Town of Lake Hamilton

Town Council Regular Meeting Agenda – February 3, 2026

Time: 6:00 P.M.
Location: Chambers 100 Smith Avenue

Phyllis Hall, Mayor
Robert Mathis, Vice Mayor
Cora Perry Roberson, Council Member Seat 1
Carmen Demanche, Council Member Seat 4

1. CALL TO ORDER

2. INVOCATION

3. PLEDGE TO ALLEGIANCE

4. ROLL CALL

5. PRESENTATION

A. Employee of the Quarter Presentation

6. CONSENT AGENDA

Note: Members of the Council may remove items from the Consent Agendas if they wish to discuss them. Requests for removal need to be made known to the Mayor under the Approval of the Order of Business at the beginning of the meeting.

A. January 13, 2026, Regular Council Meeting Minutes

7. PUBLIC COMMENT – NON-AGENDA ITEMS (Limited to 3 Minutes)

Your Town Council welcomes and invites citizens to comment on items (Non- Agenda Items) of community interest/concern or to bring forth areas of personal attention which may not have been fully addressed by Town Staff after prior contact to Town Hall, the Council may immediately act on any item or may request it be placed on a future agenda for further consideration.

8. OLD BUSINESS

A. Second reading and adoption of Ordinance O-2026-01 regarding amending the fence standards for vacant properties.

9. NEW BUSINESS

A. First reading of Ordinance O-2025-11 regarding the transmittal of the 2025 Evaluation and Appraisal Report (EAR) to the Florida Department of Commerce for compliance review.

B. First reading of Ordinance O-2026-xx regarding proposed revisions to Sec. 16-176 General requirements for accessory uses and structures specifically pertaining to Accessory Dwelling Units (ADU)'s.

C. Ordinance O-2026-XX Amendment to the Special Events Ordinance

D. First Reading of Ordinance O-2026-XX Amending the Code to Repeal and Replace Parking Penalty Violations.

E. Resolution R-2026-XX for the Right of Way Dedication for Parcel ID 272809000000024330 (Water Treatment Facility).

F. Consider Request to Expend Public Safety Impact Fees for Additional Police Staffing and Equipment to have Sufficient Shift Coverage and Redundancy.

G. Consider Approval of Sourcewell Participation Agreement and Authorization to Piggyback Sourcewell Contract Bid No. 101221-VAC for Purchase of 2026 Non-CDL 3 yard combination Jet/Vacuum Sewer Cleaner from Southern Sewer Equipment Sales. 3 yard com

H. Consider Agreement with Pennoni for Design and Engineering Services for the Town Hall Parking Lot Expansion. Council directed staff on November 4, 2025 to have the Engineer create a proposal and bring it to Council for approval.

I. Consider Request for Qualifications for Survey Support and GIS Services.

J. Consider Approval of Change Order No. 2 (two) for the additional pipe installed by Midsouth in the amount of $61,849.90, the actual cost value of 593 LF of 8 inch sewer force main installed on the project.

10. STAFF REPORTS

TOWN ADMINISTRATORS REPORT

TOWN CLERK REPORT

TOWN ATTORNEY REPORT

TOWN COUNCIL COMMENTS

11. ADJOURNMENT

12. Any opening invocation that is offered before the official start of the Town Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Town Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Town Council or the town staff, and the Town is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Person in attendance at the Town Council meeting are invited to stand during the opening ceremony. 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 Town Council Chambers or exit the Town 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.

Any person desiring to appeal any decision made by the Town Council, with respect to any matter considered at such meeting or hearing, will need a record of the proceedings, and for such purposes, must ensure that a verbatim record and transcript of the proceeding is made in a form acceptable for official court proceedings, which record includes the testimony and evidence upon which the appeal is to be based. It shall be the

responsibility of the person desiring to appeal any decision to prepare a verbatim record and transcript at his/her own expense, as the Town does not provide one. (F.S.286.26.105)
ATTN: PERSONS WITH DISABILITIES. In accordance with the American with Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations to participate in this proceeding, please contact the Town Clerks Office at 863-439-1910, at least forty-eight (48) hours prior to the meeting, provide a written request to the Office of the Town Clerk. If you are hearing or speech impaired, please contact the
Florida Relay Service by dialing 7-1-1 or 1-800- 955-8771 (TTY) / 1-800-955-8770 (Voice).

5.A

Town of Lake Hamilton

Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Employee of the Quarter Presentation

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: Presentation of the Employee of the Quarter for quarter 1 of FY 25-26

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

6.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: January 13, 2026, Regular Council Meeting Minutes

DATE: February 3, 2026

SUMMARY & RECOMMENDATION:

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):
January 13, 2026 Regular Council Minutes.pdf

TOWN OF LAKE HAMILTON MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, JANUARY 13, 2026 6:00 PM

The Town Council of Lake Hamilton held a Town Council Regular Meeting on Tuesday, January 13, 2026, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER
Mayor Hall called the meeting to order at 6:00 pm.

INVOCATION
Led by Council Member Roberson.

PLEDGE TO ALLEGIANCE
Led by all.

ROLL CALL
Hall, Mathis, Roberson, and Demanche were present.

CONSENT AGENDA

Note: Members of the Council may remove items from the Consent Agendas if they wish to discuss them. Requests for removal need to be made known to the Mayor under the Approval of the Order of Business at the beginning of the meeting.

Motion made by Roberson and a second by Mathis to approve Consent agenda December 2, 2025, Regular Council Meeting Minutes. A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**
Council member Demanche commented on the Red-Light Camera contract with the Town.
Town Administrator Sandoval addressed her question on the topic.

PUBLIC COMMENT – NON-AGENDA ITEMS (Limited to 3 Minutes)
No public comments were made.

OLD BUSINESS

Continued from December 2, 2025 - Second Reading and Adoption of Ordinance Restricting the use of Shipping Containers in C-1 and C-2 Zoning Districts and Establishing Design Standards.

First reading was held on November 4th, 2025 and was continued to December 2, 2025
Town Attorney read the Ordinance for the record.
Community Development Director Ball presented.
Town Administrator Sandoval commented.
Mayor Hall opened the hearing for public comments.
There were no comments; the hearing was closed.

Motion made by Roberson and a second by Hall to approve Second Reading and Adoption of Ordinance Restricting the use of Shipping Containers in C-1 and C-2 Zoning Districts and Establishing Design Standards. First reading was held on November 4th, 2025 and was continued to December 2, 2025.

A roll call vote was taken. Mathis nay, and Demanche nay. **Motion failed 0-2.**

Planning Commission Application
Motion made by Roberson and a second by Hall to approve Planning Commission Application Mr.Stickland.
A roll call vote was taken. Hall aye, Mathis nay, Roberson aye, and Demanche nay. **Motion failed 2-2.**

Planning Commission Application.
Motion made by Roberson and a second by Hall to approve Planning Commission Application DeShane.
A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche nay. **Motion passed 3-1.**

NEW BUSINESS

Resolution authorizing Town Staff to enter into a loan agreement with State of Florida Department of Environmental Protection State Revolving Loan Program for Point Source Water Pollution Control.
Town Attorney read Resolution for the record.
Public Works Director Henry presented.
Steve Elias from Pennoni presented.
Mayor Hall opened hearing for public comments.
There were no public comments; hearing was closed.

Motion made by Demanche and a second by Mathis to approve Resolution authorizing Town Staff to enter into a loan agreement with State of Florida Department of Environmental Protection State Revolving Loan Program for Point Source Water Pollution Control.
A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

Resolution authorizing Town Staff to enter into a loan agreement with State of Florida Department of Environmental Protection State Revolving Loan Program for Drinking Water Facilities.
Town Attorney read Resolution for the record.
Public Works Director Henry presented.
Steve Elias from Pennoni presented.
Mayor Hall opened hearing for public comments.
No public comments were made; the hearing closed.
Motion made by Roberson and a second by Mathis to approve Resolution authorizing Town Staff to enter into a loan agreement with State of Florida Department of Environmental Protection State Revolving Loan Program for Drinking Water Facilities.
A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

Consider Authorization to Piggyback Florida Sheriffs Association Contract Bid No. FSA2EQU21.1 for Purchase of 6-Inch Mobile Pump Package from Tradewinds.
Public Works Director Henry presented.
Motion made by Demanche and a second by Mathis to approve Authorization to Piggyback Florida Sheriffs Association Contract Bid No. FSA23-EQU21.1 for Purchase of 6-Inch Mobile Pump Package from Tradewinds. A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

Consider purchase of a new vehicle (budgeted FY 25/26) for the use by the Building Inspector.
Community Development Director Ball presented.
Mayor Hall opened the hearing for public comments.
No public comments were made; the hearing was closed.
Motion made by Roberson and a second by Demanche to approve Purchase of a new vehicle for the use by the building inspector budgeted FY 25/26.
A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

Consider Parks & Recreation recommendation of Designating and naming the park on Sample Ave to "Monarch Park".
Town Administrator Sandoval presented.
Council member Roberson commented.
Motion made by Mathis and a second by Demanche to approve Parks & Recreation recommendation of Designating and naming the park on Sample Ave to "Monarch Park"
A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

STAFF REPORTS

Town Administrator Sandoval - Submitted staff report to Town Council. She brought to the Council attention the need to upgrade Gunter Park to ADA Compliance.
Motioned made by Roberson and second by Demanche to use impact fees in the amount of $15,000 for Gunter Park to bring the park into ADA compliance. A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**
She continued her report to the Council; Staff is meeting with the JT Miller Community Revitalization Inc. regarding the MLK Parade and Celebration. It will be held on January 31st with the parade starting at 12:00 PM and the celebration following immediately after. Town Offices and Facilities will be closed on January 19th in observance of Martin Luther King Jr. Day. Staff is looking into getting another rate study for water and wastewater as well as impact fees.

Town Clerk Borja - She announced upcoming events for the Town Council. The Chamber Luncheon will be on Thursday, January 15, 2026, at 11:30 in Tom Fellows, Davenport, FL. There will not be a Ridge Dinner this month. Town Clerk's office is getting ready for the 2026 Election for Seat 1 and Seat 3. The Town of Lake Hamilton will hold a Regular Municipal Election on Tuesday, April 7, 2026, between the hours of 7 a.m. and 7 p.m., for the election of two Town Council members. Each office of council is for a term of three years. The qualifying period begins Monday, February 2, 2026, at 9:00 a.m. and ends on Friday, February 6, 2026, at 12:00 Noon at Town Hall, 100 Smith Avenue, Lake Hamilton, FL. To become a candidate, you shall have been, at the time of qualifying, both continuous and uninterrupted resident and elector of the Town of Lake Hamilton for at least one (1) year prior to qualifying. If only one candidate per seat qualifies, there will be no election and the candidates will automatically receive the nomination to the seat for which they qualified. For more information contact the Town Clerk, at 863-439-1910 or email at Jborja@townoflakehamilton.com. It is suggested you call the Town Clerk prior to Feb. 2nd to schedule a time to review the qualifying requirements.

Town Attorney- No comments.

ADJOURNMENT

Mayor Hall adjourned the meeting at 7:21 pm

Any opening invocation that is offered before the official start of the Town Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Town Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Town Council or the town staff, and the Town is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Person in attendance at the Town Council meeting are invited to stand during the opening ceremony. 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 Town Council Chambers or exit the Town 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.

Any person desiring to appeal any decision made by the Town Council, with respect to any matter considered at such meeting or hearing, will need a record of the proceedings, and for such purposes, must ensure that a verbatim

record and transcript of the proceeding is made in a form acceptable for official court proceedings, which record includes the testimony and evidence upon which the appeal is to be based. It shall be the responsibility of the person desiring to appeal any decision to prepare a verbatim record and transcript at his/her own expense, as the Town does not provide one. (F.S.286.26.105)

ATTN: PERSONS WITH DISABILITIES. In accordance with the American with Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations to participate in this proceeding, please contact the Town Clerks Office at 863-439-1910, at least forty-eight (48) hours prior to the meeting, provide a written request to the Office of the Town Clerk. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1 or 1-800- 955-8771 (TTY) / 1-800-955-8770 (Voice).

ATTEST:

_____

Phyllis Hall, Mayor

_____

Jacqueline Borja, Town Clerk

_____

Brittney Sandoval, Town Administrator

8.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Jeffrey Ball, Community Development Director

AGENDA ITEM: Second reading and adoption of Ordinance O-2026-01 regarding amending the fence standards for vacant properties.

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: This item was discussed during the December 2, 2025, Town Council meeting where staff was directed to make the changes to allow a 6' chain-link fence along the property's frontage in order to help address illegal dumping. First reading occurred on January 13th, 2026 meeting.

The proposed changes will allow the ability to permit a 6' tall chain-link fence along the property's frontage and a 6' privacy fence along the rear and side property lines, only on vacant properties. The proposed change will not affect developed properties.

The attached draft ordinance reflects those changes in an underline format. No deletions are proposed. Also, attached is the clean version of the ordinance.

The attached Business Impact Statement is attached as required by State law.

Staff is available to answer any questions relating to this change.

CONSENT AGENDA ☐ **OLD BUSINESS** ☒ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: No

RECOMMENDATION:

ATTACHMENT(S):

O-2026-01 underline Ordinance-fences on vacant lots.pdf
Business Impact Estimate- Fence.pdf

ORDINANCE O-2026-01

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, PERTAINING TO DESIGN STANDARDS; AMENDING ARTICLE III, LAND USE OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; DECLARING THIS ORDINANCE IS INTENDED TO SECURE AND PROMOTE THE PUBLIC HEALTH, SAFETY, WELFARE AND QUALITY OF LIFE OF THE PUBLIC; REVISING FENCE STANDARDS IN RESIDENTIAL ZONING DISTRICTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3167(c) Florida Statutes, empowers the Town to adopt land development regulations to guide the growth and development of the Town, and to amend such regulations from time to time; and

WHEREAS, the Town Council of the Town of Lake Hamilton has determined it necessary and desirable to revise and amend the regulations encompassed by the Land Development Code of the Town; and

WHEREAS, pursuant to Section 166.041(c)2 Florida Statutes, the Town Council has held two public hearings to amend the Land Development Code of the Town of Lake Hamilton; and

WHEREAS, the public hearings were advertised and held with due public notice to obtain public comment; and having considered all written and oral comments received during the public hearings the Town Council finds that the changes are necessary and appropriate to the needs of the Town.

NOW THEREFORE BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA:

Any underlined language in "red" is the proposed changes.

SECTION 1. AMENDMENT TO LAKE HAMILTON CODE OF ORDINANCES.

Chapter 16, Land Development Code, of the Code of Ordinances is amended as follows:

Sec. 16-137. Same—Exceptions.

(a) *Building projections and towers.* Any chimney, water, fire, radio and television tower, church spire, dome, cupola, cooling tower, elevator bulkhead, smoke stack, flagpole, parapet wall and similar structures and their necessary mechanical appurtenances must have approval of the town council to be located above the height limits herein established; however the heights of these structures or appurtenances thereto shall not exceed the height limitations set forth by FAA regulations affecting the height.

(b) *Fences, walls, and hedges.*

(1) Within residential zones, fences or walls may be erected, placed or maintained on any lot line or within any rear or side yard if not more than six feet in height, or four feet high in front yard areas, measured from the natural contour of the ground on adjoining lot, or on the particular lot, whichever is lower.

(2) Where a residential lot abuts non-residentially zoned property, such fences, walls, or hedges not less than six feet nor more than eight feet in height shall be required.

(3) Where unusual circumstances indicate a present or potential need of such barrier, the board of zoning adjustment may require a barrier of up to ten feet in height.

(4) On a corner lot in a residential area no fence, wall, structure, hedge, planting or foliage shall be erected, maintained, or established within 25 feet of the corner which will obstruct the view of a driver of a vehicle approaching a street intersection, and in no case shall such fence, wall, hedge, structure, planting or foliage be of a height greater than four feet above the abutting street level.

(5) Only on vacant residential zoned properties, a maximum 6'tall chain-link fence can be constructed along the frontage (where the property has access to a publicly maintained road). Along the rear and side property lines a maximum 6' tall fence as defined in Sec 20-21. If a primary structure is constructed on the property in the future, the fence must comply with 16-137(b)1 above.

SECTION 2. SEVERABILITY.

Should any section, paragraph, clause, sentence, item, word, or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part hereof, not so declared to be invalid.

SECTION 3. CODIFICATION AND SCRIVENER'S ERRORS.

The Town Council intends that this Ordinance be made part of the Town of Lake Hamilton Code of Ordinances, and that sections of this Ordinance can be renumbered or re-lettered and the word "Ordinance" may be changed to "Section", "Article", or some other appropriate word or phrase to accomplish codification, and regardless of whether this Ordinance is ever codified, the Ordinance may be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent may be corrected with the authorization of the Town Administrator without the need for a public hearing.

SECTION 4. CONFLICTS.

All ordinances in conflict herewith are hereby repealed to the extent necessary to give this ordinance full force and effect

SECTION 5. EFFECTIVE DATE.

This ordinance shall become effective sixty (90) days after passage.

INTRODUCED AND PASSED on first reading at the Regular meeting of the Town Council of Lake Hamilton, Florida held this 13th day of January 2026.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this 3rd day of February 2026.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLLIS HALL, MAYOR

ATTEST WITH SEAL:

_____
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

_____
ANTHONY SABATINI, TOWN ATTORNEY

Record of Vote	**Yes**	**No**
Roberson		
Mathis		
Demanche		
Hall		

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on Lake Hamilton's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: O-2026-01 Fence Ordinance

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means Lake Hamilton is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance. If no boxes are checked, the Business Impact Estimate Requirements Section will be completed. Lake Hamilton may, in its own discretion, determine to perform a Business Impact Estimate for ordinances exempted per Florida Statutes. This Business Impact Estimate may be revised following its initial posting.

REASON EXEMPTED FROM BUSINESS IMPACT ESTIMATE REQUIREMENTS

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
  a. Development orders and development permits, as those terms are defined in s. 163.3164, and development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243;
  b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
  c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

BUSINESS IMPACT ESTIMATE REQUIREMENTS

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, Lake Hamilton hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance will help deter illegal dumping and trespassing on vacant properties,

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in Lake Hamilton, if any:
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of Lake Hamilton's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

   N/A

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

   Impacts will be negligible.

4. Additional information the governing body deems useful (if any):
   [*You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate.*

   N\A

9.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: First reading of Ordinance O-2025-11 regarding the transmittal of the 2025 Evaluation and Appraisal Report (EAR) to the Florida Department of Commerce for compliance review.

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: Section 163.3191, Florida Statutes, requires local governments to periodically evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in state requirements. Staff has determined that there are necessary changes that need to be added to the Town's comprehensive plan. The attached Evaluation and Appraisal Report (EAR) satisfies this requirement.

The attached documents will be transmitted to the Department of Commerce as well as forwarded to other affected State agencies and reviewed for compliance. The transmittal, review, and adoption process is a three-step process.

The State will issue an Objections, Recommendations, Comments Report (ORC). The Town may take this into consideration when adopting the EAR, at a future Town Council meeting.

Staff has held a community meeting in October as well as holding workshops with both the Planning Commission and Town Council.

During the January 14th Planning Commission meeting, Planning Commission unanimously approved the request, with requesting changes to Policies 1.1.5 and 1.1.6 in the Infrastructure Element. These changes are shown in yellow in the draft.

Staff is available to answer any questions.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):
EAR Based Amendments TC agenda package 020326.pdf

TOWN OF LAKE HAMILTON
2025 COMPREHENSIVE PLAN EAR BASED AMENDMENTS
STAFF REPORT

February 3, 2026

TO: Town of Lake Hamilton, Town Council

FROM: Central Florida Regional Planning Council

SUBJECT: **Public Hearing – Ordinance No. O-2025-11:**
AN ORDINANCE OF LAKE HAMILTON, FLORIDA, AMENDING THE TEXT AND MAPS OF THE LAKE HAMILTON COMPREHENSIVE PLAN CONSISTENT WITH THE 2025 EVALUATION AND APPRAISAL (EAR) LETTER; PROVIDING FOR TRANSMITTAL TO FLORIDA COMMERCE FOR REVIEW AND COMPLIANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

AGENDA & HEARING DATES:

January 14, 2026, 5:30 PM:	Planning Commission Hearing
February 3, 2026, 6:00 PM:	**Town Council Meeting, Transmittal Hearing**
TBD:	Town Council Meeting, Adoption Hearing (2nd reading)

ATTACHMENTS:

- Element Amendment Overview Sheets
- Ordinance O-2025-11

PLANNING COMMISSION MOTION:

At their January 14, 2026 meeting, the Planning Commission voted to recommend approval of Ordinance O-2025-11with changes to the Town Council. The changes they are recommending are in Policies 1.1.5 and 1.1.6 in the Infrastructure Element. These changes, which are shown on the following page, are highlighted in yellow.

Policy 1.1.5: The Town shall coordinate with federal, state, regional, and local entities to implement basin specific watershed management plans, specifically in the Lake Okeechobee Basin Management Action Plan.

Comment: New Policy added to address the Lake Okeechobee Basin Management Action Plan.

Policy 1.1.6: In accordance with Florida Statutes, the Town will consider the feasibility of providing wastewater service within a 10-year planning horizon to developments within the Town limits of 50 or more residential lots, whether built or unbuilt, and more than one on-site wastewater treatment and disposal system (septic system) per one acre. As part of this consideration, the Town will identify the wastewater facility that could receive flow, the capacity of the facility, and any associated transmission facilities, the projected wastewater flow at that facility for the next 20 years, and a timeline for construction. The Town will focus on the area identified in the Lake Okeechobee Management Action Plan.

Comment: Policy added to address septic to sewer requirements in Florida Statutes.

TOWN COUNCIL MOTION OPTIONS:

Motion Options:

1. I move **approval of Ordinance O-2025-11** and transmittal of the 2026 Comprehensive Plan Update to Florida Commerce for review and compliance.

2. I move **approval of Ordinance O-2025-11 with changes** and transmittal of the 2026 Comprehensive Plan Update to Florida Commerce for review and compliance.

3. I move continuation to a date and time certain.

BACKGROUND:

The Town's Comprehensive Plan provides a framework for managing the growth and development of the city. At least once every 7 years, each local government must evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in State Statutes and submit an Evaluation and Appraisal Report (EAR) letter and signed affidavit notifying Florida Commerce as to its determination.

The proposed amendments to the Comprehensive Plan (Plan) based on a review of changes in Florida Statutes since the last time the Plan was updated and a review of the Comprehensive Plan against existing conditions, requirements of the Land Development Code, and input from the community.

Senate Bill 180

Adopted in 2025, Senate Bill 180 imposes mandates on state and local governments while limiting how they can regulate after storms. Cities and Counties May Not . . .

- propose or adopt more restrictive or burdensome amendments to its comprehensive plan or land development regulations;

- propose or adopt more restrictive or burdensome procedures concerning review, approval, or issuance of a site plan, development permit, or development order, to the extent that those terms are defined by s. 163.3164, Florida Statutes, before October 1, 2027

Reorganization

The Comprehensive Plan Elements were reorganized in the order as addressed in Florida Statutes.

Proposed Amendments

The Overview of Recommended Amendments attached to this document provides an overview of proposed text amendments by Element. The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended. This language is provided for information and not to be adopted into the Comprehensive Plan Update.

Overview

Future Land Use Element

The Future Land Use Element provides the designation of future land use patterns as reflected in the goals, objectives, and policies of the local government comprehensive plan elements.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

FUTURE LAND USE ELEMENT

Part I Purpose:	Date updated from 2030 to 2035 and 2050 to represent the two planning horizons as required by Florida Statute 163.3177(5)(a).
Objective 1.2:	New Objective to support transit supportive land use patterns.
Policy 1.2.1:	New policy to support the development of transit-oriented development in support of a multi-modal transportation system.
Policy 1.2.2:	New policy to support the development of transit-oriented development linking to the proposed SunRail station.
Policy 1.2.3:	New policy to recognize that the Transit-Oriented Development Districts will be represented on the Future Land Use Map.
Policy 1.3.9:	New Transit Oriented Development Future Land Use district established.
Policy 1.~~2~~3.~~1~~617:	Reference to the Polk Transportation Planning Organization Long Range Transportation Plan provided for clarity.

Policy 1.3.18: New Policy added to comply with Florida Statutes s. 163.31771.

Policy 2.1.4: New policy to address well radius added to address 500-foor radius requirements in FAC Rule 62-521.

Overview

Transportation Element

The primary purpose of Florida's Transportation Element, established by Section 163.3177(6)(b) of Florida Statutes, is to guide local governments in creating integrated, multi-modal transportation systems that emphasize public transportation, diverse travel options, and economic development. This element plans for efficient and safe transportation networks that are coordinated with other comprehensive plan elements, like future land use, and support the state's overall transportation goals.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be **added** and text that is shown as ~~strikeout~~ is to be **removed**.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

TRANSPORTATION ELEMENT AMENDMENTS

Purpose	Language added to address requirement for Element from Florida Statutes
Throughout	Reference to Rule 14-94 removed as Rule no longer exists.
Throughout	Updates to acronym and document references
Policy 1.3.3:	Add consideration of micromobility devices.
Policy 1.4.2:	Update to agency name
Policy 1.4.4:	Policy updated to reflect support of the Polk Transit Development Plan.
Objective 1.5 and Policies 1.5.1 to 1.5.4:	Objectives and policies added to reflect State and County safety initiatives.

Policy 3.1.1:	Table 1 - Update table reference and remove reference to Rule 14-94 as the Rule no longer exists.
Policy 3.1.2:	LOS Standard reference revised to reflect that Rule 14-94 no longer exists.
Policy 3.1.4:	Policy added to comply with Florida Statute 339.282.
Objective 3.4 and Policies 3.4.1 to 3.4.4:	Objectives and policies added to reflect State and County safety initiatives.

Overview

Infrastructure Element
(Including Water Supply Sub Element)

The Infrastructure Element plays an important role in the Comprehensive Plan as it works to identify the new infrastructure and growth demands needed to support the future physical and economic development of the community.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be **added** and text that is shown as ~~strikeout~~ is to be **removed**.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

INFRASTRUCTURE ELEMENT AMENDMENTS

Purpose:	Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).
Policy 1.1.5:	New Policy added to address the Lake Okeechobee Basin Management Action Plan.
Policy 1.1.6:	Policy added to address septic to sewer requirements in Florida Statutes.
Policy 5.3.5:	Language updated as requirements exist in the Land Development Code and to refer to the Florida Water StarSM program.

WATER SUPPLY SUB ELEMENT

Purpose:	Section added consistent with other elements; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).
Part II:	Section title added consistent with other elements.
Policy 1.4.2:	Adoption date removed as it is not needed.

Overview

Conservation Element

The Conservation Element of the Comprehensive Plan is required by State Law to explain how the community will conserve, use and protect natural resources, including air, water, water recharge areas, wetlands, water wells, estuarine marshes, soils, beaches and shores (if any), floodplains, rivers, bays, lakes, harbors, forests, fisheries and wildlife, marine habitat, minerals and other natural and environmental resources.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be **added** and text that is shown as ~~strikeout~~ is to be **removed**.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

CONSERVATION ELEMENT AMENDMENTS

Purpose:	Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).
Policy 3.2:	Policy updated to reflect requirements in Florida Statutes.
Policy 4.5:	Policy updated to change reference from SWUCA to Central Florida Water Initiative.
Policy 4.8:	Adoption date deleted as it is not necessary.

Overview

Recreation and Open Space Element

The intent of the Recreation and Open Space Element is a required Comprehensive Plan Element to ensure the development and maintenance of a comprehensive system of recreation facilities and open space sites that meet the needs of existing and projected user groups within the Town. The intent of recreation and open spaces within the Town are to provide for a myriad of recreational opportunities that are cost effective and efficient to develop, preserve and maintain. These spaces augment the natural environment; incorporates aesthetic as an essential component of park and facility design; and produce a sense of place and community for Town residents and adjacent users.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

RECREATION AND OPEN SPACE ELEMENT

Purpose:	Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

Overview

Housing Element

The Housing Element is a legally required part of a local government's comprehensive plan that outlines strategies for addressing current and future housing needs, including affordable housing, substandard conditions, and available land for diverse housing types.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be **added** and text that is shown as ~~strikeout~~ is to be **removed**.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

HOUSING ELEMENT AMENDMENTS

Purpose:	Language added to cite the Housing Element Requirements; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).
Goal:	Language added to recognize the private sector as the primary provider of housing.
Policy 1.3:	New Policy added to comply with Florida Statutes 166.3177(6)(f).
Policy 1.4:	New Policy added to comply with Florida Statutes 166.3177(6)(f).
Policy 1.5:	New Policy added to address requirements in FS 166.3177(6)(f).
Objective 5:	Language reworded to address the role of private sector and nonprofit housing and to address the housing needs.
Policy 5.2:	New Policy added to comply with Florida Statutes 163.3177(6)(f)1 and (f)2.

Objective 8:	Language related to reduction in greenhouse gases removed as it is not a state requirement.

Overview

Intergovernmental Coordination Element

The Town alone cannot ensure that all community needs are met and meaningful cooperation with local and state government and other agencies is essential. The Intergovernmental Coordination Element includes guidance for coordination with other governmental entities. This element includes principles and guidelines to be used in that coordination.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be **added** and text that is shown as ~~strikeout~~ is to be **removed**.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

INTERGOVERNMENTAL COORDINATION ELEMENT AMENDMENTS

Purpose:	Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).
Objective 1~~.1~~:	Language updated to add the Citrus Connection; Haines City added as an adjacent city.
Policy 1.1:	Haines City added as an adjacent city.
Policy 1.2:	Haines City added as an adjacent city.
Policy 1.3:	Haines City added as an adjacent city.
Policy 1.4:	Haines City added as an adjacent city.

Policy 1.6:	New policy added to address Lake Hamilton's participation in the Local Hazard Mitigation Working Group.
Objective 3:	Haines City added as an adjacent city.
Policy 7.4:	New policy added to address coordination of public transportation.
Policy 7.5:	New policy added to address existing coordination of commuter and high speed rail.
Objective 9:	Term "unwanted" changed to incompatible as the other term is subjective.
Policy 9.4:	Haines City added as an adjacent city; Terms "problematic" changed to incompatible as the other term is subjective.
Policy 10.1:	Adoption date removed as it is not needed.

Overview

Property Rights Element

The Property Rights Element is designed to ensure that private property rights are respected and considered in local decision-making processes. It aims to balance the interests of property owners with the broader public interests in land use planning.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be **added** and text that is shown as ~~strikeout~~ is to be **removed**.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

PROPERTY RIGHTS ELEMENT AMENDMENTS

Part I:	Section added consistent with other Elements; Language included to address requirement for Element from Florida Statutes; Language included to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).
Part II:	Part II header added consistent with other Elements.

Overview

Capital Improvement Element

According to Florida Statutes, the Capital Improvements Element is a required critical component of the local government's comprehensive plan. The schedule must be reviewed annually by the local government to reflect the timing, location, and funding of capital projects to achieve and maintain adopted level of service standards for public facilities that are necessary to implement the comprehensive plan.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be **added** and text that is shown as ~~strikeout~~ is to be **removed**.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

CAPITAL IMPROVEMENTS ELEMENT AMENDMENTS

Purpose:	Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).
Policy 2.1 Table 2:	Update table reference and remove reference to Rule 14-94 as the Rule no longer exists.
Policy 2.1(c):	LOS Standard reference revised to reflect that Rule 14-94 no longer exists.
Policy 2.1 Table 4:	Tiered Level of Service Standards table deleted as it is not longer applicable.
Policy 2.2:	Dates of Polk County School District Five-Year Facilities Work Program for current approval years.

Policy 2.4: Date of adoption not necessary.

CIP Schedules: A Capital Improvement Plan for the Lake Okeechobee Basin Action Management Plan is added and reflects there are no projects identified in Lake Hamilton consistent with the requirements of (FS 163.3177(3)(a)4.b.).

Overview

Public School Facilities Element

The coordination of Polk County public school facility planning and comprehensive land use planning is in the best interests of the citizens of Lake Hamilton. Land use and public school facility planning should be coordinated and based on consistent population, enrollment, Capital Outlay Full Time Equivalent (COFTE), independent forecasts and development trend data. Coordination with the Town of Lake Hamilton and the Polk County School Board regarding land development is needed to ensure additional school capacity is in place prior to, or concurrent with, additional student enrollment. The Public School Facilities Element is based on the Polk County Public School Facilities Interlocal Agreement. This Element will be updated upon the updating of the Interlocal Agreement. The Public School Facilities Element includes objectives and policies intended to improve the coordination between land planning and the provision of school facilities. Within the Public School Facilities Element, the term "schools" refers to public elementary schools, middle schools, and high schools or any combination thereof.

