



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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**COMMISSION MEETING**  
**MONDAY, FEBRUARY 17, 2025 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Father Rick Gomer, St Alban’s Episcopal Church

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 02/03/2025

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. **PUBLIC HEARING** – FUTURE LAND USE AND OFFICIAL ZONING MAP AMENDMENTS – MATTIE POINTE
2. ORDINANCE #1814 AMENDING THE FUTURE LAND USE MAP – MATTIE POINTE
3. ORDINANCE #1815 AMENDING THE OFFICIAL ZONING MAP – MATTIE POINTE
4. ORDINANCE #1816 AMENDING CITY CODE – SEWER CONNECTION
5. PRESENTATION OF BIDS – PEST CONTROL SERVICES
6. PRESENTATION OF BIDS – ELECTRICAL MAINTENANCE SERVICES
7. FINAL PLAT APPROVAL – INTERSECT DEVELOPMENT
8. FINAL PLAT APPROVAL – LAKE MATTIE PRESERVE

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  
February 17, 2025**

**AGENDA ITEM 1: PUBLIC HEARING – FUTURE LAND USE AND ZONING MAP AMENDMENTS – LAKE MATTIE POINTE**

**AGENDA ITEM 2: ORDINANCE #1814 AMENDING THE FUTURE LAND USE MAP – MATTIE POINTE**

**AGENDA ITEM 3: ORDINANCE #1815 AMENDING THE ZONING MAP – MATTIE POINTE**

     INFORMATION ONLY

  X   ACTION REQUESTED

**ISSUE:** The City Commission will consider and take public comment on Future Land Use and Official Zoning Map amendments.

**ATTACHMENTS:**

- . Notice of Public Hearing – 01/24/25
- . Proposed Ordinance #1814 Amending the Future Land Use Map – Mattie Pointe
- . Proposed Ordinance #1815 Amending the Official Zoning Map – Mattie Pointe
- . Excerpt from Planning Commission Minutes – 02/04/2025

**ANALYSIS:** This is a City initiated request to establish land use and zoning on the following property:

**Lake Mattie Pointe Subdivision:**

<b><i>Petitioner:</i></b>	City of Auburndale
<b><i>Location:</i></b>	Hwy. 559 and Lake Mattie Road
<b><i>Current Future Land Use:</i></b>	Residential Low-1 (RL-1)/ Residential Low-2 (RL-2)
<b><i>Proposed Future Land Use:</i></b>	Low Density Residential
<b><i>Proposed Zoning Classification:</i></b>	Planned Development-Housing 2 (PD-H2)
<b><i>Current use:</i></b>	Single-Family (+/- 47.92 acres)

As a result of voluntary annexation, the City is requesting Future Land Use and Official Zoning Map amendments on a parcel totaling +/- 47.92 acres, known as the Mattie Pointe Subdivision. The Subdivision is currently developed with 191 single-family houses and has a Polk County Land Use designation of Residential Low-1 (RL-1) / Residential Low-2 (RL-2).

The requested Future Land Use of Low Density Residential and Zoning classification of Planned Development-Housing 2 (PD-H2) are consistent with the City of Auburndale's Comprehensive Plan and Land Development Regulations. As required by the Land Development Regulations, this request is accompanied by a binding site plan.

The proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinances will be presented for second and final reading on March 3, 2025.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the Future Land Use and Zoning Map amendments. (7-0, 02/04/2025)

**STAFF RECOMMENDATION:** Approval of proposed Ordinance #1814 and Ordinance #1815 amending the Future Land Use Map and Official Zoning Map – Mattie Pointe Subdivision.

**City Commission Meeting  
February 17, 2025**

**AGENDA ITEM 4: ORDINANCE #1816 AMENDING CITY CODE – SEWER CONNECTION**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider a proposed amendment to the Code of Ordinances, Chapter 23, Article II, addressing sewer connections.

**ATTACHMENTS:**

Proposed Ordinance #1816 Amending the City Code of Ordinances – Sewer Connections

**ANALYSIS:** In 2024, the City Commission directed staff to research septic to public sewer distance requirements. An amendment to the Land Development Regulations (LDR) Administration and Procedures Manual, Article 5, addressing sewer connections was adopted on January 6, 2025. The LDR Text Amendment outlined the distance requirements for connection availability based on the estimated sewage flow and Equivalent Residential Connections (ERCs).

