



Office of the City Manager

City of Auburndale
AUBURNDALE, FLORIDA 33823

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COMMISSION MEETING
December 18, 2023 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Sherri Downs, Champions Church

PLEDGE OF ALLEGIANCE – Mayor

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 12/18/2023

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

PROCLAMATION – 56TH Anniversary of the Agricultural and Labor Program, Inc

AGENDA

1. ORDINANCE #1761 – AMENDING THE FUTURE LAND USE MAP – LINCOLN GROUP PROPERTY
2. ORDINANCE #1762 – AMENDING THE OFFICIAL ZONING MAP – LINCOLN GROUP PROPERTY
3. ORDINANCE #1767 – AMENDING FISCAL YEAR 2022-2023 ANNUAL BUDGET
4. CONSIDER DEVELOPER'S AGREEMENT WITH BROOKLANE DEVELOPMENT, LLC
5. CONSIDER RANKINGS OF CONSULTANTS FOR COMPREHENSIVE PLAN UPDATE

F.S. 286: If an individual decides to appeal any decision made by the City Commission with respect to this meeting, a verbatim transcript may be requested. If so, the individual should make provisions for a transcript to be made at the meeting. Persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk no later than five days prior to the proceeding at 968-5133.

**City Commission Meeting
December 18, 2023**

AGENDA ITEM 1: ORDINANCE #1761 – AMENDING THE FUTURE LAND USE MAP – LINCOLN GROUP PROPERTY

AGENDA ITEM 2: ORDINANCE #1762 – AMENDING THE OFFICIAL ZONING MAP – LINCOLN GROUP PROPERTY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a proposed Future Land Use and Official Zoning Map amendment.

ATTACHMENTS:

- . Proposed Ordinance #1761 – Amending the Future Land Use Map – Lincoln Group Property
- . Proposed Ordinance #1762 – Amending the Official Zoning Map – Lincoln Group Property

ANALYSIS: As a result of annexation, the City has received a request for a Future Land Use and Official Zoning Map amendment on the following property:

Lincoln Group LLC Property:

<i>Owner/Petitioner:</i>	The Lincoln Group, LLC
<i>Location:</i>	N. Pace Road and Polk County Parkway
<i>Current Future Land Use:</i>	Interchange Activity Center-X (IACX)
<i>Proposed Future Land Use:</i>	Regional Activity Center (RAC)
<i>Current Zoning Classification:</i>	None
<i>Proposed Zoning Classification:</i>	Industrial Planned Development (IPUD) +/-75.89 acres
<i>Current use:</i>	Vacant

Lincoln Group, LLC (Lincoln) has requested to establish a Future Land Use designation of **Regional Activity Center (RAC)** on +/- 75.89 acres located north of Pace Road and east of the Polk Parkway. In December 2022, the property was annexed into City limits and the City Commission held a Transmittal Public Hearing prior to sending the proposed Future Land Use Map amendment to the Department of Economic Opportunity (DEO) for an expedited State review. The State reviewed the requested land use change and had no comments. On September 19th, 2023, a Developer's Agreement, regarding sewer capacity improvements, was signed between the City and the Property Company of Florida (Lincoln). The request was originally scheduled to be considered by the City Commission on October 16, 2023 and was continued by the developer for further discussion of the project.

Lincoln has requested to establish the Zoning classification of **Industrial Planned Unit Development (IPUD)** on the property. The Zoning classification would allow the applicant to construct two research and development buildings (Building #1 and #2) totaling approximately 462,840 sq.ft., two industrial mixed-use buildings (Building #3 and #4) totaling approximately 494,000 sq.ft., and 7.92 +/- acres reserved along Pace Road for commercial outparcels.

As required by the Land Development Regulations (LDR's) for Planned Developments, this request is accompanied by a binding site plan. Conditions have been placed on the binding site plan regarding allowable and prohibited uses. Building #1 and #2 are reserved for research and development, light manufacturing, financial institutions and/or information sciences. Building #1 and #2 would prohibit distribution as the primary use or any outdoor storage. Building #3 and #4 allows for E-Commerce, distribution, industrial mixed-use, research and development, light manufacturing, health technology, office space and vocational institutions. Building #3 and #4 prohibits outdoor storage, car lots, and gas stations. The outparcels allow a variety of commercial uses. Outparcels 1 and 2 would allow a 16 pump, 4 island gas station accompanied by a 10,000 square foot convenience store use. Specific prohibited uses on the outparcels include truck stops and truck terminals, public or private schools, junk yards, childcare facilities, single-family residential development, mining operations and fire stations.