Language
The language being amended includes Goals, Objectives, and Policies. The text that is underlined is text to be **added** and text that is shown as ~~strikeout~~ is to be **removed**.

Comments
Comments listed under each proposed change indicate why the Goal, Objective, or Policy is being amended.

Please note that Goals, Objectives, and Policies that include non-substantive changes such as organization name changes and grammatical revisions are shown without comments.

PUBLIC SCHOOL FACILITIES ELEMENT AMENDMENTS

Part I Purpose:	Comment: Part I title added consistent with other Elements; Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).
Part II:	Part II title added consistent with other Elements.
Policy 2.2.2:	Level of Service for elementary, middle, and high school updated.

ORDINANCE NO. O-2025-11

AN ORDINANCE OF LAKE HAMILTON, FLORIDA, AMENDING THE TEXT AND MAPS OF THE LAKE HAMILTON COMPREHENSIVE PLAN CONSISTENT WITH THE 2025 EVALUATION AND APPRAISAL (EAR) LETTER; PROVIDING FOR TRANSMITTAL TO FLORIDA COMMERCE FOR REVIEW AND COMPLIANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 163.3161 through 163.3217, Florida Statutes, empowers local governments to adopt and amend comprehensive plans, or elements or portions thereof, to guide their future development and growth; and,

WHEREAS, Section 163.3191, Florida Statutes, requires local governments to periodically evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in state requirements, submit an Evaluation and Appraisal Report (EAR) letter and signed affidavit notifying the state land planning agency as to its determination, and subsequently update their comprehensive plan based on the recommendations in the EAR letter; and

WHEREAS, in exercise of its authority, the Town Council has determined it necessary to adopt amendments to the Town's Comprehensive Plan, which are attached hereto as **Exhibit "A"** and by this reference made a part hereof, to ensure that the Comprehensive Plan is in full compliance with the laws of the State of Florida; and

WHEREAS, pursuant to Section 163.3184(4), Florida Statutes, the Town Council has held meetings and hearings on **Ordinance O-2025-11**, the amendment(s) to the Comprehensive Plan and made a part hereof; and, the meetings were advertised and held with due public notice, to obtain public comment; and having considered written and oral comments received during public hearings, find the amendment(s) complete and appropriate to the needs of the Town.

WHEREAS, in exercise of its authority, the Town Council has determined it necessary to adopt the 2025 EAR Based Amendments to the Comprehensive Plan, which is shown in Exhibit "A" and is attached and made a part hereof to ensure that the Plan is in full compliance with the Laws of the State of Florida; to preserve and enhance present advantages; encourage the most appropriate use of land, water and resources consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the Town of Lake Hamilton

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA:

Section 1. **Ordinance Provisions.** The provisions set forth in the recitals of this Ordinance, (whereas clauses) are hereby adopted by the Town Council as legislative findings and the intent of this Ordinance.

Section 2. **Amendment of Comprehensive Plan.** The **Town of Lake Hamilton Comprehensive Plan** is hereby amended as set forth in Exhibit "A", by:

(a.) Amending the Future Land Use Element; Future Land Use Map Series; Transportation Element; Transportation Map Series Map; Infrastructure Element; Infrastructure Element Map Series; Conservation Element; Recreation and Open Space Element; Recreation and Open Space Map Series; Intergovernmental Coordination Element; Capital Improvements Element; Public School Facilities Element; Public School Facilities Map Series; Property Rights Element; Definitions and Acronyms Section; consistent with the Town of Lake Hamilton Evaluation and Appraisal Report determination letter and Affidavit.

Section 3. **Severability.** If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town of Lake Hamilton, Florida, by and through its Town Council, hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 4. **Copy of Ordinance on File.** A certified copy of this enacting ordinance and certified copy of the Town of Lake Hamilton Comprehensive Plan shall be located in the Office of the Clerk of the Town of Lake Hamilton. The Clerk shall also make copies available to the public for a reasonable publication charge.

Section 5. **Conflicts with Other Ordinances.** That portion of any Ordinance which may be in conflict with this Ordinance is hereby repealed with the adoption of this Ordinance.

Section 6. **Effective Date.** The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

Section 7. **Incorporation into Comprehensive Plan.** It is the intention of the Town Council that the provisions of this Ordinance shall become and be made a part of the Comprehensive Plan of the Town; and that sections of this Ordinance may be renumbered or relettered and the word "ordinance" may be changed to "chapter", "section", "article", or such

other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the Comprehensive Plan is accomplished, sections of this Ordinance may be renumbered or relettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Administrator or their designee, without need of public hearing, by filing a corrected or recodified copy of same with the Town Clerk.

INTRODUCED AND PASSED on first reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this _____ day of _____, 2026.

INTRODUCED AND PASSED on second reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this _____ day of ____, 2026.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLISS HALL, MAYOR

ATTEST:

_____
JACQUELINE BORJA, TOWN CLERK

APPROVED AS TO FORM:

_____
ANTHONY SABATINI, TOWN ATTORNEY

Record of Vote	**Yes**	**No**
Roberson		
Mathis		
Demanche		
Hall		

TOWN OF LAKE HAMILTON

ORDINANCE 2025-11
COMPREHENSIVE PLAN UPDATE
(2025 EAR-BASED AMENDMENTS)

EXHIBIT "A"

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

TOWN OF LAKE HAMILTON

Polk County, Florida

2025 EAR Comprehensive Plan Update

DRAFT: November 2025

TOWN OF LAKE HAMILTON

Polk County, Florida

2025 Comprehensive Plan Update

Phyllis Hall, Mayor
Robert Mathis, Vice Mayor
Cora Roberson, Council Member
Carmen Demanche, Council Member

DRAFT: November 2025

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DRAFT

TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



DRAFT

2025 EAR Based Amendments

Introduction and Administration

INTRODUCTION AND ADMINISTRATION SECTION

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

Comment: Section added to address the introduction and administration of the Comprehensive Plan.

NOTE: This section is provided as support information for the Comprehensive Plan.

INTRODUCTION

TOWN HISTORY

The "Town of Lake Hamilton" was officially incorporated as a municipality on August 7, 1891. The Town is located in Polk County, Florida. It is a suburban Town included in the Tampa-St. Petersburg-Clearwater, Florida Metropolitan Statistical Area. The Town is approximately 1.2 square miles with a topography ranging from 110 feet on the west to 183 feet on the east.

The Town was established as a Catholic colony by Judge Edmund F. Dunne. The Town's name originates from Saint Anthony of Padua. Saint Leo University is located nearby. (*Sources: Town of Lake Hamilton Website, Wikipedia)*

COMPREHENSIVE PLAN REQUIREMENTS OF CHAPTER 163, FLORIDA STATUTES

As required by Section 163.3177, Florida Statutes, the Town's comprehensive plan must provide the principles, guidelines, standards, and strategies for the orderly and balanced future economic, social, physical, environmental, and fiscal development of the Town.

These principles and strategies reflect community commitments to implement the plan and its elements and are used to guide future decisions, programs, and activities that ensure the plan is realized. The sections of this Comprehensive Plan containing the principles and strategies are provided by a series of goals, objectives, and policies, which identify how the Town's programs, activities, and land development regulations will be initiated, modified, or continued, for consistent and effective implementation.

LAKE HAMILTON COMPREHENSIVE PLAN

The Lake Hamilton Comprehensive Plan links the Town's and Community's Vision to guide and balance the future economic, social, physical, environmental, and fiscal management of development and redevelopment within Lake Hamilton. This plan sets the philosophy and goals, objectives, and policies that establish consistency with other Town adopted regulations including the Town of Lake Hamilton's Land Development Code (LDC).

Originally adopted in 1991, the Lake Hamilton Comprehensive Plan was last updated for the

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planning horizon of 2030. The 2025 Comprehensive Plan Update includes a 10-year short term planning horizon through 2036 and a 20-year long term horizon through 2050. This update follows requirements of Chapter 163.177 of Florida Statutes and provides assessment of projected growth and demand for services through the 2036 and 2050 planning horizons.

TOWN GROWTH

The Town of Lake Hamilton's population more than doubled in 25 years (2000 to 2025), a 140.7 percent increase, as shown in Figure 1. Lake Hamilton's population decreased by 5.6 percent between 2000 and 2010, increased by 24.9 percent between 2010 and 2020, and increased by 104.2 percent between 2020 and 2025. In 2020, Lake Hamilton included 0.21percent of Polk County's population. In 2025, Lake Hamilton included 0.37 percent of Polk County's population. Looking forward, Figure 1 illustrates the estimated permanent population within the Town of Lake Hamilton through the ten-year short term planning horizon in 2036 and the 20-year long term planning horizon in 2050.

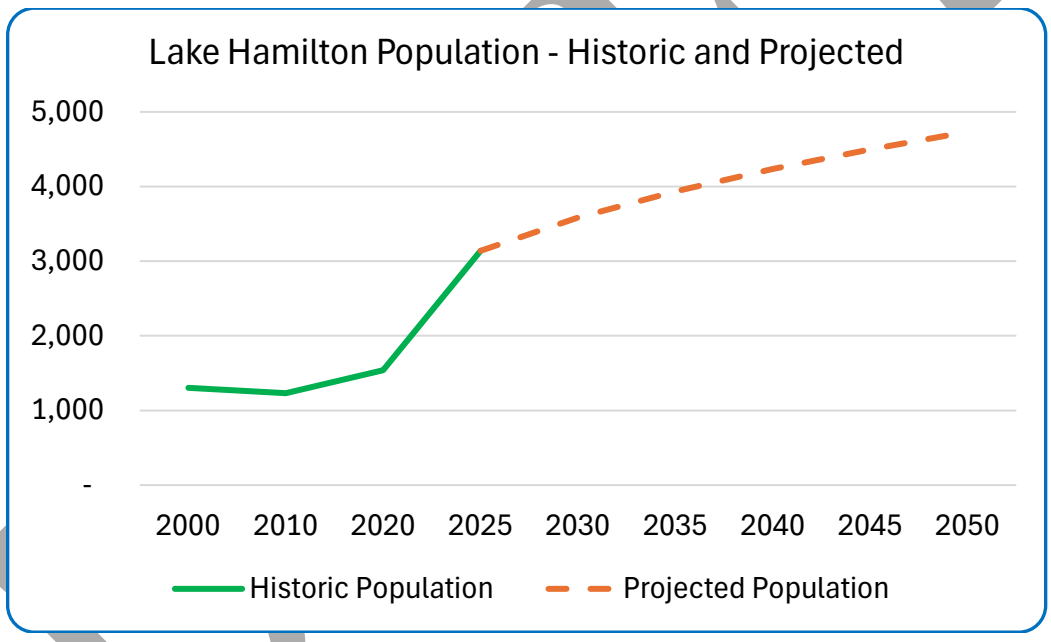


Figure 1: Lake Hamilton Historic and Projected Population

SWFWMD generates population projections by county, utility, and public supply service area. The parcel level population information was utilized to generate Seasonal population projections for Lake Hamilton. The seasonal projections are meant to be used for the basis of projections in water supply planning and water use permitting and to gather additional stakeholder input. The data source: https://www.swfwmd.state.fl.us/resources/data-maps/section-c-population-projections-utility-and-parcel-layers .

Table 1 displays the projected permanent population growth and adds the seasonal population to arrive at the Town's total projected population.

Table 1
Projected Population Totals (Permanent and Seasonal)
2025 - 2050

Year	Population (Permanent)	Permanent Population Change from 2025	Peak Seasonal Population	Total Population (Permanent and Seasonal)	Total Population Change from 2025 (%)
2025	3,139	--	17	3,156	--
2030	3,584	445	26	3,610	14.4%
2035	3,933	350	35	3,968	25.7%
2036 (10-year short term planning horizon)	3,994	61	36	4,030	27.7%
2040	4,237	243	42	4,279	35.6%
2045	4,495	258	59	4,554	44.3%
2050	4,733	238	77	4,810	52.4%

Sources: Population projections – Linear population growth analysis performed by the Central Florida Regional Planning Council, 2025
Southwest Florida Water Management District seasonal population projections, 2024.

The Town's total population is projected to increase from 3,139 in 2025 to 4,030 people by 2036 for a total population change of 874 persons during the 10-year short term planning horizon (27.7 percent increase).

The Town's total population is projected to increase from 3,139 in 2025 to 4,810 people by 2050 for a total population change of 1,654 persons during the 20-year long term planning horizon (52.4 percent increase).

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ADMINISTRATION

Comment: The language in this section is relocated from the existing Administration Section of the Comprehensive Plan. No changes are proposed to this language with this amendment package.

SECTION 1:

FUTURE LAND USE ELEMENT

1. LAND USE CATEGORIES; FUTURE LAND USE MAP

1.1 PURPOSE OF LAND USE CATEGORIES.

A system of Future Land Use Categories is created and incorporated into the Future Land Use Map for the purpose of guiding the location of land uses, prescribing the general range of land uses permitted, and providing limits on densities and intensities.

1.2 USES NOT ALL-INCLUSIVE.

Only a general range of potential uses is given for each of the Future Land Use Categories. Said range is presented as a means of describing the intended nature of each category and to provide direction in the preparation of definitive land use lists for use within Land Development Regulations. The range given is not all-inclusive and may be interpreted to include uses similar in nature to those presented. The process to be utilized in developing the definitive regulations is described in the Future Land Use Element.

1.3 DEVELOPMENT POTENTIAL MAY BE LOWER.

The actual density/intensity permitted for a specific project shall be as prescribed by the implementing Land Development Regulations; the maximum potential permitted may be less than the maximum provided within the Future Land Use Element.

1.4 ESTABLISHMENT OF LAND USE CATEGORIES.

The land use categories established in the Future Land Use Element are to be used in the preparation of the Future Land Use Map and to form a basis for the preparation of Land Development Regulations to further implement this Element.

1.5 ESTABLISHMENT OF FUTURE LAND USE MAP.

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The Future Land Use Map authorized and required by Chapter 163.3177(6)(a), Florida Statutes, and further described in Sec. 9J-5.006, Florida Administrative Code, is hereby adopted and made a part of the Future Land Use Element.

1.6 DISTRIBUTION OF LAND USE CATEGORIES.

The Future Land Use Categories established in the Future Land Use Element are shown, in aggregate, upon the Future Land Use Map, being distributed in location and extent to reflect the goals, objectives, and policies of the Future Land Use Element. No development order or permit shall be issued which is inconsistent with the applicable land use category depicted for the land parcel involved, as described upon the Map or as otherwise described within the Future Land Use Element or implemented through corresponding Land Development Regulations.

1.7 ADOPTION STATEMENT.

The goals, objectives, and policies included in the Future Land Use Element are adopted to provide direction and purpose to the future development of land uses within the Town. The established policies will be systematically implemented through appropriate administrative and financial programs such as zoning and subdivision regulations, capital improvement programming, and the like.

2. USE AND INTERPRETATION OF THE FUTURE LAND USE ELEMENT

2.1 USES PERMITTED WITHIN DESIGNATED LAND USE CATEGORIES.

The several future land use categories established within this Future Land Use Element set forth a general range of potential uses which may be permitted within the applicable areas to which the categories are applied upon the Future Land Use Map. This range is not intended to be all-inclusive in nature but to serve as a policy guideline in the establishment of specific zoning district regulations to be applied to the areas in question. The intent expressed for each land use category, the range of potential uses given, the range of potential density/intensity prescribed, applicable definitions of the Comprehensive Plan, the established land use patterns, and other pertinent data will all be considered by the Town Commission as it determines appropriate land uses to be permitted within the land areas described. A full range of uses permitted shall then be set forth in the zoning district regulations promulgated by the Town Commission of Lake Hamilton to implement this Element and other elements of the Comprehensive plan.

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2.2 TIMING OF DEVELOPMENT.

The Comprehensive Plan is recognized to be long-range in nature, providing a framework for orderly development within the Town to the year 2010. It is recognized that development under this Plan will take place gradually over the years, sometimes at a slow pace and at other times at an accelerated pace. At all times, it is desirable that such development as takes place will be orderly and in keeping with both the existing development patterns and the economical provision of public utilities and services. In this way, development can best meet the goals, objectives, and policies which are herewith established and provide a continuously harmonious and well-balanced community.

2.3 CONSISTENCY REVIEW.

To ensure that development within the Town is at all times consistent with the goals, objectives, and policies, and in the best interest of the community, each new development proposal shall be evaluated comprehensively in keeping with the factors described above. A proposed development may appear to be consistent with the Comprehensive Plan when compared with the Future Land Use Map, but may be found inappropriate when compared with the existing development pattern or the public facility and services systems. The timing of development thus becomes an important dimension to be evaluated in determining overall consistency with the adopted Comprehensive Plan.

2.4 CONSISTENCY REQUIREMENT.

A finding of consistency under this Plan shall require that all goals, objectives, and policies as set forth are met and not simply compatibility with the graphic Future Land Use Map. Actual development within the community may not correspond directly with the Land Use Plan Map until or very near the year 2030. Consistency, therefore, cannot be taken to mean simply the reflection of a "mirror image" of the Land Use Plan Map, but must reflect a finding based upon a larger set of affairs existing at any given time within the Plan period. Uses which do not correspond with the designated use upon the Map for a given area may therefore be fully consistent with the Comprehensive Plan in reality. Any such use or uses shall always be of a lesser intensity than the designated general range of uses. For this purpose, the general intensity hierarchy of land use categories shall be taken to range from open space uses at the low intensity level; through agricultural, residential, and commercial uses in that order; and ending at industrial uses at the high end.

2.5 BOUNDARY INTERPRETATIONS.

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The following rules shall be used for determining the location of any boundary on the Future Land Use Map:

A. Any boundary of a category depicted upon the Future Land Use Map which cannot be determined as being located along a logical natural or man-made boundary through the use of the map referenced in Number 1.5 shall generally be considered, and shall be located pursuant to an official determination by the Lake Hamilton Planning Commission, to coincide with the natural or mad-made feature or boundary located proximate to the boundary shown on the Future Land Use Map. Said boundary may comprise, but shall not be limited to, a lake, stream, drainway, property boundary, zoning district line, section line, roadway, or railroad right-of-way.

B. Where there is a lack of agreement between the Lake Hamilton Planning Commission and any property owner (or authorized representative) regarding a determination made pursuant to letter A above, a property owner may elect to request final determination of the matter by the Lake Hamilton Town Council. Any final determination made by the Town Council shall not be subject to additional interpretation or change unless through the plan amendment process.

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SECTION II:

CONCURRENCY MANAGEMENT SYSTEM

PART V. CONCURRENCY MANAGEMENT SYSTEM

2.5.1 CONCURRENCY OF PUBLIC FACILITIES AND SERVICES REQUIRED.

The Growth Management Act requires that all public facilities and services needed to support proposed development be available concurrent with the impacts of said development and that no development order or permit be issued which results in a lowering of the level of services set forth within this Comprehensive Plan. (Section 163.3202(g), F.S.)

2.5.2 PURPOSE.

In order to ensure an appropriate implementation of the requirements of the Growth Management Act and the goals, objectives, and policies of the Comprehensive Plan, this Concurrency Management System is established. Utilization of the System will provide the means by which all proposed development may be evaluated with respect to availability of necessary facilities and services.

2.5.3 CONCURRENCY DETERMINATION AND CERTIFICATE OF CONCURRENCY REQUIRED.

Upon adoption of this Comprehensive Plan, no development permit will be granted until a concurrency determination has been made and a Certificate of Concurrency has been issued.

2.5.4 PUBLIC FACILITIES AND SERVICES FOR WHICH DETERMINATION IS REQUIRED.

A concurrency review and determination shall be required relative to each of the following public facilities and services, applicable levels of services having been established within the Comprehensive Plan:

1. Roads;
2. Solid Waste;
3. Drainage;
4. Potable Water;
5. Recreation Facilities.

Concurrency for each of the above-designated facilities and services will be determined by comparing the available capacity of a facility or service to the demand created by the proposed development. Available capacity will be determined by adding together the total excess capacity of existing facilities and the total capacity of any new facilities which meet the previously defined concurrency standards and subtracting any capacity committed through concurrency reservations or previously approved development orders.

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2.5.5 CONCURRENCY DETERMINATION STANDARDS.

Development approval will be issued by the Town of Lake Hamilton only if the proposed development does not lower the existing levels of service (LOS) of public facilities and services below the corresponding levels of service adopted as a part of this Comprehensive Plan. A proposed development will be deemed concurrent if the following standards are met:

1. The necessary facilities and services are in place at the time a development permit is issued;

2. The development permit is issued subject to the condition that the necessary facilities and services will be in place concurrent with the impacts of development;

3. The necessary public facilities and services are guaranteed in an enforceable development agreement to be in place concurrent with the impacts of development.

2.5.6 CONCURRENCY DETERMINATION PROCEDURES.

An applicant may wish to determine quickly if there is sufficient capacity to accommodate a particular development. The Town will make an informal non-binding determination of whether there appears to be sufficient capacity in the public facilities and services to satisfy the demands of the proposed development. The Town will then make a determination of what public facilities or services would be deficient if the development were approved.

Certain developments actions are ineligible to receive a concurrency reservation because they are too conceptual and, consequently, do not allow an accurate assessment of public facility impacts. These development actions include land use amendments to the Comprehensive Plan and rezoning requests. Development actions of these types will receive a non-binding concurrency determination as part of the development review process.

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Any concurrency determination, whether requested as part of an application for development action or without an application for development action, is a non-binding determination of what public facilities and services are available at the date of inquiry. The specific procedures for receiving a concurrency determination for each level of service facility are set forth in the following sections.

2.5.6.1 CONCURRENCY DETERMINATION – ROADS.

1. The Town of Lake Hamilton will provide level of service information based upon the applicable level of service data set forth in the COMPREHENSIVE PLAN OF DEVELOPMENT – YEAR 2030.

2. If the level of service information indicates that the proposed development would not result in a level of service failure, the concurrency determination would be that an adequate facility capacity at an acceptable level of service was available at the date of application or inquiry.

3. If the level of service information indicates that the proposed development would result in a level of service failure, the concurrency determination would be that an adequate facility capacity at an acceptable level of service was not available at the date of application or inquiry.

2.5.6.2 CONCURRENCY DETERMINATION – SOLID WASTE.

1. The Town of Lake Hamilton will provide level of service information, based upon the applicable level of service data set forth in the COMPREHENSIVE PLAN OF DEVELOPMENT – YEAR 2030.

2. If the level of service information indicates that the proposed development would not result in a level of service failure, the concurrency determination would be that an adequate facility capacity at an acceptable level of service was available at the date of application or inquiry.

3. If the level of service information indicates that the proposed development would result in a level of service failure, the concurrency

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determination would be that an adequate facility capacity at an acceptable level of service was not available at the date of application or inquiry.

2.5.6.3 CONCURRENCY DETERMINATION – DRAINAGE.

1. The Town of Lake Hamilton will provide level of service information, based upon the applicable level of service data set forth in the COMPREHENSIVE PLAN OF DEVELOPMENT – YEAR 2030.

2. If the level of service information indicates that the proposed development would not result in a level of service failure, the concurrency determination would be that an adequate facility capacity at an acceptable level of service was available at the date of application or inquiry.

3. If the level of service information indicates that the proposed development would result in a level of service failure, the concurrency determination would be that an adequate facility capacity at an acceptable level of service was not available at the date of application or inquiry.

2.5.6.4 CONCURRENCY DETERMINATION – POTABLE WATER.

1. The Town of Lake Hamilton will provide level of service information, based upon the applicable level of service data set forth in the COMPREHENSIVE PLAN OF DEVELOPMENT – YEAR 2030.

2. If the level of service information indicates that the proposed development would not result in a level of service failure, the concurrency determination would be that an adequate facility capacity at an acceptable level of service was available at the date of application or inquiry.

3. If the level of service information indicates that the proposed development would result in a level of service failure, the concurrency determination would be that an adequate facility capacity at an acceptable level of service was not available at the date of application or inquiry.

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2.5.6.5 CONCURRENCY DETERMINATION – RECREATION FACILITIES.

1. The Town of Lake Hamilton will provide level of service information, based upon the applicable level of service data set forth in the COMPREHENSIVE PLAN OF DEVELOPMENT – YEAR 2030.

2. If the level of service information indicates that the proposed development would not result in a level of service failure, the concurrency determination would be that an adequate facility capacity at an acceptable level of service was available at the date of application or inquiry.

3. If the level of service information indicates that the proposed development would result in a level of service failure, the concurrency determination would be that an adequate facility capacity at an acceptable level of service was not available at the date of application or inquiry.

2.5.7 CERTIFICATE OF CONCURRENCY.

If, following the completion of all concurrency determination procedures, a proposed development is deemed concurrent, a Certificate of Concurrency will be issued by the Town Clerk. A Certificate of Concurrency will only be issued upon final development approval and will remain in effect for the same period of time as the development order with which it was issued. If the development approval does not have an expiration date, the Certificate of Concurrency will be valid for twelve (12) months from the date of issuance.

If the development requires any other Town permit, a copy of the Certificate of Concurrency should be included with any future application for said additional permit. A separate concurrency review will not then be required for the additional permit relating to the same development. Concurrency review addresses only the availability of facilities and capacity of services and Certificate of Concurrency does not represent overall development approval by the Town of Lake Hamilton.

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If an application for development is found not to be concurrent, the applicant will be notified that a Certificate of Concurrency cannot be issued. The burden of showing compliance with the adopted levels of service and meeting the concurrency determination will be upon the applicant. Prior to preparation of any additional documentation for the purpose of showing said compliance, the applicant should secure agreement from the Town as to the specific methodology to be utilized.

SECTION III

PUBLIC PARTICIPATION PROCEDURES FOR DEVELOPMENT OF A LOCAL COMPREHENSIVE PLAN

LEGAL REQUIREMENTS

The State of Florida, pursuant to s. 163.3181, Florida Statutes and s. 9J-5.004 FAC has established the following requirements to assure citizen participation in the local government planning process:

1. Public Participation in the Comprehensive Planning Process, s. 163.3181, FS

(A) It is the intent of the Legislature that the public participates in the comprehensive planning process to the fullest extent possible. Towards this end, local planning agencies and local government units are directed to adopt procedures designed to provide effective public participation in the comprehensive planning process and to provide real property owners with notice of all official actions which will regulate the use of their property. The provisions and procedures required in this act are set out as the minimum requirements towards this end.

(B) During consideration of the proposed plan or amendments thereto by the local planning agency or by the local governing body, the procedures shall provide for broad dissemination of the proposals and alternatives, opportunity for written comments, public hearings as provided herein,

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provisions for open discussion, communications programs, information services, and consideration of and response to public comments.

2. Public Participation, s. 9J-5.004 FAC

(A) The local governing body and the local planning agency shall adopt procedures to provide for and encourage public participation in the planning process, including consideration of amendments to the Comprehensive Plan and Evaluation and Appraisal Reports.

(B) The procedures shall include the following:

(1) Provisions to assure that real property owners are put on notice, through advertisement in a newspaper of general circulation in the area or other method adopted by the local government, of official actions that will affect the use of their property;

(2) Provisions for notice to keep the general public informed;

(3) Provisions to assure that there are opportunities for the public to provide written comments;

(4) Provisions to assure that the required public hearings are held; and

(5) Provisions to assure the consideration of and response to public comments.

(C) Public Participation Procedures:

The State of Florida, under Section 9J-5.004, Florida Administrative Code, requires that local governments adopt procedures that provide for and encourage public participation in the local comprehensive planning process. The adopted procedures shall also allow for participation in the consideration of comprehensive plan amendments and evaluation and appraisal reports.

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To ensure compliance with these requirements, the Town of Lake Hamilton assessed its existing public participation procedures and made the following determinations:

1. The Town of Lake Hamilton currently has locally adopted procedures which assure that real property owners are put on notice of any official action which will affect the use of their land. The Town places advertisements of any official action in a newspaper of local circulation.

2. The Town of Lake Hamilton has locally adopted procedures which assure that all meetings of the Town Council and the Planning Commission are advertised in a newspaper of local circulation. Also, the Town advertises all planning or planning related workshops and presentations.

3. The Town of Lake Hamilton has reviewed and understands the requirements of Subsection 163.3184, Florida Statutes, concerning required public hearings. The Town will adhere to all state and local requirements and public notices.

3. Public Participation in the Development of the Town of Lake Hamilton Comprehensive Plan

All of the requirements of Chapter 9J-5 FAC and Chapter 163 FS regarding public participation in the development of the Town of Lake Hamilton Comprehensive Plan and its update have been met.

All meetings of the Planning Commission and the Town Council were advertised in a local newspaper, or had notice posted at the Town Hall. Local newspapers were notified of all meetings. All meetings allowed public input, discussion, and questions regarding the Comprehensive Plan. Written comments were expressly mentioned as desirable and appropriate and were appropriately discussed.

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It is the opinion of the Town of Lake Hamilton that adequate notice was given of all meetings, and adequate advertisements given of public hearings; that real property owners were adequately put on notice through mailing notices, newspaper advertisements, press coverage, and properly posted notices; that the general public was similarly given adequate opportunity to be informed of the Comprehensive Plan proceedings; that the public was adequately invited to submit written comments; that the required public hearings were held with appropriate advertisement; that the adoption public hearing will be held with appropriate advertisement; that public comments were received and discussed with appropriate action taken on such comments; and that sufficient information and draft copies of the Comprehensive Plan or portions thereof were distributed and otherwise made available to property owners and the general public of the Town of Lake Hamilton.

4. Ongoing Public Participation

Public participation shall continue as the Town of Lake Hamilton Comprehensive Plan is amended and refined over time. The public shall be encouraged to participate in amendments to the plan. All meetings or workshops will be publicly held, with adequate notice given through newspaper advertisements, posted notices, or other appropriate means. Public comments shall be encouraged at public meetings or in writing. Due consideration shall be given to all comments received. At a minimum, notices and other public participation procedures shall meet the requirements as established in Chapter 163, FS and other applicable statutes regarding public meetings, and all applicable implementing rules of the State of Florida.

SECTION IV

MONITORING AND EVALUATION

The Town shall enforce procedures for monitoring the effectiveness of the plan and for evaluating the consistency of proposed actions with the plan. The Lake Hamilton Town Council, in conjunction with the Planning Commission, shall oversee Comprehensive Plan monitoring and evaluation.

As required by state regulations, an Evaluation and Appraisal Report (EAR) shall be prepared by the Town Council. Adoption of the EAR shall not constitute an amendment to the Comprehensive Plan, rather, recommended amendments or updates to individual

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elements will be developed and adopted by separate action. The EAR shall be transmitted to the state land planning agency with proposed amendments to the plan when such amendments are transmitted pursuant to Chapter 163.3184, F.S.

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TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



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2025 EAR Based Amendments

Future Land Use Element

FUTURE LAND USE ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: PURPOSE.

The Future Land Use Element is a required Comprehensive Plan Element established consistent with Florida Statue 163.3177(6)(a), The basic purpose of the Future Land Use Element is to provide a systematic and logical arrangement of land uses within the Town, with individual land uses being designated so as to best utilize the natural resources of the land itself, to provide the maximum possible degree of compatibility among the several land uses, and to facilitate the provision of necessary public facilities and services in an economical and effective manner. To a large extent, the Future Land Use Element is based upon objective factors dealing directly with the natural features of the land; to a considerable extent, the Element is based upon subjective factors reflecting the wishes and desires of the Town's residents. Collectively, the decisions which are reflected in the Element represent the future patterns of growth and development within the Town ~~forward to the year 2030~~ through the 2036 short-term planning horizon and the 2050 long-term planning horizon consistent with Florida Statutes. As the Comprehensive Plan is periodically reviewed as required by the Florida Statutes for needed revision, modifications may be made to alter such patterns, either in tempo or direction.

Comment: Date updated from 2030 to 2036 and 2050 to represent the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: GOALS, OBJECTIVES, AND POLICIES

GOAL 1: ACHIEVE AN OPTIMUM PATTERN OF FUTURE LAND USES IN HARMONY WITH THE NATURAL RESOURCES OF THE LAND; THE EXISTING LAND USE PATTERNS OF BOTH THE TOWN AND ITS ENVIRONS; THE PHYSICAL, ECONOMIC, AND SOCIAL NEEDS OF THE TOWN AND ITS CITIZENS; AND THE ABILITY TO PROVIDE EFFECTIVE AND EFFICIENT PUBLIC FACILITIES AND SERVICES.

