



City of Auburndale

AUBURNDALE, FLORIDA 33823

Office of the City Manager

P.O. Box 186

(863) 965-5530

Email: cmo@auburndalefl.com

COMMISSION MEETING
MONDAY, OCTOBER 20, 2025 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Pastor Conner Hill, First United Methodist Church Auburndale.

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 10/06/2025

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

PROCLAMATION – Honoring Representative Jon Albert and Representative Josie Tomkow
Florida City Week – October 20-26, 2025
World Polio Day – October 24, 2025

AGENDA

1. **PUBLIC HEARING** – FUTURE LAND USE MAP AMENDMENT – PRWC (DERBY AVENUE)
2. ORDINANCE #1838 AMENDING THE FUTURE LAND USE MAP – PRWC (DERBY AVENUE)
3. ORDINANCE #1839 ANNEXING PROPERTY INTO CITY LIMITS – GAPWAY GROVE (LAKE JULIANA)
4. PRELIMINARY PLAT – GAPWAY LAKE ESTATES
5. PRESENTATION OF BIDS – COLUMBARIUM AT AUBURNDALE MEMORIAL PARK CEMETERY

Community Redevelopment Agency (CRA) Meeting following City Commission Meeting

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
October 20, 2025**

AGENDA ITEM 1: PUBLIC HEARING – FUTURE LAND USE MAP AMENDMENT – PRWC

AGENDA ITEM 2: ORDINANCE #1838 AMENDING THE FUTURE LAND USE MAP – POLK REGIONAL WATER COOPERATIVE

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on a Future Land Use Map amendment.

ATTACHMENTS:

- . Notice of Public Hearing – 09/26/2025
- . Proposed Ordinance #1838 Amending the Future Land use Map
- . Excerpt from Planning Commission Meeting – 10/07/2025

ANALYSIS: The City has received a request for a Future Land Use Map Amendment on the following property:

Polk Regional Water Cooperative Property:

<u>Owner/Petitioner:</u>	Eric DeHaven of Polk Regional Water Cooperative (PRWC)
<u>Location:</u>	Derby Avenue and Rose Street
<u>Current City Future Land Use:</u>	Medium Density Residential
<u>Proposed City Future Land Use:</u>	City, Public Uses, Parks
<u>Current City Zoning:</u>	Open Use Agriculture (OUA)
<u>Current use:</u>	Vacant (+/- 1.0078 acres)

In 2016, Polk County and fifteen municipal governments formed the Polk Regional Water Cooperative (PRWC) to lead planning for future water demands. The request is to amend the Future Land Use of Medium Density Residential on +/- 1.0078 acres of property owned by the PRWC to City, Public Uses, Parks.

The change in Future Land Use will allow for a booster pump station and water storage tank to facilitate future water demands in Auburndale. The facilities will be owned and operated by the Polk Regional Water Cooperative (PRWC) and used to repump water into the City of Auburndale’s water distribution system. A 6’ masonry wall will be required along Derby Ave. to buffer against residential uses adjacent on the south side of Derby Ave. The Future Land Use of City, Public Uses, Parks applies to all City, County, State, and Federal lands within the City. This includes parks, offices, municipal buildings, utilities, and public lands. The proposal is also consistent with the existing Zoning classification of Open Use Agriculture (OUA). This Zoning category allows for public parks, playgrounds, playfields, and city buildings. Open spaces, park lands, water sheds and water recharge areas are also intended to be protected in these districts.

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 November 3, 2025.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposed Future Land Use of City, Public Uses, Parks, (4-0 10/07/2025).

STAFF RECOMMENDATION: Approval of the proposed Ordinance #1838 amending the Future Land Use Map from Medium Density Residential to City, Public Uses, Parks.

**City Commission Meeting
October 20, 2025**

AGENDA ITEM 3: ORDINANCE #1839 ANNEXING PROPERTY INTO CITY LIMITS – GAPWAY GROVE PROPERTY (LAKE JULIANA)

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider an Ordinance annexing property into the City limits.

ATTACHMENTS:

Proposed Ordinance #1839 Annexing Properties into City Limits – Gapway Grove Property

ANALYSIS: The City received a petition from John Strange, of P.O. Box 1364, Auburndale, Fl. 33823 to annex a parcel totaling +/- 0.06 acres into the City limits. The property is located north of Gapway Road on Lake Juliana. The property is an enclave surrounded by City limits. The proposed annexation is as a result of the owner's request for city utilities and city services.