The binding site plan depicts a solid six-foot masonry wall along the north property line to separate the use from the residential to the north. A solid six-foot wall is depicted behind each commercial outparcel and stormwater pond to help as a visual barrier to the heavier industrial uses. The applicant has also placed a Type C landscape buffer along Pearce Road and behind all the commercial outparcels to assist as visual barrier and provide higher landscaping requirements.

The proposed binding site plan meets all requirements for parking, landscape buffers and building setbacks per the Land Development Regulations. The requested Zoning District of Industrial Planned Development (IPUD) is consistent with the requested Future Land Use of Regional Activity Center, City of Auburndale Comprehensive Plan and all Land Development Regulations.

The proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading November 20, 2023, and are being presented for second and final reading.

PLANNING COMMISSION RECOMMENDATION: Approval of the Future Land Use Map amendment (5-0, 12/06/2022); Motion to approve the Official Zoning Map amendment was denied (3 no - 2 yes, 10/03/2023).

STAFF RECOMMENDATION: Approval of the proposed Ordinances amending the Future Land Use and Official Zoning Maps.

**City Commission Meeting
December 18, 2023**

AGENDA ITEM 3: ORDINANCE #1767 AMENDING FISCAL YEAR 2022-2023 ANNUAL BUDGET

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider an Ordinance amending the FY 2022-2023 Annual Budget.

ATTACHMENTS:

Proposed Ordinance #1767 Amending the FY 2022-2023 Annual Budget

ANALYSIS: In accordance with Florida Statutes, adopted auditing practices, and on the recommendation of the City's Auditor, the City needs to amend by Ordinance the FY 2022-2023 Annual Budget to properly appropriate for revenue and expenditures that may exceed budgeted amounts. As provided by Ordinance No. 1026, the level of budgetary control for the City's Annual Budget is at the Fund Level. Events occur during each fiscal year, which were not anticipated at the time of budget approval. The proposed Ordinance amends the FY 2022-2023 Budget to reflect the collection of unanticipated revenue and appropriation for unanticipated expenditures.

The amended budget totals for each City Fund are as follows:

**CITY OF AUBURNDALE
SUMMARY BY FUND BUDGET AMENDMENT FY 2022 - 2023**

SUMMARY OF FUNDS	CURRENT BUDGET	CHANGE +/-	AMENDED BUDGET
General Fund (001)	\$27,972,817	\$6,457,000	\$34,429,817
General Fund Impact Fee (110)	\$1,052,650	\$658,000	\$1,710,650
Community Redevelopment Agency (151)	\$1,651,400	\$281,011	\$1,932,411
Water & Sewer Fund (430)	\$33,771,222	-\$4,618,000	\$29,153,222
Water & Sewer Impact Fee (440)	\$9,170,938	-\$1,070,000	\$8,100,938
TOTAL BUDGET	\$73,619,027	\$1,708,011	\$75,327,038

The proposed Ordinance was prepared by the Finance Director and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading November 20, 2023, and is being presented for second and final reading.

STAFF RECOMMENDATION: Approval of Ordinance #1767 Amending the FY 2022-2023 Budget.

**City Commission Meeting
December 18, 2023**

AGENDA ITEM 4: CONSIDER DEVELOPER’S AGREEMENT WITH BROOKLANE DEVELOPMENT, LLC

____INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Developer’s Agreement between Brooklane Development, LLC and the City for sewer capacity.

ATTACHMENTS:

Developer’s Agreement with Brooklane Development, LLC

ANALYSIS: On September 8, 2021, Brooklane Development, LLC (Brooklane) received approval of a Suburban Planned Development (SPD) by the Polk County Board of County Commissioners for up to 415 single-family detached dwelling units. Although the properties are not located within City limits, they are located within the City of Auburndale’s Utility Service Area requiring a Development Agreement for wastewater utility services.