OBJECTIVE 1.1: **ESTABLISH AND MAINTAIN A FUTURE LAND USE MAP TO GUIDE THE ORDERLY GROWTH AND DEVELOPMENT OF THE TOWN.**

Policy 1.1.1: Distribute the land use categories established herein upon the Future Land Use Map, based upon the capabilities and natural features of the land and existing land use patterns.

Policy 1.1.2: Designate lands for all appropriate land use categories so as to permit new growth to occur in an orderly and compact urban form.

Policy 1.1.3: Provide an arrangement of land use categories which will ensure a proper degree of compatibility among the several land uses and will protect the viability of the Town's lakes.

Policy 1.1.4: Provide a distribution of land uses which will allow for an effective and efficient extension of public facilities and services.

Policy 1.1.5: Provide a distribution of land uses based upon existing and projected availability of adequate transportation facilities.

OBJECTIVE 1.2: **TO PROMOTE INTEGRATED, TRANSIT-SUPPORTIVE LAND USE PATTERNS IN CONJUNCTION WITH PREMIUM TRANSIT STATIONS AND CORRIDORS TO IMPROVE EFFICIENCY AND FUNCTION OF TRANSPORTATION NETWORKS, ATTRACT ECONOMIC DEVELOPMENT, ENHANCE SUSTAINABILITY, AND CONTRIBUTE TO THE QUALITY OF LIFE OF BUSINESS OWNERS, VISITORS, AND RESIDENTS.**

Comment: New Objective to support transit supportive land use patterns.

Policy 1.2.1: Throughout the planning period, the Town of Lake Hamilton shall support development of transit-oriented development patterns in support of a multi-modal transportation system and increased mobility.

Comment: New policy to support the development of transit-oriented development in support of a multi-modal transportation system.

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Policy 1.2.2: The Town of Lake Hamilton acknowledges the interconnected effects of public transit investments and land uses. During the Planning Period, the Town of Lake Hamilton will work to develop opportunities for transit-oriented development, including links to the anticipated location of the Haines City Station for the planned commuter SunRail service.

Comment: New policy to support the development of transit-oriented development linking to the proposed SunRail station.

Policy 1.2.3: Once established, the Town of Lake Hamilton shall maintain the boundaries of any approved Transit-Oriented Development Districts on the Future Land Use Map.

Comment: New policy to recognize that the Transit-Oriented Development Districts will be represented on the Future Land Use Map.

OBJECTIVE 1.~~23~~: LOCATION AND DENSITY CRITERIA

THE LOCATION AND DENSITY OF FUTURE DEVELOPMENT AND REDEVELOPMENT SHALL BE DIRECTED IN APPROPRIATE AREAS AS DEPICTED ON THE FUTURE LAND USE MAP SERIES IN CONSISTENCY WITH THE GOALS, OBJECTIVES, AND POLICIES OF THE COMPREHENSIVE PLAN.

Policy 1.~~23~~.1: The following land use categories are hereby established for the purpose of managing future development and redevelopment activities:

a) Agricultural Lands

b) Residential Lands-1

c) Residential Lands-2.5

d) Residential Lands-5.0

e) Residential Lands-M

f) Retail/Office/Residential

g) Commercial-Service

h) Industrial-Light

i) Public Buildings and Grounds

j) Park

k) Conservation

Policy 1.~~23~~.2: Agriculture Lands (AG)

a) **Purpose:**
The primary functions of Agricultural Lands, as designated on the Future Land Use Map, shall be to protect and encourage areas which have a long-term agricultural character, while providing for low density residential use, and to protect unique native habitats and maintain open space.

b) **Range of Potential Uses:**
Citrus groves, farms, ranches, agro-industrial uses, agricultural service establishments, agriculturally-compatible residential uses, rural residential uses, mining, transmission towers, wells and storage tanks.

c) **Range of Potential Density/Intensity:**
The maximum gross residential density is 0.2 dwelling units per acre and the maximum floor area ratio for non-residential development shall not exceed 0.2.

Policy 1.~~23~~.3: Residential Lands-1 (RES-1)

a) **Purpose:**
Identification of areas which are established for a low-density residential environment and which may be utilized for compatible short-term agricultural activities.

b) **Range of Potential Uses:**
Suburban or urban residential uses, short-term agricultural uses, agriculturally-compatible residential uses, public or semi-public uses, low-intensity recreational uses; and appropriate water-dependent/water-related/water-enhanced uses.

c) Range of Potential Density/Intensity:

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The maximum gross residential density is 1 dwelling units per acre and the maximum floor area ratio for non-residential development shall not exceed 0.25.

Policy 1.~~23~~.4: Residential Lands-2.5 (RES-2.5)

a) **Purpose:**
Identification of areas which are established for a low-density residential environment of urban character, which may be utilized for compatible short-term agricultural activities.

b) **Range of Potential Uses:**
Suburban or urban residential uses, short-term agricultural uses, agriculturally-compatible residential uses, public or semi-public uses, and low-intensity recreational uses.

c) **Range of Potential Density/Intensity:**
The maximum gross residential density is 2.5 dwelling units per acre and the maximum floor area ratio for non-residential development shall not exceed 0.25.

Policy 1.~~23~~.5: Residential Lands-5.0 (RES-5.0)

a) **Purpose:**
Identification of areas which are established for a medium-density residential environment of urban character, and which may be utilized for compatible short-term agricultural activities.

b) **Range of Potential Uses:**
Suburban or urban residential uses, short-term agricultural uses, agriculturally-compatible residential uses, public or semi-public uses, and low-intensity recreational uses.

c) **Range of Potential Density/Intensity:**
The maximum gross residential density is 5.0 dwelling units per acre and the maximum floor area ratio for non-residential development shall not exceed 0.25.

Policy 1.~~23~~.6: Residential Lands-M (RES-M)

a) **Purpose:**

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Identification of areas which are established to recognize an existing medium-density residential environment of mixed use urban character, and which may be utilized for compatible short-term agricultural activities.

b) **Range of Potential Uses:**
Urban residential uses, small or medium retail and office commercial uses short-term agricultural uses, agriculturally-compatible residential uses, public or semi-public uses, and recreational uses.

c) Range of Potential Density/Intensity:
The maximum gross residential density is 9.99 dwelling units per acre and the maximum floor area ratio for non-residential development shall not exceed 0.25.

Policy 1.~~23~~.7: Retail/Office/Residential (R/O/R)

a) **Purpose:**
Identification of areas which are established for small retail shopping, offices, and compatible residential development.

b) **Range of Potential Uses:**
Small or medium retail and office commercial uses; compatible residential uses, public or semi-public uses, and recreational uses.

c) Range of Potential Density/Intensity:
The maximum gross residential density is 4.0 dwelling units per acre and the maximum floor area ratio for non-residential development shall not exceed 0.5.

Policy 1.~~23~~.8: Commercial/Service (CS)

a) **Purpose:**
Identification of areas which are established for commercial uses of a service nature, including highway oriented businesses, and which are restricted in permissive use and/or intensity in direct relationship to their specific location.

b) **Range of Potential Uses:**

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Motels, restaurants, curio shops, fruit sales, recreation uses, automotive service stations, automotive sales and service, machinery and equipment assembly and repair, warehousing, and public or semi-public uses.

c) **Range of Potential Density/Intensity:**
The maximum floor area ratio for non-residential development shall not exceed 0.5.

Policy 1.3.9: Transit Oriented Development (TOD):

The densities and intensities of permitted uses within designated Transit Oriented Development will be included in this section upon approval through the Future Land Use Plan Amendment process

Comment: New Transit Oriented Development Future Land Use district established.

Policy 1.~~23~~.~~9~~10: Industrial-Light (I-L)

a) **Purpose:**
Identification of areas which are established for light industrial and other employment-oriented uses. Also, to prohibit residential development from these areas so as to avoid adverse impacts, and to provide locations for intensive commercial development not suited for other land use categories due to the potential for adverse impact upon adjacent residential areas.

b) **Range of Potential Uses:**
Light industrial uses, offices, research/corporate uses, warehouse distribution uses intensive commercial uses, wholesale commercial uses, service uses, and public or semi-public uses.

c) **Range of Potential Density/Intensity:**
The maximum floor area ratio for non-residential development shall not exceed 0.6.

Policy 1.~~23~~.~~10~~11: Public Buildings and Grounds (PBG)

a) **Purpose:**

Identification of areas which are established for existing or future government-owned or leased buildings or grounds and private buildings and grounds for the service of the public.

b) **Range of Potential Uses:**
Schools, government buildings, fire and police stations, libraries, medical facilities, other non-recreational public properties, hospitals, camps, clubs, private schools, museums, and similar land uses.

c) Range of Potential Density/Intensity:
The maximum floor area ratio shall not exceed 2.0.

Policy 1.~~23~~.~~11~~12: Park (P)

a) **Purpose:**
Identification of areas of existing or future public and/or privately owned parks and open space areas.

b) **Range of Potential Uses:**
Permitted uses include publicly- or privately-owned properties which are open to recreational use by the public. Other uses may include conservation uses, open space, or environmentally sensitive areas. Stormwater management areas to service the parks and recreation facilities are permitted.

c) Range of Potential Density/Intensity:
The maximum floor area ratio shall not exceed 0.1.

Policy 1.~~23~~.~~12~~13: Conservation Lands (CV)

a) **Purpose:**
Identification of areas which have natural resources of unique value and which may be considered as wetlands or environmentally-sensitive lands.

b) **Range of Potential Uses:**
Any use which has the primary purpose of protecting natural resources, including passive recreational use.

c) **Range of Potential Density/Intensity:**
Structures within the CV land use category shall be limited to docks and boardwalks, storage buildings or tools and equipment needed to maintain the area, and other accessory structures supportive of recreation activities. The maximum floor area ratio for shall not exceed 0.05.

Policy 1.~~23~~.~~13~~14: Public Schools

Public schools are allowed in all land use classifications except Conservation. This provision applies to lands contiguous to existing schools, as well as development of vacant land for new schools. Further, the Town hereby encourages the collocation of public facilities such as parks, libraries, and community centers, with schools, when planning and reviewing a proposed site for new or expanded facilities, and shall adopt criteria for collocation in the Unified Land Development Code.

Policy 1.~~23~~.~~14~~15: Electric Distribution Substations

Electric distribution substations are allowed in all land use classifications, but not in historic neighborhoods. Land Development Regulations shall be adopted to establish compatibility standards, including setback and buffering standards, and to establish procedures for the review of applications for locating electric substation sites.

Policy 1.~~23~~.~~15~~16: Lakefront Overlay (Lake Hamilton) District (LOD)

The Lakefront Overlay (Lake Hamilton) District (LOD) recognizes the importance of protecting and enhancing a key community asset of scenic, environmental, and historic importance. The intent of the LOD is to improve the physical image of the waterfront community along Lake Hamilton, to protect the environmental sensitivity of Lake Hamilton, to enhance and revitalize the area into an economic focal point within the Town, to provide for land uses and development that employ the highest and best use of the waterfront properties where capacity exists to provide necessary facilities and services, to provide maximum visual and physical access to the waterfront, and to encourage pedestrian access to and use of the properties within the LOD.

The LOD provides waterfront uses and a location for water dependaent, water-related, and non-water-related uses in a waterfront setting. It allows for a variety of commercial uses, including recreational aquatic activities, eating establishments, and retail uses. The district allows for an attractive destination within the community by improving the image and function of the area through the application of a more appropriate level of land use compatibility.

Policy 1.23.1617: In support of the 2035 Polk County Mobility Plan Polk Transportation Planning Organization Long Range Transportation Plan, the Town shall require new development and redevelopment to conform to the following criteria:

1. Provide access to transit facilities;
2. Connect to centralized potable water systems;
3. Incorporate design features that promote green building principles;
4. Integrate pedestrian-oriented features, including sidewalks, trail, or walkways into all development including pedestrian shelters or awnings;
5. Provide accesses to civic space, parks, green areas, and open space and other amenities;
6. Be supported by public safety (fire, EMS, law enforcement); and
7. Have access to public schools.

Comment: Reference to the Polk Transportation Planning Organization Long Range Transportation Plan provided for clarity.

Policy 1.3.18: Consistent with Florida Statute 163.31771, the Town will evaluate permitting accessory dwelling units in single-family residential areas to increase the availability of affordable rentals for extremely low-income, very-low-income, low-income, or moderate-income persons.

Comment: New Policy added to comply with Florida Statutes s. 163.31771.

OBJECTIVE 1.34: REQUIRE THAT ALL FUTURE DEVELOPMENT BE COORDINATED WITH THE TOPOGRAPHY AND SOIL CONDITIONS AND WITH THE AVAILABILITY OF PUBLIC FACILITIES AND SERVICES.

Policy 1.34.1: Require the submittal of topographic and soil maps as a part of the site development review process.

Policy 1.~~3~~4.2: Prohibit the installation of septic tanks within areas that are environmentally unsuitable for septic tank usage due to the existence of poorly-drained soils as designated by the U.S. Soil Conservation Service.

Policy 1.~~3~~4.3: Prohibit the installation of any septic tank or septic drain field within seventy-five (75) feet of a lake shoreline.

Policy 1.~~3~~4.4: Request the assistance of the Natural Resource Conservation Service to develop and incorporate Best Management Practices in the Town's Land Development Regulations which minimize potential soil erosion.

Policy 1.~~3~~4.5: A criteria for issuance of a Development Order by the Town will be the site's ability to support the proposed use without adversely affecting the natural function of the environment. This shall be determined through: (1) the development review process; (2) the application of appropriate mitigation procedures; and (3) the securing of all required permits from the applicable agencies.

Policy 1.~~3~~4.6: Require documentation as to the availability of public facilities and services meeting established levels of service as a part of the site development review process.

Policy 1.~~3~~4.7: Utilize the zoning code and the permitting process to require provision for drainage and stormwater management in conjunction with the development of new commercial and industrial uses.

OBJECTIVE 1.~~4~~5: REQUIRE THAT SUITABLE LAND FOR NECESSARY PUBLIC FACILITIES IS AVAILABLE IN CONJUNCTION WITH PROPOSED DEVELOPMENT.

Policy 1.~~4~~5.1: Require the dedication or reservation of land for required public facilities as a part of the site development review and subdivision review processes.

Policy 1.~~4~~5.2: Issue development orders and permits only when it is documented that necessary facilities and services will meet all applicable levels of service and that required facilities and services will be available concurrent with the determined impacts of the proposed development.

Policy 1.~~4~~5.3: Where required facilities and services are not currently in place, condition any related development order or permit to require the

availability of said facilities and services that are necessary to serve the proposed development.

Policy 1.~~4~~5.4: Issue all applicable development orders and permits for facilities necessary to provide utility services to proposed land uses concurrently with the related development orders or permits authorizing said land uses.

OBJECTIVE 1.~~5~~6: IMPLEMENT THE FUTURE LAND USE ELEMENT THROUGH REGULATORY CONTROLS AND THE CAPITAL IMPROVEMENT PROGRAM.

Policy 1.~~5~~6.1: Update the zoning code and the zoning map to reflect the adopted Future Land Use Element and to ensure consistency with the established goals, objectives, and policies.

Policy 1.~~5~~6.2: Update the subdivision regulations as required to ensure consistency with the adopted Future Land Use Element.

Policy 1.~~5~~6.3: Provide for the systematic improvement and expansion of public facilities and services through the capital improvement programming and budgeting process.

OBJECTIVE 1.~~6~~7: LAND DEVELOPMENT REGULATIONS

MANAGE FUTURE GROWTH AND DEVELOPMENT THROUGH THE PREPARATION, ADOPTION, IMPLEMENTATION, AND ENFORCEMENT OF LAND DEVELOPMENT REGULATIONS.

Policy 1.~~6~~7.1: Consistent with the time frames outlined in Chapter 163, Florida Statutes, adopt Land Development Regulations containing specific and detailed provisions sufficient to implement the adopted Comprehensive Plan. The existing Land Development Regulations shall be reviewed and updated for consistency with the Comprehensive Plan. Consideration shall be given to making the regulation of land development as efficient and effective as possible and to integrating all appropriate Land Development Regulations into a unified code.

Policy 1.~~6~~7.2: The adopted Land Development Regulations shall regulate the use of land consistent with the Future Land Use Element and the Future Land Use Map Series, shall ensure the compatibility of adjacent land uses, and, at a minimum, shall:

a) Regulate the subdivision of land~~;~~.
b) Regulate land development to provide for parks and open space~~;~~.
c) Regulate land development to protect lakes, wetlands, and other environmentally-sensitive areas~~;~~.
d) Regulate land development in areas subject to periodic flooding and provide for drainage and stormwater management~~;~~.
e) Regulate land development to protect potable water wells and aquifer recharge areas~~;~~.
f) Regulate signage~~;~~. ~~and~~
g) Regulate parking, vehicular site access, and on-site traffic flow.

Policy 1.~~6~~7.3: The adopted Land Development Regulations shall establish standards for densities and intensities of use for each Future Land Use category on the Future Land Use Map Series consistent with Policies 1.~~2~~3.1 through 1.~~2~~3.~~12~~13 of the Future Land Use Element.

Policy 1.~~6~~7.4: The adopted Land Development Regulations shall permit and encourage the use, where appropriate, of development techniques such as mixed use planned development projects (PUD), zero-lot-line home subdivisions, and cluster housing.

GOAL 2: PROTECT AND MAINTAIN THE QUALITY AND QUANTITY OF ALL NATURAL RESOURCES WITHIN THE TOWN.

OBJECTIVE 2.1: PRESERVE EXISTING WETLAND AREAS SO AS TO PROVIDE NATURAL FLOOD STORAGE AREAS AND MINIMIZE EROSION, FACILITATE THE RECHARGE OF SURFICIAL AQUIFERS, ACHIEVE BIOLOGICAL FILTRATION OF URBAN AND AGRICULTURAL POLLUTANTS, AND PROVIDE NATURAL HABITATS FOR ANIMAL AND PLANT SPECIES.

Policy 2.1.1: Utilize zoning regulations to prohibit the modification of wetlands or the establishment of urban uses within wetland areas.

Policy 2.1.2: Establish zoning regulations to require that development shall be allowed only upon non-flood portions of any property subject to seasonal or periodic flooding, and that development be permitted only if the natural hydrological characteristics of flood-prone areas are maintained.

Policy 2.1.3: Establish setback and buffer requirements for all proposed development adjacent to wetland areas, utilizing a general setback

range of fifty to seventy-five feet for all development, including septic drainfields, and providing that required buffer areas shall remain in a natural, undisturbed state.

Policy 2.1.4: The Town shall continue to enforce wellhead protection standards to limit the types and intensity of land uses within a 500-foot radius of a public supply well.

Comment: New policy to address well radius added to address 500-foor radius requirements in FAC Rule 62-521.

OBJECTIVE 2.2: MAINTAIN THE INTEGRITY AND ENVIRONMENTAL QUALITY OF LAKES AND BASIN AREAS.

Policy 2.2.1: Utilize zoning regulations to restrict the development of land adjacent to lakes and basin areas so as to protect water quality and the maintenance of plant and animal life, permitting only low-density residential uses, water-oriented recreations uses and similar uses involving small boats and water craft, and non-intensive agricultural uses.

Policy 2.2.2: Utilize zoning regulations to establish setbacks for all adjacent development ~~so as~~ to preserve the aesthetic quality of the open space associated with water areas, utilizing a general setback range of fifty to seventy-five feet for all development ~~,~~ including septic drain fields, and providing that required buffer areas shall remain in a natural, undisturbed state.

Policy 2.2.3: Establish regulations to prohibit the discharge of untreated wastewater or surface runoff into the lake or basin areas.

OBJECTIVE 2.3: DEVELOP AND UTILIZE LAND ~~So As~~ TO MAINTAIN EXISTING GROUNDWATER QUALITY.

Policy 2.3.1: Develop and adopt zoning regulations which regulate density or intensity of development ~~so as~~ to prevent contamination of groundwater from septic tanks or surface runoff.

Policy 2.3.2: Establish regulations to prohibit the discharge of untreated wastewater, industrial by-products, or chemicals into the drainage system through ditches or canals.

OBJECTIVE 2.4: **MAINTAIN WATERSHED AREAS WITHIN THE TOWN ~~So As~~ TO FACILITATE THE PERCOLATION AND FILTRATION OF SURFACE RUNOFF CONTRIBUTING TO THE RECHARGE OF GROUNDWATER SUPPLIES.**

Policy 2.4.1: Establish regulatory guidelines to permit the use of permeable materials in the design and construction of walkways, driveways, and parking areas.

Policy 2.4.2: Establish standards for stormwater retention and runoff to be utilized in new development.

Policy 2.4.3: Provide regulations to permit the combining, grouping, and clustering of uses ~~so as~~ to maximize the preservation of vegetated open areas in their natural state.

Policy 2.4.4: Establish zoning regulations to prohibit the location of confined animal storage or feedlot operations within any wetland or conservation area.

OBJECTIVE 2.5: **UTILIZE APPROVED RESOURCE PLANNING AND MANAGEMENT PLANS OF THE STATE OF FLORIDA WITHIN THE PLANNING AND REGULATORY PROGRAMS OF THE TOWN.**

Policy 2.5.1: Prepare revisions of the Future Land Use Map in compatibility with approved resource planning and management plans of the State of Florida.

Policy 2.5.2: Prepare revisions of the zoning regulations and subdivision regulations which are consistent with approved resource planning and management plans of the State of Florida.

GOAL 3: MAINTAIN AGRICULTURE AS A MAJOR LAND USE AND AS A VALUABLE ECONOMIC ASSET.

OBJECTIVE 3.1: **MAINTAIN A HIGH LEVEL OF CITRUS PRODUCTION WITHIN THE TOWN.**

Policy 3.1.1: Identify and preserve, by use of applicable land use controls, lands ideally suited for citrus production due to their topography and soil composition.

Policy 3.1.2: Minimize the conversion of citrus lands to non-agricultural usage by utilizing zoning controls to permit the placement of new non-

agricultural uses upon lands which are not well-suited for citrus production but which are adaptable to the uses for which growth is necessary, permitting any conversion only in accord with the following criteria:

a. The land to be converted is found to be either poorly or marginally suited for continued citrus production due to the existence of poorly-drained soils or low elevations;.

b. The land is situated at the edge of a citrus-producing area, thus facilitating a land use conversion while maintaining a cohesive and uninterrupted citrus production pattern;.

c. No similarly situated alternative site is available for establishment of the use or uses proposed;.

d. Any conversion will be permitted only after amendment of the Future Land Use Map.

Policy 3.1.3: Utilize zoning regulations to guide the conversion of any agricultural land which is deemed necessary so that said change will constitute an orderly extension of existing urban areas, and prohibit scattered growth in a piecemeal fashion, making any needed zoning change only after any necessary amendment of the Future Land Use Map.

Policy 3.1.4: Utilize zoning regulations to permit the development of lands adjacent to citrus groves for uses which are compatible with citrus production, including such uses as low-density residential, recreation uses, citrus machinery and citrus truck terminals, packing plants, citrus sales offices and outlets, and low-intensity citrus product manufacturing.

Policy 3.1.5: Utilize land use controls and other applicable regulations to ensure that the subdivision of land, the location of land uses, and the general arrangement of new facilities adjacent to established groves is carried out in a manner providing the maximum possible compatibility between said lands, uses, or facilities and the adjacent agricultural uses.

OBJECTIVE 3.2: PERMIT THE ESTABLISHMENT OF NON-CITRUS AGRICULTURAL USES WHICH ARE COMPATIBLE WITH THE LOW-DENSITY RESIDENTIAL CHARACTER OF THE TOWN.

Policy 3.2.1: Identify area within the Town which have topography and soils suitable for non-citrus agricultural uses such as truck farming, livestock raising, or horticultural nurseries; and which can be utilized for said purposes on either a short-time or long-time basis without detriment to adjacent existing or future land uses.

Policy 3.2.2: Utilize land use controls to permit and regulate appropriate non-citrus agricultural uses at selective locations within the Town.

OBJECTIVE 3.3: WITHIN WETLANDS AND OTHER LOWLAND AREAS, PERMIT ONLY SUCH USES THAT ARE CONSISTENT WITH THE PROTECTION OF THE QUALITY OF THE NATURAL RESOURCES EXISTING WITHIN SAID AREAS.

Policy 3.3.1: Enforce Land Development Regulations which will designate the type, intensity, and site requirements of uses permitted within wetland and other lowland areas.

Policy 3.3.2: Carefully monitor any permitted usage, in cooperation with applicable State and County agencies, to ensure that said usage produces no health hazards or detrimental effects upon either the natural environment or the quality of underground water supplies.

GOAL 4: PRESERVE AND MAINTAIN RESIDENTIAL AREAS ~~SO AS~~ TO PROVIDE A WHOLESOME, ATTRACTIVE, AND SATISFYING LIVING ENVIRONMENT FOR EXISTING AND FUTURE RESIDENTS.

OBJECTIVE 4.1: MAINTAIN COMPATIBLE LAND USE PATTERNS WITHIN THE TOWN'S RESIDENTIAL AREAS.

Policy 4.1.1: Utilize zoning regulations to preserve the integrity of all residential neighborhoods by preventing the establishment of incompatible uses within their boundaries and by requiring buffering in conjunction with the development of non-residential uses on adjacent land.

Policy 4.1.2: Utilize the capital improvement program to provide public facilities and services within all neighborhoods to meet established levels of service.

Policy 4.1.3: Utilize zoning regulations to guide the establishment and arrangement of land uses so that areas of contrasting residential densities are properly buffered from each other and so that areas of higher densities are located adjacent to collector or arterial roadways.

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Policy 4.1.4: Utilize zoning regulations to establish minimum lot size requirements which will maintain the established character of low-density residential neighborhoods.

OBJECTIVE 4.2: SUPPORT ACTIVITIES OF STATE AND NATIONAL ORGANIZATIONS DESIGNED TO IDENTIFY AND PROTECT ANY STRUCTURES WITHIN RESIDENTIAL NEIGHBORHOODS HAVING HISTORIC SIGNIFICANCE.

Policy 4.2.1: Provide assistance to State or national organizations in any studies conducted by or sponsored by said organizations relative to the identification and evaluation of potential historic structures within the Town.

Policy 4.2.2: Establish, if supported by any studies conducted, a special historic zoning district for the protection and preservation of designated dwellings and structures, said district to include regulations, standards, and review procedures controlling the land uses, building types, and design of all structures ~~so as~~ to ensure architectural and aesthetic compatibility within the district.

Policy 4.2.3: Prepare and adopt, if supported by any studies conducted, a historic preservation ordinance establishing a local register of historic places and requiring review by a historic preservation board or committee before any activity to alter the appearance or integrity of a site or structure listed on said register could take place.

Policy 4.2.4: Utilize, as appropriate, a wide range of techniques such as historic easements, protective covenants, purchase or transfer of development rights, rehabilitation tax credits, Community Development Block Grant funds, tax increment financing, revolving funds, special variances to building and zoning codes, and marker awards as means of preserving an maintaining historic sites and structures.

Policy 4.2.5: Promote and support the listing of qualified sites and structures in the National Register of Historic Places.

OBJECTIVE 4.3: SUPPORT ACTIVITIES OF STATE AND NATIONAL ORGANIZATIONS DESIGNED TO IDENTIFY AND PROTECT ANY ARCHAEOLOGICAL SITES OF SIGNIFICANCE WITHIN THE TOWN.

Policy 4.3.1: Work cooperatively with the State Division of Historic Resources and the Bureau of Historic Preservation with regard to any archaeological surveys conducted by or sponsored by said agencies to find and assess historically significant sites within the Town.

OBJECTIVE 4.4: PRESERVE THE UNIQUE CHARACTER OF LOW-DENSITY RESIDENTIAL DEVELOPMENT ADJACENT TO LAKES.

Policy 4.4.1: Utilize zoning regulations to protect the integrity of existing residential areas by establishing lot size requirements for new residential uses which are consistent with the size of lots already developed.

Policy 4.4.2: Utilize zoning regulations to establish setback requirements from the water's edge for major structures, buildings, and septic drainfields ~~so as~~ to protect both the aesthetic qualities of the neighborhood and the quality of the lake water from potential pollution, utilizing a general setback range of fifty to seventy-five feet for all development, including septic drainfields, and providing that required buffer areas shall remain in a natural, undisturbed state.

OBJECTIVE 4.5: ESTABLISH GUIDELINES FOR THE IMPLEMENTATION OF MIXED USE CATEGORIES OF LAND USE WITHIN RESIDENTIAL AREAS.

Policy 4.5.1: Develop and adopt zoning regulations for use within the designated RES-M land use areas permitting a land use mixture and relative proportion of uses as follows: residential uses (50-60%); retail and office commercial uses (5-10%); short-term agricultural uses (10-25%); public and semi-public uses (5-10%); recreation uses (2-5%).

Policy 4.5.2: Establish criteria within zoning regulations applied to RES-M land use areas to ensure a high degree of compatibility and a workable functional relationship among uses, including the internal location and arrangement of the several land uses, relationship to patterns of vehicular and pedestrian movement; provision for open space; provision for vegetative buffering; and density/intensity of development.

Policy 4.5.3: Utilize planned unit development techniques and regulations within designated RES-M land use areas to provide opportunities for innovative mixtures of land uses.

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OBJECTIVE 4.6: **PROVIDE GUIDELINES FOR THE ORDERLY GROWTH AND EXTENSION OF RESIDENTIAL AREAS.**

Policy 4.6.1: Designate a sufficient and suitable supply of land for the construction of new residential units.

Policy 4.6.2: Utilize zoning regulations to permit new growth by extension of existing residential areas ~~so as~~ to prevent urban sprawl and minimize the cost of extending public facilities and services.

Policy 4.6.3: Utilize zoning regulations to provide for the extension and enlargement of existing residential areas through the use of lot sizes and lot proportions which are consistent with those already established.

Policy 4.6.4: Permit and encourage such types of residential uses and densities as are appropriate and consistent with the character of the Town, locating such uses ~~so as~~ to ensure a proper compatibility with established land use patterns.

Policy 4.6.5: Utilize subdivision regulations to establish a system of roadways within all new residential areas, properly coordinated with the existing system, and with lots of such sizes and arrangements ~~so as~~ to ensure the maximum of compatibility with the roadway system.

Policy 4.6.6: Revise the zoning map to permit new independent residential areas only when growth cannot reasonably be accommodated by the expansion of existing areas and when it can be ensured that the location, size, and design of said new development will produce cohesive neighborhood areas, coordinated closely with the topography and soil conditions and served by a full range of community facilities and services, any such zoning map revision being made only after any necessary amendment of the Future Land Use Map.

OBJECTIVE 4.7: **ACTIVELY IDENTIFY, DEVELOP, AND IMPLEMENT PROGRAMS FOR THE REDEVELOPMENT OR RENEWAL OF BLIGHTED AREAS.**

Policy 4.7.1: Continue to implement Housing Element directives for the renewal and revitalization of substandard housing.

Policy 4.7.2: Utilize available State and federal grant programs to provide public improvements within identified areas in need of redevelopment of upgrading.

Policy 4.7.3: Utilize the Capital Improvement Program to coordinate the timing of public facility improvements with private improvement activities within designated areas.

Policy 4.7.4: Establish an on-going information program to identify State and federal assistance and loan programs for very-low and low-income housing and to assist residents to establish eligibility for said programs.

OBJECTIVE 4.8: PROVIDE OPPORTUNITIES FOR INNOVATIVE LAND DEVELOPMENT.

Policy 4.8.1: Adopt planned unit development regulations as a part of the zoning code.

Policy 4.8.2: Amend the subdivision regulations to provide requirements and standards for unique land development of innovative character.

GOAL 5: ACHIEVE A BALANCED PATTERN OF COMMERCIAL AREAS WITHIN THE TOWN, WELL-SUITED TO MEET THE SHOPPING AND BUSINESS NEEDS OF RESIDENTS AND TO BENEFIT THE LOCAL ECONOMY.

OBJECTIVE 5.1: DESIGNATE AREAS FOR THE DEVELOPMENT OF RETAIL COMMERCIAL AREAS AT LOCATIONS AND INTENSITIES WHICH WILL BE COMPATIBLE WITH THE ESTABLISHED FUNCTIONAL AND AESTHETIC CHARACTER OF THE COMMUNITY.

