurrently and voted on separately.

Item No. 1 – Resolution No. 2025-027R – *Tentative Ad Valorem Millage Rate*

**A RESOLUTION OF THE CITY OF CLERMONT, FLORIDA,
ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES
FOR FISCAL YEAR 2025-2026; PROVIDING FOR COLLECTION OF
TAXES; PROVIDING FOR AN EFFECTIVE DATE.**

Item No. 2 – Resolution No. 2025-028R – *Tentative Budget*

**A RESOLUTION OF THE CITY OF CLERMONT, FLORIDA,
ADOPTING THE TENTATIVE BUDGET FOR THE FISCAL YEAR
2025-2026; PROVIDING FOR AN EFFECTIVE DATE.**

City Clerk Howe read into the record Resolution No. 2025-027R and Resolution No. 2025-028R by title only.

Council Member Strange provided the invocation followed by the pledge of allegiance.

Finance Director Borrer stated that Resolution No. 2025-027R establishes the tentative millage rate for the City of Clermont's fiscal year 2025–2026 at 4.5900 mills. This proposed rate, approved by the City Council on July 29, 2025, is lower than the rollback rate of 4.6185 mills and represents the maximum rate that was publicly noticed to property owners. Before final adoption, the public must be given the opportunity to provide comments during the tentative millage hearing. While the City Council may reduce the proposed rate, it cannot raise it. Adoption of the tentative rate requires a majority vote, and the final millage rate will be set on September 18, 2025.

Mayor Murry opened the public hearing.

Bryan Bain, 245 Nautica Mile Drive – spoke in support of the 4.59 millage rate.

Mayor Murry closed the public hearing.

Council Member Strange motioned to adopt a millage rate of 4.4 mills for fiscal year 2026;
seconded by Council Member Myers.

Council Member Howard stated that he supports keeping the millage rate at 4.59 mills, he has not seen, nor will he support a lower rate like 4.4 without more detailed budget information.

Council Member Strange explained that if grant income is included, the Capital Reserves would not require funding. Also, by reducing the healthcare estimate from \$8.8 million to \$7.4 million and directing the City Manager to pursue revenue from Lake County for EMS services, the millage rate could be lowered to 4.4 mills.

City of Clermont
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FIRST BUDGET PUBLIC HEARING
SEPTEMBER 04, 2025

Motion failed 2-3 with Council Member Howard, Council Member Myers and Mayor Murry opposed.

Council Member Howard motioned to approve Resolution 2025-027R at the millage rate of 4.59; seconded by Council Member Myers. The motion passed 4-1 with Council Member Strange opposed.

Finance Director Borrer stated that Resolution 2025-028R approves the tentative budget for fiscal year 2025–2026, requires public comments before adoption, mandates the City Council adopt the tentative budget by the end of the public hearing, and sets the final budget adoption for September 18, 2025.

Mayor Murry opened the public hearing. No comments. Mayor Murry closed the public hearing.

Council Member Howard said he supports aiming towards a 4.2 millage rate but will only approve a concrete budget without relying on uncertain assumptions, stressing the need for solid agreements with Lake County and a thorough review of insurance costs.

Council Member Strange noted that this year’s actual insurance costs are high, allowing for a reduced estimate next year and potential savings. She spoke about over funding the reserves and taxing without a plan. There is a new position for a grant writer for next fiscal year without any corresponding requirements, they should have a dollar amount or number of grants to reach each year.

Council Member Strange requested an update on the EMS program from City Manager Van Wagner.

City Manager Van Wagner stated that a preliminary EMS agreement is currently under review, with two main concerns identified. The first concern involves uncertainty regarding the extent of the service boundaries, particularly in relation to EMS coverage south of the turnpike. Second, the county has proposed lowering the ALS payment, which the city opposes due to budget needs. The county has offered \$423.58 per transport from billing revenue and an additional \$141.81 per call from MSTU ambulance funds.

Fire Chief Ezell said that the biggest concern right now is that the county says if the city does not fully join the countywide EMS system, they cannot guarantee the funding levels they have offered, and they have not said what the funding would look like if we do not join. There is also a push to get a flat annual amount instead of being paid per transport, for easier budgeting. The city is working to schedule a meeting with the county soon, aiming to finalize an agreement by next week.

Discussion ensued on funding the program, coverage boundaries and long-term goals for the EMS program.

Mayor Murry requested information about the debt services total, he felt that the city should not reduce the millage rate while incurring debt.

Finance Director Borrer explained that in total there are six debt service payments that amount to \$75.5 million of that \$48 million comes out of Enterprise Funds.

The council discussed potential annexations and the additional revenue they could generate for the city.

Council Member Strange requested the following three amendments to the budget before adopting.

- Add grant revenue, create a condition upon hire of a grant writer to bring in between \$750,000 and \$1.5 million per year in grant funds.
- Remove the transfer of \$4.6 million to the capital reserves.
- Reduce health care from \$8.8 million to \$7.4 million.

City of Clermont
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FIRST BUDGET PUBLIC HEARING
SEPTEMBER 04, 2025

The council discussed the risks of budgeting uncertain revenue, concerns about reducing the healthcare allocation based on a year when the city was not fully staffed, and the potential flexibility issues that could arise from not transferring \$4.6 million to capital reserves, particularly if the city moves forward with the EMS program.

Council Member Petersen motioned to approve Resolution 2025-028R; seconded by Council Member Howard.

Discussion ensued on whether any of the amendments requested would be included in the motion.

Council Member Petersen called for the vote.

Passed 4-1 with Council Member Strange opposed.

CLOSING COMMENTS

None.

City of Clermont
MINUTES
FIRST BUDGET PUBLIC HEARING
SEPTEMBER 04, 2025

ADJOURN: With no further comments, this meeting adjourned at 6:28 pm.

APPROVED:

Tim Murry, Mayor

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date			
Tuesday, September 23, 2025			
Agenda Item Name			
Surplus Request Approval			
Requested Action			
The Procurement Services Department requests approval to declare end-of-life inventory as surplus from the Information Technology Department, Fire Department, City Clerk, and Finance Department and provide disposal per the Procurement Policy.			
Staff Report			
The Procurement Services Department, on behalf of the Information Technology Department, Fire Department, City Clerk Department and Finance Department, recommends approval of the surplus request.			
The following inventory has reached its end-of-life service, and approval to surplus these items is requested:			
Department	Qty.	Property Description	
Information Technology	13	Dell Optiplex 7070 Computer	
Information Technology	2	Dell Optiplex7040 Computer	
Information Technology	1	Dell Optiplex 7010 Computer	
Information Technology	1	APC Smart 620Uninterruptible Power Supply	
Fire	6	10x10 Cubicles	
Fire	1	Broken Ice-O-Matic Ice Maker	
City Clerk	3	Broken Office Chairs	
Finance	5	Broken Office Chairs	
The salvageable surplus property will be listed on www.GovDeals.com , an electronic public auction website for government property. The non-salvageable property will be disposed of appropriately.			
Additional Analysis			
Fiscal Impact Summary			
The surplus property has an anticipated value of \$200.			
Fiscal Impact	Fund Number and Description	Available Budget Amount	
Exhibits Attached (copies of original agreements)			
1.	Fire Department Disposal Forms	Fire Department Disposal Forms.pdf	
2.	Information Technology Disposal Forms	Information Technology Disposal Forms.pdf	
3.	Finance Department Disposal Forms	Finance Department Disposal Forms.pdf	
4.	City Clerk Disposal Form	City Clerk Disposal Form.pdf	



PROPERTY DISPOSAL FORM

Dept. / Division: FIRE/FIRE Property Tag #:
 Contact Person: Rick Casler Phone: 352-241-2217
 Year / Make / Model: see below Vehicle No.
 Miles / Hours: Serial / VIN:
 Description of Property 6 10x10 cubicles (located on trailer in bay)

☐ See attached form with multiple items listed. All items must include above information.

*****MUST CHECK ACTION BELOW (One Action Per Form)*****

- ☐ **CANNIBALIZED:** The equipment is in non-repairable condition but components parts of the equipment may be used to repair or replace parts on other pieces of equipment.
- ☐ **LOST / STOLEN:** Accidental loss or damage - disposition is unknown (Police report must be attached to this form).
- ☐ **TRADE-IN:** Returned to vendor. Submit any other information as to the asset(s) description, trade-in value, etc.
- ☐ **NON-REPAIRABLE:** A piece of equipment that is not repairable or not cost effective to repair.
- ☐ **OBSOLETE:** Refers to any item, material and software, which is of no use to the City or has expired its useful life.
- ☐ **SCRAP:** Any metallic material that can be dissolved to produce new metals.
- ☐ **ABANDONED:** Property which has been left behind by owner or unclaimed and recovered by the Police Department (abandoned property does not require City Council approval).
- ☒ **OTHER:** cubicles removed from 12th Street offices, no longer in use.

Director Signature: Signed by:
David Ezell
DADC525C158496...

Date: 9/11/2025

*****This form must be sent to the Procurement Department to dispose of property*****

Date Approved by City Council:

Agenda Item:

Method of Disposal:

Date Disposed:

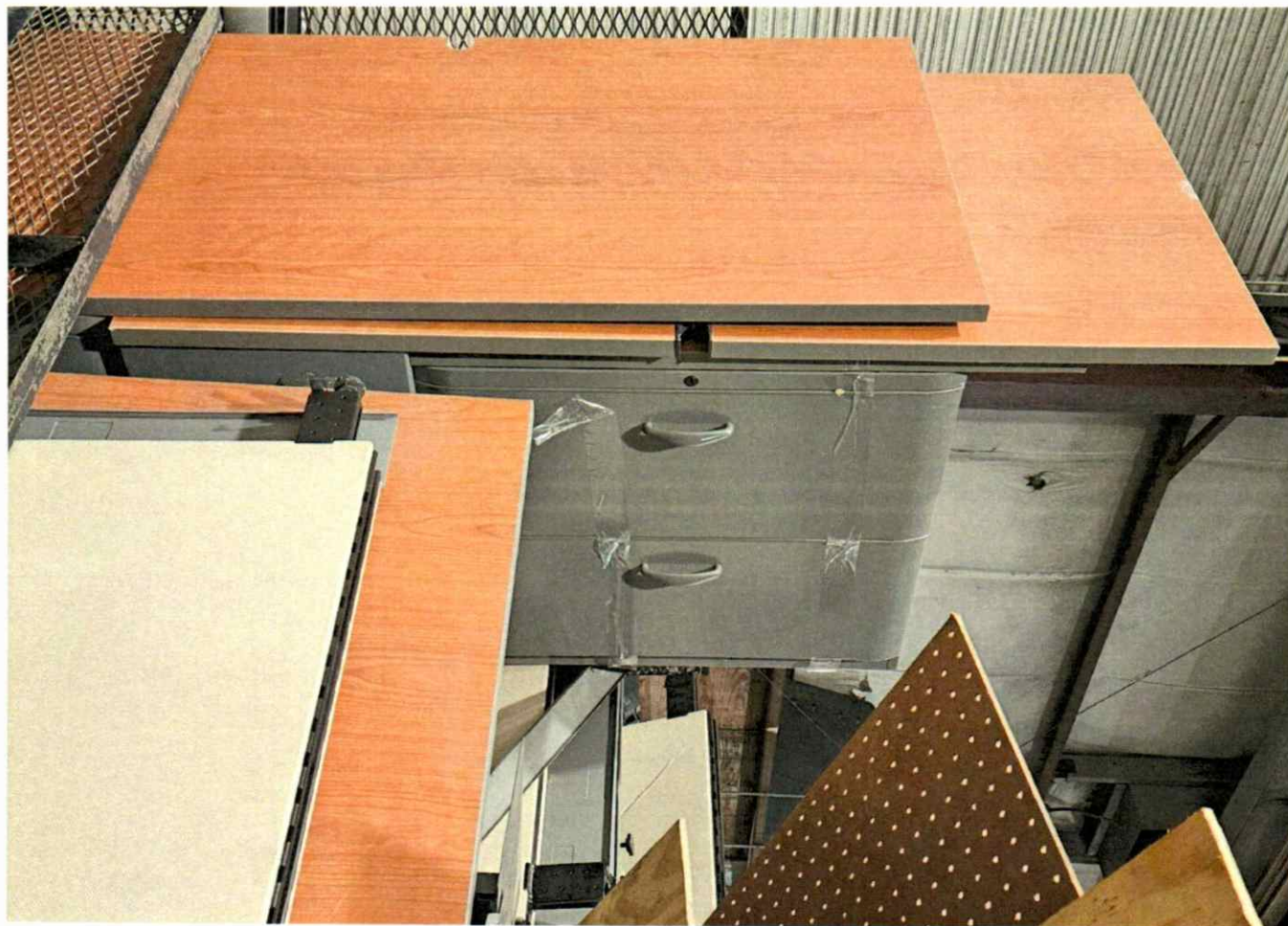
Procurement Director:

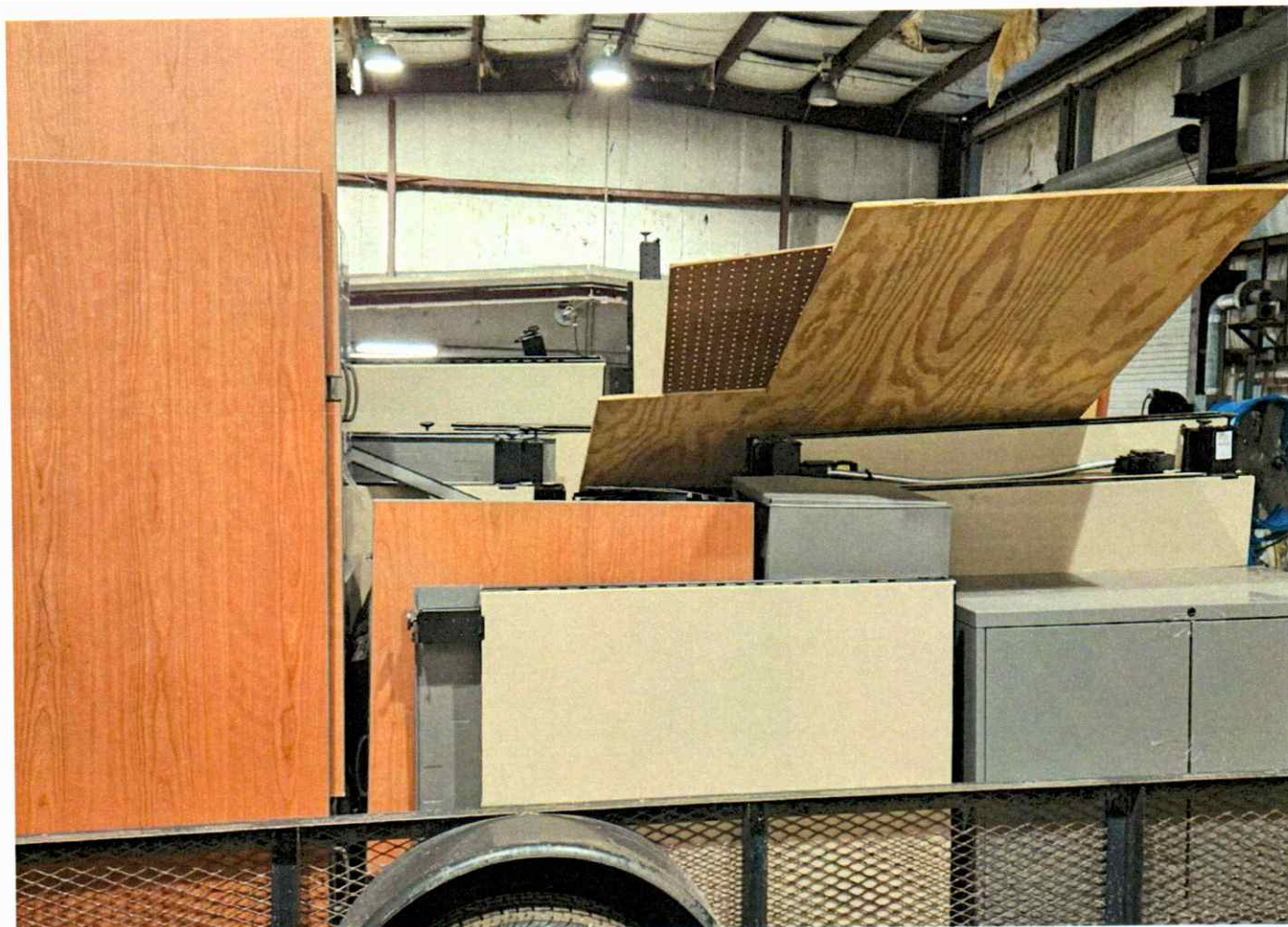
Date:

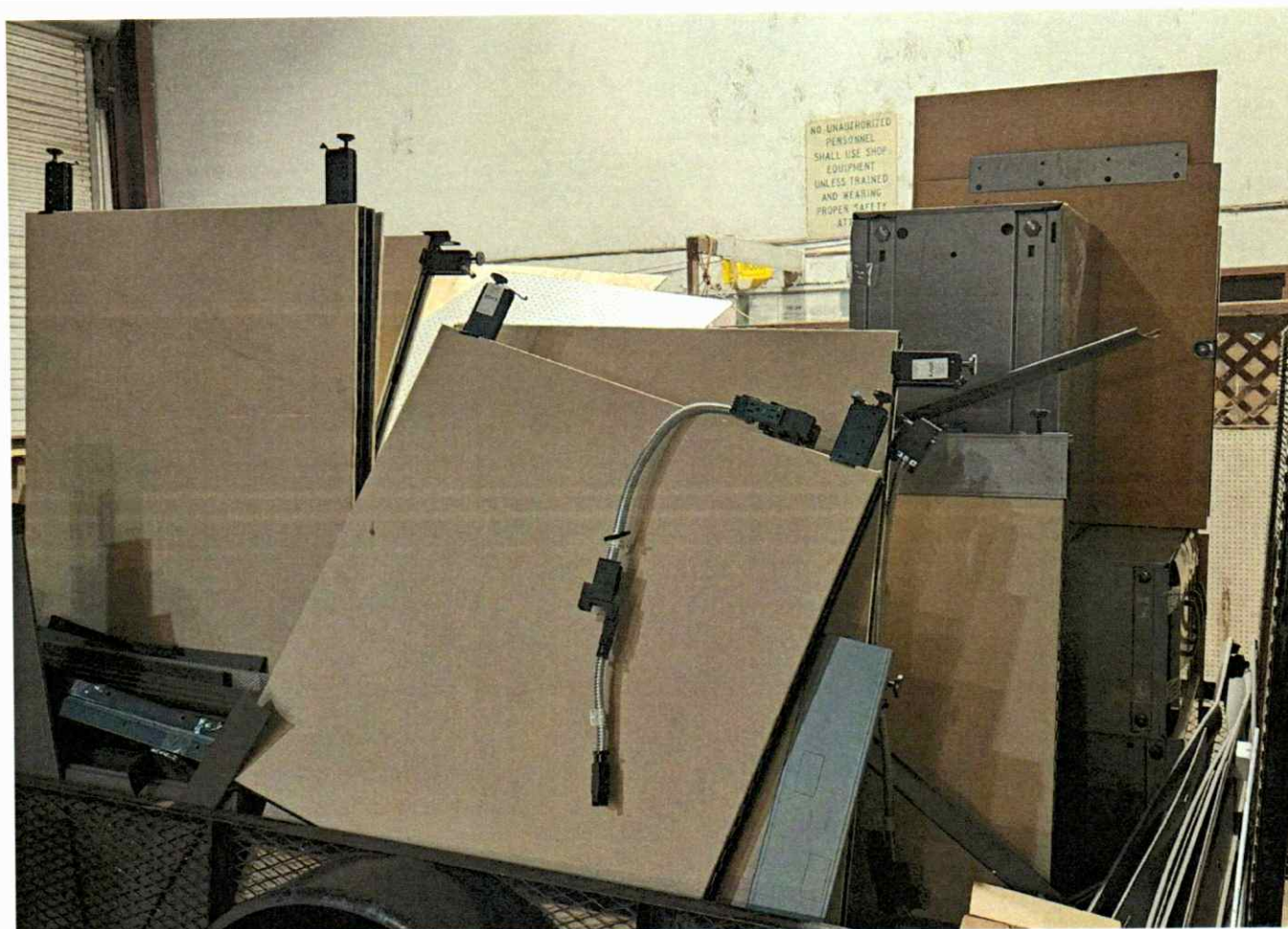
Munis Asset Number:

Revised 5/2/2023











PROPERTY DISPOSAL FORM

Dept. / Division: FIRE/FIRE FSI Property Tag #: 10079
 Contact Person: DANNY MCKENZIE Phone: 352-241-2280
 Year / Make / Model: ICEOMATIC, YEAR UNKNOWN Vehicle No.
 Miles / Hours: Serial / VIN:
 Description of Property ICE O MATIC ICE MAKER AND BIN - UNREPAIRABLE

☐ See attached form with multiple items listed. All items must include above information.

*****MUST CHECK ACTION BELOW (One Action Per Form)*****

- ☐ **CANNIBALIZED:** The equipment is in non-repairable condition but components parts of the equipment may be used to repair or replace parts on other pieces of equipment.
- ☐ **LOST / STOLEN:** Accidental loss or damage - disposition is unknown (Police report must be attached to this form).
- ☐ **TRADE-IN:** Returned to vendor. Submit any other information as to the asset(s) description, trade-in value, etc.
- ☒ **NON-REPAIRABLE:** A piece of equipment that is not repairable or not cost effective to repair.
- ☐ **OBSOLETE:** Refers to any item, material and software, which is of no use to the City or has expired its useful life.
- ☐ **SCRAP:** Any metallic material that can be dissolved to produce new metals.
- ☐ **ABANDONED:** Property which has been left behind by owner or unclaimed and recovered by the Police Department (abandoned property does not require City Council approval).
- ☐ **OTHER:**

Director Signature: Signed by:
David Ezell
DADCB525C158496... Date: 9/11/2025

*****This form must be sent to the Procurement Department to dispose of property*****

Date Approved by City Council: Agenda Item:
 Method of Disposal: Date Disposed:
 Procurement Director: Date:
 Munis Asset Number:



[illegible]



PROPERTY DISPOSAL FORM

Dept. / Division: FINANCE Property Tag #:
Contact Person: Marsha Pridgeon Phone: 352-241-7383
Year / Make / Model: Vehicle No.
Miles / Hours: Serial / VIN:
Description of Property 2 Broken Office Chairs

☐ See attached form with multiple items listed. All items must include above information.

*****MUST CHECK ACTION BELOW (One Action Per Form)*****

- ☐ **CANNIBALIZED:** The equipment is in non-repairable condition but components parts of the equipment may be used to repair or replace parts on other pieces of equipment.
- ☐ **LOST / STOLEN:** Accidental loss or damage - disposition is unknown (Police report must be attached to this form).
- ☐ **TRADE-IN:** Returned to vendor. Submit any other information as to the asset(s) description, trade-in value, etc.
- ☒ **NON-REPAIRABLE:** A piece of equipment that is not repairable or not cost effective to repair.
- ☐ **OBSOLETE:** Refers to any item, material and software, which is of no use to the City or has expired its useful life.
- ☐ **SCRAP:** Any metallic material that can be dissolved to produce new metals.
- ☐ **ABANDONED:** Property which has been left behind by owner or unclaimed and recovered by the Police Department (abandoned property does not require City Council approval).
- ☐ **OTHER:**

Director Signature: Scott Borrer Date: 08/21/2025

*****This form must be sent to the Procurement Department to dispose of property*****

Date Approved by City Council: Agenda Item:
Method of Disposal: Date Disposed:
Procurement Director: Date:
Munis Asset Number:

Revised 5/2/2023



PROPERTY DISPOSAL FORM

Dept. / Division: FINANCE Property Tag #:
Contact Person: Marsha Pridgeon Phone: 352-241-7383
Year / Make / Model: Vehicle No.
Miles / Hours: Serial / VIN:
Description of Property Three Broken Office Chairs

☒ See attached form with multiple items listed. All items must include above information.

*****MUST CHECK ACTION BELOW (One Action Per Form)*****

- ☐ **CANNIBALIZED:** The equipment is in non-repairable condition but components parts of the equipment may be used to repair or replace parts on other pieces of equipment.
- ☐ **LOST / STOLEN:** Accidental loss or damage - disposition is unknown (Police report must be attached to this form).
- ☐ **TRADE-IN:** Returned to vendor. Submit any other information as to the asset(s) description, trade-in value, etc.
- ☒ **NON-REPAIRABLE:** A piece of equipment that is not repairable or not cost effective to repair.
- ☐ **OBSOLETE:** Refers to any item, material and software, which is of no use to the City or has expired its useful life.
- ☐ **SCRAP:** Any metallic material that can be dissolved to produce new metals.
- ☐ **ABANDONED:** Property which has been left behind by owner or unclaimed and recovered by the Police Department (abandoned property does not require City Council approval).
- ☐ **OTHER:**

Director Signature: Scott Borrer

Date: Sep 9, 2025

*****This form must be sent to the Procurement Department to dispose of property*****

Date Approved by City Council:

Agenda Item:

Method of Disposal:

Date Disposed:

Procurement Director:

Date:

Munis Asset Number:

Revised 5/2/2023



PROPERTY DISPOSAL FORM

Dept. / Division: CITY CLERK Property Tag #:
Contact Person: Nicole Wisniewski Phone: 352-241-7334
Year / Make / Model: Vehicle No.
Miles / Hours: Serial / VIN:
Description of Property 3 Office Chairs

☐ See attached form with multiple items listed. All items must include above information.

*****MUST CHECK ACTION BELOW (One Action Per Form)*****

☐ **CANNIBALIZED:** The equipment is in non-repairable condition but components parts of the equipment may be used to repair or replace parts on other pieces of equipment.

☐ **LOST / STOLEN:** Accidental loss or damage - disposition is unknown (Police report must be attached to this form).

☐ **TRADE-IN:** Returned to vendor. Submit any other information as to the asset(s) description, trade-in value, etc.

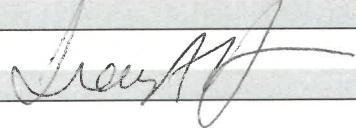
☐ **NON-REPAIRABLE:** A piece of equipment that is not repairable or not cost effective to repair.

☒ **OBSOLETE:** Refers to any item, material and software, which is of no use to the City or has expired its useful life.

☐ **SCRAP:** Any metallic material that can be dissolved to produce new metals.

☐ **ABANDONED:** Property which has been left behind by owner or unclaimed and recovered by the Police Department (abandoned property does not require City Council approval).

☐ **OTHER:**

Director Signature: 

Date: 9-11-2025

*****This form must be sent to the Procurement Department to dispose of property*****

Date Approved by City Council:

Agenda Item:

Method of Disposal:

Date Disposed:

Procurement Director:

Date:

Munis Asset Number:

Revised 5/2/2023



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 2

Meeting Date	
Tuesday, September 23, 2025	
Agenda Item Name	
Request For Proposal Award <i>Comprehensive Plan</i>	
Requested Action	
Requesting approval to award a contract between the City of Clermont and DPZ CoDesign, LLC. to develop and update a Citywide comprehensive plan in the budgeted amount of \$685,068.	
Staff Report	
The Evaluation Committee recommends approval of this action. The City Manager consulted with the Procurement Services Department to determine the most cost-effective approach to solicit qualified consultants or consultant teams to develop a citywide comprehensive plan. The selected firm will work closely with City staff, the CRA, and community stakeholders to develop a modernized plan that reflects the community's vision, addresses current challenges, and complies with state and local regulations. This update will enhance the livability and sustainability of Clermont while promoting economic growth and environmental stewardship. As a result, the Procurement Services Department issued Request for Proposal No. 25-085 on June 27, 2025, to solicit proposals from qualified firms. The solicitation was competitively bid, formally advertised, and fully complies with the City of Clermont's Procurement Policy and Procedures. A total of eight proposals were received. An Evaluation Committee consisting of three city staff members reviewed, scored, and ranked the proposals. DPZ CoDesign, LLC was the top-ranked firm based on its qualifications, expertise, and demonstrated experience in this field. Following the evaluation, the Procurement Director and the Evaluation Committee entered negotiations with DPZ CoDesign, LLC., resulting in a price reduction from \$864,483 to \$685,068, achieving a savings of \$179,415. This cost reduction did not impact service levels or result in project revisions, such as changes to scope, timeline, or deliverables. DPZ CoDesign, LLC will provide the City of Clermont full-service planning and design support for the Comprehensive Plan Update. Their scope includes reviewing and evaluating the existing plan, collecting and analyzing baseline demographic, economic, and environmental data, and coordinating with City staff and stakeholders. They will lead a robust public engagement process through workshops, focus groups, and digital outreach, ensuring inclusive participation. DPZ will prepare updated plan elements covering land use, housing, transportation, infrastructure, conservation, and economic development, supported by GIS mapping. They will also assist with the drafting, refinement, and final adoption of the updated plan, including presentations to the Planning & Zoning Commission and City Council, while ensuring compliance with Florida Statutes and state planning standards. The 12–18 month timeline to complete the work encompasses all phases of the project, including data collection, public engagement, evaluation of the existing plan, drafting of updated elements, and adoption support, ensuring the Comprehensive Plan is finalized, approved, and formally transmitted within the required timeframe. The award recommendation is being made to the most qualified respondent, DPZ CoDesign, LLC.	
Additional Analysis	

Fiscal Impact Summary		
The fiscal impact of \$685,068 is accounted for in the fiscal year 2026 budget.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
\$685,068	10515-53160	\$1,900,000
Exhibits Attached (copies of original agreements)		
1. RFP 25-085 Response Tabulation	RFP 25-085 Response Tabulation.pdf	
2. RFP 25-085 Evaluation Summary	RFP 25-085 Evaluation Summary.pdf	
3. RFP 25-085 Notice of Intent to Award	RFP 25-085 Notice of Intent to Award.pdf	
4. Task Force Boundary Map	Task Force Boundary Map.pdf	
5. Cost of Services	Cost of Services.pdf	
6. Scope of Services	Scope of Services.pdf	



RESPONSE TABULATION

RFP 25-085, CITYWIDE COMPREHENSIVE PLAN UPDATE
SOLICITATION DEADLINE: AUGUST 14, 2025, AT 2:00 P.M. (EST)

COMPANY NAME, CITY, STATE
Calvin, Giordano & Associates, Inc. – Clearwater, FL
Chan Moore and Associates, Inc. – Maitland, FL
DPZ CoDesign, LLC. – Miami, FL
Goman York Property Advisers, LLC. – Hartford, CT
Inspire Placemaking Collective, Inc. – Orlando, FL
Kimley-Horn and Associates, Inc. – Orlando, FL
Redevelopment Management Associate, LLC. – Pompano Beach, FL
RVi Planning + Landscape Architecture – Bonita Springs, FL



EVALUATION SUMMARY

RFP No. RFP 25-085

Citywide Comprehensive Plan Update

RESPONSE DEADLINE: August 14, 2025, at 2:00 pm

EVALUATORS

Name	Title
Curt Henschel	Planning and Development Services Director
Dan Matthys	Deputy City Manager
Rick Van Wagner	City Manager

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Total Score (Max Score 100)	Rank Order
DPZ CoDesign, LLC	87.5 (1)	77.5 (1.5)	91.5 (1)	85.5	1
RVI Planning + Landscape Architecture, Inc.	84.5 (5)	77 (3)	79.5 (2)	80.33	2
Kimley-Horn and Associates, Inc.	85 (3)	77.5 (1.5)	73.5 (4)	78.67	3
Inspire Placemaking Collective, Inc.	80 (7)	69.5 (5.5)	79 (3)	76.17	4
Calvin, Giordano & Associates, Inc.	85 (3)	69 (7)	70.5 (5)	74.83	5
Chen Moore and Associates	82 (6)	71 (4)	67 (8)	73.33	6
Goman York Property Advisers LLC	85 (3)	64.5 (8)	69.5 (6)	73	7

EVALUATION TABULATION

RFP No. RFP 25-085

Citywide Comprehensive Plan Update

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Total Score (Max Score 100)	Rank Order
Redevelopment Management Associates	79.5 (8)	69.5 (5.5)	68 (7)	72.33	8

MEETING SUMMARY

The Evaluation Committee met on Wednesday, September 10, 2025, at 9:00 A.M. to review the results of their proposal evaluations. Each evaluator submitted their scores individually through OpenGov. During the meeting, the Procurement Services Director presented a score summary, guided the committee through the results, and facilitated discussion on the evaluations. The committee unanimously agreed with the summarized scores and confirmed the proposal rankings in the same order. The Procurement Director, assisted by the Evaluation Committee, proceeded to negotiate an agreement with the top-ranked firm. If an agreement cannot be negotiated with the highest-ranked firm, negotiations will discontinue, and the Procurement Services Director will start contract negotiations with the following highest-ranked respondent.

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Introduction Letter 0-10 Points 5 Points (5%)	License and Insurance Pass / Fail 5 Points (5%)	Company Background and Time in Business 0-10 Points 5 Points (5%)	Company Experience and References 0-10 Points 15 Points (15%)	Personnel Experience 0-10 Points 15 Points (15%)	Methodology and Approach 0-10 Points 10 Points (10%)	Public Engagement Strategy 0-10 Points 10 Points (10%)	Project Schedule 0-10 Points 10 Points (10%)	Cost of Services 0-10 Points 15 Points (15%)
DPZ CoDesign, LLC	9	100%	9.3	9.3	9	9.7	9	8.7	6.7
RVI Planning + Landscape Architecture, Inc.	8.3	100%	7.7	8	8.3	8.3	8	7.7	8.3

EVALUATION TABULATION

Request For Proposal - Citywide Comprehensive Plan Update

Page 2

EVALUATION TABULATION

RFP No. RFP 25-085

Citywide Comprehensive Plan Update

Vendor	Introduction Letter 0-10 Points 5 Points (5%)	License and Insurance Pass / Fail 5 Points (5%)	Company Background and Time in Business 0-10 Points 5 Points (5%)	Company Experience and References 0-10 Points 15 Points (15%)	Personnel Experience 0-10 Points 15 Points (15%)	Methodology and Approach 0-10 Points 10 Points (10%)	Public Engagement Strategy 0-10 Points 10 Points (10%)	Project Schedule 0-10 Points 10 Points (10%)	Cost of Services 0-10 Points 15 Points (15%)
Kimley-Horn and Associates, Inc.	8	100%	8.3	8	8	8.3	8	7.7	7.7
Inspire Placemaking Collective, Inc.	8	100%	7.7	8	8	7.7	8	7.3	7
Calvin, Giordano & Associates, Inc.	7	100%	7.3	7	7.7	7.3	7.3	7.7	8.3
Chen Moore and Associates	7	100%	6.7	7.3	7	7	7	7.3	8.7
Goman York Property Advisers LLC	7.7	100%	7.7	7.3	6.7	7	6.7	7.7	8
Redevelopment Management Associates	7.3	100%	7.3	7	7	6.3	6.7	7.3	8.7

Vendor	Business Location 0-5 Points 5 Points (5%)	Quality of Submittal 0-10 Points 5 Points (5%)	Total Score (Max Score 100)
DPZ CoDesign, LLC	2	9	85.5

EVALUATION TABULATION

Request For Proposal - Citywide Comprehensive Plan Update

Page 3

EVALUATION TABULATION
RFP No. RFP 25-085
Citywide Comprehensive Plan Update

Vendor	Business Location 0-5 Points 5 Points (5%)	Quality of Submittal 0-10 Points 5 Points (5%)	Total Score (Max Score 100)
RVI Planning + Landscape Architecture, Inc.	2	8.7	80.33
Kimley-Horn and Associates, Inc.	2	8	78.67
Inspire Placemaking Collective, Inc.	2	7.7	76.17
Calvin, Giordano & Associates, Inc.	2	7.7	74.83
Chen Moore and Associates	2	7.3	73.33
Goman York Property Advisers LLC	2	8	73
Redevelopment Management Associates	2	7.3	72.33

INDIVIDUAL PROPOSAL SCORES

Calvin, Giordano & Associates, Inc.	
Introduction Letter 0-10 Points 5 Points (5%)	
Evaluator 1: 8	
Evaluator 2: 6	
Evaluator 3: 7	
License and Insurance Pass / Fail 5 Points (5%)	
Evaluator 1: Pass	
Evaluator 2: Pass	
Evaluator 3: Pass	

Company Background and Time in Business | 0-10 Points | 5 Points (5%)

Evaluator 1: 9

Evaluator 2: 6

started in 1937, incorporated in 1985, merged with Safebuilt in 2018. Started planning services in 2001.

Evaluator 3: 7

Company Experience and References | 0-10 Points | 15 Points (15%)

Evaluator 1: 8

Evaluator 2: 6

Several projects in Florida

Evaluator 3: 7

Personnel Experience | 0-10 Points | 15 Points (15%)

Evaluator 1: 9

Evaluator 2: 7

Plethora of staff with experience in local government.

Evaluator 3: 7

Methodology and Approach | 0-10 Points | 10 Points (10%)

Evaluator 1: 9

Evaluator 2: 7

solid methodology

Evaluator 3: 6

Public Engagement Strategy | 0-10 Points | 10 Points (10%)

Evaluator 1: 8

Evaluator 2: 7

Evaluator 3: 7

Project Schedule | 0-10 Points | 10 Points (10%)

Evaluator 1: 9

Evaluator 2: 7

12 month schedule

Evaluator 3: 7

Cost of Services | 0-10 Points | 15 Points (15%)

Evaluator 1: 9

Evaluator 2: 8

Evaluator 3: 8

Business Location | 0-5 Points | 5 Points (5%)

Evaluator 1: 2

Evaluator 2: 2

Evaluator 3: 2

Quality of Submittal | 0-10 Points | 5 Points (5%)

Evaluator 1: 9

Evaluator 2: 7

Evaluator 3: 7

Chen Moore and Associates

Introduction Letter | 0-10 Points | 5 Points (5%)

Evaluator 1: 8

Evaluator 2: 7

Evaluator 3: 6

License and Insurance | Pass / Fail | 5 Points (5%)

Evaluator 1: Pass

Evaluator 2: Pass

Evaluator 3: Pass

Company Background and Time in Business | 0-10 Points | 5 Points (5%)

Evaluator 1: 8

Evaluator 2: 6

started in 1986, very multi-disciplinary firm.

Evaluator 3: 6

Company Experience and References | 0-10 Points | 15 Points (15%)

Evaluator 1: 8

Evaluator 2: 7

Good experience and references

Evaluator 3: 7

Personnel Experience | 0-10 Points | 15 Points (15%)

Evaluator 1: 8

Evaluator 2: 7

Lots of professional with qualified certifications

Evaluator 3: 6

Methodology and Approach | 0-10 Points | 10 Points (10%)

Evaluator 1: 8

Evaluator 2: 7

Evaluator 3: 6

Public Engagement Strategy | 0-10 Points | 10 Points (10%)

Evaluator 1: 8

Evaluator 2: 7

Evaluator 3: 6

Project Schedule | 0-10 Points | 10 Points (10%)

Evaluator 1: 8

Evaluator 2: 7

12 months

Evaluator 3: 7

Cost of Services | 0-10 Points | 15 Points (15%)

Evaluator 1: 10
Evaluator 2: 8
Evaluator 3: 8
Business Location 0-5 Points 5 Points (5%)
Evaluator 1: 2
Evaluator 2: 2
Evaluator 3: 2
Quality of Submittal 0-10 Points 5 Points (5%)
Evaluator 1: 8
Evaluator 2: 7
Evaluator 3: 7
DPZ CoDesign, LLC
Introduction Letter 0-10 Points 5 Points (5%)
Evaluator 1: 10
Evaluator 2: 8
Evaluator 3: 9
License and Insurance Pass / Fail 5 Points (5%)
Evaluator 1: Pass

Evaluator 2: Pass

Evaluator 3: Pass

Company Background and Time in Business | 0-10 Points | 5 Points (5%)

Evaluator 1: 10

Evaluator 2: 9

started in 1980. Experienced in code writing, comp planning and area plans

Evaluator 3: 9

Company Experience and References | 0-10 Points | 15 Points (15%)

Evaluator 1: 10

Evaluator 2: 8

Many comp plans and special area plans

Evaluator 3: 10

Personnel Experience | 0-10 Points | 15 Points (15%)

Evaluator 1: 9

Evaluator 2: 8

Lots of talented planners and team

Evaluator 3: 10

Methodology and Approach | 0-10 Points | 10 Points (10%)

Evaluator 1: 10

Evaluator 2: 9

	Evaluator 3: 10
Public Engagement Strategy 0-10 Points 10 Points (10%)	
	Evaluator 1: 9
	Evaluator 2: 8
	Evaluator 3: 10
Project Schedule 0-10 Points 10 Points (10%)	
	Evaluator 1: 9
	Evaluator 2: 8
12-13 months	Evaluator 3: 9
Cost of Services 0-10 Points 15 Points (15%)	
	Evaluator 1: 6
	Evaluator 2: 6
	Evaluator 3: 8
Business Location 0-5 Points 5 Points (5%)	
	Evaluator 1: 2
	Evaluator 2: 2
	Evaluator 3: 2
Quality of Submittal 0-10 Points 5 Points (5%)	

	Evaluator 1: 10
	Evaluator 2: 8
Consolidated fee schedule if used for CP and FBC	
	Evaluator 3: 9

Goman York Property Advisers LLC	
Introduction Letter 0-10 Points 5 Points (5%)	
	Evaluator 1: 9
	Evaluator 2: 8
	Evaluator 3: 6
License and Insurance Pass / Fail 5 Points (5%)	
	Evaluator 1: Pass
	Evaluator 2: Pass
	Evaluator 3: Pass
Company Background and Time in Business 0-10 Points 5 Points (5%)	
	Evaluator 1: 9
	Evaluator 2: 7
Established 2011	
	Evaluator 3: 7
Company Experience and References 0-10 Points 15 Points (15%)	

Evaluator 1: 9
Evaluator 2: 6
Lots of experience, most (if not all) seems to be in Connecticut and no Florida experience to show.
Evaluator 3: 7

Personnel Experience | 0-10 Points | 15 Points (15%)

Evaluator 1: 8
Evaluator 2: 5
only 3 staff members listed on personnel experience
Evaluator 3: 7

Methodology and Approach | 0-10 Points | 10 Points (10%)

Evaluator 1: 9
Evaluator 2: 6
Evaluator 3: 6

Public Engagement Strategy | 0-10 Points | 10 Points (10%)

Evaluator 1: 9
Evaluator 2: 5
Evaluator 3: 6

Project Schedule | 0-10 Points | 10 Points (10%)

Evaluator 1: 9
Evaluator 2: 7

12 months

Evaluator 3: 7

Cost of Services | 0-10 Points | 15 Points (15%)

Evaluator 1: 8

Evaluator 2: 8

Evaluator 3: 8

Business Location | 0-5 Points | 5 Points (5%)

Evaluator 1: 2

Evaluator 2: 2

Evaluator 3: 2

Quality of Submittal | 0-10 Points | 5 Points (5%)

Evaluator 1: 9

Evaluator 2: 7

Evaluator 3: 8

Inspire Placemaking Collective, Inc.

Introduction Letter | 0-10 Points | 5 Points (5%)

Evaluator 1: 8

Evaluator 2: 8

Evaluator 3: 8

License and Insurance Pass / Fail 5 Points (5%)	
	Evaluator 1: Pass
	Evaluator 2: Pass
	Evaluator 3: Pass
Company Background and Time in Business 0-10 Points 5 Points (5%)	
	Evaluator 1: 8
started in 1999	Evaluator 2: 7
	Evaluator 3: 8
Company Experience and References 0-10 Points 15 Points (15%)	
	Evaluator 1: 8
66 comp plans	Evaluator 2: 8
	Evaluator 3: 8
Personnel Experience 0-10 Points 15 Points (15%)	
	Evaluator 1: 9
Lots of Planners on staff, a couple of engineers	Evaluator 2: 7
	Evaluator 3: 8
Methodology and Approach 0-10 Points 10 Points (10%)	

	Evaluator 1: 9
	Evaluator 2: 6
optional element (sustainability) not included in approach	
	Evaluator 3: 8
Public Engagement Strategy 0-10 Points 10 Points (10%)	
	Evaluator 1: 8
	Evaluator 2: 8
To the point	
	Evaluator 3: 8
Project Schedule 0-10 Points 10 Points (10%)	
	Evaluator 1: 8
	Evaluator 2: 6
18 months to adoption	
	Evaluator 3: 8
Cost of Services 0-10 Points 15 Points (15%)	
	Evaluator 1: 7
	Evaluator 2: 6
	Evaluator 3: 8
Business Location 0-5 Points 5 Points (5%)	
	Evaluator 1: 2

Evaluator 2: 2

Evaluator 3: 2

Quality of Submittal | 0-10 Points | 5 Points (5%)

Evaluator 1: 8

Evaluator 2: 7

Evaluator 3: 8

Kimley-Horn and Associates, Inc.

Introduction Letter | 0-10 Points | 5 Points (5%)

Evaluator 1: 9

Evaluator 2: 8

Evaluator 3: 7

License and Insurance | Pass / Fail | 5 Points (5%)

Evaluator 1: Pass

Evaluator 2: Pass

Evaluator 3: Pass

Company Background and Time in Business | 0-10 Points | 5 Points (5%)

Evaluator 1: 9

Evaluator 2: 8

started 1967 - multidisciplinary firm across the US

Evaluator 3: 8

Company Experience and References | 0-10 Points | 15 Points (15%)

Evaluator 1: 9

Evaluator 2: 8

many examples of comp plans throughout Florida. Currently working on Lake County.

Evaluator 3: 7

Personnel Experience | 0-10 Points | 15 Points (15%)

Evaluator 1: 9

Evaluator 2: 8

Nationwide team with resources and experts in all fields.

Evaluator 3: 7

Methodology and Approach | 0-10 Points | 10 Points (10%)

Evaluator 1: 9

Evaluator 2: 8

included optional elements in supplemental material.

Evaluator 3: 8

Public Engagement Strategy | 0-10 Points | 10 Points (10%)

Evaluator 1: 9

Evaluator 2: 8

Evaluator 3: 7

Project Schedule 0-10 Points 10 Points (10%)	
	Evaluator 1: 9
	Evaluator 2: 7
16 months to adoption	
	Evaluator 3: 7
Cost of Services 0-10 Points 15 Points (15%)	
	Evaluator 1: 7
	Evaluator 2: 8
	Evaluator 3: 8
Business Location 0-5 Points 5 Points (5%)	
	Evaluator 1: 2
	Evaluator 2: 2
	Evaluator 3: 2
Quality of Submittal 0-10 Points 5 Points (5%)	
	Evaluator 1: 9
	Evaluator 2: 7
	Evaluator 3: 8
Redevelopment Management Associates	
Introduction Letter 0-10 Points 5 Points (5%)	

	Evaluator 1: 8
	Evaluator 2: 7
	Evaluator 3: 7
License and Insurance Pass / Fail 5 Points (5%)	
	Evaluator 1: Pass
	Evaluator 2: Pass
	Evaluator 3: Pass
Company Background and Time in Business 0-10 Points 5 Points (5%)	
	Evaluator 1: 8
	Evaluator 2: 7
formed 2009	Evaluator 3: 7
Company Experience and References 0-10 Points 15 Points (15%)	
	Evaluator 1: 7
	Evaluator 2: 7
Team has many projects and experience.	Evaluator 3: 7
Personnel Experience 0-10 Points 15 Points (15%)	
	Evaluator 1: 8
	Evaluator 2: 7

Team has a lot of experience

Evaluator 3: 6

Methodology and Approach | 0-10 Points | 10 Points (10%)

Evaluator 1: 7

Evaluator 2: 6

Evaluator 3: 6

Public Engagement Strategy | 0-10 Points | 10 Points (10%)

Evaluator 1: 7

Evaluator 2: 7

Evaluator 3: 6

Project Schedule | 0-10 Points | 10 Points (10%)

Evaluator 1: 9

Evaluator 2: 6

14 months

Evaluator 3: 7

Cost of Services | 0-10 Points | 15 Points (15%)

Evaluator 1: 10

Evaluator 2: 8

Evaluator 3: 8

Business Location 0-5 Points 5 Points (5%)	
	Evaluator 1: 2
	Evaluator 2: 2
	Evaluator 3: 2
Quality of Submittal 0-10 Points 5 Points (5%)	
	Evaluator 1: 8
	Evaluator 2: 7
	Evaluator 3: 7
RVI Planning + Landscape Architecture, Inc.	
Introduction Letter 0-10 Points 5 Points (5%)	
	Evaluator 1: 9
	Evaluator 2: 8
	Evaluator 3: 8
License and Insurance Pass / Fail 5 Points (5%)	
	Evaluator 1: Pass
	Evaluator 2: Pass
	Evaluator 3: Pass
Company Background and Time in Business 0-10 Points 5 Points (5%)	
	Evaluator 1: 7

Evaluator 2: 8

40 years in business, multi-disciplinary firm in 6 states

Evaluator 3: 8

Company Experience and References | 0-10 Points | 15 Points (15%)

Evaluator 1: 8

Evaluator 2: 8

A lot of planning experience and comp plans. Partnered with DK&P, who has a log of planning experience as well.

Evaluator 3: 8

Personnel Experience | 0-10 Points | 15 Points (15%)

Evaluator 1: 9

Evaluator 2: 8

Excellent team of professionals assembled

Evaluator 3: 8

Methodology and Approach | 0-10 Points | 10 Points (10%)

Evaluator 1: 9

Evaluator 2: 8

Evaluator 3: 8

Public Engagement Strategy | 0-10 Points | 10 Points (10%)

Evaluator 1: 8

Evaluator 2: 8

	Evaluator 3: 8
Project Schedule 0-10 Points 10 Points (10%)	
	Evaluator 1: 9
	Evaluator 2: 6
13-18 months	
	Evaluator 3: 8
Cost of Services 0-10 Points 15 Points (15%)	
	Evaluator 1: 9
	Evaluator 2: 8
	Evaluator 3: 8
Business Location 0-5 Points 5 Points (5%)	
	Evaluator 1: 2
	Evaluator 2: 2
	Evaluator 3: 2
Quality of Submittal 0-10 Points 5 Points (5%)	
	Evaluator 1: 9
	Evaluator 2: 8
	Evaluator 3: 9



NOTICE OF INTENT TO AWARD
RFP No. RFP 25-085
Citywide Comprehensive Plan Update

RESPONSE DEADLINE: August 14, 2025, at 2:00 pm

Thursday, September 11, 2025

After the careful and thorough review of all responses received to solicitation number RFP 25-085 titled Citywide Comprehensive Plan Update, the City hereby issues this Award Recommendation to the following company:

DPZ CoDesign, LLC

Sincerely,

Freddy L. Suarez, MPA, CPPB
Procurement Services Director

 Downtown & Waterfront Task Force Boundary
537.68 acres

Lake Hiawatha
Preserve

Lake
Minneola

Edgewood
Lake

Lake
Hiawatha

East Ave.

Spring
Lake

Waterfront
Park

Sparkling
Water Lake

Oak St.

2nd Street

Osceola St.