Chapter 23, Article II of the Code of Ordinances provides a distance requirement of 100 feet for all occupied premises to connect to sewer mains. The proposed amendment to the Code of Ordinances is necessary to be consistent with the newly adopted City of Auburndale’s Land Development Regulations regarding distance requirements. The proposed amendment states that the provisions set forth in the Land Development Regulations, Chapter 7, Article 5 Utility Design are the distant requirements for connection to public sewer and removes any specific measurements in the Code of Ordinances. All development will need to abide by the distance requirements for sewer connection stated in the LDR’s.

The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinance will be presented for second and final reading on March 3, 2025.

**STAFF RECOMMENDATION:** Approval of Ordinance #1816 amending the City Code of Ordinances.

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February 17, 2025**

**AGENDA ITEM 5: PRESENTATION OF BIDS – PEST CONTROL SERVICES**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider bids received for the City’s Pest Control Services Contract.

**ATTACHMENTS:**

- . Invitation to Bid/Public Notice – News Chief, January 23, 2025
- . Bid Forms Received (1)

**ANALYSIS:** The proposed contract covers annual pest control services for all City offices, departments, and facilities. The proposed Pest Control Services contract is for a two (2) year term with a two (2) year option to extend. An Invitation for the City’s Pest Control Services Contract was provided to ten (10) vendors and advertised on the City’s website and local media.

The City received a bid from the following company:

<b>Total Pest Solutions, Lake Alfred, Florida</b>	<b>\$12,100.00</b>
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The bid includes the addition of the new Municipal Services Building, the new Civic Center, and the removal of the Yacht Club and Clubhouse. The proposed rate represents an increase from the previous contract with Florida Pest Control, awarded in 2021.

**STAFF RECOMMENDATION:** Award the Pest Control Services contract to Total Pest Solutions, Inc.

**City Commission Meeting  
February 17, 2025**

**AGENDA ITEM 6: PRESENTATION OF BIDS – ELECTRICAL MAINTENANCE SERVICES**

\_\_\_ INFORMATION ONLY

\_X\_ ACTION REQUESTED

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**ISSUE:** The City Commission will consider bids received for the City’s Electrical Maintenance Contract.

**ATTACHMENTS:**

- . Invitation to Bid/Public Notice – News Chief, January 23, 2025
- . Bid Forms Received (2)

**ANALYSIS:** The proposed Electrical Maintenance Contract covers all electrical maintenance services for all City office, departments, and facilities. The proposed contract is for a two (2) year term with a two (2) year option to extend. An Invitation to Bid for the City Electrical Maintenance Contract was provided to 22 vendors and advertised on the City’s website and local media.

The City received bids from the following companies:

**Reiter Electric, Inc., Auburndale, Florida**  
Mission Critical Solutions (MCS, Inc.), Tampa, Florida

Reiter Electric has provided the low bid and successfully bid the contract since 2004. The pricing quotes in the Reiter Electric bid reflect the same rates that were proposed in 2021.

Proposed Normal Working Hour Rates (Monday – Friday, 6:00 A.M. - 6:00 P.M.)

Master Electrician - Per Hour	\$65.00
Journeyman Level Electrician - Per Hour	\$65.00
Electrician's Helper - Per Hour	\$55.00

Proposed After Normal Working Hours, Weekend & Holiday Rates (\*\*City recognized Holidays)

Master Electrician - Per Hour	\$97.50
Journeyman Level Electrician - Per Hour	\$97.50
Electrician's Helper - Per Hour	\$82.50

Staff has been pleased with the quality of service provided by Reiter Electric. The City Manager’s Office reviewed the proposed bids as to completeness. The City reserves the right to terminate the Contract with 30-day notice.

**STAFF RECOMMENDATION:** Award the Electrical Maintenance Contract to Reiter Electric.

**City Commission Meeting  
February 17, 2025**

**AGENDA ITEM 7: FINAL PLAT APPROVAL – INTERSECT DEVELOPMENT**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider the Final Plat for Intersect Development.