Policy 5.1.1: Encourage the grouping of related retail commercial uses within individual commercial centers or areas ~~so as~~ to define and strengthen the function of said areas, to provide convenient shopping opportunities, and to permit the efficient provision and use of public facilities and services.

Policy 5.1.2: Utilize the zoning regulations to establish the grouping and concentration of retail commercial uses at nodal points in the community having immediate access to the major roadway system and to necessary public facilities and services.

Policy 5.1.3: Utilize the zoning regulations to prohibit the establishment or enlargement of commercial areas in locations ill-suited for commercial development by virtue of poor topography, inadequate roadway access, inadequate or missing public facilities and/or services, or location within established residential neighborhoods.

Policy 5.1.4: Utilize the zoning regulations to facilitate the enlargement and improvement of existing retail commercial areas.

Policy 5.1.5: Utilize zoning and site review processes to provide for the interconnecting of access roads and parking areas of adjacent retail commercial land uses ~~so as~~ to allow free vehicular movement between and among said uses and to reduce traffic congestion and hazards on the public roadway system.

Policy 5.1.6: Utilize the site development review process to require planning of all new retail commercial developments ~~so as~~ to establish compatibility with existing and future adjacent land uses, adequate surface drainage, effective traffic circulation, and adequate buffering and screening of adjacent use areas.

Policy 5.1.7: Utilize the zoning code to regulate the location, size, and type of signs within the Town.

OBJECTIVE 5.2: ESTABLISH GUIDELINES FOR THE IMPLEMENTATION OF MIXED USE CATEGORIES OF LAND USE WITHIN RETAIL COMMERCIAL AREAS.

Policy 5.2.1: Develop and adopt zoning regulations for use with the designated R/O/R land use areas permitting a land use mixture and relative proportion of uses as follows: retail shopping uses (30-50%); offices (20-40%); residential uses (30-40%).

Policy 5.2.2: Establish criteria within zoning regulations applied to R/O/R land use areas to ensure a high degree of compatibility and a workable functional relationship among uses, including the internal location and arrangement of the several land uses, relationship to patterns of vehicular and pedestrian movement; provision for open space; provision for vegetative buffering; and density/intensity of development.

Policy 5.2.3: Utilize planned unit development techniques and regulations within designated R/O/R land use areas to provide opportunities for innovative mixtures of land uses.

OBJECTIVE 5.3: PROHIBIT COMMERCIAL UTILIZATION OF LANDS ILL-SUITED OR NOT FULLY DEMONSTRATED AS NEEDED FOR COMMERCIAL DEVELOPMENT.

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Policy 5.3.1: Evaluate all commercial zoning petitions in terms of location and access criteria and in terms of the current supply of unused commercial land in the area intended to be served.

Policy 5.3.2: Designate land on the zoning map for commercial usage only when an immediate commercial development of said land is proposed.

Policy 5.3.3: Designate land for commercial usage only at locations where commercial development will be consistent with the established land use pattern.

Policy 5.3.4: Review and revise land use regulations as appropriate to permit incidental commercial or business activities to be conducted on a limited basis as secondary uses in non-commercial districts.

OBJECTIVE 5.4: REGULATE COMMERCIAL ACTIVITIES ON LAND IMMEDIATELY ADJACENT TO LAKE HAMILTON TO BE COMPATIBLE WITH THE AESTHETIC QUALITY OF THE LAKE.

Policy 5.4.1: Develop land use regulations to permit only specified commercial uses adjacent to Lake Hamilton.

Policy 5.4.2: Utilize zoning regulations to establish building setbacks requirements to protect the aesthetic appearance and water quality of Lake Hamilton, utilizing a general setback range of fifty to seventy-five feet for all development, including septic drain fields, and providing that required buffer areas shall remain in a natural, undisturbed state.

OBJECTIVE 5.5: PERMIT THE DEVELOPMENT OF INTENSIVE COMMERCIAL USES, WAREHOUSING, AND DISTRIBUTION CENTERS AT LOCATIONS ADJACENT TO HIGHWAY 27 WHERE LARGE TRACTS OF SUITABLE LAND ARE AVAILABLE.

Policy 5.5.1: Revise land use regulations as necessary to specify permitted uses and to set forth development standards which will facilitate a grouping of properly-designed and constructed commercial uses.

GOAL 6: ACHIEVE A PATTERN OF LIGHT INDUSTRIAL USES WHICH WILL FACILITATE SOUND ECONOMIC GROWTH, PROVIDE JOB OPPORTUJNITIES FOR TOWN RESIDENTS, AND PROVIDE COMPATIBILITY WITH THE FUNCTIONAL AND AESTHETIC CHARACTER OF THE COMMUNITY.

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OBJECTIVE 6.1: **PERMIT THE ESTABLISHMENT OF NEW INDUSTRIAL USES WHICH WILL BE CONSISTENT WITH THE CHARACTER OF THE TOWN AS A LOW-DENSITY RESIDENTIAL COMMUNITY.**

Policy 6.1.1: Revise existing land use regulations ~~so as~~ to restrict new industrial development to uses which will not produce adverse effects upon the physical environment or the general welfare of the public.

Policy 6.1.2: Utilize the zoning map to designate areas which are suitable for the development of industrial uses and which are buffered from established or projected residential areas within the Town.

Policy 6.1.3: Utilize the zoning map to designate areas for industrial development upon soils not well-suited for agricultural usage ~~so as~~ to preserve fertile soils for agricultural usage.

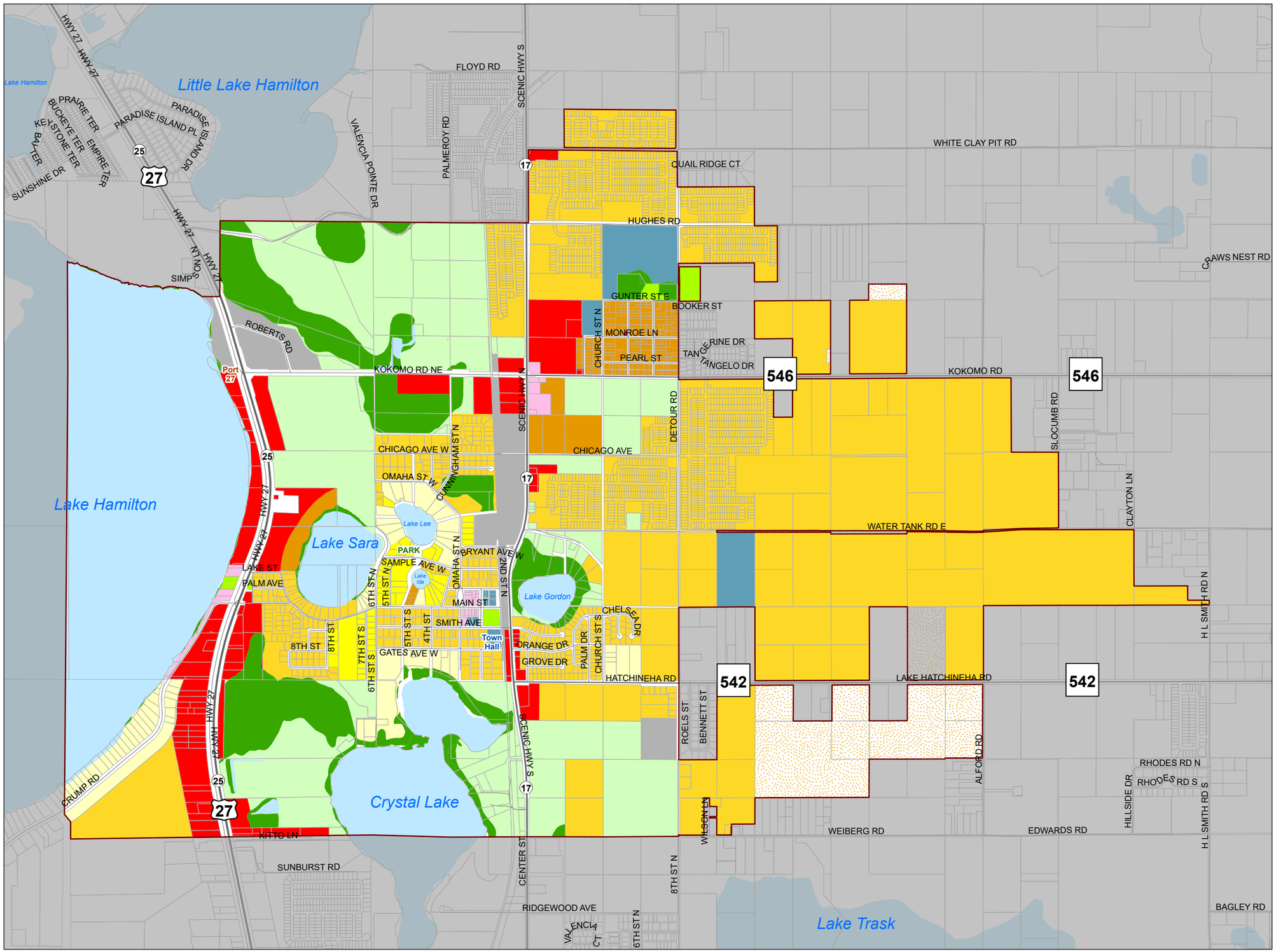
Policy 6.1.4: Utilize zoning regulations to provide for the location of industrial development in areas immediately served by arterial or secondary arterial roads ~~so as~~ to avoid the intrusion of industrial traffic into non-industrial areas.

Policy 6.1.5: Utilize zoning regulations to provide for the location of industrial development in areas which can be readily and economically served by public facilities and services.

Policy 6.1.6: Utilize zoning regulations to facilitate the enlargement and improvement of existing industrial areas to accommodate new industrial development.

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TOWN OF LAKE HAMILTON - FLU MAP 1 - 2050 FUTURE LAND USE



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

Lake Hamilton Future Land Use

- AG - Agricultural Lands
- RL-1 - Residential Lands - 1
- RL-2.5 - Residential Lands - 2.5
- RL-5 - Residential Lands - 5
- RL-M - Residential Lands - M
- ROR - Retail/Office/Residential
- CS - Commercial/Service
- IL - Industrial-Light
- PBG - Public Buildings and Grounds
- PARK - Parks
- CON - Conservation Lands
- NA - Unassigned

N

Miles

0 ¼ ½ 1

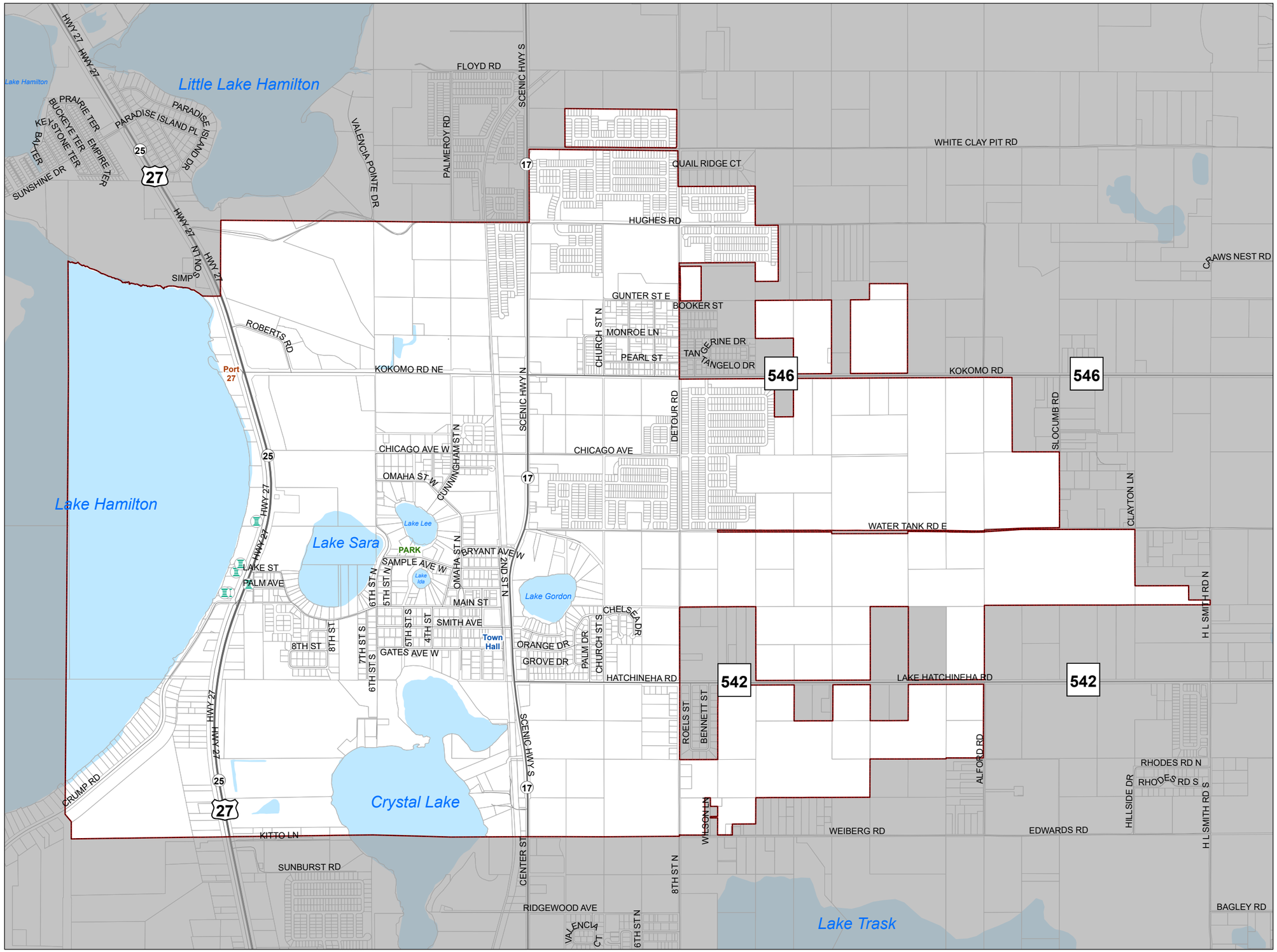
DISCLAIMER:
The information on this map should be considered conceptual and subject to change.
This map is not a survey.
Data Sources:
Central Florida Regional Planning Council
Polk County Property Appraiser
Town of Lake Hamilton

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TOWN OF LAKE HAMILTON - FLU MAP 2 - HISTORIC RESOURCES



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies
- Historic Sites

N

Miles

0 ¼ ½ 1

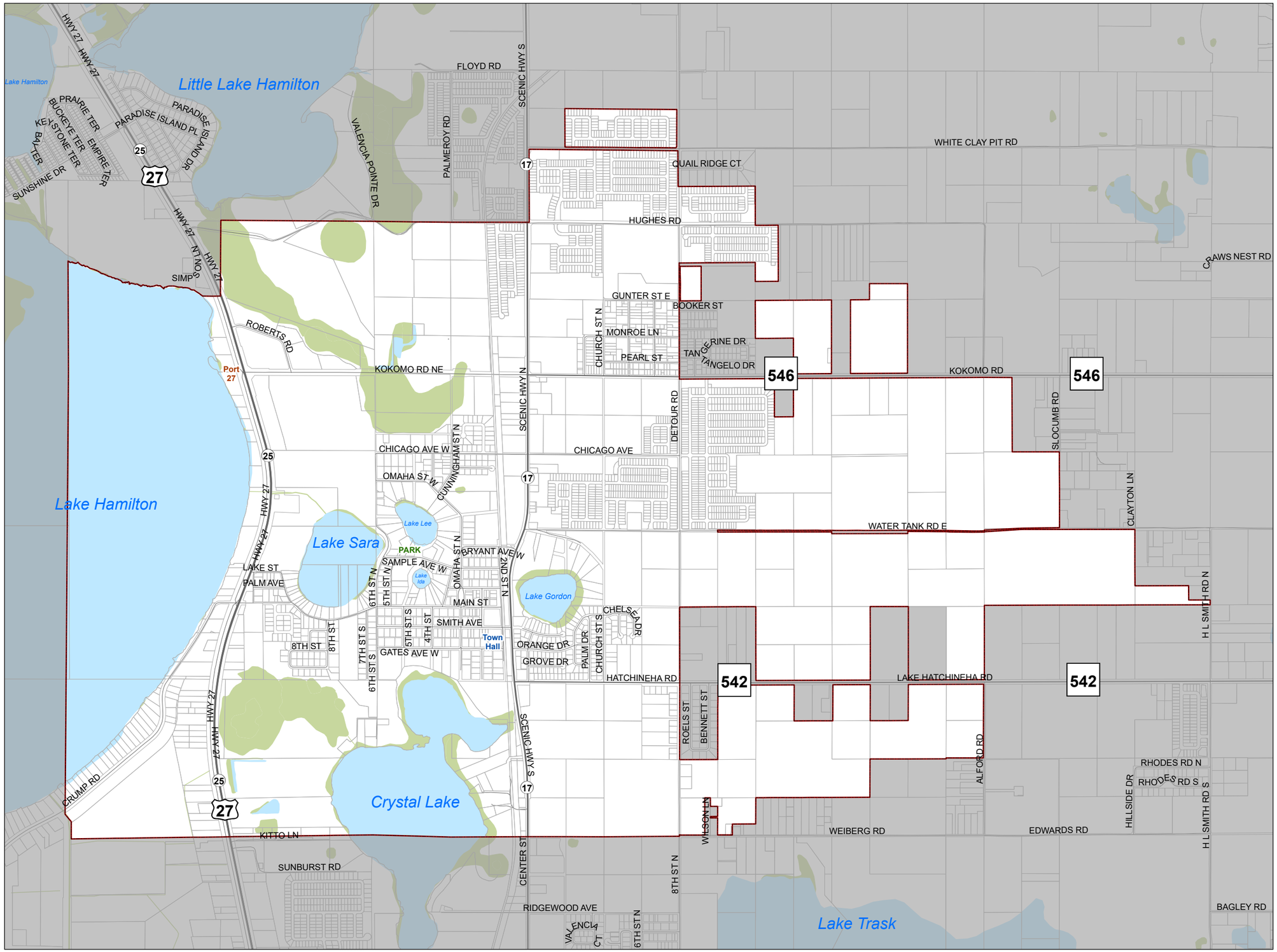
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Data Sources:
Central Florida Regional Planning Council
FDEP Geospatial Open Data (NCH Resources)
Polk County Property Appraiser
Town of Lake Hamilton

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TOWN OF LAKE HAMILTON - FLU MAP 3 - WETLANDS



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies
- Wetlands

N

Miles

0 ¼ ½ 1

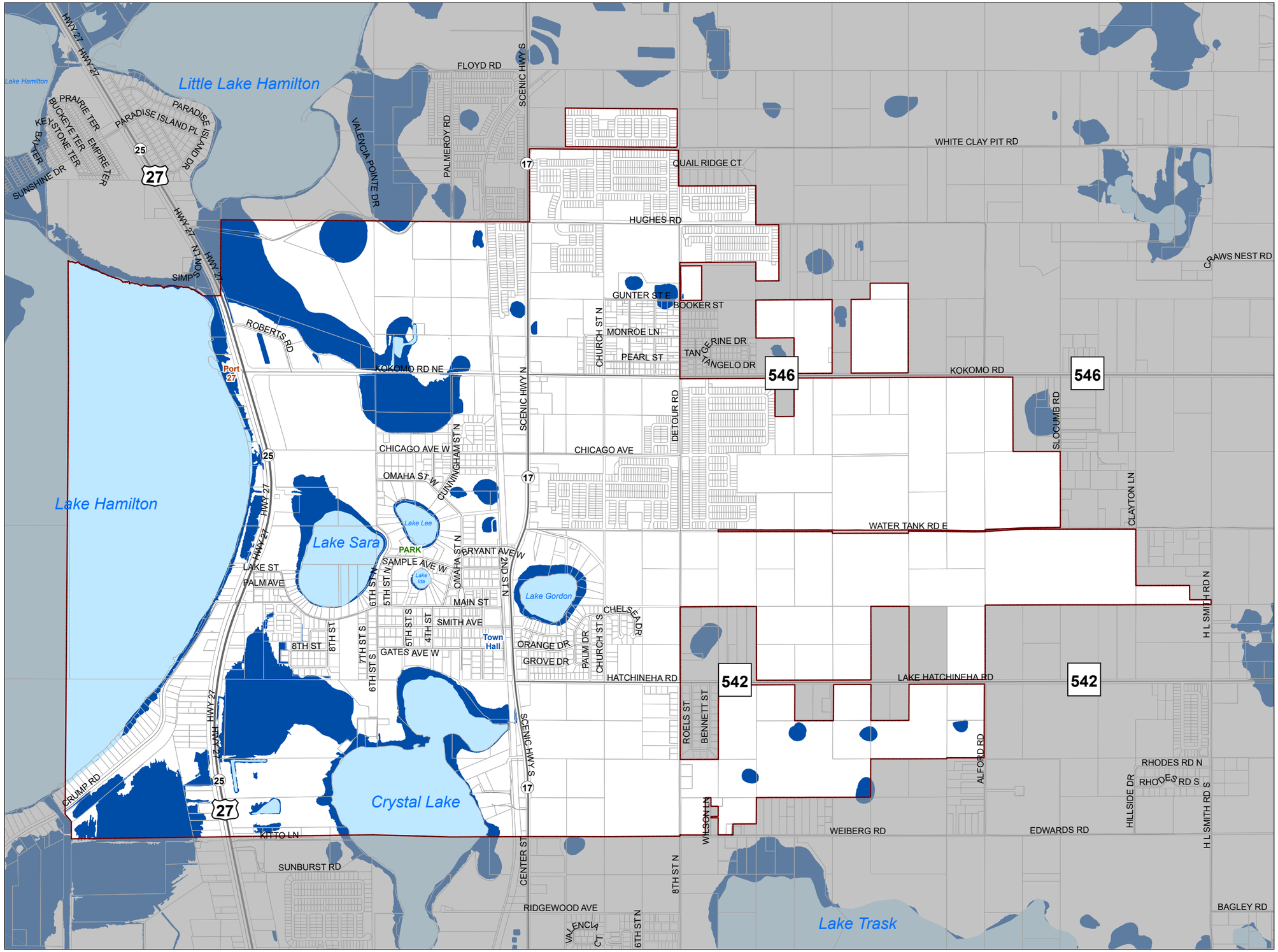
DISCLAIMER:
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This map is not a survey.
Data Sources:
Central Florida Regional Planning Council
FWS, National Wetlands Inventory
Polk County Property Appraiser
Town of Lake Hamilton

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TOWN OF LAKE HAMILTON - FLU MAP 4 - FEMA FLOODPLAINS



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

FEMA Floodplains

- Special Flood Hazard Areas

N

Miles

0 ¼ ½ 1

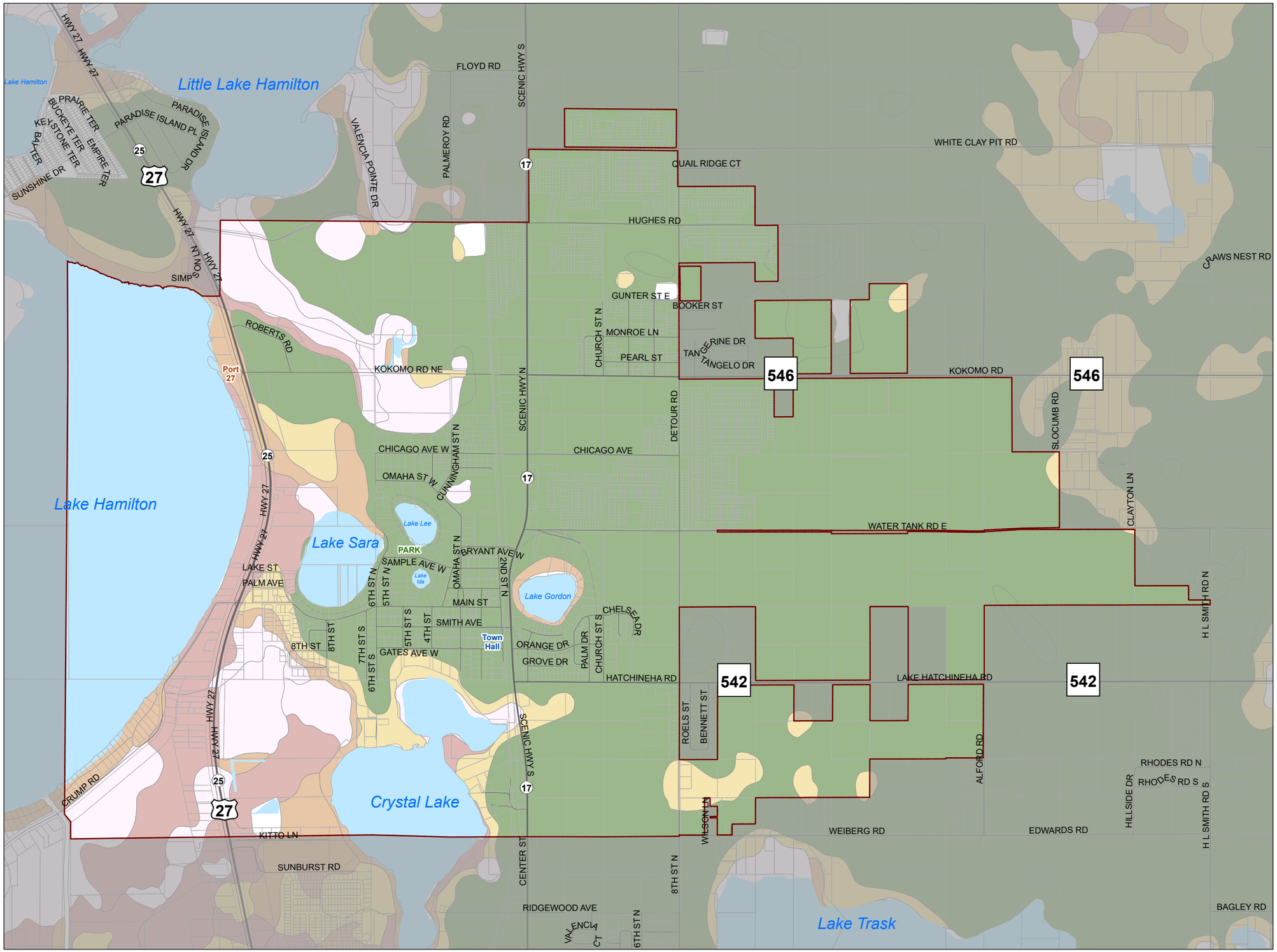
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TOWN OF LAKE HAMILTON - FLU MAP 5 - GENERALIZED SOILS CLASSIFICATION



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

Soils (by Drainage Classification)

- Very poorly drained
- Poorly drained
- Somewhat poorly drained
- Moderately well drained
- Well drained
- Excessively drained

N

Miles

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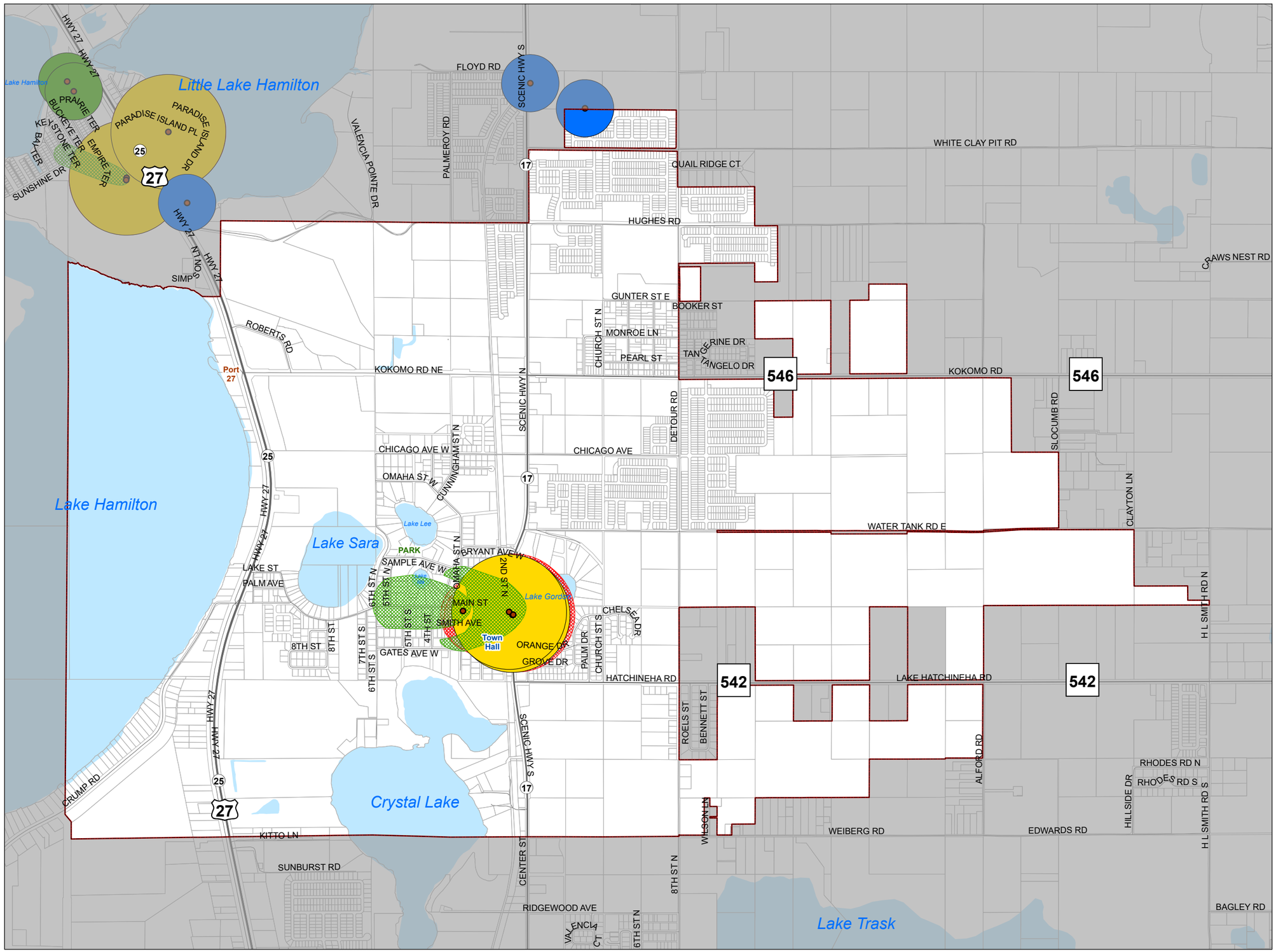
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TOWN OF LAKE HAMILTON - FLU MAP 6 - WELLHEAD PROTECTION



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies
- Well Sites
- Wellhead Protection Districts
- PWS Non-Transient Non Community Wells Buffer
- PWS Non-Community Wells Buffer
- PWS Community Wells Buffer
- Five Year Travel Time

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TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



DRAFT

2025 EAR Based Amendments

Transportation Element

TRANSPORTATION ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: PURPOSE

The Transportation Element is a required Comprehensive Plan Element established consistent with Florida Statue 163.3177(6)(b). The purpose of the Transportation Element is to provide the means for full mobility of people and goods throughout the Town; to establish the desired and projected transportation system within the Town; and to plan effectively for future automotive and non-automotive traffic circulation systems. Sidewalks and bicycle ways for non-automotive traffic are considered a part of transportation planning. This Element addresses the 10-year short term planning horizon (2036) and the 20-year long term planning horizon (2050) as required by Florida Statutes.

Comment: Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: GOALS, OBJECTIVES, AND POLICIES

GOAL 1: IT SHALL BE THE GOAL OF THE TOWN OF LAKE HAMILTON TO PROVIDE A SAFE AND EFFICIENT TRANSPORTATION SYSTEM FOR ALL MODES OF TRAVEL THAT IS FINANCIALLY FEASIBLE, CONSISTENT WITH COMMUNITY NEEDS, AND ENVIRONMENTALLY SOUND.

OBJECTIVE 1.1: ESTABLISH AND MAINTAIN A TRAFFIC CIRCULATION MAP WHICH WILL PROVIDE THE MEANS BY WHICH AN ORDERLY SYSTEM OF ROAD AND WALKWAYS MAY BE ESTABLISHED AND MAINTAINED.

Policy 1.1.1: Establish and utilize a functional classification system of roads identifying and defining the locational and use characteristics of all roads within the Town.