5th Street

Crystal
Lake

Dot,
Lake

Center
Lake

Sunset
Lake

SR 50

50

Sunnyside,
Lake

Lake
Palatilahaka



Proposed Scope of Work	DPZ	URBAN3	WEITZMAN	ETM	DIXHITE	MODICA	GLOBAL5	TOTALS
	Prime: Project Management; Planning & Design; Community Benefits & Social Resilience; Community Engagement Lead	Municipal Valuation, Land Value Economics, Economic Development/ Statistical Analysis	Citywide Market Analysis	Civil Works, Utilities & Infrastructure, Transportation & Mobility	Sustainable Landscape; Parks & Open Space	Environmental Analyses	Focused Stakeholder Engagement	
Task 1 Project Initiation and Data Collection								
1.1 Project Initiation	8,300	0	2,575	1,300	4,170	400	820	\$ 17,565.00
1.2 Baseline Information, Background Materials, Prior Studies, Existing Conditions Collation and Initial Review	26,620	0	4,400	3,900	2,885	3,200	1,980	\$ 42,985.00
<i>Subtotal</i>	\$ 34,920.00	\$ -	\$ 6,975.00	\$ 5,200.00	\$ 7,055.00	\$ 3,600.00	\$ 2,800.00	\$ 60,550.00
Task 2 Community and Stakeholder Engagement (Note: Hours under Task 2 are embedded in other Tasks)	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3 Evaluation and Appraisal of Existing Plan	107,000	33,123	12,250	6,500	3,460	2,400	720	\$ 165,453.00
<i>Subtotal</i>	\$ 107,000.00	\$ 33,123.00	\$ 12,250.00	\$ 6,500.00	\$ 3,460.00	\$ 2,400.00	\$ 720.00	\$ 165,453.00
Task 4 Drafting of Updated Plan Elements								
4.1 Pre-Charrette Preparation and Logistics; Initial Analysis	31,400	0	0	0	935	3,200	3,440	\$ 38,975.00
4.2 Vision Plan Charrette	66,000	13,240	11,400	9,750	6,240	3,200	2,880	\$ 112,710.00
4.3 Specific Interventions (Note: Hours for Specific Interventions are embedded in the Vision Plan Charrette)	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
4.4 Draft Updated Comprehensive Plan and Review	133,800	0	2,775	9,750	990	4,600	2,800	\$ 154,715.00
<i>Subtotal</i>	\$ 231,200.00	\$ 13,240.00	\$ 14,175.00	\$ 19,500.00	\$ 8,165.00	\$ 11,000.00	\$ 9,120.00	\$ 306,400.00
Task 5 Final Plan Development and Adoption Support	99,000	0	1,625	6,500	495	2,800	2,340	\$ 112,760.00
<i>Subtotal</i>	\$ 99,000.00	\$ -	\$ 1,625.00	\$ 6,500.00	\$ 495.00	\$ 2,800.00	\$ 2,340.00	\$ 112,760.00
TOTAL: PROFESSIONAL SERVICES	\$ 472,120.00	\$ 46,363.00	\$ 35,025.00	\$ 37,700.00	\$ 19,175.00	\$ 19,800.00	\$ 14,980.00	\$ 645,163.00
TOTAL: ESTIMATED REIMBURSABLE EXPENSES								\$ 39,905.00
GRAND TOTAL								\$ 685,068.00

Proposed Work Plan

Our proposed project Work Plan and schedule estimate a 12-month work period. The DPZ team is confident that we can complete the scope in a timely and comprehensive manner within this proposed timeframe.

- **Task 1: Project Initiation and Data Collection**

Proposed Duration: Months 1 - 3, pending more detailed discussions with the City

- 1.1 Project Initiation: The City project team and the DPZ team will hold a Project Initiation meeting to:-

- Set project process and procedures
- Confirm project schedule of work, production, meetings, and presentations
- Confirm of project scope and deliverables
- Confirm methods of communication of proposals and progress
- Conduct a project area tour with the City project team, documenting initial observations, findings, and analyses with map annotations, sketches, and photographs, to be incorporated into the background information, project base maps, and the Comprehensive Plan Evaluation and Appraisal Review under Task 3 following

Deliverables and Meetings:

Confirmed project scope and deliverables

Confirmed project schedule of work/timeline, production, meetings, and presentations

Project management and communications protocols

One work session with the City project team

- 1.2 Baseline Information, Background Materials, Prior Studies, Existing Conditions Collation and Initial Review:

We will work with the City project team to identify relevant planning studies, reports, and development proposals (e.g., prior/current plans and any other prior/current planning studies and reports), policy documents (e.g., zoning maps and regulations), and potential research data for use in the master planning process. We,

F. Methodology and Approach

with assistance and provision from the City project team, will begin collating the base plan information (maps, surveys, and other baseline data) needed for the physical planning and design.

The items below are among the other materials and data the DPZ team will collate and format, with assistance from the City:

- Existing City plans, including the 2009 Comprehensive Plan, the Downtown-Waterfront Master Plan, the Lake County Comprehensive Plan, and other plans envisioned for various districts and neighborhoods; base maps (GIS/CAD), aerial photography, eye-level site photos, and other pertinent digital survey information at the regional and local scales, along with other planning reports and datasets, developed as part of previous efforts as well as documentation of local and regional precedents of development (favorable and unfavorable);
- The City's current planning and regulatory context - Future Land Use Map, Zoning Code and zoning district boundaries, transitional zoning, lot consolidation etc.; municipal policies; and other regulations (e.g., easements or restrictions);
- Transportation data – traffic volume and speed data, traffic impact assessments, parking data and studies, and other transportation studies provided by the City, Lake County, Florida Department of Transportation (FDOT), or other sources;
- Civil works/utility atlases and plans (e.g., water, sewer, stormwater, power, etc. – existing and proposed) provided by the City or third parties; impact assessments and other studies; proposed municipal capital improvements and civic infrastructure projects;
- Environmental analysis – previous/ongoing environmental studies, including the East Central Florida Regional Resilience Action Plan, and databases including information on environmentally-sensitive areas;
- Previous market analyses and demographic data, including any projections (e.g.,

population); development data including existing uses, supply and demand/inventory for various uses (if available), any market analyses and data for individual projects or areas; approved projects, and any related development agreements; and various studies of housing, commercial/retail, and market dynamics;

- Any constraints mapping conducted by others; and
- Any prior sustainability studies and analysis of the region.

(Note: The DPZ team will rely on the completeness and accuracy of the project base information available to date. The DPZ team shall not be responsible for updating and/or correcting such information, or updating and/or correcting documents produced from the same.)

Deliverables:

Confirmed project datasets and base documents to be provided by the City to the DPZ team
Data summary and gap analysis paper

Task 2: Public Engagement and Stakeholder Outreach

Proposed Duration: Throughout the 12-month course of the project

We acknowledge that, per the RFP, "...[while] the City does not envision a full public engagement process for this scope, the selected consultant will lead an engagement process with City decision-makers identified by the City to develop the updated Comprehensive Plan, and will incorporate the results of the [2024 Comprehensive Plan Visioning Survey]; the City will provide the survey results and analysis."

This being said, a Community Engagement Plan, including a Visioning Charrette, will be developed early in the process, in coordination with the City, to publicize the project, schedule key events, and support ongoing community feedback. Working closely with the City's Public Information Office, DPZ will implement a range of engagement

F. Methodology and Approach

strategies – comprising a range of platforms and targeted content. More details are provided in Section G of this response document.

Deliverables and Meetings:
Please refer to Section G of this document

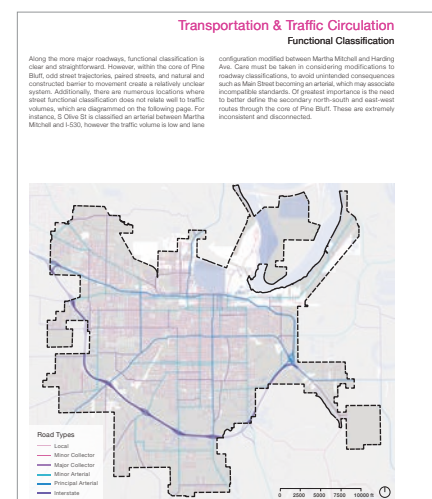
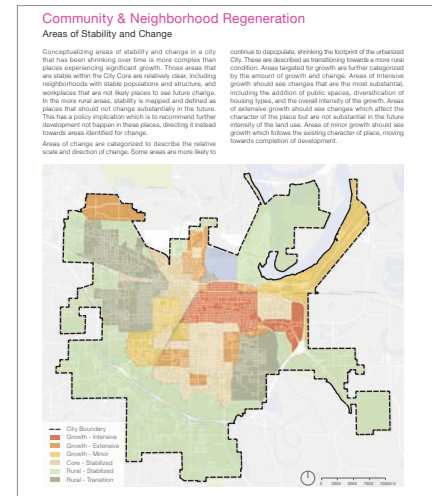
Task 3: Evaluation and Appraisal of Existing Plan (Review and Update)

Proposed Duration: Months 4 - 6, pending more detailed discussions with the City

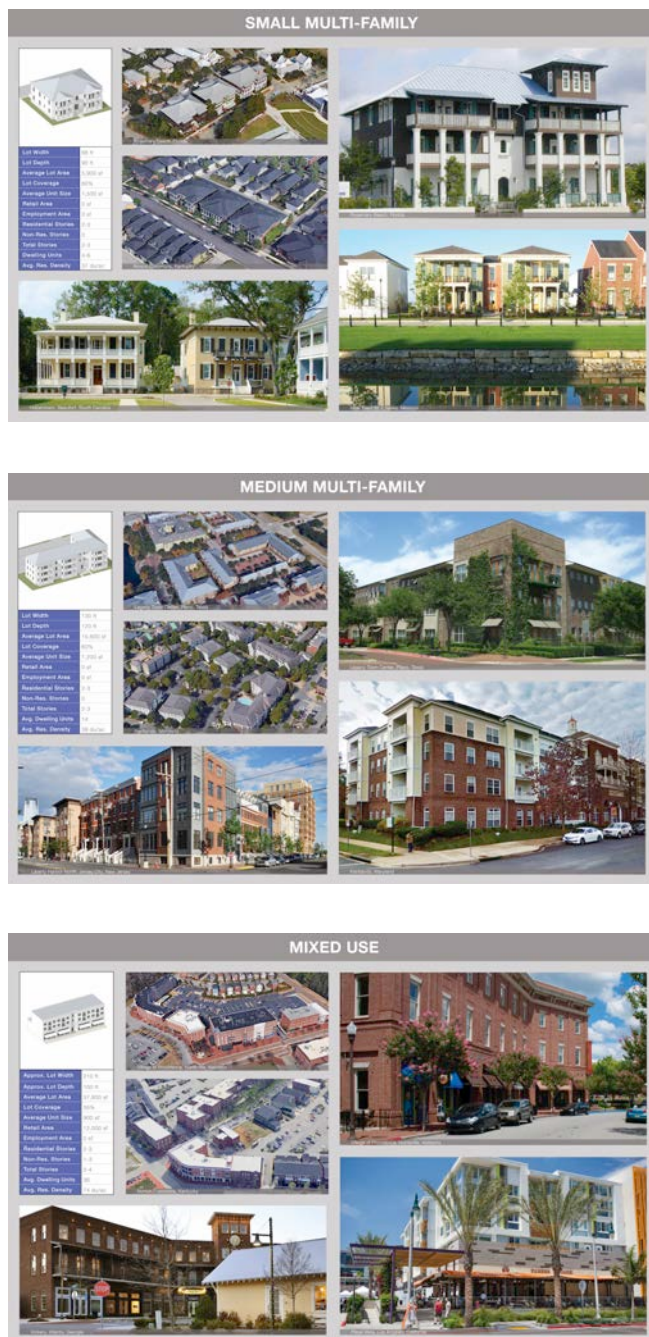
The DPZ team will review and update the Evaluation and Appraisal Review (EAR) of the current Comprehensive Plan. We acknowledge that the City, aided by the East Central Florida Regional Planning Council (ECFRPC), completed an EAR in 2022. Using this as a basis, we propose updating the same (especially given very recent economic and development drivers, e.g., the recently completed Lake-Sumter State College South Lake Campus Plan, the proposed Lake/Orange Expressway, the Lumberyard District, etc.). For efficiency and efficacy, we envision this update being undertaken by current and proposed Element:

- **Future Land Use** - Existing land uses and representative development patterns across the City; and form and character of the natural and built environments, focusing on scale and character of pertinent existing and planned development, edge conditions, and areas of connection and public spaces. Team member Gridics provides state-of-the-art tech tools for visualizing and analyzing existing and proposed land use and zoning metrics.
- **Transportation** - This sub-task will include a comprehensive review of Clermont's transportation infrastructure, including streets, sidewalks, bike routes, and parking. It will address all modes of travel—walking, biking, transit, and driving—and incorporate findings from existing local and regional transportation studies, including evacuation plans. Fieldwork and stakeholder input will help identify key deficiencies, constraints, and opportunities for operational improvement. The task will also recommend enhancements to improve safety and circulation, with a focus on pedestrian and bicycle infrastructure.
- **Housing** – Clermont's continued growth presents both opportunity and responsibility: to shape a city that is livable, vibrant, economically efficient, inclusive, and resilient. A key challenge is keeping housing attainable for a wide range of residents while supporting long-term community cohesion. The Comprehensive Plan update should move beyond conventional tools like FAR and unit size, enabling a more flexible and creative housing framework that accommodates a variety of types and tenures,

(Below) Sample analyses/ appraisals (Pine Bluff [AR] Comprehensive Plan, by DPZ)



F. Methodology and Approach



(Above) A sample of new development types - including “Missing Middle” housing - which may be considered for Clermont, with the goal of diversifying its development mix and strengthening its overall economic position.

including and expanding the “Missing Middle.” At the same time, the plan must recognize that affordability alone is not enough. Equally important is access to essential services such as schools, parks, recreation, health care, fresh food, and childcare. Through thoughtful land use and integrated neighborhood planning, the updated Plan can help deliver diverse, mixed-income communities that enhance quality of life for residents of all ages and incomes.

- **Infrastructure** - Review of public infrastructure pertaining to potable water, surface and groundwater, water conservation, wastewater, and stormwater management. This sub-task would also include the review of existing plans from utility providers, as well as City infrastructure and maintenance plans. This portion of the work may also include the examination of opportunities for green infrastructure that could mitigate concerns arising from the review. Moreover, this Element will also involve reviewing public safety issues with regard to the above public works/infrastructure and fire protection through coordination among pertinent departments.
- **Aquifer Recharge** – This Element intersects with others such as Conservation and Future Land Use. It involves reviewing land use patterns and development pressures affecting critical recharge zones, especially given the city’s proximity to the Green Swamp and other regionally important hydrologic systems. The update should reinforce protections for these zones while guiding future growth in ways that support long-term water sustainability and intergovernmental coordination. Consistent with the RFP, team members DixHite and Modica bring local expertise in designing native, environmentally responsible, Florida-friendly landscapes.
- **Recreation and Open Space** – This sub-task offers an opportunity to ensure Clermont’s growing population has equitable access to parks, trails, and natural amenities. The review and update will address connectivity

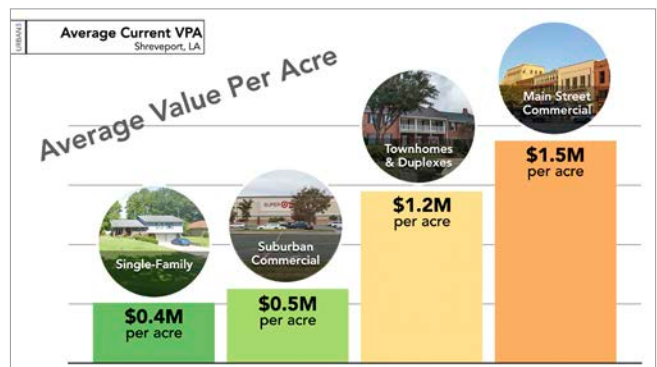
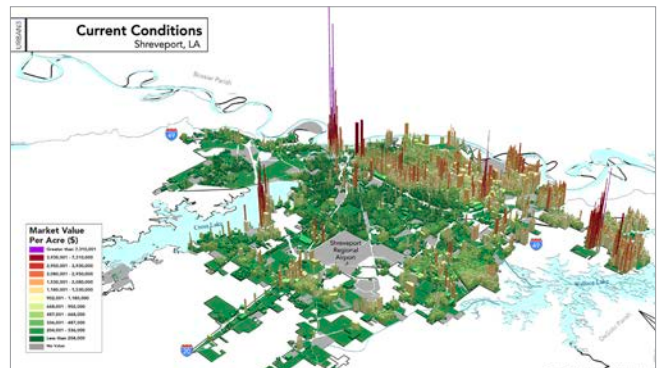
F. Methodology and Approach

between open spaces, service area gaps, and the integration of green infrastructure and placemaking in both new and existing neighborhoods. We will analyze key destinations and define logical green linkages that connect major open spaces and community nodes, reinforcing multimodal connectivity and enhancing the city's identity and legibility.

- **Intergovernmental Coordination** – Efficacy, efficiency, and completeness of coordination mechanisms with municipalities, adjacent counties, and service providers providing for the evaluation of proposed Future Land Use Map (FLUM) amendments and development proposals with cross-jurisdictional impacts. Apart from the City, other pertinent entities include but are not limited to Lake County, Lake County Schools, etc.
- **Capital Improvements** – This Element significantly overlaps with many of not all the other elements, especially Infrastructure and Transportation, and as such assessment of this Element will largely be determined by findings made under those other Elements. This being said, this sub-task may also include examining opportunities and constraints related to: developing “lean” infrastructure strategies (i.e. in terms of initial capital and long-term operations and maintenance, while representing the best leveraging of funds towards real community enhancement); retrofitting regional transportation corridors; and enhancing collaborative solutions (e.g., interfaces with planning and public works staff); among others.
- **Property Rights** – Under this sub-task, the Property Rights Element might be assessed vis-à-vis the Model Property Rights Element, prepared by 1000 Friends of Florida in conjunction with the University of Florida. Per 1000 Friends of Florida: “This model property rights element meets the applicable standards of the Community Planning Act. But it does more. With this element, [the County] can affirm its support for the rights of all people to participate in the planning decisions you make that affect their lives and property.”

As described in the RFP's Attachment A - Supplemental Information, anticipated additional Elements include:

- **Economic Development** – Clermont's role as a sports and recreation destination creates an opportunity to link economic development with place-based planning. This Element should formalize strategies that extend the impact of tourism to related sector – hospitality, retail, and specialized services – while promoting mixed-use districts, entrepreneurial growth, and fiscally responsible land use decisions that support long-term prosperity.
- **Sustainability, Resilience, and Climate Action** – Advancing Clermont's climate goals will require land use and mobility strategies that reduce emissions, conserve resources, and



(Above) Excerpts from an economic performance analysis by Urban3 for Shreveport, LA. Mixed-use, walkable urbanism generates more value per acre; municipalities would be wise to invest in their downtowns.

F. Methodology and Approach

support compact, energy-efficient development. This Element should emphasize local partnerships, funding opportunities, and Florida-friendly landscapes as civic infrastructure. We bring experience with regenerative water practices, Light Imprint engineering, and the Outside Collaborative's big four landscape goals, as well as a demonstrated ability to translate policy into visible, place-based solutions.

In addition to the above, the DPZ team also will conduct a legal analysis of any potential changes to the Comprehensive Plan including potential for future legal challenge. This sub-task will include a review of the Comprehensive Plan's regulatory context: codes, policies, regulations, and other ordinances affecting development in Clermont, for the purposes of assessing the effectiveness and impacts on investment and development. This review is undertaken in light of anticipated broad-brush goals and objectives of the project and the overall parameters for the (updated) Comprehensive Plan, forming the basis of recommendations for potential amendments to same.

The above being said, and while many comprehensive plans set admirable goals, they often fall short in implementation and can unintentionally hinder small-scale, incremental development. DPZ's "Lean Urbanism" strategies and Lean Comprehensive Plan Tools simplify and streamline comprehensive plans, making them more actionable. We may recommend targeted improvements to key plan elements that support livability, equity, and resilience – ranging from text amendments to broader structural updates. Lean Urbanism also helps direct investment where it's most effective, ensuring that planning tools and policies are both equitable and impactful.

DPZ will prepare and present a Comprehensive Plan EAR Update Paper summarizing the above analyses in Task 3, vis-a-vis the collated data

under Tasks 1.1 and 1.2, and the local issues previously identified under the Comprehensive Plan Update/Visioning Process held in 2024.

Collectively, the foregoing will inform and shape the Vision Plan and the Comprehensive Plan update, providing a good foundation for the next intensive period of work to be carried out during the Visioning Charrette (part of Task 4 below).

Deliverable and Meetings:

Comprehensive Plan EAR Update Paper (with recommendations for Plan updates)

EAR Update public presentation (see Section G)

Bi-weekly coordination calls/web meetings with the City project team

Task 4: Drafting of Updated Plan Elements

Proposed Duration: Months 6 - 10, pending more detailed discussions with the City

A major component to drafting the updated Plan Elements is a multi-day Visioning Charrette, to engage specific topics and to enable a condensed and iterative process with key community decision-makers.

4.1 Pre-Charrette Preparations and Logistics:

Initial Analysis: Prior to the Visioning Charrette (see Sub-task 4.2 following), the DPZ team will work with the City project team to prepare a draft Charrette schedule and an annotated Charrette agenda. The pre-Charrette preparations shall also include the logistical planning for the Charrette. These aspects include but are not limited to arranging any required travel, accommodations, and other related logistics for consultant team members; and finalizing the set-up of the Charrette and other Charrette requirements.

The DPZ team and the City project team will develop a Charrette schedule, to include necessary meetings and presentations.

Initial analyses gleaned from preceding tasks will be prepared for use at the Charrette.

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Deliverables and Meetings:

Vision Plan Charrette Schedule and Agenda

Vision Plan Charrette Logistics

Bi-weekly coordination calls/web meetings with the City project team

4.2 Visioning Charrette: In developing the Plan Vision, DPZ's approach underscores the importance of not bringing preconceived notions of development, and instead exploring a full range of development opportunities and alternatives insofar as possible.

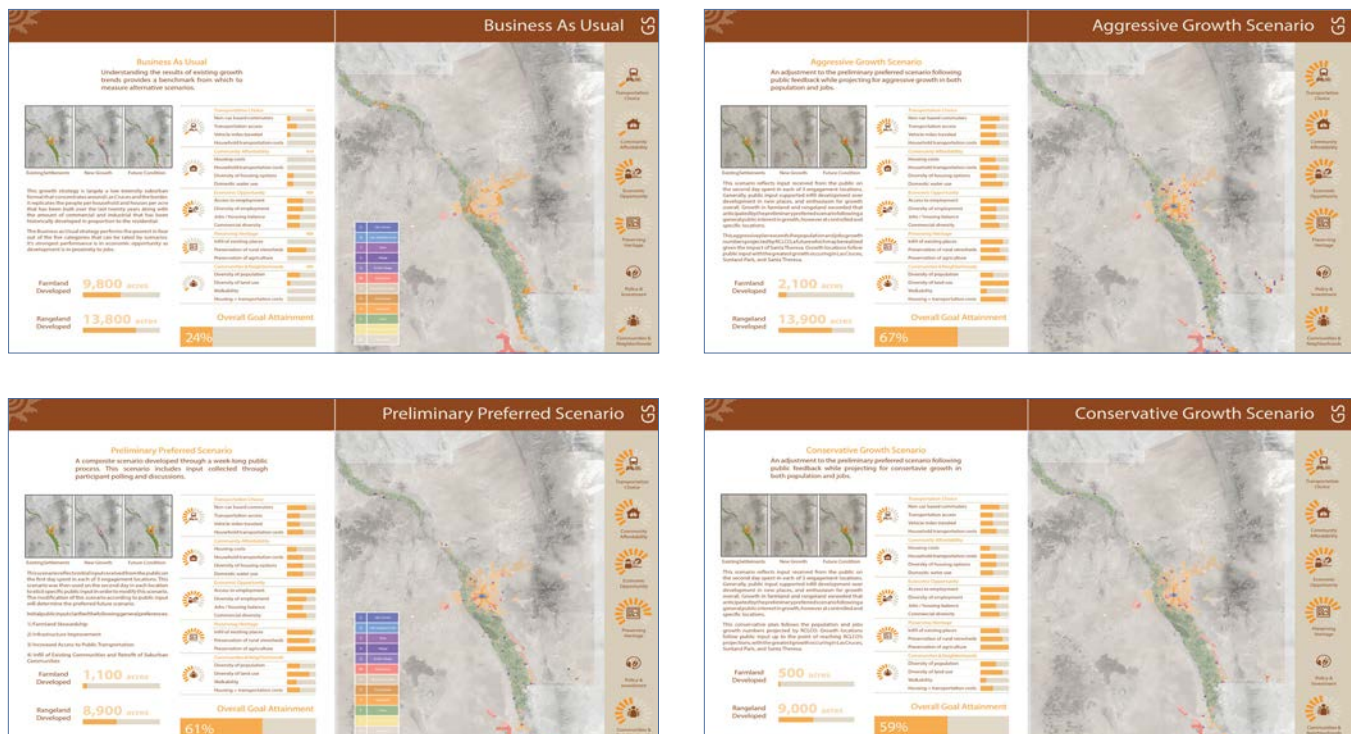
The analyses under prior tasks, as well as the feedback from the 2024 Comprehensive Plan Visioning Survey are envisioned to be translated into Vision Plan scenarios, identified in consultation with the City and other stakeholders. Such scenarios may include:

- Scenario A: What happens if no planning is done or the plan is not implemented? (i.e. existing conditions)
- Scenario B: What does the population as a whole want (e.g., 2024 Survey results)?
- Scenario C: What do the affected stakeholders/City businesses/property owners want?
- Scenario D: What meets the objectives of the City (leadership)?
- Scenario E: What is the consultants' professional advice (synthesizing the others' as much as possible)?

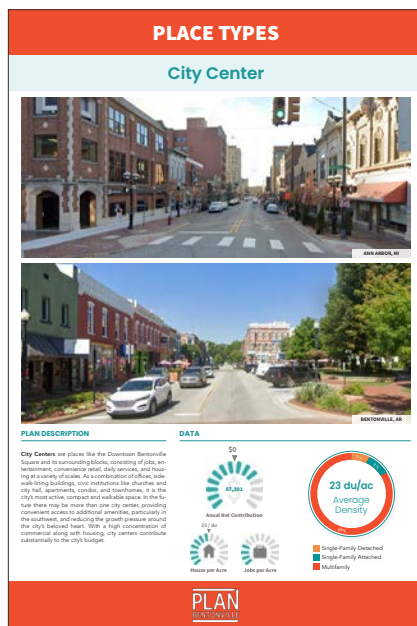
(Below) Sample Vision Plan scenarios prepared and assessed by the DPZ team as part of preparing the Doña Ana Comprehensive Plan (Doña Ana County, NM).

Future conditions may follow any number of potential paths. In order to determine which policies and actions are required and to tailor them to the diversity of conditions in Doña Ana County, growth conditions are simulated and evaluated.

The communities determined a preferred growth scenario, tailored to their input. While it appears one simply could have pick the highest-scoring scenario, community preference weighed the more important Livability Principles in each planning area, and ultimately shaped the optimal regional scenario.



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(Above) Sample Place Types prepared and assessed by the DPZ team as part of the ongoing work on Plan Bentonville Comprehensive Plan (Bentonville, AR).

Place Types analyses assured policies were developed for all of the places within the City.

These proposed land use place types are intended to inform growth allocation and their fiscal outcomes.

These scenarios will be analyzed with both a subjective set and an objective set of criteria. The subjective analyses involve evaluating the merits and demerits of each scenario from a physical design and community standpoint; these may include metrics aligned with the Comprehensive Plan Elements, e.g., quality of open space, transportation/traffic, infrastructure, environmental performance, etc. Meanwhile, the objective analyses comprise the technical assessment of each scenario using economic and statistical analysis by team member Urban3. These two modes of analyses help prioritize and confirm the most appropriate models for development among the various scenarios. These scenarios may be illustrated with 3-D visualization tools (i.e. using team member Gridics' software).

A key process of Task 4 is the Vision Plan Charrette, which is anticipated to occur early in Task 4. As described in detail in Section G, the Citywide Charrette is proposed to be held with City leadership and staff, the DPZ team, and other stakeholders (to be identified in Tasks 1 and 2), as organized by the City and DPZ.

The Charrette will begin with determining the overall organization and specific techniques of the Comprehensive Plan. An outline of document sections and content will be confirmed. Specific topic-focused meetings then will be held; issues will be discussed, relevant data further analyzed, and solutions presented, leading towards an updated Community Vision Statement. This Vision Statement would then frame key planning principles, themes, or topics (the updated Plan Elements. Drafting of key portions of the text, plans, and graphics may also be prepared or proposed, as appropriate.

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With the City intending to adopt a form-based zoning and development framework (for at least a portion of the City), DPZ proposes using the Rural-to-Urban Transect as the foundation for the updated Plan. Unlike conventional zoning, which often promotes sprawl and car dependency, the Transect supports walkable, mixed-use, and diverse neighborhoods by organizing development into zones (T-Zones) that scale from rural to urban. These T-Zones can be applied from the community level down to individual buildings and are structured around pedestrian sheds to enhance walkability. The Transect also provides a unified structure for integrating buildings, lots, streets, infrastructure, and landscapes – creating immersive, coherent environments. This approach offers a common planning language, coordination across disciplines, flexibility for developers, and a framework for incremental, sustainable growth.

To support the scenario planning process and the application of a form-based framework, the team will develop a calibrated set of Place Types that synthesize key elements of urban form, including land use mix, building typology, street network structure, and public space hierarchy. These Place Types will operate as an organizing framework for translating vision scenarios into spatial policies and zoning strategies, serving as a foundational component of the anticipated form-based code. Grounded in the Transect and informed by Clermont's context, each Place Type will facilitate consistent evaluation of development capacity, intensity, and character across scenarios, ensuring alignment between long-range planning objectives and implementable regulatory tools.

Over the course of the Charrette, and via graphic analyses, iterative design, and review cycles of planning proposals, the DPZ team shall begin updating the Plan. As noted in Section G, the Visioning Charrette offers the opportunity for multiple rounds of progression and revisions of the planning proposals.

The Charrette activities shall comprise the following:

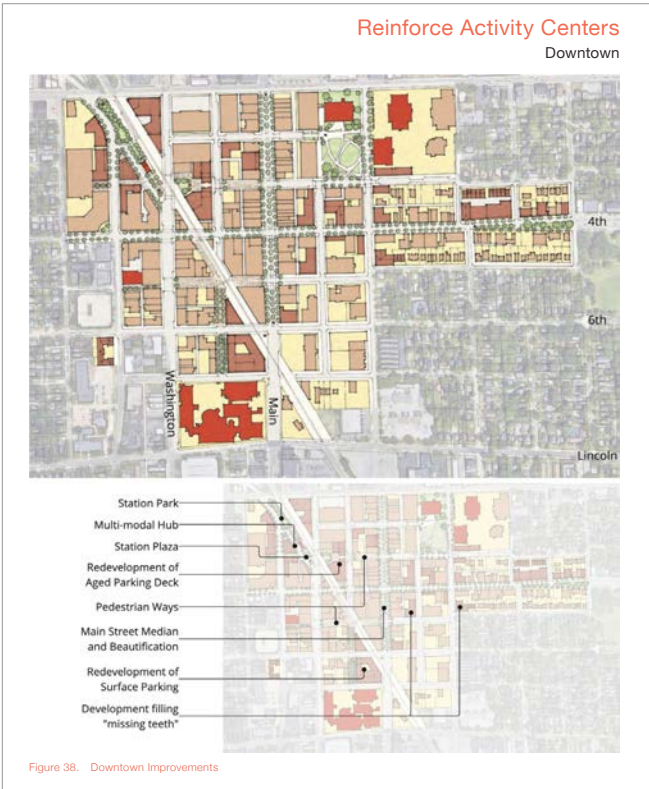
- Vision & Goals Update - Update and refine Vision and Goals to reflect input received during the Charrette
- Vision Plan Scenario Preparation and Analysis - Create and analyze the aforementioned Plan Scenarios, each addressing an option for growth, redevelopment, and interventions within Clermont, leading to a preferred/recommended Scenario
- Specific Interventions (see Sub-task 4.3 below) - Create Specific Intervention Plans
- Public Meetings during Charrette - Conduct public meetings as part of the Charrette to gather public input and feedback on Charrette planning proposals; we propose that these include local "Planning Area" meetings - noting that Clermont has no official district organization, and with the goal of localizing planning and engagement by a smaller physical increment, 5 Planning Areas may be created by pairing up the City's 10 voting precincts; to be discussed with the City
- City Council (Council) and Planning & Zoning Commission (PZC) meetings during Charrette - Conduct up to 4 Council and/or PZC meetings during the Charrette to provide insights to community issues and to gather feedback on Charrette planning proposals

Deliverables and Meetings:

Outline of the updated Comprehensive Plan including drafts of key illustrative materials, graphics and text, including a work-in-progress of the future land use map (or its Transect-based equivalent); Charrette presentations; web and media communication materials (all materials to be provided in original electronic copies and in formats for posting to the project website and social media platforms)

As noted above and in Section G, the Charrette will comprise of multiple topic focused meetings, visioning exercises, and interactive work sessions and presentations with the City project team, Council, PZC, other City leadership and staff, and other stakeholders

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F. Methodology and Approach

4.3 Specific Interventions (part of Visioning Charrette) This Sub-task comprises the examination of number of planning, urban design, and/or building development interventions, as part of updating the Comprehensive Plan. These potentially include consideration of specific (established neighborhoods; opportunity areas for new housing, commercial, and/or mixed-use development; (updates to) Downtown and the waterfront; transitional areas that connect differing zones; and others.

Deliverables and Meetings:

Drafts of key illustrative materials, graphics and text; Charrette presentations; web and media communication materials for the above specific interventions

Meetings combined with Sub-task 4.2 above

4.4 Draft Updated Comprehensive Plan and Review: Following the Charrette, the DPZ team will gather all the information, findings, and proposals, and prepare the Draft Updated Comprehensive Plan ("Draft"). The Draft will include the updated Elements, the updated GIS-based Future Land Use Map, as well as strategies and actions, with timeframes and responsible parties, organized by Element. It is important to identify early projects with a relative ease of implementation to demonstrate that results are achievable. This 'low hanging fruit' can garner public support and provide excitement that will move the Plan off the starting blocks.

The Draft preparation will comprise some two-and-a-half months after the last day of the Charrette. The Draft will be made available to the City project team, Council, and PZC, and will be presented to the latter two entities (two joint [Council and PZC] presentations/sessions, potentially to present the Draft being the first, and to discuss Council's/PZC's comments on the same being the second; please see the following paragraph). If desired, it could also be made available to other City leadership and staff, including specific departments to review pertinent sections, for review and feedback.

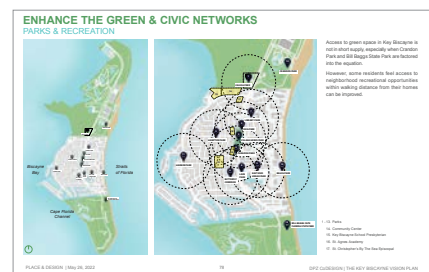
The City project team, Council, and PZC will review the Draft; the City project team will coordinate and aggregate all comments on the Draft from and by the City project team, Council, and PZC (and, if appropriate/as applicable, other City leadership and staff). The City project team shall provide a single set of such coordinated and aggregated comments to the DPZ team one month after receipt of the Draft, and the second joint session with Council/PZC would be conducted to review and further discuss such comments.

Deliverables and Meetings:

Draft Updated Comprehensive Plan, including the updated

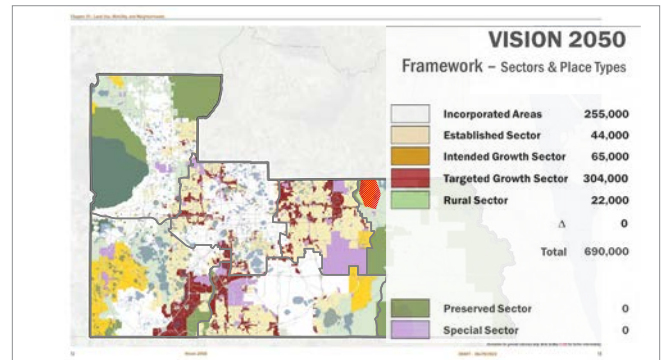
(Facing Page) The proposed plan for the Downtown area, Neighborhood Interventions (Tactical Projects), and one of the many perspective renderings prepared as part of DPZ's Royal Oak (MI) Comprehensive Plan.

(Below) Excerpts from the Key Biscayne (FL) Vision Plan Study by DPZ, showing sample specific interventions.



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(Right) Excerpts from a presentation to the Board of County Commissioners as part of the Orange County (FL) Comprehensive Plan study, by DPZ and Canin



Elements and the updated GIS-based Future Land Use Map
One joint presentation to Council and PZC
Meetings as required with the City project team to coordinate efforts

Task 5: Final Plan Development and Adoption Support

Proposed Duration: Months 11 - 12++, pending more detailed discussions with the City

Following receipt of comments on the Draft, the DPZ team will use reasonable efforts to incorporate such requested revisions in the Final Updated Comprehensive Plan ("Final Plan") for formal adoption. We anticipate this to comprise two months after receipt of the above referenced aggregated comments on the Draft.

This Task also includes presenting the Final Plan to Council and PZC. We will also support the City through the FloridaCommerce (formerly DEO) transmittal and adoption process, ensuring compliance with all statutory requirements and facilitating a smooth path to final approval.

Deliverables and Meetings:

Final Updated Comprehensive Plan (print and digital)
Adoption presentation materials
FloridaCommerce compliance documentation
One joint presentation to Council and PZC
Meetings as required with the City project team to coordinate efforts

**WHAT ARE THE BENEFITS?
TO THE RESIDENTS**

Reduce the need for Land Use Amendments & Rezonings:

- The development of places with Mixed-Use & Flexible Land Use Designations
- Zoning Atlas that anticipates growth needs and community desires
- Correlated zones with greater infill and redevelopment flexibility

More Predictable Land Development Outcomes:

- Consistent and clear standards that are aligned with the County's vision
- Compatibility is addressed by place type and zones through better standards

Result:

- Predictable growth with clarity as to where it will and where it will not happen
- A more transparent and efficient review process
- Reduced volume of cases requiring full BCC Hearings

G. Public Engagement Strategy

The DPZ team understands and respects the City's clarified direction that a full-scale public engagement process is not envisioned for this Comprehensive Plan update. However, we believe that meaningful input from key stakeholders – delivered through a well-structured and manageable strategy – remains critical to creating a Plan that is not only visionary, but also implementable and durable.

To that end, in partnership with the City's Development Services Department and Public Information Office, we will develop a Community Engagement Plan embodying focused but robust engagement process that emphasizes coordination with City staff and decision-makers, while strategically integrating a Citywide Visioning Charrette and Planning Area meetings. These elements will support transparency, build internal consensus, and align the updated Plan with the values and priorities already captured in the 2024 Visioning Survey. We will collaborate with City leadership to determine the most effective scale and format for each component, tailoring the process to Clermont's unique needs and capacity.

The DPZ team is experienced in a wide range of public outreach and engagement techniques. We will ensure the Community Engagement Plan includes appropriate and innovative strategies that are also manageable, well-resourced, and sensitive to local context. Central to our approach is building a trusting relationship with stakeholders by not only listening carefully but also responding to every concern and aspiration with clear information and thoughtful analysis. This helps ensure that all participants are fully informed and that the process generates the support and political momentum needed for successful implementation.

The Project Initiation meeting (Task 1 will confirm with the City project team the proposed approach and timings of initiatives, addressing any necessary refinements. This includes agreeing on a

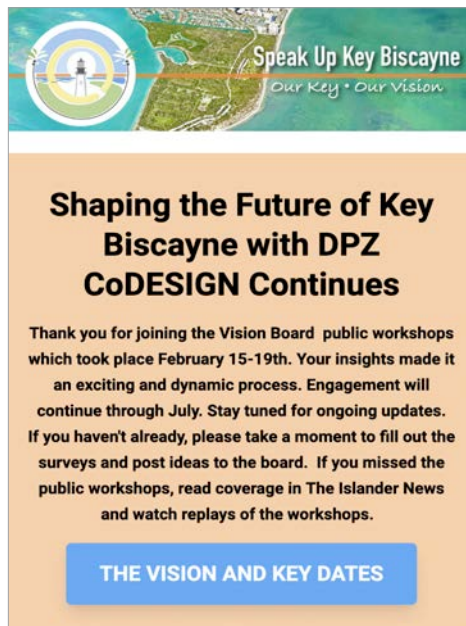
schedule of meetings, presentations and workshops, and the deployment of online communication tools such as a website and a media strategy.

Community Engagement Plan

We will work with the City to utilize existing and/or set up and manage new communication tools to enable extensive publicity of the project, to set key events and dates, and to provide further engagement opportunities as reports and documents are prepared and published. At minimum, the Community Engagement Plan will include:

- Briefings and Working Sessions with City staff, appointed boards, and elected officials to test draft ideas, refine priorities, and ensure political alignment.
- Incorporation of 2024 Survey Results, both as a guiding reference for planning and as an educational tool to reflect back to the public what has already been heard.
- Optional Digital Communication Tools, including a streamlined project website or landing page (managed in partnership with the City) to host interim deliverables, visual summaries, FAQs, and key updates. We have helped populate and manage project websites as hubs for project information. Each project website feeds the interests of stakeholders and provides a mechanism for them to nurture the development and refinement of planning proposals. For example, DPZ set up a dedicated project website for the high-profile OLF-8 master planning effort in Escambia County, Florida ([MyOLF8.com](https://www.myolf8.com)).
- Online Engagement and Interaction: In addition to the digital content, the DPZ team may utilize interactive mapping and virtual town hall meetings as needed to capture and measure further stakeholder feedback on the project. Note: Results of the 2024 Comprehensive Plan Visioning Survey may be posted here.
- Traditional Media and Community Outreach: While digital engagement has an increasing primary focus in our recent work (described

G. Public Engagement Strategy



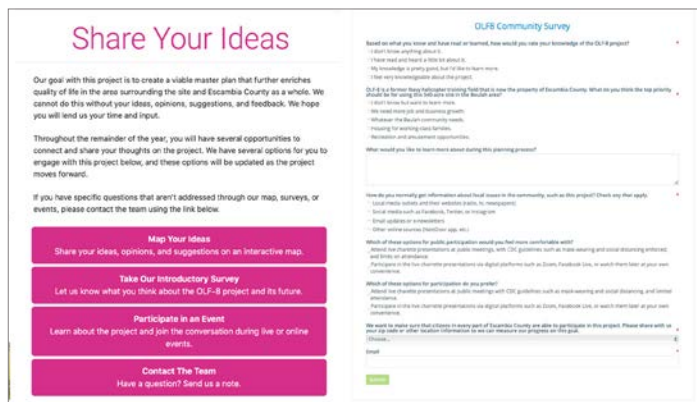
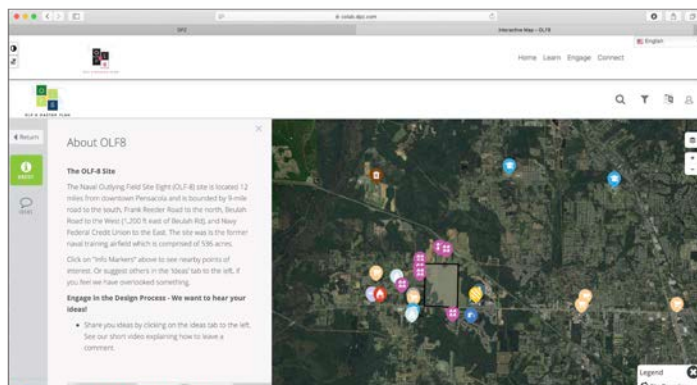
later in this sub-section), the DPZ team may also communicate with stakeholders via traditional media and community outreach. This is envisioned to include focused, Planning Area-based meetings/listening sessions, and may also include an educational campaign and news releases.

- Planning Area Meetings: As described in Section F, we will work with the City project team to identify and confirm the optimal organization of the City into smaller Planning Areas for purposes of focused local engagement. Provisionally, and noting that Clermont has no official district organization, 5 Planning Areas may be created by pairing up the City's 10 voting precincts; this is to be discussed with the City. The intent behind creating Planning Areas is rooted in the acknowledgment that each of the various neighborhoods will have its own unique needs and goals met by the Comprehensive Plan, but generally, we anticipate compiling feedback and data for each Planning Area as they impact

economic viability, connectivity, maintenance and safety, sustainability, and other key community priorities.

- EAR Update presentation: This is the first public meeting, led by the City project team and the DPZ team. The Comprehensive Plan EAR Update Paper will be presented, and expectations/goals of the Comprehensive Plan update will be outlined. The presentation will establish a stakeholder “educational baseline”, so there is a common understanding of the goals and the process. A primary outcome of this presentation is to set the framework for the planning process and design work, and to establish the necessary feedback loops for further stakeholder input. The DPZ team will also facilitate discussion among the participants to determine additional issues and opportunities for the Comprehensive Plan update.

- Print and Other Traditional Media: For print media, these include the use of community mailers, hardcopy surveys (along with online versions), in-person handouts, posters, and flyer inserts in newspapers.
- Community Networks: As the project will draw a broad range of participants that



(Top) Sample of DPZ Project Media Notice
(Middle and Bottom) Screenshots of DPZ's interactive OLF-8 Master Planning Website.

G. Public Engagement Strategy

directly engage the planners and designers, local community groups serve as valuable vehicles for transmitting information between those who cannot attend. If desired, this arrangement may be formalized via the appointment of dedicated spokespersons/representatives for those who cannot physically attend in-person work sessions or may not have easy access to other media; we will coordinate with the City in this regard.

- Media Spots: DPZ has assisted in the preparation of media “spots” as well as regular updates (e.g., from the Charrette studio once the Charrette is underway), published in the local newspapers and/or broadcast on local television, radio, and/or social media. Sample project media spots (i.e. for DPZ’s Erie Town Center Master Plan, for and with the Town of Erie, CO) may be viewed at these links:

<https://youtu.be/-yV7o9IZQZ0>

<https://youtu.be/BfvGB98E7ig>

<https://youtu.be/I1VluzYT5tE>

<https://youtu.be/hGT-m-wKP0w>

The Charrette Process

At the heart of our engagement strategy is a multi-day Visioning Charrette – DPZ’s signature process for collaborative planning and design. We believe that even within a streamlined engagement scope, a charrette offers unmatched value in helping the City:

- Translate the 2024 Visioning Survey results into actionable planning directions;
- Visualize future scenarios and trade-offs; and
- Compress months of sequential decision-making into a focused, high-impact design workshop.

Our proposed Charrette will be held in a centrally located, publicly accessible studio (e.g., Downtown Clermont), where City staff, appointed officials, and invited stakeholders can engage directly with the planning and design team. Key features include:

- A public opening and closing presentation (format and publicity to be determined in coordination with the City);
- Design pin-ups and feedback sessions with



Events/activities at a typical DPZ Charrette (Left to Right, Top to Bottom):

- 1 Topical team work sessions with project decision-makers.*
- 2 Continuous and concurrent planning and design*
- 3 Periodic interactive planning and design pin-ups and reviews.*
- 4 Localized, Planning Area-based roundtables*

G. Public Engagement Strategy

- decision-makers throughout the week;
- Real-time plan refinement and scenario testing with City leadership; and
- An option for a virtual participation layer using Zoom and digital polling tools. (A video summarizing the aspects of DPZ's virtual Charrettes may be viewed at <https://youtu.be/804-L5aKBDo>)

As described in Section F, to extend the reach and relevance of the Charrette without conducting a full public process, we propose "satellite" meetings, one in each of Clermont's provisional Planning Areas (created by pairing voting precincts). These short, focused sessions would bring the draft Citywide proposals into local conversations, allowing Planning Area stakeholders to provide feedback on how the Plan's priorities affect their specific neighborhoods.

Planning Area insights would be synthesized and relayed back to the Charrette studio, helping to inform the evolution of the Citywide framework in real time. This two-way exchange ensures a richer and more place-specific Comprehensive Plan.

DPZ has conducted over 500 Charrettes with various clients, with a significant portion comprising workshops with and for the public sector. We are adept at marshaling all the technical information that goes into the design of sustainable streets, neighborhoods, and communities, while respecting and incorporating the local planning and cultural context, as well as managing the local development politics. In several instances, following the closing presentation on the day of a DPZ-led Charrette, the local council or commission unanimously voted to approve in principle the proposed master plan and regulatory recommendations that by then had acquired considerable citizen support. Some examples where this occurred were at DPZ's Charrettes for the Downtown Stuart Redevelopment District Plan (FL); the Downtown Lake Charles Master Plan (LA); and the Erie Town Center Master Plan (CO).

This may be something to plan for, with the intent of avoiding disruptive and prolonged post-Charrette public discussions involving those who did not participate in the process, and who may not fully understand the material covered earlier.

Official Presentations/Workshops/Hearings

Pending confirmation and agreement with the City, DPZ anticipates attending/participating in presentations to Council and PZC, and attending adoption hearings.

Ultimately, the DPZ team's community engagement techniques have proven that good community decisions happen when citizens are informed, stakeholders are engaged, and leaders are transparent and actively communicating with their constituents.

Deliverables and Meetings:

A Community Engagement Plan, to include:

- an EAR Update presentation
- A multi-day in-person Citywide Charrette (i.e. the Comprehensive Plan update Visioning Charrette) (multiple public meetings/work sessions)
- A dedicated website & two social media platforms (Facebook & one other platform to be determined)
- In-person or virtual meetings with the City project team and other pertinent agencies to coordinate efforts
- Pending confirmation and agreement with the City, attendance at/participation in presentations to Council and PZC, and attendance at adoption hearings

(Note: Community engagement and communication updates will be provided periodically – e.g., bi-weekly – by the DPZ team throughout the project.)



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, September 23, 2025		
Agenda Item Name		
Single/Sole Source Contract Award <i>Parks and Recreation</i>		
Requested Action		
Requesting approval of single/sole source contract from ABA Ethos, LLC. to provide Vision and Activation Planning services.		
Staff Report		
The Procurement Services Department, in coordination with the Parks and Recreation Department, recommends approval of the proposed action. At the July 15, 2025, budget workshop, Shane Fernandez, CEO of ABA Ethos, LLC., presented the concept of a vision and activation plan for the Parks and Recreation Department. Following the presentation, City Council directed staff to prepare a proposed scope of work and agreement with ABA Ethos, LLC. The proposed scope of work is now submitted for Council's consideration. Pending Council approval, the project is scheduled to begin on September 30, 2025, with an anticipated completion date in mid-April 2026. The proposed services include identifying and assessing existing city assets, engaging community stakeholders, and developing a comprehensive activation plan with conceptual design imagery, strategic priorities, and economic impact projections. The services also cover site visits, stakeholder forums, and preparation of a coordinated roadmap to guide future parks, recreation, and community development initiatives. To determine whether the specified commodity is available from multiple sources, the Procurement Services Department issued Request for Information (RFI) No. 26-001. This process ensures that the specifications are non-restrictive and can be met by more than one company. According to the City of Clermont Procurement Policy, a purchase may be made without competition if there is only one available source for the required product or service. A single/sole source purchase is justified when only one product or service can reasonably meet the City's needs, and only one company can provide it. The RFI was posted on the City's website for seven (7) business days. No responses were received, confirming that no other vendors expressed interest. Based on these findings, staff recommends that the City Council approve the single/sole source award.		
Additional Analysis		
Fiscal Impact Summary		
Funding is allocated in the proposed budget for FY 2026.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
\$100,000	10572-53160	\$125,000
Exhibits Attached (copies of original agreements)		
1.	Vision and Activation Planning Proposal- Clermont FL	Vision and Activation Planning Proposal- Clermont FL.pdf
2.	Sole Source Justification-2025	Sole Source Justification-2025.pdf



DATE: August 14, 2025

Rick Van Wagner – Interim City Manager
Brian Forman, CPRE- Parks & Recreation Director
3700 S Hwy 27
Clermont, FL
34711

RE: Scope and Fee Proposal

CITY OF CLERMONT VISION & ACTIVATION PLANNING
CLERMONT, FLORIDA

Dear Rick and Brian,

Our team is beyond inspired to assist in empowering your community as you strive to create a top-tier destination for action sports, eco-tourism, parks and recreation, economic development, and global events. Aligning your already impressive portfolio of assets is sure to instill positive exponential growth for both the City of Clermont and the surrounding region.

As we prepare to embark on this journey, ABA Ethos- llc is pleased to submit this proposal for Vision and Activation Planning services for the City of Clermont and the Clermont Parks and Recreation team.

Our studio of industry experts is prepared to perform all tasks outlined within the proposed scope of work that shall utilize our cooperative design process. We shall leverage both our experience and lessons learned in order to provide leadership, technical expertise, political guidance and organizational tactics. This team has a proven track record exceeding the expectations of multiple municipal partners across the nation.

The process shall be built upon outreach and collaboration to establish a unified Vision and Activation Plan. This proposal, should it be accepted by your team, shall be considered the outlined scope of work which consists of the identification, assessment, and activation of current assets as well as future mission critical needs to communicate to your regional stakeholders.

Thank you for your consideration and we look forward to continuing the charge as we breathe life into this incredible project for the City of Clermont!