Establishing a Future Land Use and Zoning classification on the property will be considered at Public Hearings before the Planning Commission and City Commission at later dates. The action currently before the City Commission is only on the annexation of the property into the City.

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 November 3, 2025.

STAFF RECOMMENDATION: Approve Ordinance #1839 annexing the Gapway Grove Property into the City limits.

**City Commission Meeting
October 20, 2025**

AGENDA ITEM 4: PRELIMINARY PLAT – GAPWAY LAKES ESTATES

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a preliminary plat.

ATTACHMENTS:

- . Preliminary Plat
- . Excerpt from Planning Commission Meeting – 10/07/2025

ANALYSIS: The City has received a **preliminary plat** from Mathew Johnson, PE of JSK Consulting on behalf of the Gapway Grove Corporation for a 45-lot single-family dwelling development on +/- 64.84 acres located north of Gapway Road on Lake Juliana. The preliminary plat has been reviewed by all City Departments and meets all City Codes and Land Development Regulations.

The property is located within the Lakes District and has a Zoning classification of **Estate Residential (ER)**. The Estate Residential (ER) Zoning classification allows for a more rural development pattern which recognizes unique environmental conditions. The district allows residential development with a gross density of 1 dwelling unit per 1 acre; parks, recreation, and open space; public or private golf courses; and agriculture. Estate Residential neighborhoods may be a Transfer of Development Rights (TDRs) sending zone. The minimum lot size proposed is 1 acre with a minimum dwelling unit floor area of 2,200 sq. ft. The Zoning classification requires 35' front yard setbacks, 15' side yard setbacks, and 15' rear setbacks. Access to the subdivision will be from Gapway Road. Six (6) foot sidewalks will be provided on both sides of the street. All retention areas, roads, sidewalks, and open spaces will be dedicated to and maintained by the Homeowner's Association.

The proposed site has a signed Developer's Agreement that was approved by the City Commission on September 4, 2025 for wastewater usage and construction timing due to wastewater upgrades needed to support the development. Preliminary plat approval by the City Commission allows the developer to proceed with construction of infrastructure including roads and onsite utility improvements. Final plat approval will be completed by City staff after all infrastructure has been completed.

PLANNING COMMISSION RECOMMENDATION: Approval of the Preliminary Plat – Gapway Lakes Estates. (4-0 10/07/2025)

STAFF RECOMMENDATION: Approval of the Preliminary Plat – Gapway Lake Estates.

**City Commission Meeting
October 20, 2025**

**AGENDA ITEM 5: PRESENTATION OF BIDS – COLUMBARIUM AT AUBURNDALE MEMORIAL
PARK CEMETERY**

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider bids for a new columbarium at the Auburndale Memorial Park Cemetery.

ATTACHMENTS:

- . Advertisement for Bids
- . Proposals Received (5)

ANALYSIS: The fiscal year 2025-2026 Annual Budget includes capital improvement expenditures for construction of a columbarium at the Auburndale Memorial Park Cemetery. The scope of work included two (2) granite columbaria with 96 compartments each, and brickwork to frame the columbarium.

A Request for Proposal for Cemetery Columbarium and Brickwork was advertised in the local media on August 31, 2025, placed on the City’s website and distributed to six (6) contractors. On September 26, 2025, the City received the following five (5) bids:

SEMCO (Bartow, FL)	\$151,711.88
Monument Warehouse (Elberton, GA)	\$187,400.00
Set in Stone Monuments LLC (Mount Dora, FL)	\$236,457.19
ESB Light LLC (Minneola, FL)	\$370,000.00
Central Florida Construction (Winter Haven, FL)	\$16,635.00 (Incomplete Bid)

SEMCO of Bartow was the low bid to construct the columbaria and brickwork in the amount of \$151,711.88. The bids were reviewed by the Parks and Recreation Department and City Manager’s office. SEMCO has done several projects in Polk County and they constructed the columbarium at Grace Lutheran in Winter Haven. All references responded positively to working with SEMCO.

STAFF RECOMMENDATION: Award the bid to SEMCO in the amount \$151,711.88.