Policy 1.1.2: Establish a balanced and properly-spaced system of collector and arterial roads throughout existing and future developed areas of the Town.

Policy 1.1.3: Establish the number of lanes needed for all roads within the time frame of the Comprehensive Plan.

OBJECTIVE 1.2: PROVIDE EFFECTIVE IMPLEMENTATION OF THE FUTURE TRANSPORTATION ELEMENT BY THE ADOPTION OF REGULATORY CONTROLS IN ACCORDANCE WITH S.163.3202, F.S.

Policy 1.2.1: Provide requirements within the subdivision regulations and other applicable codes to ensure the provision of roadway right-of-way and improvements in conjunction with all new development.

Policy 1.2.2: Maintain a continuing evaluation program of all existing roadways ~~so as~~ to identify the nature and extent of needed improvements.

Policy 1.2.3: Utilize the capital improvements program as a means of budgeting and scheduling needed improvements on a systematic basis.

OBJECTIVE 1.3: PROVIDE AN OPPORTUNITY FOR SAFE NON-AUTOMOTIVE MOBILITY NEEDS AS A MEANS OF REDUCING LOCAL MOTOR VEHICLE TRAFFIC WITHIN THE TOWN.

Policy 1.3.1: Maintain the existing sidewalk system within the central residential area.

Policy 1.3.2: Establish vehicular speed limits within the Town which will promote the safety of pedestrian and non-automotive circulation.

Policy 1.3.3: To encourage energy efficiency and savings, alternative modes of transportation shall be accommodated to create a community that is not solely reliant on the automobile for all transportation trips. At a minimum, this will address conceptual designs to accommodate transit, pedestrians, bicycles, and alternative vehicles (i.e. electric vehicles, micromobility vehicles, etc.)

Comment: Add consideration of micromobility devices.

DRAFT

Policy 1.3.4: Consider the needs of bicyclists and pedestrians in conjunction with all road construction, reconstruction, or maintenance projects. The Polk Transportation Planning Organization's (Polk ~~P~~TPO's) recommended evaluation criteria should be used to determine which projects, if any, will be considered for upgrading to ~~AASHTO~~ consider bicycle ~~facility~~ facilities ~~standards as outlined in The PTPO's Guide to Bicycle Planning in Polk County June, 1989~~.

Comment: Spell out acronym when first used in the element; delete outdated references.

Policy 1.3.5: The Town shall cooperate with the Polk TPO ~~Transportation Planning Organization~~ and Florida Department of Transportation (FDOT) to ensure bicycle lanes are included with road construction projects within the Town limits of Lake Hamilton.

Comment: Update acronym references.

Policy 1.3.6: Within financial constraints, include annually those bicycle and pedestrian facility improvements that are identified as needed in the Capital Improvements Program.

Policy 1.3.7: In conjunction with the Recreation Element, the Town shall identify and designate bicycle routes linking local roads to Town park facilities and provide appropriate signage. The Town shall seek to provide connections to the Polk County Trail System.

Policy 1.3.8: Coordinate with the Polk TPO and FDOT to provide continuous routes for bicycling and other non-motorized modes of travel. Work with the Polk TPO in the continuing development of future recreation trails within the Town limits and those which may link to unincorporated areas or adjacent municipalities, supporting and complementing the County and Regional greenways and trails network.

Comment: Clarify acronym references.

Policy 1.3.9: The Town will coordinate with and participate in the Polk TPO's ~~County Transportation Planning Organization's~~ bicycle and pedestrian programs.

Comment: Update acronym references.

OBJECTIVE 1.4: SUPPORT OF PUBLIC TRANSIT

THE TOWN WILL PROMOTE ACCESS TO AND RIDERSHIP ON THE COUNTYWIDE BUS SYSTEM, COORDINATING WITH TRANSIT PROVIDERS TO LOCATE STOPS AND TERMINALS NEAR MAJOR TRIP GENERATORS AND EMPLOYMENT CENTERS, AND COORDINATING WITH THE MULTI-MODAL PLANS OF POLK COUNTY FOR TRANSIT SUPPORTIVE DEVELOPMENT AREAS WHICH INCLUDE TRANSIT CORES, TRANSIT CENTERS, AND TRANSIT CORRIDORS.

Policy 1.4.1: The Town will promote the development of future major trip generators and employers on transit routes, to decrease the number of vehicle trips within the Town, and to accommodate the transportation disadvantaged, including the elderly and those without a vehicle.

Policy 1.4.2: The Town will coordinate with the ~~Polk Transit Authority~~ Lakeland Area Mass Transit District (LAMTD) operating as Citrus Connection and participate in the planning process ~~in order~~ to provide Lake Hamilton with improved transit connectivity with other parts of Polk County as well as regional transportation hubs and facilities.

Comment: Update agency name.

Policy 1.4.3: The Town shall support the Polk County multi-modal transportation system by being designated as a Transit Supportive Development Area (TSDA), which includes transit centers along travel corridors connecting Lake Hamilton to other TSDAs.

Policy 1.4.4: The Town will coordinate with the Polk ~~P~~TPO, FDOT, and transit providers to implement plans for park-and-ride lots, as identified in Transportation Improvement Plans, Transit Development Plans, and Long-Range Transportation Plans, as updated.

Comment: Clarify acronym references and add appropriate plans.

DRAFT

OBJECTIVE 1.5: **PROMOTE ROAD SAFETY AWARENESS AND REDUCE CRASHES THROUGH EDUCATION, ENFORCEMENT AND INFRASTRUCTURE IMPROVEMENT.**

Policy 1.5.1: The Town shall recognize and support FDOT's Target Zero initiative to reduce the number of transportation-related serious injuries and fatalities.

Policy 1.5.2: The Town shall support the Polk TPO's safety initiatives, including the development of a countywide Safety Action Plan.

Policy 1.5.3: The Town shall support road safety campaigns targeting drivers. Pedestrians, cyclists, and passengers.

Policy 1.5.4: The Town shall support law enforcement efforts to ensure compliance with speed limits and other traffic rules.

Comment: Objectives and policies added to reflect State and County safety initiatives.

GOAL 2: **ACHIEVE A TRAFFIC CIRCULATION SYSTEM WHICH IS HARMONIOUS WITH AND CLOSELY COORDINATED WITH THE NATURAL FEATURES AND MANMADE FEATURES OF THE TOWN AND ITS ENVIRONS.**

OBJECTIVE 2.1: **COORDINATE THE LOCATION AND ALIGNMENT OF ALL FUTURE ROADS WITH THE NATURAL CONTOURS AND SOIL CHARACTERISTICS OF THE LAND.**

Policy 2.1.1: Utilize all available aerial photography, topography studies, and soil studies to evaluate proposed alignments of new roads.

OBJECTIVE 2.2: **COORDINATE ALL EXISTING AND PROPOSED TRANSPORTATION IMPROVEMENTS WITH THE FUTURE LAND USES AS SHOWN ON THE FUTURE LAND USE MAP.**

Policy 2.2.1: Relate all roads to adjacent land uses in accordance with the established functional classification system, using design criteria established by the Florida Department of Transportation.

Policy 2.2.2: Prevent the establishment of excessive or duplicative roadways not necessary to provide proper and reasonable access to adjacent properties, and seek to eliminate existing excessive and/or duplicative roadways.

Policy 2.2.3: Provide proper alignments and gradients ~~so as~~ to permit the safe and efficient use of adjacent land parcels.

Policy 2.2.4: Control and coordinate the number and locations of intersections ~~so as~~ to facilitate the safe and efficient movement of traffic.

OBJECTIVE 2.3 **COORDINATE THE TRAFFIC CIRCULATION SYSTEM WITH ALL OTHER PLAN ELEMENTS AND WITH PLANS AND PROGRAMS OF OTHER PUBLIC BODIES AND AGENCIES CONCERNED WITH TRANSPORTATION WITHIN THE REGION.**

Policy 2.3.1: Ensure that the transportation system is fully compatible with other Elements of the Comprehensive Plan, particularly those dealing with utilities and drainage facilities located within roadway rights-of-way.

Policy 2.3.2: Coordinate planning with the planning of Polk County and that of the adjoining cities of Winter Haven, Haines City, and Dundee, by use of adopted plans and joint work sessions.

Policy 2.3.3: Coordinate planning with the Florida Department of Transportation's 5-Year Transportation Plan, by use of plan reviews and joint work sessions.

Policy 2.3.4: Coordinate with the Polk TPO to ensure consistency between the Town's Transportation Element and the adopted Long Range Transportation Plans for Polk County.

Policy 2.3.5: The Town shall cooperate with any Transportation System Management (TSM) program adopted by Polk Transportation Planning Organization or the Florida Department of Transportation where facilities in Lake Hamilton are impacted.

Policy 2.3.6: The Town shall request the Florida Department of Transportation or Polk County to submit any proposed facility plans affecting segments of state and/or county-maintained roadways within the Town limits of Lake Hamilton for consistency review.

GOAL 3: **PROTECT THE EXISTING AND FUTURE UTILITY OF THE TRAFFIC CIRCULATION SYSTEM.**

OBJECTIVE 3.1: **ESTABLISH LEVEL OF SERVICE (LOS) STANDARDS FOR ALL ROADS WITHIN THE TOWN, UTILIZING FDOT PROCEDURES AND THE ACCEPTED GENERALIZED LEVEL OF SERVICE TABLES.**

Policy 3.1.1: The Town of Lake Hamilton shall coordinate with the Polk Transportation Planning Organization (TPO) and the Central Florida Regional Planning Council (CFRPC) to adopt and apply multi-modal levels of service, which shall be the minimum acceptable standards for State, County, and local roads within the Town Limits of Lake Hamilton. Said multi-modal LOS standards shall promote transit by lowering levels of service where transit is available. The Town hereby adopts multi-modal levels of service as set forth in ~~Figures~~ Tables 1 and 2.

Comment: Clarify acronym and table reference.

~~Figure~~ Table 1~~:~~

	Highway Minimum Standard	**Highway Minimum Duration**	**Transit**	**Pedestrian**	**Bicycle**
M1	LOS "D" peak direction	Average of two highest peak hours	60 minute headway	Sidewalk access to bus stop	Bike racks on buses
M2	LOS "E" peak direction	Average of two highest peak hours	30 minute headway	Sidewalk access to bus stop	Bike racks on buses Bike route/system

~~*Does not supersede SIS LOS Standard a set by Rule 14-94, F.A.C.~~

Comment: Update table reference and remove reference to Rule 14-94 as the Rule no longer exists.

DRAFT

For roadways outside the multi-modal service area, the Town hereby adopts the following peak season/peak hour standards as the minimum level of service (LOS) standard:

~~Figure~~ Table 2
Base Highway Level of Service Standards (1)

Facility Type	Level of Service
Principal Arterial Roadways: SIS Facilities Non-SIS Facilities	Subject to Policy ~~1.23~~ 3.1.2 D
Minor Arterials~~s~~ Roadways	D
All Other Roadways	D
(1) LOS is measured for the peak hour/peak direction using the average of the two highest peak hours.	

Policy 3.1.2: The minimum level-of-service standard for roadways on the Strategic Intermodal System (SIS) and the Florida Intrastate Highway System (FIHS)~~, shall be in accordance with the Statewide Minimum~~ are consistent with widely recognized minimum Level of Service Standards ~~for the State Highway System published in Rule 14-94, F.A.C.~~, or any rule variance issued by the Florida Department of Transportation.

Comment: LOS Standard reference revised to reflect that Rule 14-94 no longer exists

Policy 3.1.3: The Town shall coordinate with the Florida Department of Transportation, the Polk Transportation Planning Organization, and the Central Florida Regional Planning Council to ensure, through the adoption of Land Development Regulations and a Concurrency Management System, that no road segment within the Town limits will fail to meet the adopted levels of service standard.

Policy 3.1.4: To encourage the more efficient and proactive provision of transportation improvements by the private sector, if a developer or property owner voluntarily contributes right-of-way and physically constructs or expands a state transportation facility or segment, and such construction or expansion improves traffic flow, capacity, or safety, the voluntary contribution may be applied as a credit for that property owner or developer against any future transportation concurrency requirements pursuant to chapter 163 Florida Statutes, provided such contributions and credits are set forth in a legally binding agreement executed by the property owner or developer, the local government of the jurisdiction in which the facility is located, and the department. If the developer or property owner voluntarily contributes right-of-way and physically constructs or expands a local government facility or segment and such construction or expansion meets the requirements in this section and is set forth in a legally binding agreement between the property owner or developer and the applicable local government, the contribution to the local government collector and the arterial system may be applied as credit against any future transportation concurrency requirements within the jurisdiction under chapter 163 Florida Statutes (FS 339.282).

Comment: Policy added to comply with Florida Statute 339.282

OBJECTIVE 3.2: UTILIZE REGULATORY MEASURES IN THE REVIEW OF REZONING AND BUILDING PERMIT APPLICATIONS TO FACILITATE THE FLOW OF VEHICULAR TRAFFIC.

Policy 3.2.1: Control the location and number of curb cuts and access driveways ~~so as~~ to ensure the safe and efficient functioning of the transportation system; coordinate with FDOT in addressing access to State roads; incorporate evolving FDOT Access Management Standards for the State Highway System into Land Development Regulations.

Policy 3.2.2: Require the design of on-site vehicular movement and storage ~~so as~~ to ensure the safe and convenient flow of both motorized and non-motorized vehicles.

Policy 3.2.3: Require clear areas at intersections ~~so as~~ to maintain minimum sight distances in accordance with FDOT standards.

OBJECTIVE 3.3: **THE TOWN SHALL COORDINATE WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE POLK TRANSPORTATION PLANNING ORGANIZATION, AND POLK COUNTY TO ASSURE RIGHT-OF-WAY AVAILABILITY FOR CAPACITY EXPANSION.**

Policy 3.3.1: Require minimum structural setbacks for all new development and redevelopment within the Town limits that abuts a State, County, or Town roadway ~~in order~~ to provide right-of-way availability.

Policy 3.3.2: Adopt a set of rights-of-way standards for the functional classification of roads to be established as a part of this Element; incorporate evolving FDOT Right-of-Way Standards for the State Highway System into Land Development Regulations.

Policy 3.3.3: Require under the Planned Unit Development Regulations of the zoning code that provision be made within new developments for all planned roadways which fall within the boundaries of said developments.

Policy 3.3.4: When reviewing development proposals for properties abutting or impacting traffic on State or County-maintained roadways, coordinate with the Florida Department of Transportation and the Polk Transportation Planning Organization to ensure consistency with state, regional, and county standards, and determine impacts on adopted levels of service.

OBJECTIVE 3.4: **THE TOWN WILL PROMOTE ROAD SAFETY AWARENESS AND REDUCE CRASHES THROUGH EDUCATION, ENFORCEMENT AND INFRASTRUCTURE IMPROVEMENT.**

Policy 3.4.1: Recognize and support FDOT's Target Zero initiative to reduce the number of transportation-related serious injuries and fatalities.

Policy 3.4.2: Support the Polk TPO's safety initiatives, including the Vision Zero Polk Initiative.

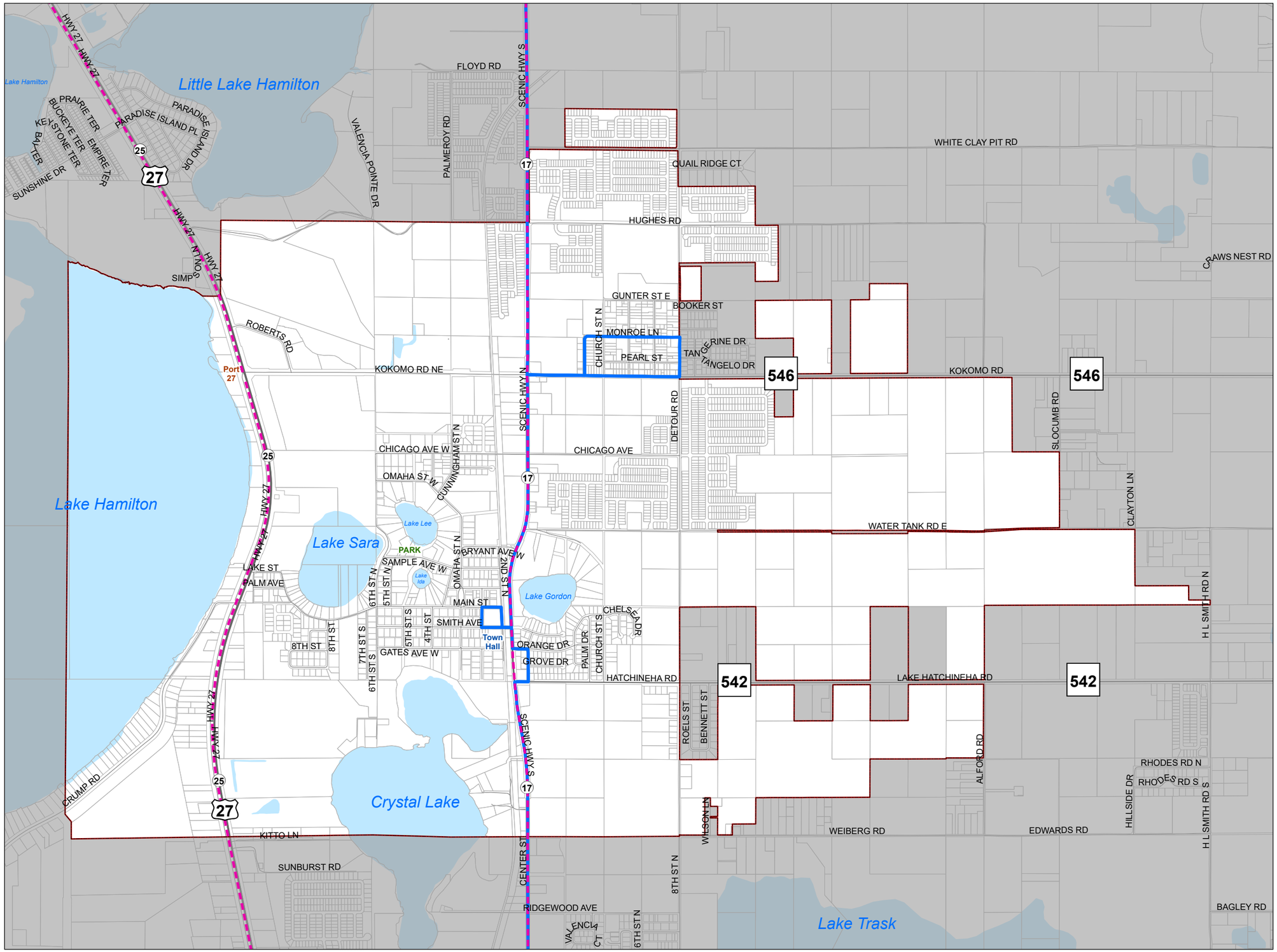
Policy 3.4.3: Support road safety campaigns targeting drivers, pedestrians, cyclists, and passengers.

Policy 3.4.4: Support law enforcement efforts to ensure compliance with speed limits and other traffic rules.

Comment: Objectives and policies added to reflect State and County safety initiatives.

DRAFT

TOWN OF LAKE HAMILTON - TE MAP 1 - 2050 TRAFFIC CIRCULATION



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies
- Transit Routes
- Bicycle Facilities

*The Central Polk Parkway East alignment shapefiles were provided to support the development of the Polk TPO's 2050 Long Range Transportation Plan by the Florida Turnpike Enterprise (FTE). Attention is directed to the fact that these alignments are subject to change at the discretion of the FTE and have not been finalized. Users of these files should use caution and keep advised of future alignment changes.

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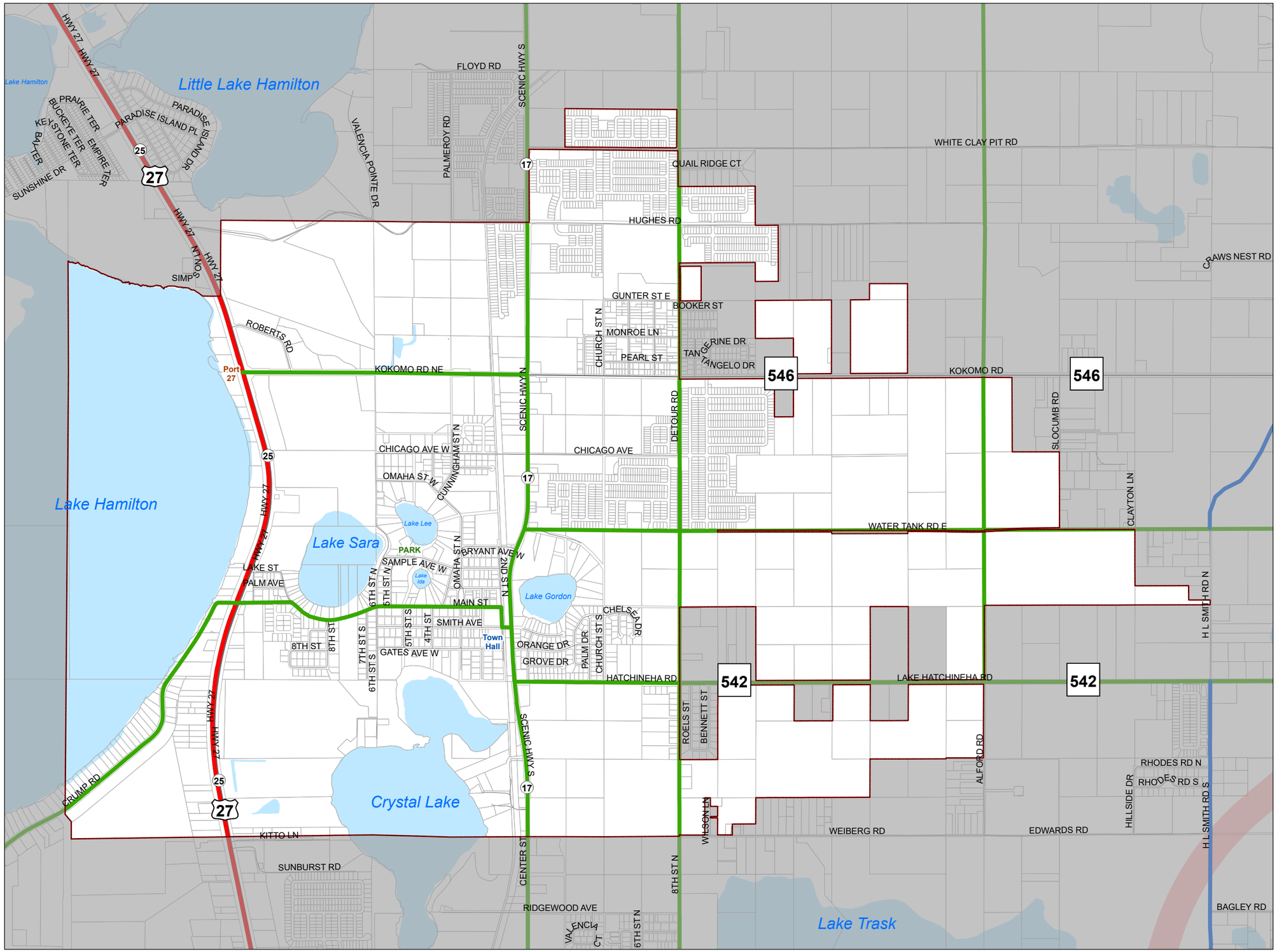
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TOWN OF LAKE HAMILTON - TE MAP 2 - 2050 FUNCTIONAL CLASSIFICATION



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

Functional Classification

- Principal Arterial
- Major Collector
- Minor Collector
- Potential Polk Pkwy East Extension (Principal Arterial)*

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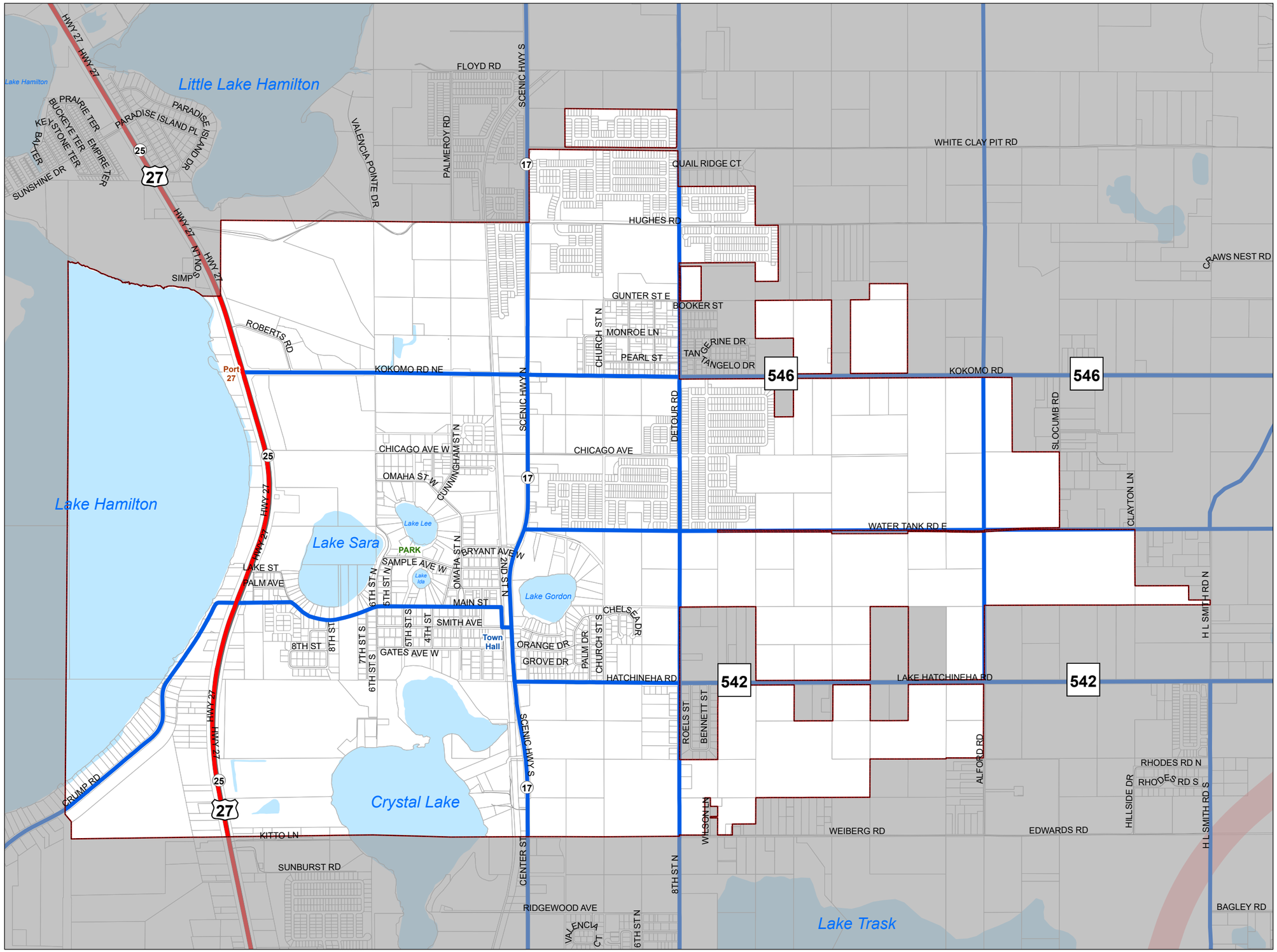
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TOWN OF LAKE HAMILTON - TE MAP 3 - 2050 NUMBER OF LANES



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

Number of Lanes

- 2 Lane
- 6 Lane
- Potential Polk Pkwy East Extension*

*The Central Polk Parkway East alignment shapefiles were provided to support the development of the Polk TPO's 2050 Long Range Transportation Plan by the Florida Turnpike Enterprise (FTE). Attention is directed to the fact that these alignments are subject to change at the discretion of the FTE and have not been finalized. Users of these files should use caution and keep advised of future alignment changes.

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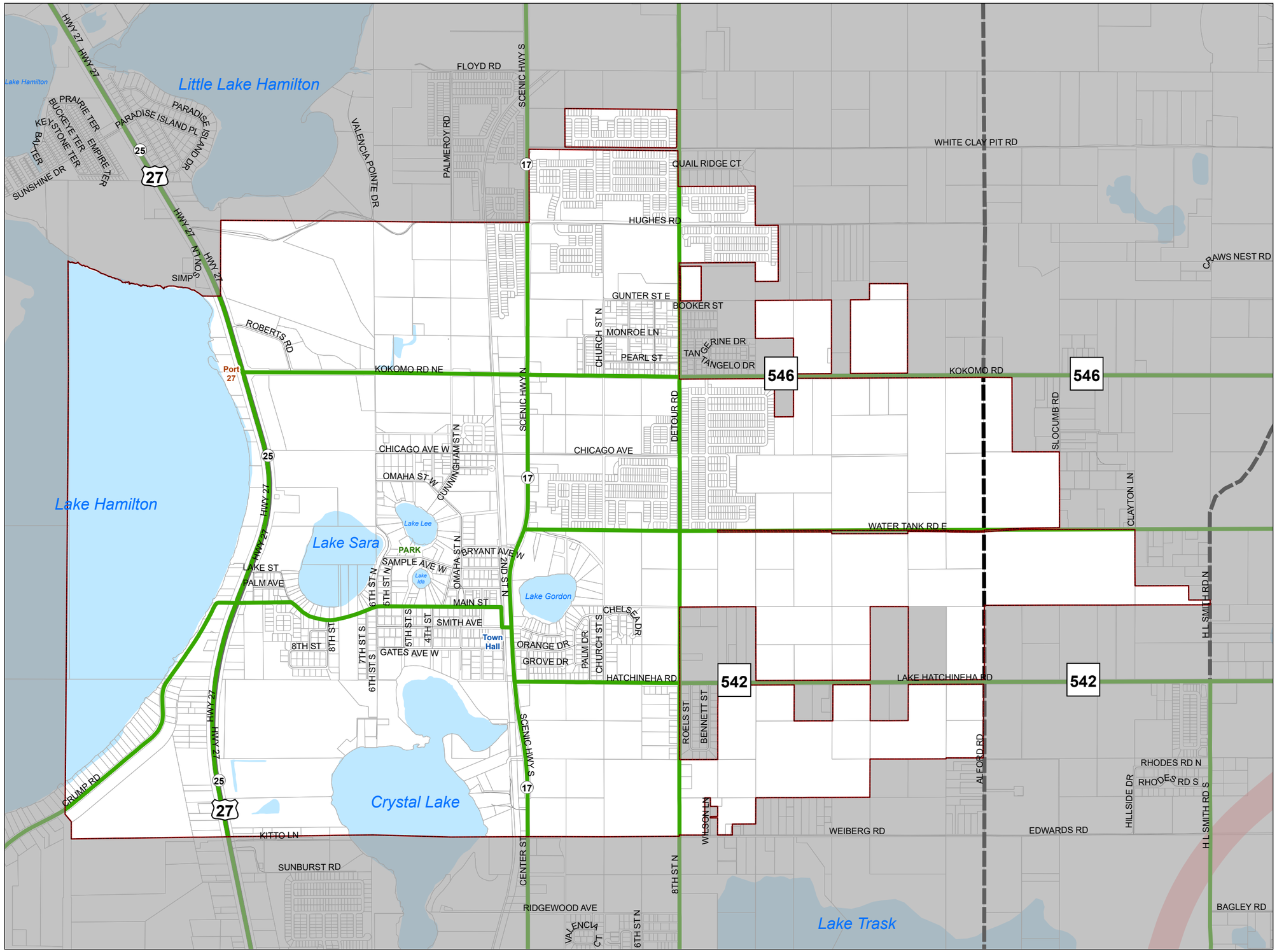
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TOWN OF LAKE HAMILTON - TE MAP 4 - 2050 LEVEL OF SERVICE



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

Level of Service

- LOS "C"
- Proposed Roadway
- Potential Polk Pkwy East Extension*

*The Central Polk Parkway East alignment shapefiles were provided to support the development of the Polk TPO's 2050 Long Range Transportation Plan by the Florida Turnpike Enterprise (FTE). Attention is directed to the fact that these alignments are subject to change at the discretion of the FTE and have not been finalized. Users of these files should use caution and keep advised of future alignment changes.