Respectfully Submitted,

Shane Fernandez- AIA, NCARB, RCID, LEED-AP
CEO- ABA Ethos

VISION & ACTIVATION PLANNING

PHASE 1.0 – COLLABORATIVE ACTIVATION

Objectives:

- . Define scope of work, schedule, program, stakeholder engagement, and overall items of coordination.
- . Establish the project working relationship and collaboration potential with all community stakeholders.
- . Identify data on all existing city assets with mission-critical community and regional initiatives that can be positively leveraged and bolstered. Key focus areas shall include regional sports/eco- tourism initiatives, parks and recreation, economic impact highlights, economic development/zoning, infrastructure expansion/improvements, parking/traffic circulation, urban density forecast, historic nodes, wellness stakeholder collaboration (health care/education), events (national/international) etc.
- . Assess opportunities, needs, challenges strategies and missing pieces relative to a successful multi-layered approach to boost asset effectiveness and amplify collaborative activation across the City of Clermont.
- . Prepare Activation Plan document complimented with conceptual design images to convey the overall strategic direction of the stakeholders that shall be used as a blueprint for synchronized long-term engagement.

1.1 Project Kick-off Forum Meeting (ABA ETHOS/CLIENT) Project Site

- . Meet with Client staff to discuss project overview, program goals, roles, schedules and channels of communication.
- . Review project scope, schedule and target outcomes with activation/design team.
- . Identify Tier 1, Tier 2, Tier 3 stakeholder engagement strategies.
- . Begin initial brainstorm on mission critical city asset identification.
- . Define success for the City of Clermont regarding activation.
- . Distribution of team action items and responsibilities.

1.2 IDENTIFICATION - Data Collection (ABA ETHOS/CLIENT)

- . Data will be collected as it relates to existing assets and proposed developments to create a baseline understanding of the overall city-wide synergies. Existing information pertinent to the project scope of work will be gathered and distributed to all activation/design team members during this phase of the work by the Client.
- . Review of existing asset documentation and initiation of Owner provided studies including but not limited to strategies involving regional sports/eco- tourism initiatives, parks and recreation, economic impact highlights, economic development/zoning, infrastructure expansion/improvements, parking/traffic circulation, urban density forecast, historic nodes, wellness stakeholder collaboration (health care/education), events (national & international) etc
- . Design and coordination qualifications for the project and process created by ABA ETHOS are outlined in “**APPENDIX-A**” and incorporated herein by this reference.

1.3 ASSESSMENT – Current assets and future needs

- . Memorandum of project goals and matrix of identified assets needed to reach the full potential of activation– submitted to Client for review and approval.
- . Tracking log of items identified in Project Kickoff Meeting provided by Owner and status of each item (received/waiting on information).
- . Identification of obstacles impeding forward momentum (physical, regulatory, political, funding, branding, etc)
- . Prioritization of efforts and/or improvements needed to capitalize on mission critical efforts.
- . Identification of Capital Building projects needed to support and complement goals identified by the stakeholders.
- . List potential for Public Private Partnerships opportunities
- . Complimentary Deep Dive assessments by specialty consultants for (under separate contract):
 - . Parks and Recreation Benchmarking- Potentially lead by NRPA
 - . Performing Arts Center/Arts & Recreation Center- Use, feasibility and rebranding

1.4 DEFINING THE VISION AND COORDINATING ACTIVATION

- . Issue Activation Plan document complimented with conceptual design images to convey the overall strategic direction of the stakeholders that shall be used as a blueprint for synchronized long-term engagement.
- . Establish ACTIVATION PRIORITY LIST
 - . Projected Economic Impact
 - . Capital Building Requirements
 - . Collaborate with local CM or GC to establish conceptual budget ranges for top 3 priorities
 - . Synergistic Opportunities with other Assets
 - . National and International Events
 - . Timeline for engagement
 - . Associated stakeholders leading, advising, implementing each programmatic initiative
- . Communicate Vision of conceptual synergies and improvements.
 - . Overall Conceptual Space/Circulation Plan of top 3 activation improvement nodes
 - . Building types/uses, trail types, and supporting ancillary structures
 - . Potential location of Facilities and adjacencies
 - . Estimated sizes and footprint configuration
 - . Adjacencies and Circulation
 - . Potential pedestrian and trail flow
 - . General Parking scope and locations
 - . Association with park and recreational amenities
 - . Future Expansion Opportunities
- . Review of Transportation opportunities and challenges
 - . Review of current and anticipated future traffic activation
- . Project Planning
 - . Preliminary overall schedule addressing milestones for Funding, Design, Construction, and Phasing strategies for mission critical activation.
- . Place Making Vision Boards
 - . Images of similar activation examples expressing the architectural, trail design, and urban design vocabulary of the vision

1.5 ABA ETHOS SITE VISITS

- Visit 1- Project Kick-off Meeting
- Visit 2- Tier-1 Stakeholder Forum and Data Collection
- Visit 3- Tier-2 Stakeholder Forum and Data Collection
- Visit 4- Tier 1 & 2 Assessment and Vision Forum
- Visit 5- Community Presentation Meeting
- Visit 6- Final Presentation Meeting

Additional Site Visits as requested- refer to Section 1.7

NOTE: Labor, travel, lodging, meals, and all necessary expenses to fulfill the outlined site visits for ABA-Ethos team are reimbursable expenses.

END OF VISION & ACTIVATION PLANNING SCOPE

1.6 FUTURE OPPORTUNITIES –Master Planning & Architectural Professional Design Services

Upon availability of funding in the future, ABA ETHOS has a robust portfolio to assist in Master Planning and Professional Architectural services to execute identified capital building projects as needed. If the City of Clermont chooses to engage ABA Ethos for these initiatives, our team will issue to the Owner a formal contract for Professional Architectural and Engineering Design Services- *AIA B101- 2017 Standard Form of Agreement Between Owner and Architect.*

1.7 **ADDITIONAL SERVICES**

Additional design services and/or site visits, if required and previously approved by Owner in writing, will be billed at our standard hourly rates listed herein under **FEES and EXPENSES**

FEES and EXPENSES

Fees for the Vision and Activation Planning Services within the proposed scope of work are outlined below. The fees are lump sum not to exceed totals indicated.

SCOPE OF SERVICES		FEE AMOUNT
PHASE 1.1	Project Kick-off Forum Meeting (ABA Ethos/Client) Project Site	\$10,000
PHASE 1.2	Identification – Data Collection (ABA/Client)	\$15,000
PHASE 1.3	Assessment- Current assets and future needs	\$20,000
PHASE 1.4	Defining The Vision and Coordinating Activation	\$30,000
PHASE 1.5	Site Visits- Reimbursable not to exceed \$25,000 combined	<u>\$25,000</u>
TOTAL		\$100,000

Suggested Allowances for additional consultants not in scope, if needed by the City of Clermont:

- . Parks and Recreation Benchmarking- Potentially lead by NRPA **\$50,000**
- . Performing Arts Center/Arts & Recreation Center- use, feasibility & rebranding **\$50,000**
- . *NOTE- ABA Ethos will act as Owners Representative for work associated with Specialty studies listed above.*

All **Additional Services** requested by the Owner/Client outside the outlined scope performed herein and agreed to in writing shall be billed as per the **2025 ABA-ETHOS HOURLY RATES AND EXPENSES SCHEDULE** below

2025 ABA-ETHOS HOURLY RATES & EXPENSES SCHEDULE

RATE/ HR.		DIRECT EXPENSES/ ALLOWANCE
Principal	\$ 250.00	• Flights (based on coach fare rates)
Associate	\$ 155.00	• Car Rental (based on mid-size car rate, Applicable taxes, fees, insurance and fuel.
Project Manager	\$ 135.00	• Accommodations (not to exceed \$250/night)
Lead Designer	\$ 120.00	• Mileage (paid at current IRS rate per mi)
Lead Graphics	\$ 100.00	• Meals (\$50.00/per day allowance)
Drafting/ Production	\$ 90.00	• Parking Fees (airport, garage, meters)
Clerical/ Administration	\$ 55.00	• Tolls
		• Printing/Duplicating/Plotting/Blueprinting
		• Phone/Fax
		• Messenger
		• Postage/Federal Express
		• Graphics
		• Physical Models

BILLING

Invoices will be submitted the 1st of each month from ABA ETHOS's office and continuing through the contract period as established by the overall schedule agreed to by the Client. A retainer of \$10,000 will be due upon execution of the contract and shall be credited back to the first invoice.

EVENTS GUARANTEE

If a Public Private Partnership can be identified, USA BMX will bring the USA BMX NATIONAL ACTION SPORTS CENTER to Clermont, Florida that will include facilities capable of hosting USA BMX Race National and Marque level events, USA BMX Freestyle National and Marque level events, and USA BMX Foundational programming impacting STEM education in regional schools and underserved youth. Additionally, the facility will be capable of hosting UCI- World Cup and World Championship international events.

If the capable facilities are constructed, USA BMX will guarantee, within the framework of our various Marque level events, six (6) marque events in 10 years

Note: An event guarantee does not preclude the rights fees (\$25,000), obligations of the track (medical, refuse removal, etc) or any requirements within the USA BMX National Event process.

ACCEPTANCE

If this proposal meets with your approval, please sign and return to our office. When accepted, this proposal will serve as a mutual commitment between ABA ETHOS- llc and the City of Clermont for the above outlined services and fees. Work will be scheduled upon receipt of signed agreement.

This proposal is valid for acceptance within 60 days from the date of issue.

AGREED TO: ABA ETHOS, LLC

By: 
Shane Fernandez- AIA, NCARB, RCID, LEED-AP
CEO- ABA ETHOS, LLC
490 N Lansing Ave E
Tulsa, OK 74120
918-852-3035
sfernandez@usabmx.com

August 14, 2025
Date

APPENDIX A

PROJECT ASSUMPTIONS

The following assumptions shall apply (if applicable) to the proposed scope of work and submitted fees:

- All written documents will be generated using Microsoft Word.
- All spreadsheet documents will be generated using Microsoft Excel.
- ABA ETHOS will retain specialty consultants as needed as an additional service: Civil, Landscape Architect, Interior Design, Structural Engineer, and MEP Engineer. Should the Client require additional engineering listed above, it will be at direct cost plus 10% coordination fee with client pre-approval.
- Additional printing and plan sets, if required and approved, will be billed at our standard in-house, or out-of-house, duplication rates.
- Data collected and methods used shall at a minimum be as follows:
 - Plan Processing Requirements – The Client shall outline for ABA-ETHOS and the design team the process required for the ultimate approval of all reports, plans, specifications, and cost estimates. If required, the Client shall provide ABA-ETHOS with any specific details, title blocks, specifications, and/or document formatting required by the Client. A Project Manager employed by the Client shall be provided to assist ABA-Ethos and the design team in the submittal and approval process during the entire duration of the project.
 - Budgeting – The Client shall inform ABA-Ethos of the proposed construction budget of this project.
 - Gather existing reports/studies/record drawings – The Client shall provide ABA-ETHOS with all available information for water, sewer, electrical, and irrigation prior to the site visit. The Client shall provide ABA-ETHOS and design team any available “as-built” plans/notes, all existing digital files for existing conditions (grades, facilities, past improvements), as well as a current site survey.
 - Coordination of Utilities – The Client shall provide ABA-ETHOS with addresses, phone numbers, and contacts for all utility companies servicing the site. This information shall be utilized to verify existing services and determine requirements to adequately serve the park development. The utility companies shall also be expected to provide underground utility locations critical to the project as well as describing any existing or future utility easements. Specific processing requirements shall be provided to ABA-ETHOS for each utility company involved in the project site.
 - OWNER/CLIENT Provided site regulatory Information includes but not limited to:
 - ALTA and Topographic Survey (Min)
 - Geotechnical Report – If a current geo-technical report is available, it shall be a maximum of 1 year old. If the report is over 1 year old, the original firm preparing the report shall issue a letter testifying that the report is still valid and no corrections or updates need to be prepared for the report. The letter shall be dated within 30 days of ABA-ETHOS's receipt of the Geotechnical report. The report shall be completed and sealed by a Geotechnical Engineer registered in the state where the project site is located. At a minimum the report is to include the following; vicinity map of the project limits, plot plan/aerial showing location of borings, detailed description of the findings and recommendations, a detailed report of the laboratory tests performed, and an executive summary stating general findings and recommendations.
 - Floodplain hazard areas- if applicable
 - Environmental site assessments- if applicable
 - Botanical surveys-if applicable
 - Wetland analysis- if applicable
 - Threatened and endangered species habitat assessments- if applicable

PROJECT CONDITIONS

- Client Approvals. A written request by the Client to commence each phase constitutes approval of prior design. Changes, directed and approved by Client requiring redesign and/or revisions during subsequent phases, will be considered as additional services and will be documented and billed on an hourly basis.
- Offsite Improvements: Responsibilities for the preparation and coordination of design or construction documents and exhibits for all off-site improvements not specifically outlined in this scope or work are not included in this fee proposal.



SOLE SOURCE JUSTIFICATION

2025

INTENT

In order to better collaborate with Procurement Services efforts within various models of funding between Parks/Recreation departments, Municipalities, Sports/Tourism DMOs, Foundations and State/Federal Grants, the following documentation is intended to communicate the scope of sole source processes and components involved in the planning, design, operations and event activation associated with the American Bicycle Association and the economic impact of its sanctioned facilities.

UNIQUE CORPORATE METRICS and STRUCTURE

- . The American Bicycle Association is the largest Sanctioning Body of cycling in North America.
- . The American Bicycle Association is the largest youth cycling program in the world with over 14,000 sanctioned events, 320 sanctioned tracks, and generating more than 550,000 participants annually.
- . The American Bicycle Association has been providing sanctioned events for over 45 years and driving over 3.2 million attendees to public parks across the country in BMX, E-bike and Mountain bike disciplines.
- . The American Bicycle Association operates the USA National Championships for both BMX Racing and BMX Freestyle for USA Cycling and the UCI- identifying the US National Team for Olympic qualifying points at World Cups.
- . BMX Racing, BMX Freestyle, and Mountain Biking are Olympic Sports.
- . The USA BMX FOUNDATION has impacted over 225,000 students and at-risk youth nationwide through both STE(A)M education in schools and the RISE mentorship initiative in underserved communities.
- . USA BMX, USA BMX Freestyle, the USA BMX Foundation, and ABA ETHOS are all sub-entities of the ABA- AMERICAN BICYCLE ASSOCIATION- a private for-profit business.

PROPRIETARY CRITERIA

1) **SANCTIONING**

Only American Bicycle Association sanctioned facilities receive the following programming & activation:

- . Guaranteed events for economic development through sports tourism
- . Insurance for scheduled events and practice
- . Programming from the USA BMX Foundation
- . 5-year licensing package (*Value of \$2 million dollars*) for event operations, training, programming, marketing, and copyrighted software
- . Potential for a National multi-discipline training facility hub through public, private, partnerships.

2) **VISION PLANNING, SPORTS TOURISM, PARKS/RECREATION, POLITICAL PARTNERSHIPS**

ABA Ethos is a professional place making firm that transcends urban design, architecture, sports tourism, parks-recreation, and health-wellness for regional economic impact initiatives in North America.

The Ethos team bridges the creativity of design with innovation in activation and programming. They create a blueprint for cities to breathe life into cutting edge quality of place strategies that attract and retain both talent and tourism through public-private-partnerships and event activation.

ABA Ethos is currently representing the City of Industry for the management of the design, construction, and event logistics for the Los Angeles 2028 Olympic Mountain Bike course. Additionally, ABA Ethos is also working with LA28 and UCI on the BMX Racing and BMX Freestyle course strategies.

ABA Ethos CEO, Shane Fernandez, is incoming Chairman for the National Parks and Recreation Association Board's Business and Innovation council for 2026-2028. Shane was also the previous Chairman of the Tulsa Sports Commission bringing both Iron Man and the USA BMX National Headquarters & Hall of Fame to Tulsa.

3) **FACILITY/BIKE COURSE/URBAN SYNERGY - DESIGN, ENGINEERING & DIRT SHAPING**

With a proven foundation of over 45 years of experience both designing and building BMX tracks and programming cycling facilities in parks across the country, the need for quality control and quality assurance in all design/dirt shaping efforts is paramount for not only the rider's safety and high-level performance, but also for maintenance and operational standards.

The American Bicycle Association is committed to implementing innovative solutions to elevate the facilities within our industry. ABA ETHOS culminates the intellectual property of our entire team to standardize our design requirements/tolerances to meet our operating procedures and protocols (*listed separately under ITEM 3*).

ABA ETHOS is the sole entity that implements and activates the American Bicycle Association designs and events with the recommendations from the elite athletes and their coaches from across the world, the experience of our 320 track operators, national sports-tourism DMO professionals, national parks-recreation leaders, and the

customer feedback of over 50,000 members to develop our blueprint for success. This includes all USA BMX Foundation program, activation, and equipment spaces.

3) **OPERATIONAL PROCEDURES & PROTOCOLS**

The following list offers examples of proprietary standards and parameters developed by our internal team of event directors, athletes, coaches, builders, Foundation, and design professionals:

- . Vehicular sizing & circulation
- . Registration staging
- . Race staging
- . Amateur & Pro lines
- . Medical services/training
- . Awards staging
- . IT- for operations
- . Structural clearances
- . Lighting levels
- . Administrative offices
- . Economic Impact metrics
- . Local, State, Regional, National, Global event activation/ops
- . Accessible programming
- . Pedestrian and cyclist circulation
- . Visitor Access
- . Equipment specifications
- . Volunteer operations
- . Moto inquiries
- . Super saver collections
- . Durability ratings for building materials
- . USA BMX Foundation Programming
- . Dirt jump design and shaping
- . Community engagement center
- . Hotel/lodging coordination
- . Multi-use regional activation- sports/ tourism and park/recreation

EXCLUSIVITY

The following represents the Professional Facilitators and Design Teams authorized and approved by the American Bicycle Association to empower large scale urban synergistic planning and to provide proprietary design and construction documents for the development of new facilities sanctioning Racing, Freestyle, Mountain bike, E-bikes, Trails, and Foundation events & programming.

ABA ETHOS

- TEAM LEAD
- 1) Owner's Representation and Facilitation- Large scale multi-use regional vision planning merging urban design, sports-tourism, parks-recreation, event activation, and public-private-partnerships.
 - 2) Facility specific Site Design for access, safety, parking logistics, event operational circulation, and complimentary synergies.
 - 3) Architectural & Interior Design of all above-ground improvements related to cycling programming and events, BMX Racing, Freestyle, E-bikes, Trails and Foundation operations.

Options include- Arenas, roof structures, gym, locker rooms, administrative offices, suites, parking structures, USA BMX Foundation- classrooms and program spaces, mechanics stations, pro-shop, medical/training resources, and associated community outreach spaces, etc- if applicable.

- 4) Equipment selection of the following- Starting gates, 3, 5, & 8 meter hill engineering and structure, start and finish line trussing, bleachers, fans, lighting systems, etc- meeting US and International Cycling Federation Standards.
- 5) Design guidelines for overhead lighting.
- 6) Timing system installation and programming.

ASD (ACTION SPORTS DESIGN)

DESIGN SPECIALIST- BMX RACING, FREESTYLE and, if applicable, PUMP & FLOW COURSES

- 1) Design documents for all competitive and recreational courses
- 2) Associated drainage and site grading
- 3) Landscape architecture (if applicable)

WALLACE ENGINEERING

STRUCTURAL ENGINEER

- 1) Specializing in long-span metal building systems, strategy options and operational design tolerances

ABA ETHOS

DIRT SHAPING

- 1) Shaping for all dirt jumps, berms, ramps and straights associated with the custom course design and layout.

COLLABORATION OPPORTUNITIES

ABA ETHOS will work with all other required external professional design and construction teams as necessary. These scopes of services can be publicly bid or secured through the RFQ/RFP process as dictated by the local authority having jurisdiction, if necessary. For Example:

- | | |
|----------------------------|-------------------------------|
| . Geotechnical Engineering | . GC, CM-At Risk or CM-Agency |
| . Surveying | . MEP Engineering |
| . Environmental studies | . Testing Agencies |
| . Civil Engineering | . Utilities & Infrastructure |
| . Preconstruction services | . LEED |

REASONABLENESS OF PRICING AND COST CONTROL

ABA ETHOS will work with the selected General Contractor or Construction Manager during all phases of design to assist in proactive cost estimating and value engineering. ABA ETHOS will provide examples of costs/budgets in previous and active projects for guidance.

ABA ETHOS currently has active projects as a sole-source provider in:

Los Angeles, CA	Durango, CO	McKinleyville, CA	Petaluma, CA
Gretna, LA	Okeeheelee, FL	Morgantown, WV	Morgan Hill, CA
Tulsa, OK	Pea Ridge, AR	Santa Clarita, CA	North Platte, NE
Port St Lucie, FL	Cottage Gr, OR	Travis County, TX	Chico, CA
Pearsall Park, TX	Wilburton, OK	Langley, BC	Vernon, BC

PUBLIC, PRIVATE, PARTNERSHIPS

ABA ETHOS has the capacity to navigate the public, private, partnership process for our municipal partners with the potential to bring funding for multi-purpose development, if an opportunity exists.

As each project site has regulatory requirements that are unique, ABA ETHOS will work directly with Stakeholders to create the most beneficial model that aligns with the vision of the community.

DISTRIBUTORS

The American Bicycle Association does not have other entities acting on its behalf as distributors of facility design, Vision planning, Foundation programming, or event activation.

LEADERSHIP

As both the CEO of ABA-Ethos and the President-Chairman of the American Bicycle Association, Shane Fernandez is currently working with multiple municipalities across the US with the Planning, Design, Development, Operational strategies, and Public Private Partnerships for \$250M in large scale action sports and multi-use parks- including the Los Angeles 2028 Olympics.

PROFESSIONAL HIGHLIGHTS

- . Shane is a multifaceted executive facilitator with a multi-billion-dollar international portfolio in Urban Design, Architecture, Engineering and Construction projects in the sports, city planning, parks, healthcare, energy, retail, industrial, corporate, educational, non-profit, spiritual, wellness, performing arts, residential, museum, and public art sectors.
- . Named Minority Business Champion for the states of Texas, New Mexico, Oklahoma, Arkansas and Louisiana by the White House and US Business Council
- . Broad knowledge in leading large-scale political, branding and place-making initiatives
- . Founder and Founding Member of three nationally acclaimed non-profit organizations
- . Extensive servant leadership experience in political, non-profit and chamber organizations
- . Significant fundraising leadership- over \$400 Million in non-profit, business & political arenas
- . National speaker on innovative leadership strategies both in change management and in Inclusive succession planning
- . Volunteers in multiple capacities with numerous initiatives empowering at-risk youth

PREVIOUS PROFESSIONAL EXPERIENCE

President - Nabholz Construction Corporation	\$1B Annual Revenue
Corp Director Architecture, Engineering, Urban Design-Crafton Tull	\$500M Annual Revenue
Director of Design and Owner – Mcfarland Davies Architects	\$75M Annual Revenue
Owner- PD2 Design, Ilc and PD2 Facilities, Ilc	Active

HIGHLIGHTS OF LEADERSHIP EXPERIENCE

Chair Elect- National Parks and Recreation Board – Innovation and Business Council
Tulsa Community Foundation- *2nd largest US community foundation \$4.2 Billion in assets*
Treasurer, Secretary, and Chair- Resilient Schools Initiative
Oklahoma State Chamber –Executive Committee
Governor's Business Roundtable
Chair- Tulsa Regional Tourism
Chair- Tulsa Sports Commission- *bringing IRON MAN to Tulsa for 2020, 2021, 2022*
Honorary Chair- American Indian Chamber of Commerce of Oklahoma
Founder- Leadership Native Oklahoma
Leadership Oklahoma- Executive Committee
Chair- Youth Leadership Oklahoma
President-Up With Trees
Chair- Regional Branding and Identity Taskforce
PlaniTulsa- Master Plan- Advisory Council
Co-Chair- Tulsa Regional Chamber- Tulsa City Governmental Task Force
Chair- Tulsa Regional Chamber PR and Marketing
Chair- Board of Visitors, University of Oklahoma
Colleges of Architecture, Construction Science, Regional and City Planning, Urban Design, Landscape Architecture, Interior Design and Middle Eastern Studies.
Committee of 100- Executive Committee
Allied Arts OKC - Board of Directors
Tulsa Regional Chamber- Executive Committee
Chair- Tulsa Regional Chamber Resource Development and Campaign
Oklahoma City Chamber- Advisory Board of Directors
Tulsa World- Advisory Editorial Board
Chair- Oklahoma Center for Community and Justice
Chair- Oklahoma State Chamber Diversity Committee
Founding Member & Chair - Tulsa's Young Professionals
National case study best practice in talent attraction and retention becoming the largest young professional organization in the US
Founder & Chair – Mosaic
Tulsa's nationally acclaimed business council for diversity and inclusion
Cabinet Member- Tulsa Momentum Campaign
Chair- Street School Annual Fundraiser- Tulsa Public Schools
Tulsa Zoo- Board of Directors- Chair Facilities Committee
Chair- Tulsa Zoo Waltz Gala
Family Children Services of Tulsa- Board of Directors
Tulsa Community College Foundation- Board of Trustees
Chair- Youth Services of Tulsa- Blank Canvas
Chair- Salvation Army- William Booth Society 24th Annual Dinner
Tulsa Area United Way-Board of Directors
Oklahoma State University - School of Architecture - Advisory Council
Aim High Gymnastics- Board of Directors

RELEVANT PROJECT TEAM EXPERIENCE -Cycling, Parks-Recreation, Sports, & Health- Wellness

USA BMX- National Headquarters, Stadium, and Hall of Fame
USA BMX- 320 BMX tracks/parks, amenities, events, tourism- Nationwide
Groveland Family Adventure Park- Groveland, FL
Durango Mesa Foundation Bike Park- Durango, CO
Gretna BMX Raceway-Gretna, LA
LA28 Olympic BMX Race & Freestyle Stadiums
Mylan Park Cycling Center- Morgantown, WV
Houston Rock Star Energy Park- TX
Rock Hill BMX Supercross Track- NC
Railyard Bike Park- Rogers- AR
Runway Pump Track- Springdale, AR
State of Arkansas Bicycle & Pedestrian Transportation Plan
Slaughter Pen North Trail and Parking Improvements- Bentonville, AR
Tulsa Regional Bicycle & Pedestrian Master Plan
Rogers Aquatic Park- AR
Rogers Regional Sports Park-AR
National Wrestling Hall of Fame- OK
Texas Air-Hogs Base Ball Stadium- Grand Prairie- TX
Tulsa Zoo- Multiple facilities- OK
Louisiana Rock Island Greenway Feasibility- LA
Edmond Recreation and Aquatic Center- OK
San Antonio River Basin Plan for Nature-Based Park Resources- TX
Baylor University Indoor Football Practice Facility- Waco, TX
Camden Bicycle and Pedestrian Master Plan- AR
Oklahoma State Boone Pickens Football Stadium- OK
Oklahoma State Indoor Football Practice Facility- OK
YMCA- Multiple facilities
Bart Conner & Nadia Comaneci Gymnastics Academy
International Gymnast Magazine Headquarters
University of Oklahoma Aquatics Center
Pauls Valley Water Park
Oklahoma Pop Culture Museum
Scott Family Children's Amazeum
Ascension St John Medical Center- multiple facilities
Integrus Health- multiple facilities
St Francis Health System- multiple facilities
Mercy Health Systems- multiple facilities

**Projects listed above are the cumulative experiences of the teams Shane has led as Executive Director of Architecture, Engineering, and Urban Planning for Crafton Tull, as President of Nabholz Construction, and currently as CEO for ABA-ETHOS.*



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 2

Meeting Date		
Tuesday, September 23, 2025		
Agenda Item Name		
Piggyback Term Contract <i>Public Services</i>		
Requested Action		
Approval to piggyback the State of FL NASPO No. 25172500-24-ACS awarded contracts to provide tires, tubes, and services in accordance with the City of Clermont's Procurement Policy.		
Staff Report		
The Procurement Services Department, in coordination with the Public Services Department, recommends approval of this action. At the request of the Public Services Department, the Procurement Services Department identified State of FL NASPO Alternate Contract Source No. 25172500-24-ACS, as a suitable procurement vehicle for tires, tubes, and services. This contract was competitively solicited in compliance with the City of Clermont's Procurement Policy, ensuring a cost-effective and compliant procurement process. Through this contract, the City may obtain competitive pricing from the following vendors: Bridgestone Americas Tire Operations, LLC The Goodyear Tire & Rubber Company Michelin North America, Inc. The contract includes an initial two (2) year agreement, with the option for three (3) additional one-year renewal periods at the City's discretion. The estimated contract value for the initial term is more than \$50,000, with a start date of September 24, 2025. This contract will provide tires, tubes, and services. Funding will be allocated on a project-by-project basis by the respective departments from the Tires and Batteries Fund, Object Code 55202. Utilizing piggyback contracts, as authorized under Procurement Policy Section E.9, enables the City to leverage competitive pricing from existing government-awarded contracts. This approach reduces administrative costs and procurement lead time while ensuring cost-effective pricing. The Procurement Services Department has reviewed and determined that this method is in the City's best interest. Approval of this contract does not obligate the City to make purchases. Individual departments will budget and allocate funds as needed for expenditures related to piggyback contracts. The estimated contract value reflects potential expenditures but does not represent a specific department's allocated budget.		
Additional Analysis		
Fiscal Impact Summary		
Funding will be determined on a project-by-project basis by the respective departments and allocated from the Tires and Batteries Fund, Object Code 55202. There is adequate funding for these services in the current approved budget and proposed FYE 2026 budget.		
Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)	
1. State of FL NASPO Agreements	State of FL NASPO Agreements.pdf
2. Portfolio Map - Tires Tubes and Services 2024	Portfolio Map - Tires Tubes and Services 2024.pdf



FREDDY L. SUAREZ
Procurement Services Director
Procurement Services Department

352-241-7350
fsuarez@clermontfl.org

MEETING DATE: September 23, 2025

AGENDA ITEM: Piggyback Term Contract for Tires, Tubes, and Services

SOLICITATION: State of Florida NASPO Contract No. 25172500-24-ACS

Overview

The City of Clermont is utilizing the State of Florida NASPO Alternate Contract Source No. 25172500-24-ACS for tires, tubes, and services. Through this contract, the City may obtain competitive pricing from approved vendors representing the following manufacturers:

Vendor	Contract Link
Bridgestone Americas Tire Operations	https://www.naspovaluepoint.org/portfolio/tires-tubes-and-services-2024-2030/bridgestone-americas-tire-operation-llc/
The Goodyear Tire & Rubber Company	https://www.naspovaluepoint.org/portfolio/tires-tubes-and-services-2024-2030/goodyear-tire-rubber-company/
Michelin North America, Inc.	https://www.naspovaluepoint.org/portfolio/tires-tubes-and-services-2024-2030/michelin-north-america-inc/

Contract Term

Initial Term: 2 years (beginning Sept. 24, 2025)

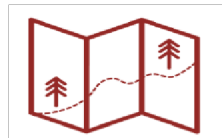
Renewal Options: 3 additional one-year renewals

Scope of Services

Covers complete lines of tires, tubes, and services, including passenger, commercial, off-road, agriculture, EV, retread, installation, alignment, recycling, and emergency roadside support.

Procurement Notes

This piggyback contract was solicited by the State of Iowa and adopted by the State of Florida as ACS No. 25172500-24-ACS. It provides competitive pricing, vetted vendors and reduces administrative costs.



PORTFOLIO TITLE: [Tires, Tubes and Services \(2024 - 2029\)](#)

LEAD STATE: Iowa

OVERVIEW:

The purpose of the RFP was to establish a Master Agreement with qualified Offerors to provide competitive pricing for tire products and services through their retail distribution networks to all Participating States.

INITIAL TERM: July 1, 2024 to June 30, 2027 (total - three (3) years)

RENEWALS: Up to three (3) additional one-year renewals through June 30, 2030

TOTAL TERM POSSIBLE: Six (6) years

AWARDED VENDORS:

Bridgestone
Continental
Goodyear
Michelin

PRODUCT CATEGORIES:

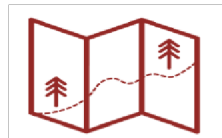
The scope includes specific full lines of tires, tubes, and related services in the subcategories listed below:

Tires – Subcategories:

1. Pursuit and Performance Tires
2. Automobile/Passenger Vehicles
3. Light Duty Trucks: Radial and Bias
4. Medium Commercial/Heavy Duty Trucks/Buses
5. Off-the-Road OTR: Radial and Bias
6. Agriculture/Farm
7. Industrial
8. Specialty Tires
9. EV Tires
10. Retread

Tubes - All inner tubes shall be standard production first line, heavy duty butyl tubes or natural rubber of fresh stock. All tubes shall be of quality not less than the tubes normally furnished in representative quantities by OEM as original equipment for automobiles, trucks, tractors, buses, backhoes, loaders, motor graders, and other heavy equipment. Tubes shall conform to all applicable federal specifications. All tubes shall be new and shall have been produced or manufactured within the last one (1) year prior to installation or delivery to the purchasing Entity.

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Services –

1. Tire installation
2. Change tires: dismount and mount
3. Flat repair: remove, repair, and mount
4. Flat repair: off vehicle
5. Tire rotation: rotate mounted tires
6. New valve stem: rubber or metal
7. Wheel balance: computer spin balance
8. Wheel balance: computer spin balance and valve stem combination
9. Foam filling
10. Alignment services
11. Studding: installing metal implants
12. Siping: installing slots to enhance tire tread
13. Used tire recycle and disposal
14. Bulk disposal
15. Tire pressure monitoring system (TPMS)

SUPPLIERS AVAILABLE:

- ✓ **Bridgestone**
- ✓ **Continental**
- ✓ **Goodyear**
- ✓ Michelin



*Suppliers with **bolded** names are incumbents that were awarded a Master Agreement through the previous RFP issues by the Lead State of Iowa.

KEY BENEFITS:

This re-solicited NASPO ValuePoint portfolio will continue to provide tires, tubes, and services to a very large participant base. The biggest key benefit is the wide offering this provides to diverse public agencies for its fleet, rescue vehicles, emergency and construction equipment, etc. The volume of tire sales historically provides benefits of significant discounts when purchasing and installing tires for public service.

PRICING:

The team focused on best value procurement and it was practiced in all aspects of the procurement process. The cost evaluation was carried out to ensure best value. The contract terms and conditions were revamped to manage and effectively meet the demands of a volatile rubber market. It allows more dynamic control of the pricing with a six-month cadence of pricing updates.

The Lead State and the Sourcing Team also established a review process that evaluated the quality and experience of the Offeror to ensure that the contract would leverage the buying power of the nation and fulfill the contract requirements of quality, delivery, warranty, and service in addition to competitive pricing.

PROCUREMENT BACKGROUND:

These contracts are the result of the publicly posted NASPO ValuePoint solicitation number RFP0223005113 led by the State of Iowa. The NASPO Executive Council approved conducting a solicitation for Tires, Tubes and Services to replace the previous expiring contract.

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STATES ON SOURCING TEAM:

- ★ Iowa – Lead State
- ★ Connecticut
- ★ Massachusetts
- ★ Montana
- ★ Utah



SOLICITATION INFORMATION:

- Number: RFP0223005113
- Released: 07/27/2023
- Closed: 09/13/2023
- Amendments: 2 addendums: answers to questions
- Pre-proposal conference: 08/09/2023
- Pre-proposal conference attendance: Bridgestone, Continental, Goodyear, Michelin

PUBLIC POSTING OF SOLICITATION:

Website Posted On: State of Iowa

Posting Link:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=DASlowa>

Days Publicly Posted: 48

PUBLIC OPENING

Sealed proposals were opened by the lead state following the closing date.



VENDOR RESPONSES:

- Number of Vendor Responses Received: 4
- Number of Non-Responsive Vendor Responses: 0
- Number of Vendor Responses Evaluated: 4

EVALUATIONS:

In-person evaluations were led by the Lead State of Iowa and technical evaluation that included consensus scoring was completed by the Sourcing Team on 10/18/2023.

EVALUATION CRITERIA:

The Lead State and Sourcing Team used a pass/fail and weighted score methodology of selection with both objective and subjective criteria. Criteria used in evaluation included:

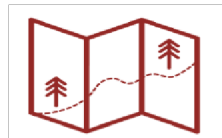
Stage 1: Initial Responsiveness Evaluation

State 2: Mandatory Minimum Requirements

Stage 3: Technical Criteria Evaluation

Technical Criteria	Points Possible
Offeror's Experience, Background, References, Personnel	50
Ability to Meet the Scope of Work	50
Service Area & Availability of Products	150
Education & Compliance of Approved Distributors	125
Customer Service	125
Emergency Response & Roadside Assistance	50
Marketing NASPO	100
Green Initiative	50
Stage 3 Total:	700

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Stage 4: Cost Evaluation - Costs were evaluated based on the weighted cost evaluation components as follows:

Tire - Subcategory		Points Possible
B1.	Pursuit and Performance Tires	75
B2.	Automobile/Passenger Tires	75
B3.	Light Duty Trucks	75
B4.	Medium Commercial/Heavy Duty Trucks/Buses	75
Stage 4 Total:		300

Final Score Point Summary

Stage	Total Points Possible
Technical Criteria Evaluation	700
Cost Evaluation	300
Total:	1000

SCORING:

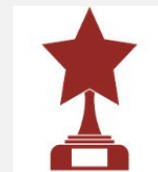
Responses were scored according to the RFP's Evaluation Criteria. Anyone interested in receiving a copy of the scoring that was used to determine the awards for this RFP should contact the Lead State as identified on the portfolio's NASPO ValuePoint website.

AWARD:

Awards were determined by the Lead State and the Sourcing Team based on the scoring methodology and those proposals deemed most advantageous to the Lead State and potential Participating and Purchasing Entities. The Lead State awarded the Contract(s) to the Responsible Offeror(s) whose Responsive Proposal the agency believed will provide the best value to the Lead State and NASPO ValuePoint. In analyzing "best value" and "most advantageous", there was a clear natural break between the incumbents and a new Offeror (please see Total Score Comparison tab of the Evaluation Workbook spreadsheet), however, the Lead State and Sourcing Team deemed the lower scoring new Offeror did indeed pass the 400 technical point threshold to move on to the cost, and the cost was within range in comparison to the other proposals. The Lead and Sourcing Team felt strongly that there was an advantage of awarding to Michelin based on the criteria set forth to provide more options and more coverage rather than disqualifying them by implementing a natural break.

SUPPLIERS RECOMMENDED FOR AWARD

- ✓ Bridgestone
- ✓ Continental
- ✓ Goodyear
- ✓ Michelin



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CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, September 23, 2025		
Agenda Item Name		
Bid Award <i>Generator Maintenance and Repair Services</i>		
Requested Action		
Requesting approval to award a Term Contract to Alternative Power Solutions, Inc to provide all labor, materials, and equipment necessary to generator maintenance and repair services in the annual budgeted amount of \$199,405.		
Staff Report		
The Procurement Services Department and the Public Services Department recommend approval of the proposed action. The Procurement Services Department issued Request for Bid No. 25-094 on July 25, 2025, to establish an annual Term Contract for generator maintenance and repair services. The purpose of this solicitation was to secure maintenance and repair of all city-owned and operated generators. These generators are backup power for city lift stations, water well sites, Fire and Police stations, and other city buildings and facilities. The contract services include maintenance, fuel, and oil analysis performed every twelve (12) months. Coolant flushing, load bank analysis, and belt replacement every thirty-six (36) months. The solicitation was competitively bid, formally advertised, and fully complies with the City of Clermont's Procurement Policy and Procedures. A total of six (6) responses were received. It is recommended that the City Council approve and execute a fixed-unit price term contract with Alternative Power Solutions, Inc. to provide generator maintenance and repair services. The initial term of the contract is three (3) years, with the option for up to three (3) additional one-year renewal periods at the City's discretion. The estimated contract value is \$199,405 for the first year, totaling \$598,215 for the full three-year initial term. The contract is anticipated to begin on October 1, 2025.		
Additional Analysis		
Fiscal Impact Summary		
The current year's approved budget and the following year's proposed budget include the allocated funds. Funding is allocated from the General, Water, and Sewer Funds in the respective Repair & Maintenance Accounts.		
Fund	Acct #	Amount Budgeted
General Fund	10549-54600	\$130,000
Water Fund	41533-54614	\$104,000
Sewer Fund	42535-54619	\$393,000
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1.	RFB 25-094 Bid Tabulation	RFB 25-094 Bid Tabulation.pdf
2.	RFB 25-094 Notice of Intent to Award	RFB 25-094 Notice of Intent to Award.pdf



EVALUATION TABULATION
RFB No. RFB 25-094
Generator Maintenance and Repair Services
RESPONSE DEADLINE: August 28, 2025 at 2:00 pm

VENDOR TOTALS

Vendor	Total
Alternative Power Solution, Inc	\$199,405.00
TAW Power Systems, Inc.	\$292,785.00
Accurate Power and Technology, Inc	\$336,880.22
ACF Standby System	\$370,322.00
Nixon Power Services	\$407,965.00
Ring Power Corp - WCC	\$571,087.00



NOTICE OF INTENT TO AWARD
RFB No. RFB 25-094
Generator Maintenance and Repair Services

RESPONSE DEADLINE: August 28, 2025 at 2:00 pm

Thursday, September 11, 2025

After the careful and thorough review of all responses received to solicitation number RFB 25-094 titled Generator Maintenance and Repair Services, the City hereby issues this Award Recommendation to the following company:

Alternative Power Solution, Inc

Sincerely,

Freddy L. Suarez, MPA, CPPB
Procurement Services Director



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, September 23, 2025		
Agenda Item Name		
Resolution No. 2025-031R <i>Reimbursement</i>		
Requested Action		
Consider Approval of Resolution No.2025-031R		
Staff Report		
The proposed budget for Fiscal Year 2025-2026 includes the construction of a parking garage in downtown Clermont. The current plan is to pursue a debt obligation in order to finance the project. Passage of the resolution would allow the city to be reimbursed from the debt issuance for eligible project costs paid prior to the closing of the debt issuance (such as architect/engineering fees). Passage does <u>not</u> approve the issuance of debt itself. Staff has begun the process of working with our municipal advisor to research financing options, and will present a detailed financing plan at the applicable time.		
Additional Analysis		
Fiscal Impact Summary		
None.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. 2025-031R Reimbursement (09.16.2025)	2025-031R Reimbursement (09.16.2025).pdf	



CITY OF CLERMONT
RESOLUTION NO. 2025-031R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, FLORIDA, EXPRESSING THE CITY'S INTENTION TO BE REIMBURSED FROM THE PROCEEDS OF TAX-EXEMPT OBLIGATIONS FOR CERTAIN CAPITAL EXPENDITURES TO BE PAID BY THE CITY PRIOR TO THE ISSUANCE OF SUCH TAX-EXEMPT OBLIGATIONS; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, City of Clermont, Florida (the "City"), expects to incur capital expenditures aggregating approximately \$15,000,000 for the project described in Exhibit A hereto ("Project"); and

WHEREAS, funds for the Project will be provided on an interim basis from existing cash resources or temporary borrowings by the City (the "Temporary Advances"); and

WHEREAS, pursuant to the budgetary and financial policies and practices of the City, the Temporary Advances are not available to fund the Project on a long-term basis; and

WHEREAS, it is reasonably expected that the Project will be financed on a long-term basis with the proceeds of tax-exempt obligations (the "Tax-Exempt Obligations") to be issued by the City under applicable laws of the State of Florida; and

WHEREAS, except for any architectural, engineering and similar preliminary expenditures, this Resolution is being adopted prior to or within 60 days after the date of the payment of the capital expenditure to be reimbursed;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clermont, Lake County, Florida:

SECTION 1: OFFICIAL INTENT

The City hereby declares official intent for the purposes of Section 1.150-2 of the Treasury Regulations, as follows: it is reasonably expected that (a) Temporary Advances for the Project will be reimbursed, in whole or in part, from the proceeds of the Tax-Exempt Obligations; (b) the principal amount of the Tax-Exempt Obligations will not exceed \$17,000,000 for the Project (which amount includes the capital expenditures described in Exhibit A, plus an allowance for financing costs, reserve funds and original issue discount); (c) such reimbursement from the proceeds of the Tax-Exempt Obligations for the Project shall occur within 18 months following the later of (i) the date the capital expenditure to be reimbursed was paid, or (ii) the date on which the Project is placed in service, but not later than three years after the date of such capital expenditure for the Project; and (d) the authorization and terms of the Tax-Exempt Obligations shall be subject and pursuant to subsequent action and approval by the City Council.

SECTION 2: CONFLICT

All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.



CITY OF CLERMONT
RESOLUTION NO. 2025-031R

SECTION 3: SEVERABILITY

If any portion of this Resolution is declared invalid, the invalidated portion shall be severed from the remainder of the Resolution, and the remainder of the Resolution shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Resolution as a whole.

SECTION 4: ADMINISTRATIVE CORRECTION

This Resolution may be re-numbered or re-lettered, and/or corrected for typographical and/or scrivener's errors which do not affect the intent of said resolution, as authorized by the City Manager or designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 5: PUBLICATION AND EFFECTIVE DATE

This Resolution shall take effect immediately upon its adoption.



CITY OF CLERMONT
RESOLUTION NO. 2025-031R

DONE AND RESOLVED by the Mayor of the City Council of the City of Clermont, Lake County, Florida, this 23rd day of September 2025.

CITY OF CLERMONT

Tim Murry, Mayor

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk

Approved as to Form and Legality:

Christian W. Waugh, City Attorney



CITY OF CLERMONT
RESOLUTION NO. 2025-031R

EXHIBIT A

DESCRIPTION OF PROJECT
(Parking Garage Project)

The design, acquisition, construction, installation and equipping of a new public parking garage to be located on a site currently owned by the City (Lake County Property Appraiser Parcel Number 24-22-25-0100-080-00101) and related improvements.



AGENDA ITEM

Meeting Date	
Tuesday, September 23, 2025	
Agenda Item Name	
Resolution No. 2025-038R <i>Fiscal Year 2026 Comprehensive Fee Schedule</i>	
Requested Action	
Request approval of Updates to the Comprehensive Fee Schedule	
Staff Report	
As part of an annual review process, staff have identified fees from our Comprehensive Fee Schedule that should be added, removed, or adjusted. Section 1 – Planning and Zoning Fees - Added fees for Traffic Study Review, Preliminary Plat Review, and Final Plat Engineering & Surveying Review. Section 4 – Park & Recreation Fees - This entire section is to be replaced, reducing the total fees from 138 down to 46. - The proposed fees have been simplified and been made more consistent both in what is being provided for the fee and in the disparity between resident and non-resident fees. - À la carte items are proposed to be removed from rentals and included in hourly fees and Main Stage packages. - Proposed Boat Ramp Daily Parking Fees increased while Annual Parking Pass fees for residents decreased and non-resident annual pass fees are eliminated. - City program fees were removed as a Council approved item to be consistent with contracted program fees and provide flexibility for new program opportunities and market changes. - Most proposed resident fees are not increased and in some cases residents will pay less than FY 25. Non-resident fees generally increased. - Fee adjustments are proposed to provide affordable service to residents while increasing revenue through a simple, consistent fee structure. Section 5 – Police Fees - Added additional fee types for Finger Printing and Report Copies, as well as Fire Lane/Hydrant Fees, and Handicapped parking violation fees. - Adjusted Parking Violation Fees. Section 7 – Utility Billing Fees - Following previously approved resolutions, water and irrigation fees have been increased by 3%, sewer fees have been increased by 8%, stormwater fees have been increased by 2.23%, and garbage fees have been increased by 4.5%. These changes already have council approval. - Added a fee from our city code that was not previously included on the fee schedule — a tax on electricity	

and gas.

Section 9 — Utility Installation Fees.

The FY26 Fee Schedule includes a new section, Section 9, which will be for Utility Installation Fees. Revenue from these fees will go to our General Fund.

- Section 9 fees include fees for work done on city Right-of-Ways, fees for installing new or additional water or sewer service on a lot, and after-hours inspections.

The Resolution for these changes includes two attachments. Attachment A is a clean version of the FY26 Comprehensive Fee Schedule with all proposed changes included. The second is a version of the fee schedule that shows the changes being made. In this second attachment, additions are indicated by a double-underline, while removals have a strike through.

Additional Analysis

Fiscal Impact Summary

Revenues collected are dependent on the volume of activity for each item. Adjustments of most items are included in the proposed budget for FY 2025-2026.

Fiscal Impact	Fund Number and Description	Available Budget Amount
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Exhibits Attached (copies of original agreements)

1.	2025-038R - Comprehensive Fee Schedule (09.16.2025)	2025-038R - Comprehensive Fee Schedule (09.16.2025).pdf
2.	Partial Fee Schedule FY26 - CHANGES	Partial Fee Schedule FY26 - CHANGES.pdf



CITY OF CLERMONT
RESOLUTION NO. 2025-038R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING A FEE SCHEDULE FOR PLANNING AND ZONING, BUILDING SERVICES, FIRE REVIEW AND INSPECTION SERVICES, PARKS AND RECREATION, POLICE, CITY CLERK, UTILITY BILLING USER FEES AND UTILITY INSTALLATION FEES; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT HERewith AND PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City of Clermont pursuant to its authority as a municipal corporation under the laws of the State of Florida, has the authority to establish and collect fees for planning and zoning, building services, fire review and inspection services, parks and recreation use, police, city clerk, utility billing, and utility installation; and

WHEREAS, the adoption of fees as set forth herein, is consistent with Clermont City Code Section 101.177, is in the best interest of the citizens of the City of Clermont and the cost effective, efficient, and appropriate operation of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clermont, Lake County, Florida, as follows:

SECTION 1.

The City Council does hereby adopt planning and zoning, building services, fire review and inspection services, parks and recreation use, police, city clerk, utility billing and utility installation fees as set forth in Attachment A, attached hereto.

SECTION 2.

All planning and zoning, building services, fire review and inspection services, parks and recreation use, police, city clerk and utility installation fees as set forth in Attachment A are subject to Federal, State and local sales taxes as applicable.

SECTION 3: CONFLICT

All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 4: SEVERABILITY

If any portion of this Resolution is declared invalid, the invalidated portion shall be severed from the remainder of the Resolution, and the remainder of the Resolution shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Resolution as a whole.



CITY OF CLERMONT
RESOLUTION NO. 2025-038R

SECTION 5: ADMINISTRATIVE CORRECTION

This Resolution may be re-numbered or re-lettered, and/or corrected for typographical and/or scrivener's errors which do not affect the intent of said resolution, as authorized by the City Manager or designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 6: PUBLICATION AND EFFECTIVE DATE

This Resolution shall take effect on October 1st, 2025.



CITY OF CLERMONT
RESOLUTION NO. 2025-038R

DONE AND RESOLVED by the Mayor of the City Council of the City of Clermont, Lake County, Florida, this 23rd day of September 2025.

CITY OF CLERMONT

Tim Murry, Mayor

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk

Approved as to Form and Legality:

Christian W. Waugh, City Attorney

Attachment A
City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 1 - Planning & Zoning Fees

Public Hearing Applications

1.	Conditional Use Permit	\$845.00
2.	Rezoning	\$542.00
3.	Variance (Multiple variances for one property charged at a single fee)	Existing Square Foot Residential \$300.00 All Others \$600.00
4.	Right of Way Closing	\$1,000.00
5.	Annexation	\$155.00
6.	Comprehensive Plan Amendment - map amendment (small-scale)	\$755.00
7.	Comprehensive Plan Amendment - text and/or map amendment for 10+ acres (large-scale)	\$2,325.00
8.	Traffic Study Review (if applicable)	Actual Cost Billed Separately

Site Plan Review

9.	Commercial	\$1,300.00
10.	Multifamily	\$1,300.00
11.	Subdivisions	\$1,515.00
12.	Commercial - Resubmittal	50% of Commercial Rate
13.	Multifamily - Resubmittal	50% of Multifamily Rate
14.	Subdivisions - Resubmittal	50% of Subdivisions Rate
15.	Site grading, clearance, or stormwater management plan review in absence of commencement of formal approved development construction.	\$620.00
16.	Minor Site Plan Revision	\$285.00

Subdivision Plat Review

17.	Preliminary Plat	\$150 + \$8/Lot
18.	Final Plat	\$250 + \$8/Lot
19.	Final Plat Engineering & Surveying Review	Actual Cost Billed Separately
20.	Re-plat	\$300 + \$8/Lot
21.	Resubmission	\$50 + \$8/Lot; Max of \$775.00
22.	Plat Coordination	\$205.00

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 1 - Planning & Zoning Fees

Development Permit (Zoning Clearance)

23.	All Commercial (New Construction)	\$100.00
24.	All Residential/Existing Commercial/Miscellaneous	\$45.00
25.	Tree Removal Permit	\$25.00; If After-the-Fact \$155.00

Miscellaneous

26.	Document Request (Comprehensive Plan, LDRS, etc.)	Actual reproduction costs rounded up to the nearest \$1 figure. Single page item or series of pages = \$.20/page
27.	Concurrency Verification Letter (Non-binding analysis)	\$80.00
28.	Zoning Verification Letter	\$55.00
29.	Unity of Title	\$35.00
30.	Lot Split	\$35.00
31.	Advertising and Recording	Actual Cost Billed Separately
32.	Community Development District (CDD)	\$15,000.00
33.	Megacycle Application Fee (Non-Refundable)	\$100.00
34.	Megacycle Annual Permit Fee	\$100.00
35.	Golf Cart Registration Fee	\$20.00

Vacation Rental Permit & Inspection Fees

36.	Initial Permit Application Fee (per location)	\$300.00
37.	Initial Inspection Fee (per location)	\$75.00
38.	Annual Permit Renewal Fee and Re-Inspection Fee	\$150.00

Note: All Planning & Zoning Fees set forth in the Comprehensive Fee Schedule are subject to Federal, State and Local Sales Taxes as applicable.