In May 2022, the City notified Brooklane Development that the sewer collection system needed to be studied and possibly upgraded to support new development, including Brooklane’s development. The City requested Chastain Skillman, the City’s consulting engineer, to conduct a comprehensive evaluation of the existing Regional Wastewater Treatment Plant Service Area including the entire sanitary sewer collection system and wastewater treatment plant. The evaluation was completed in May of 2023 and identified certain improvements required to serve new development.

The proposed Developer’s Agreement is between Brooklane Development, LLC and the City of Auburndale. The Developer’s Agreement states that construction of the Brooklane project cannot go vertical and/or discharge into the City’s wastewater system until the construction of the Pace Road Utility Improvements and the Southern Force Main re-route have been completed, permitted, and are operational. These Utility Improvements were identified by the City’s Utility Evaluation as necessary in order to allow development on the property and future development in the area. The current capacity of the Regional Wastewater Treatment Plant will require necessary expansion of the treatment plant and effluent disposal options. Planning and design of the expansions must run concurrently with the Utility Improvements. The Agreement acknowledges that the City makes no representation or warranty as to when it will commence or complete the Utility Improvements. The proposed agreement allows Polk County to complete the review of the plat, subdivision development plans, and construction plan documents.

The City and Brooklane Development, LLC desire to enter into the Agreement to establish the respective rights and obligations of Brooklane Development, LLC and the City, in accordance with the terms and conditions of the proposed Developer’s Agreement.

The proposed Developer’s Agreement was prepared by Brooklane Development, LLC and reviewed by the Community Development Director, City Manager’s Office, City Public Works Director and the City Attorney.

STAFF RECOMMENDATION: Approval of the proposed Developer’s Agreement with Brooklane Development, LLC.

**City Commission Meeting
December 18, 2023**

**AGENDA ITEM 5: **CONSIDER RANKINGS OF PLANNING CONSULTANTS FOR THE AUBURNDALE
2050 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REGULATIONS
UPDATE****

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the final ranking results for the Auburndale 2050 Comprehensive Plan and Land Development Regulations Update RFQ.

ATTACHMENTS:

- . Notice of Request for Qualifications – 09/15/2023
- . Request for Qualifications Proposals - 4 Submittals
- . Final Ranking Results

ANALYSIS: On September 15, 2023, a Request for Qualifications (RFQ) was advertised for the Auburndale 2050 Comprehensive Plan and Land Development Regulations Update. The purpose for the RFQ is to evaluate the City's current 2030 Comprehensive Plan, develop and update the City's 2050 Comprehensive Plan, and update Auburndale's Land Development Regulations.

The Comprehensive Plan update needs to address the 2024 Evaluation and Appraisal Report (EAR), update State requirements, existing conditions, look at visioning, growth, annexation, and development opportunities. The Land Development Regulations update will update any outdated code, calculations, improve organization, incorporate diagrams and tables, address lacking code, and implement amendments made over the years.

The RFQ asked for consulting firms to complete the updates through a multi-phase approach with the first phase addressing the 2050 Comprehensive Plan update and the 2024 EAR. The second phase will address the Land Development Regulations update. The entire project is expected to be completed within three years.

A Selection Committee, made up of City Staff, met to rank the proposals on November 17, 2023 at a publicly noticed meeting. Four proposals were received and the Selection Committee requested the top two firms make presentations to the Selection Committee on December 8, 2023. Following the presentations, the results of the final rankings were announced and are as follows:

- 1. Inspire Placemaking Collective**
2. Kimley-Horn
3. Benesch
4. JBPro

Approval of the rankings by the City Commission will authorize the City Manager to commence negotiations for services with the top ranked firm, Inspire Placemaking Collective. State Statue and the RFQ provide that negotiations would continue with the second rank firm, and then the third rank firm if the City can not negotiate a satisfactory contract with the firm being engaged. A final 2050 Comprehensive Plan and Land Development Regulations Update contract will be presented to the City Commission at a later date after successful negotiations.

STAFF RECOMMENDATION: Approval of the rankings for the 2050 Comprehensive Plan and Land Development Regulations Update project.