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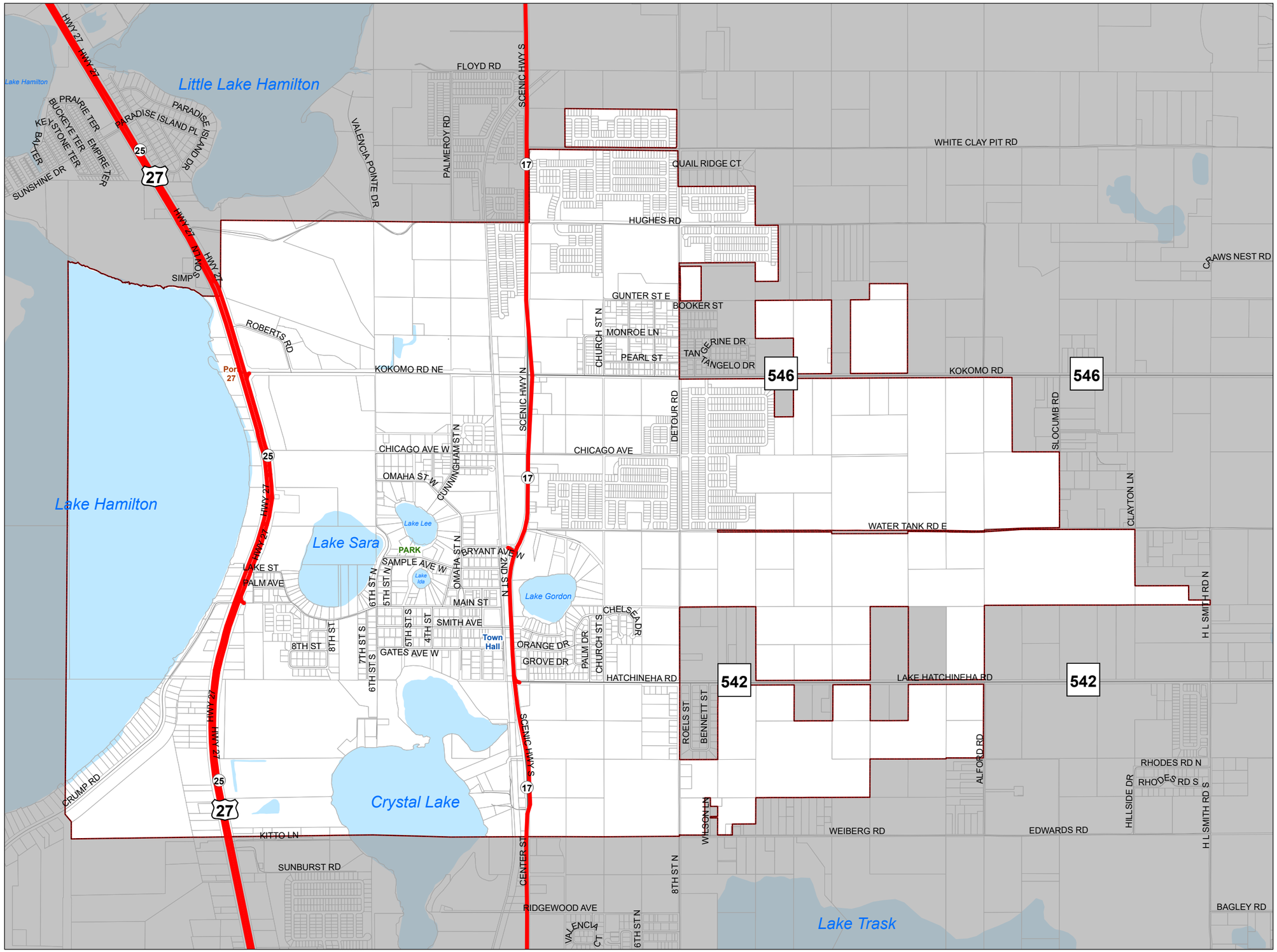
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TOWN OF LAKE HAMILTON - TE MAP 5 - EVACUATION ROUTES



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies
- Evacuation Routes

*The Central Polk Parkway East alignment shapefiles were provided to support the development of the Polk TPO's 2050 Long Range Transportation Plan by the Florida Turnpike Enterprise (FTE). Attention is directed to the fact that these alignments are subject to change at the discretion of the FTE and have not been finalized. Users of these files should use caution and keep advised of future alignment changes.

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TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



DRAFT

2025 EAR Based Amendments

Infrastructure Element

INFRASTRUCTURE ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: PURPOSE

The Infrastructure Element is a required Comprehensive Plan Element established consistent with Florida Statue 163.3177(6)(c). The purpose of this element is to provide for necessary public facilities and services correlated to future land use projections. This Element addresses the 10-year short-term planning horizon (2010) and the 20-year long-term planning horizon (2050) as required by Florida Statutes.

Comment: Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: GOALS, OBJECTIVES, AND POLICIES

SANITARY SEWER:

GOAL 1: PROVIDE COST-EFFECTIVE SEWAGE DISPOSAL FACILITIES CONSISTENT WITH PUBLIC HEALTH REQUIREMENTS, THE PRACTICAL PROTECTION OF WATER RESOURCES, AND THE FINANCIAL CAPABILITIES OF THE TOWN AND ITS CITIZENS.

OBJECTIVE 1.1: PROMOTE THE SAFE AND EFFECTIVE UTILIZATION OF SEPTIC TANKS AND DRAIN FIELDS WITHIN THE TOWN.

Policy 1.1.1: Closely monitor the number and location of septic tank systems throughout the community.

Policy 1.1.2: Establish joint procedures with the Polk County Health Department to promptly correct any hazardous or improper use of septic tank systems.

Policy 1.1.3: Revise zoning regulations to require the provision of adequate lot areas for septic tank and drain field installations.

Policy 1.1.4: Utilize the Future Land Use Plan to direct development into well-drained areas with soils suitable for proper septic tank operation.

Policy 1.1.5: The Town shall coordinate with federal, state, regional, and local entities to implement basin specific watershed management plans, specifically the Lake Okeechobee Basin Management Action Plan.

Comment: New Policy added to address the Lake Okeechobee Basin Management Action Plan.

Policy 1.1.6: In accordance with Florida Statutes, the Town will consider the feasibility of providing wastewater service within a 10-year planning horizon to developments within the Town limits of 50 or more residential lots, whether built or unbuilt, and more than one on-site wastewater treatment and disposal system (septic system) per one acre. As part of this consideration, the Town will identify the wastewater facility that could receive flow, the capacity of the facility, and any associated transmission facilities, the projected wastewater flow at that facility for the next 20 years, and a timeline for construction.

Comment: Policy added to address septic to sewer requirements in Florida Statutes.

OBJECTIVE 1.2: PROVIDE FOR THE SAFE OPERATION OF INTERIM WASTEWATER TREATMENT PLANTS WITHIN THE TOWN.

Policy 1.2.1: Inventory and maintain data on any existing private wastewater treatment facilities within the Town.

Policy 1.2.2: Revise Land Development Regulations to provide special review requirements for any proposed wastewater treatment plants within the Town.

OBJECTIVE 1.3: ESTABLISH AN ON-GOING PROCESS TO EVALUATE THE FEASIBILITY OF ESTABLISHING A PUBLIC WASTEWATER COLLECTION AND TREATMENT SYSTEM WITHIN THE TOWN.

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Policy 1.3.1: Maintain continuing contact with Polk County authorities to determine the status and recommendations of the 201 Community Facilities Program.

Policy 1.3.2: Develop and maintain current cost data on the development and construction of a public collection system.

Policy 1.3.3: Continue to explore opportunities to work with adjacent local governments to supply sanitary sewer service.

SOLID WASTE:

GOAL 2: THE TOWN SHALL PROVIDE FOR THE COLLECTION AND ENVIRONMENTALLY SOUND DISPOSAL OF ALL NON-HAZARDOUS SOLID WASTE GENERATED WITHIN ITS JURISDICTION.

OBJECTIVE 1: THE TOWN SHALL WORK TOWARDS THE MOST EFFICIENT USE OF ITS SOLID WASTE COLLECTION SYSTEM AND THE AVAILABLE DISPOSAL FACILITIES. THIS SHALL BE ACCOMPLISHED THROUGH THE ADOPTION OF A LEVEL OF SERVICE STANDARD AND BY MONITORING SOLID WASTE COLLECTED IN THE TOWN.

Policy 2.1.1: Establish performance standards for the collection and disposal of solid waste.

Policy 2.1.2: Establish and maintain an efficient system for the billing of customers.

Policy 2.1.3: The Town shall adopt the following level of service standard for solid waste collection within its jurisdiction consistent with Polk County:

LOS Standard = 8 Pounds per capita per day

Policy 2.1.4: On an annual basis, the Town shall monitor solid waste generated within its jurisdiction and verify that capacity will be available at the designated Polk County landfill. The Town shall coordinate with Polk County to determine additional capacity needs for the disposal of the Town's solid waste.

Policy 2.1.5: Throughout the planning period, the Town shall participate with the Department of Environmental Protection and Polk County in promoting "Amnesty Days" for the periodic collection and disposal of household hazardous wastes.

Policy 2.1.6: The Town shall continue to comply with federal and state reporting standards of the "Emergency Planning and Community Right-To-Know Act of 1986" (SARA Title III) for all hazardous materials used, stored, or produced by town operated facilities.

OBJECTIVE 2.2: ~~**IN ORDER T**~~**TO IMPLEMENT EFFICIENT RECYCLING EFFORTS TO RETURN VALUABLE MATERIALS TO PRODUCTIVE USE, CONSERVE ENERGY, AND PROTECT NATURAL RESOURCES, THE TOWN SHALL CONTINUE TO COORDINATE WITH POLK COUNTY AND THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION IN MEETING THE COUNTY'S AND STATE'S GOALS FOR RECYCLING.**

Policy 2.2.1: To increase public participation in recycling efforts, the Town shall take part in countywide public education efforts and provide information to Lake Hamilton citizens on the location of facilities for the disposal of oil, tires, and other recyclable materials.

Policy 2.2.2: The Town's efforts to recycle should be consistent with the Polk County Solid-Waste Management and Resource-Recovery Master Plan.

DRAINAGE

GOAL 3: **ACHIEVE AND MAINTAIN AN EFFECTIVE DRAINAGE SYSTEM WITHIN THE TOWN TO ENSURE THE PROPER MANAGEMENT OF THE QUANTITY AND QUALITY OF STORMWATER RUNOFF.**

OBJECTIVE 3.1: **ESTABLISH A UNIFIED STORMWATER DRAINAGE SYSTEM THROUGHOUT THE URBANIZED PORTIONS OF THE TOWN.**

Policy 3.1.1: Obtain and maintain sufficient public rights-of-way and easements to transport surface waters to outfall lowland areas and lakes.

Policy 3.1.2: Provide adequate lake basins and storage areas for the accommodation of 25-year floodwaters without adversely affecting adjacent private lands.

Policy 3.1.3: Protect the utility of lakes and lowland areas utilized as natural drainage basins through zoning controls and development regulations.

Policy 3.1.4: Adopt regulations to require new development to provide and maintain on-site drainage retention areas.

Policy 3.1.5: The Town shall enforce its Land Development Regulations, that include design standards to ensure that post-development runoff rates, volumes, and pollution loadings meet the minimum development standards of the Southwest Florida Water Management District and the Florida Department of Environmental Protection.

Policy 3.1.6: Best Management Practices for stormwater runoff shall be included in a new development's open space and landscaped areas to reduce maintenance and improve aesthetics.

OBJECTIVE 3.2: PROTECTION OF NATURAL DRAINAGE FEATURES

REGULATE LAND USE AND DEVELOPMENT TO PROTECT THE FUNCTIONS OF NATURAL DRAINAGE WAYS THAT SERVE AS PRIMARY CONVEYANCE SYSTEMS FOR STORMWATER RUNOFF.

Policy 3.2.1: Land Development Regulations shall provide for the protection of natural drainage features.

Policy 3.2.2: Prior to the issuance of a development order, require evidence that a stormwater management permit has been issued by the Southwest Florida Water Management District for all types of developments that are required to obtain such a permit under Chapter 40D-4, and 40D-40, FAC.

Policy 3.2.3: The Town shall protect natural drainage features through the enforcement of its zoning and site plan ordinances.

OBJECTIVE 3.3: ESTABLISH LEVEL OF SERVICE STANDARDS FOR DRAINAGE, ADDRESSING BOTH WATER QUANTITY AND WATER QUALITY.

Policy 3.3.1: Level of Service

The following shall be the level of service standards for stormwater facilities:

a. Drainage Structures:

Ability to handle 25-year, 24 hour storm event

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b. Stormwater Facilities:

25-year, 24 hour storm event at top of bank or berm

c. Storm sewers:

Capacity to handle a 25-year storm event

Policy 3.3.2: For all new development and redevelopment, post-development peak-discharge volumes and runoff-rates shall not exceed the corresponding pre-development volumes and rates. All development requests, except those for individual single-family dwelling units on a lot of record, minor subdivisions, and minor commercial sites, shall be required to submit engineering plans, prepared by a professional engineer licensed to practice in Florida, for the purpose of providing evidence of compliance with this policy. Single-family dwelling units on existing lots of record, minor subdivisions, and minor commercial sites are not considered to pose a significant amount of adverse impacts with regard to stormwater runoff. However, this does not exempt them from meeting the Level of Service Standards for storm-water management.

Policy 3.3.3: The volume of stormwater runoff to be treated for a site shall be determined by the type of treatment system. A wet detention treatment system shall treat one inch of runoff from the contributing area. Detention with an effluent filtration system (manmade underdrains), on-line and offline treatment systems shall treat runoff from the first one inch of rainfall; or as an option for projects or project subunits with drainage areas less than 100 acres, the first one-half inch of runoff. In determining the runoff from one inch of rainfall, calculations must be provided to determine the runoff from the directly connected impervious areas separately from any other contributing areas.

AQUIFER RECHARGE

GOAL 4: NATURAL GROUNDWATER AQUIFER RECHARGE

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PROTECT THE RECHARGE ABILITY OF AREAS OF HIGH NATURAL AQUIFER RECHARGE TO ASSURE A SAFE, PLENTIFUL SUPPLY OF GROUNDWATER.

OBJECTIVE 4.1: IDENTIFICATION OF AQUIFER RECHARGE AREAS

IDENTIFY AND MAP AQUIFER RECHARGE AREAS WITHIN THE TOWN LIMITS ACCORDING TO THE BEST AVAILABLE DATA.

Policy 4.1.1: Cooperate with SWFWMD in the identification and analysis of natural groundwater recharge areas within the Town.

Policy 4.1.2: Delineate areas of "prime recharge" to the Floridan aquifer on the Infrastructure Map Series when such areas are designated by the Southwest Florida Water Management District.

OBJECTIVE 4.2: DEVELOP MEANS FOR THE PROTECTION OF NATURAL GROUNDWATER RECHARGE AREAS.

Policy 4.2.1: Establish regulations to protect both the quantity and quality of groundwater within prime recharge areas.

Policy 4.2.2: Prevent the discharge of untreated wastewater or commercial by-products into lands and water bodies identified as recharge areas.

OBJECTIVE 4.3: REGULATION OF LAND USE

UPON ADOPTION OF THIS COMPREHENSIVE PLAN REGULATE LAND USE AND DEVELOPMENT TO MAINTAIN THE FUNCTIONS OF NATURAL AQUIFER RECHARGE AREAS.

Policy 4.3.1: Proposed land uses which are incompatible with designated prime groundwater aquifer recharge areas shall be disapproved. The use or storage of hazardous substances within designated prime groundwater aquifer recharge areas shall be regulated through enforcement of the Town's Land Development Regulations.

Policy 4.3.2: Continue to enforce the Town's Land Development Regulations related to minimum development standards for retention and detention areas and for the amount of impervious surface material permitted in developments. The Town shall encourage the use of

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porous pavement and grid and modular pavement for new development located in identified high aquifer recharge areas.

Policy 4.3.3: Coordinate with the Southwest Florida Water Management District and Polk County in regard to regional aquifer recharge objectives.

POTABLE WATER:

GOAL 5: **ACHIEVE AND MAINTAIN A COST-EFFECTIVE POTABLE WATER DISTRIBUTION SYSTEM WITHIN THE TOWN TO PROVIDE A RELIABLE AND AMPLE SUPPLY OF POTABLE WATER TO MEET THE EXISTING AND PROJECTED NEEDS OF ALL RESIDENTS**

OBJECTIVE 5.1: **MAINTAIN A POTABLE WATER SYSTEM TO PROVIDE FOR THE POTABLE WATER NEEDS OF THE TOWN AND ITS CITIZENS.**

Policy 5.1.1: Closely monitor the water table level in coordination with the Southwest Florida Water Management District.

Policy 5.1.2: Keep continuing records on the use and demand of water consumption by various land use categories within the Town.

Policy 5.1.3: Maintain the Town's potable water system, including well equipment and storage tanks, ~~so as~~ to permit the provision of a continuing potable water supply throughout the Town.

Policy 5.1.4: Coordinate the extension of new water mains with new residential and commercial development within the Town.

Policy 5.1.5: The Town of Lake Hamilton shall continue to maintain and update a water supply facilities plan covering at least a ten (10) year planning period, for construction of public, private. and regional water supply facilities, including development of alternative water supplies, which are identified as being necessary to serve existing and new development.

Policy 5.1.6: The Town of Lake Hamilton shall ensure that within 18 months after the board of the Southwest Florida Water Management District has approved an updated regional water supply plan, the Infrastructure Element, in the Town's Comprehensive Plan, will

incorporate any alternative water supply project or projects selected by the local government from those identified in the regional water supply plan.

Policy 5.1.7: The Town hereby incorporates its Ten-Year Water Supply Facilities Work Plan as a technical support document into this Element, as required following adoption of the Southwest Florida Water Management District (SWFWMD) Regional Water Supply Plan, adopted November 2015. The adopted Ten-Year Water Supply Facilities Work Plan and all future amendments thereto, represent an update to the Lake Hamilton Comprehensive Plan. In implementing this Policy, the Town shall annually assess the performance and effectiveness of its Ten-Year Water Supply Plan and update the status of project development and potential funding sources. consistent with the corresponding SWFWMD Regional Water Supply Plan and the policies of this Comprehensive Plan ~~in order~~ to maximize the use of existing facilities and provide for future needs.

OBJECTIVE 5.2: EXPAND THE MUNICIPAL WATER SERVICE SYSTEM AS NEEDED TO MEET THE NEEDS OF FUTURE RESIDENTS AND BUSINESSES IN SUCH A MANNER AS TO MAXIMIZE THE USE OF EXISTING FACILITIES, DISCOURAGE URBAN SPRAWL, AND MEET THE WATER CONSERVATION OBJECTIVES ESTABLISHED IN THE CONSERVATION ELEMENT.

Policy 5.2.1: Maintain a minimum water pressure of 50 pounds per square inch throughout the supply system of the Town.

Policy 5.2.2: Maintain a Level of Service (LOS) of 130 gallons/capita/day.

Policy 5.2.3: The Town shall ensure that adequate potable water facilities shall be in place and available to serve new development not later than the issuance of a certificate of occupancy.

Policy 5.2.4: All applicable federal, state, and local regulations pertaining to potable water supply shall be met in public and private design, construction, and operation.

Policy 5.2.5: New private development served by private potable water supply systems shall be constructed to adequate standards to allow the

systems to be connected to the Lake Hamilton water system when the capacity and lines are available.

OBJECTIVE 5.3: **ESTABLISH SPECIFIC PROCEDURES DESIGNED TO REDUCE CONSUMPTION OF THE POTABLE WATER SUPPLY, ESPECIALLY DURING PERIODS OF WATER SHORTAGES AND IMMEDIATELY PRIOR TO PEAK SEASONAL DEMAND.**

Policy 5.3.1: Support water conservation programs being conducted by the Southwest Florida Water Management District by assisting with public information programs for water use restrictions in the case of water shortage.

Policy 5.3.2: Assist the Southwest Florida Water Management District with the implementation of its water conservation rule whenever water shortages are declared by said District.

Policy 5.3.3: Assist the Southwest Florida Water Management District in the dissemination of educational materials regarding the conservation of water prior to peak seasonal demand.

Policy 5.3.4: Assist the Southwest Florida Water Management District in the dissemination of educational materials describing water-saving devices such as faucets and shower heads with reduced water flow rates; water closets with low gallonage per flushing cycle; and automatic timers and water sensing devices for use with lawn sprinkler systems.

Policy 5.3.5: The Town shall ~~encourage~~ continue enforcement of water conservation techniques to minimize use or conserve more water. This is to include participation in the Florida Water Star® certification program as defined in the Land Development Code as new development and redevelopment activities occur.

Comment: Language updated as requirements exist in the Land Development Code and to refer to the Florida Water Star℠ program.

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OBJECTIVE 5.4: **MAXIMIZE THE USE OF EXISTING POTABLE WATER FACILITIES WITHIN THE TOWN BY DIRECTING NEW GROWTH INTO EXISTING SERVICE AREAS AND BY UTILIZING LIMITATION GUIDELINES FOR THE EXTENSION OF FACILITIES TO REMOTE AREAS OF THE TOWN OR TO ADJACENT UNINCORPORATED AREAS.**

Policy 5.4.1: Utilize Land Development Regulations to promote a compact urban growth pattern within the Town, coordinated closely with existing potable water facilities.

Policy 5.4.2: Provide expansion of potable water facilities only when seventy-five (75) percent or more of facility capacity is utilized by existing and committed development.

Policy 5.4.3: Provide extension of potable water facilities beyond the Town boundaries only to areas having existing or proposed densities or use intensities similar to those of immediately adjacent areas within the corporate limits of the Town.

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WATER SUPPLY FACILITIES SUB-ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: PURPOSE

A water supply facilities sub-element is a planning document that details a community's potable (drinkable) water system, including its supply, treatment, and distribution facilities. It assesses the current and future water needs of the community and identifies any deficiencies in the existing system, providing a plan for necessary improvements and new construction to meet future demand and regulatory requirements. This Sub-Element addresses the 10-year short-term planning horizon (2036) and the 20-year long-term planning horizon (2050) as required by Florida Statutes.

Comment: Section added consistent with other elements; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: GOALS, OBJECTIVES, AND POLICIES

Comment: Section title added consistent with other elements.

GOAL 1: ENSURE THE PROVISION OF ADEQUATE WATER RESOURCES TO MEET THE NEEDS OF ALL RESIDENTS, VISITORS, AND BUSINESSES IN THE TOWN OF LAKE HAMILTON.

OBJECTIVE 1.1: THE TOWN SHALL PROVIDE SUFFICIENT AMOUNTS OF SAFE, HIGH QUALITY WATER TO MEET THE NEEDS OF CURRENT AND FUTURE USERS.

Policy 1.1.1: The Town shall maintain water sources capable of supplying a minimum of one hundred-thirty (130) gallons per person per day.

Policy 1.1.2: The Town's current and future water needs shall be met from a variety of sources including groundwater, conservation of existing water, securing water permits from land use conversions, and tapping the Lower Floridian Aquifer sources for blending or non-potable water uses.

Policy 1.1.3: The Town shall ensure that the supplier of potable water for every development within the Town is consulted to determine that there is an adequate water supply to serve each proposed development no later than the issuance of a certificate of occupancy.

Policy 1.1.4: Population projections shall be periodically evaluated to verify whether actual growth has followed projected growth. When necessary, population projections shall be adjusted to reflect observed conditions.

Policy 1.1.5: Continually monitor water consumption trends to ensure the most efficient use of existing water sources and the timely development of new water sources.

OBJECTIVE 1.2: THE TOWN SHALL TAKE DIRECT ACTIONS TO CONSERVE EXISTING POTABLE WATER RESOURCES.

Policy 1.2.1: Enforce Building Code Regulations requiring the use of water conservation fixtures in all new development.

Policy 1.2.2: Undertake a water meter replacement program to replace low registering water meters in use throughout the utility service area.

Policy 1.2.3: Adopt the water conservation plan approved by the Southwest Florida Water Management District (SWFWMD).

Policy 1.2.4: Coordinate with SWFWMD to enforce water restrictions. Coordinate with Polk County for enforcement of water restrictions in any unincorporated portions of the utility service area.

Policy 1.2.5: Periodically evaluate water rate structures to ensure that rates encourage conservation of potable water resources.

Policy 1.2.6: To reduce the amount of unaccounted water, periodically evaluate and test the potable water distribution system for leaks.

Policy 1.2.7: Support annual public workshops to educate residents on methods to conserve water.

Policy 1.2.8: As funding permits, provide free water conservation kits to residents and businesses.

Policy 1.2.9: The Town shall encourage participation in the Florida Water Star certification program as new development and redevelopment activities occur.

OBJECTIVE 1.3: THE TOWN SHALL IDENTIFY AND DEVELOP ALTERNATIVES TO TRADITIONAL GROUNDWATER SOURCES FOR THE TOWN'S WATER NEEDS.

Policy 1.3.1: Require agricultural wells to be abandoned and plugged upon conversion to urban development.

Policy 1.3.2: Study the feasibility of using all surface water sources as water supplies.

Policy 1.3.3: Cooperate with Polk County in the development of surface water sources.

Policy 1.3.4: Support Polk County and SWFWMD in determining the feasibility of using lower quality groundwater from the Lower Floridian Aquifer for blending with potable water and to supplement non-domestic water needs.

OBJECTIVE 1.4: THE TOWN SHALL WORK WITH SURROUNDING GOVERNMENTS AND SWFWMD TO EXPLORE THE DEVELOPMENT OF REGIONAL WATER SUPPLY SYSTEMS ~~IN ORDER~~ TO MEET FUTURE POTABLE WATER NEEDS.

Policy 1.4.1: The Town's 10-Year Water Supply Facilities Work Plan is hereby adopted by reference and shall be updated withing eighteen (18) months after the Southwest Florida Water Management District Governing Board approves the update to the Regional Water Supply Plan.

Policy 1.4.2: The Town hereby incorporates its Ten-Year Water Supply Facilities Work Plan as a technical support document into this Element, as required following adoption of the Southwest Florida Water Management District (SWFWMD) Regional Water Supply Plan~~, adopted November 2015~~. The adopted Ten-Year Water Supply Facilities Work Plan and all future amendments thereto, represent an update to the Lake Hamilton Comprehensive Plan. In implementing this Policy, the Town shall annually assess the performance and effectiveness of its Ten-Year Water Supply Plan and update the status of project development and potential funding sources. consistent with the corresponding SWFWMD Regional Water Supply Plan and the policies of this Comprehensive Plan ~~in order~~ to maximize the use of existing facilities and provide for future needs.

Comment: Adoption date removed as it is not needed.

Policy 1.4.3: The Town shall continue coordination with Polk County and adjacent municipalities regarding cooperative water supply planning and joint-projects which may collectively conserve groundwater, enhance use of reclaimed water and explore opportunities for alternative sources of water. Coordination shall also include entities such as the Central Florida Water Initiative (CFWI), the Polk Regional Water Cooperative (PRWC) and the Heartland Water Alliance (HWA) which are parties reviewing and planning alternative water supply projects within Polk County.

Policy 1.4.4: Develop interlocal agreements with surrounding public utility systems to inter-connect water systems for use in emergencies or times of extraordinary water demand.

GOAL 2: WORK TOWARDS REDUCING THE AMOUNT OF POTABLE WATER USED FOR IRRIGATION AND OTHER NON-DOMESTIC USES WITHIN THE TOWN.

OBJECTIVE 2.1: THE TOWN SHALL REDUCE THE AMOUNT OF POTABLE WATER USED FOR IRRIGATION

Policy 2.1.1: If reclaimed wastewater becomes available to the Town, utilize for irrigation of all public grounds and landscaped highway medians within the Town.

Policy 2.1.2: Require the use of Florida friendly landscaping for all developments subject to the Town's Landscape Ordinance.

Policy 2.1.3: When possible, discourage homeowners associations from enacting deed restrictions precluding the use of Florida friendly landscaping by homeowners.

Policy 2.1.4: Phase out and eliminate the use of potable water irrigation meters for residential utility customers.

Policy 2.1.5: To prevent cross contamination of potable water supplies, require all private irrigation wells to be permitted by the Building Division.

OBJECTIVE 2.2: THE TOWN SHALL WORK WITH LARGE COMMERCIAL AND INDUSTRIAL WATER USERS TO EVALUATE THEIR WATER NEEDS AND SOURCES.

Policy 2.2.1: Require high use commercial and industrial water users to prepare water conservation plans.

Policy 2.2.2: Periodically offer water efficiency audits to all water users within the Town.

GOAL 3: REDUCE THE IMPACT OF WATER USAGE ON NATURAL SYSTEMS INCLUDING AREA LAKES, RIVERS, WETLANDS, AND GROUND WATER SYSTEMS.

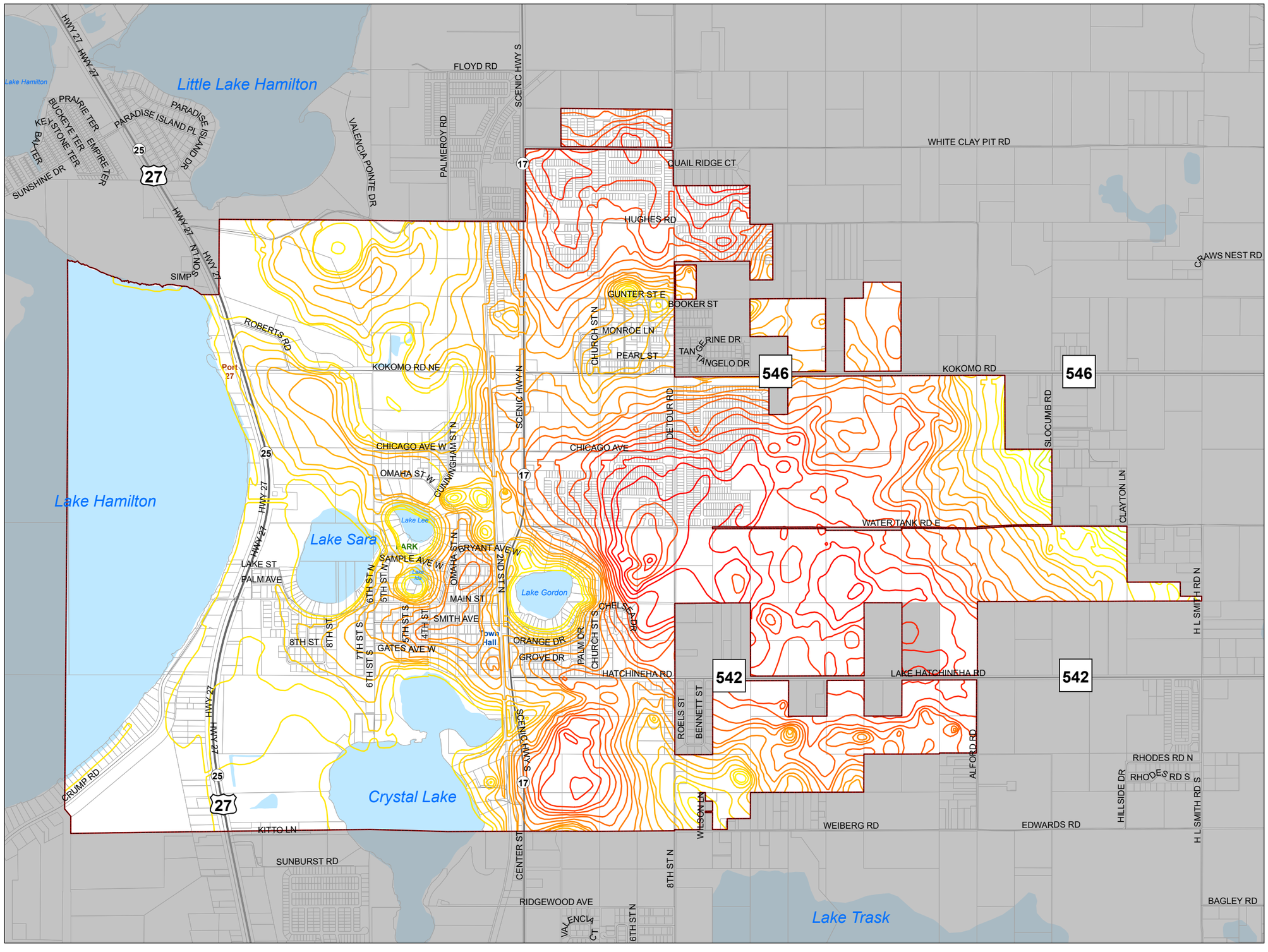
OBJECTIVE 3.1: REDUCE, TO THE GREATEST EXTENT POSSIBLE, THE EFFECTS OF GROUNDWATER WITHDRAWALS ON NATURAL SYSTEMS.