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 2 - Building Services Fees

Administrative Fees

1.	Change of Primary Contractor	\$85.00
2.	Change of Sub Contractor	\$52.00
3.	Modifying Construction Plans After Permit Issuance	\$85.00
4.	Approve or Re-stamp Construction Plans (After Permit Issuance)	\$85.00
5.	Pre-power Approval Forms for First 60 Days	\$100.00
6.	Temporary/Conditional Certificate of Occupancy	\$180.00
7.	Replace Building Permit	\$10.00
8.	Fax Permits (Local)	\$5.00
9.	Fax Permits (Long Distance)	\$5.00
10.	Extensions of Permits - only 90 Day Extensions may be granted.	15% of original permit fee or \$55; whichever is greater
11.	Permit Amendment Fee - other than contractor changes	\$40.00
12.	Special Inspection Fee for after hours, weekend, and holiday.	\$150 Per Hour; time calculated as departure from home to return to home
13.	Customized Reports	\$40 Per Hour; one hour Minimum

Residential Permit Fees (Under Roof)

14.	Residential Building Permit (includes plan review, inspections, and admin).	\$0.40 per Square Foot; \$78 Minimum
15.	Other Permit Items (Under Roof or impervious surface)	\$0.35 per Square Foot; \$78 Minimum
16.	Other Permit Items - Residential (not covered elsewhere); includes demolitions.	\$78 Minimum or 2% cost of construction; whichever is greater
17.	Roofing/Re-roofing	\$0.05 per Square Foot or \$78 minimum; whichever is greater
18.	All Alterations/Renovations and Shell Only Permits	One half of the Square Foot rate Residential; \$78 Minimum

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 2 - Building Services Fees

Mobile Homes

19.	Pre Mobile Home Set Up - health, safety, and structural inspection prior to used mobile home setup. (Pertains to used mobile homes only).	\$247.00
20.	Manufactured Homes Permit Fees - Manufactured Home Permit - includes set-up, electric, plumbing, and mechanical.	\$472.00
21.	Fees for additions to manufactured homes shall be calculated the same as building permit fee/aluminum permit fee.	\$0.40 per Square Foot residential; \$0.25 per Square Foot aluminum; \$78 Minimum
22.	Modular Home Permit Fees	Same as Manufactured Homes
23.	Modular Buildings DEO Approved	Same as Manufactured Homes
24.	Commercial Building Permit (includes building plan review, inspections, administrative).	\$0.53 per Square Foot; \$150 Minimum

Commercial Permit Fees (Under Roof)

25.	Warehouses: 0 to 400,000 Square Feet	\$0.20 per Square Foot
26.	Warehouses: 400,001 + Square Feet	\$0.20 per Square Foot
27.	Institutional	\$0.50 per Square Foot
28.	Other permit items (Under Roof or impervious surface)	Commercial - \$150 Minimum
29.	Other Permit - Commercial (commercial hoods, walk in coolers, retaining walls, site lighting, demolition, and other miscellaneous permits not covered elsewhere).	\$200 Minimum or 2% Cost of Construction; whichever is greater
30.	Roofing/Re-Roofing	\$0.05 per Square Foot or \$78 minimum; whichever is greater
31.	Marine	\$0.26 per Square Foot - \$78 Residential or \$150 Commercial Minimum
32.	Foundations	\$0.05 per Square Foot
33.	All Alterations/Renovations and Shell Only Permits	One half of the Square Foot rate Commercial - \$150 Minimum

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 2 - Building Services Fees

Sign Permit Fees

34.	Permit Fees (for issuing each sign)	\$132.00
35.	Permit Fees (with electric)	\$167.00
36.	In addition: Wall hung signs	\$0.42 per Square Foot per Side
37.	Free Standing Signs	\$0.66 per Square Foot per Side

Swimming Pool Permit Fees

38.	Spa (includes electrical, plan review, plumbing and gas).	\$187.00
39.	Private Above-ground Swimming Pools (includes electrical, plan review, plumbing and gas).	\$125.00
40.	Private In-ground Swimming Pools (includes electrical, plan review, plumbing, and gas).	\$371.00
41.	Commercial Swimming Pools (includes electrical, plan review, plumbing, and gas).	\$517.00

Other Fees

42.	Aluminum Construction Permit Fees	\$0.25 per Square Foot; \$78 Minimum
43.	Pool Enclosures	1/2 Aluminum rate \$78 Minimum
44.	Greenhouse Buildings	(including roofing) \$78 Minimum
45.	Plumbing Permit Fees	\$0.05 per Square Foot; \$78 Minimum
46.	Plumbing - Warehouse	1/2 plumbing rate \$78 Minimum
47.	Gas piping/fixtures	\$0.05 per Square Foot; \$78 Minimum
48.	Electrical Permit Fees	\$0.05 per Square Foot; \$78 Minimum
49.	Electrical - Warehouses	1/2 electrical rate \$78 Minimum
50.	Individual Basis - each service installation	\$126.00
51.	Each distribution/sub panel/disconnect new or replacement	\$126.00

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 2 - Building Services Fees

Other Fees Continued

52.	Mechanical Permit Fees	\$0.05 per Square Foot \$78 Minimum
53.	Mechanical - Warehouse	1/2 Mechanical Rate \$78 Minimum
54.	L/P and Natural Gas (greater than 125 Gallons)	\$165.00
55.	Fuel Storage	\$165.00
56.	Paint Booth	\$177.00
57.	Shed (aluminum, wood, other)	\$0.25 per Square Foot; \$78 Minimum
58.	Fence	\$40 per 300 Linear Foot
59.	Change of Building Use/Occupancy (inspection required)	\$127.00
60.	Reinspection Fees	\$105.00
61.	If the first inspection was never made - renewal must be at full current value.	100%
62.	Slab Inspection approved and slab poured.	80%
63.	Lintel Inspection approved.	60%
64.	Framing and Rough all inspections approved.	40%
65.	Insulation Inspection approved.	20%
66.	For Final Inspections only.	10%
67.	Electrical, Plumbing and Mechanical Permit Renewal Fee	Renewal or sub permits shall be the Minimum permit fee
68.	Work without a Permit	Double permit fee or \$150; whichever is greater
69.	Contractor License Processing Fee	\$35.00

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 2 - Building Services Fees

Other Fees Continued

70.	Mechanical (Rooftop Units) - Installation/Replacement	\$150 Per Unit; if over 2,000 CFM (over 5 tons), additional fire fees may apply
71.	Expedited Plans Review	\$900.00
72.	Photovoltaic with Electric	\$317.00
73.	Solar Heating	\$78.00

Note: All Building Services Fees set forth in the Comprehensive Fee Schedule are subject to Federal, State and Local Sales Taxes as applicable.

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 3 - Fire Review and Inspection Services Fees

Inspection Fees

1.	Reinspection	\$105.00
2.	Fire Life Safety	\$0.03 per Square Foot; \$154 Minimum, \$5,000 Maximum
3.	Courtesy/Pre-Final	\$157.00
4.	Fire Hydrant Flow Test	1 to 5 hydrants: \$191 Each additional group of 1 to 5 hydrants: \$96 Reinspection per group of 1 to 5 hydrants: \$96

Annual or Reoccurring Inspections

5.	Licensure Fire Inspection	\$0.03 per Square Foot; \$154 Minimum, \$5,000 Maximum
6.	Comprehensive Emergency Management Plan Fire Plan Review and Approval Required for Lake EM	\$176.00
7.	Hazardous Materials Storage (EPCRA)	\$299.00

Administrative Fees

8.	Contractor Initial Registration Fee	\$35.00
9.	Change of Primary Contractor	\$85.00
10.	Change of Sub Contractor	\$52.00
11.	Approve or Re-stamp Constructions Plans (After Permit Issuance)	\$85.00
12.	Replace Fire Permit	\$10.00
13.	Extensions of Permits - only 90 Day extension may be granted.	15% of original permit fee fee or \$55; whichever is greater
14.	Permit Amendment Fee - other than contractor changes	\$40.00
15.	Resubmittal of Construction Plans	\$88.00
16.	Resubmittal of Construction Plans p Per Page Over 10 Pages	\$8.00
17.	Inspection Fee for after hours, weekend, or holiday.	\$116 per hour (4 hour Minimum)
18.	Fire Expedited Plan review (when available)	\$528 for first 4 hours plus \$115 for each additional hour (4 hour minimum)
19.	Customized Reports	\$48 Per Hour; 1 hour Minimum
20.	Work without a permit	Double permit fee or \$150; whichever is greater

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 3 - Fire Review and Inspection Services Fees

Fire Review Fees

21.	All Commercial Building Permit (To Include institutional/ Apartments/Warehouses unless listed below)	\$0.20 per Square Foot; \$176 Minimum
22.	Marine	\$0.18 per Square Foot; or \$176 Minimum
23.	Greenhouse	\$0.18 per Square Foot; (Minimum Fee \$164)
24.	Other Permit Items (Under Roof or impervious surface)	\$0.20 per Square Foot; Commercial - \$176 Minimum
25.	Fire Review Alterations Renovations	One half of the Square Foot rate Commercial - \$176 Minimum
26.	Build out/Remodel - Minimum	\$176 or One Half of the Square Foot Rate Commercial
27.	Fire Damage/Repair	\$352.00
28.	Firewall/Penetration/Damper	\$264.00
29.	Fire Alarm Systems	\$0.05 per square foot; \$264 Minimum. Systems installed for fire sprinkler monitoring only may be charged at the minimum rate
30.	Fire Alarm Modification (up to 20 devices) Includes Fire Alarm System Projects	\$471.00 (over the counter included)
31.	Fire Alarm Modification (greater than 20 devices)	\$0.05 per square foot of total area being modified \$471 Minimum
32.	Low Voltage/Egress	\$144.00
33.	Hood Suppression/Duct (Hood Light/Smoke)	\$276.00
34.	Fire Sprinkler System	\$0.05 per square foot; \$522 Minimum
35.	Fire Sprinkler System Modification (up to 20 heads) Includes Fire Sprinkler System Projects	\$471.00 (over the counter included)
36.	Fire Sprinkler System Modification (greater than 20 heads)	\$0.05 per square foot of total area being modified; \$471 Minimum
37.	Fire Sprinkler System Residential	\$0.05 per square foot; \$82 Minimum

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 3 - Fire Review and Inspection Services Fees

Fire Review Fees Cont.

38.	Fire Suppression (Wet/Dry)		\$313.00
39.	Fire Protection System Plans (Halon and other specialty systems)		\$471.00
40.	Standpipe per Building	\$942 for the first 200 Linear Feet plus \$450 for each additional standpipe	
41.	Underground Fire Line (includes line flush, underground hydro, and visual).	\$349 for the first 200 Linear Feet plus \$88 for each additional 200 Linear Feet	
42.	Gated Entry Systems (residential & commercial) per gate		\$195.00
43.	Monument Sign		\$176.00
44.	Aluminum Construction Permit Fees	\$0.26 per Square Foot; \$112 Minimum	
45.	Pool Enclosures	Based on 1/2 Aluminum rate \$112 Minimum, \$264 Maximum	
46.	Fence	\$48 per 300 Linear Feet	
47.	Generator		\$144.00
48.	Tank (underground/aboveground fuel tanks and dispensers)		\$313.00
49.	Hazardous Material Reviews and Tier II Reporting		\$313.00
50.	L/P and Natural Gas (greater than 125 Gallons)		\$195.00
51.	Fireworks and Pyrotechnics Displays		\$471.00
52.	Tent (greater than 900 Square Feet)		\$195.00
53.	Change of Building Use/Occupancy (inspection required)		\$187.00
54.	Other Permit Items not covered elsewhere	\$300 Minimum or 1.3% Cost of Construction; whichever is greater	
55.	Special Events (Including but not limited to city/private events, food trucks, concerts, and events requiring inspections by the fire department)	Handled on a case-by-case basis. Typically requires 2 Personnel at \$75 Per Hour; Minimum of 3 hours	
56.	Crowd Management	Handled on a case-by-case basis. Typically requires 2 Personnel at \$75 Per Hour; Minimum of 3 hours	

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 3 - Fire Review and Inspection Services Fees

Fire Review Fees Cont.

57.	Sparkler Sales Fee (per location)	\$157.00
58.	Technology & Education Fee (per permit)	6% of the Fire Permit Fee
59.	Mechanical Installation/Replacement	\$150 if over 2,000 CFM or 5 Tons
60.	Paint Booth	Fire Fee \$200 minimum or 1.3% cost of construction; whichever is greater

Stand-by-Fees

61.	Fire Apparatus Stand-By (staffed with 3 personnel) (per unit, per hour, 4-hour minimum) For Hire	\$275.00
62.	Forward Operations Unit (mobile command unit staffed with 2 Firefighters) (per hour, 4-hour minimum) For Hire	\$225.00
63.	Fire Utility All-Terrain Vehicle (staff with 2 Firefighters) (per hour, 4-hour minimum) For Hire	\$150.00
64.	On-site water supply (per day, 3-day minimum) For Hire	\$500.00
65.	Helicopter Landing Zone setup (temporary) for interfacility transfers (On-Duty Crew)	\$250.00
66.	Marine Unit (staffed with 3 personnel) (per hour, 4-hour minimum) For Hire	\$300.00
67.	Personnel Stand-By/Service (per person, per hour, 4-hour minimum)	\$50.00
68.	Command/Staff Officer (per person, per hour, 4-hour minimum)	\$75.00
69.	Training Facility Use (Includes Stand-by Instructor) (per hour, 4 hour minimum)	\$150.00

Fire/Medical Training

70.	Instructor (6 students per instructor with hazardous training) (per hour)	\$50.00
71.	Advanced Cardiac Life Support (ACLS)/ Basic Life Support (BLS) card (each)	At Cost
72.	Extinguisher Class (per person) (Minimum class size is 6, maximum class size is 18)	\$50.00
73.	Courses offered at industry standard cost (Florida State Fire College rates)	At Cost

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 3 - Fire Review and Inspection Services Fees

Other Fees

74.	Response and recovery costs related to hazardous material incidents	At Cost
75.	Expendable items and reimbursements	At Cost
76.	Multiple False Fire Alarm Fees	100 each in excess of three (3) per quarter

Note: All Fire Review and Inspection Service Fees set forth in the Comprehensive Fee Schedule are subject to Federal, State and Local Sales Taxes as applicable.

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 4 - Park and Recreation Fees

		<u>City Resident/ Non-Profit</u>	<u>Non-City Resident</u>
1.	Park Use and Event Application Fee	\$10	\$10
2.	Parks and Rec Facility Deposit (except as noted)	\$200	\$200
3.	Field Use, hourly	\$20	\$40
4.	Field Lights, hourly	\$10	\$10
5.	Field Prep (Baseball/Softball) per field	\$20	\$40
6.	Field Paint (Multi-Purpose) set up	\$100	\$200
7.	Field Paint (Multi-Purpose) repaint	\$60	\$120
8.	Tournament, per day, per field	\$260	\$260
9.	Tournament, after 10pm, per field, per 30 min.	\$50	\$50
10.	Court Use, hourly	\$15	\$30
11.	Batting Cage, hourly	\$5	\$10
12.	City Hall Park, hourly	\$25	\$50
13.	Art Walk, hourly	\$25	\$50
14.	Victory Pointe, hourly	\$25	\$50
15.	Large Pavilion, hourly	\$60	\$120
16.	Small Pavilion, hourly	\$25	\$50
17.	Boat Ramp Calendar Year Parking Permit	\$20	Not Available
18.	Boat Ramp Daily Parking	\$15	\$15
19.	Commercial Watercraft Permit, calendar y	\$1,500	\$1,500
20.	Kehlor Building, hourly	\$30	\$60
21.	Highlander Building, hourly	\$60	\$120
22.	Highlander Amphitheater, hourly	\$60	\$120
23.	Waterfront Park Field, hourly	\$60	\$120

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 4 - Park and Recreation Fees

		City Resident/ Non-Profit	Non-City Resident
Parks & Recreation Fee Cont.			
24.	Splash Park Rental, hourly	\$75	\$150
25.	Gym Rental, hourly	\$75	\$150
26.	Pool Rental, hourly	\$100	\$200
27.	Open Gym + Pool Calendar Year Pass	\$50	Not Available
28.	Open Gym + Pool Daily Pass	\$5	\$10
29.	Community Garden raised Planter, annual	\$30	\$60
30.	Community Garden Hydroponic Tower, annual	\$50	\$100
31.	Memorial Bench purchase + install	\$1,200	\$1,200
32.	Black Box Theater, hourly	\$110	\$220
33.	Clermont Room, hourly	\$65	\$130
34.	600 square foot room, hourly	\$30	\$60
35.	300 square foot room, hourly	\$20	\$40
36.	Lobby, hourly	\$75	\$150
37.	Rehearsal Room, hourly	\$45	\$90
38.	Green Room, hourly	\$30	\$60
39.	Stage only, hourly	\$110	\$220
40.	Kitchen, hourly	\$65	\$130
41.	Main Stage Package Deposit	\$2,500	\$2,500
42.	Main Stage Wedding Package, per day	\$4,750	\$9,500
43.	Main Stage Banquet Package, per day	\$4,250	\$8,500
44.	Main Stage Conference Package, per day	\$3,750	\$7,500
45.	Main Stage Convention Package, per day	\$3,750	\$7,500
46.	Main Stage Theater Package, per day	\$3,750	\$7,500

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 5 - Police Fees

1.	Equipment Violation	\$4 Per Violation
2.	Finger Printing	\$5 Per Card \$15.00 for Livescan Electronic prints
3.	Report Copies	\$0.15 Per Page \$0.20 Two Sided \$1.00 per page for Certified Copies \$1.50 for DVD or CDs \$3.00 for USB
4.	All parking violations	\$50.00
5.	Fire Lane/Hydrant violation	\$75.00
6.	Handicapped Parking violation	\$250.00
7.	Off Duty Officer	Extra \$2 Per Hour
8.	Multiple False Police Alarm Fees	\$30 each in excess of three (3) per quarter.

Section 5 Note: All fees in this section are subject to Federal, State and Local Sales Taxes as applicable.

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 6 - City Clerk Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Cemetery</u>		
1. Cemetery Spaces (Per Space)	\$1,400.00	Not Available
2. Cremorial Niche - Single Interment	\$500.00	\$1,200.00
3. Cremorial Niche - Double Interment	\$900.00	\$2,100.00
4. Columbarium (Per Niche)	\$1,400.00	\$2,000.00
<u>Miscellaneous</u>		
5. Documents (Letter Size)	\$.15 Per Page or \$.20 double sided Per Page per F.S. Chapter 119	\$.15 Per Page or \$.20 double sided Per Page per F.S. Chapter 119
6. Documents (Legal Size)	\$.15 Per Page or \$.20 double sided Per Page per F.S. Chapter 119	\$.15 Per Page or \$.20 double sided Per Page per F.S. Chapter 119
7. Documents (Ledger Size)	\$1.50 Per Page	\$1.50 Per Page
8. Documents (24 x 36)	\$3.50 Per Page	\$3.50 Per Page
9. Documents (36 x 48)	\$9.00 Per Page	\$9.00 Per Page
10. Certified Copies	\$1.00 Per Page per F. S. Chapter 119	\$1.00 Per Page per F. S. Chapter 119
11. Compact Discs	\$1.50 per CD	\$1.50 per CD
12. Cassette Tapes	\$2.00 per Tape	\$2.00 per Tape
13. Municipal Lien Search	\$75.00	\$75.00

Section 6 Note: City resident rates are applicable only when (1) the primary residence of the individual whose name appears on the deed is within the municipal boundaries of the City of Clermont or (2) the primary residence of the individual to be interred is within the municipal boundaries of the City of Clermont.

Section 6 Note: All City Clerk Fees set forth in the Comprehensive Fee Schedule are subject to Federal, State and Local Taxes as applicable.

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Potable Water Service</u>		
1. Residential - Single Unit		
Monthly Base Charge Per Meter	\$9.99	\$12.51
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	\$2.01	\$2.50
11,000 - 20,000 Gallons	\$2.61	\$3.25
21,000 - 30,000 Gallons	\$4.03	\$5.02
Over 30,000 Gallons	\$5.47	\$6.84
2. Residential - Multi Unit - Individually Metered		
Monthly Base Charge Per Meter	\$9.99	\$12.51
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	\$2.01	\$2.50
11,000 - 20,000 Gallons	\$2.61	\$3.25
21,000 - 30,000 Gallons	\$2.61	\$3.25
Over 30,000 Gallons	\$2.61	\$3.25
3. Residential - Multi Unit - Master Metered		
Monthly Base Charge Per Meter	\$9.99	\$12.51
(Applies when three or more units are serviced by one meter and the meter is not connected to an irrigation system)		
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	\$2.01	\$2.50
11,000 - 20,000 Gallons	\$2.61	\$3.25
21,000 - 30,000 Gallons	\$2.61	\$3.25
Over 30,000 Gallons	\$2.61	\$3.25
4. Non-Residential - Single Unit		
Monthly Base Charge Per Meter	\$9.99	\$12.51
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	\$2.01	\$2.50
11,000 - 20,000 Gallons	\$2.61	\$3.25
21,000 - 30,000 Gallons	\$4.03	\$5.02
Over 30,000 Gallons	\$5.47	\$6.84

City of Clermont
Comprehensive Fee Schedule
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Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Potable Water Service Continued</u>		
5. Non-Residential - Multi Unit - Individually Metered		
Monthly Base Charge Per Meter	\$9.99	\$12.51
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	\$2.01	\$2.50
11,000 - 20,000 Gallons	\$2.61	\$3.25
21,000 - 30,000 Gallons	\$4.03	\$5.02
Over 30,000 Gallons	\$5.47	\$6.84
6. Non-Residential - Multi Unit - Master Metered		
Monthly Base Charge Per Meter	\$9.99	\$12.51
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	\$2.01	\$2.50
11,000 - 20,000 Gallons	\$2.61	\$3.25
21,000 - 30,000 Gallons	\$4.03	\$5.02
Over 30,000 Gallons	\$5.47	\$6.84
<u>Irrigation Water Service</u>		
7. Monthly Base Charge Per Meter	\$9.99	\$12.51
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	\$2.61	\$3.25
11,000 - 30,000 Gallons	\$4.03	\$5.02
Over 30,000 Gallons	\$5.47	\$6.84
<u>Bulk Re-Use Water Service</u>		
8. Monthly Base Charge Per Meter	\$0.00	\$0.00
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	\$0.44	\$0.55

City of Clermont
Comprehensive Fee Schedule
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Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Sewer Service</u>		
9. Residential - Single Unit		
Monthly Base Charge Per Meter (5/8" x 3/4" Meter)	\$24.26	\$30.33
Monthly Base Charge Per Meter (1" Meter)	\$60.69	\$75.87
Monthly Base Charge Per Meter (1 1/2" Meter)	\$121.39	\$151.73
Monthly Base Charge Per Meter (2" Meter)	\$194.24	\$242.79
Monthly Base Charge Per Meter (3" Meter)	\$388.47	\$485.58
Monthly Base Charge Per Meter (4" Meter)	\$606.98	\$758.73
Monthly Base Charge Per Meter (6" Meter)	\$1,214.06	\$1,517.58
Monthly Base Charge Per Meter (8" Meter)	\$1,942.40	\$2,427.99
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	\$3.20	\$4.00
Maximum Gallons Subject To Variable Charge	16,000	16,000
10. Residential - Multi Unit - Individually Metered		
Monthly Base Charge Per Meter (5/8" x 3/4" Meter)	\$19.45	\$24.31
Monthly Base Charge Per Meter (1" Meter)	\$48.66	\$60.83
Monthly Base Charge Per Meter (1 1/2" Meter)	\$97.35	\$121.69
Monthly Base Charge Per Meter (2" Meter)	\$155.76	\$194.70
Monthly Base Charge Per Meter (3" Meter)	\$311.53	\$389.41
Monthly Base Charge Per Meter (4" Meter)	\$486.75	\$608.43
Monthly Base Charge Per Meter (6" Meter)	\$973.59	\$1,216.98
Monthly Base Charge Per Meter (8" Meter)	\$1,557.66	\$1,947.08
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	\$3.20	\$4.00
Maximum Gallons Subject To Variable Charge	13,000	13,000
11. Residential - Multi Unit - Master Metered		
Monthly Base Charge Per Meter (5/8" x 3/4" Meter)	\$19.45	\$24.31
Monthly Base Charge Per Meter (1" Meter)	\$48.66	\$60.83
Monthly Base Charge Per Meter (1 1/2" Meter)	\$97.35	\$121.69
Monthly Base Charge Per Meter (2" Meter)	\$155.76	\$194.70
Monthly Base Charge Per Meter (3" Meter)	\$311.53	\$389.41
Monthly Base Charge Per Meter (4" Meter)	\$486.75	\$608.43
Monthly Base Charge Per Meter (6" Meter)	\$973.59	\$1,216.98
Monthly Base Charge Per Meter (8" Meter)	\$1,557.66	\$1,947.08
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	\$3.20	\$4.00
Maximum Gallons Subject To Variable Charge	13,000	13,000

City of Clermont
Comprehensive Fee Schedule
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Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Sewer Service Continued</u>		
12. Non-Residential - Single Unit		
Monthly Base Charge Per Meter (5/8" x 3/4" Meter)	\$24.26	\$30.33
Monthly Base Charge Per Meter (1" Meter)	\$60.69	\$75.87
Monthly Base Charge Per Meter (1 1/2" Meter)	\$121.39	\$151.73
Monthly Base Charge Per Meter (2" Meter)	\$194.24	\$242.79
Monthly Base Charge Per Meter (3" Meter)	\$388.47	\$485.58
Monthly Base Charge Per Meter (4" Meter)	\$606.98	\$758.73
Monthly Base Charge Per Meter (6" Meter)	\$1,214.06	\$1,517.58
Monthly Base Charge Per Meter (8" Meter)	\$1,942.40	\$2,427.99
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	\$3.20	\$4.00
Maximum Gallons Subject To Variable Charge	No Maximum	No Maximum
13. Non-Residential - Multi Unit - Individually Metered		
Monthly Base Charge per meter (5/8" x 3/4" meter)	\$24.26	\$30.33
Monthly Base Charge per meter (1" meter)	\$60.69	\$75.87
Monthly Base Charge per meter (1 1/2" meter)	\$121.39	\$151.73
Monthly Base Charge per meter (2" meter)	\$194.24	\$242.79
Monthly Base Charge per meter (3" meter)	\$388.47	\$485.58
Monthly Base Charge per meter (4" meter)	\$606.98	\$758.73
Monthly Base Charge per meter (6" meter)	\$1,214.06	\$1,517.58
Monthly Base Charge per meter (8" meter)	\$1,942.40	\$2,427.99
Monthly Variable Charge per meter (per 1,000 gallons)	\$3.20	\$4.00
Maximum gallons subject to variable charge	No Maximum	No Maximum
14. Non-Residential - Multi Unit - Master Metered		
Monthly Base Charge Per Unit (5/8" x 3/4" Meter)	\$24.26	\$30.33
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	\$3.20	\$4.00
Maximum Gallons Subject To Variable Charge	No Maximum	No Maximum
<u>Stormwater Service</u>		
15. Residential - Single Unit		
Monthly charge with approved drainage retention on site.	\$5.96	n/a
16. Residential - Single Unit		
Monthly charge without approved drainage retention on site.	\$9.94	n/a
17. Residential - Multi Unit - Individually Metered		
Monthly charge with approved drainage retention on site.	\$5.96	n/a

City of Clermont
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Section 7 - Utility Billing Fees

		<u>City Resident</u>	<u>Non-City Resident</u>
<u>Stormwater Service Continued</u>			
18.	Residential - Multi Unit - Individually Metered Monthly charge without approved drainage retention on site.	\$9.94	n/a
19.	Residential - Multi Unit - Master Metered Monthly charge with approved drainage retention on site.	\$5.96 x # of units	n/a
20.	Residential - Multi Unit - Master Metered Monthly charge without approved drainage retention on site.	\$9.94 x # of units	n/a
21.	Non-Residential - Single Unit Monthly charge with approved drainage retention on site.	Impervious Area of Property/3,154 x \$5.96	n/a
22.	Non-Residential - Single Unit Monthly charge without approved drainage retention on site.	Impervious Area of Property/3,154 x \$9.94	n/a
23.	Non-Residential - Multi Unit - Individually Metered Monthly charge with approved drainage retention on site.	Impervious Area of Total Property/3,154 x \$5.96 x % of Customer Property to Total Property	n/a
24.	Non-Residential - Multi Unit - Individually Metered Monthly charge without approved drainage retention on site.	Impervious Area of Total Property/3,154 x \$9.94 x % of Customer Property to Total Property	n/a
25.	Non-Residential - Multi Unit - Master Metered Monthly charge with approved drainage retention on site.	Impervious Area of Total Property/3,154 x \$5.96 x # of units.	n/a
26.	Non-Residential - Multi Unit - Master Metered Monthly charge without approved drainage retention on site.	Impervious Area of Total Property/3,154 x \$9.94 x # of units.	n/a

City of Clermont
Comprehensive Fee Schedule
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Section 7 - Utility Billing Fees

		<u>City Resident</u>	<u>Non-City Resident</u>
<u>Sanitation Service</u>			
27.	Monthly charge when water service is active.	\$31.12	n/a
28.	Monthly charge when water service is not active.	\$31.12	n/a
29.	Monthly charge for each additional container.	\$16.39	n/a
30.	Container replacement cost due to customer negligence.	\$55.00	n/a
31.	Commercial Service Monthly Charge	\$43.68	n/a
32.	Commercial Service extra container	\$18.57	n/a
33.	New service set up fee	\$140.00	n/a
34.	Bulk Collection Rates		
	3 Yards	\$39.31	n/a
	4 Yards	\$52.42	n/a
	5 Yards	\$65.52	n/a
	6 Yards	\$78.63	n/a
	7 Yards	\$91.73	n/a
	8 Yards	\$104.83	n/a
	9 Yards	\$117.94	n/a
	10 Yards	\$131.04	n/a
<u>Utility Taxes</u>			
35.	Based on billed charges for potable water, irrigation water and re-use water service.	5.00%	n/a
36.	Tax on sale of electricity, metered natural gas, liquefied petroleum gas, and manufactured gas.	10.00%	n/a
<u>Miscellaneous</u>			
37.	Water Meter Installation		
	3/4" Short Lay Mach 10 Cell/Endpoint	\$542.00	n/a
	1" Mach 10 Cell/Endpoint	\$614.00	n/a
	1.5" T-10 Flanged Cell/Endpoint	\$1,209.00	n/a
	1.5" Mach 10 Cell/Endpoint	\$1,209.00	n/a
	2" Mach 10 Cell/Endpoint	\$1,377.00	n/a
	2" T-10 Flanged Cell/Endpoint	\$1,377.00	n/a

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 7 - Utility Billing Fees

		<u>City Resident</u>	<u>Non-City Resident</u>
<u>Miscellaneous Continued</u>			
38.	New Account Fee	\$30.00	\$30.00
39.	Utility Service Deposit - Residential	\$200.00	\$200.00
40.	Utility Service Deposit - Non Residential	2.5 times the estimated monthly bill	2.5 times the estimated monthly bill
41.	Dishonored Check	\$25.00	\$25.00
42.	Meter Tampering Fee	\$500.00	\$500.00
43.	Late Payment Penalty	1.5% of balance or \$5.00 minimum	1.5% of balance or \$5.00 minimum
44.	Disconnect / Reconnect Fee	\$30.00	\$30.00

Section 7 Note: Water and Sewer rates are set by Resolution No. 2023-012R until October 1, 2027

Stormwater rates are set by Resolution No. 2017-60 which says that rates should be determined by the Florida Public Service Commission's Annual Index.

Sanitation Rates are set by Resolution No. 2023-051R, which states they will be adjusted by the greater of the FPSC Commission's Annual Index, or 4.50%

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 8 - Impact Fees

		<u>Unit of Measurement</u>	<u>Fee</u>
<u>Water Impact Fees</u>			
1.	Single Family (Except All-Adult Communities)		
	All Meters	Meter	\$2,836
2.	Qualified All-Adult Community		
	Up to 3 Bedrooms - All Meters	Meter	\$1,900
	4 or More Bedrooms - All Meters	Meter	\$2,836
3.	Multi-family		
	Per Unit	Meter	\$910
4.	Commercial		
	3/4" Meter	Meter	\$1,300
	1" Meter	Meter	\$3,250
	1.5" Meter	Meter	\$6,500
	2" Meter	Meter	\$10,400
	3" Meter	Meter	\$19,500
	4" Meter	Meter	\$32,500
	6" Meter	Meter	\$65,000
	8" Meter	Meter	\$104,000
	10" Meter	Meter	\$149,500
<u>Wastewater Impact Fees</u>			
5.	Single Family (Except All-Adult Communities)		
	All Meters	Meter	\$4,830
6.	Qualified All-Adult Community		
	Up to 3 Bedrooms - All Meters	Meter	\$3,236
	4 or More Bedrooms - All Meters	Meter	\$4,830
7.	Multi-family		
	Per Unit	Meter	\$3,381
8.	Commercial		
	3/4" Meter	Meter	\$4,830
	1" Meter	Meter	\$12,075
	1.5" Meter	Meter	\$24,150
	2" Meter	Meter	\$38,640
	3" Meter	Meter	\$72,450
	4" Meter	Meter	\$120,750
	6" Meter	Meter	\$241,500
	8" Meter	Meter	\$386,400
	10" Meter	Meter	\$555,450

City of Clermont
Comprehensive Fee Schedule
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Section 8 - Impact Fees

		<u>Unit of Measurement</u>	<u>Fee</u>
<u>Parks and Recreation Impact Fees</u>			
9	Single and Multi-Family		
	0-1 Bedrooms	D.U.	\$1,492.00
	2 Bedrooms	D.U.	\$2,243.00
	3 Bedrooms	D.U.	\$2,984.00
	4 Bedrooms	D.U.	\$3,736.00
	5+ Bedrooms	D.U.	\$4,487.00
<u>Police Protection Impact Fees</u>			
10.	Residential	D.U.	\$580
11.	Non-Residential		
	Industrial/Warehousing	1,000 Sq Ft	\$28
	Institutional	1,000 Sq Ft	\$64
	Hotel/Motel	Rooms	\$1,030
	Office Buildings	1,000 Sq Ft	\$262
	Retail	1,000 Sq Ft	\$789
	Assisted Living Facility ("ALF")	Bed	\$264
<u>Fire Protection Impact Fees</u>			
12.	Residential	D.U.	\$1,370
13.	Non-Residential		
	Industrial/Warehousing	1,000 Sq Ft	\$82
	Institutional	1,000 Sq Ft	\$187
	Hotel/Motel	Rooms	\$3,000
	Office Buildings	1,000 Sq Ft	\$763
	Retail	1,000 Sq Ft	\$2,298
	Assisted Living Facility ("ALF")	Bed	\$771

Section 8 Note: Ordinance No. 2023-018 provides that the schedule of impact fees "shall be reviewed periodically and revised as necessary to reflect new data and technical information..."

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 9 - Utility Installation Fees

Right-of-way Permit Application Fees

- | | | |
|----|---|------------------------------|
| 1. | Minor Work -
Single pole installation, maintenance of traffic (MOT), maintenance of existing poles, right-of-way restoration and maintenance of an existing utility that does not require road closures. | \$100.00 |
| 2. | Underground utility road crossings -
New utilities installed under City roadways via open cut, jack and bore or direct drill. | \$250 per Crossing |
| 3. | Underground utility installation with no roadway crossings -
New utilities installed in green areas, underground work parallel to public roads, etc. | \$250 plus \$.025 per linear |
| 4. | Overhead work, Distribution Lines -
New low-voltage utility infrastructure, two or more poles | \$250 plus \$5 per pole |
| 5. | Overhead work, transmission Lines -
New high-voltage utility infrastructure | \$1000 plus \$100 per pole |

New/Additional water or sewer service installations, including for lot splits

- | | | |
|----|---|---|
| 6. | For a quote or approval to use an independent underground contractor please contact Public Services at 352-241-0178 extension 6601. | Charged at the City's current contract price. |
|----|---|---|

After hours inspection-

- | | | |
|----|--|--------------------------------------|
| 7. | All after hours inspections shall be approved at least 2 days in advance | \$75 per hour,
Minimum of 2 hours |
|----|--|--------------------------------------|

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 1 - Planning & Zoning Fees

Public Hearing Applications

1.	Conditional Use Permit		\$845.00
2.	Rezoning		\$542.00
3.	Variance (Multiple variances for one property charged at a single fee)	Existing Square Foot Residential \$300.00 All Others \$600.00	
4.	Right of Way Closing		\$1,000.00
5.	Annexation		\$155.00
6.	Comprehensive Plan Amendment - map amendment (small-scale)		\$755.00
7.	Comprehensive Plan Amendment - text and/or map amendment for 10+ acres (large-scale)		\$2,325.00

Traffic Study Review (if applicable)

Actual Cost Billed Separately

Site Plan Review

8.	Commercial		\$1,300.00
9.	Multifamily		\$1,300.00
10.	Subdivisions		\$1,515.00
11.	Commercial - Resubmittal	50% of Commercial Rate	
12.	Multifamily - Resubmittal	50% of Multifamily Rate	
13.	Subdivisions - Resubmittal	50% of Subdivisions Rate	
14.	Site grading, clearance, or stormwater management plan review in absence of commencement of formal approved development construction.		\$620.00
15.	Minor Site Plan Revision		\$285.00

Subdivision Plat Review

Preliminary Plat

\$150 + \$8/Lot

16.	Final Plat		\$250 + \$8/Lot
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Final Plat Engineering & Surveying Review

Actual Cost Billed Separately

17.	Re-plat		\$300 + \$8/Lot
18.	Resubmission	\$50 + \$8/Lot; Max of \$775.00	
19.	Plat Coordination		\$205.00

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 1 - Planning & Zoning Fees

Development Permit (Zoning Clearance)

20.	All Commercial (New Construction)	\$100.00
21.	All Residential/Existing Commercial/Miscellaneous	\$45.00
22.	Tree Removal Permit	\$25.00; If After-the-Fact \$155.00

Miscellaneous

23.	Document Request (Comprehensive Plan, LDRS, etc.)	Actual reproduction costs rounded up to the nearest \$1 figure. Single page item or series of pages = \$.20/page
24.	Concurrency Verification Letter (Non-binding analysis)	\$80.00
25.	Zoning Verification Letter	\$55.00
26.	Unity of Title	\$35.00
27.	Lot Split	\$35.00
28.	Advertising and Recording	Actual Cost Billed Separately
29.	Community Development District (CDD)	\$15,000.00
30.	Megacycle Application Fee (Non-Refundable)	\$100.00
31.	Megacycle Annual Permit Fee	\$100.00
32.	Golf Cart Registration Fee	\$20.00

Vacation Rental Permit & Inspection Fees

33.	Initial Permit Application Fee (per location)	\$300.00
34.	Initial Inspection Fee (per location)	\$75.00
35.	Annual Permit Renewal Fee and Re-Inspection Fee	\$150.00

Note: All Planning & Zoning Fees set forth in the Comprehensive Fee Schedule are subject to Federal, State and Local Sales Taxes as applicable.

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 4 – Park and Recreation Fees

	<u>City Resident/ Non-Profit</u>	<u>Non-City- Resident</u>
<u>Youth and Senior League Fees</u>		
1. Per Team Each Season per League Team	\$175.00	\$175.00
<u>Field Use Rental Rates</u>		
2. Per Hour Without Lights	\$20.00	\$30.00
3. Per Hour With Lights	\$30.00	\$40.00
4. Field Prep Fee per Baseball or Softball Field	\$20.00	\$30.00
5. Field Paint Fee per Multi-Purpose Field (First Time)	\$100.00	\$125.00
6. Field Paint Fee per Multi-Purpose Field (Re-paint)	\$60.00	\$75.00
7. Tournament Deposit Fee	\$400.00	\$400.00
8. Tournament Per Day, Per Field (inc. lights)	\$200.00	\$200.00
<u>Court/Cage Rental Rates</u>		
9. Tennis/Pickle Ball Court per Hourly Rental	\$15.00	\$25.00
10. Basketball Court per Court Hourly Rental	\$15.00	\$25.00
11. Baseball/Softball Batting Cage Rental Per Hour	\$5.00	\$10.00
<u>Concession Stand</u>		
12. League Use Only per Month	\$100.00	n/a
<u>City Sports Programs</u>		
13. City Adult Softball League (10 game season)	\$450.00	\$450.00
14. One Pitch City Adult Softball League (10 game season)	\$425.00	\$425.00
15. City Adult Basketball League (8 game season)	\$300.00	\$300.00
16. City Youth Sports Program (8 game season)	\$100.00	\$125.00

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 4 – Park and Recreation Fees

		<u>City Resident/ Non-Profit</u>	<u>Non-City- Resident</u>
<u>Park Area Rental Rates</u>			
17.	Application Fee for all usage of Park Buildings, -Events, Facilities, Play Areas	\$10.00	\$10.00
18.	City Hall Park rental Per Hour	\$25.00	\$50.00
19.	City Hall Park rental Per Day	\$200.00	\$300.00
20.	City Hall Park rental refundable deposit	\$150.00	\$150.00
21.	Park Area Event Deposit	\$150.00	\$150.00
22.	Park Picnic pavilion or beach pavilion four (4) hour block (9 am – 1 pm or 2 pm – 6 pm)	\$50.00	\$100.00
23.	Picnic or Beach pavilion – Per Day	\$100.00	\$200.00
<u>Highlander Building</u>			
24.	Highlander Deposit	\$150.00	\$150.00
25.	Highlander Rental Fee Full Building Per Hour	\$60.00	\$125.00
26.	Highlander COVID-19 Cleaning Fee	\$60.00	\$60.00
<u>Art Walk</u>			
27.	Art Walk Rental – Per Hour	\$25.00	\$50.00
28.	Art Walk Rental – Per Day	\$200.00	\$300.00
<u>Clermont City Center</u>			
29.	Entire CCC Building Rental (Per Hour) (2 Hour Minimum)	\$125.00	\$150.00
30.	Meeting Room A (Per Hour)	\$60.00	\$80.00
31.	Meeting Room B (Per Hour)	\$45.00	\$65.00
32.	Meeting Room C (Per Hour)	\$35.00	\$45.00
33.	Meeting Room D (Per Hour)	\$25.00	\$35.00
34.	Meeting Room E (Per Hour)	\$20.00	\$30.00
35.	Board Room	\$20.00	\$30.00

City of Clermont
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Section 4 – Park and Recreation Fees

		<u>City Resident/ Non-Profit</u>	<u>Non-City- Resident</u>
<u>Clermont City Center-Continued</u>			
36	Outside Patio Area (Per Hour)	\$35.00	\$45.00
37	Kitchen (Per Hour) (2 Hour Minimum) Cleaning Fee— If building is not cleaned— properly by user then cleaning funds are taken out of deposit.	\$25.00	\$35.00
38	Event Deposit (Under 500 Square Foot Usage)	\$50.00	\$50.00
39	Event Deposit (Over 501 Square Foot Usage)— Deposit will adjust with attendees and type of event.—	\$200—\$500	\$200—\$500
40	COVID-19 Cleaning Fee	\$60.00	\$60.00
<u>Kehlor Recreation Building</u>			
41	Kehlor Deposit	\$150.00	\$150.00
42	Kehlor Rental Fee Per Hour	\$25.00	\$35.00
<u>Boat Ramp</u>			
43	Daily Parking Fee	\$6.00	\$6.00
44	Annual Parking Permit (City Residents Only)	\$35.00	n/a
45	Annual Parking Permit (Lake County Residents Outside of City Limits Only)	n/a	\$70.00
46	Annual Commercial Watercraft Permit	\$1,500.00	\$1,500.00
<u>Waterfront Park</u>			
47	Waterfront Park Area A—Deposit	\$250.00	\$250.00
48	Waterfront Park Area A—Per Hour (2 Hour Minimum)	\$100.00	\$200.00
49	Waterfront Park Area A—Daily Fee	\$700.00	\$1,100.00
50	Waterfront Park Area B—Deposit	\$150.00	\$150.00
51	Waterfront Park Area B—Per Hour (2 Hour Minimum)	\$25.00	\$50.00

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Section 4 – Park and Recreation Fees

		<u>City Resident/ Non-Profit</u>	<u>Non-City- Resident</u>
<u>Waterfront Park Continued</u>			
52	Waterfront Park Area B – Daily Fee	\$200.00	\$300.00
53	Waterfront Park Area C – (Entire Park) Deposit	\$350.00	\$350.00
54	Waterfront Park Area C – (Entire Park) Per Hour (2 Hour Minimum)	\$200.00	\$300.00
55	Waterfront Park Area C – (Entire Park) Daily Fee	\$1,500.00	\$2,500.00
56	Waterfront Park Area C – (Entire Park) – each additional consecutive Day	\$1,200.00	\$2,000.00
57	Late Payment fee Per Week	10% of Total Fees/Week	10% of Total Fees/Week
<u>Arts and Recreation Center</u>			
<u>Pool Rates</u>			
58	Daily, Individual	\$2.00	\$3.00
59	Individual Season Pass	\$15.00	\$30.00
60	Family Season Pass	\$30.00	\$60.00
61	Half Pool Rental per 1.5 Hour Block	\$65.00	\$80.00
62	Full Pool Rental per 1.5 Hour Block	\$125.00	\$140.00
63	Exclusive Lap Lane Rental Per Hour	\$15.00	\$20.00
64	Lifeguards – Per Hour	\$15.00	\$15.00
65	Pool refundable deposit	\$50.00	\$50.00

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Section 4 – Park and Recreation Fees

		<u>City Resident/ Non-Profit</u>	<u>Non-City- Resident</u>
<u>Community Garden Rentals</u>			
66	Raised Planter Bed (per year)	\$30.00	\$30.00
67	Hydroponic Garden Tower (per year)	\$50.00	\$50.00
<u>Gymnasium Admission Rates</u>			
68	Daily	\$2.00	\$3.00
69	Annual Gymnasium Pass	\$40.00	\$80.00
<u>Gymnasium Rental Rates (Per Hour)</u>			
70	Full Court, Monday – Thursday	\$55.00	\$75.00
	Full Court, Friday – Sunday	\$60.00	\$85.00
71	Refundable Deposit	\$200.00	\$200.00
<u>Outdoor Field Rental Rates (Per Hour)</u>			
72	Bahia Grass Field	\$15.00	\$25.00
<u>Main Stage Rental Rates</u>			
73	Vendor Package Includes Lobby, room & stage, podium chairs, and 50 8 ft. tables Monday – Thursday, Per Hour, Minimum of 4 hours	\$250.00	\$300.00
	Friday – Sunday, Per Hour, Minimum of 4 hours	\$275.00	\$330.00
74	Banquet Package Includes Lobby, room & stage, podium, commercial kitchen, seating for 560, 55 72" banquet tables Monday – Thursday, Per Hour, Minimum of 4 hours	\$300.00	\$360.00
	Friday – Sunday, Per Hour, Minimum of 4 hours	\$330.00	\$400.00
75	Theater Package, Performance Includes Lobby, room & stage, podium, seating for 1100, Green Room and Rehearsal Room or Gym Monday – Thursday, Per Hour, Minimum of 4 hours	\$300.00	\$360.00
	Friday – Sunday, Per Hour, Minimum of 4 hours	\$330.00	\$400.00

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Section 4 – Park and Recreation Fees

		<u>City Resident/ Non-Profit</u>	<u>Non-City- Resident</u>
<u>Arts and Recreation Center Continued</u>			
76	Theater Package, Graduation/Religious Service Includes Lobby, room & stage, podium, seating for 1,100 Monday–Thursday, Per Hour, Minimum of 4 hours	\$250.00	\$300.00
	Friday–Sunday, Per Hour, Minimum of 4 hours	\$275.00	\$330.00
77	Stage Includes stage us and general lighting Monday–Thursday, Per Hour, Minimum of 4 hours	\$100.00	\$120.00
	Friday–Sunday, Per Hour, Minimum of 4 hours	\$110.00	\$140.00
78	Refundable Deposit	\$1,000.00	\$1,000.00
<u>Black Box Rental Rates</u>			
79	Theatre with General Stage Light and 1 Microphone Monday–Thursday, Per Hour, Minimum of 4 hours	\$100.00	\$125.00
	Friday–Sunday, Per Hour, Minimum of 4 hours	\$110.00	\$140.00
80	Refundable Deposit	\$200.00	\$200.00
<u>Other Rental Rates</u>			
81	Kitchen Monday–Thursday, Per Hour, Minimum of 4 hours	\$60.00	\$75.00
	Friday–Sunday, Per Hour, Minimum of 4 hours	\$65.00	\$85.00
82	Kitchen Refundable Deposit	\$200.00	\$200.00
83	Clermont Room (2200 Square Foot Room) Monday–Thursday, Per Hour, Minimum of 4 hours	\$60.00	\$75.00
	Friday–Sunday, Per Hour, Minimum of 4 hours	\$65.00	\$85.00
84	Clermont Room Refundable Deposit	\$200.00	\$200.00
85	Citrus Room (600 Square Foot Room) Monday–Thursday, Per Hour, Minimum of 4 hours	\$25.00	\$30.00
	Friday–Sunday, Per Hour, Minimum of 4 hours	\$30.00	\$35.00

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Section 4 – Park and Recreation Fees

		<u>City Resident/ Non-Profit</u>	<u>Non-City- Resident</u>
<u>Other Rental Rates Continued</u>			
86	Classrooms (300 Square Foot Room) Monday – Thursday, Per Hour, Minimum of 4 hours	\$15.00	\$20.00
	Friday – Sunday, Per Hour, Minimum of 4 hours	\$20.00	\$25.00
87	Citrus Room and Classroom Refundable Deposit	\$100.00	\$100.00
88	Lobby Monday – Thursday, Per Hour, Minimum of 4 hours	\$40.00	\$50.00
	Friday – Sunday, Per Hour, Minimum of 4 hours	\$45.00	\$55.00
89	Rehearsal Room Monday – Thursday, Per Hour, Minimum of 4 hours	\$40.00	\$50.00
	Friday – Sunday, Per Hour, Minimum of 4 hours	\$45.00	\$55.00
90	Green Room/Dressing Room Monday – Thursday, Per Hour, Minimum of 4 hours	\$25.00	\$40.00
	Friday – Sunday, Per Hour, Minimum of 4 hours	\$30.00	\$45.00
91	Application Fee	\$10.00	\$10.00
<u>Other Arts and Recreation Center Rates</u>			
92	Police, Fire or Medical Staff (4 Hour Minimum) Fee is based on the current rate and may have a minimum number of hours paid by the renter.	Varies	Varies
93	Lead Technician (5 Hour Minimum) \$45.00 per hour over 8 hours	\$30.00	\$30.00
94	Stage Hand (5 hour minimum) \$45.00 per hour over 8 hours	\$30.00	\$30.00
95	A/V Technician (5 hour minimum) \$50.00 per hour over 8 hours	\$35.00	\$35.00
96	Console Engineer (5 Hours)	\$240.00	\$240.00
97	Console Engineer (10 Hours) \$65.00 per hour over 10 hours	\$425.00	\$425.00
98	Tables	\$2.00	\$2.00

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Section 4 – Park and Recreation Fees

		<u>City Resident/ Non-Profit</u>	<u>Non-City- Resident</u>
99	Chairs	\$1.00	\$1.00
100	Microphone	\$15.00	\$15.00
101	Choir Microphones (4)	\$120.00	\$120.00
102	Floor Microphones (4)	\$60.00	\$60.00
103	Clear Com Wireless Headsets (4)	\$100.00	\$100.00
104	Television Video System	\$100.00	\$100.00
105	Confidence Monitor	\$50.00	\$50.00
106	Video Camera Package	\$1,000.00	\$1,000.00
107	Pro Level Moving Lights (6)	\$120.00	\$120.00
108	Electric Grand Piano	\$150.00	\$150.00
109	Cyclorama	\$100.00	\$100.00
110	Gobo or Banner Hang	\$60.00	\$60.00
111	200 AMP 3-Phase Power	\$500.00	\$500.00
<u>Miscellaneous Continued</u>			
112	Podium	\$25.00	\$25.00
	-		
113	Portable Projector	\$40.00	\$40.00
114	Portable Sound System	\$80.00	\$80.00
115	Portable Screen	\$20.00	\$20.00
116	Portable Speaker	\$40.00	\$40.00
117	55" TV with DVD Player	\$35.00	\$35.00
118	Laptop	\$40.00	\$40.00
119	Video Screen Screen Projector (Main Stage Only)	\$100.00	\$100.00
120	Dance Floor (Main Stage Only)	\$250.00	\$250.00
121	Choir Risers (Main Stage Only)	\$200.00	\$200.00

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Section 4 – Park and Recreation Fees

		<u>City Resident/ Non-Profit</u>	<u>Non-City Resident</u>
<u>Arts and Recreation Center Continued</u>			
<u>Miscellaneous Continued</u>			
122	Drum or Keyboard Riser	\$150.00	\$150.00
123	1 Spotlight (1 show) with Operator	\$250.00	\$250.00
124	2 Spotlights (1 show) with Operator	\$350.00	\$350.00
125	1 Spotlight (2 shows) with Operator	\$430.00	\$430.00
126	2 Spotlights (2 shows) with Operator	\$530.00	\$530.00
127	Tech Package 1 (Basic)	\$115.00	\$115.00
128	Tech Package 2 (Moderate)	\$200.00	\$200.00
129	Tech Package 3 (Advanced)	\$475.00	\$475.00
130	Small Band Set-up (1-7 inputs)	\$150.00	\$150.00
131	Medium Band Set-up (8-14 inputs)	\$250.00	\$250.00
132	Large Band Set-up (15 + inputs)	\$350.00	\$350.00
133	Floor Plan Review Fee	\$25.00	\$25.00
134	Late Payment Fee Per Week	10% of Total Fees/Week	10% of Total Fees/Week
<u>Memorial Bench</u>			
135	Memorial Bench Purchase and Installation	\$1,200.00	\$1,200.00
<u>Event Request and Application Fees</u>			
136	All Events, Rentals and Tournaments	\$10.00	\$10.00
<u>City Staff Work Rates</u>			
137	City Staff Fee Per Hour (Public Services Staff) (Min 2 Hours)	\$35.00	\$35.00
138	City Staff Fee Per Hour (Parks & recreation Facility Staff) (Min 2 Hours)	\$35.00	\$35.00

~~Section 4 Note: If an approved event requires additional personnel, the hourly charge shall be paid to the City of Clermont and shall be agreed to by the applicant prior to approval of an event (Per Person, Per Hour). A penalty may be imposed against the event application if city staff are kept longer than the agreed to time and pre-payment.~~

~~Section 4 Note: For Profit business may utilize the resident rate only if the business' physical address is within the City Limits. Rentals for the intended use of a business function must utilize the business' physical address.~~

~~Section 4 Note: All fees in this section are subject to Federal, State and Local Sales Taxes as applicable.~~

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Section 4 - Park and Recreation Fees

		City Resident/ Non-Profit	Non-City Resident
<u>1.</u>	<u>Park Use and Event Application Fee</u>	<u>\$10</u>	<u>\$10</u>
<u>2.</u>	<u>Parks and Rec Facility Deposit (except as noted)</u>	<u>\$200</u>	<u>\$200</u>
<u>3.</u>	<u>Field Use, hourly</u>	<u>\$20</u>	<u>\$40</u>
<u>4.</u>	<u>Field Lights, hourly</u>	<u>\$10</u>	<u>\$10</u>
<u>5.</u>	<u>Field Prep (Baseball/Softball) per field</u>	<u>\$20</u>	<u>\$40</u>
<u>6.</u>	<u>Field Paint (Multi-Purpose) set up</u>	<u>\$100</u>	<u>\$200</u>
<u>7.</u>	<u>Field Paint (Multi-Purpose) repaint</u>	<u>\$60</u>	<u>\$120</u>
<u>8.</u>	<u>Tournament, per day, per field</u>	<u>\$260</u>	<u>\$260</u>
<u>9.</u>	<u>Tournament, after 10pm, per field, per 30 min.</u>	<u>\$50</u>	<u>\$50</u>
<u>10.</u>	<u>Court Use, hourly</u>	<u>\$15</u>	<u>\$30</u>
<u>11.</u>	<u>Batting Cage, hourly</u>	<u>\$5</u>	<u>\$10</u>
<u>12.</u>	<u>City Hall Park, hourly</u>	<u>\$25</u>	<u>\$50</u>
<u>13.</u>	<u>Art Walk, hourly</u>	<u>\$25</u>	<u>\$50</u>
<u>14.</u>	<u>Victory Pointe, hourly</u>	<u>\$25</u>	<u>\$50</u>
<u>15.</u>	<u>Large Pavilion, hourly</u>	<u>\$60</u>	<u>\$120</u>
<u>16.</u>	<u>Small Pavilion, hourly</u>	<u>\$25</u>	<u>\$50</u>
<u>17.</u>	<u>Boat Ramp Calendar Year Parking Permit</u>	<u>\$20</u>	<u>Not Available</u>
<u>18.</u>	<u>Boat Ramp Daily Parking</u>	<u>\$15</u>	<u>\$15</u>
<u>19.</u>	<u>Commercial Watercraft Permit, calendar y</u>	<u>\$1,500</u>	<u>\$1,500</u>
<u>20.</u>	<u>Kehlor Building, hourly</u>	<u>\$30</u>	<u>\$60</u>
<u>21.</u>	<u>Highlander Building, hourly</u>	<u>\$60</u>	<u>\$120</u>
<u>22.</u>	<u>Highlander Amphitheater, hourly</u>	<u>\$60</u>	<u>\$120</u>
<u>23.</u>	<u>Waterfront Park Field, hourly</u>	<u>\$60</u>	<u>\$120</u>

City of Clermont
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Section 4 - Park and Recreation Fees

Parks & Recreation Fee Cont.