**ATTACHMENTS:**

- . Final Plat – Intersect Development
- . Performance Bond – Capitol Indemnity Corporation – 02/11/2025
- . Engineer’s Cost Estimate – Kimley Horn

**ANALYSIS:** The City has received a final plat for Intersect Development. The property is located south of Pace Road, west of Bryan Lane and east of the Polk Parkway and is zoned Industrial Planned Unit Development (IPUD) and Planned Development Housing-2 (PD-H2).

The City Commission first approved the zoning and binding site plan for the Intersect Development on November 1, 2021 establishing an IPUD zoning classification on +/- 72.5 acres. On October 16, 2023, the second phase of development was approved by the City Commission expanding the Industrial Planned Unit Development (IPUD) zoning classification and binding site plan on +/-45.3 acres of additional property and established a Planned Development Housing-2 (PD-H2) on +/-24 acres on the east side of the property. The approved binding site plans allow for a 464,400-sf industrial mixed-use building, which is currently in operation, ten (10) commercial outparcels, three (3) research and development buildings totaling 269,280 square feet, four (4) industrial/mixed use buildings totaling 529,100 square feet with a future expansion of 54,080-sf on building #500, and 350 multi-family units.

As provided for in the Land Development Regulations (LDR's), the developer is requesting Final Plat approval before final infrastructure improvements are made. The LDR’s allow a developer to execute a surety bond, which is available to the City, in an amount 120% of the estimated completed construction cost as determined by the engineer. The Bond paperwork includes the list of improvements that need to be made, which will be covered by the bond, and a timeframe of June 2026, to complete the work. The bond ensures that the City can complete the improvement if the developer does not.

Infrastructure required by City specifications and covered by the bond include: spine road. To accomplish the necessary improvements, the developer's engineers have estimated the cost at \$813,444. In accordance with the City’s LDR’s, the bond amount is \$976,133 or 120% of the cost of improvements.

**STAFF RECOMMENDATION:** Acceptance of the performance bond and approval of the Final Plat for the Intersect Development.

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**AGENDA ITEM 8: FINAL PLAT APPROVAL – LAKE MATTIE PRESERVE SUBDIVISION**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider the Final Plat for the Lake Mattie Preserve Subdivision.

**ATTACHMENTS:**

- . Final Plat – Lake Mattie Preserve
- . Performance Bond – American Alternative Insurance Corporation – 02/07/2025
- . Engineer’s Cost Estimate – Hunter Engineering – 01/27/2025

**ANALYSIS:** The City has received a final plat for the Lake Mattie Preserve Subdivision from Bryan Hunter, P.E., Hunter Engineering, Inc. The property is in the Lakes District Master Planned Community. The property is located on County Road 559 and north of Lake Mattie Road.

The City Commission approved the preliminary plat for the Lake Mattie Preserve subdivision on April 17, 2023. The proposal was for 223 single-family single family small lots averaging smaller than 6,000 square feet with alley access, 45 single family standard lots of 6,001 square feet - 8,400 square feet with alley access, 466 single-family large lots greater than 8,400 square feet with front access, and 90 townhome units with rear access for a total of 824 housing units on +/- 229.61 acres. The property has a Future Land Use Lakes District Mixed Use (LDMU) and a zoning classification of Residential Neighborhood (RN), which allows for a mixture of various lot sizes and single family and multi-family residential uses.

As provided for in the Land Development Regulations (LDR's), the developer is requesting Final Plat approval before final infrastructure improvements are made. The LDR’s allow a developer to execute a surety bond, which is available to the City, in an amount 120% of the estimated completed construction cost as determined by the engineer. The Bond paperwork includes the list of improvements that need to be made, which will be covered by the bond, and a timeframe of February 7, 2026, to complete the work. The bond ensures that the City can complete the improvements if the developer does not.

Infrastructure required by City specifications and covered by the bond include: earthwork and grading, erosion control, internal roadways, stormwater system, water and sanitary systems, signing and stripping, landscaping, irrigation and a monument sign. To accomplish the necessary improvements, the developer's engineers have estimated the cost at \$6,184,866.00. In accordance with the City’s LDR’s, the bond amount is \$7,421,839.20 or 120% of the cost of improvements. Approval of the Final Plat would acknowledge acceptance of the terms of the performance bond and allows the developer to sell the lots and begin building houses.

**STAFF RECOMMENDATION:** Acceptance of the performance bond and approval of the Final Plat for the Lake Mattie Preserve Subdivision.