Policy 3.1.1: Support SWFWMD and Polk County in the study of area lakes to determine whether groundwater withdrawals are resulting in abnormal fluctuations in historic or established, desirable lake levels.

Policy 3.1.2: When locating new public water supply wells, ensure that the well's cone of influence will not adversely affect any lake or major wetland system.

Policy 3.1.3: Continue to periodically study the existing well site at the old Water Treatment Plant to determine if it will be necessary to decommission it, because it is continuing to negatively impact Lake Gordon.

TOWN OF LAKE HAMILTON - INF MAP 1 - GENERALIZED TOPOGRAPHY



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

ELEVATION

- 95
- 100
- 105
- 110
- 115
- 120
- 125
- 130
- 135
- 140
- 145
- 150
- 155
- 160
- 165
- 170
- 175
- 180
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- 230

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Miles

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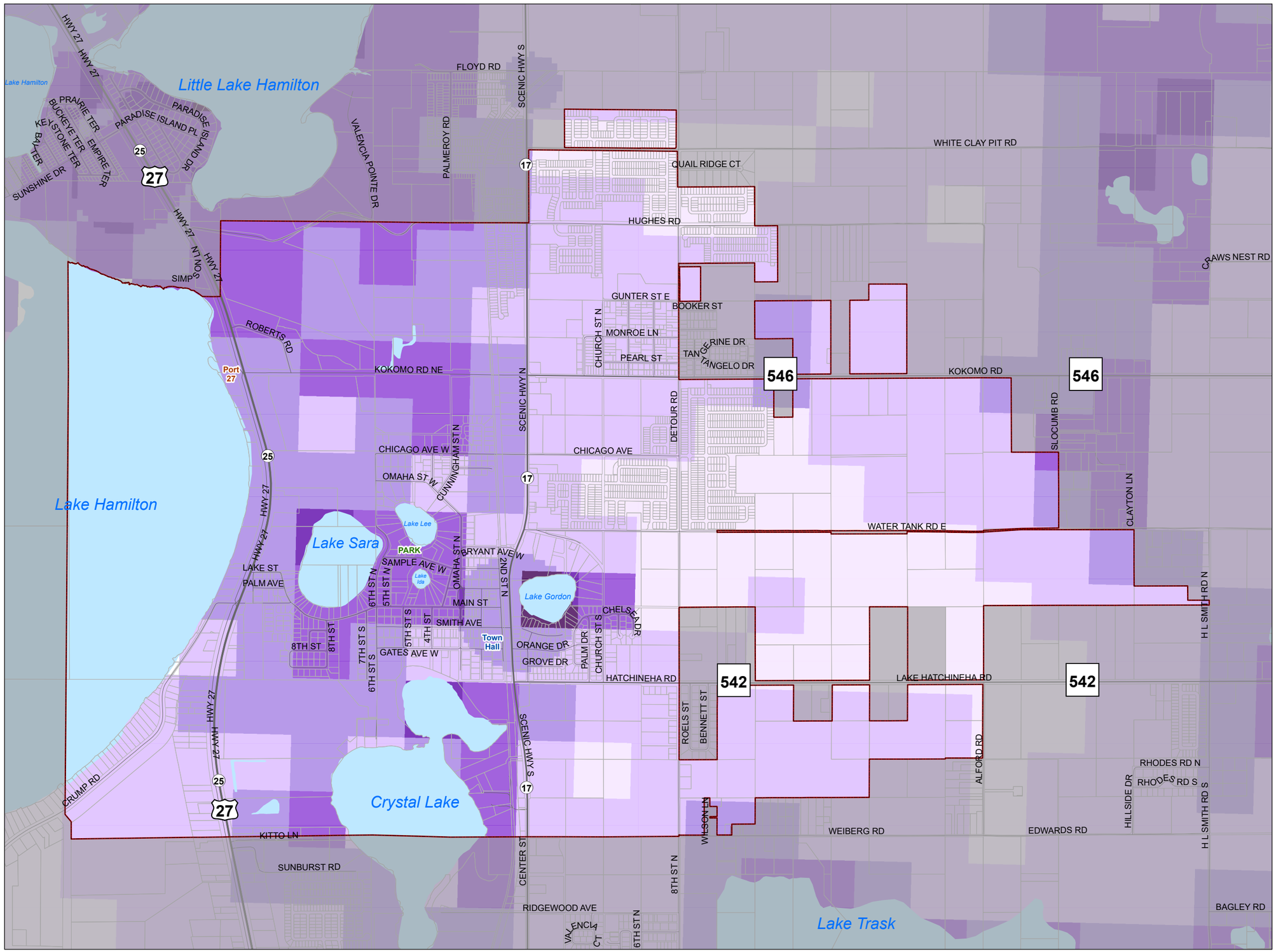
DISCLAIMER:
The information on this map should be considered conceptual and subject to change.
This map is not a survey.
Data Sources:
Central Florida Regional Planning Council
USGS
Polk County Property Appraiser
Town of Lake Hamilton

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CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
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www.cfrpc.org

Date: 12/3/2025 | Document Path: D:\Projects\EARS2025\Lake Hamilton\Maps\Lake Hamilton EAR 2025\Lake Hamilton EAR 2025.aprx

TOWN OF LAKE HAMILTON - INF MAP 2 - AQUIFER RECHARGE AREAS



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

Aquifer Recharge Areas

- Priority 1 (Highest)
- Priority 2
- Priority 3
- Priority 4
- Priority 5 (Lowest)
- Priority 6

N

Miles

0 ¼ ½ 1

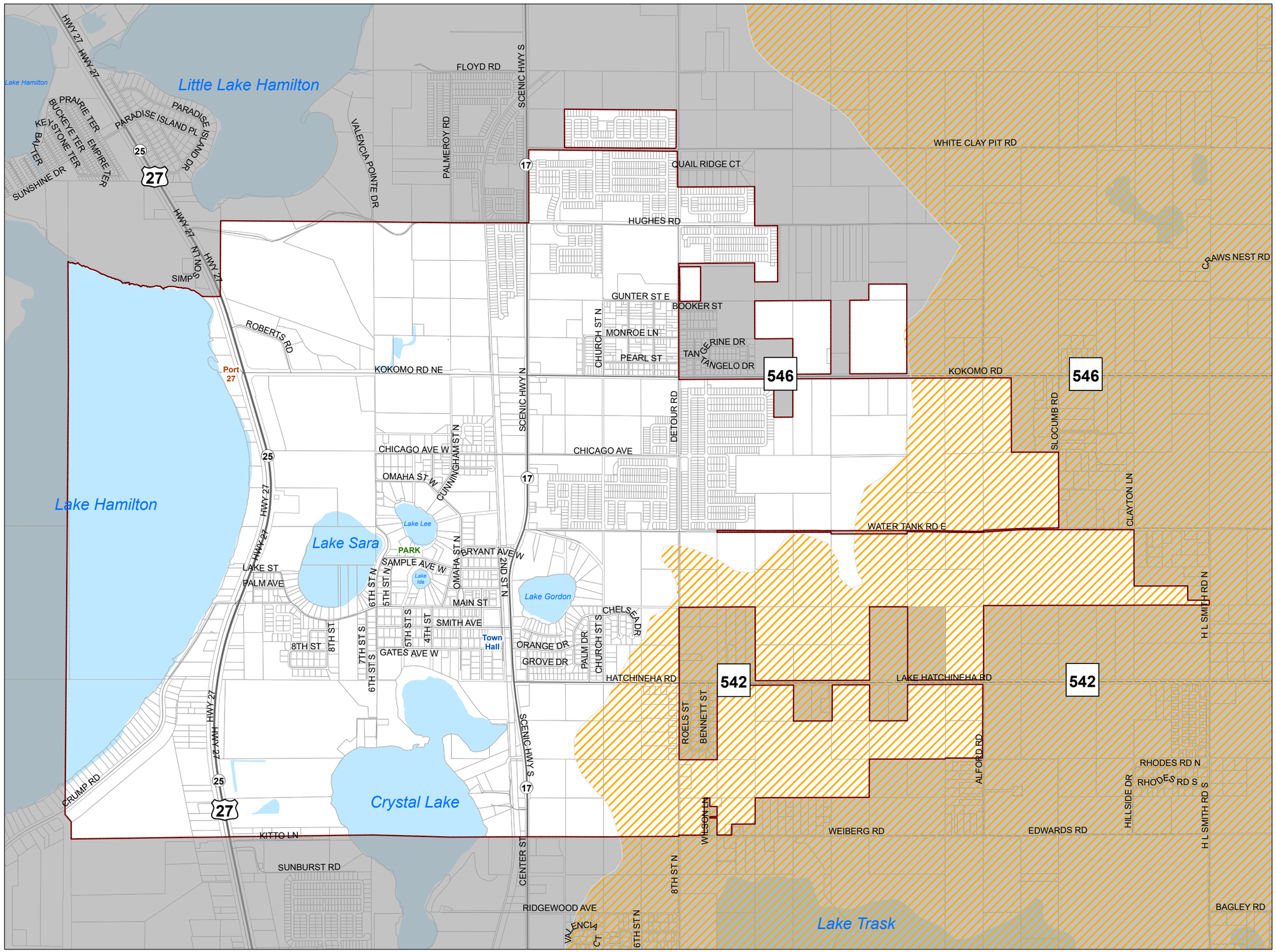
DISCLAIMER:
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This map is not a survey.
Data Sources:
Central Florida Regional Planning Council
Fla. Natural Areas Inventory (FNAI) & Advanced GeoSpatial, Inc
Polk County Property Appraiser
Town of Lake Hamilton

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TOWN OF LAKE HAMILTON - INF MAP 3 - BASIN MANAGEMENT ACTION PLAN AREA (BMAP)



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

Basin Management Action Plan (BMAP) Areas

- Lake Okeechobee

N

Miles

0 ¼ ½ 1

DISCLAIMER:
The information on this map should be considered conceptual and subject to change.
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Data Sources:
Central Florida Regional Planning Council
Southwest Florida Water Management District
Polk County Property Appraiser
Town of Lake Hamilton

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TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



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2025 EAR Based Amendments

Conservation Element

CONSERVATION ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: PURPOSE.

The Conservation Element is a required Comprehensive Plan Element established consistent with Florida Statue 163.3177(6)(d). It is the purpose of this Conservation Element to contribute to the high quality of life in the Town which is enhanced by the many lakes, open spaces, other natural resource amenities which now exist, and to provide a framework of goals, objectives, and policies to promote and ensure the conservation, prudent use, and protection of the present natural resources for the Town's residents. This Element addresses the 10-year short term planning horizon (2036) and the 20-year long term (2050) planning horizon as required by Florida Statutes.

Comment: Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

GOAL 1: PROTECT CONSERVE, ALL NATURAL RESOURCES WITHIN THE TOWN ~~SO AS~~ TO MAINTAIN BOTH A HIGH LEVEL OF PHYSICAL AMENITIES AND A HIGH QUALITY OF LIFE FOR THE TOWN'S RESIDENTS.

OBJECTIVE 1: PROTECT AND ENHANCE THE NATURAL AMENITIES OF THE LAKES WITHIN LAKE HAMILTON.

Policy 1.1: Lakes shall be designated as "environmentally sensitive lands" whose hydrologic functions and habitat characteristics shall be protected through the enforcement of Land Development Regulations, including zoning, site plan review, buffer zones, minimum setback requirements, regulation and prohibition of certain uses, and stormwater treatment regulations. Development shall be restricted to access structures, such as boat ramps and boardwalks, only.

Policy 1.2: Utilize a stormwater management system and level of service established to minimize pollution of lake waters throughout the Town.

Policy 1.3: Coordinate efforts with the Florida Fish and Wildlife Conservation Commission to identify marine and wildlife associated with lake areas of the Town and establish land use restrictions, buffers, and setbacks to protect marine and wildlife habitats found to exist within and adjacent to lake areas.

Policy 1.4: Enforce setback restrictions within a range of 50-75 feet as included as a part of the Town's Land Development Regulations, to provide compatibility between lake bodies and adjacent land uses.

OBJECTIVE 2: THE TOWN SHALL INCLUDE IN ITS LAND DEVELOPMENT REGULATIONS, DEVELOPMENT STANDARDS AND MITIGATION PROCEDURES TO CONSERVE, APPROPRIATELY USE, AND PROTECT THE NATURAL FUNCTION OF FLOODPLAINS AND WETLANDS AND TO PROTECT CONSERVATION WETLANDS AND ENVIRONMENTALLY-SENSITIVE AREAS WITHIN THE TOWN.

Policy 2.1: As part of the Future Land Use Map, include a "Conservation District" designed to regulate the density and intensity of land uses in floodplains and wetlands.

Policy 2.2: Enforce zoning regulations to restrict all development within designated conservation areas.

Policy 2.3: Continue to limit the use of designated conservation areas to passive recreational pursuits.

Policy 2.4: Enforce building setbacks, including setback of septic drainage fields, within a range of 50-75 feet on lands adjacent to conservation areas.

Policy 2.5: Enforce regulations restricting the infilling or excavation of conservation areas, and restricting the discharge of untreated drainage waters or wastewaters into said areas.

Policy 2.6: As part of Land Development Regulations, require the floor elevation of all permanent structures be constructed at least one foot above the 100-year flood elevation.

Policy 2.7: As part of Land Development Regulations, include wetland protection standards to ensure that no net loss of wetlands occurs within the

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Town. Wetlands mitigation shall be subject to standards established by the Southwest Florida Water Management District.

Policy 2.8: The Town shall not issue a Development Order prior to proof, by the developer, that all required permits have been obtained that will affect lakes, wetlands, floodplains, soils, wildlife habitat, or ecological communities.

Policy 2.9: Development proposals shall be accompanied by evidence that an inventory of wetlands; soils posing severe limitations to construction; unique habitat; endangered species of wildlife and plants; and areas prone to periodic flooding has been conducted. The Town shall further require that the extent to which any development or redevelopment is proposed to be placed in/on, to disturb, or to alter the natural functions of any of these resources be identified. Such identification shall occur at a phase in the development review process that provides the opportunity for the Town to review the proposed project to ensure that direct and irreversible impacts on the identified resources are minimized, or in the extreme, mitigated. Where development is determined to encroach upon a resource, the Town shall require a specific management plan to be prepared by the developer, which includes necessary modifications to the proposed development, specific setback and buffers, and clustering of development away from site resources, to ensure the protection, preservation or natural functions of the resource.

OBJECTIVE 3: PROTECT WATER QUALITY BY RESTRICTING ACTIVITIES KNOWN TO ADVERSELY AFFECT THE QUALITY AND QUANTITY OF THE TOWN'S WATER SOURCES, INCLUDING CONES OF INFLUENCE, WATER RECHARGE AREAS, AND WATERWELLS.

Policy 3.1: Cooperate with the Southwest Florida Water Management District in any studies it may undertake to determine cones of influence and water recharge areas for the Town's waterwell system.

Policy 3.2: Designate any defined cones of influence and recharge areas upon the Future Land Use Map Series through a map amendment according to the procedures set forth in ~~Rule 9J-11, F.A.~~C Florida Statutes.

Comment: Policy updated to reflect requirements in Florida Statutes.

DRAFT

Policy 3.3: Establish a wellfield protection zone having a 600-foot radius from existing and planned wells, within which protection zone the following uses shall be expressly prohibited: 1) landfills; 2) facilities for the bulk storage, handling, or processing of materials on the Florida Substance List; 3) activities which require the storage, use, handling, production, or transportation of restricted substances, agricultural chemicals, petroleum products, hazardous toxic waste, medical waste, or similar materials harmful to the water supply; 4) feedlots or other commercial animal facilities; wastewater treatment plants, percolation ponds, and similar facilities; 6) mines; 7) excavation of waterways or drainage facilities which intersect the water table.

Policy 3.4: Establish a zone of exclusion having a 300-foot radius from existing and planned wells, within which zone of exclusion no development activities shall be permitted.

OBJECTIVE 4: ESTABLISH SPECIFIC PROCEDURES AND REGULATIONS DESIGNED TO CONSERVE THE POTABLE WATER SUPPLY WITHIN THE TOWN OF LAKE HAMILTON.

Policy 4.1: Adopt Land Development Regulations to require that at least 50 percent of the following required landscaped areas be comprised of vegetation native or indigenous to the central Florida area:

a) 10 percent of off-street parking areas;

b) 10-foot buffer between residential and commercial uses;

c) 15-foot buffer between single-family uses and multi-family uses or mobile home parks; and

d) 25-foot buffer between residential and industrial uses.

Policy 4.2: Maintain and carefully monitor the relationship between water usage with Lake Hamilton and the levels of underground supplies.

Policy 4.3: Prepare a water usage restriction program for application during periods of unusually dry weather with a resultant lowering of the water table, including the enforcement of emergency water conservation in accordance with the plans of the Southwest Florida Water Management District.

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Policy 4.4: Through reciprocal coordination, the Town shall comply with and enforce the Southwest Florida Water Management District's "Water Shortage Plan" during periods of drought, declared water shortages, or water shortage emergencies. Water use restrictions shall be enforced by the Lake Hamilton Police Department and violators in the Town's jurisdiction will be cited and brought before the Lake Hamilton Code Enforcement Board for appropriate action.

Policy 4.5: The Town shall continue to strive with all means available to comply with the conservation standards established by Southwest Florida Water Management District for its ~~Southern Water Use Caution Area~~ Central Florida Water Initiative for per day per capita consumption and not exceed the Town's adopted Level of Service standard of 130 gallons per day per capita [40D-2, F.A.C.]

Comment: Policy updated to change reference from SWUCA to Central Florida Water Initiative.

Policy 4.6: The Town shall continue to implement the following water conservation measures and practices to achieve the conservation standards set forth in Policy 4.5 above:

a. The Town shall improve the efficiency of operational methods to enhance water conservation, such as wastewater reuse, storm water retention for irrigation, and coordination of inter-system connection through interlocal agreements.

b. The Town shall continue to conduct audits of the municipal water system to determine areas that may be in need of repair and may be contributing to increased water consumption through leaking pipes, and prioritize accordingly.

c. The Town shall encourage participation in the Florida Water star5M certification program as new development and redevelopment activities occur.

Policy 4.7: The Town of Lake Hamilton shall continue to maintain and update a Water Supply Facilities Work Plan for at least a ten {10) year planning period for construction of public, private. and regional water supply facilities, which are identified as being necessary to serve existing and new development.

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Policy 4.8: The Town hereby incorporates its Ten-Year Water Supply Facilities Work Plan as a technical support document into this Element as required following adoption of the Southwest Florida Water Management District (SWFWMD) Regional Water Supply Plan~~, adopted November 2015~~. The adopted Ten-Year Water Supply Facilities Work Plan and all future amendments thereto. represent an update to the Lake Hamilton Comprehensive Plan. In implementing this Policy, the Town shall annually assess the performance and effectiveness of its Ten-Year Water Supply Plan and update the status of project development and potential funding sources, consistent with the corresponding SWFWMD Regional Water Supply Plan and the policies of this Comprehensive Plan ~~in order~~ to maximize the use of existing facilities and provide for future needs.

Comment: Adoption date deleted as it is not necessary.

OBJECTIVE 5: CONSERVE AND PROTECT PRIME AND UNIQUE AGRICULTURAL SOILS WITHIN LAKE HAMILTON AND ENFORCE REQUIREMENTS IN THE LAND DEVELOPMENT REGULATIONS TO CONSERVE AND PROTECT SOILS FROM EROSION.

Policy 5.1: Identify and map prime and unique agricultural soils.

Policy 5.2: Protect areas of prime and unique agricultural soils from premature development for non-agricultural uses.

Policy 5.3: Require that special steps be taken to protect against soil erosion, including the use of revetment barriers where necessary, in conjunction with all development, clearing, and earth movement activities.

OBJECTIVE 6: PROTECT AND CONSERVE NATIVE VEGETATIVE COMMUNITIES WITHIN LAKE HAMILTON.

Policy 6.1: Utilize Land Development Regulations to prevent destruction or disruption of native vegetative communities through the use of required setbacks, open space ratios, and reduced densities.

Policy 6.2: Adopt and implement a tree or landscape ordinance to preserve native trees and flora in conjunction with new development.

Policy 6.3: Cooperate with Polk County, Winter Haven, and Dundee in establishing and implementing coordinated Land Development

Regulations to protect vegetative communities within the Town which extend into other jurisdictions.

OBJECTIVE 7: **THE TOWN SHALL INCLUDE IN ITS LAND DEVELOPMENT REGULATIONS, DEVELOPMENT STANDARDS AND OTHER ACTIVITIES DESIGNED TO CONSERVE, APPROPRIATELY USE, AND PROTECT THE QUALITY AND NATURAL FUNCTION OF WILDLIFE HABITAT.**

Policy7.1: Adopt regulations protecting any wildlife species within the Town designated by State or federal authorities as endangered or threatened wildlife or species of special concern.

Policy 7.2: Enforce regulations precluding development within prescribed distances of identified endangered and threatened wildlife and species of special concern.

Policy 7.3: Establish setback requirements adjacent to wildlife habitats and utilize review procedures to mitigate any adverse impacts caused by new adjacent development.

OBJECTIVE 8: **THE TOWN SHALL CONTINUE TO MEET THE MINIMUM AMBIENT AIR QUALITY STANDARDS, ESTABLISHED BY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, THROUGHOUT THE PLANNING PERIOD.**

Policy 8.1: Establish regulations to control the introduction of new non-vehicular air pollution sources within the Town which would degrade ambient air quality below FDEP standards.

Policy 8.2: Include provisions within the land use regulations which will permit the establishment of industries within the Town having no or little emission of air byproducts.

Policy 8.3: Upon adoption of this Comprehensive Plan, the Town will require new and existing facilities that discharge gasses or particulates into the air to meet the minimum air quality standards as set forth in Florida Administrative Code.

OBJECTIVE 9: **LAKE HAMILTON SHALL MEET ALL FEDERAL AND STATE GUIDELINES FOR THE MANAGEMENT OF HAZARDOUS WASTE TO PROTECT NATURAL RESOURCES.**

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Policy 9.1: Continue to coordinated procedures for the handling and disposal of hazardous waste in accordance with an intergovernmental agreement with Polk County.

OBJECTIVE 10: **INTEGRATED GREEN INFRASTRUCTURE**

THE TOWN OF LAKE HAMILTON WILL ENCOURAGE THE INTEGRATION OF PUBLIC AND PRIVATE INVESTMENTS IN GREEN INFRASTRUCTURE (INTERCONNECTED NETWORK OF OPEN SPACES AND NATURAL AREAS).

Policy 10.1: The Town will encourage the acquisition or conservation of an interconnected network of open spaces, natural areas, and agricultural lands. The network will provide for:

a. Protection of natural resources and wildlife habitat;

b. Habitat corridors through linked open spaces;

c. Protection of historic and cultural resources;

d. Recreational opportunities;

e. Community health benefits;

f. Economic development opportunities; and

g. Multi-use trails connecting population centers to natural areas.

Policy 10.2: The Town will coordinate with Polk County to establish a process for the maintenance and update of the PolkGreen ~~o~~Overlay as well as the development and implementation of policies to acquire, conserve, or construct green infrastructure.

Policy 10.3: The Town will coordinate with the County and municipalities within the County to coordinate future trails connecting Lake Hamilton to other parts of the county.

DRAFT

TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



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2025 EAR Based Amendments

Recreation and Open Space Element

RECREATION AND OPEN SPACE ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: PURPOSE

The Recreation and Open Space Element is a required Comprehensive Plan Element established consistent with Florida Statue 163.3177(6)(e). The purpose of this Element is to provide for the protection, maintenance, and enhancement of existing recreation and open space resources and to plan for the needs of future populations, based on established level of service standards. This Element addresses the 10-year short term planning horizon (2036) and the 20-year long term planning horizon (2050) as required by Florida Statutes.

Comment: Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: GOALS, OBJECTIVES, AND POLICIES

GOAL: ACHIEVE AND MAINTAIN A COMPREHENSIVE SYSTEM OF RECREATION FACILITIES AND OPEN SPACE AREAS WHICH IS CONSISTENT WITH THE LIFESTYLES AND NEEDS OF THE TOWN'S RESIDENTS AND IS WITHIN THE FINANCIAL CAPABILITIES OF THE TOWN.

OBJECTIVE: 1: MAINTAIN A BALANCED SYSTEM OF RECREATION FACILITIES AND PROVIDE NEW RECREATION FACILITIES TO EFFECTIVELY AND EFFICIENTLY MEET THE NEEDS OF THE TOWN AND ITS CITIZENS.

Policy 1.1: Locate all new recreation facilities ~~so as~~ to effectively serve existing and future development areas as reflected upon the Future Land Use Map.

Policy 1.2: Select new recreation sites that are easily accessible, compatible with adjacent land uses, and consisting of properly contoured and well-drained land.

Policy 1.3: Provide well-organized park and recreation areas and utilize equipment that is weather enduring and easy to maintain.

Policy 1.4: The recreation system of the Town shall include parks located and equipped to meet the recreation needs of the residents.

Policy 1.5: Throughout the Planning Horizon, inventory and maintain data on all existing recreation areas in the Town.

Policy 1.6: Throughout the Planning Horizon, determine any deficiencies in existing recreation areas and facilities.

Policy 1.7: Throughout the Planning Horizon, correct deficiencies within the Town's parks and recreation facilities.

OBJECTIVE 2: **ESTABLISH AND MAINTAIN LEVEL OF SERVICE STANDARDS ~~SO AS~~ TO ENSURE A SYSTEMATIC AND UNIFORM APPROACH TO THE PROVISION OF RECREATION FACILITIES WITHIN THE TOWN.**

Policy 2.1: Provide and maintain a Level of Service standard of 4.5 acres per 1,000 population. Any land permanently dedicated or available to the public for recreation, regardless of provider, may be used to meet the level of service standard.

Policy 2.2: The Town shall ensure, through its Concurrency Management System, that no development order will be issued for any development or redevelopment that would result in the failure of the Town's recreational facilities to meet the adopted level of service standards.

OBJECTIVE 3: **THROUGHOUT THE PLANNING PERIOD, THE TOWN SHALL COORDINATE WITH OTHER LOCAL GOVERNMENTS AND PRIVATE ENTITIES TO ENHANCE RECREATIONAL OPPORTUNITIES FOR ITS RESIDENTS.**

Policy 3.1: Determine the need for establishment of recreation space within private development areas during the project review process.

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Policy 3.2: Utilize the joint provision recreation space by public and private sponsorship where the need for permanent public facilities is not yet established.

Policy 3.3: Utilize available County, State, and federal assistance programs to obtain recreation facilities in very low and low-income project areas.

Policy 3.4: Coordinate with the owners of private recreational facilities ~~in order~~ to continue their policies of public usage of their recreational facilities.

Policy 3.5: Provide input to the Polk County Parks and Recreation Division regarding the development and location of future County, community, and regional parks. Coordinate future park development with the Polk County Parks Division ~~in order~~ for the recreational needs of Lake Hamilton residents to be provided in a more efficient manner.

Policy 3.6: Support the Polk County School Board and Polk County in maintaining their agreement regarding the use of recreational facilities by county residents.

Policy 3.7: Coordinate recreation programs and use of facilities with surrounding municipalities ~~in order~~ to maximize recreational opportunities.

Policy 3.8: The Town will coordinate with the County and municipalities to coordinate future trails connecting Lake Hamilton to other parts of the county.

OBJECTIVE 4: DEVELOP A SYSTEMATIC PROCESS FOR THE MONITORING OF RECREATION NEEDS AND FOR THE PROVISION OF NEEDED ADDITIONAL FACILITIES IN A TIMELY AND EFFICIENT MANNER.

Policy 4.1: Closely monitor the use and demand for recreation facilities and develop plans for the improvement and/or addition of facilities in a timely and well-coordinated manner.

Policy 4.2: Acquire necessary public park lands and/or access ways ~~so as~~ to provide public access to designated sites, utilizing the Capital Improvement Program.

Policy 4.3: Place needed new facilities within the Capital Improvements Program.

OBJECTIVE 5: **THROUGHOUT THE PLANNING PERIOD, PROVIDE FOR EASE OF PUBLIC ACCESS TO RECREATION SITES AND FACILITIES.**

Policy 5.1: Select recreation sites in locations of high visibility with safe and convenient access by motorized and non-motorized means.

Policy 5.2: Establish and maintain a standardized system of identification signs for all recreation sites ~~so as~~ to enhance recognition by residents and visitors within the Town.

Policy 5.3: Establish and maintain hours of operation consistent with the lifestyles and needs of the Town's residents.

Policy 5.4: Include provision of facilities for the physically and mentally handicapped wherever possible.

Policy 5.5: Consider adding bicycle racks in public recreational facilities lacking them ~~in order~~ to improve accessibility via bicycle.

Policy 5.6: As part of the Transportation Element, identify and designate bicycle and/or pedestrian routes along local streets linking public recreational facilities. In addition, provide the appropriate signage along such routes to improve accessibility.

Policy 5.7: Through the development approval process, the Town will encourage new development to provide pedestrian interconnectivity within the project and to areas external to the project such as the Town's parks and recreation system.

Policy 5.8: The Town may work to identify and establish incentives, guidelines, and potential funding for the development of community gardens.

OBJECTIVE 6: **PROVIDE A PROCESS FOR THE PROVISION OF PUBLIC AND PRIVATE OPEN SPACE WITHIN THE TOWN.**

Policy 6.1: Provide definitions and use regulations for open space within the Town's zoning and building regulations ~~so as~~ to protect the open space characteristics of wetlands and environmentally sensitive areas.

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Policy 6.2: Coordinate the Town's regulatory activities with those of County, State, and federal agencies having jurisdictional control of open space wetland and conservation areas within the Town.

Policy 6.3: Utilize development regulations to require appropriate amounts of open space as part of new private development within the Town.

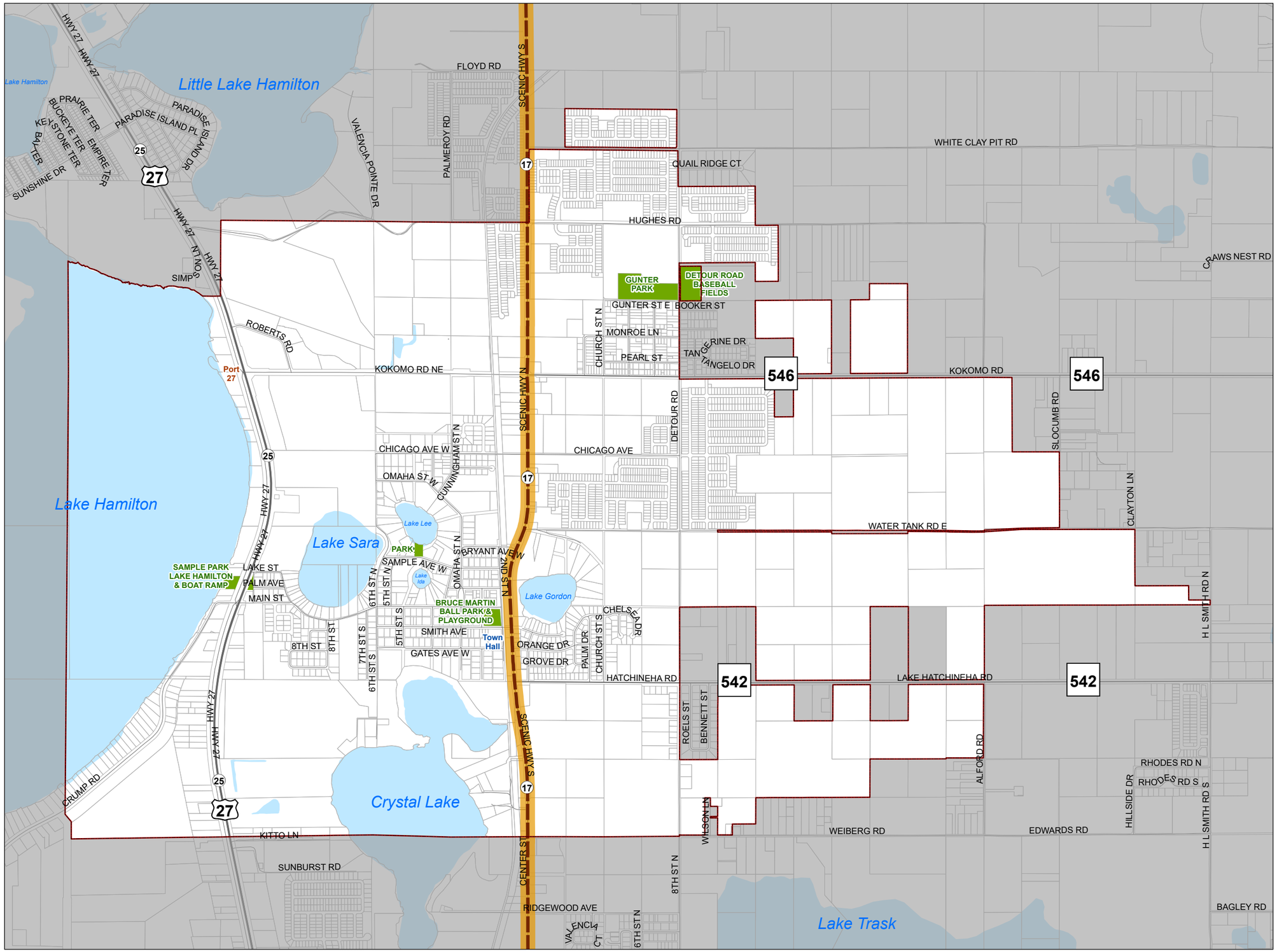
Policy 6.4: Provide adequate and well-proportioned open space within the setting of all public buildings and centers.