<u>24.</u>	<u>Splash Park Rental, hourly</u>	<u>\$75</u>	<u>\$150</u>
<u>25.</u>	<u>Gym Rental, hourly</u>	<u>\$75</u>	<u>\$150</u>
<u>26.</u>	<u>Pool Rental, hourly</u>	<u>\$100</u>	<u>\$200</u>
<u>27.</u>	<u>Open Gym + Pool Calendar Year Pass</u>	<u>\$50</u>	<u>Not Available</u>
<u>28.</u>	<u>Open Gym + Pool Daily Pass</u>	<u>\$5</u>	<u>\$10</u>
<u>29.</u>	<u>Community Garden raised Planter, annual</u>	<u>\$30</u>	<u>\$60</u>
<u>30.</u>	<u>Community Garden Hydroponic Tower, annual</u>	<u>\$50</u>	<u>\$100</u>
<u>31.</u>	<u>Memorial Bench purchase + install</u>	<u>\$1,200</u>	<u>\$1,200</u>
<u>32.</u>	<u>Black Box Theater, hourly</u>	<u>\$110</u>	<u>\$220</u>
<u>33.</u>	<u>Clermont Room, hourly</u>	<u>\$65</u>	<u>\$130</u>
<u>34.</u>	<u>600 square foot room, hourly</u>	<u>\$30</u>	<u>\$60</u>
<u>35.</u>	<u>300 square foot room, hourly</u>	<u>\$20</u>	<u>\$40</u>
<u>36.</u>	<u>Lobby, hourly</u>	<u>\$75</u>	<u>\$150</u>
<u>37.</u>	<u>Rehearsal Room, hourly</u>	<u>\$45</u>	<u>\$90</u>
<u>38.</u>	<u>Green Room, hourly</u>	<u>\$30</u>	<u>\$60</u>
<u>39.</u>	<u>Stage only, hourly</u>	<u>\$110</u>	<u>\$220</u>
<u>40.</u>	<u>Kitchen, hourly</u>	<u>\$65</u>	<u>\$130</u>
<u>41.</u>	<u>Main Stage Package Deposit</u>	<u>\$2,500</u>	<u>\$2,500</u>
<u>42.</u>	<u>Main Stage Wedding Package, per day</u>	<u>\$4,750</u>	<u>\$9,500</u>
<u>43.</u>	<u>Main Stage Banquet Package, per day</u>	<u>\$4,250</u>	<u>\$8,500</u>
<u>44.</u>	<u>Main Stage Conference Package, per day</u>	<u>\$3,750</u>	<u>\$7,500</u>
<u>45.</u>	<u>Main Stage Convention Package, per day</u>	<u>\$3,750</u>	<u>\$7,500</u>
<u>46.</u>	<u>Main Stage Theater Package, per day</u>	<u>\$3,750</u>	<u>\$7,500</u>

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Section 5 - Police Fees

1.	Equipment Violation	\$4 Per Violation
2.	Finger Printing	\$5 Per Card <u>\$15.00 for Livescan Electronic prints</u>
3.	Report Copies	\$0.15 Per Page <u>\$0.20 Two Sided</u> <u>\$1.00 per page for Certified Copies</u> <u>\$1.50 for DVD or CDs</u> <u>\$3.00 for USB</u>
4.	Parking Tickets	— \$25 if paid within first 10 days, — \$50 afterwards
<u>4.</u>	<u>All parking violations</u>	<u>\$50.00</u>
	<u>Fire Lane/Hydrant violation</u>	<u>\$75.00</u>
	<u>Handicapped Parking violation</u>	<u>\$250.00</u>
5.	Off Duty Officer	Extra \$2 Per Hour
6.	Multiple False Police Alarm Fees	\$30 each in excess of three (3) per quarter.

Section 5 Note: All fees in this section are subject to Federal, State and Local Sales Taxes as applicable.

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Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Potable Water Service</u>		
1. Residential - Single Unit		
Monthly Base Charge Per Meter	<u>\$9.99</u>	<u>\$12.51</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	<u>\$2.01</u>	<u>\$2.50</u>
11,000 - 20,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
21,000 - 30,000 Gallons	<u>\$4.03</u>	<u>\$5.02</u>
Over 30,000 Gallons	<u>\$5.47</u>	<u>\$6.84</u>
2. Residential - Multi Unit - Individually Metered		
Monthly Base Charge Per Meter	<u>\$9.99</u>	<u>\$12.51</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	<u>\$2.01</u>	<u>\$2.50</u>
11,000 - 20,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
21,000 - 30,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
Over 30,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
3. Residential - Multi Unit - Master Metered		
Monthly Base Charge Per Meter	<u>\$9.99</u>	<u>\$12.51</u>
(Applies when three or more units are serviced by one meter and the meter is not connected to an irrigation system)		
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	<u>\$2.01</u>	<u>\$2.50</u>
11,000 - 20,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
21,000 - 30,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
Over 30,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
4. Non-Residential - Single Unit		
Monthly Base Charge Per Meter	<u>\$9.99</u>	<u>\$12.51</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	<u>\$2.01</u>	<u>\$2.50</u>
11,000 - 20,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
21,000 - 30,000 Gallons	<u>\$4.03</u>	<u>\$5.02</u>
Over 30,000 Gallons	<u>\$5.47</u>	<u>\$6.84</u>

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Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Potable Water Service Continued</u>		
5. Non-Residential - Multi Unit - Individually Metered		
Monthly Base Charge Per Meter	<u>\$9.99</u>	<u>\$12.51</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	<u>\$2.01</u>	<u>\$2.50</u>
11,000 - 20,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
21,000 - 30,000 Gallons	<u>\$4.03</u>	<u>\$5.02</u>
Over 30,000 Gallons	<u>\$5.47</u>	<u>\$6.84</u>
6. Non-Residential - Multi Unit - Master Metered		
Monthly Base Charge Per Meter	<u>\$9.99</u>	<u>\$12.51</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	<u>\$2.01</u>	<u>\$2.50</u>
11,000 - 20,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
21,000 - 30,000 Gallons	<u>\$4.03</u>	<u>\$5.02</u>
Over 30,000 Gallons	<u>\$5.47</u>	<u>\$6.84</u>
<u>Irrigation Water Service</u>		
7. Monthly Base Charge Per Meter	<u>\$9.99</u>	<u>\$12.51</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)		
1,000 - 10,000 Gallons	<u>\$2.61</u>	<u>\$3.25</u>
11,000 - 30,000 Gallons	<u>\$4.03</u>	<u>\$5.02</u>
Over 30,000 Gallons	<u>\$5.47</u>	<u>\$6.84</u>
<u>Bulk Re-Use Water Service</u>		
8. Monthly Base Charge Per Meter	<u>\$0.00</u>	<u>\$0.00</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	<u>\$0.44</u>	<u>\$0.55</u>

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Section 7 - Utility Billing Fees

	City Resident	Non-City Resident
<u>Sewer Service</u>		
10. Residential - Single Unit		
Monthly Base Charge Per Meter (5/8" x 3/4" Meter)	<u>\$24.26</u>	<u>\$30.33</u>
Monthly Base Charge Per Meter (1" Meter)	<u>\$60.69</u>	<u>\$75.87</u>
Monthly Base Charge Per Meter (1 1/2" Meter)	<u>\$121.39</u>	<u>\$151.73</u>
Monthly Base Charge Per Meter (2" Meter)	<u>\$194.24</u>	<u>\$242.79</u>
Monthly Base Charge Per Meter (3" Meter)	<u>\$388.47</u>	<u>\$485.58</u>
Monthly Base Charge Per Meter (4" Meter)	<u>\$606.98</u>	<u>\$758.73</u>
Monthly Base Charge Per Meter (6" Meter)	<u>\$1,214.06</u>	<u>\$1,517.58</u>
Monthly Base Charge Per Meter (8" Meter)	<u>\$1,942.40</u>	<u>\$2,427.99</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	<u>\$3.20</u>	<u>\$4.00</u>
Maximum Gallons Subject To Variable Charge	<u>16,000</u>	<u>16,000</u>
11. Residential - Multi Unit - Individually Metered		
Monthly Base Charge Per Meter (5/8" x 3/4" Meter)	<u>\$19.45</u>	<u>\$24.31</u>
Monthly Base Charge Per Meter (1" Meter)	<u>\$48.66</u>	<u>\$60.83</u>
Monthly Base Charge Per Meter (1 1/2" Meter)	<u>\$97.35</u>	<u>\$121.69</u>
Monthly Base Charge Per Meter (2" Meter)	<u>\$155.76</u>	<u>\$194.70</u>
Monthly Base Charge Per Meter (3" Meter)	<u>\$311.53</u>	<u>\$389.41</u>
Monthly Base Charge Per Meter (4" Meter)	<u>\$486.75</u>	<u>\$608.43</u>
Monthly Base Charge Per Meter (6" Meter)	<u>\$973.59</u>	<u>\$1,216.98</u>
Monthly Base Charge Per Meter (8" Meter)	<u>\$1,557.66</u>	<u>\$1,947.08</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	<u>\$3.20</u>	<u>\$4.00</u>
Maximum Gallons Subject To Variable Charge	<u>13,000</u>	<u>13,000</u>
12. Residential - Multi Unit - Master Metered		
Monthly Base Charge Per Meter (5/8" x 3/4" Meter)	<u>\$19.45</u>	<u>\$24.31</u>
Monthly Base Charge Per Meter (1" Meter)	<u>\$48.66</u>	<u>\$60.83</u>
Monthly Base Charge Per Meter (1 1/2" Meter)	<u>\$97.35</u>	<u>\$121.69</u>
Monthly Base Charge Per Meter (2" Meter)	<u>\$155.76</u>	<u>\$194.70</u>
Monthly Base Charge Per Meter (3" Meter)	<u>\$311.53</u>	<u>\$389.41</u>
Monthly Base Charge Per Meter (4" Meter)	<u>\$486.75</u>	<u>\$608.43</u>
Monthly Base Charge Per Meter (6" Meter)	<u>\$973.59</u>	<u>\$1,216.98</u>
Monthly Base Charge Per Meter (8" Meter)	<u>\$1,557.66</u>	<u>\$1,947.08</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	<u>\$3.20</u>	<u>\$4.00</u>
Maximum Gallons Subject To Variable Charge	<u>13,000</u>	<u>13,000</u>

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 7 - Utility Billing Fees

	City Resident	Non-City Resident
<u>Sewer Service Continued</u>		
13. Non-Residential - Single Unit		
Monthly Base Charge Per Meter (5/8" x 3/4" Meter)	<u>\$24.26</u>	<u>\$30.33</u>
Monthly Base Charge Per Meter (1" Meter)	<u>\$60.69</u>	<u>\$75.87</u>
Monthly Base Charge Per Meter (1 1/2" Meter)	<u>\$121.39</u>	<u>\$151.73</u>
Monthly Base Charge Per Meter (2" Meter)	<u>\$194.24</u>	<u>\$242.79</u>
Monthly Base Charge Per Meter (3" Meter)	<u>\$388.47</u>	<u>\$485.58</u>
Monthly Base Charge Per Meter (4" Meter)	<u>\$606.98</u>	<u>\$758.73</u>
Monthly Base Charge Per Meter (6" Meter)	<u>\$1,214.06</u>	<u>\$1,517.58</u>
Monthly Base Charge Per Meter (8" Meter)	<u>\$1,942.40</u>	<u>\$2,427.99</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	<u>\$3.20</u>	<u>\$4.00</u>
Maximum Gallons Subject To Variable Charge	<u>No Maximum</u>	<u>No Maximum</u>
14. Non-Residential - Multi Unit - Individually Metered		
Monthly Base Charge per meter (5/8" x 3/4" meter)	<u>\$24.26</u>	<u>\$30.33</u>
Monthly Base Charge per meter (1" meter)	<u>\$60.69</u>	<u>\$75.87</u>
Monthly Base Charge per meter (1 1/2" meter)	<u>\$121.39</u>	<u>\$151.73</u>
Monthly Base Charge per meter (2" meter)	<u>\$194.24</u>	<u>\$242.79</u>
Monthly Base Charge per meter (3" meter)	<u>\$388.47</u>	<u>\$485.58</u>
Monthly Base Charge per meter (4" meter)	<u>\$606.98</u>	<u>\$758.73</u>
Monthly Base Charge per meter (6" meter)	<u>\$1,214.06</u>	<u>\$1,517.58</u>
Monthly Base Charge per meter (8" meter)	<u>\$1,942.40</u>	<u>\$2,427.99</u>
Monthly Variable Charge per meter (per 1,000 gallons)	<u>\$3.20</u>	<u>\$4.00</u>
Maximum gallons subject to variable charge	<u>No Maximum</u>	<u>No Maximum</u>
15. Non-Residential - Multi Unit - Master Metered		
Monthly Base Charge Per Unit (5/8" x 3/4" Meter)	<u>\$24.26</u>	<u>\$30.33</u>
Monthly Variable Charge Per Meter (Per 1,000 Gallons)	<u>\$3.20</u>	<u>\$4.00</u>
Maximum Gallons Subject To Variable Charge	<u>No Maximum</u>	<u>No Maximum</u>
<u>Stormwater Service</u>		
16. Residential - Single Unit		
Monthly charge with approved drainage retention on site.	<u>\$5.96</u>	<u>n/a</u>
17. Residential - Single Unit		
Monthly charge without approved drainage retention on site.	<u>\$9.94</u>	<u>n/a</u>
18. Residential - Multi Unit - Individually Metered		
Monthly charge with approved drainage retention on site.	<u>\$5.96</u>	<u>n/a</u>

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Stormwater Service Continued</u>		
19. Residential - Multi Unit - Individually Metered Monthly charge without approved drainage retention on site.	<u>\$9.94</u>	n/a
20. Residential - Multi Unit - Master Metered Monthly charge with approved drainage retention on site.	<u>\$5.96 x # of units</u>	n/a
21. Residential - Multi Unit - Master Metered Monthly charge without approved drainage retention on site.	<u>\$9.94 x # of units</u>	n/a
22. Non-Residential - Single Unit Monthly charge with approved drainage retention on site.	<u>Impervious Area of Property/3,154 x \$5.96</u>	n/a
23. Non-Residential - Single Unit Monthly charge without approved drainage retention on site.	<u>Impervious Area of Property/3,154 x \$9.94</u>	n/a
24. Non-Residential - Multi Unit - Individually Metered Monthly charge with approved drainage retention on site.	<u>Impervious Area of Total Property/3,154 x \$5.96 x % of Customer Property to Total Property</u>	n/a
25. Non-Residential - Multi Unit - Individually Metered Monthly charge without approved drainage retention on site.	<u>Impervious Area of Total Property/3,154 x \$9.94 x % of Customer Property to Total Property</u>	n/a
26. Non-Residential - Multi Unit - Master Metered Monthly charge with approved drainage retention on site.	<u>Impervious Area of Total Property/3,154 x \$5.96 x # of units.</u>	n/a
27. Non-Residential - Multi Unit - Master Metered Monthly charge without approved drainage retention on site.	<u>Impervious Area of Total Property/3,154 x \$9.94 x # of units.</u>	n/a

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Sanitation Service</u>		
28. Monthly charge when water service is active.	<u>\$31.12</u>	n/a
29. Monthly charge when water service not active.	<u>\$31.12</u>	n/a
30. Monthly charge for each additional container.	<u>\$16.39</u>	n/a
31. Container replacement cost due to customer negligence.	<u>\$55.00</u>	n/a
32. Commercial Service Monthly Charge	<u>\$43.68</u>	n/a
33. Commercial Service extra container	<u>\$18.57</u>	n/a
34. New service set up fee	<u>\$140.00</u>	n/a
35. Bulk Collection Rates		
3 Yards	<u>\$39.31</u>	n/a
4 Yards	<u>\$52.42</u>	n/a
5 Yards	<u>\$65.52</u>	n/a
6 Yards	<u>\$78.63</u>	n/a
7 Yards	<u>\$91.73</u>	n/a
8 Yards	<u>\$104.83</u>	n/a
9 Yards	<u>\$117.94</u>	n/a
10 Yards	<u>\$131.04</u>	n/a
<u>Utility Taxes</u>		
9. Based on billed charges for potable water, irrigation water and re-use water service.	5.00%	n/a
<u>Tax on sale of electricity, metered natural gas, liquefied petroleum gas, and manufactured gas.</u>	<u>10.00%</u>	<u>n/a</u>
<u>Miscellaneous</u>		
36. Water Meter Installation		
3/4" T-10 R450i	<u>\$542.00</u>	n/a
3/4" Short Lay Mach 10 <u>Cell/Endpoint</u>	<u>\$542.00</u>	<u>n/a</u>
1" T-10 R450i	<u>\$614.00</u>	n/a
1" Mach 10 R450i <u>Cell/Endpoint</u>	<u>\$614.00</u>	<u>n/a</u>
1.5" T-10 Flanged R450i <u>Cell/Endpoint</u>	<u>\$1,209.00</u>	<u>n/a</u>
1.5" Mach 10 R450i <u>Cell/Endpoint</u>	<u>\$1,209.00</u>	<u>n/a</u>
2" Mach 10 R450i <u>Cell/Endpoint</u>	<u>\$1,377.00</u>	<u>n/a</u>
2" T-10 Flanged R450i <u>Cell/Endpoint</u>	<u>\$1,377.00</u>	<u>n/a</u>
3" or Larger	Determined by Director	Determined by Director

**City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025**

Section 7 - Utility Billing Fees

		<u>City Resident</u>	<u>Non-City Resident</u>
<u>Miscellaneous Continued</u>			
37.	New Account Fee	\$30.00	\$30.00
38.	Utility Service Deposit - Residential	\$200.00	\$200.00
39.	Utility Service Deposit - Non Residential	2.5 times the estimated monthly bill	2.5 times the estimated monthly bill
40.	Dishonored Check	\$25.00	\$25.00
41.	Meter Tampering Fee	\$500.00	\$500.00
42.	Late Payment Penalty	1.5% of balance or \$5.00 minimum	1.5% of balance or \$5.00 minimum
43.	Disconnect / Reconnect Fee	\$30.00	\$30.00

Section 7 Note: Resolution No. 2023-012R provides for rate adjustments on October 1 of each year for Utility Billing fees based on the Florida Public Service Commission Annual Index for Stormwater and Sanitation, and a set rate schedule for Water and Sewer.

City of Clermont
Comprehensive Fee Schedule
Effective 10/1/2025

Section 9 - Utility Installation Fees

Right-of-way Permit Application Fees

- | | | |
|-----------|---|-------------------------------------|
| <u>1.</u> | <u>Minor Work -</u>
<u>Single pole installation, maintenance of traffic (MOT), maintenance of existing poles, right-of-way restoration and maintenance of an existing utility that does not require road closures.</u> | <u>\$100.00</u> |
| <u>2.</u> | <u>Underground utility road crossings -</u>
<u>New utilities installed under City roadways via open cut, jack and bore or direct drill.</u> | <u>\$250 per Crossing</u> |
| <u>3.</u> | <u>Underground utility installation with no roadway crossings -</u>
<u>New utilities installed in green areas, underground work parallel to public roads, etc.</u> | <u>\$250 plus \$.025 per linear</u> |
| <u>4.</u> | <u>Overhead work, Distribution Lines -</u>
<u>New low-voltage utility infrastructure, two or more poles</u> | <u>\$250 plus \$5 per pole</u> |
| <u>5.</u> | <u>Overhead work, transmission Lines -</u>
<u>New high-voltage utility infrastructure</u> | <u>\$1000 plus \$100 per pole</u> |

New/Additional water or sewer service installations, including for lot splits

- | | | |
|-----------|--|--|
| <u>6.</u> | <u>For a quote or approval to use an independent underground contractor please contact Public Services at 352-241-0178 extension 6601.</u> | <u>Charged at the City's current contract price.</u> |
|-----------|--|--|

After hours inspection-

- | | | |
|-----------|---|--|
| <u>7.</u> | <u>All after hours inspections shall be approved at least 2 days in advance</u> | <u>\$75 per hour,</u>
<u>Minimum of 2 hours</u> |
|-----------|---|--|

**AGENDA ITEM**

Meeting Date	
Tuesday, September 23, 2025	
Agenda Item Name	
Ordinance No. 2025-032 <i>Final</i> <i>LDC Amendment</i>	
Requested Action	
Staff Report	
At the request of Council Member Howard, language to change certain sections of the land development code exempting American Flag display from height restrictions and permit requirements is being proposed. The proposed changes would occur under the City's 117 - Sign Code Section 117 and 125 – General Development Conditions. The proposed changes are listed below with underlining: Section 117-12. — Height and setbacks. (a) <i>Generally</i>. Measurements for height and setback for all signs shall be made from that portion of the sign nearest that point of ground reference to which the measurements are to be made. The height shall be measured from grade level at the location of the sign and shall include all decorative portions of the signs. All setback measurements shall be made from the property line as a point of reference unless otherwise specified. (b) <i>Measurement applicable to sign type</i>. The following measurements apply to the type of sign as listed: (1) <i>Ground signs</i>. No ground sign shall be located nearer than 50 feet from intersecting street right-of-way lines on Highways 50 and 27, and 30 feet on other streets. (2) <i>Wall signs</i>. Wall signs may not project more than 18 inches from the wall and may not extend above the roof or facade line. (3) <i>Projecting signs</i>. Projecting signs must be a minimum of eight feet above grade level or pedestrian ways and may not extend above the roof or facade line. (4) <i>Vehicle/portable signs</i>. Vehicle/portable signs may be located adjacent to the property line with the permission of the administrative official or established designee thereof. (5) <i>Ground directional signs</i>. Ground directional signs may be located adjacent to the property line. (6) Flag poles. Flag poles shall have a maximum height of 30 feet above grade. <u>(a) General flag poles: Flag poles shall have a maximum height of 55 feet above grade unless otherwise exempted under this section.</u> <u>(b) American Flag exemption: Flag poles shall be exempt from height restrictions set forth in</u>	

this subsection, provided that:

1. The installation complies with all applicable Federal Aviation Administration (FAA) regulations and height restrictions;
2. The structural integrity of the flag pole is certified by a licensed structural engineer;
3. The flag pole meets all applicable setback requirements unless waived by the variance; and,
4. The pole displays the American Flag, consistent with the provisions of the Flag Code, 8 U.S.C. § 4.

(c) Patriotic display protection. Nothing in this code shall be construed to limit, restrict, or prohibit the display of the flag of the United States of America in accordance with the Freedom to Display the American Flag Act of 2005 (4 U.S.C. § 5 note) and applicable federal law.

(d) Emergencies. In the event that the American Flag exemption is determined to be unconstitutional, either regarding the Florida or U.S. Constitution, then the American Flag exemption shall be construed to only apply during times when the President of the United States of America, pursuant to the National Emergency Act (NEA), has declared a national emergency.

Section 125-522 — General development conditions.

1. *Building permit required.* It shall be unlawful for any person to initiate new uses of any land within the corporate boundaries of the city or to erect or construct any new structures or to move, add to, repair or modify in any way any existing structures, except by authority of permit issued by the building inspector or planning and development services department of the city acting as administrative officer of the regulations contained in this land development code. The words "planning and development services department," as used in this land development code, shall also mean the planning official or the designated representative thereof. All development, as defined in this land development code, shall be required to obtain development approval (i.e., a development permit/development order) prior to initiating development activity.

Flag poles and structures erected solely for the display of the flag of the United States of America are exempt from the permit requirements of this section, provided they comply with Federal Aviation Administration regulations and any applicable structural engineering requirements as certified by a licensed structural engineer. Such documentation from a structural engineer will be filed with the City.

Additional Analysis

Fiscal Impact Summary

Fiscal Impact

Fund Number and Description

Available Budget Amount

Exhibits Attached (copies of original agreements)

- | | | |
|----|---|---|
| 1. | Ord 2025-032 Code Amendment Flag poles (09.16.2025) | Ord 2025-032 Code Amendment Flag poles (09.16.2025).pdf |
| 2. | Ord 2025-032 Code Amendment Flag poles redline | 2025-09-14 Ord 2025-032 Code Amendment Flag poles redline.pdf |
| 3. | Request | Request.pdf |
| 4. | Legal Ad | Legal Ad.pdf |
| 5. | 2025-032 BIE_Flag poles - Sept 23 CC | 2025-032 BIE_Flag poles - Sept 23 CC.pdf |
| 6. | Planning and Zoning Meeting Recap | Planning and Zoning Meeting Recap.pdf |



CITY OF CLERMONT
ORDINANCE NO. 2025-032

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, AMENDING SECTION 117-12 (b)(6), “HEIGHT AND SETBACKS”, SECTION 125-522 (a) “GENERAL DEVELOPMENT CONDITIONS”, PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, THE ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, pursuant to the provisions of Chapter 163, Florida Statutes, the City of Clermont Planning and Zoning Commission, acting as the Local Planning Agency of the City, has held a public hearing on September 2, 2025, and following such hearing found this Ordinance to be in the best interest of the City of Clermont, and recommended that the City Council adopt this Ordinance; and

WHEREAS, the City Council of the City of Clermont shall amend the City Code, Section 117-12 (b)(6), “Height and Setbacks”, and Section 125-522 (a) “General Development Conditions”; and

NOW, THEREFORE, BE IT HEREBY ORDAINED by the City Council of the City of Clermont, that sections 117-12 (b)(6) and 125-522 (a) of the Clermont City Code shall be amended to make changes, as set forth in the following amendments shown in Section 2.

SECTION 1: AUTHORITY

The City Council of the City of Clermont has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 163 and 166, Florida Statutes.

SECTION 2:

The Land Development Code of the City of Clermont Code of Ordinances is hereby amended to read as follows (note strikethrough indicates removed words and underlined indicates added):

Sec. 117-12. – Height and setbacks.

- (b) Measurement applicable to sign type. The following measurements apply to the type of sign as listed:
 - (1) Ground signs. No ground sign shall be located nearer than 50 feet from intersecting street right-of-way lines on Highways 50 and 27, and 30 feet on other streets.
 - (2) Wall signs. Wall signs may not project more than 18 inches from the wall and may not extend above the roof or facade line.

CITY OF CLERMONT
ORDINANCE NO. 2025-032

- (3) Projecting signs. Projecting signs must be a minimum of eight feet above grade level or pedestrian ways and may not extend above the roof or facade line.
- (4) Vehicle/portable signs. Vehicle/portable signs may be located adjacent to the property line with permission of the administrative official or established designee thereof.
- (5) Ground directional signs. Ground directional signs may be located adjacent to the property line.
- (6) Flag poles. ~~Flag poles shall have a maximum height of 30 feet above grade.~~
 - (a) General flag poles: Flag poles shall have a maximum height of 55 feet above grade unless otherwise exempted under this section.
 - (b) American Flag exemption: Flag poles shall be exempt from height restrictions set forth in this subsection, provided that:
 - (1) The installation complies with all applicable Federal Aviation Administration (FAA) regulations and height restrictions;
 - (2) The structural integrity of the flag pole is certified by a licensed structural engineer;
 - (3) The flag pole meets all applicable setback requirements unless waived by the by variance; and,
 - (4) The pole displays the American Flag solely, consistent with the provisions of the Flag Code, 8 U.S.C. § 4., subject to the restriction that any lights used for night-time display shall not violate any other provision of the City Code or other applicable laws and not be a nuisance to neighbors in residential areas.
 - (c) Emergencies. In the event that the American Flag exemption is determined to be unconstitutional, either regarding the Florida or U.S. Constitution, then the American Flag exemption shall be construed to only apply during times when the President of the United States of America, pursuant to the National Emergency Act (NEA), has declared a national emergency.

Sec. 125-522. – General development conditions.

- (a) *Building permit required.* It shall be unlawful for any person to initiate new uses of any land within the corporate boundaries of the city or to erect or construct any new structures or to move, add to, repair or modify in any way any existing structures, except by authority of permit issued by the building inspector or planning and development services department of the city acting as administrative officer of the regulations contained in this land development code. The words "planning and development services department," as used in this land development code, shall also mean the planning official or the designated

representative thereof. All development, as defined in this land development code, shall be required to obtain development approval (i.e., a development permit/development order) prior to initiating development activity.

Flag poles and structures erected solely for the display of the flag of the United States of America are exempt from the permit requirements of this section, provided they comply with Federal Aviation Administration regulations and any applicable structural engineering requirements as certified by a licensed structural engineer. Such documentation from a structural engineer will be filed with the City.

SECTION 3: CONFLICT

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

SECTION 4: SEVERABILITY

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

SECTION 5: CODIFICATION

The text of Section 2 of this Ordinance shall be codified as a part of the Clermont City Code. The codifier is authorized to make editorial changes not effecting the substance of this Ordinance by the substitution of "Article" for "Ordinance", "Section" for "Paragraph", or otherwise to take such editorial license.

SECTION 6: ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR

Regardless of whether such inclusion in the Code as described in Section 5 is accomplished, sections of the Ordinance may be re-numbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or designee, without need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 7: PUBLICATION AND EFFECTIVE DATE

This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.



CITY OF CLERMONT
ORDINANCE NO. 2025-032

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida on this 23rd day of September, 2025.

CITY OF CLERMONT

Tim Murry, Mayor

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk

Approved as to form and legality:

Christian W. Waugh, City Attorney



CITY OF CLERMONT
ORDINANCE NO. 2025-032

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, AMENDING SECTION 117-12 (b)(6), “HEIGHT AND SETBACKS”, SECTION 125-522 (a) “GENERAL DEVELOPMENT CONDITIONS”, PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, THE ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, pursuant to the provisions of Chapter 163, Florida Statutes, the City of Clermont Planning and Zoning Commission, acting as the Local Planning Agency of the City, has held a public hearing on September 2, 2025, and following such hearing found this Ordinance to be in the best interest of the City of Clermont, and recommended that the City Council adopt this Ordinance; and

WHEREAS, the City Council of the City of Clermont shall amend the City Code, Section 117-12 (b)(6), “Height and Setbacks”, and Section 125-522 (a) “General Development Conditions”; and

NOW, THEREFORE, BE IT HEREBY ORDAINED by the City Council of the City of Clermont, that sections 117-12 (b)(6) and 125-522 (a) of the Clermont City Code shall be amended to make changes, as set forth in the following amendments shown in Section 2.

SECTION 1: AUTHORITY

The City Council of the City of Clermont has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 163 and 166, Florida Statutes.

SECTION 2:

The Land Development Code of the City of Clermont Code of Ordinances is hereby amended to read as follows (note strikethrough indicates removed words and underlined indicates added):

Sec. 117-12. – Height and setbacks.

- (b) Measurement applicable to sign type. The following measurements apply to the type of sign as listed:
 - (1) Ground signs. No ground sign shall be located nearer than 50 feet from intersecting street right-of-way lines on Highways 50 and 27, and 30 feet on other streets.
 - (2) Wall signs. Wall signs may not project more than 18 inches from the wall and may not extend above the roof or facade line.



CITY OF CLERMONT
ORDINANCE NO. 2025-032

- (3) Projecting signs. Projecting signs must be a minimum of eight feet above grade level or pedestrian ways and may not extend above the roof or facade line.
- (4) Vehicle/portable signs. Vehicle/portable signs may be located adjacent to the property line with permission of the administrative official or established designee thereof.
- (5) Ground directional signs. Ground directional signs may be located adjacent to the property line.
- (6) Flag poles. ~~Flag poles shall have a maximum height of 30 feet above grade.~~

(a) General flag poles: Flag poles shall have a maximum height of 30.55 feet above grade unless otherwise exempted under this section.

(b) American Flag exemption: Flag poles shall be exempt from height restrictions set forth in this subsection, provided that:

- (1) The installation complies with all applicable Federal Aviation Administration (FAA) regulations and height restrictions;
- (2) The structural integrity of the flag pole is certified by a licensed structural engineer;
- (3) The flag pole meets all applicable setback requirements unless waived by the by variance; and,
- (4) The pole displays the American Flag **solely**, consistent with the provisions of the Flag Code, 8 U.S.C. § 4., subject to the restriction that any lights used for night-time display shall not violate any other provision of the City Code or other applicable laws and not be a nuisance to neighbors in residential areas.

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~~(c) Patriotic display protection. Nothing in this code shall be construed to limit, restrict, or prohibit the display of the flag of the United States of America in accordance with the Freedom to Display the American Flag Act of 2005 (4 U.S.C. § 5 note) and applicable federal law.~~

~~(cd) Emergencies. In the event that the American Flag exemption is determined to be unconstitutional, either regarding the Florida or U.S. Constitution, then the American Flag exemption shall be construed to only apply during times when the President of the United States of America, pursuant to the National Emergency Act (NEA), has declared a national emergency.~~

Sec. 125-522. – General development conditions.

- (a) *Building permit required.* It shall be unlawful for any person to initiate new uses of any land within the corporate boundaries of the city or to erect or construct any new structures



CITY OF CLERMONT
ORDINANCE NO. 2025-032

or to move, add to, repair or modify in any way any existing structures, except by authority of permit issued by the building inspector or planning and development services department of the city acting as administrative officer of the regulations contained in this land development code. The words "planning and development services department," as used in this land development code, shall also mean the planning official or the designated representative thereof. All development, as defined in this land development code, shall be required to obtain development approval (i.e., a development permit/development order) prior to initiating development activity.

Flag poles and structures erected solely for the display of the flag of the United States of America are exempt from the permit requirements of this section, provided they comply with Federal Aviation Administration regulations and any applicable structural engineering requirements as certified by a licensed structural engineer. Such documentation from a structural engineer will be filed with the City.

SECTION 3: CONFLICT

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

SECTION 4: SEVERABILITY

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

SECTION 5: CODIFICATION

The text of Section 2 of this Ordinance shall be codified as a part of the Clermont City Code. The codifier is authorized to make editorial changes not effecting the substance of this Ordinance by the substitution of "Article" for "Ordinance", "Section" for "Paragraph", or otherwise to take such editorial license.

SECTION 6: ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR

Regardless of whether such inclusion in the Code as described in Section 5 is accomplished, sections of the Ordinance may be re-numbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or designee, without need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 7: PUBLICATION AND EFFECTIVE DATE

This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.



CITY OF CLERMONT
ORDINANCE NO. 2025-032

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida on this 23rd day of September, 2025.

CITY OF CLERMONT

Tim Murry, Mayor

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk

Approved as to form and legality:

Christian W. Waugh, City Attorney



COUNCIL MEMBER AGENDA ITEM REQUEST FORM

To request an item be reviewed for possible action by the City Council complete and submit this form and any supporting documents to the City Clerk's Office no later than 12 p.m. the Friday (seven business days) prior to the next regularly scheduled meeting. The City Manager will include the item on the agenda of an upcoming meeting.

Requestor Information

Name Tod Howard

Address [REDACTED]

Preferred Contact ☐ Phone

☒ Email

THoward@ClermontFL.org

Item Details

Please provide a detailed summary of item, including City area, service, activity or practice involved.

Desired Action Change our code, see attached

All supporting documents must be included with this form when submitted.

Pages submitted 5 on 8/28/25
Number Date

[Signature]

AGENDA ITEM REQUEST

Proposed Agenda Item: Action as to Amending Sections 125-522 and 117-12 of the City Code to Exempt American Flag Display from Height Restrictions and Permit Requirements

Meeting Requested: Next Regular Council Meeting

Estimated Discussion Time: 15-20 minutes

PURPOSE AND BACKGROUND

Mr. Van Wagner, I respectfully request that the at our next meeting, City Council consider amendments to our current land development code that would exempt the display of the American flag from existing height restrictions and certain permit requirements, while maintaining appropriate safety standards.

Current Issue: Our existing code Section 117-12(6) limits flag poles to a maximum height of 30 feet above grade, which may unnecessarily restrict patriotic displays and potentially conflict with federal protections for American flag display.

IMPORTANCE OF ALLOWING AMERICAN FLAG DISPLAYS

Constitutional and Legal Considerations

- The Freedom to Display the American Flag Act of 2005 (4 U.S.C. § 5 note) provides federal protection for American flag displays
- First Amendment protections for patriotic expression and symbolic speech
- Avoiding potential federal preemption challenges to local restrictions on flag display

Community Values and Patriotism

- Demonstrates our city's respect for national symbols and veterans
- Supports residents' fundamental right to express patriotic sentiment
- Honors the sacrifices of military service members and their families
- Strengthens community identity and civic pride

PROPOSED SOLUTION

The proposed amendments would:

1. Exempt American flag poles from height restrictions** while requiring:
 - Compliance with Federal Aviation Administration regulations
 - Structural engineering certification for safety
 - Adherence to applicable setback requirements
2. Streamline permitting process for American flag displays while maintaining safety oversight
3. Add protective language, referencing federal law protecting flag display rights

The proposed changes would not require additional city expenditures and may reduce administrative burden on code enforcement staff.

SUPPORTING MATERIALS

- Draft ordinance language (attached)

Sec. 125-522 General development conditions.

(a) Building permit required. It shall be unlawful for any person to initiate new uses of any land within the corporate boundaries of the city or to erect or construct any new structures or to move, add to, repair or modify in any way any existing structures, except by authority of permit issued by the building inspector or planning and development services department of the city acting as administrative officer of the regulations contained in this land development code. The words "planning and development services department," as used in this land development code, shall also mean the planning official or the designated representative thereof. All development, as defined in this land development code, shall be required to obtain development approval (i.e., a development permit/development order) prior to initiating development activity.

Exception: Flag poles and structures erected solely for the display of the flag of the **United States of America** are exempt from the permit requirements of this section, provided they comply with Federal Aviation Administration regulations and any applicable structural engineering requirements as certified by a licensed structural engineer. Such documentation from a structural engineer will be filed with the City.

Sec. 117-12. - Height and setbacks

(a) Generally. Measurements for height and setback for all signs shall be made from that portion of the sign nearest that point of ground reference to which the measurements are to be made. The height shall be measured from grade level at the location of the sign and shall include all decorative portions of the signs. All setback measurements shall be made from the property line as a point of reference unless otherwise specified.

(b) Measurement applicable to sign type. The following measurements apply to the type of sign as listed:

(1) Ground signs. No ground sign shall be located nearer than 50 feet from intersecting street right-of-way lines on Highways 50 and 27, and 30 feet on other streets.

(2) Wall signs. Wall signs may not project more than 18 inches from the wall and may not extend above the roof or facade line.

(3) Projecting signs. Projecting signs must be a minimum of eight feet above grade level or pedestrian ways and may not extend above the roof or facade line.

(4) Vehicle/portable signs. Vehicle/portable signs may be located adjacent to the property line with permission of the administrative official or established designee thereof.

(5) Ground directional signs. Ground directional signs may be located adjacent to the property line.

(6) Flag poles.

General flag poles: Flag poles shall have a maximum height of 30 feet above grade.

American Flag exemption: Flag poles erected solely for the display of the flag of the United States of America are exempt from the height restrictions set forth in this subsection, provided that:

The installation complies with all applicable Federal Aviation Administration (FAA) regulations and height restrictions;

The structural integrity of the flag pole is certified by a licensed structural engineer; and

The flag pole meets all applicable setback requirements unless specifically waived by the administrative official.

(c) Patriotic display protection. Nothing in this code shall be construed to limit, restrict, or prohibit the display of the flag of the United States of America in accordance with the Freedom to Display the American Flag Act of 2005 (4 U.S.C. § 5 note) and applicable federal law.

Order Confirmation

Not an Invoice

Account Number:	526733
Customer Name:	City Of Clermont-Legals
Customer Address:	City of Clermont - LEGALS Po Box 120219 Clermont FL 34712-0219
Contact Name:	Nicole Wisniewski
Contact Phone:	352.241.7334
Contact Email:	nwisniewski@clermontfl.org
PO Number:	

Date:	09/02/2025
Order Number:	11637249
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	47.0000
Height in Inches:	3.9000

Print

Product	#Insertions	Start - End	Category
LEE Daily Commercial	1	09/09/2025 - 09/09/2025	Public Notices
LEE dailycommercial.com	1	09/09/2025 - 09/09/2025	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$76.26
Tax Amount	\$0.00
Service Fee 3.99%	\$3.04
Cash/Check/ACH Discount	-\$3.04
Payment Amount by Cash/Check/ACH	\$76.26
Payment Amount by Credit Card	\$79.30

Order Confirmation Amount	\$76.26
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Ad Preview

LEGAL NOTICE

On Tuesday, September 23, 2025 at 3:00 PM the Clermont City Council will consider the proposed ordinance to allow for the amendment of the City Code, Sections 117-12 and 125-522.

ORDINANCE NO. 2025-032

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, AMENDING SECTION 117-12 (b) (6), "HEIGHT AND SETBACKS", SECTION 125-522 (a) "GENERAL DEVELOPMENT CONDITIONS", PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, THE ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

All public hearings are held in the Clermont City Hall, Council Chambers, located at 685 West Montrose Street, Clermont, FL 34711.

This amendment is available for public inspection in the Development Services Department, Monday through Friday between the hours of 8:00 AM and 5:00 PM.

All interested parties will be given an opportunity to express their views on this matter.

Please be advised that, under State law, if you should decide to appeal a decision made with respect to this matter, you will need a record of the proceedings, and may need to ensure that a verbatim record is made. Persons with disabilities who need assistance should contact the City Clerk's office, (352) 241-7330, at least 48 hours prior to the public hearings.

Tracy Ackroyd Howe, MMC
City Clerk

11637249 9/9/2025



CITY OF CLERMONT
ORDINANCE NO. 2025-032

BUSINESS IMPACT ESTIMATE

TO: Mayor Murry and Council Members
FROM: Planning and Development Services / Curt Henschel
DATE: August 28, 2025
SUBJECT: Ordinance No. 2025-032 – Sec. 117-12 & 125-522

Section 166.041, *Florida Statutes*, effective July 1, 2023, requires the City prepare (or cause to be prepared) a business impact estimate prior to final consideration of an ordinance, subject to exemptions noted in the Law. The new law requires that the business impact estimate be posted on the City’s website at the time of the published notice of the City Council’s final consideration of the ordinance, or ten (10) days prior to the adoption public hearing, whichever is longer.

Ordinance 2025-032 is proposed to be adopted by the City on September 23, 2025, and is subject to this new requirement. Following are the categories required to be addressed for the proposed ordinance based on the new legislation:

1. Summary of proposed Ordinance 2025-032.

Land Development Code, Sec. 117-12 – “Height and setbacks” and Sec. 125-522 – “General development conditions”, to add exemption language for flag poles for the sole use of displaying the flag of the United States.

2. Estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the city:

a. Estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted.

City staff has not identified any direct cost to businesses associated with the proposed ordinance.

b. Identification of any new charge or fee on businesses subject to the proposed ordinance or for which businesses will be financially responsible.

There are no new charges or fees on existing businesses.

c. An estimate of the City’s regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.

The proposed ordinance does not add enforcement requirements for City staff beyond that which are in the existing code, therefore there are no additional regulatory costs.

3. A good faith estimate of the number of businesses likely to be impacted by the ordinance.

The proposed ordinance is not expected to impact any existing businesses.

4. Any additional information the board determines may be useful.

No additional information.

Memo

To: Clermont City Council Members
CC: Clermont City Manager, Deputy City Manager, City Clerk, City Attorney,
and Planning & Development Director
From: Bryan L. Bain, Clermont Planning & Zoning Commission Chairperson
Date: September 03, 2025
Subject: P&Z Meeting Summary and Recap

Highlights from the September 02, 2025 Meeting

- Six members present (Colby absent)
- Item 1, Resolution 2025-023R: Recommend to approve, 6-0
- Item 2, Resolution 2025-024R: Recommend to approve, 4-2
- Item 3, Resolution 2025-026R: Tabled to 10/07/2025 meeting, 6-0
- Item 4, Ordinance 2025-032: Recommend to deny, 1-5
- P&Z Rules and Procedures: Consensus is recommend for approval

Item 1, Resolution 2025-023R, Plaza Collina Pod I Conditional Use Permit

Approve, 6-0 with two additions: reallocate the reduced drive aisle landscaping throughout the property and add a north-south crosswalk at Collina Terrace and northwest corner of parcel, both require working with staff and engineers to accomplish properly.

We did not have any public comments on this item. Commissioner conversations surrounded walkability, traffic flow, pedestrian and vehicular safety, and landscaping. The applicant agreed to work with engineers to determine feasibility of adding a crosswalk, to increase safety and walkability, as well as take the landscaping that would have been installed in the drive aisles and disperse it throughout the parcel in order to achieve a zero net loss of landscaping. The applicant agreed to both additions.

Item 2, Resolution 2025-024R, 1227 Bloxam Ave Conditional Use Permit

Approve, 4-2 with one addition: *add a landscaping buffer from the front northwest corner of the property toward Bloxam Ave to help screen the parking area in front of the house from the neighbors to the north; landscaping to mimic what exists on the south side property line with the law office next door (same property owner).*

We had one member of the public comment—the next door neighbor to the north. They were in opposition due to the zoning of the rest of the block and their concern that they were promised this type of use would not be allowed or happen when it was rezoned. They were also concerned about the effect of this on their property as well as the neighborhood/area. Commissioner conversations were extensive regarding traffic, location, noise, parking, number of ambulances and staff, use of lights and sirens, and community needs (expressed in some form by all Commissioners). Lake County indicated their intent was to house only one ambulance and two staff, but asked for two ambulances and four staff for maximum allowed purposes. They also indicated ambulance parking would be on the concrete driveway—but they would use the gravel areas for turnarounds—and that staff would park on the side gravel lot or in the back of the property. We learned that our staff did their normal notification to the surrounding area (per code), but that Lake County did not reach out to neighbors. There were also questions about the need for additional signage and markings for the roadway—similar to what’s in front of Clermont Fire Stations 1 and 2. The Resolution allows for Chief Ezell to make that determination if and when needed. A representative of the property owner proposed and agreed to the addition.

Item 3, Resolution 2025-026R, Lakehaven on Grand Conditional Use Permit

Table, 6-0 with no additional action taken.

