



**MONTVERDE TOWN COUNCIL  
REGULAR MEETING AGENDA  
DECEMBER 12, 2023, AT 7:00 P.M.  
AT TOWN HALL – 17404 SIXTH STREET, MONTVERDE FL**

---

The Montverde Staff and Council invite you to join the meeting in person, on your computer, or by dialing in to listen. You can watch and listen to the meeting from home by following the directions below. **(Note: you will not be able to ask any questions during the meeting if you attend by zoom or dialing in).** Join the Zoom Meeting by clicking on the link below, copying and pasting the link into your browser, or going directly to zoom on your browser. Once in zoom, enter the Meeting ID and Passcode to join the meeting. You may also call into the meeting by using the call-in number.

<https://us06web.zoom.us/j/83699855762?pwd=cGJ4UDRzdkNUL2J2NIU5b2JYaENnZz09>

Meeting ID: 836 9985 5762

Passcode: 820875

Call in Number: 646-558-8656

**TOWN COUNCIL MEMBERS**

Joe Wynkoop, Mayor

Jim Peacock, Vice Mayor

Jim Ley Councilmember

Allan Hartle, Councilmember

Carol Womack, Councilmember

**STAFF**

Paul Larino, Town Manager

Anita Geraci-Carver, Town Attorney

Sean Parks, Town Planner

Lisa Busto, Associate Planner

Sandra Johnson, Town Clerk

Mai Yang, Finance Director

**DISCLAIMER**

This booklet has been prepared for the convenience of the Montverde Town Council In discussing matters before them. Every effort has been made to include all items to be discussed at this Town Council Meeting, however, the Mayor or Council Members may add items, which are not part of this Agenda, or items may be removed from consideration. While it has been the goal to present error-free information, we do not represent that documentation is without errors or omissions.

**CALL TO ORDER AND OPENING CEREMONIES**

- Pledge of Allegiance
- Invocation
- Roll Call

**I. PRESENTATION AND ADMINISTRATIVE MATTERS**

**II. CITIZENS QUESTION/COMMENT PERIOD**

The Town Council invites the public to come forward with questions, comments, and concerns. Action will not be taken by the Council at this meeting, but questions may be answered by Staff or issues may be referred for appropriate Staff action. If further action is necessary, the item may be placed on a future agenda for further review and consideration.

NOTE: Public Comment will not be taken under Citizens Questions/Comment Period for matters listed on this agenda. Public Comment on such items will be taken once the agenda item is before the Council for consideration.

**III. DEPARTMENT & COMMITTEE REPORTS**

- A. Town Manager Larino’s Report.
- B. Town Attorney Geraci-Carver Report.
- C. Town Planner Parks Report.
- D. Lake County Commission Report.
- E. Town Council Reports.
- F. Mayor Wynkoop Report.

**IV. NOVEMBER FINANCE REPORT**

Beginning Bank Balance	\$ 4,868,599.13
Revenues	\$ 430,931.08
Expenditures	\$ 687,121.07
Ending Balance	<u>\$ 4,612,409.14</u>
Grant Clearing Account	\$ 5,887,701.95
Total Bank Balance	\$ 10,420,211.75

**V. CONSENT AGENDA**

*The Council may take one vote to act on all items on the Consent Agenda or remove items for further discussion. If any member of the public desires to speak about an item on the consent agenda, you will need to step forward to the microphone and request that the item be pulled from the consent agenda before the town council votes to approve.*

- A. Minutes of the Town Council Regular Meeting held November 14, 2023.

**VI. DISCUSSION AND ACTION ITEM**

- A. Video recording by Southlake TV.
- B. Discussion on Stage in Kirk Park.
- C. Discussion on water system upgrade.

**VII. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS**

- A. **Ordinance No. 2023-31** An Ordinance of the Town of Montverde, Florida, amending Sec. 10-82 in Chapter 10 of the Town of Montverde Land Development Code to impose a maximum size of eight hundred square feet for accessory buildings, impose a maximum height for accessory buildings and clarify design requirements for certain accessory buildings within the Town of Montverde; providing for codification and severability; providing for the repeal of Ordinances in conflict herewith; and providing for an effective date.
- B. **Resolution No. 2023-84** A Resolution of the Town Council of the Town of Montverde, Florida, granting a variance from Section 10-91 in Chapter 10 of the Montverde Land Development Code from the minimum fifty-foot setback from the delineation of the seasonal high-water elevation or jurisdictional wetland line, whichever is higher, to allow the existing concrete boat ramp to remain on the real property located at 16233 Four Lakes Lane, Montverde, Florida, owned by Mark and Rachel Duncan; providing for conditions; and providing for an effective date.
- C. **Resolution No. 2023-85** A Resolution of the Town Council of the Town of Montverde, Florida, granting a Conditional Use Permit in an Commercial C-1 zoning district in the Town of Montverde to permit a manufacturing business with product storage that employs ten or fewer persons on the herein described property located at 17521 County Road 455, Montverde, Florida, owned by Dermastart Labs, LLC; providing for conditions; providing for an expiration date; and providing for an effective date.
- D. **Resolution No. 2023-86** A Resolution of the Town Council of the Town of Montverde, Florida, granting a Conditional Use permit in a Single Family Low Density Zoning District in the Town of Montverde to permit a RV to be parked on and lived in for a period not to exceed 24 months, in order to allow for the care of an ill family member on the herein described property located at 16342 Cardy Street, Montverde, Florida, owned by Wayne and Sandra Fields; providing for conditions; providing for an expiration date; and providing for an effective date.

- E. **Resolution No. 2023-97** A Resolution of the Town Council of the Town of Montverde, Florida approving Task Order Proposal dated November 16, 2023 for design, permitting, bidding and contract administration, and funding administration and project management of the Phase 2 Stormwater Improvements between the Town of Montverde and Woodard & Curran, Inc. issued pursuant to RFQ 21-02; authorizing the Town Manager to execute the agreement; providing for an effective date.
  
- F. **Resolution No. 2023-98** A Resolution of the Town Council of the Town of Montverde, Florida, approving Task Order #2 for Wastewater Collection System and Treatment Design System dated December 13, 2023 to conduct a comprehensive topographic survey and to accurately locate existing utilities within the Town’s boundary limits relating to the collection system and wastewater treatment plant pursuant to the consultant service agreement dated May 31, 2022 between the Town of Montverde and Woodard & Curran, Inc; authorizing the Town Manager to execute the Agreement; providing for an effective date.
  
- G. **Resolution No. 2023-99** A Resolution of the Town Council of the Town of Montverde, Florida, Approving the amended and restated contract for municipal inspection services between the Town of Montverde, Florida and Alpha Inspections, Inc.; amended to exclude town buildings and town projects, to extend the terms of agreement, and to include statutorily required language since the original agreement was approved; and providing for an effective date.

**VIII. REMINDERS AND ADJOURNMENT**

- A. Town Council Discussion items
  
- B. Motion to Adjourn.

The Town Council reserves the right to move any Agenda item to an earlier time during the meeting as its schedule permits, except in the case of the items and appointments that have been advertised in a newspaper for a specific time.

Pursuant to the provisions of Chapter 286 Florida Statutes, Section 286.0105, if a person decides to appeal any decision made by the Town Council with respect to any matter considered at this Council meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based.

Persons with disabilities needed assistance to participate in any of these proceedings should contact Town Hall at (407) 469-2681, 48 business hours in advance of the scheduled meeting.