It was discovered during the applicant presentation that they would like the ability to sell individual units as fee simple, but staff was under the impression that this was a multi-family project and presented it as such. After some discussion, it was agreed to table until the next P&Z meeting in order for us to consider the actual project the applicant is wanting to propose and develop.

Item 4, Ordinance 2025-032, Land Development Code Amendment

Deny, 1-5 with one correction: *to correct the error in the Ordinance text from the current maximum height of 30 feet to the actual code language, which is 55 feet above grade.*

After lengthy conversation and discussion, the Commissioners decided not to recommend this Ordinance for approval based on several concerns, namely: safety and security, weather factors and flag pole height, adherence to the U.S. Flag Code and

staff enforcement of it, how the public would know about a possible structural engineering report requirement without an application or permit process with the city, and no considerations for different zoning areas/parts of the city, i.e., residential neighborhoods vs. commercial or industrial areas, and possible height restrictions based on zoning and/or location to be applied. Also discussed were concerns relative to the constitutionality of creating categories of flag pole heights and permit requirements based solely on if a Flag of the United States of America was included. Commissioners also discussed that a variance process is currently available for any applicant who wants to build something outside of the current height restrictions, and it was confirmed that the Camping World property owner did not contact or apply for such a variance. Commissioners were adamant about their patriotism and respect for the U.S. Flag, but viewed this item through a more logistical and safety and security lens; Commissioners expressed a desire to see the U.S. Flag on display, but safely and securely with a process to ensure it, and location and zoning to also be a factor in the decision making process.

P&Z Rules and Procedures

Consensus is recommend for approval; no vote held.

Again, Commissioners recommend the City Council approve the Resolution. See below for the text from last month's recap memo for more details.

City Attorney Waugh presented a document, "City of Clermont Planning and Zoning Commission Rules and Procedures Exhibit A to Resolution No. _____," to Commissioners at our 07/01/2025 meeting. It is a five page document to clarify processes and procedures for Commissioners to conduct their work in preparation for an item before the Commission. The rules and procedures lay the framework for how Commissioners must report certain activities and ex parte communications in order for them to not be considered prejudicial. At the meeting, Commissioners gave consensus to Attorney Waugh to proceed with moving this Resolution forward, which would require City Council adoption in order for it to be in effect. We asked for an update at this month's meeting, at which time Attorney Waugh confirmed our consensus about moving forward (affirmative) and indicated the Resolution is slated to be on the 08/26/2025 City Council Agenda. Please refer to the 07/01/2025 meeting minutes, specifically page 8, for additional information.



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, September 23, 2025		
Agenda Item Name		
Ordinance No. 2025-033 <i>Final</i> <i>Police Officers Retirement Pension Plan</i>		
Requested Action		
Recommend approval of Ordinance 2025-033 related to pension plan changes reflecting federal law changes and pension-related union contract changes approved by Council on April 8, 2025.		
Staff Report		
Recommend approval of Clermont Police Officers' Retirement Plan — Ordinance to enact pension changes in the Collective Bargaining Agreement under Chapter 28 — Pension and Retirement. The change to Section 28-59 reflects changes required by Federal Law Secure Act 2.0 IRS Codes, allowing the pension board discretion not to collect inadvertent overpayments from benefit recipients, on a case-by-case basis. The changes to Section 28-60 and 28-84 reflect the pension-related changes to the Police Officers' and Sergeants' union contracts that Council approved on April 8, 2025, allowing the city to retain 75% of share plan funds in excess of \$211,000 (previously the city retained 50%) for calendar year 2025, and 100% of share plan funds for calendar years 2026 and 2027. The change to Section 28-71 reflects changes required by Federal Law Secure Act 2.0 IRS Codes, pertaining to the age at which a Required Minimum Distribution must be taken.		
Additional Analysis		
Fiscal Impact Summary		
According to the pension plan's actuary, the ordinance changes will have no actuarial impact on the pension plan.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Ord 2025-033 Police Pension (08.29.2025)	Ord 2025-033 Police Pension (08.29.2025).pdf	
2. 9 9 2025 Actuary Impact Statement	9 9 2025 Actuary Impact Statement.pdf	
3. Legal Ad	Legal Ad.pdf	



CITY OF CLERMONT
ORDINANCE NO. 2025-033

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT; LAKE COUNTY, FLORIDA, AMENDING THE CITY OF CLERMONT POLICE OFFICERS RETIREMENT PLAN AT CHAPTER 28, ARTICLE III; AMENDING SECTION 28-59, FINANCES AND FUND MANAGEMENT; AMENDING SECTION 28-60, CONTRIBUTIONS; AMENDING SECTION 28-62, PRE-RETIREMENT DEATH; AMENDING SECTION 28-71, MINIMUM DISTRIBUTION OF BENEFITS; AMENDING SECTION 28-84, SUPPLEMENTAL BENEFIT COMPONENT FOR SPECIAL BENEFITS; CHAPTER 185 SHARE ACCOUNTS; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, THE ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City of Clermont Police Officers are provided pension and certain other benefits under Clermont City Code; Chapter 28, Article III;

WHEREAS, the City and the Central Florida Police Benevolent Association have agreed in collective bargaining to certain changes in pension benefits and allocation of Share Plan monies;

WHEREAS, there were changes to the Internal Revenue Code as it relates to governmental pension plans and those provisions need to be incorporated into the Police Officers' Retirement Plan; and

WHEREAS, the City Council desires to amend the provisions of the Police Officers' Retirement Plan to implement the collective bargaining agreement and to comply with the federal law changes.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Clermont, Lake County, Florida that (note: strikethrough indicates removed words and underlined indicates added text):

SECTION 1:

That Chapter 28, Pensions and Retirement, Article III, Police Officers Retirement Plan, Section 28-59, Finances and Fund Management, subsection (6)j., of the Code of Ordinances of the City of Clermont, is hereby amended to read as follows:

- (6)j. Any overpayments or underpayments from the fund to a member, retiree or beneficiary caused by errors of computation shall be adjusted with interest at a rate per annum approved by the board in such a manner that the actuarial equivalent of the benefit to which the member, retiree or beneficiary was correctly entitled, shall be paid. Overpayments shall be charged against payments next succeeding the correction or collected in another manner if prudent. Notwithstanding the foregoing, the board shall have the discretion to not seek recovery of inadvertent

CITY OF CLERMONT
ORDINANCE NO. 2025-033

overpayments from benefit recipients or other parties, including the City based on the circumstances of the overpayment, on a case-by-case basis, provided that any such actions are consistent with the provisions of the Secure Act 2.0 applicable to governmental plans with regard to inadvertent benefit overpayments and any applicable guidance subsequently issued by the Treasury and the Internal Revenue Service. Underpayments shall be made up from the fund in a prudent manner.

SECTION 2:

That Chapter 28, Pensions and Retirement, Article III, Police Officers= Retirement Plan, Section 28-60, Contributions, of the Code of Ordinances of the City of Clermont, is hereby amended to read as follows:

Sec. 28-60. Contributions.

(a) *Member contributions.*

(1) *Amount.* Each member of the system shall be required to make regular contributions to the fund in the amount of five percent (5.0%) of his salary. Member contributions withheld by the city on behalf of the member shall be deposited with the board immediately after each pay period. The contributions made by each member to the fund shall be designated as employer contributions pursuant to '414(h) of the code. Such designation is contingent upon the contributions being excluded from the members' gross income for Federal Income Tax purposes. For all other purposes of the system, such contributions shall be considered to be member contributions.

(2) *Method.* Such contributions shall be made by payroll deduction.

(b) *State contributions.* Any monies received or receivable by reason of laws of the State of Florida, for the express purpose of funding and paying for retirement benefits for police officers of the city shall be deposited in the fund comprising part of this system immediately and under no circumstances more than five (5) days after receipt by the city. In accordance with the Collective Bargaining Agreement between City and the Central Florida Police Benevolent Association, the Union agreed to allow the City to use 100% of all future Chapter 185 premium tax revenues up to the amount received in the 2012 calendar year (\$211,000.00) and 50% of any future amounts in excess of the 2012 calendar year distribution to fund the normal cost of the Plan. The remaining 50% of any Chapter 185 premium tax revenues in excess of the 2012 calendar year amount shall be credited to the share plan. This mutual consent will apply to all receipts of Chapter 185 distributions except calendar years 2025, 2026, and 2027.

For the Chapter 185 money received in calendar year 2025, the City will retain 75% of the excess over what was received in calendar year 2012 (\$211,000.00). For the Chapter money received in calendar year 2026 and 2027, the City will retain 100% of the Chapter 185 distributions.

CITY OF CLERMONT
ORDINANCE NO. 2025-033

(c) *City contributions.* So long as this system is in effect, the city shall make quarterly contributions to the fund in an amount equal to the required city contribution as shown by the applicable actuarial valuation of the system.

(d) *Other.* Private donations, gifts and contributions may be deposited to the fund, but such deposits must be accounted for separately and kept on a segregated bookkeeping basis. funds arising from these sources may be used only for additional benefits for members, as determined by the board, and may not be used to reduce what would have otherwise been required city contributions.

SECTION 3:

That Chapter 28, Pensions and Retirement, Article III, Police Officers= Retirement Plan, Section 28-62, Pre-Retirement Death, subsection (e), of the Code of Ordinances of the City of Clermont, is hereby amended to read as follows:

(e) *Distributions to spouse beneficiary.* Notwithstanding anything contained in this section to the contrary, in any event, distributions to the spouse beneficiary will begin no later than the beginning date provided under section 28-71(b)(2)a.

SECTION 4:

That Chapter 28, Pensions and Retirement, Article III, Police Officers Retirement Plan, Section 28-71, Minimum Distribution of Benefits, subsection (b)(1) and subsection (b)(2)a., of the Code of Ordinances of the City of Clermont, are hereby amended to read as follows:

(b) *Time and manner of distribution.*

(1) *Required beginning date.* The member's entire interest will be distributed, or begin to be distributed, to the member no later than the member's required beginning date.

a. ~~For a member who attains age 70 1/2 years prior to January 1, 2020, the member's required beginning date is April 1 of the calendar year following the later of:~~

1. ~~The calendar year in which the member attains age 70 1/2 years; or~~

2. ~~The calendar year in which the member terminates employment with the city.~~

~~b. For a member who attains age 70 1/2 years on or after January 1, 2020, the~~ The member's required beginning date is April 1 of the calendar year following the later of:

1. The calendar year in which the member attains age 73 1/2 years (provided they had not attained age 72 before January 1, 2023); or

2. The calendar year in which the member terminates employment with the city.

CITY OF CLERMONT
ORDINANCE NO. 2025-033

(2) *Death of member before distributions begin.* If the member dies before distributions begin, the member's entire interest will be distributed, or begin to be distributed no later than as follows:

a. If the member's surviving spouse is the member's sole designated beneficiary, then distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the member died, or by a date on or before December 31 of the calendar year in which the member would have attained age 73 ~~702~~ years, ((provided they had not attained age 72 before January 1, 2023) if later, the applicable age, as the surviving spouse elects. Effective for calendar years beginning after December 31, 2023, a surviving spouse who is the member's sole designated beneficiary may elect to be treated as if the surviving spouse were the employee as provided under Code Section 401(a)(9)(B)(iv).

SECTION 5:

That Chapter 28, Pensions and Retirement, Article III, Police Officers= Retirement Plan, Section 28-84, Supplemental benefit component for special benefits; chapter 185 share accounts, first paragraph, of the Code of Ordinances of the City of Clermont, is hereby amended to read as follows:

Sec. 28-84. - Supplemental benefit component for special benefits; chapter 185 share accounts.

There was established, effective January 26, 2016, an additional plan component to provide special benefits in the form of a supplemental retirement, termination, death and disability benefit to be in addition to the benefits provided for in the previous sections of this plan, such benefit to be funded solely and entirely by F.S. ch. 185, premium tax monies for each plan year which are allocated to this supplemental component as provided for in F.S. ' 185.35.

Effective January 26, 2016, the city shall use 100 percent of all future F.S. ch. 185 annual distributions up to the amount received in the 2012 calendar year (\$211,000.00) and 50 percent of any future annual amount in excess of the 2012 calendar year distribution to fund the normal cost of the pension plan. The remaining 50 percent of any future annual amounts in excess of the 2012 calendar year distribution shall be allocated to this supplemental component (share plan). Notwithstanding the previous two sentences, for calendar year 2025, the City shall retain 75% of the amount of the Chapter 185 premium tax revenues in excess of the 2012 calendar year amount to fund the normal cost of the plan, and for calendar year 2026 and 2027 only, the City shall retain the entire Chapter 185 premium tax revenues received in excess of the 2012 calendar year amount. The share plan, and shall be further allocated to the members and DROP participants as follows:

SECTION 6: CONFLICT

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.



CITY OF CLERMONT
ORDINANCE NO. 2025-033

SECTION 7: SEVERABILITY

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

SECTION 8: CODIFICATION

Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Clermont.

SECTION 9: ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR

Regardless of whether such inclusion in the Code as described in Section 1 is accomplished, sections of the Ordinance may be re-numbered or re-lettered and the correction of typographical and/or scrivener' s errors which do not affect the intent may be authorized by the City Manager or designee, without need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 7: PUBLICATION AND EFFECTIVE DATE

This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.



CITY OF CLERMONT
ORDINANCE NO. 2025-033

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida on this 23rd day of September, 2025.

CITY OF CLERMONT

Tim Murry, Mayor

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk

Approved as to form and legality:

Christian W. Waugh, City Attorney



Post Office Box 888343
Atlanta, Georgia 30356-0343
Telephone 770.392.0980
Facsimile 770.392.2193

June 11, 2025

Trustees of the Retirement Plan for the Police Officers of the City of Clermont
Mr. J. Scott Baur
Managing Partner
Resource Centers, LLC
4360 Northlake Boulevard, Suite 206
Palm Beach Gardens, FL 33410

Re: Retirement Plan for the Police Officers of the City of Clermont

Ladies and Gentlemen:

In response to your request, I have reviewed the recently proposed Ordinance No. 2025-_____ as submitted by Bonni Jensen on June 11, 2025. This ordinance adds required language to the plan to comply with the Secure Act 2.0 and modifies the allocation of Chapter 185 monies for 2025, 2026, and 2027. Because the ordinance does not change the minimum required contribution, this ordinance will have no actuarial impact on the plan.

If you have any questions, please do not hesitate to call me.

Sincerely,

Charles T. Carr/ucj

Charles T. Carr
Consulting Actuary

Order Confirmation

Not an Invoice

Account Number:	526733
Customer Name:	City Of Clermont-Legals
Customer Address:	City of Clermont - LEGALS Po Box 120219 Clermont FL 34712-0219
Contact Name:	Nicole Wisniewski
Contact Phone:	352.241.7334
Contact Email:	nwisniewski@clermontfl.org
PO Number:	

Date:	08/29/2025
Order Number:	11625643
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	67.0000
Height in Inches:	5.5500

Print

Product	#Insertions	Start - End	Category
LEE Daily Commercial	1	09/09/2025 - 09/09/2025	Govt Public Notices
LEE dailycommercial.com	1	09/09/2025 - 09/09/2025	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$107.86
Tax Amount	\$0.00
Service Fee 3.99%	\$4.30
Cash/Check/ACH Discount	-\$4.30
Payment Amount by Cash/Check/ACH	\$107.86
Payment Amount by Credit Card	\$112.16

Order Confirmation Amount	\$107.86
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Ad Preview

LEGAL NOTICE

On Tuesday, September 23, 2025 at 3:00 PM the Clermont City Council will consider the proposed ordinance to allow for the amendment of the City Code, Chapter 28, Article III.

**ORDINANCE NO. 2025-033
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT; LAKE COUNTY, FLORIDA, AMENDING THE CITY OF CLERMONT POLICE OFFICERS RETIREMENT PLAN AT CHAPTER 28, ARTICLE III; AMENDING SECTION 28-59, FINANCES AND FUND MANAGEMENT; AMENDING SECTION 28-60, CONTRIBUTIONS; AMENDING SECTION 28-62, PRE-RETIREMENT DEATH; AMENDING SECTION 28-71, MINIMUM DISTRIBUTION OF BENEFITS; AMENDING SECTION 28-84, SUPPLEMENTAL BENEFIT COMPONENT FOR SPECIAL BENEFITS; CHAPTER 185 SHARE ACCOUNTS; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, THE ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.**

All public hearings are held in the Clermont City Hall, Council Chambers, located at 685 West Montrose Street, Clermont, FL 34711.

This amendment is available for public inspection in the Development Services Department, Monday through Friday between the hours of 8:00 AM and 5:00 PM.

All interested parties will be given an opportunity to express their views on this matter.

Please be advised that, under State law, if you should decide to appeal a decision made with respect to this matter, you will need a record of the proceedings, and may need to ensure that a verbatim record is made. Persons with disabilities who need assistance should contact the City Clerk's office, (352) 241-7330, at least 48 hours prior to the public hearings.

**Tracy Ackroyd Howe, MMC
City Clerk**

Daily Commercial
September 9, 2025
L 11625643 9/9/25



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, September 23, 2025		
Agenda Item Name		
Ordinance No. 2025-038 <i>Intro Plats</i>		
Requested Action		
Staff Report		
City staff is proposing this amendment to the Land Development Code to align with new state laws regarding platting. On June 20, 2025, Senate Bill 784 was signed by the Governor, amending section 177.071, Florida Statutes, effective July 1, 2025. Section 177.071, Florida Statutes, was amended to require that certain plat or replat submittals be administratively approved with no further action by certain entities under certain circumstances and requiring the governing body of a municipality to designate an administrative authority to receive, review, and process plat or replat submittals.		
Additional Analysis		
Fiscal Impact Summary		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Ord. 2025-038 Approval of Plats (09.16.2025)	Ord. 2025-038 Approval of Plats (09.16.2025).pdf	
2. Legal Ad	Legal Ad.pdf	
3. BIE	BIE.docx	



CITY OF CLERMONT
ORDINANCE NO. 2025-038

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, AMENDING CHAPTER 119, SECTION 119-123, TO ESTABLISH AN EXPEDITED BUILDING PERMIT ISSUANCE PROCESS FOR RESIDENTIAL SUBDIVISION PLATS PURSUANT TO SECTION 173.073, FLORIDA STATUTES; AMENDING CHAPTER 119 OF THE CITY CODE TO REQUIRE APPROVAL OF PLAT SUBMITTALS WITHIN THE CITY LIMITS BY AN ADMINISTRATIVE AUTHORITY, AND TO INCORPORATE OTHER STATUTORY REQUIREMENTS PURSUANT TO SECTION 177.071, FLORIDA STATUTES; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND EFFECTIVE DATE.

WHEREAS, on May 20, 2024, Senate Bill 812 was signed by the Governor, creating section 177.073, Florida Statutes, effective July 1, 2024, requiring that local governments establish a process to expedite the issuance of building permits for residential subdivisions prior to recording a final plat; and

WHEREAS, on June 20, 2025, Senate Bill 784 was signed by the Governor, amending section 177.071, Florida Statutes, effective July 1, 2025. Section 177.071, Florida Statutes, was amended to require that certain plat or replat submittals be administratively approved with no further action by certain entities under certain circumstances and requiring the governing body of a municipality to designate an administrative authority to receive, review, and process plat or replat submittals; and

WHEREAS, Chapter 119 of the city code currently conflicts with the sections 177.071 and 177.073, Florida Statutes; and

WHEREAS, the passage of this ordinance is intended to ensure that the City of Clermont is in compliance with section 177.071 and 177.073, Florida Statutes.

SECTION 1: AUTHORITY

The City Council of the City of Clermont has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 163 and 166, Florida Statutes.

SECTION 2: AMENDING SECTION 119-1

The Land Development Code Chapter 119, “Subdivisions,” Article I “In General,” Sec 119-1 “Definitions,” is hereby amended to read as follows:

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:



CITY OF CLERMONT
ORDINANCE NO. 2025-038

Architect means a qualified person registered and currently licensed to practice architecture in the state.

Engineer means a registered professional engineer licensed to practice civil engineering in the state.

Plan ~~*Plat, preliminary*~~, means ~~the material which comprises the first official submission of a subdivision scheme~~; a map or delineated representation of the subdivision of lands that is a complete and exact representation of the residential subdivision or planned community and contains any additional information needed to be in compliance with the requirements of this chapter.

Plat, final, means ~~the material which comprises the second and the last official submission~~; the final tracing, map, or site plan presented by the subdivider to a governing body for final approval, and, upon approval by the appropriate governing body, is submitted to the clerk of the circuit court for recording.

Roadway means the portion of the street right-of-way which contains the street pavement, curb and gutter, and is used primarily for vehicular movement and secondarily for stormwater drainage. The pavement width is measured from the back of the curb.

Subdivision means any division or redivision of a parcel of land, whether improved or unimproved, into two or more lots or parcels of land, each of five acres or less, or any division of a parcel of land if a new street or the establishment or dedication of lands for public use is involved. The sale or exchange of small parcels of land to or between adjoining property owners where such sale or exchange does not create additional lots or building sites shall not be considered a subdivision of land.

Subdivision, Class I, means a subdivision requiring no public improvements that involve dedications or easements, except dedication of easements as required by the city, and requiring no public improvements except survey (permanent reference) monuments required by this chapter, sidewalks and street trees.

Subdivision, Class II, means any subdivision which is not a Class I subdivision.

Subdivision advisory committee (SAC) means a committee consisting of the city manager, the city engineer, the city attorney, the director of public services and the director of planning, or their representatives.

Surveyor means a registered professional land surveyor licensed in the state and engaged by the developer.

Utility company means any public or private utility, such as, but not limited to, storm drainage, sanitary sewers, electric power, water service, gas service, or telephone line, whether underground or overhead.



CITY OF CLERMONT
ORDINANCE NO. 2025-038

SECTION 3: AMENDING SECTION 119-120, 119-121, 119-122, and 119-123.

The Land Development Code Chapter 119, “Subdivisions,” Article III “Plats and Plans,” Division 2 “Preliminary Plan,” Sec. 119-120, 119-121, 119-122, 119-123 are hereby amended to read as follows:

DIVISION 2 – PRELIMINARY ~~PLAN~~ PLAT

Sec. 119-120. – Procedure for review and approval

- (a) A subdivision plan shall receive its first official consideration as a preliminary ~~plan~~ plat.
- (b) ~~Six copies of the~~ The preliminary ~~plan~~ plat and supplemental material specified in section 119-121 shall be submitted ~~to the subdivision advisory committee at least 14 days prior to the meeting at which it is to be considered~~ electronically to the city’s project software. To cover the direct administrative costs of reviewing the plan, the developer shall pay to the city a fee as adopted by resolution of the city council and on file in the city clerk's office.
- (c) The ~~city manager~~ Planning and Development Director shall be the agent for receiving these materials and preparation for reporting to the subdivision advisory committee.
- (d) If the proposed subdivision is to be of substantial magnitude and the developer plans to construct it in phases, the nature and extent of such phases shall be clearly delineated; however, the developer must show the full extent of the development and submit plans and data for the entire development as required by this division.
- (e) ~~At a scheduled meeting, the~~ The subdivision advisory committee will receive reports on and review the preliminary ~~plan~~ plat and other required supplementary materials to determine compliance with applicable regulations. The developer and other persons interested in or affected by the proposed subdivision shall have a right to be heard in person, by letter, or by agent or attorney before action is taken by the subdivision advisory committee.
- (f) The subdivision advisory committee will act for preliminary approval, conditional approval with conditions noted, postponement, or disapproval. The ~~city manager~~ Planning and Development Director shall notify the developer of the subdivision advisory committee action in writing.
 - (1) *Preliminary approval.* Preliminary approval means that the developer is now authorized to proceed with the preparation of the required improvement plans, outlined in detail under section 119-144. No developer shall proceed with any construction or any other work in or pertaining to the proposed subdivision before obtaining preliminary approval of these improvements in writing. Lots shall not be sold nor shall building construction begin at this time except as provided in Sec. 119-123. Preliminary ~~plan~~ plat and improvement plan approval grants the developer a maximum time period of



CITY OF CLERMONT
ORDINANCE NO. 2025-038

12 months within which to submit the final plat for approval, unless a time extension is granted by the subdivision advisory committee. Within this period no substantial changes shall be made in the approved preliminary ~~plan~~ plat.

- (2) *Conditional approval.* Conditional approval means the developer may proceed after written notice from the ~~city manager~~ Planning and Development Director, as outlined under subsection (f)(1) of this section, but only after the developer has submitted ~~at least five copies of~~ electronically to the city's project software, the corrected preliminary ~~plan~~ plat and improvement ~~plan to the city staff for distribution to the concerned agencies~~⁴⁴. The ~~city manager~~ Planning and Development Director will notify the developer in writing when conditions are met. Conditional approval grants the developer a maximum time period of 12 months within which to submit the final plat for approval, unless a time extension is granted by the subdivision advisory committee. Within this period, no substantial changes shall be made in the approved preliminary ~~plan~~ plat.
- (3) *Postponement.* Postponement means action is delayed for specific reasons, which shall be noted and transmitted in writing to the developer by the ~~city manager~~ Planning and Development Director. Certain specific changes may have to be made in the plans, but no completely new resubmission of the plan is required for the developer.
- (4) *Disapproval.* Disapproval means denial of the application for the subdivision because the submitted plans are not in compliance with this chapter. For further consideration, the developer must revise and resubmit development plans as though they were a completely new preliminary ~~plan~~ plat.

Sec. 119-121. Format and required information.

The preliminary ~~plan~~ plat shall be at a minimum scale of 100 feet to one inch. The required plans shall show the following information:

- (1) Proposed subdivision name or identifying title preceded by the words "Preliminary ~~Plan~~ Plat of _____."
- (2) The section, township and range in which the property is located, and the description of the boundary survey.
- (3) The complete name, mailing address and telephone number of the property owner, the developer, the engineer, the surveyor and other persons directly involved in the proposed subdivision.
- (4) North arrow, with north being at the top of the map, when practical, date of preparation, and any other pertinent legend data.



CITY OF CLERMONT
ORDINANCE NO. 2025-038

- (5) A summary list containing the total acres, number of lots, minimum lot area, linear feet in streets and zoning.
- (6) A sketch or key map at a scale of not more than 500 feet to one inch showing the position of the subdivision with relation to surrounding streets and properties, and showing other important features such as zoning, railroads, corporate limits, etc.
- (7) Zoning of adjacent land and plat name of the adjacent subdivisions with plat book and page number, typical lot size, streets and easements or public dedications of such adjacent subdivisions.
- (8) Certified boundary, surveyed by a surveyor, meeting the requirements of F.A.C. ch. 61G17-6.
- (9) Conditions on the tract, including all existing watercourses, drainage ditches and bodies of water, marshes, floodprone areas (including elevations), surrounding physical features affecting the site, isolated preservable trees and other significant features.
- (10) Existing property lines, buildings, transmission lines, sewers, bridges, culverts and drainpipes, water mains, city limit lines and utility easements.
- (11) Utilities on or adjacent to the tract.
- (12) Drafts of protective covenants whereby the developer proposes to regulate land use in the subdivision and otherwise protect the proposed development.

Sec. 119-122.-Additional information for Class II subdivisions.

The following additional preliminary ~~plan~~ plat information is required for Class II subdivisions:

- (1) Location, name and width of all proposed streets, alleys, rights-of-way, easements and purpose of easements, proposed lot lines with dimensions, and lot numbers and block designations.
- (2) Typical sections showing street type and width, curb and gutter, sidewalks, storm drainage and designs of any proposed fences and entrance structures; and statements concerning stormwater disposition, method of water supply and waste disposal, all conforming to city specifications.
- (3) Contours on the tract, based on North American Vertical Datum, at not less than one-foot elevation intervals.



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- (4) Subsurface conditions on the tract, including location and results of tests made to ascertain subsurface soil, rock, geotechnical and groundwater conditions.
- (5) Proposed public improvements, such as highways or other major improvements planned by public authorities for future construction on or near the tract.
- (6) Sites and improvements to be dedicated or reserved for public use.
- (7) Copies of any permits as may be necessary due to the nature of the project, such as, but not limited to, permits required by the U.S. Army Corps of Engineers, the St. Johns River Water Management District, the state department of community affairs, the state department of environmental protection, and other agencies.

Sec. 119-123.- Expedited Residential Subdivision Building Permits

A developer may choose to take advantage of the process established pursuant to section 177.073, Florida Statutes, as amended, to expedite issuance of building permits for residential subdivisions prior to final plat, subject to compliance with the following requirements:

- (a) Preliminary Plat Approval: Provide a signed copy of the approved preliminary plat for the residential subdivision or planned community;
- (b) Proof of Provision of Preliminary Plat to utilities: Provide proof that the applicant has provided a copy of the approved preliminary plat, along with the approved plans to the relevant electric, gas, water and wastewater utilities;
- (c) Site Engineering Approval: Provide a signed copy of the approved site engineering plans for the residential subdivision or planned community;
- (d) Valid Performance Bond: Provide a valid performance bond for up to 130% of the necessary improvements as defined in section 177.031(9), Florida Statutes, that have not been completed upon submission of the application. for purposes of a master planned community as defined in section 163.3202(5)(b), Florida Statutes, a valid performance bond is required on a phase-by-phase basis;
- (e) 911 Street Address and Temporary PIN Required: Establish and coordinate with the proper authorities for approval of street names, assignment of temporary address and temporary PIN;
- (f) Percentage or Number of Planned Homes: Identify the percentage of planned homes not to exceed 50% of the residential subdivision or planned community or the number of building permits that the county must issue for the residential subdivision or planned community. (section 177.073 (2)(a), Florida Statutes) complete the city's "Expedited Residential Building Permit Application" form and submit with the residential building permit application;



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- (g) Master Building Permit Process Per Section 553.794, Florida Statutes: For the City's master building permit process contact the building services department to obtain a copy of the building permit process;
- (h) All Residential Buildings or Structures Shall Remain Unoccupied: The applicant may not obtain a temporary certificate of occupancy or final certificate of occupancy until the final plat is approved by the Subdivision advisory committee and recorded in the public records by the Lake County Clerk of Courts;
- (i) An Applicant May Contract to Sell, But May Not Transfer Ownership: An applicant may contract to sell but may not transfer ownership of a residential structure or building located in the residential subdivision or planned community until the final plat is approved by the governing body and recorded in the public records by the clerk of the circuit court per section 177.073(7)(a), Florida Statutes;
- (j) Fire Rescue Department Requirements: After permit issuance contact the Fire Rescue Department for the requirements for stabilized roadway to support fire apparatus and water availability at or near the home site, etc.;
- (k) Indemnification and Hold Harmless Agreement: An applicant shall submit an indemnification and hold harmless agreement.

SECTION 4: AMENDING SECTION 119-143

The Land Development Code Chapter 119, "Subdivisions," Article III "Plats and Plans," Division 3 "Improvement Plan," Sec. 119-143, "Procedure for review and approval" is hereby amended to read as follows:

Sec. 119-143.- Procedure for review and approval.

- (a) Class II subdivision plans receive their second official consideration as improvement plans. These plans shall be approved by the city engineer, who shall certify that the plan is in conformance with the regulations and requirements of this chapter. Variance from the requirements shall be permitted only by city council action. No developer shall proceed with any construction work in the proposed subdivision before obtaining this approval. In subdivisions consisting of less than six lots, if in the opinion of the ~~city manager~~ Planning and Development Director and city engineer these requirements would create an unnecessary hardship, the city may waive improvement plan requirements.
- (b) When improvement plans are submitted to the ~~city manager~~ Planning and Development Director, the developer shall pay to the city a fee in accordance with the adopted schedule of fees, to cover direct administrative costs of reviewing the plan.
- (c) The developer shall have an engineer licensed and registered in the state prepare the improvement plans in conformance with the format, design and improvement standards



CITY OF CLERMONT
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required by this chapter. Utility companies and other concerned public agencies shall be consulted before the plans are prepared.

- (d) To secure formal action on the improvement plans, the developer shall file with the ~~city manager~~ Planning and Development Director ~~six certified white background prints of the improvement plans~~ electronically to the city's project software.
- (e) The city engineer shall review the proposed improvement plans and notify the subdivision advisory committee in writing of the engineer's recommendation for approval, conditional approval or denial.

(1)Approval. The term "approval" means the developer is now authorized to proceed with the physical improvement in the subdivision after securing any required construction permits, and to proceed with preparation of the final plat.

(2)Conditional approval. The term "conditional approval" means the developer may proceed as outlined in subsection (e)(1) of this section, but only after electronic submission of ~~six certified copies of~~ the corrected improvement plans to the ~~city manager~~ Planning and Development Director.

(3)Denial. The term "denial" means disapproval of the improvement plans. For further consideration, the developer must modify the plans to conform to the requirements of this chapter, and then submit the revised plans to the ~~city manager~~ Planning and Development Director as though they were a completely new set of plans.

- (f) The developer shall submit a construction and maintenance agreement and bond assuming responsibility for construction and maintenance of streets, alleys and other improvements. Should the developer wish to proceed with the final plat prior to construction, or proceed with construction prior to the final plat, the bond shall be in the amount of 110 percent of a certified construction estimate prepared by the design engineer and approved by the city engineer. Prior to accepting municipal improvements, the city shall require a maintenance bond guaranteeing the satisfactory performance of streets, drainage facilities, water and sewer facilities and any other physical improvements for one year after construction is certified by the city engineer as having been completed. The amount of the bond shall be 20 percent of the total improvement cost. In lieu of the bond, a cashier's check made in an amount of 20 percent of the total improvement cost may be drawn in favor of the city. The amount will be placed in certificates of deposit with interest paid to the developer, until one year after construction is certified by the city engineer as having been completed. The bond, with interest, will be returned to the developer upon the city engineer's certification that the facilities need no repair and are performing satisfactorily.

SECTION 5: AMENDING SECTION 119-172 and 119-173



CITY OF CLERMONT
ORDINANCE NO. 2025-038

The Land Development Code Chapter 119, "Subdivisions," Article III "Plats and Plans," Division 4 "Final Plat," Sec. 119-172 and 119-173 are hereby amended to read as follows:

DIVISION 4. FINAL PLAT SUBMITTALS AND RESUBMITTALS

Sec. 119-172.- Procedure for review and approval.

- (a) All subdivision plans shall receive written notice of their last official consideration as a final plat within 7 business days of the Planning and Development Director receiving the plat or replat submittal. The written notice must provide information regarding the plat or replat approval process, including requirements regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the plat or replat submittal. No developer shall sell any lot until after the plat has been recorded.
- (b) The plat and required supplemental material shall be submitted to the ~~subdivision advisory committee through the~~ Planning and Development Director. The plat shall be accompanied by an application fee in accordance with the adopted schedule of fees, ~~and two diskettes (in .DXF format with necessary index for the support files)~~ which provide a computer summary on the subdivision plat and actual subdivision data. Recording of the plat shall be accomplished upon the completion of requirements of this chapter.
- (c) The original ~~plus 15 copies of the~~ plat and required supplementary material shall be prepared as specified in section 119-173. and shall be submitted within 12 months after approval of the preliminary plan; otherwise, the plans shall not receive plat consideration, but may be resubmitted as a new preliminary plan, including required fees.
- (d) No plat shall be considered for final action by the ~~subdivision advisory committee~~ Planning and Development Director until it has been reviewed and certified by the city engineer to be in conformance with this chapter. The ~~subdivision advisory committee~~ Planning and Development Director will review plat certification and then act for approval or disapproval.
- (e) ~~After the subdivision advisory committee action, the~~ The Planning and Development Director shall mark two copies of the pertinent final plat materials in conformance with the committee's his or her action, keeping one set for the city's files and making the other available to the developer. The city manager Planning and Development Director shall then notify the developer of the committee's his or her action in writing acknowledging receipt of the plat or plat resubmittal and identifying any missing documents or information necessary to process the plat or replat submittal. The meaning of the committee's Planning and Development Director action shall be as follows:
 - (1) Approval. The term "~~subdivision advisory committee~~ Planning and Development Director approval" means a ~~recommendation to the city council at its next scheduled meeting the final plat is approve and in compliance with this chapter.~~
 - (2) Disapproval. The term "disapproval" means denial of the present final plat as it is not in compliance with this chapter. The Planning and Development Director shall



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then notify the developer in writing the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the plat or replat submittal fails to meet.

(3) Conditional approval. The term "conditional approval" means the developer may proceed as outlined in subsection (e)(1) of this section, but only after the satisfaction of the requirements listed in the written notice. The Planning and Development Director will notify the developer in writing when conditions are met. Conditional approval grants the developer a maximum time period of 12 months within which to submit the plat for approval, unless a time extension is requested by the developer. Within this period, no substantial changes shall be made in the approved preliminary plan.

~~(f) No plat shall be considered for action by the city council until it has met the requirements of this chapter.~~

~~(g)~~(f) No building shall be erected on a lot or parcel of land subject to this chapter, nor shall any building or development use permit be issued therefor, unless such lot or parcel is within a subdivision for which a plat has been recorded and the required improvements have been installed and approved by the ~~city~~ Planning and Development Director with the exception of model homes and model home centers permitted in conformance with chapter 125. Buildings may be constructed concurrently with the construction of the subdivision improvements required by this chapter if a bond acceptable to the city has been posted. Such buildings shall not be issued a certificate of occupancy until all the required improvements have been completed and approved by the ~~city~~ Planning and Development Director.

Sec. 119-173. - Format; required information and supporting documents; performance bond.

(a) The final plat shall be prepared by a state registered land surveyor in accordance with F.S. ch. 177, as amended. The plat will be of the size required by the county, drawn to a minimum scale of 100 feet to one inch. The survey for the plat and interior lots shall meet or exceed minimum technical standards in accordance with F.A.C. ch. 61G17-6.

(b) The final plat shall include the following features:

~~(4)~~ The plat shall contain space and form for ~~the following necessary acceptances or approvals:~~ acceptance and approval by the Planning and Development Director.

~~a. The mayor, attested by the city clerk.~~

~~b. The county clerk of the circuit court.~~

SECTION 6: AMENDING SECTION 119-229

The Land Development Code Chapter 119, "Subdivisions," Article IV "Design Standards," Division 2 "Roadway, Streets and Alleys," Sec 119-229 "Layout," is hereby amended to read as follows:



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- (4) A minimum of two points of access shall be provided into each subdivision of 25 lots or more. Where adjoining existing development or other land development code requirements preclude the development of two public street access points, an unobstructed drivable accessway may be substituted upon approval of the ~~subdivision advisory committee~~ Planning and Development Director.

SECTION 7: AMENDING SECTION 119-231

The Land Development Code Chapter 119, “Subdivisions,” Article IV, “Design Standards,” Division 2, “Roadway, Streets and Alleys,” Sec. 119-231 “Road construction and design standards,” is hereby amended to read as follows:

Basic construction and design requirements for roads shall incorporate the following listed items. See the adopted city construction standards for detailed specifications.

- (1) *Subbase, base and pavement.* Roadway pavement at a minimum shall consist of two inches of asphalt over a six-inch limerock base, over a 12-inch compacted subbase. Alternative concrete pavements may be approved pursuant to review and consent of the city engineer and ~~subdivision advisory committee~~ Planning and Development Director.

- (4) *Bikeways.* Bikeways shall be constructed on each side of all arterial or collector roads, or at other locations as designated by directive of the comprehensive plan and subsequent studies required pursuant thereto. Where the bikeways are not incorporated as a part of the physical road system, concrete bikeways may be utilized as an option when approved by the ~~subdivision advisory committee~~ Planning and Development Director.

SECTION 8: AMENDING SECTION 119-310

The Land Development Code Chapter 119, “Subdivisions,” Article V, “Required Improvements,” Sec. 119-310, “Sidewalks,” is hereby amended to read as follows:

- (a) Each sidewalk shall be located within, and in parallel alignment with, the street right-of-way, except in such instances where it is deemed advisable by the ~~subdivision advisory committee~~ Planning and Development Director that the sidewalk be relocated or realigned due to unusual circumstances existing on the site or in an effort to save trees from impacts of development. Sidewalks shall be constructed five feet wide and four inches thick, except through driveways, where six inches of material is required. Standard construction shall provide a one-quarter inch rise per one-foot run from the front of the sidewalk to the rear of the sidewalk.



CITY OF CLERMONT
ORDINANCE NO. 2025-038

- (b) Sidewalks, including attendant driveways, shall be constructed prior to issuance of a certificate of occupancy on family dwellings or other structural improvements on the lot.

SECTION 9: AMENDING SECTION 119-313

The Land Development Code Chapter 119, “Subdivisions,” Article V “Required Improvements,” Sec. 119-313 “Telephone service, television cable service and other utilities,” are hereby amended to read as follows:

The developer shall be responsible for the installation of telephone, television cable and any other utility lines, with all lines to be constructed underground, unless otherwise permitted upon review and approval of the ~~subdivision advisory committee~~ Planning and Development Director and city engineer. General criteria shall be as follows:

SECTION 10: CONFLICT

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

SECTION 11: SEVERABILITY

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

SECTION 12: CODIFICATION

The text of Section 2 to 9 of this Ordinance shall be codified as a part of the Clermont City Code. The codifier is authorized to make editorial changes not effecting the substance of this Ordinance by the substitution of “Article” for “Ordinance”, “Section” for “Paragraph”, or otherwise to take such editorial license.

SECTION 13: ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR

Regardless of whether such inclusion in the Code as described in Section 5 is accomplished, sections of the Ordinance may be re-numbered or re-lettered and the correction of typographical and/or scrivener’s errors which do not affect the intent may be authorized by the City Manager or designee, without need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.



CITY OF CLERMONT
ORDINANCE NO. 2025-038

SECTION 14: PUBLICATION AND EFFECTIVE DATE

This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.



CITY OF CLERMONT
ORDINANCE NO. 2025-038

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida on this 14th day of October, 2025.

CITY OF CLERMONT, FLORIDA

Tim Murry, Mayor

ATTEST

Tracy Ackroyd Howe, MMC
City Clerk

APPROVED AS TO FORM AND LEGALITY

Christian W. Waugh, City Attorney

Order Confirmation

Not an Invoice

Account Number:	526733
Customer Name:	City Of Clermont-Legals
Customer Address:	City of Clermont - LEGALS Po Box 120219 Clermont FL 34712-0219
Contact Name:	City of Clermont-Legals
Contact Phone:	352-394-4081
Contact Email:	
PO Number:	

Date:	09/16/2025
Order Number:	11676487
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	70.0000
Height in Inches:	5.8000

Print

Product	#Insertions	Start - End	Category
LEE Daily Commercial	1	09/29/2025 - 09/29/2025	Govt Public Notices
LEE dailycommercial.com	1	09/29/2025 - 09/29/2025	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$112.60
Tax Amount	\$0.00
Service Fee 3.99%	\$4.49
Cash/Check/ACH Discount	-\$4.49
Payment Amount by Cash/Check/ACH	\$112.60
Payment Amount by Credit Card	\$117.09

Order Confirmation Amount

\$112.60

Ad Preview

LEGAL NOTICE

On Tuesday, October 14, 2025 at 3:00 PM the Clermont City Council will consider the proposed ordinance to allow for the amendment of the City Code, Chapter 119, Article I; Article III, Divisions 2, 3, and 4; Article IV, Division 2; Article V.

ORDINANCE NO. 2025-038

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, AMENDING CHAPTER 119, SECTION 119-123, TO ESTABLISH AN EXPEDITED BUILDING PERMIT ISSUANCE PROCESS FOR RESIDENTIAL SUBDIVISION PLATS PURSUANT TO SECTION 173.073, FLORIDA STATUTES; AMENDING CHAPTER 119 OF THE CITY CODE TO REQUIRE APPROVAL OF PLAT SUBMITTALS WITHIN THE CITY LIMITS BY AN ADMINISTRATIVE AUTHORITY, AND TO INCORPORATE OTHER STATUTORY REQUIREMENTS PURSUANT TO SECTION 177.071, FLORIDA STATUTES; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, THE ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

All public hearings are held in the Clermont City Hall, Council Chambers, located at 685 West Montrose Street, Clermont, FL 34711.

This amendment is available for public inspection in the Development Services Department, Monday through Friday between the hours of 8:00 AM and 5:00 PM.

All interested parties will be given an opportunity to express their views on this matter.

Please be advised that, under State law, if you should decide to appeal a decision made with respect to this matter, you will need a record of the proceedings, and may need to ensure that a verbatim record is made. Persons with disabilities who need assistance should contact the City Clerk's office, (352) 241-7330, at least 48 hours prior to the public hearings.

Tracy Ackroyd Howe, MMC
City Clerk

Daily Commercial
September 29, 2025
11676487 9/29/2025



CITY OF CLERMONT
ORDINANCE NO. 2025-038

BUSINESS IMPACT ESTIMATE

TO: Mayor Murry and Council Members

FROM: Planning and Development Services/ Curt Henschel

DATE: September 17, 2025

SUBJECT: Ordinance No. 2025-038 – Plat Ordinance

Section 166.041, *Florida Statutes*, effective July 1, 2023, requires the City prepare (or cause to be prepared) a business impact estimate prior to final consideration of an ordinance, subject to exemptions noted in the Law. The new law requires that the business impact estimate be posted on the City’s website at the time of the published notice of the City Council’s final consideration of the ordinance, or ten (10) days prior to the adoption public hearing, whichever is longer.

Ordinance No. 2025-038 is proposed to be adopted by the City on October 14, 2025, and is subject to this new requirement. Following are the categories required to be addressed for the proposed ordinance based on the new legislation:

1. Summary of proposed Ordinance 2025-038

The proposed ordinance is to amend the Platting process to add preliminary plat to the process to allow developers the choice for the expedited residential subdivision building permits as stated in F.S. 177.073.

2. Estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the city:

a. Estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted.

The only businesses that would be affected by the proposed ordinance are land development companies and housing development businesses who would be required to pay any costs associated with the additional process of preliminary plat, including the City’s fees and the outside Engineer’s reviewing fees.

b. Identification of any new charge or fee on businesses subject to the proposed ordinance or for which businesses will be financially responsible.

The developer or homebuilder will only acquire new charges if they choose to do the preliminary plat process in order to obtain expedited residential subdivision building permits.

c. An estimate of the City’s regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.

The proposed ordinance does not add enforcement requirements for City staff beyond that which are in the existing code, therefore there are no additional regulatory costs.

3. A good faith estimate of the number of businesses likely to be impacted by the ordinance.

Land development businesses will likely be the only businesses impacted by the ordinance. Many of these businesses are large national homebuilders whose corporate offices reside outside the City of Clermont. The exact number of businesses that will be impacted in the future is unknown.

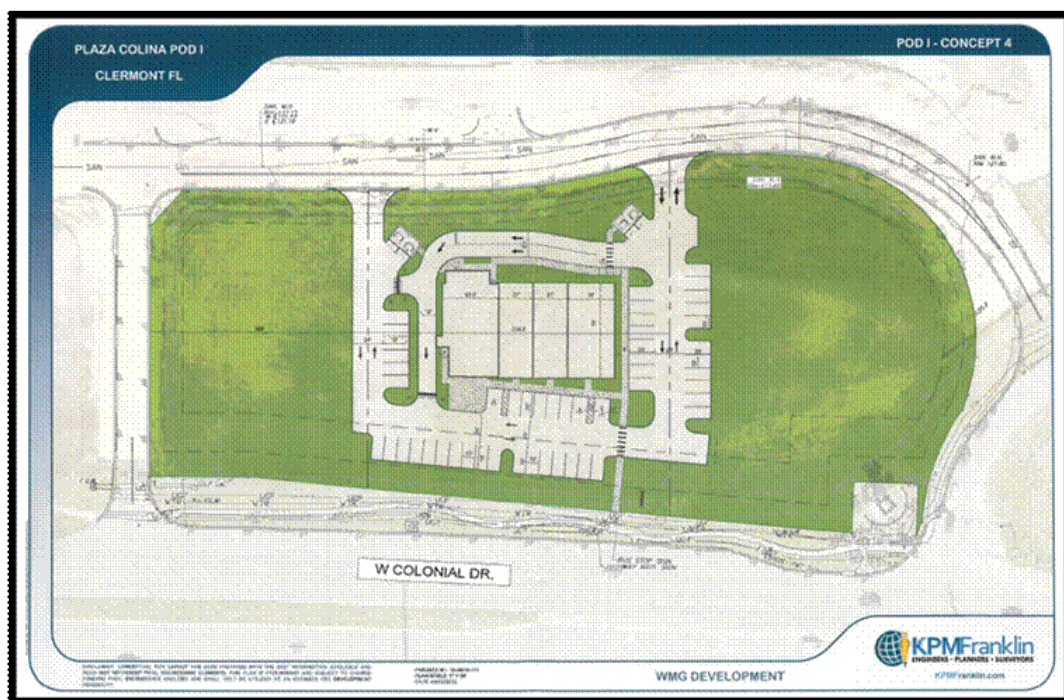
4. Any additional information the board determines may be useful.

No additional information

AGENDA ITEM

Meeting Date	
Tuesday, September 23, 2025	
Agenda Item Name	
Resolution No. 2025-023R <i>Plaza Collina Pod I CUP</i>	
Requested Action	
Recommend approval of Resolution 2025-023R.	
Staff Report	

The applicant, Jessica Gow, Esq., is requesting to amend the Plaza Collina Planned Unit Development (Resolution 2015-08) to allow for internal shared drive isles and reduced landscape buffers for parcel identified as Pod I within the parent parcel. The property is located on the north side of State Road 50 and east of Magnolia Pointe Boulevard, west of Lake Boulevard.



The proposed site is a vacant portion within the Plaza Collina Mixed Use project that consists of C-2 General Commercial uses. The Land Development Code requires an amendment to the Planned Unit Development for any uses or site changes not identified in the Master Development Plan or permitted by the land development regulations for the C-2 General Commercial zoning district. The site is proposing a quick-service restaurant, retail and other commercial uses under the C-2 General Commercial uses. The parcel to the west was granted the same conditions, ensuring that the shared driveways provide maximum feasible interconnectivity while reducing the number of driveway cuts along the north frontage road.

When evaluating a request for a Conditional Use Permit, the Land Development Code, Section 101-212 requires specific development standards that are required to be met. Staff has reviewed the application as submitted in accordance with the development standards criteria and finds the proposed use can meet the general criteria for granting a Conditional Use Permit. The proposed use will not be detrimental to the health, safety and welfare of the

surrounding community. *The Planning and Zoning Commission recommended adding conditions to the resolution requiring that any reduction in landscaping within the internal buffers be redistributed elsewhere within the site. In addition, the applicant must coordinate with the developer on the installation of a pedestrian crosswalk from Pod I across Collina Terrace, unless engineering standards determine a more appropriate location. The Commission approved the amended resolution by a 6-0 vote, with the changes contained in Section 2, Items 1 and 2. Staff recommends approval of the Conditional Use Permit with the conditions contained in Resolution No. 2025-023R.*

Additional Analysis

Fiscal Impact Summary

Fiscal Impact

Fund Number and Description

Available Budget Amount

Exhibits Attached (copies of original agreements)

1.	2025-023R - Plaza Collina CUP (POD I) (09.10.2025)	2025-023R - Plaza Collina CUP (POD I) (09.10.2025).pdf
2.	LOCATION MAP	LOCATION MAP.pdf
3.	Site Plan	Site Plan.pdf
4.	Staff Analysis Plaza Collina POD I	Staff Analysis Plaza Collina POD I.pdf
5.	Application	Application.pdf
6.	Legal Ad 2025 Amendment - Plaza Collina Pods I CUP Legal Ad (CC)	Legal Ad 2025 Amendment - Plaza Collina Pods I CUP Legal Ad (CC).pdf
7.	Planning and Zoning Meetinf Recap	Planning and Zoning Meetinf Recap.pdf



CITY OF CLERMONT
RESOLUTION NO. 2025-023R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, GRANTING A CONDITIONAL USE PERMIT TO ALLOW FOR AN AMENDMENT TO THE PLAZA COLLINA PLANNED UNIT DEVELOPMENT (RESOLUTION NO. 2015-08), TO ALLOW FOR SHARED INTERNAL DRIVEWAYS AND INTERNAL LANDSCAPE BUFFERS TO BE LESS THAN THE MINIMUM CODE REQUIREMENTS FOR PARCELS IDENTIFIED AS POD I, WITHIN A PLANNED UNIT DEVELOPMENT; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission of the City of Clermont, Lake County, Florida, at a meeting held September 2, 2025, recommended approval of this Conditional Use Permit to allow for an amendment to the Planned Unit Development (PUD), at the following location:

LOCATION:

Vacant parcel within the Plaza Collina Development
Located on the north side of State Road 50, east of Magnolia Pointe Boulevard
and west of Lake Boulevard.
Alternate Key 3938036

WHEREAS, the granting of this Conditional Use Permit will not adversely affect the officially adopted Comprehensive Plan of the City; such use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity; the proposed use will comply with the regulations and conditions specified in the codes for such use; and the proposed use may be considered desirable at the particular location;

WHEREAS, the applicant has applied for a Conditional Use Permit for the use of shared internal driveways and internal landscape buffers to be less than the minimum requirements of the land development regulations; the subject parcel is part of the Plaza Collina Planned Unit Development Master Plan (Resolution No. 2015-08);

The City Council deems it advisable in the interest of the general welfare of the City of Clermont, Lake County, Florida, to grant this Conditional Use Permit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clermont, Lake County, Florida, that:

This application for a Conditional Use Permit is to allow for an amendment to the PUD for the use of shared internal driveways and internal landscape buffers to be less than the minimum requirements of the land development regulations, be granted subject to the following conditions:



CITY OF CLERMONT
RESOLUTION NO. 2025-023R

SECTION 1: GENERAL CONDITIONS

1. This Resolution shall inure to the benefit of, and shall constitute a covenant running with the land and the terms, conditions, and provisions hereof, and shall be binding upon the present owner and any successor in title or interest, and shall be subject to each and every condition herein set out.
2. Upon approval of the resolution the aforementioned property shall only be used for the purposes described herein. No further expansion of the use or additions to this project shall be permitted except as approved by another Conditional Use Permit. Any other proposed use shall be specifically authorized by amendment and approval of the City of Clermont City Council.
3. No person, firm, corporation or entity shall erect, construct, enlarge, alter, repair, remove, improve, move, convert, or demolish any building or structure, or alter the land in any manner within the boundary of the project without first submitting necessary plans, obtaining necessary approvals, and obtaining necessary permits in accordance with the City of Clermont Land Development Regulations and those of other appropriate jurisdictional entities.
4. Prior to the issuance of any permits, the applicant shall be required to submit formal site plans for review and approval by the City of Clermont Site Review Committee. The site plans shall meet all submittal requirements and comply with the conditions of this Resolution, applicable City Codes, Regulations, Ordinances, and provide compliance with the adopted City Comprehensive Plan, as amended.
5. The Conditional Use Permit must be executed and processed through the office of the City Clerk within 90 days of its date of grant by the City Council or the permit shall become null and void.
6. The Applicant shall record in the Public Records of Lake County within 90 days of its date of approval by the City Council, a short-form version of this Conditional Use Permit as provided by the City or a form acceptable to the City, to provide notice to all interested parties, the assigns, successors and heirs of the developer/applicant and all future owners of the above-referenced property that the real property described above is subject to the terms and conditions of the Conditional Use Permit.
7. The structure shall be inspected by the Fire Marshal for life safety requirements. All requirements must be met prior to any Certificate of Occupancy being issued.
8. The structure shall be inspected by the City Building Inspector and all building code violations must be corrected prior to a Certificate of Occupancy being issued.
9. If any of the stated conditions are violated, the applicant understands and agrees that the City Council may revoke this Conditional Use Permit by resolution.



CITY OF CLERMONT
RESOLUTION NO. 2025-023R

10. This permit shall become null and void if substantial work has not begun within two (2) years of the date of issuance of this Conditional Use Permit.

SECTION 2: LAND USES AND SPECIFIC CONDITIONS

1. This amendment to the Planned Unit Development (PUD) to allow for shared internal driveways and to allow the internal landscape buffers to be less than the minimum requirements for Section 123-43 (D) Perimeter Landscape Buffers between abutting properties for Pod I of the Planned Unit Development. Any reduction in landscape material within the internal landscape buffers shall be distributed elsewhere within the site and be documented at the time of Site Review.
2. The Applicant shall coordinate with the Developer of Plaza Collina for the installation of a crosswalk to allow pedestrians safe crossing northward from Pod I across Collina Terrace to the existing sidewalk at the northwest corner of Pod I, unless engineering standards have a more appropriate crossing from Pod I to the northern sidewalk along Collina Terrace.
3. The property shall be developed in substantial accordance with the Preliminary Conceptual Site Plan prepared by KPM Franklin, with a date of June 6, 2025, Exhibit A. The conceptual plan submitted with the Conditional Use Permit application is not an approved site plan. Formal construction plans incorporating all conditions stated in this Permit shall be submitted for review and approved by the Site Review Committee prior to the issuance of a Zoning Clearance or other development permits. The site will be required to comply with the City's Architectural Design Standards and Land Development Regulations.

SECTION 3: CONFLICT

All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 4: SEVERABILITY

If any portion of this Resolution is declared invalid, the invalidated portion shall be severed from the remainder of the Resolution, and the remainder of the Resolution shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Resolution as a whole.

SECTION 5: ADMINISTRATIVE CORRECTION

This Resolution may be re-numbered or re-lettered, and/or corrected for typographical and/or scrivener's errors which do not affect the intent of said resolution, as authorized by the City Manager or designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.



CITY OF CLERMONT
RESOLUTION NO. 2025-023R

SECTION 6: PUBLICATION AND EFFECTIVE DATE

This Resolution shall take effect immediately upon its adoption.



CITY OF CLERMONT
RESOLUTION NO. 2025-023R

DONE AND RESOLVED by the City Council of the City of Clermont, Lake County, Florida, this 23rd day of September, 2025.

CITY OF CLERMONT

Tim Murry, Mayor

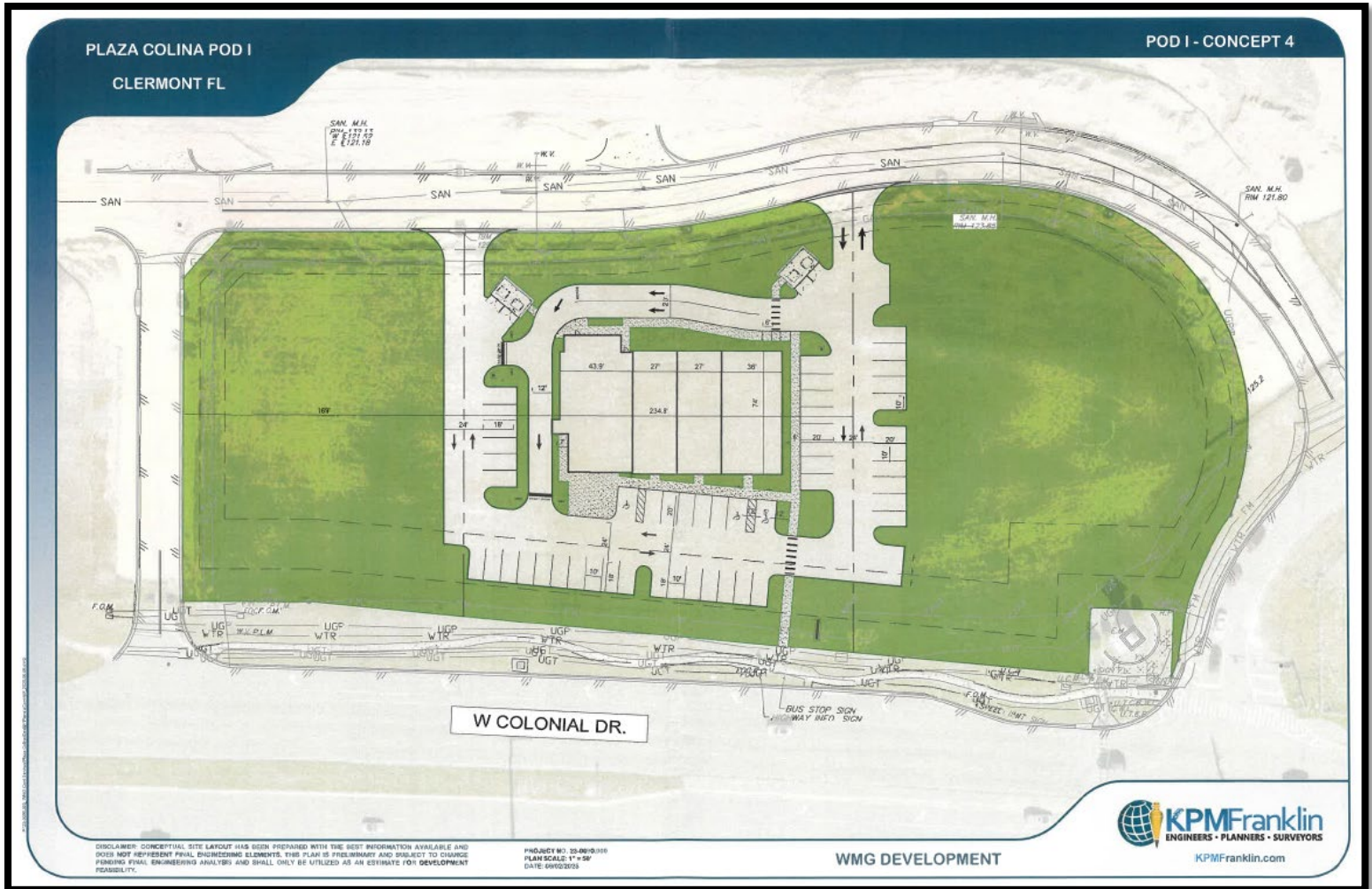
ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk

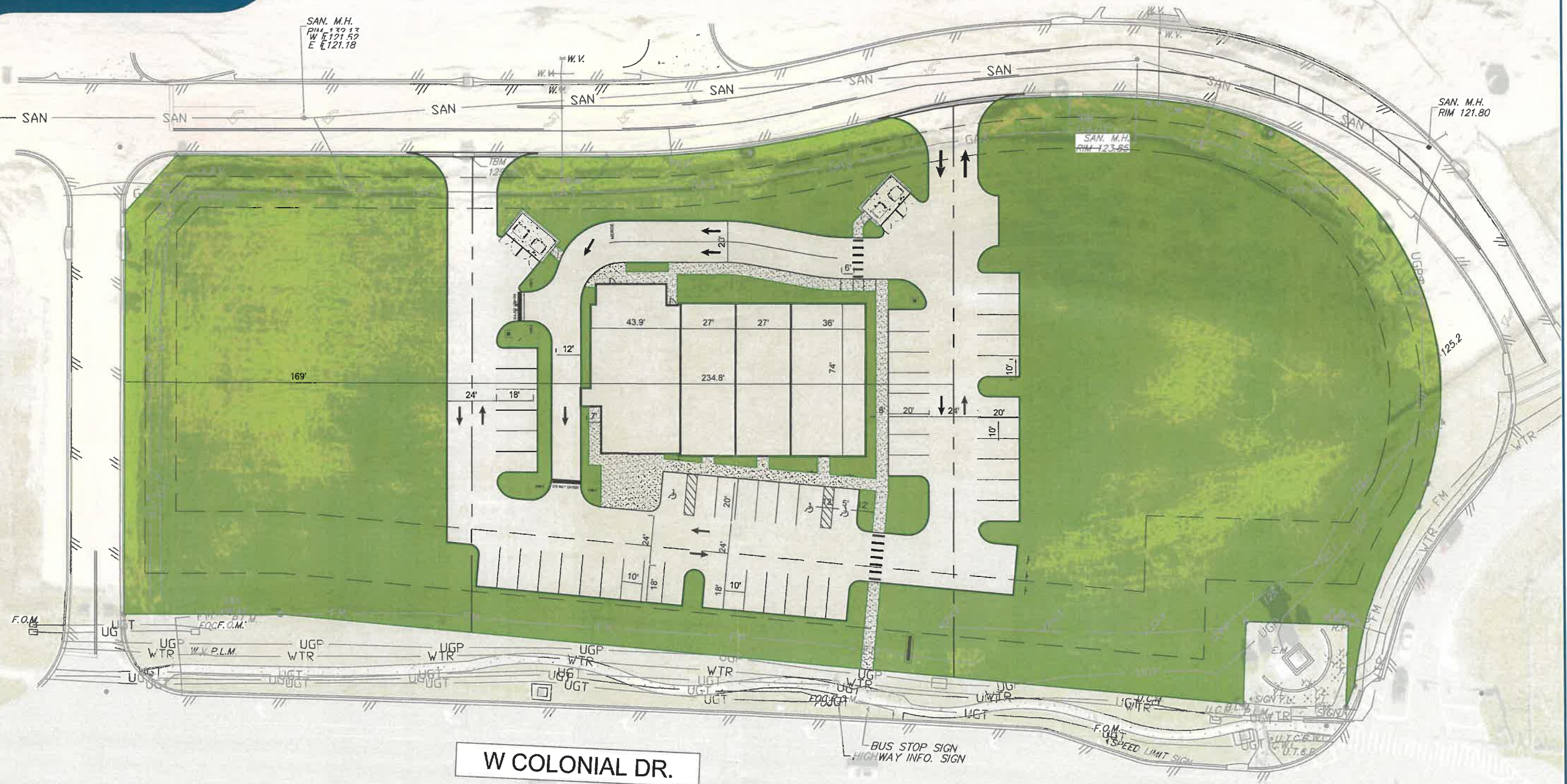
Approved as to form and legality:

Christian W. Waugh, City Attorney

Exhibit A – Preliminary Conceptual Site Plan







DISCLAIMER: CONCEPTUAL SITE LAYOUT HAS BEEN PREPARED WITH THE BEST INFORMATION AVAILABLE AND DOES NOT REPRESENT FINAL ENGINEERING ELEMENTS. THIS PLAN IS PRELIMINARY AND SUBJECT TO CHANGE PENDING FINAL ENGINEERING ANALYSIS AND SHALL ONLY BE UTILIZED AS AN ESTIMATE FOR DEVELOPMENT FEASIBILITY.

PROJECT NO. 23-0090.000
PLAN SCALE: 1" = 50'
DATE: 06/02/2025

WMG DEVELOPMENT



CITY OF CLERMONT Staff Analysis Report

OWNER: Plaza Collina Orlando ASLI VI, LLP LLC

APPLICANT: Cobb Cole/Jessica Gow, Esq.

PROJECT NAME: Plaza Collina CUP Amendment for POD I

REQUESTED ACTION: Consider the Conditional Use Permit amendment to allow for shared internal driveways and landscape buffers to less than code requirements for the Plaza Collina Planned Unit Development for parcel identified as Pod I.

SIZE OF PARCEL: 3.566 Acres (155,322 sq. ft.)

LOCATION: Vacant parcel within the Plaza Collina Development. Located on the north side of State Road 50, east of Magnolia Pointe Boulevard and west of Lake Boulevard.

EXISTING ZONING: UE – Urban Estate Low Density Residential District

FUTURE LAND USE: Master Planned Development

EXISTING USE: Vacant Parcel

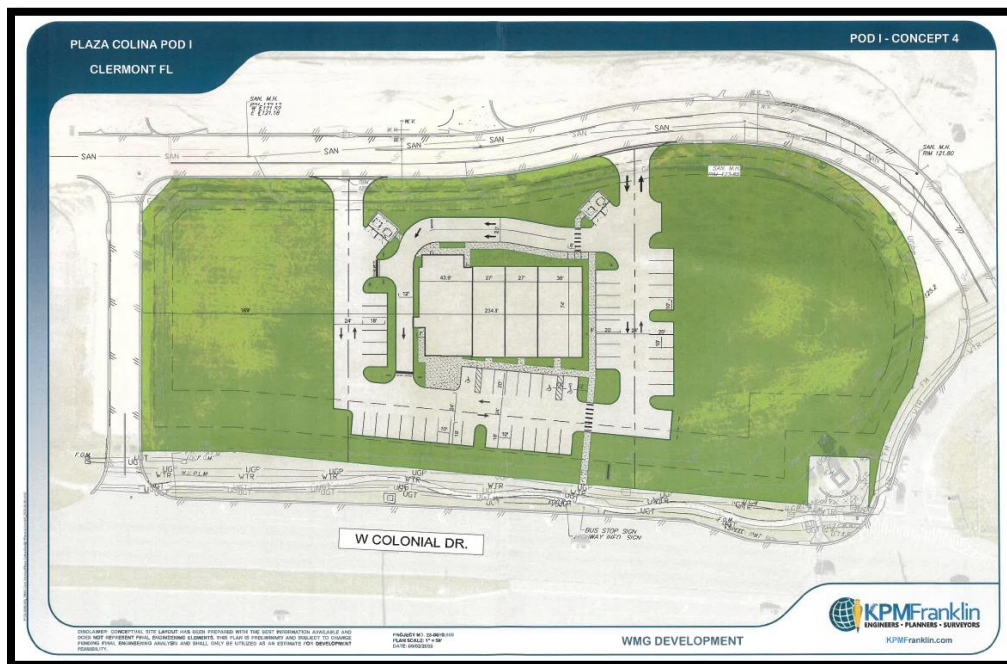
Adjacent Property Land Use Table

<u>Direction</u>	<u>Future Land Use</u>	<u>Zoning</u>	<u>Existing Use</u>	<u>Comments</u>
North	Master Planned Development	UE – Urban Estate	Commercial & Multifamily	
South	Commercial	C-2 – General Commercial	Vacant Parcel	
East	Lake County – Regional Commercial	Lake County – Agriculture District	Stormwater	
West	Master Planned Development	UE – Urban Estate	Commercial	



STAFF ANALYSIS:

The applicant, Jessica Gow, Esq., is requesting to amend the Plaza Collina Planned Unit Development (Resolution 2015-08) to allow for internal shared drive isles and reduced landscape buffers for parcel identified as Pod I within the parent parcel. The property is located on the north side of State Road 50 and east of Magnolia Pointe Boulevard, west of Lake Boulevard.



2 - Plaza Collina CUP Amendment for POD I

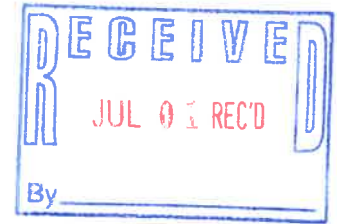
The proposed site is a vacant portion within the Plaza Collina Mixed Use project that consists of C-2 General Commercial uses. The Land Development Code requires an amendment to the Planned Unit Development for any uses or site changes not identified in the Master Development Plan or permitted by the land development regulations for the C-2 General Commercial zoning district. The site is proposing a quick-service restaurant, retail and other commercial uses under the C-2 General Commercial uses. The parcel to the west was granted the same conditions, ensuring that the shared driveways provide maximum feasible interconnectivity while reducing the number of driveway cuts along the north frontage road.

STAFF RECOMMENDATION:

When evaluating a request for a Conditional Use Permit, the Land Development Code, Section 101-212 requires specific development standards that are required to be met. Staff has reviewed the application as submitted in accordance with the development standards criteria and finds the proposed use can meet the general criteria for granting a Conditional Use Permit. The proposed use will not be detrimental to the health, safety and welfare of the surrounding community. Staff recommends approval of the Conditional Use Permit with the conditions contained in Resolution No. 2025-023R.



CITY OF CLERMONT
**CONDITIONAL USE PERMIT
 APPLICATION**



Date		FEE: \$845 + cost of advertisement + cost of traffic review (if necessary)	
Project Name (if applicable) Amendment to Plaza Collinas			
Applicant Cobb Cole/Jessica Gow, Esq.			
Contact Person Jessica Gow Esq.			
Address One Daytona Blvd. Suite 600		City Daytona Beach	State FL
Telephone 386-323-9226		Zip 32114	
Email Jessica.gow@cobbcole.com			
PROPERTY OWNER INFORMATION ☐ (Check box if owner information is same as applicant)			
Property Owner Name Plaza Collina Orlando ASLI VI, LLP LLC			
Owner Address 923 N Pennsylvania Ave.		City Winter Park	State FL
Telephone		Zip 32789	
Email			
PROPERTY INFORMATION			
Address of Subject Property Unassigned FL		Alternate Key 3938036	Zip
General Location Located on the north side of State Rd. 50, east of Magnolia Pointe Blvd., and west of Lake Blvd.			
Legal Description & Alternate Key (include copy of survey)			
Land Use (City verification required) Master Planned Development			
Zoning (City verification required) UE			



CITY OF CLERMONT
**CONDITIONAL USE PERMIT
APPLICATION**

Detailed Description of request (What are you proposing to do, and why is it appropriate for this location?) Attach additional page if necessary.

We are requesting to amend the Plaza Collina Planned Unit Development to allow for shared internal driveways and internal landscape buffers to be less than the minimum code requirements for parcels identified as Pod I , within a Planned Unit Development.

Jessica Gow Esq.

Applicant Name (print)

Owner Name (print)

A handwritten signature in blue ink, appearing to read 'Jessica Gow', written over a horizontal line.

Applicant Name (signature)

Owner Name (signature)

*****NOTICE*****

IF THIS APPLICATION IS SUBMITTED INCOMPLETE OR INACCURATE, IT WILL BE SUBJECT TO A DELAY ON PROCESSING AND WILL NOT BE SCHEDULED UNTIL CORRECTIONS ARE MADE.

City of Clermont
Development Services Department
685 W. Montrose St.
P.O. Box 120219
Clermont, FL 34712-0219
(352) 394-4083 Fax: (352) 394 3542
Planning@clermontfl.org

02/08/2024

April 22, 2025

Agent Authorization

To Whom It May Concern:

I, Andrew Dubill, as EVP of Avanti Management Corporation, a Florida corporation, and the sole general partner of Avanti Properties Group II, L.L.L.P., a Delaware limited liability limited partnership, and the sole general partner of **PLAZA COLLINA (ORLANDO) ASLI VI, L.L.L.P.**, ("Owner"), the Owner of the real property described below do hereby authorize **WMG Acquisitions, LLC, and Cobb Cole** as authorized agents to execute any applications or other documents, to process a conditional use permit to amend the Planned Unit Development (PUD) for the use of shared internal driveways and the internal landscape buffers to be less than the minimum requirements of the land development code to develop the Property on behalf of the Owner.

Property ID#: **25-22-26-1400-000-01100 (the "Property")**

Sincerely,

PLAZA COLLINA (ORLANDO) ASLI VI, L.L.L.P., a Delaware limited liability limited partnership

By: Avanti Properties Group II, L.L.L.P., a Delaware limited liability limited partnership, its general partner

By: Avanti Management Corporation, a Florida corporation, its general partner

By: [Signature]

Andrew Dubill, Executive Vice President

Date: 4/12/2025

STATE OF Florida
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 22 day of April, 2025 by Andrew Dubill, as EVP of Avanti Management Corporation, a Florida corporation, and the sole general partner of Avanti Properties Group II, L.L.L.P., a Delaware limited liability limited partnership, and the sole general partner of **PLAZA COLLINA (ORLANDO) ASLI VI, L.L.L.P.**, a Delaware limited liability limited partnership on behalf of the partnership. He/She is personally known to me or has produced _____ as identification and did/did not take an oath.

WITNESS my hand and official seal in the County and State last aforesaid this 22 day of April, 2025.

Notary Public Signature: [Signature]

My Commission Expires: March 21, 2026

Notary Seal:



This instrument prepared by
~~and when recorded return~~ to:
Kilpatrick Stockton LLP
Suite 2800
1100 Peachtree Street, NE
Atlanta, GA 30309
Attention: Jeremy J. Hilsman, Esq.

417321



FIRST AMERICAN TITLE
111 N ORANGE AVE STE 1285
ORLANDO, FL 32801

CFN 2010074345
Bk 03930 Pgs 1291 - 1297; (7pgs)
DATE: 07/23/2010 03:04:27 PM
WEIL KELLY, CLERK OF COURT
LAKE COUNTY
RECORDING FEES 61.00
DEED DOC 0.70

Property appraisers parcel identification (Folio) numbers: 2422260004-000-00300, 25422260001-000-00200, 2522260001-000-00300, 2522260002-000-01100, 2522260002-000-01200

QUITCLAIM DEED

THIS QUITCLAIM DEED, made as of the 21 day of July, 2010, by **PLAZA COLLINA ASSOCIATES LLC**, a Delaware limited liability company, whose address is Suite 1101 East Tower, 777 South Flagler Drive, West Palm Beach, Florida 33401 (hereinafter called "**Grantor**"), and **PLAZA COLLINA (ORLANDO) ASLI VI, L.L.L.P.**, a Delaware limited liability limited partnership, whose address is 923 N. Pennsylvania Avenue, Winter Park, FL 32789 (hereinafter called "**Grantee**").

WITNESSETH, That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, in hand paid by Grantee, the receipt, sufficiency and adequacy whereof are hereby acknowledged, does hereby remise, release and quit-claim unto Grantee, and its successors and assigns forever, all of Grantor's right, title, interest, claim and demand in and to that certain real property situate, lying and being Lake County, State of Florida, (hereinafter called the "**Property**"), legally described on Exhibit "A" attached hereto.

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of Grantor, either in law or equity, to the proper use and benefit of Grantee in fee simple forever.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, Grantor has executed this QuitClaim Deed on the day and year first above written.

Signed, sealed and delivered
in the presence of:

GRANTOR:

PLAZA COLLINA ASSOCIATES LLC, a
Delaware limited liability company

Witness:

Susan Moore
Name: **SUSAN MOORE**

By: TGC Clermont Associates LP, its Managing
Member

By: TGC Clermont Associates GP LLC, its
General Partner

Witness:

Sonya Mucha
Name: *Sonya Mucha*

By: Goodman Properties, Inc., its Manager

By: *Lawrence A. Silvestri*
Lawrence A Silvestri, Vice President

Witness:

Name: _____

By: Lake County Gateway, LLC, Member

By: Phoenicia Clermont I, LLC, Managing
Member of Lake County Gateway, LLC

Witness:

Name: _____

By: Harbco Development, LLC, Managing
Member of Phoenicia Clermont I, LLC

By: _____
A. Tom Harb, as Managing Member of
Harbco Development, LLC

STATE OF FLORIDA

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me this 20th day of July, 2010, by Lawrence A. Silvestri, as Vice President of Goodman Properties, Inc., the Manager of TGC Clermont Associates GP LLC, the general partner of TGC Clermont Associates LP, the managing member of Plaza Collina Associates LLC. He is personally known to me or has produced _____ as identification.

Susan Moore
Notary Public
Name: **SUSAN MOORE**
State of Florida at Large
Commission Expires: 10/14/2011



STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2010, by A. Tom Harb, Managing Member of Harbco Development, LLC Managing Member of Phoenicia Clermont I, LLC, Managing Member of Lake County Gateway, LLC, a member of Plaza Collina Associates LLC. He is personally known to me or has produced _____ as identification.

Notary Public
Name: _____
State of Florida at Large
Commission Expires: _____

(NOTARY SEAL)

IN WITNESS WHEREOF, Grantor has executed this QuitClaim Deed on the day and year first above written.

Signed, sealed and delivered
in the presence of:

GRANTOR:

PLAZA COLLINA ASSOCIATES LLC, a
Delaware limited liability company

Witness:

By: TGC Clermont Associates LP, its Managing
Member

Name: _____

By: TGC Clermont Associates GP LLC, its
General Partner

Witness:

By: Goodman Properties, Inc., its Manager

Name: _____

By: _____
Lawrence A Silvestri, Vice President

By: Lake County Gateway, LLC, Member

Witness:

By: Phoenicia Clermont I, LLC, Managing
Member of Lake County Gateway, LLC

Name: Raquel J. Bailey

By: Harbco Development, LLC, Managing
Member of Phoenicia Clermont I, LLC

Witness:

Name: PAUL J. BAILEY

By: A. Tom Herb, as Managing Member of
Harbco Development, LLC

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2010, by Lawrence A. Silvestri, as Vice President of Goodman Properties, Inc., the Manager of TGC Clermont Associates GP LLC, the general partner of TGC Clermont Associates LP, the managing member of Plaza Collina Associates LLC. He is personally known to me or has produced _____ as identification.

Notary Public

Name: _____

State of Florida at Large

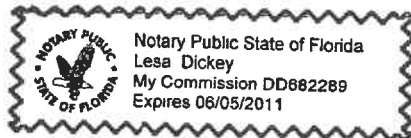
Commission Expires: _____

(NOTARY SEAL)

STATE OF FLORIDA

COUNTY OF Orange

The foregoing instrument was acknowledged before me this 20th day of _____, 2010, by A. Tom Harb, Managing Member of Harbco Development, LLC Managing Member of Phoenicia Clermont I, LLC, Managing Member of Lake County Gateway, LLC, a member of Plaza Collina Associates LLC. He is personally known to me or has produced _____ as identification.



Notary Public

Name: Lesa Dickey

State of Florida at Large

Commission Expires: 6/5/2011

(NOTARY SEAL)

Exhibit "A"

Boundary Legal Description

A parcel of land located in Section 24 and Section 25, Township 22 South, Range 26 East, Lake County, Florida. Said parcel being more particularly described as follows:

Begin at the Northwest corner of said Section 25; thence South 89° 27' 24" East along the North line of the Northwest 1/4 of said Section 25 a distance of 2690.20 feet to the North 1/4 corner of said Section 25; thence South 89° 25' 47" East along the Northerly line of land described in Official Records Book 2676, Page 2411 and the North line of the Northeast 1/4 of said Section 25 a distance of 50.07 feet; thence leaving said North line of the Northeast 1/4, run the following courses and distances along said Northerly line of land described in Official Records Book 2676, Page 2411, North 79° 05' 09" East, 434.24 feet; thence North 79° 00' 45" East, 556.22 feet to a point on a non-tangent curve concave Southerly, having a radius of 1861.14 feet, a central angle of 08° 45' 53" and a chord of 284.43 feet that bears North 86° 37' 49" East; thence along the arc of said curve a distance of 284.70 feet to the point of tangency; thence South 88° 59' 15" East, 67.39 feet; to the point of curvature of a curve to the right, having a radius of 1045.00 feet and a central angle of 13° 57' 05" and a chord of 253.83 feet that bears South 82° 00' 43" East; thence along the arc of said curve a distance of 254.46 feet to the point of compound curvature of a curve to the right, having a radius of 1413.77 feet and a central angle of 18° 38' 24" and a chord of 457.92 feet that bears South 65° 42' 58" East; thence along the arc of said curve a distance of 459.94 feet to a point on the aforesaid North line of the Northeast 1/4 of said Section 25; thence leaving said curve, run South 89° 25' 47" East along said North line of the Northeast 1/4 and Northerly line of land described in Official Records Book 2676, Page 2411 a distance of 65.88 feet to a point on a non-tangent curve concave Southwesterly, having a radius of 1378.71 feet, a central angle of 06° 35' 39" and a chord of 158.59 feet that bears South 48° 23' 22" East; thence leaving said North line of the Northeast 1/4, run the following courses and distances along the arc of said curve and Northerly line of land described in Official Records Book 2676, Page 2411 a distance of 158.68 feet to the point of tangency; thence South 45° 05' 32" East, 581.52 feet to the Westerly right of way line of Lake Boulevard per the Plat of "A Replat of Edgewater Beach" as recorded in Plat Book 10, Page 44 of the Public Records of Lake County, Florida; thence leaving said Northerly line of land described in Official Records Book 2676, Page 2411, run the following courses and distances along said Westerly right of way line South 31° 24' 39" West, 331.28 feet; thence South 48° 56' 05" West, 104.19 feet to a point on the Westerly right of way line of Lake Boulevard per said Florida Department of Transportation Right of Way Map Section 11070, F.P. No. 238429 4; thence the following courses and distances along said Westerly right of way line, South 61° 12' 47" West, 366.55 feet to the point of curvature of a curve to the left, having a radius of 180.00 feet and a central angle of 55° 51' 45" and a chord of 168.63 feet that bears South 33° 16' 54" West; thence along the arc of said curve a distance of 175.50 feet; thence South 21° 14' 00" West, 11.08 feet to the Northerly right of way line of State Road 50 (West Colonial Drive) as shown on Florida Department of Transportation Right of Way Map Section 11070, F.P. No. 238429 4; thence leaving said Westerly line of Lake Boulevard, run the following courses and distances along said Northerly right of way line of State Road 50 (West Colonial Drive), thence North 87° 55' 49" West, 50.79 feet; thence North 84° 37' 49" West, 469.80 feet thence South 89° 59' 09" West, 1735.21 feet; thence South 00° 00' 51" East, 17.00

US2008 1430627.1

feet; thence South 89° 59' 09" West, 250.03 feet; thence North 00° 00' 51" West, 17.00 feet; thence South 89° 59' 09" West, 1349.34 feet; thence North 89° 06' 32" West, 820.80 feet to the West line of Section 25; thence leaving said Northerly right of way line of State Road 50 (West Colonial Drive), run North 00° 40' 13" East along the West line of said Section 25 a distance of 1183.68 feet to the Point of Beginning.

LESS AND EXCEPT THE FOLLOWING PARCEL:

A portion of Lot 13 and Lot 14, Map of Section 25, Township 22 South, Range 26 East, Lake Highlands Company according to the Plat thereof as recorded in Plat Book 3, Page 50 of the Public Records of Lake County, Florida. Lying in the Northwest 1/4 of the Northeast 1/4 of Section 25, Township 22 South, Range 26 East, Lake County, Florida. Said parcel being more particularly described as follows:

Commence at the North 1/4 corner of said Section 25; thence South 01° 26' 28" West, along the West line of said Northwest 1/4 of the Northeast 1/4 a distance of 1170.77 feet to the Northerly right of way line of State Road 50 (West Colonial Drive) as shown on Florida Department of Transportation Right of Way Map Section 11070, F.P. No. 238429 4; thence leaving said West line, run North 89° 59' 09" East along said Northerly right of way line 638.33 feet to the Point of Beginning; thence leaving said Northerly right of way line, run North 00° 11' 20" East, 212.90 feet; thence North 41° 39' 24" East, 17.10 feet; thence South 89° 48' 40" East, 251.36 feet; thence South 00° 00' 00" West, 224.79 feet to the aforesaid Northerly right of way line; thence South 89° 59' 09" West along said Northerly right of way line 263.42 feet to the Point of Beginning.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Foreign Limited Partnership

PLAZA COLLINA (ORLANDO) ASLI VI, L.L.L.P.

Filing Information

Document Number	B10000000111
FEI/EIN Number	APPLIED FOR
Date Filed	06/30/2010
State	DE
Status	ACTIVE

Principal Address

923 N PENNSYLVANIA AVE
WINTER PARK, FL 32789

Mailing Address

923 N PENNSYLVANIA AVE
WINTER PARK, FL 32789

Registered Agent Name & Address

Corporation Service Company
1201 Hayes St
Tallahassee, FL 32301

Name Changed: 02/02/2023

Address Changed: 02/02/2023

General Partner Detail

Name & Address

Document Number B07000000028

AVANTI PROPERTIES GROUP II, L.L.L.P.
923 N PENNSYLVANIA AVE
WINTER PARK, FL 32789

Annual Reports

Report Year	Filed Date
2023	02/02/2023
2024	04/25/2024
2025	04/30/2025

Document Images

04/30/2025 -- ANNUAL REPORT	View image in PDF format
04/25/2024 -- ANNUAL REPORT	View image in PDF format
02/02/2023 -- ANNUAL REPORT	View image in PDF format
02/21/2022 -- ANNUAL REPORT	View image in PDF format
03/25/2021 -- ANNUAL REPORT	View image in PDF format
01/13/2020 -- ANNUAL REPORT	View image in PDF format
02/08/2019 -- ANNUAL REPORT	View image in PDF format
03/02/2018 -- ANNUAL REPORT	View image in PDF format
02/28/2017 -- ANNUAL REPORT	View image in PDF format
03/14/2016 -- ANNUAL REPORT	View image in PDF format
03/18/2015 -- ANNUAL REPORT	View image in PDF format
03/10/2014 -- ANNUAL REPORT	View image in PDF format
03/12/2013 -- ANNUAL REPORT	View image in PDF format
03/12/2012 -- ANNUAL REPORT	View image in PDF format
01/11/2011 -- ANNUAL REPORT	View image in PDF format
06/30/2010 -- Foreign LP	View image in PDF format

Florida Department of State, Division of Corporations

Order Confirmation

Not an Invoice

Account Number:	526733
Customer Name:	City Of Clermont-Legals
Customer Address:	City of Clermont - LEGALS Po Box 120219 Clermont FL 34712-0219
Contact Name:	Nicole Wisniewski
Contact Phone:	352.241.7334
Contact Email:	nwisniewski@clermontfl.org
PO Number:	

Date:	08/20/2025
Order Number:	11597367
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	51.0000
Height in Inches:	4.2300

Print

Product	#Insertions	Start - End	Category
LEE Daily Commercial	1	09/08/2025 - 09/08/2025	Govt Public Notices
LEE dailycommercial.com	1	09/08/2025 - 09/08/2025	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$82.58
Tax Amount	\$0.00
Service Fee 3.99%	\$3.29
Cash/Check/ACH Discount	-\$3.29
Payment Amount by Cash/Check/ACH	\$82.58
Payment Amount by Credit Card	\$85.87

Order Confirmation Amount	\$82.58
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Ad Preview

LEGAL NOTICE

On Tuesday, September 23, 2025 at 3:00 PM the Clermont City Council will consider a request for an amendment to a Conditional Use Permit (2015-08), Plaza Collina PUD Master Plan, to allow for the use of shared internal driveway aisles and to allow shared internal landscape buffers to be a minimum of five feet, but not less than 10 feet between the parcels for Pods I, within a Planned Unit Development.

LOCATION

North side of State Road 50 and east of Magnolia Pointe Boulevard and west of Lake Boulevard.
(Alternate Key # 3938036)

All public meetings will be held in the Clermont City Hall, 1st floor Council Chambers located at 685 W. Montrose Street, Clermont, FL 34711.

This application is available for public inspection in the Development Services Department, Monday through Friday between the hours of 8:00 AM and 5:00 PM.

All interested parties will be given an opportunity to express their views on this matter.

Please be advised that, under State law, if you should decide to appeal a decision made with respect to this matter, you will need a record of the proceedings, and may need to ensure that a verbatim record is made. Persons with disabilities who need assistance should contact the City Clerk's office, (352) 241-7330, at least 48 hours prior to the public hearings.

Tracy Ackroyd Howe, MMC
City Clerk

Daily Commercial
September 8, 2025

11597367 09/08/2025

Memo

To: Clermont City Council Members
CC: Clermont City Manager, Deputy City Manager, City Clerk, City Attorney, and Planning & Development Director
From: Bryan L. Bain, Clermont Planning & Zoning Commission Chairperson
Date: September 03, 2025
Subject: P&Z Meeting Summary and Recap

Highlights from the September 02, 2025 Meeting

- Six members present (Colby absent)
- Item 1, Resolution 2025-023R: Recommend to approve, 6-0
- Item 2, Resolution 2025-024R: Recommend to approve, 4-2
- Item 3, Resolution 2025-026R: Tabled to 10/07/2025 meeting, 6-0
- Item 4, Ordinance 2025-032: Recommend to deny, 1-5
- P&Z Rules and Procedures: Consensus is recommend for approval

Item 1, Resolution 2025-023R, Plaza Collina Pod I Conditional Use Permit

Approve, 6-0 with two additions: reallocate the reduced drive aisle landscaping throughout the property and add a north-south crosswalk at Collina Terrace and northwest corner of parcel, both require working with staff and engineers to accomplish properly.

We did not have any public comments on this item. Commissioner conversations surrounded walkability, traffic flow, pedestrian and vehicular safety, and landscaping. The applicant agreed to work with engineers to determine feasibility of adding a crosswalk, to increase safety and walkability, as well as take the landscaping that would have been installed in the drive aisles and disperse it throughout the parcel in order to achieve a zero net loss of landscaping. The applicant agreed to both additions.

Item 2, Resolution 2025-024R, 1227 Bloxam Ave Conditional Use Permit

Approve, 4-2 with one addition: *add a landscaping buffer from the front northwest corner of the property toward Bloxam Ave to help screen the parking area in front of the house from the neighbors to the north; landscaping to mimic what exists on the south side property line with the law office next door (same property owner).*

We had one member of the public comment—the next door neighbor to the north. They were in opposition due to the zoning of the rest of the block and their concern that they were promised this type of use would not be allowed or happen when it was rezoned. They were also concerned about the effect of this on their property as well as the neighborhood/area. Commissioner conversations were extensive regarding traffic, location, noise, parking, number of ambulances and staff, use of lights and sirens, and community needs (expressed in some form by all Commissioners). Lake County indicated their intent was to house only one ambulance and two staff, but asked for two ambulances and four staff for maximum allowed purposes. They also indicated ambulance parking would be on the concrete driveway—but they would use the gravel areas for turnarounds—and that staff would park on the side gravel lot or in the back of the property. We learned that our staff did their normal notification to the surrounding area (per code), but that Lake County did not reach out to neighbors. There were also questions about the need for additional signage and markings for the roadway—similar to what’s in front of Clermont Fire Stations 1 and 2. The Resolution allows for Chief Ezell to make that determination if and when needed. A representative of the property owner proposed and agreed to the addition.

Item 3, Resolution 2025-026R, Lakehaven on Grand Conditional Use Permit

Table, 6-0 with no additional action taken.

It was discovered during the applicant presentation that they would like the ability to sell individual units as fee simple, but staff was under the impression that this was a multi-family project and presented it as such. After some discussion, it was agreed to table until the next P&Z meeting in order for us to consider the actual project the applicant is wanting to propose and develop.

Item 4, Ordinance 2025-032, Land Development Code Amendment

Deny, 1-5 with one correction: *to correct the error in the Ordinance text from the current maximum height of 30 feet to the actual code language, which is 55 feet above grade.*

After lengthy conversation and discussion, the Commissioners decided not to recommend this Ordinance for approval based on several concerns, namely: safety and security, weather factors and flag pole height, adherence to the U.S. Flag Code and

staff enforcement of it, how the public would know about a possible structural engineering report requirement without an application or permit process with the city, and no considerations for different zoning areas/parts of the city, i.e., residential neighborhoods vs. commercial or industrial areas, and possible height restrictions based on zoning and/or location to be applied. Also discussed were concerns relative to the constitutionality of creating categories of flag pole heights and permit requirements based solely on if a Flag of the United States of America was included. Commissioners also discussed that a variance process is currently available for any applicant who wants to build something outside of the current height restrictions, and it was confirmed that the Camping World property owner did not contact or apply for such a variance. Commissioners were adamant about their patriotism and respect for the U.S. Flag, but viewed this item through a more logistical and safety and security lens; Commissioners expressed a desire to see the U.S. Flag on display, but safely and securely with a process to ensure it, and location and zoning to also be a factor in the decision making process.

P&Z Rules and Procedures

Consensus is recommend for approval; no vote held.

Again, Commissioners recommend the City Council approve the Resolution. See below for the text from last month's recap memo for more details.

City Attorney Waugh presented a document, "City of Clermont Planning and Zoning Commission Rules and Procedures Exhibit A to Resolution No. _____," to Commissioners at our 07/01/2025 meeting. It is a five page document to clarify processes and procedures for Commissioners to conduct their work in preparation for an item before the Commission. The rules and procedures lay the framework for how Commissioners must report certain activities and ex parte communications in order for them to not be considered prejudicial. At the meeting, Commissioners gave consensus to Attorney Waugh to proceed with moving this Resolution forward, which would require City Council adoption in order for it to be in effect. We asked for an update at this month's meeting, at which time Attorney Waugh confirmed our consensus about moving forward (affirmative) and indicated the Resolution is slated to be on the 08/26/2025 City Council Agenda. Please refer to the 07/01/2025 meeting minutes, specifically page 8, for additional information.

AGENDA ITEM

Meeting Date	
Tuesday, September 23, 2025	
Agenda Item Name	
Resolution No. 2025-024R 1227 Bloxam Ave CUP	
Requested Action	
Recommend approval of Resolution 2025-024R.	
Staff Report	
The applicant, Lake County, is requesting to use the existing building located at 1227 Bloxam Avenue for public safety use as an EMS/ambulance station. Lake County desires to establish an EMS/ambulance location in Clermont and has been looking for a suitable location for many years. This site provides an optimal location, according to Lake County. The property consists of a single-family home that will have to undergo a change of use/life safety inspection, if approved. Lake County plans to use the site as-is and no improvements to the site are planned. The site will function as it appears below, with the existing gravel parking, and no additional landscaping is planned. A condition has been placed within the Conditional Use Permit that any damages resulting from the operation of this use on Bloxam Avenue or the City's right of way (ROW) as a result of the as-is condition will be required to be repaired by the Applicant/Owner. The total number of ambulances onsite will be limited to 2 with a maximum of 4 onsite personnel.	
	
The property is currently zoned R-3 Residential/Professional. The proposed EMS/ambulance station is not listed under Section 125-250 as a conditional use. This is due to the unique nature of the use, with the property being occupied 24 hours a day/7 days a week by personnel in conjunction with the EMS/ambulance station. Section 125-250(b) states in case of uncertainty of the classification of any use, uses may be permitted which, after consideration by the planning and zoning commission and approval by the city council, are not more obnoxious to the district than uses provided in this section.	
Staff has reviewed the CUP application in accordance with Sec. 101-212 of the Land Development Code. The project does not appear to conflict with the Comprehensive Plan. The future land use is commercial and the proposed use, municipal facilities, is identified in Objective 1.9. The location of the site is in an area that is	

transitioning from commercial to residential. The site appears to have access to the major arterial roadways to serve the community. The service provided by the EMS/ambulance station is needed within the City of Clermont and the proposed use may be desirable in this location. Conditions, such as potential off-site improvements of warning lights, adequate parking, and potential Bloxam Avenue improvements have been added to the resolution to ensure safe operations at the site. *The Planning and Zoning Commission recommended approval, 4-2, with the addition of landscaping along the northern property line forward of the existing building similar to the existing landscaping along the southern property line. This has been added to the resolution under Section 2, Item 3.* Staff recommends approval of Resolution 2025-024R.

Additional Analysis

Fiscal Impact Summary

Fiscal Impact

Fund Number and Description

Available Budget Amount

Exhibits Attached (copies of original agreements)

1.	2025-024R Bloxam Office CUP(09.10.2025)	2025-024R Bloxam Office CUP(09.10.2025).pdf
2.	Location Map	Location Map.pdf
3.	Existing Site	Existing Site.pdf
4.	Staff Analysis 1227 Bloxam UPDATED	Staff Analysis 1227 Bloxam UPDATED.pdf
5.	CUP Application	CUP Application.pdf
6.	1227 Bloxam Avenue Office CUP CC Legal AD (County App)	1227 Bloxam Avenue Office CUP CC Legal AD (County App).pdf
7.	Planning and Zoning Meetinf Recap	Planning and Zoning Meetinf Recap.pdf



CITY OF CLERMONT
RESOLUTION NO. 2025-024R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, GRANTING A CONDITIONAL USE PERMIT TO ALLOW FOR A PROFESSIONAL OFFICE USE AND EMS/AMBULANCE SERVICE IN THE R-3 RESIDENTIAL/PROFESSIONAL ZONING DISTRICT. PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission of the City of Clermont, Lake County, Florida at a meeting held September 2, 2025 recommended approval of this Conditional Use Permit to allow for an EMS/ambulance service in the R-3 Residential/Professional Zoning District; at the following location:

LOCATION:

1227 Bloxam Avenue, Clermont, FL
(Alt. Key 1618347)

WHEREAS, from the evidence presented at the public hearing and after consideration of the factors set forth in Sec. 101-212 (c) of the Land Development Code, the City Council finds, that: (1) granting the conditional use permit will not adversely affect the officially adopted comprehensive plan of the city; (2) Such use will not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity; (3) The proposed use will comply with the regulations and conditions specified in the codes for such use; and (4) The proposed use may be considered desirable at the particular location.

WHEREAS, the City Council determines that the application for a conditional use permit meets the criteria set forth in the Land Development Code and otherwise it is in the interest of the general welfare of the City of Clermont, Lake County, Florida, to grant this Conditional Use Permit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clermont, Lake County, Florida that:

This application for a Conditional Use Permit to allow for an EMS/ambulance service in the R-3 Residential/Professional Zoning District; shall be granted subject to the following conditions:

SECTION 1: GENERAL CONDITIONS

1. This Resolution shall inure to the benefit of, and shall constitute a covenant running with the land and the terms, conditions, and provisions hereof, and shall be binding upon the present owner and any successor in title or interest, and shall be subject to each condition herein set out.



CITY OF CLERMONT
RESOLUTION NO. 2025-024R

2. Upon approval of the resolution, the aforementioned property shall only be used for the purposes described herein. No further expansion of the use or additions to this project shall be permitted except as approved by another Conditional Use Permit. Any other proposed use shall be specifically authorized by an amendment and approval of the City of Clermont City Council.
3. No person, firm, corporation or entity shall erect, construct, enlarge, alter, repair, remove, improve, move, convert, or demolish any building or structure, or alter the land in any manner within the boundary of the project without first submitting necessary plans, obtaining necessary approvals, and obtaining necessary permits in accordance with the City of Clermont Land Development Regulations and those of other appropriate jurisdictional entities.
4. Prior to the issuance of any permits, the applicant shall be required to submit formal site plans for review and approval by the City of Clermont Site Review Committee. The site plans shall meet all submittal requirements and comply with the conditions of this Resolution, applicable City Codes, Regulations, Ordinances, and provide compliance with the adopted City Comprehensive Plan, as amended.
5. The Conditional Use Permit must be executed and processed by the Clermont City Clerk's office within 90 days of its date of grant by the City Council or the permit shall become null and void.
6. The Applicant shall record in the Public Records of Lake County within 90 days of its date of approval by the City Council, a short-form version of this Conditional Use Permit as provided by the City or a form acceptable to the City, to provide notice to all interested parties, the assigns, successors and heirs of the developer/applicant and all future owners of the above-referenced property that the real property described above is subject to the terms and conditions of the Conditional Use Permit.
7. The Fire Marshal shall inspect the structure for life safety requirements. All requirements must be in compliance prior to the issuance of any Certificate of Occupancy.
8. The City Building Inspector shall inspect the structure and all building code violations must be corrected prior to the issuance of any Certificate of Occupancy.
9. If any of the stated conditions are violated, the applicant understands and agrees that the City Council may revoke this Conditional Use Permit by resolution.
10. This permit shall become null and void if a Certificate of Occupancy has not been issued within 180 days from the date of issuance of this Conditional Use Permit.
11. In the event that parking at this site proves inadequate, the City reserves the right to open the Conditional Use Permit for further review and additional conditions, which may include additional parking requirements or revocation of the Conditional Use Permit.



CITY OF CLERMONT
RESOLUTION NO. 2025-024R

SECTION 2: LAND USE

1. Since the site was never fully developed for professional office use, Resolution 2020-01R is null and void and any new professional office use will require another Conditional Use Permit.
2. The property is approved for a Conditional Use Permit to allow for EMS/ambulance service within the R-3 Residential/Professional Zoning District.
3. As requested by the Applicant and with the City Council's approval, the site will be used "as-is" with additional hedge along the north property line from the northwest corner of the existing building towards Bloxam Avenue, similar in height, spacing and plant material that currently exists along the southern property line.
4. At the direction of the City's Fire Chief, off-site improvements may be warranted to ensure safe ingress/egress from the site. This may include, but is not limited to; installation of warning signs/lights and additional signage. Any required improvements shall be at the expense of the Applicant/Owner and will be the responsibility of the Applicant/Owner to maintain.
5. The maximum number of ambulances onsite shall be two (2) with no more than four (4) onsite personnel.
6. If the EMS/ambulance service ceases operation for more than 60 days, a new Conditional Use Permit shall be required for a same or similar operation.
7. If damage to Bloxam Avenue/Right-of-Way is evident and documented by the use at the site by the City's Public Works Department Director, the Applicant/Owner will be responsible for repairs and improvements to be made to Bloxam Avenue/Right-of-Way at their expense.
8. The site may also be used for any permitted use in the R-3 Residential/Professional Zoning District. All uses must adhere to the requirements of the Land Development Code.

SECTION 3: CONFLICT

All resolutions or parts of resolutions in conflict with any of the provisions of this resolution are hereby repealed.

SECTION 4: SEVERABILITY

If any portion of this resolution is declared invalid, the invalidated portion shall be severed from the remainder of the resolution, and the remainder of the resolution shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the resolution as a whole.



CITY OF CLERMONT
RESOLUTION NO. 2025-024R

SECTION 5: ADMINISTRATIVE CORRECTION

This resolution may be re-numbered or re-lettered, and/or corrected for typographical and/or scrivener's errors which do not affect the intent of said resolution, as authorized by the city manager or designee, without need of public hearing, by filing a corrected copy of same with the city clerk.

SECTION 6: PUBLICATION AND AN EFFECTIVE DATE

This Resolution shall take effect immediately upon its adoption.



CITY OF CLERMONT
RESOLUTION NO. 2025-024R

DONE AND RESOLVED by the City Council of the City of Clermont, Lake County, Florida, this 23rd day of September 2025.

CITY OF CLERMONT

Tim Murry, Mayor

ATTEST:

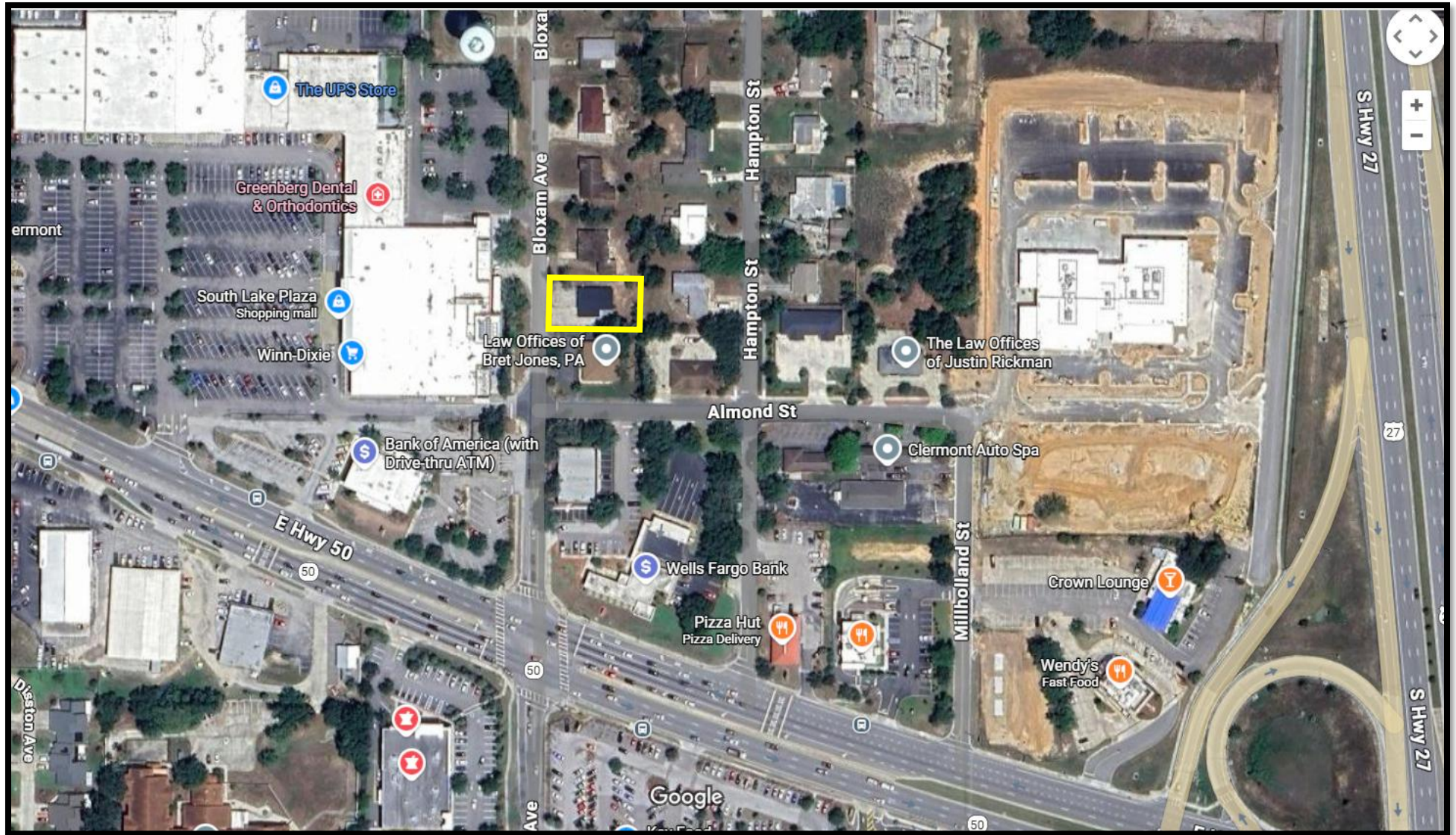
Tracy Ackroyd Howe, MMC
City Clerk

Approved as to form and legality:

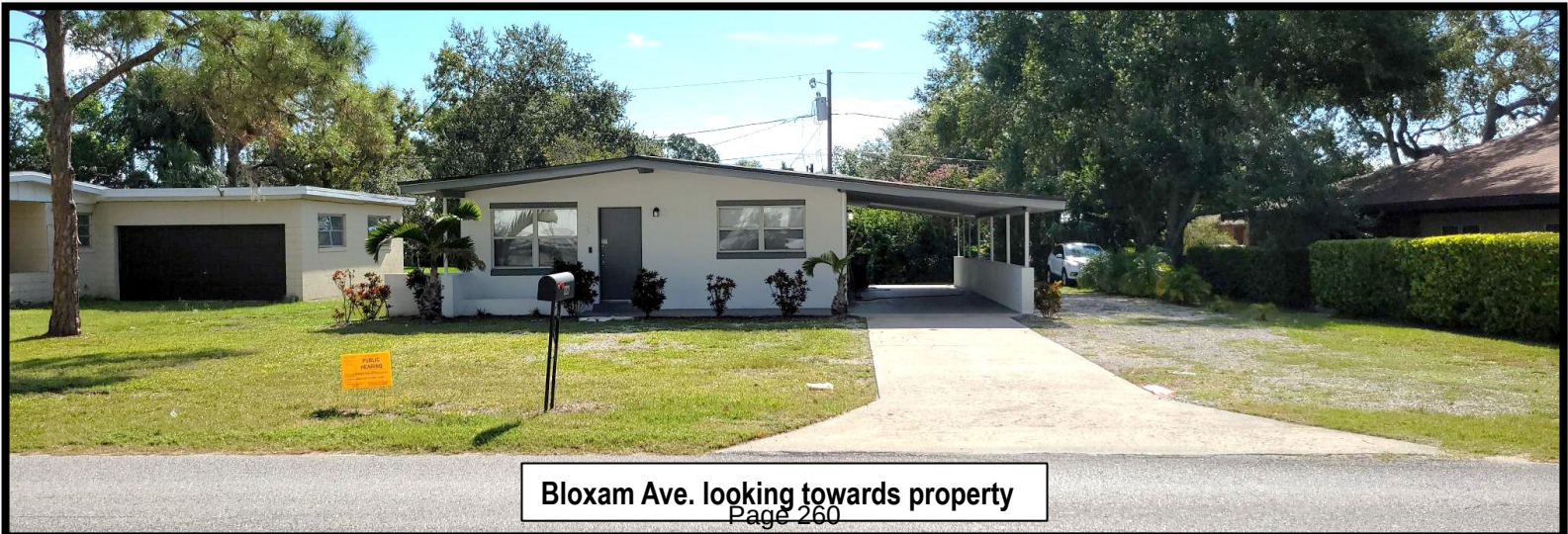
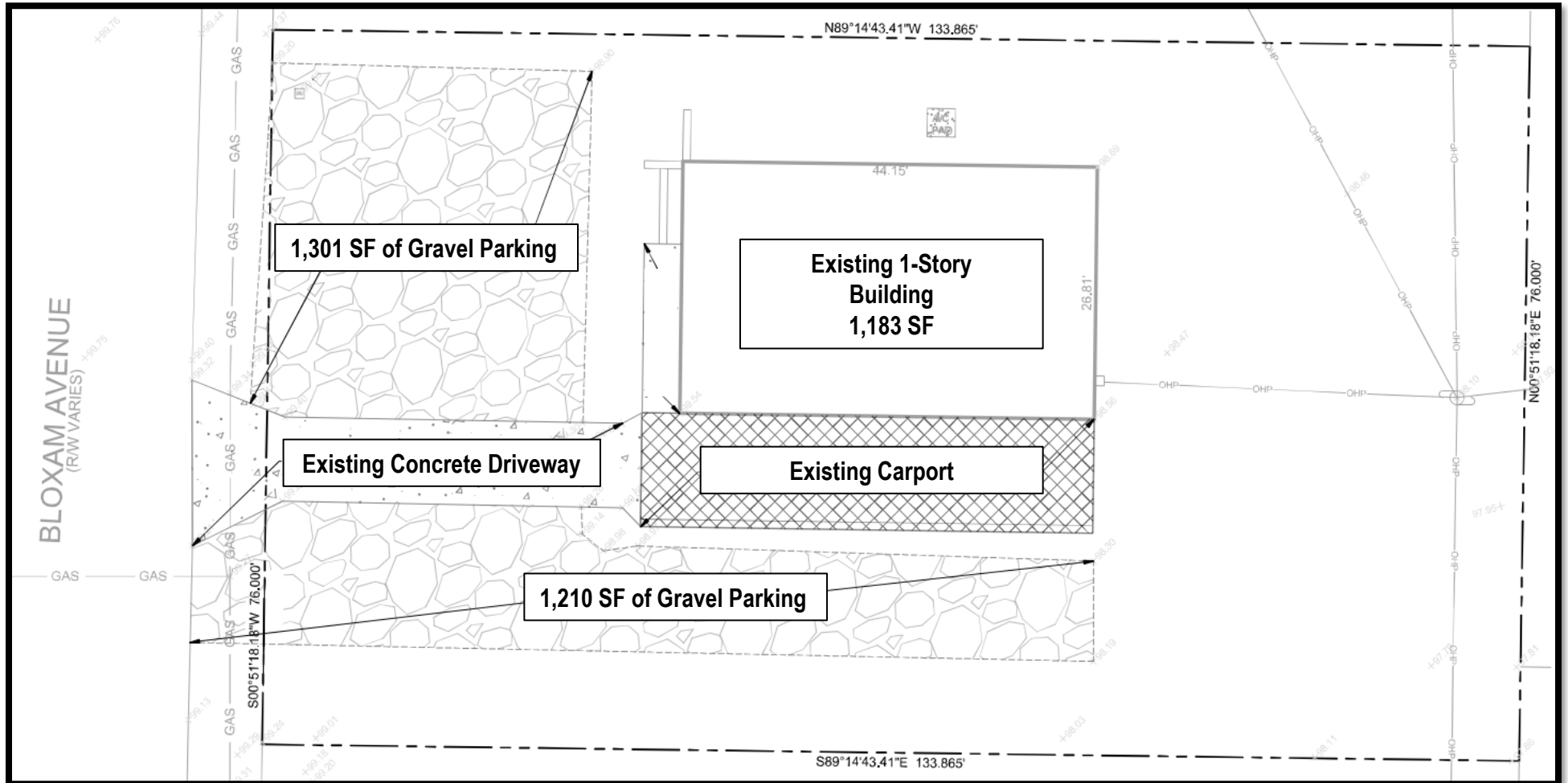
Christian W. Waugh, City Attorney



1227 Bloxam Ave. – CUP for Ambulance/EMS station



1227 Bloxam Ave. – CUP for EMS/ Ambulance Station – Existing Site





CITY OF CLERMONT

Staff Analysis Report

OWNER: 1227 Bloxam LLC

APPLICANT: Lake County, a political subdivision of the State of Florida

PROJECT NAME: Clermont/Lake EMS Ambulance Station

REQUESTED ACTION: Consider a request for a conditional use permit (CUP) to allow the location to be used for a EMS/ambulance station.

SIZE OF PARCEL: 10,125 Square feet (75 feet by 135 feet)

LOCATION: 1227 Bloxam Avenue

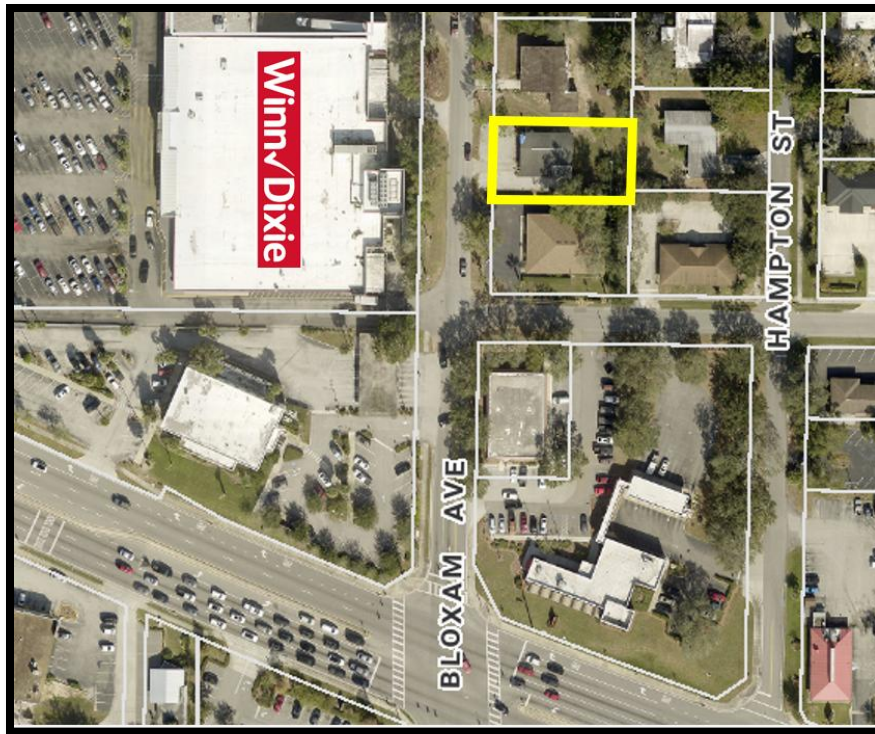
EXISTING ZONING: R-3 Residential/Professional District

FUTURE LAND USE: Commercial

EXISTING USE: 1,183 SF Single-family residence

Adjacent Property Land Use Table

<u>Direction</u>	<u>Future Land Use</u>	<u>Zoning</u>	<u>Existing Use</u>	<u>Comments</u>
North	Medium Density Residential	R-2 Medium Density Residential	Single Family Residential	
South	Commercial	R-3 Residential/Professional	Professional Office	Law Offices of Bret Jones, P.A.
East	Medium Density Residential	R-2 Medium Density Residential	Single Family Residential	
West	Commercial	C-2 General Commercial	Shopping Plaza	Winn Dixie



STAFF ANALYSIS:

The applicant, Lake County, is requesting to use the existing building located at 1227 Bloxam Avenue for public safety use as an EMS/ambulance station. The closest ambulance station is located in Minneola. A conditional use permit, Resolution 2020-01R, was issued by the City Council for professional office use in 2020. There is no evidence that the existing building was converted from a single-family home into a professional office through a change of use permit and a certificate of occupancy. In addition, the site has not been updated for the proposed office use, as approved under SITE2102-0001. Therefore, Resolution 2020-01R and the approved site plan, SITE2102-0001, are null and void. Lake County desires to establish an EMS/ ambulance location in Clermont and has been looking for a suitable location for many years. This site provides an optimal location, according to Lake County.

The property is currently zoned R-3 Residential/Professional. The proposed EMS/ambulance station is not listed under Section 125-250 as a conditional use. This is due to the unique nature of the use with the property being occupied 24 hours a day/7 days a week with personnel in conjunction with the EMS/ambulance station. Section 125-250(b) states in case of uncertainty of the classification of any use, uses may be permitted which, after consideration by the planning and zoning commission and approval by the city council, are not more obnoxious to the district than uses provided in this section.

The applicant indicated that the site would be used as-is and no changes are needed. From a staff's perspective, some changes may be warranted since this would be a change of Occupancy from a single-family use to a Lodging or Rooming House as defined in the Florida Fire Prevention Code. These changes would be addressed during the change of

occupancy/life safety inspection with the City's Fire Department. In addition, warning lights may be needed in the area along with the installation of a traffic controller (Opticom) at Bloxam Avenue and SR 50, based upon the final review of the Fire Department.

The existing site currently has gravel on the front portion and one side of the site. Lake County plans to use the site as-is and no improvements to the site are planned. The site will function as it appears below and no additional landscaping is planned as well. A condition has been placed within the Conditional Use Permit that any damages resulting from the operation of this use on Bloxam Avenue or the City's ROW as a result of the as-is condition will be required to be repaired by the Applicant/Owner. The total number of ambulances onsite will be limited to 2 with a maximum of 4 onsite personnel.



STAFF RECOMMENDATION:

Staff has reviewed the CUP application in accordance with Sec. 101-212 of the Land Development Code. The project does not appear to conflict with the Comprehensive Plan. The future land use is Commercial and the proposed use, municipal facilities, is identified in Objective 1.9. The location of the site is in an area that is transiting from commercial to residential. The site appears to have access to the major arterial roadways to serve the community. The service provided by the EMS/ambulance station is needed within the City of Clermont and the proposed use may be desirable in this location. Conditions, such as potential off-site improvements of warning lights, adequate parking, and potential Bloxam Avenue improvements have been added to the resolution to ensure safe operations at the site. Staff recommends approval of Resolution 2025-024R.



CITY OF CLERMONT

CONDITIONAL USE PERMIT

APPLICATION

Date 7/1/2025		FEE: \$845 + cost of advertisement + cost of traffic review (if necessary)	
Project Name (if applicable) Clermont/Lake EMS Ambulance Station			
Applicant Lake County, a political subdivision of the State of Florida			
Contact Person Michelle Wilkinson as Property Manager for Lake County			
Address P.O. Box 7800		City Tavares	State FL
		Zip 32778	
Telephone 352-343-9787			
Email michelle.wilkinson@lakecountyfl.gov; john.simpson@lakecountyfl.gov			
PROPERTY OWNER INFORMATION ☐ (Check box if owner information is same as applicant)			
Property Owner Name 1227 Bloxam LLC			
Owner Address 700 Almond Street		City Clermont	State FL
		Zip 34711	
Telephone 352-394-4025		Email bjones@bretjonespa.com	
PROPERTY INFORMATION			
Address of Subject Property 1227 Bloxam Avenue		Alternate Key 1618347	Zip 34711
		FL	
General Location The property is located on Bloxam Avenue, two properties from the intersection of Almond Street.			
Legal Description & Alternate Key (include copy of survey) Clermont, Clermont Heights S 1/2 of Lot 250, N 1/2 of Lot 251, N 10 FT of S 1/2 of Lot 251, PB 4, Pg 1			
Land Use (City verification required) R-3 Residential/Professional Zoning District			
Zoning (City verification required) R-3 Residential/Professional Zoning District			



CITY OF CLERMONT
**CONDITIONAL USE PERMIT
APPLICATION**

Detailed Description of request (What are you proposing to do, and why is it appropriate for this location?) Attach additional page if necessary.

The property currently has a CUP under Resolution 2020-01R to allow for a professional office use in the R-3 Residential/Professional Zoning District.

Lake County is requesting to use this location for a public safety use/EMS Station. Lake County/ Clermont is in dire need of an ambulance station in this area to service citizen ambulance needs. The closest ambulance station is located in Minneola and this ambulance station would provide a crucial need for Clermont and the surrounding areas.

The property would be used as-is and no changes or modifications are needed.

Lake County has been looking for an ambulance station location for many years and this location provides an optimal location. Lake County is requesting approval to use this location for a public safety use as described in this application.

Michelle Wilkinson, as Property Manager for Lake County

Applicant Name (print)

Bret Jones

Owner Name (print)

Michelle Wilkinson

Applicant Name (signature)

Bret Jones

Owner Name (signature)

*****NOTICE*****

IF THIS APPLICATION IS SUBMITTED INCOMPLETE OR INACCURATE, IT WILL BE SUBJECT TO A DELAY ON PROCESSING AND WILL NOT BE SCHEDULED UNTIL CORRECTIONS ARE MADE.

City of Clermont
Development Services Department
685 W. Montrose St.
P.O. Box 120219
Clermont, FL 34712-0219
(352) 394-4083 Fax: (352) 394 3542
Planning@clermontfl.org

02/08/2024

Order Confirmation

Not an Invoice

Account Number:	526733
Customer Name:	City Of Clermont-Legals
Customer Address:	City of Clermont - LEGALS Po Box 120219 Clermont FL 34712-0219
Contact Name:	Nicole Wisniewski
Contact Phone:	352.241.7334
Contact Email:	nwisniewski@clermontfl.org
PO Number:	

Date:	08/26/2025
Order Number:	11612922
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	49.0000
Height in Inches:	4.0600

Print

Product	#Insertions	Start - End	Category
LEE Daily Commercial	1	09/08/2025 - 09/08/2025	Govt Public Notices
LEE dailycommercial.com	1	09/08/2025 - 09/08/2025	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$79.42
Tax Amount	\$0.00
Service Fee 3.99%	\$3.17
Cash/Check/ACH Discount	-\$3.17
Payment Amount by Cash/Check/ACH	\$79.42
Payment Amount by Credit Card	\$82.59

Order Confirmation Amount	\$79.42
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Ad Preview

LEGAL NOTICE

On Tuesday, September 23, 2025 at 3:00 PM the Clermont City Council will consider a request for a Conditional Use Permit to allow a professional office use and EMS/Ambulance service in the R-3 Residential/Professional Zoning District, at the following location:

LOCATION

1227 Bloxam Avenue, Clermont, FL
(AK 1618347)

All public meetings will be held in the Clermont City Hall, 1st floor Council Chambers located at 685 W. Montrose Street, Clermont, FL 34711.

This application is available for public inspection in the Development Services Department, Monday through Friday between the hours of 8:00 AM and 5:00 PM.

All interested parties will be given an opportunity to express their views on this matter.

Please be advised that, under State law, if you should decide to appeal a decision made with respect to this matter, you will need a record of the proceedings, and may need to ensure that a verbatim record is made. Persons with disabilities who need assistance should contact the City Clerk's office, (352) 241-7330, at least 48 hours prior to the public hearings.

Tracy Ackroyd Howe, MMC
City Clerk

Daily Commercial
September 8, 2025
L 11612922 9/8/25

Memo

To: Clermont City Council Members
CC: Clermont City Manager, Deputy City Manager, City Clerk, City Attorney,
and Planning & Development Director
From: Bryan L. Bain, Clermont Planning & Zoning Commission Chairperson
Date: September 03, 2025
Subject: P&Z Meeting Summary and Recap

Highlights from the September 02, 2025 Meeting

- Six members present (Colby absent)
- Item 1, Resolution 2025-023R: Recommend to approve, 6-0
- Item 2, Resolution 2025-024R: Recommend to approve, 4-2
- Item 3, Resolution 2025-026R: Tabled to 10/07/2025 meeting, 6-0
- Item 4, Ordinance 2025-032: Recommend to deny, 1-5
- P&Z Rules and Procedures: Consensus is recommend for approval

Item 1, Resolution 2025-023R, Plaza Collina Pod I Conditional Use Permit

Approve, 6-0 with two additions: reallocate the reduced drive aisle landscaping throughout the property and add a north-south crosswalk at Collina Terrace and northwest corner of parcel, both require working with staff and engineers to accomplish properly.

We did not have any public comments on this item. Commissioner conversations surrounded walkability, traffic flow, pedestrian and vehicular safety, and landscaping. The applicant agreed to work with engineers to determine feasibility of adding a crosswalk, to increase safety and walkability, as well as take the landscaping that would have been installed in the drive aisles and disperse it throughout the parcel in order to achieve a zero net loss of landscaping. The applicant agreed to both additions.

Item 2, Resolution 2025-024R, 1227 Bloxam Ave Conditional Use Permit

Approve, 4-2 with one addition: *add a landscaping buffer from the front northwest corner of the property toward Bloxam Ave to help screen the parking area in front of the house from the neighbors to the north; landscaping to mimic what exists on the south side property line with the law office next door (same property owner).*

We had one member of the public comment—the next door neighbor to the north. They were in opposition due to the zoning of the rest of the block and their concern that they were promised this type of use would not be allowed or happen when it was rezoned. They were also concerned about the effect of this on their property as well as the neighborhood/area. Commissioner conversations were extensive regarding traffic, location, noise, parking, number of ambulances and staff, use of lights and sirens, and community needs (expressed in some form by all Commissioners). Lake County indicated their intent was to house only one ambulance and two staff, but asked for two ambulances and four staff for maximum allowed purposes. They also indicated ambulance parking would be on the concrete driveway—but they would use the gravel areas for turnarounds—and that staff would park on the side gravel lot or in the back of the property. We learned that our staff did their normal notification to the surrounding area (per code), but that Lake County did not reach out to neighbors. There were also questions about the need for additional signage and markings for the roadway—similar to what’s in front of Clermont Fire Stations 1 and 2. The Resolution allows for Chief Ezell to make that determination if and when needed. A representative of the property owner proposed and agreed to the addition.

Item 3, Resolution 2025-026R, Lakehaven on Grand Conditional Use Permit

Table, 6-0 with no additional action taken.

It was discovered during the applicant presentation that they would like the ability to sell individual units as fee simple, but staff was under the impression that this was a multi-family project and presented it as such. After some discussion, it was agreed to table until the next P&Z meeting in order for us to consider the actual project the applicant is wanting to propose and develop.

Item 4, Ordinance 2025-032, Land Development Code Amendment

Deny, 1-5 with one correction: *to correct the error in the Ordinance text from the current maximum height of 30 feet to the actual code language, which is 55 feet above grade.*

After lengthy conversation and discussion, the Commissioners decided not to recommend this Ordinance for approval based on several concerns, namely: safety and security, weather factors and flag pole height, adherence to the U.S. Flag Code and

staff enforcement of it, how the public would know about a possible structural engineering report requirement without an application or permit process with the city, and no considerations for different zoning areas/parts of the city, i.e., residential neighborhoods vs. commercial or industrial areas, and possible height restrictions based on zoning and/or location to be applied. Also discussed were concerns relative to the constitutionality of creating categories of flag pole heights and permit requirements based solely on if a Flag of the United States of America was included. Commissioners also discussed that a variance process is currently available for any applicant who wants to build something outside of the current height restrictions, and it was confirmed that the Camping World property owner did not contact or apply for such a variance. Commissioners were adamant about their patriotism and respect for the U.S. Flag, but viewed this item through a more logistical and safety and security lens; Commissioners expressed a desire to see the U.S. Flag on display, but safely and securely with a process to ensure it, and location and zoning to also be a factor in the decision making process.

P&Z Rules and Procedures

Consensus is recommend for approval; no vote held.

Again, Commissioners recommend the City Council approve the Resolution. See below for the text from last month's recap memo for more details.

City Attorney Waugh presented a document, "City of Clermont Planning and Zoning Commission Rules and Procedures Exhibit A to Resolution No. _____," to Commissioners at our 07/01/2025 meeting. It is a five page document to clarify processes and procedures for Commissioners to conduct their work in preparation for an item before the Commission. The rules and procedures lay the framework for how Commissioners must report certain activities and ex parte communications in order for them to not be considered prejudicial. At the meeting, Commissioners gave consensus to Attorney Waugh to proceed with moving this Resolution forward, which would require City Council adoption in order for it to be in effect. We asked for an update at this month's meeting, at which time Attorney Waugh confirmed our consensus about moving forward (affirmative) and indicated the Resolution is slated to be on the 08/26/2025 City Council Agenda. Please refer to the 07/01/2025 meeting minutes, specifically page 8, for additional information.

AGENDA ITEM

Meeting Date	
Tuesday, September 23, 2025	
Agenda Item Name	
Variance Request 693 Skyridge Road	
Requested Action	
Recommend denial of the variance requests.	
Staff Report	
The applicant, Peter Lumsden, is requesting two variances to the Land Development Code on his property located at 693 Skyridge Road as a result of a pending code enforcement case for installed pavers. The property is located within the R-1 Single-Family Medium Density Residential Zoning District. The first variance request is to allow for a side yard setback to be less than the minimum seven and a half (7.5) foot requirement. The variance request would allow an existing paver driveway expansion to encroach into the side yard setback at zero (0) feet from the southwest property line. The second variance request is to allow for an increase to the Impervious Surface Ratio on the subject parcel to be over the fifty-five (55) percent maximum. The existing paver driveway and parking area would put the parcel at an estimate of 62% for the Impervious Surface Ratio. The paver driveway expansion had initially received a zoning clearance to increase the driveway width to approximately twenty-seven and a half (27.5) feet, which was the maximum allowed under the ISR. Additional pavers outside this area were placed on the property without a permit or zoning clearance.  The applicant has indicated the initial permit to expand the existing driveway did not provide an adequate amount of parking for their family. The variance request would help the applicant ensure property protection and public safety due to being able to park their vehicles within their property lines and out of the Right-of-Way. The variance request would also allow the applicant to apply for a revision to the initial permit to bring the property back into compliance. Upon review of the applicant's request, staff is not able to support the reduction to the side setback of zero (0) feet. Land Development Code Section 125-520 states Driveways must maintain at least a five (5) foot setback from the	

side lot line; however, the subject parcel has a recorded seven and a half (7.5) foot drainage and Utility Easement on all side and rear property lines. Thus, the driveway expansion may negatively impact the abutting property due to stormwater runoff.

STAFF RECOMMENDATION:

Section 101-246 of the Land Development Code requires a positive finding on the review criteria in order to grant a variance. Staff has reviewed the application as submitted and finds the application does not meet a positive finding on three of the five criteria. Therefore, staff recommends denial of the variance request.

Additional Analysis

Fiscal Impact Summary

Fiscal Impact

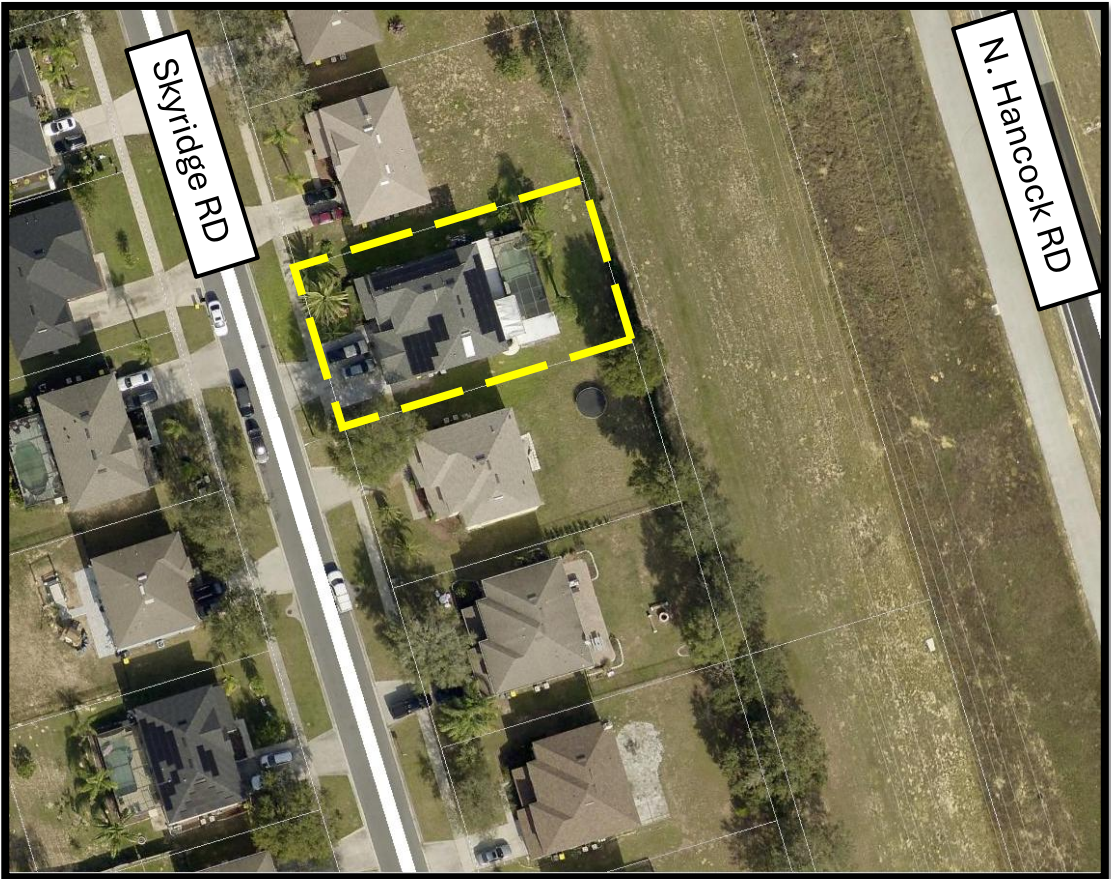
**Fund Number and
Description**

Available Budget Amount

Exhibits Attached (copies of original agreements)

1.	Location Map	Location Map.pdf
2.	Updated Site Plan	Updated Site Plan.pdf
3.	New 101-246 Review Criteria-693 Skyridge Rd. VAR	New 101-246 Review Criteria-693 Skyridge Rd. VAR.pdf
4.	Staff Analysis 693 Skyridge Rd Paver VAR	Staff Analysis 693 Skyridge Rd Paver VAR.pdf
5.	Application	Application.pdf
6.	693 Skyridge Rd. Variance - Legal AD	693 Skyridge Rd. Variance - Legal AD.pdf

693 Skyridge Rd.



693 Skyridge Rd. – Side Yard Setback and ISR Variance

The requirements for a variance are as follows:

“Sec. 101-246, Review Criteria and Finding. When reviewing an application for a variance, the City Council shall not vary the requirements of the land development code unless it makes a positive finding, based on substantial competent evidence, on each of the following:”

FINDINGS:

- (1) Granting the variance will not cause or allow interference with the reasonable enjoyment of adjacent or nearby property owners or negatively impact the standard of living of the citizens of the city;
Applicant response: No, it would not. Granting the variance will be a positive and a huge help for parking and vehicle safety.

Staff comments: The variance request to allow encroachment into the required 7.5-foot side yard setback may interfere with the adjacent parcel to the south of the subject parcel. Per PB 50 PG 39 all lots are subject to a 7.5-foot Drainage and Utility Easement along all side & rear lot lines.

Negative finding

- (2) The variance will allow reasonable use of the property; which use is not out of character with other properties in the same zoning category;
Applicant response: Yes, granting the variance will allow us to maximize the use of the front area to comfortably park and secure our vehicles without worrying that they may be damaged by vehicles speeding up and down the street on skybridge.

Staff comments: The variance request is not consistent with other properties in the Single-Family Medium Density Residential District (R-1) zoning district. The proposed driveway expansion is over the maximum Impervious Surface Coverage, estimating about 62% ISR total.

Negative finding

- (3) In the context presented, strict compliance with the land development regulation will not further any legitimate city objective, or the benefits that would be achieved under the other variance criteria by the granting of the variance outweigh the benefits under this criteria if the variance was denied;
Applicant response: Granting this variance will allow reasonable use of our property and does not negatively impact surrounding properties. Our neighbors are grateful for a little more street space and have complimented us on the look of the yard with the brick pavers and said it greatly enhanced the look of the home.

Staff comments: The requested variances to the land development code will not further any legitimate city objective and will provide less parking within the right-of-way.

Positive finding

- (4) The granting of the variance is consistent with the city's comprehensive plan;
Applicant response: Would allow for a less congested street. We could safely park in our driveway and allow delivery trucks like Amazon, Postal, and UPS room to safely drive, park and make their deliveries without squeezing through parked vehicles.

Staff comments: The variance requests are consistent with the comprehensive plan goals, objectives and policies for residential land use.

Positive finding

- (5) The variance requested is the minimum variance that will make reasonable use of the land, building, or structure of the benefits that would be achieved under the other variance criteria by granting of the variance outweigh the benefits under this criteria if the variance was denied;

Applicant response: If the variance is denied, this will cause extreme hardship for parking. We are presently getting tickets for overlapping and parking on the street is unsafe on Skyridge Road. With delivery trucks and speeding vehicles up and down all day long. We've had damage to our vehicles and also neighbor's vehicles, which is an added cost and potential increase in auto insurance costs.

Staff comments: The requested variances are more than the minimum to allow reasonable use of the subject parcel due to the request being over the maximum Impervious Surface Coverage for the Single-Family Medium Density Residential District (R-1) zoning district.

Negative finding

STAFF RECOMMENDATION: Section 101-246 of the Land Development Code requires a positive finding on the Review Criteria and Findings in order to grant a variance, staff has reviewed the application as presented and finds the application cannot meet a positive finding on three of the five criteria. Therefore, staff recommends **denial** of the variance request to the Land Development Code.



CITY OF CLERMONT Staff Analysis Report

OWNER: Peter and Susan Lumsden

APPLICANT: Peter Lumsden

PROJECT NAME: 693 Skyridge Rd Variance

REQUESTED ACTION: Consider variance requests to allow for a side yard setback from 7.5 feet to 0 feet and an increase to the maximum Impervious Surface Coverage for an existing paver driveway.

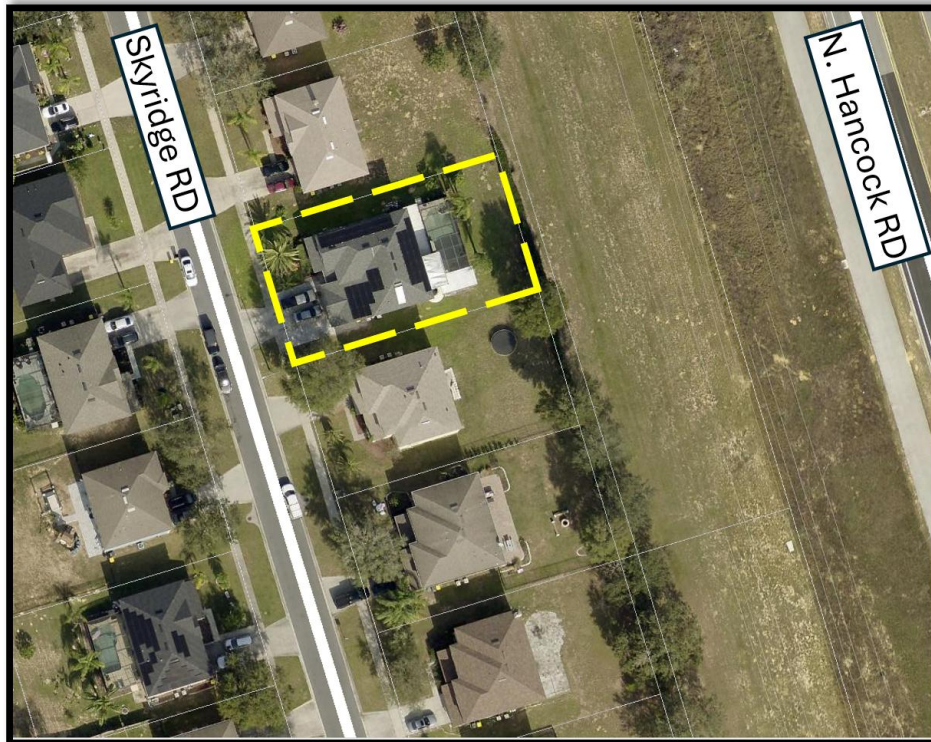
SIZE OF PARCEL: 10,145.25 sqft (75' by 135.27')

LOCATION: 693 Skyridge Rd. – Skyridge Valley Phase III Subdivision

EXISTING ZONING: Single-Family Medium Density Residential District (R-1)

EXISTING LAND USE: Single-Family Residence

FUTURE LAND USE CATEGORY: Low Density Residential



ANALYSIS:

The applicant, Peter Lumsden, is requesting two variances to the Land Development Code on his property located at 693 Skyridge Road as a result of a pending code enforcement case for installed pavers. The property is located within the R-1 Single-Family Medium Density Residential Zoning District.

The first variance request is to allow for a side yard setback to be less than the minimum seven and a half (7.5) foot requirement. The variance request would allow an existing paver driveway expansion to encroach into the side yard setback at zero (0) feet from the southwest property line. The second variance request is to allow for an increase to the Impervious Surface Ratio on the subject parcel to be over the fifty-five (55) percent maximum.

The existing paver driveway and parking area would put the parcel at an estimate of 62% for the Impervious Surface Ratio. The paver driveway expansion had initially received a zoning clearance to increase the driveway width to approximately twenty-seven and a half (27.5) feet, which was the maximum allowed under the ISR. Additional pavers outside of this area were placed on the property without a permit or zoning clearance.



The applicant has indicated the initial permit to expand the existing driveway did not provide an adequate amount of parking for their family. The variance request would help the applicant ensure property protection and public safety due to being able to park their vehicles within their property lines and out of the Right-of-Way. The variance request would also allow the applicant to apply for a revision to the initial permit to bring the property back into compliance.

Upon review of the applicant's request, staff is not able to support the reduction to the side setback of zero (0) feet. Land Development Codes Section 125-520 states Driveways must maintain at least a five (5) foot setback from the side lot line; however, the subject parcel has a recorded seven and a half (7.5) foot Drainage and Utility

Easement on all side and rear property lines. Thus, the driveway expansion may negatively impact the abutting property due to stormwater runoff.

STAFF RECOMMENDATION:

Section 101-246 of the Land Development Code requires a positive finding on the review criteria in order to grant a variance. Staff has reviewed the application as submitted and finds the application does not meet a positive finding on three of the five criteria. Therefore, staff recommends denial of the variance request.



CITY OF CLERMONT
VARIANCE
APPLICATION



DATE <u>8/11/2025</u>		FEE:	
Project Name (if applicable) <u>BRICK PAVERS</u>			
Applicant <u>PETER LUMSDEN</u>			
Contact Person <u>PETER LUMSDEN</u>			
Address <u>693 SKYRIDGE RD</u>		City <u>CLERMONT</u>	State <u>FL</u> Zip <u>34711</u>
Telephone <u>407-467-6149</u>		Fax	
Email <u>PETER.LUMSDEN@CHARTER.COM</u>			
OWNER INFORMATION ☐ (Check box if information is same as Applicant)			
Owner's Name <u>PETER & SUSAN LUMSDEN</u>			
Owner Address <u>693 SKYRIDGE RD</u>		City <u>CLERMONT</u>	State <u>FL</u> Zip <u>34711</u>
Telephone <u>407-467-6149</u>		Email <u>PETER.LUMSDEN@CHARTER.COM</u>	
PROPERTY INFORMATION			
Address of Subject Property <u>693 SKYRIDGE RD</u>		City <u>CLERMONT</u>	State <u>FL</u> Zip <u>34711</u>
General Location <u>FRONT AND SIDE "RIGHT SIDE"</u>			
Legal Description & Alternate Key (include copy of survey) <u>3819980</u>			
Land Use (City verification required)			
Zoning (City verification required) <u>R-1</u>			



CITY OF CLERMONT VARIANCE APPLICATION

Answers to the following questions are required to complete this application.

City Zoning Ordinance (Land Development Code Section) from which you are requesting relief:

What are you proposing to do that would require a variance and why?

How does the Code create a hardship?

The following justifications must be completed for any variance requested:

Variance requested – subject and code section:

Sec. 86-174. Review criteria and findings.

When reviewing an application for a variance, the City Council shall not vary the requirements of any provision of this land development code unless it makes a positive finding, based on substantial competent evidence, on each of the following:

- (1) Granting the variance will not cause or allow interference with the reasonable enjoyment of adjacent or nearby property owners or negatively impact the standard of living of the citizens of the city;
- (2) The variance will allow a reasonable use of the property, which use is not out of character with other properties in the same zoning category;
- (3) In the context presented, strict compliance with the land development regulation will not further any legitimate city objective, or the benefits that would be achieved under the other variance criteria by the granting of the variance outweigh the benefits under this criteria if the variance were denied;



CITY OF CLERMONT
VARIANCE
APPLICATION

(4) The granting of the variance is consistent with the city's comprehensive plan; and

(5) The variance requested is the minimum variance that will make reasonable use of the land, building, or structure or the benefits that would be achieved under the other variance criteria by the granting of the variance outweigh the benefits under this criteria if the variance was denied.

PETER LUMSDEN
Applicant Name (print)

x 
Applicant Name (signature)

PETER LUMSDEN
Owner Name (print)

x 
Owner Name (signature)

NOTICE

IF THIS APPLICATION IS SUBMITTED INCOMPLETE OR INACCURATE, IT WILL BE SUBJECT TO A DELAY IN PROCESSING AND WILL NOT BE SCHEDULED UNTIL SUCH CORRECTIONS ARE MADE. APPLICATION FOR VARIANCE DOES NOT GUARANTEE APPROVAL. THE APPLICANT MUST BE PRESENT AT ANY MEETINGS TO JUSTIFY AND SUPPORT THE REQUEST.

City of Clermont
Development Services Department
685 W. Montrose St.
P.O. Box 120219
Clermont, FL 34712-0219
(352) 394-4083 Fax: (352) 394 3542



CITY OF CLERMONT VARIANCE APPLICATION

Answers to the following questions are required to complete this application.

City Zoning Ordinance (Land Development Code Section) from which you are requesting relief:

We are requesting a variance relief / approval for 693 Skyridge Road, Clermont, FL 34711 please.

What are you proposing to do that would require a variance and why?

Approval of a driveway extension to allow us to park our vehicles without overlapping on the driveway which is a city violation.

How does the Code create a hardship?

It would be a hardship if we do not have adequate spaces to park and have to park on the street which is unsafe due to the constant traffic on our street. City fines. The following justifications must be completed for any variance requested:

Variance requested – subject and code section:

Sec. 86-174. Review criteria and findings.

When reviewing an application for a variance, the City Council shall not vary the requirements of any provision of this land development code unless it makes a positive finding, based on substantial competent evidence, on each of the following:

- (1) Granting the variance will not cause or allow interference with the reasonable enjoyment of adjacent or nearby property owners or negatively impact the standard of living of the citizens of the city;

No, it would not. Granting the variance will be a positive and a huge help for parking and vehicle safety.

- (2) The variance will allow a reasonable use of the property, which use is not out of character with other properties in the same zoning category;

Yes, granting the variance will allow us to maximize the use of the front area to comfortably park and secure our vehicles without worrying that they may be damaged by vehicles speeding up & down the street on Skyridge.

- (3) In the context presented, strict compliance with the land development regulation will not further any legitimate city objective, or the benefits that would be achieved under the other variance criteria by the granting of the variance outweigh the benefits under this criteria if the variance were denied;

Granting this variance will allow reasonable use of our property and does not negatively impact surrounding properties. Our neighbors are grateful for a little more street space and have complimented us on the look of the yard with the brick pavers and said it greatly enhanced the look of the home.



CITY OF CLERMONT
VARIANCE
APPLICATION

(4) The granting of the variance is consistent with the city's comprehensive plan; and *would allow for a less congested street. We could safely park in our driveway and allow delivery trucks like Amazon, Postal, UPS room to safely deliver, park and make their deliveries without squeezing through parked vehicles.*

(5) The variance requested is the minimum variance that will make reasonable use of the land, building, or structure or the benefits that would be achieved under the other variance criteria by the granting of the variance outweigh the benefits under this criteria if the variance was denied.

If the variance is denied, this will cause extreme hardship for parking. We are presently getting tickets for overlapping and parking on the street is unsafe on Skeridge Road, with delivery trucks and speeding vehicles up and down all day long. We've had damage to our vehicles and also neighbors.

PETER LUMSDEN
Applicant Name (print)

vehicles which is an added cost and potential increase in auto insurance cost.

[Signature]
x
Applicant Name (signature)

PETER LUMSDEN
Owner Name (print)

[Signature]
x
Owner Name (signature)

Please help!

NOTICE

IF THIS APPLICATION IS SUBMITTED INCOMPLETE OR INACCURATE, IT WILL BE SUBJECT TO A DELAY IN PROCESSING AND WILL NOT BE SCHEDULED UNTIL SUCH CORRECTIONS ARE MADE. APPLICATION FOR VARIANCE DOES NOT GUARANTEE APPROVAL. THE APPLICANT MUST BE PRESENT AT ANY MEETINGS TO JUSTIFY AND SUPPORT THE REQUEST.

City of Clermont
Development Services Department
685 W. Montrose St.
P.O. Box 120219
Clermont, FL 34712-0219
(352) 394-4083 Fax: (352) 394 3542

JUSTIFICATION FOR YARD PAVERS

Peter and Susan Lumsden @ 693 Skyridge Rd, Clermont, FL 34711

Skyridge Valley offered homes for large families ranging from 3 to 7 bedrooms when we moved into the Skyridge community, and this was one of the reasons we selected this community for our growing family a little more than 20 years ago and agreed this would be our forever home.

As families grew and our kids and our neighbors' kids started getting their driver's license, it seems like each home around us had multiple cars. We had 7 vehicles, our neighbor across the street had 9 vehicles, including his work truck and neighbors on our right and left side also had about 4 to 5 vehicles each and that was the normal along our street.

We were extremely surprised when we started getting tickets on our vehicles and a few times, knocks on our doors from overlapping on the driveway from the Clermont Police. Our neighbor was occupying their entire driveway, and all the street space on both sides of the street trying to accommodate their 9 vehicles and work vehicles and street space started to become a major issue since it was a first come, first served basis. We had to start parking lower down the street with our vehicles out of site which was a safety hazard. We had the mirror knocked off our son's cars and my husband's truck were also hit by one of the neighbors who luckily owned up to it and agreed to fix the damage. Not to mention numerous other close calls with our vehicles almost getting hit and complaints from the neighbors that there was way too much street parking causing congestion.

We then started getting warnings from the Homeowners Association, Leland Management about adhering to the parking rules and regulations. At this point of frustration, we called the Homeowners Association and was encouraged to attend the next meeting which we did virtually because this was during COVID. We were told to either extend of driveway or park on the lawn. Some neighbors started parking on their grass which started to become a real eyesore. We opt to take a loan to extend our driveway since we knew this would be an ongoing issue in our forever home and for the safety of our vehicles which we have car

payments on and to stay true to the auto insurance question "Are your vehicles stored in a safe place"

We initially extended the driveway but the parking was still inadequate and on one side of our driveway, our neighbor has a huge tree and the branches are towering over our driveway (we recently paid to have the branches removed) as a preventative measure to prevent those huge branches from falling on our vehicles with the high winds we experience on an ongoing basis, especially during the hurricane season that could potentially cause severe damage to our roof and vehicles.

We paid a high price in the name of safety 1st to proactively extend the other side of our driveway so we could park comfortably without any hazards.

We submitted the plans to the City of Clermont and had no idea we were in violation of any boundaries. We are humbly asking for your review and approval of this work which has been completed mainly for the safety of our vehicles and those around us.

Please feel free to contact us if you have any questions.

Thanks & blessings!



Peter & Susan Lumsden
693 Skyringe Road, Clermont FL, 34711



[Back to Map](#)

Google

Order Confirmation

Not an Invoice

Account Number:	526733
Customer Name:	City Of Clermont-Legals
Customer Address:	City of Clermont - LEGALS Po Box 120219 Clermont FL 34712-0219
Contact Name:	Nicole Wisniewski
Contact Phone:	352.241.7334
Contact Email:	nwisniewski@clermontfl.org
PO Number:	

Date:	08/26/2025
Order Number:	11614018
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	53.0000
Height in Inches:	4.3900

Print

Product	#Insertions	Start - End	Category
LEE Daily Commercial	1	09/08/2025 - 09/08/2025	Govt Public Notices
LEE dailycommercial.com	1	09/08/2025 - 09/08/2025	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$85.74
Tax Amount	\$0.00
Service Fee 3.99%	\$3.42
Cash/Check/ACH Discount	-\$3.42
Payment Amount by Cash/Check/ACH	\$85.74
Payment Amount by Credit Card	\$89.16

Order Confirmation Amount	\$85.74
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Ad Preview

LEGAL NOTICE

Notice is hereby given that the Clermont City Council will consider a request at a public hearing to be held on Tuesday, September 23rd, 2025 at 3:00pm for the following variance: To allow for an increase in the width of a residential driveway, including an increase to the Imperious Surface Coverage, and a side yard setback to be less than the minimum requirements within the Single-Family Medium Density Residential (R-1) zoning district. City Code Sections 32-90, and 125-167 & 125-168 at the following location:

LOCATION

Skyridge Valley Phase III Subdivision
693 Skyridge Rd.
(Alternate Key #3819980)

A complete legal description may be obtained in the Development Services Department located at 685 West Montrose Street, Clermont, FL 34711.

All public hearings are held in the Clermont City Hall, Council Chambers, located at 685 West Montrose Street, Clermont, FL 34711.

All interested parties will be given an opportunity to express their views on this matter.

Please be advised that, under State law, if you should decide to appeal a decision made with respect to this matter, you will need a record of the proceedings, and may need to ensure that a verbatim record is made.

Tracy Ackroyd Howe
City Clerk, MMC

Daily Commercial
September 8th, 2025
L 11614018 9/8/25