Policy 6.5: Establish regulations which protect the scenic view along public roads adjacent to lakes and other open areas.

Policy 6.6: Establish additional open space areas as part of new public projects within the Town.

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TOWN OF LAKE HAMILTON - ROS MAP 1 - PARK AND RECREATION FACILITIES



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies
- Parks & Recreation Facilities

Proposed Multi-Use Trails

- Urban (Paved)

Regional Multi-Use Trail Network

- Florida SUN Trail Network

N

Miles

0 ¼ ½ 1

DISCLAIMER:
The information on this map should be considered conceptual and subject to change.
This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Polk Transportation Planning Organization
Polk County Property Appraiser
Town of Lake Hamilton

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Date: 12/3/2025 | Document Path: D:\Projects\EARS2025\Lake Hamilton\Maps\Lake Hamilton EAR 2025\Lake Hamilton EAR 2025.aprx

TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



DRAFT

2025 EAR Based Amendments

Housing Element

HOUSING ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: PURPOSE.

The Housing Element is a required Comprehensive Plan Element established consistent with Florida Statue 163.3177(6)(f). The basic purpose of the Housing Element is to provide a systematic means by which the condition of housing with the Town may be monitored and by which coordinated effort may be expended toward the improvement of housing generally and toward the rendering of housing assistance to those in most dire need of said assistance. This Element addresses the 10-year short-term planning horizon (2036) and the 20-year long-term planning horizon (2050) as required by Florida Statutes.

Comment: Language added to cite the Housing Element Requirements; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: GOALS, OBJECTIVES, AND POLICIES

GOAL: PROMOTE THE PROVISION OF AN ADEQUATE SUPPLY OF DECENT, SAFE, SANITARY, AND AFFORDABLE HOUSING WITHIN A DESIRABLE LIVING ENVIRONMENT FOR ALL CURRENT AND FUTURE RESIDENT OF THE TOWN, WHILE RECOGNIZING THE PRIVATE SECTOR AS THE PRIMARY PROVIDER OF HOUSING.

Comment: Language added to recognize the private sector as the primary provider of housing.

OBJECTIVE 1: ESTABLISH AND MAINTAIN A PROCESS FOR THE ELIMINATION OF SUBSTANDARD HOUSING WITHIN THE TOWN.

Policy 1.1: Continue to enforce a minimum housing code to facilitate the rehabilitation or removal of substandard housing.

Policy 1.2: Throughout the planning period, the Town shall continue to cooperate with the Polk County Community Development Department in seeking federal and state funding earmarked for the demolition or rehabilitation of substandard housing units and their replacement where necessary.

Policy 1.3: Consistent with Florida Statutes 166.3177(6)(f), the Town shall implement a program of conservation, rehabilitation, and demolition targeting substandard housing. The principles and criteria for the conservation, rehabilitation, and demolition of housing units shall be:

1. To encourage property owners to make repairs to housing units before serious problems develop.
2. Reduce blight and decay of neighborhoods.
3. Maintain the value of the housing stock.
4. Encourage private investment in residential areas.

Comment: New Policy added to address requirements in FS 166.3177(6)(f).

Policy 1.4: In accordance with the schedule outlined in the Capital Improvements Element, upgrade infrastructure in residential neighborhoods with concentrations of substandard housing units to encourage infill and private investment consistent with Florida Statutes 166.3177(6)(f),

Comment: New Policy added to address requirements in FS 166.3177(6)(f).

Policy 1.5: The Town shall enforce the Town's housing codes and standards relating to the care and maintenance of residential and neighborhood environments and facilities consistent with Florida Statutes 166.3177(6)(f),

Comment: New Policy added to address requirements in FS 166.3177(6)(f).

OBJECTIVE 2: **THROUGHOUT THE PLANNING PERIOD, THE CONSERVATION, REHABILITATION, OR DEMOLITION OF HOUSING WILL BE ENSURED THROUGH FEDERALLY-ASSISTED HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS.**

Policy 2.1: The Town shall enforce its housing code and development standards regarding the care and maintenance of residential and neighborhood environments ~~in order~~ to ensure decent, safe, and sanitary housing. The Town shall enforce housing quality standards no less stringent than

those of the U.S. Department of Housing and Urban Development Section 8 Existing Housing Program.

Policy 2.2: Utilize funds from the federal Community Development Block Grant program to assist in housing rehabilitation.

Policy 2.3: Make full utilization of State and County loan programs to facilitate housing rehabilitation within the Town.

Policy 2.4: Utilize available federal and State grant programs to lower utility costs to very low and low-income families.

Policy 2.5: The conservation, rehabilitation, or demolition of documented historic housing will be carried out in cooperation with recognized historic preservation organizations, and in cooperation with the Polk County Community Development Department's CDBG program.

OBJECTIVE 3: UTILIZE LAND DEVELOPMENT REGULATIONS AND INFRASTRUCTURE IMPROVEMENT PROGRAMS TO ASSIST IN THE ESTABLISHMENT AND MAINTENANCE OF STABLE RESIDENTIAL AREAS.

Policy 3.1: Establish and administer subdivision regulations which will promote the development of properly-designed residential neighborhoods having a full range of needed services and facilities.

Policy 3.2: Establish and administer zoning regulations which will protect residential areas and their housing from potentially adverse impacts of adjacent land uses.

Policy 3.3: Coordinate whenever possible the upgrading of community infrastructure improvements with housing improvement programs.

OBJECTIVE 4: THROUGHOUT THE PLANNING PERIOD, THE TOWN SHALL PROVIDE A SYSTEMATIC PROCESS FOR THE PROVISION OF INFORMATION AND TECHNICAL ASSISTANCE TO PROPERTY OWNERS AND RESIDENTS IN NEED OF SUCH ASSISTANCE.

Policy 4.1: Establish standards and guidelines for the setting of priorities among applicants when allocating rehabilitation funds.

Policy 4.2: Throughout the planning period, the Town shall coordinate with the Polk County Housing and Neighborhood Development Division to establish

an information and referral system to make available technical assistance and information on housing maintenance and rehabilitation programs for Town residents.

Policy 4.3: Throughout the Planning Period, the Town will solicit the involvement, including partnerships, of local government with private and non-profit groups, and with economic development groups, for the utilization of job training, job creation, and economic solutions ~~in order~~ to prepare its citizens for home ownership, and ~~in order~~ to take advantage of any affordable housing programs within the jurisdiction of the Town.

OBJECTIVE 5: ~~THE TOWN SHALL AMEND OR ADOPT LAND DEVELOPMENT REGULATIONS TO ENSURE THE PROVISION OF ADEQUATE AND AFFORDABLE HOUSING FOR THE EXISTING AND FUTURE POPULATIONS, PARTICULARLY VERY LOW, LOW, AND MODERATE INCOME HOUSEHOLDS, AND HOUSEHOLDS WITH SPECIAL HOUSING NEEDS, INCLUDING RURAL AND FARMWORKER HOUSING AND MOBILE HOMES~~ THROUGHOUT THE PLANNING PERIOD, THE TOWN SHALL ASSIST THE PRIVATE SECTOR AND NONPROFIT HOUSING GROUPS IN PROVIDING HOUSING UNITS OF VARIOUS TYPES, COSTS, AND, SIZES TO MEET THE HOUSING NEEDS OF THE EXISTING AND ANTICIPATED POPULATIONS, AND HOUSEHOLDS WITH SPECIAL HOUSING NEEDS INCLUDING RURAL AND FARMWORKER HOUSING.

Comment: Language reworded to address the role of private sector and nonprofit housing and to address the housing needs.

Policy 5.1: The Town will designate within its jurisdiction sufficient sites at sufficient densities to accommodate the needs for affordable housing units over the planning timeframe.

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Policy 5.2: The Town shall provide for a variety of housing types including very-low-income housing.

Comment: New Policy added to comply with Florida Statutes 163.3177(6)(f)1 and (f)2.

Policy 5.3: Consistent with Florida Statute 163.31771, the Town will evaluate permitting accessory dwelling units in single-family residential areas to increase the availability of affordable rentals for extremely low-income, very-low-income, low-income, or moderate-income persons.

Comment: New Policy added to comply with Florida Statute 163.31771.

Policy 5.4: Each accessory dwelling unit (ADU) allowed by an ordinance adopted under this section shall apply toward satisfying the affordable housing component of the housing element in the local government's comprehensive plan under Florida Statute. 163.3177(6)(f).

Comment: New Policy added to comply with Florida Statute 163.31771.

Policy 5.~~2~~5: The Town shall identify and map existing and candidate sites for affordable and workforce housing serviceable by adequate infrastructure and accessible to transit corridors as part of a comprehensive strategy to promote sustainable housing and neighborhoods.

Policy 5.~~3~~6: The principles and criteria for siting very-low, low, and moderate income families and households with special housing needs including rural and farmworker households shall be:

1) To ensure that very-low, low, and moderate income families and households with special housing needs including rural and farmworker households have adequate public facilities and services based on a fair-share distribution of costs;

2) To provide adequate sites for very-low, low, and moderate income families and households with special housing needs including rural and farmworker households based on projections and demand for such housing; and

3) To ensure that zoning and other local regulations provide a variety of lot sizes, minimum housing sizes, densities, and alternatives such as multi-unit developments or zero-lot lines.

Policy 5.~~4~~7: The principles and criteria for siting mobile homes shall be:

1) To ensure that mobile home residents have adequate public facilities and services based on a fair-share distribution of costs; and

2) To require developers of new mobile home parks or subdivisions to designate adequate hurricane shelter space for the projected buildout populations of such parks or subdivisions; and

3) To allow mobile homes within residential land uses, provided that they are anchored or attached to permanent foundations, meet safety codes, and all other requirements of the Town's Land Development Regulations.

Policy 5.~~5~~8: For sites specifically identified by the Town as suitable for very-low, low, and moderate income families, the Town shall continue to implement zoning regulations which provide inducements to increase the supply of affordable housing including density bonuses and the consideration of accessory dwelling units.

Policy 5.~~6~~9: Throughout the planning period, the Town shall seek available federal, state, and county funding designated to assist in the provision of housing for very-low, low, and moderate income households.

Policy 5.~~7~~10: The Town shall, through its Land Development Regulations, promote a mix of housing types, densities, and affordable housing.

Policy 5.~~8~~11: Provide within the Land Development Regulations for the waiving of application and processing fees for affordable housing projects.

Policy 5.~~9~~12: Provide for the streamlining of the regulatory and permitting processes for affordable housing projects.

Policy 5.~~10~~13: Enter into specific interlocal agreements with Polk County for the provision of affordable housing.

OBJECTIVE 6: **REVIEW AND AMEND LAND DEVELOPMENT REGULATIONS IN ACCORDANCE WITH CHAPTER 419, F.S. TO PROVIDE FOR ADEQUATE SITES FOR GROUP HOMES AND FOSTER CARE FACILITIES.**

Policy 6.1: The Town shall review and amend its Land Development Regulations to establish non-discriminatory standards and criteria addressing the location of group homes and foster care facilities in residential neighborhoods. The location criteria for group homes and foster care facilities shall be:

1) To permit group homes and foster care facilities of a residential scale based on demand and population projections, in areas of residential character; and

2) To provide the clients of such facilities adequate public facilities and services on the basis of fair-share distribution of costs.

OBJECTIVE 7: **THROUGHOUT THE PLANNING PERIOD, THE TOWN SHALL COORDINATE WITH THE POLK COUNTY COMMUNITY DEVELOPMENT DIVISION TO ENSURE THAT PERSONS DISPLACED BY FEDERALLY-ASSISTED PROGRAMS RECEIVE UNIFORM AND EQUITABLE TREATMENT IN FINDING RELOCATION HOUSING.**

Policy 7.1: The Town shall continue to abide by the Federal Uniform Relocation Act, and coordinate with the Polk County Community Development Division, to seek available funding for persons temporarily or permanently displaced by federally-assisted government actions.

OBJECTIVE 8: ~~**REDUCTION OF GREENHOUSE GASES AND**~~ **INCREASE IN ENERGY EFFICIENCY**

THE TOWN SHALL SUPPORT ENERGY EFFICIENCY AND THE USE OF RENEWABLE ENERGY RESOURCES IN EXISTING HOUSING AND IN DESIGN AND CONSTRUCTION OF NEW HOUSING.

Comment: Language related to reduction in greenhouse gases removed as it is not a state requirement.

Policy 8.1: The Town shall encourage support for residential construction that meets the United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) rating system, the Green Building Initiative's Green Globes rating system, the Florida Green Building Coalition standards, or another nationally recognized, high

performance green building rating system as recognized by the Florida Department of Management Services.

Policy 8.2: The Town shall not prohibit the appropriate placement of photovoltaic panels. The Town shall develop and adopt review criteria to establish standards for the appropriate placement of photovoltaic panels.

Policy 8.3: The Town shall provide educational materials on the strategic placement of landscape materials to reduce energy consumption.

Policy 8.4: The Town shall, through the Future Land Use Map and Future Land Use Categories, encourage the greatest concentration of housing desirable, pedestrian-oriented urban neighborhoods having convenient access to regional transit stations where the mix of activity provides access to a full range of residential services and amenities, and opportunities for people to live within walking distance of employment.

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TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



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2025 EAR Based Amendments

Intergovernmental Coordination Element

INTERGOVERNMENTAL COORDINATION ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: PURPOSE

The Intergovernmental Coordination Element is a required Comprehensive Plan Element established consistent with Florida Statue 163.3177(6)(h). The basic purpose of the Intergovernmental Coordination Element is to provide a systematic means by which intergovernmental issues of concern may be promptly dealt with and resolved in a fair and equitable manner. This Element addresses the 10-year short-term planning horizon (2036) and the 20-year long-term planning horizon (2050) as required by Florida Statutes.

Comment: Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: GOALS, OBJECTIVES, AND POLICIES

GOAL: 1: IMPROVE GOVERNMENTAL EFFICIENCY AND EFFECTIVENESS AND THE RESOLUTION OF POTENTIAL CONFLICTS AND INCOMPATIBILITIES THROUGH COOPERATION, COMMUNICATION, AND FLEXIBLE RELATIONSHIPS BETWEEN THE TOWN OF LAKE HAMILTON AND OTHER GOVERNMENTAL BODIES HAVING ISSUES THAT AFFECT THE TOWN.

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OBJECTIVE 1~~.1~~: **DURING THE PLANNING PERIOD, THE TOWN WILL ESTABLISH MECHANISMS WHICH WILL COORDINATE THE TOWN'S COMPREHENSIVE PLAN WITH THE PLANS OF THE SCHOOL BOARD, THE LAKELAND AREA MASS TRANSIT DISTRICT OPERATING AS THE CITRUS CONNECTION, THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL, OTHER UNITS OF GOVERNMENT PROVIDING SERVICES WITHIN AND ADJACENT TO THE TOWN, POLK COUNTY, AND THE ADJOINING CITIES OF WINTER HAVEN, HAINES CITY, AND DUNDEE TO ENSURE CONSISTENCY BETWEEN PLANS AND TO PROVIDE FOR ADEQUATE PUBLIC FACILITIES.**

Comment: Language updated to add the Citrus Connection; Haines City added as an adjacent city.

Policy 1.1: Enter into intergovernmental agreements for the planning and coordinated provision of related services with Polk County, the Polk County School Board, the Florida Department of Transportation, the Southwest Florida Water Management District, the Florida Department of Environmental Protection, and the cities of Winter Haven, Haines City, and Dundee as necessary.

Comment: Haines City added as an adjacent city.

Policy 1.2: Establish procedures for the exchange of information between the Town, Polk County, the Polk County School Board, and the cities of Winter Haven, Haines City, and Dundee, including but not limited to information concerning building permits, zoning cases, engineering plans, demographics, socioeconomic data, and utilities service area and capacities. Specifically, the Town shall coordinate with the School board and other jurisdictions to base plans on consistent projections, including population projections that are developed in coordination with the School Board, and student enrollment projections district-wide and by planning areas which are agreed upon by the Planners Working Group.

Comment: Haines City added as an adjacent city.

Policy 1.3: Participate in periodic workshop meetings with representatives of Polk County, the Polk County School Board, and the cities of Winter Haven, Haines City, and Dundee to discuss ways to maintain and/or improve intergovernmental coordination activities.

Comment: Haines City added as an adjacent city.

Policy 1.4: Conduct reciprocal reviews with Polk County, the Polk County School Board, and the cities of Winter Haven, Haines City, and Dundee of all proposed development orders and permits, and comprehensive plan Future Land Use Map amendments which could impact upon any of the lands of the Town and/or the jurisdictions of the adjoining governments. The Polk County School board's student enrollment projections shall consider the impacts of development trends and data required to be reported in accordance with the Inter-local Agreement.

Comment: Haines City added as an adjacent city.

Policy 1.5: The Town shall adhere to an executed Interlocal Agreement with the Polk County School Board to coordinate the planning of future land use and facility needs.

Policy 1.6: The Town shall participate in the Polk County Local Hazard Mitigation Working Group (LMSWG), which facilitates Polk County's Local Mitigation Strategy (LMS) planning process, coordinating efforts between governmental units, commercial enterprises, and other stakeholders to reduce disaster risk.

Comment: New policy added to address Lake Hamilton's participation in the Local Hazard Mitigation Working Group.

OBJECTIVE 2: ESTABLISH PROGRAMS FOR THE COORDINATION OF THE PROVISION OF SERVICES, INFORMATION, AND INTERGOVERNMENTAL AGREEMENTS WITH OTHER GOVERNMENTAL ENTITIES.

Policy 2.1: As necessary, develop and implement, subject to mutual consent, intergovernmental agreements with Polk County and the cities of Winter Haven and Dundee, and other affected bodies on the following issues:

a. Collections and reduction of hazardous and/or solid waste;

b. Development within and maintenance of stormwater drainage systems;

c. Water quality and quantity studies;

d. Conservation uses as defined by Chapter 9J-5.003(19), FAC;

e. Recreation and open space facilities;

f. Coordination of transportation systems;

g. Coordination of housing facilities for very-low, low, and median-income families;

h. Identification of, properly using, and protecting unique vegetative communities;

i. Prevention of the loss of endangered or threatened species populations;

j. Coordination for the provision of fire protection, law enforcement, emergency medical service, animal control, civil defense, and libraries.

Policy 2.2: Coordinate with Polk County and adjacent municipalities regarding proposed annexations.

Policy 2.3: To notify the appropriate enforcement agencies of any governmental regulation violations of which it becomes aware, and to cooperate with any said agencies in the enforcement of prevailing regulations.

OBJECTIVE 3: IDENTIFY AND DESCRIBE JOINT PROCESSES FOR THE CONTINUING INTERCHANGE OF INFORMATION AND THE COORDINATION OF MITIGATION OF IMPACTS OF PROPOSED DEVELOPMENT WITH POLK COUNTY, THE CITIES OF WINTER HAVEN, HAINES CITY, AND DUNDEE, THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL, AND THE STATE.

Comment: Haines City added as an adjacent city.

Policy 3.1: Provide information concerning proposed zoning changes involving land at or near the Town's boundaries to Polk County and the cities of Winter Haven and Dundee.

Policy 3.2: Provide information concerning proposed changes in the Town's land use map involving property at or near the Town's boundaries to Polk County and the cities of Winter Haven and Dundee.

Policy 3.3: Coordinate with other governmental bodies in the providing and receiving of information concerning any proposed changes in Level of Service standards.

Policy 3.4: Participate in periodic workshop meeting with planning representatives of other governmental entities to coordinate planning activities of mutual concern.

OBJECTIVE 4: ESTABLISH MECHANISMS TO RESOLVE, IN A TIMELY MANNER, ANY CONFLICTS WHICH ARISE BETWEEN THE TOWN AND OTHER GOVERNMENTAL ENTITIES.

Policy 4.1: Establish procedures for the review of matters of conflict and the process to be followed in the resolution of disagreements through the use of formal intergovernmental agreements, wherever possible.

Policy 4.2: Utilize established guidelines for mediation as established by the Central Florida Regional Planning Council, in cases not specifically covered by an intergovernmental agreement or not otherwise resolvable through direct efforts between the parties involved.

OBJECTIVE 5: IDENTIFY AND DESCRIBE JOINT PROCESSES FOR COLLABORATIVE PLANNING ON POPULATION PROJECTIONS.

Policy 5.1: The Town will coordinate with Polk County Planning Department and the Central Florida Regional Planning Council to develop county-wide population projections that include expected growth in both unincorporated and incorporated areas.

Policy 5.2: The Town will coordinate with the Southwest Florida Water Management District regarding population projections for water supply planning efforts.

Policy 5.3: The Town will review population projections and apply them in updating its Comprehensive Plan.

Policy 5.4: The Town will forward the population projections used in its Comprehensive Plan to the School Board so they can consider projected growth and development as it relates to the future need for schools in updating its facility plans.

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Policy 5.5: The Town will implement its interlocal agreement with Polk County and the School Board addressing such matters as the joint utilization of consistent and coordinated population projections.

OBJECTIVE 6: IDENTIFY AND DESCRIBE JOINT PROCESSES FOR COLLABORATIVE PLANNING ON SCHOOL SITING.

Policy 6.1: The Town shall cooperate with the School Board and other local jurisdictions to implement the Interlocal Agreement, as required by Section 1013.33, Florida Statutes, which includes procedures for school siting.

Policy 6.2: The coordination of school siting shall be conducted in accordance with the Interlocal Agreement taking into consideration the needs identified in the current School Board Five Year Program of Work and the annual general education facilities report.

Policy 6.3: The planning for new or expanded educational facilities must consider the effects of the location of public education facilities, including the feasibility of keeping central Town facilities viable, ~~in order~~ to encourage central Town redevelopment and the efficient use of infrastructure while discouraging urban sprawl. The Town will encourage the collocation of public facilities of any kind, including parks, libraries, recreation opportunities and schools, when planning and reviewing a proposed site for a new or expanded educational facility.

Policy 6.4 If the proposed site for a new or expanded educational facility is consistent with the future land use policies and categories of the *Lake Hamilton Comprehensive Plan*, the Town may not deny an application for such a facility but may impose reasonable development standards and conditions which consider the site plan and its adequacy related to environmental concerns, health, safety and welfare, and effects on adjacent property.

OBJECTIVE 7: IDENTIFY AND DESCRIBE JOINT PROCESSES FOR COLLABORATIVE PLANNING FOR FACILITIES SUBJECT TO CONCURRENCY.

Policy 7.1: Town staff will coordinate annually, or more often as needed, with Polk County planning staff for the purpose of determining future unincorporated area needs for water within each unincorporated area served by the Town.

Policy 7.2: For the purpose of obtaining comments pertaining to development expected in the *Polk County Comprehensive Plan*, the Town will notify Polk County planning staff of plans to adopt construction schedules within its Capital Improvements Element for water facilities in unincorporated areas within the Town's service areas.

Policy 7.3: The Town will coordinate, through the Polk Transportation Planning Organization (TPO), the transportation needs of the Town with the needs of Polk County and the Florida Department of Transportation (FDOT).

Policy 7.4: The Town will coordinate with the Lakeland Area Mass Transit District, operating as the Citrus Connection, regarding the public transportation needs of the Town with the needs of Polk County.

Comment: New policy added to address coordination of public transportation.

Policy 7.5: The Town will continue to coordinate with FDOT, the Polk Transportation Planning Organization (TPO), and other jurisdictions for the potential creation of commuter rail in the form of SunRail and/or high speed rail opportunities.

Comment: New policy added to address existing coordination of commuter and high speed rail.

Policy 7.~~4~~6: The Town will forward requests for access to county or state maintained roadways to each respective agency for comment concerning their respective plans and policies.

Policy 7.~~5~~7: The Town will coordinate with service providers that have no regulatory authority over the use of land in the Town to develop recommendations that address ways to improve coordination of the Town's concurrency management methodologies and systems, and levels of service.

Policy 7.~~6~~8: The Town will enter into an interlocal agreement with Polk County for joint projects identified in the Town's Stormwater Management Plan and the County's Stormwater Management Plan.

Policy 7.~~7~~9: The Town will coordinate with Polk County and municipalities to promote the implementation of consistent land use policies and

mobility strategies with the County Transit Corridors to ensure a seamless transportation system.

OBJECTIVE 8: **IDENTIFY AND DESCRIBE JOINT PROCESSES FOR COLLABORATIVE PLANNING FOR FACILITIES WITH REGIONAL SIGNIFICANCE.**

Policy 8.1: The Town will continue to coordinate with the Polk County Board of County Commissioners' staff for the provision of county-wide services, including but not limited to, solid waste disposal and the Polk County Emergency Operations Center.

Policy 8.2: The Town will coordinate with the Polk TPO and any future transit authorities for the provision of major transportation facilities and mass transit.

Policy 8.3: The Town will forward notice of proposed future land use plan policies related to hurricane shelters and evacuation routes, as well as map amendments resulting in an increase in population, to the Central Florida Regional Planning Council (CFRPC) and the Polk County Emergency Management Department to determine hurricane shelter space availability and the effect of increased evacuating populations on evacuation clearance times and routes.

Policy 8.4: The Town will forward notice of proposed future land use plan policies that would affect any regional resource identified in the *Strategic Regional Policy Plan of the CFRPC* to the Central Florida Regional Planning Council (CFRPC).

Policy 8.5: The Town will coordinate with the Central Florida Regional Planning Council (CFRPC) to identify and protect Natural Resources of Regional Significance as identified in the CFRPC's *Strategic Regional Policy Plan, October 1997*. The Town will cooperate with Florida Department of Environmental Protection (FDEP) and CFRPC to identify and include greenways and an integrated habitat network of uplands on all planning maps.

Policy 8.6: The Town will coordinate with Polk Vision, myregion.org's How Shall We Grow – Growth Scenario, and the Heartland 2060 Vision.

Policy 8.7: The Town will coordinate with Polk County to establish a process for the maintenance and update of the PolkGreen Overlay, as well as the

development and implementation of policies to acquire, conserve, or construct green infrastructure.

OBJECTIVE 9: **JOINT PROCESSES FOR PROBLEMATIC LAND USES**

THE TOWN WILL ESTABLISH, MAINTAIN, AND IMPROVE INTERGOVERNMENTAL COORDINATION OF DEVELOPMENT REVIEW ACTIVITIES, ESPECIALLY COLLABORATIVE PLANNING AND REVIEW OF LOCALLY ~~UNWANTED~~ INCOMPATIBLE LAND USES, AND REGULATORY CONCERNS.

Comment: Term "unwanted" changed to incompatible as the other term is subjective.

Policy 9.1: The Town will participate in the regular exchange of information as may be related to building permits, zoning cases, engineering plans, demographics, proposed annexation areas, socio-economic information, utility service areas and capacity, planned land use map amendments, and other information with governmental entities in the county.

Policy 9.2: Elected officials and administrative personnel will participate in Polk County intergovernmental coordination/cooperation workshops and/or joint workshops with the Polk County School Board.

Policy 9.3: The Town will conduct a review of its locational standards to determine whether conflicts exist between its regulations and neighboring jurisdiction regulations, what can be done to resolve any conflicts found, and any improvement in the effectiveness or efficiency to be gained through a county-wide approach to standards that would be more uniform in their application.

Policy 9.4: The Town will coordinate with Winter Haven, Haines City, Dundee, the County, the CFRPC, or the appropriate ad hoc committees, in the development, review, and recommendation of efficient town-wide guidelines to coordinate the location of ~~problematic~~ incompatible land uses.

Comment: Haines City added as an adjacent city; Terms "problematic" changed to incompatible as the other term is subjective.

OBJECTIVE 10: **THE TOWN OF LAKE HAMILTON SHALL WORK WITH SURROUNDING GOVERNMENTS AND OTHER AGENCIES TO ENSURE THAT MEETING FUTURE POTABLE WATER NEEDS ARE COORDINATED ON A REGIONAL BASIS.**

Policy 10.1: The Town hereby incorporates its Ten-Year Water Supply Facilities Work Plan as a technical support document into this Element as required following adoption of the Southwest Florida Water Management District (SWFWMD) Regional Water Supply Plan~~, adopted November 2015~~. The adopted Ten-Year Water Supply Facilities Work Plan and all future amendments thereto, represent an update to the Lake Hamilton Comprehensive Plan. In implementing this Policy, the Town shall annually assess the performance and effectiveness of its Ten-Year Water Supply Plan and update the status of project development and potential funding sources. consistent with the corresponding SWFWMD Regional Water Supply Plan and the policies of this Comprehensive Plan ~~in order~~ to maximize the use of existing facilities and provide for future needs.

Comment: Adoption date removed as it is not needed.

Policy 10.2: The Town shall continue coordination with Polle County and adjacent municipalities regarding cooperative water supply planning and joint~~-~~projects which may collectively conserve groundwater, enhance use of reclaimed water and explore opportunities for alternative sources of water. Coordination shall also include entities such as the Central Florida Water Initiative (CFWI), the Polk Regional Water Cooperative (PRWC) and the Heartland Water Alliance (HWA) which are parties reviewing and planning alternative water supply projects within Polk County.

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TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



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2025 EAR Based Amendments

Property Rights Element

PROPERTY RIGHTS ELEMENT

GOALS, OBJECTIVES, AND POLICIES

PART I: PURPOSE

The Property Rights Element is a required Comprehensive Plan Element established consistent with Florida Statue 163.3177(6)(h). The purpose of the Property Rights Element is to ensure that private property rights are considered in local decision-making processes. This Element addresses the 10-year short-term planning horizon (2036) and the 20-year long-term planning horizon (2050) as required by Florida Statutes.

Comment: Part I Purpose Section added consistent with other Elements; Language included to address requirement for Element from Florida Statutes; Language included to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: GOALS, OBJECTIVES, AND POLICIES

Comment: Part II header added consistent with other Elements.

OBJECTIVE 1.1: PROPERTY RIGHTS SHALL BE CONSIDERED IN LOCAL DECISION MAKING.

Policy 1.1.1: The rights of a property owner to physically posses and control his or her interests in the property, including easements, leases, or mineral rights.

Policy 1.1.2: The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.

Policy 1.1.3: The right of property owner to privacy and to exclude others from the property to protect the owner's possessions and property.

Policy 1.1.4: The right of a property owner to dispose of his or her property through sale or gift.

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TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



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2025 EAR Based Amendments

Capital Improvements Element

CAPITAL IMPROVEMENTS ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: **PURPOSE.** The Capital Improvements Element is a required Comprehensive Plan Element established consistent with Florida Statue 163.3177(3)(a). The purpose of the Capital Improvements Element is to provide a systematic mechanism by which the Town may quantify and evaluate its public service and facilities needs as identified within other elements of the comprehensive plan; may estimate the costs of said improvements; may analyze its fiscal capability to finance and construct said improvements; may adopt policies to guide the funding of said improvements; and may schedule the funding and construction of said improvements in a coordinated and cost-effective manner, ~~so as~~ to ensure their availability when needed. This Element addresses the 10-year short-term planning horizon (2036) and the 20-year long-term planning horizon (2050) as required by Florida Statutes.

Comment: Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: **GOALS, OBJECTIVES, AND POLICIES**

GOAL: **IT SHALL BE THE GOAL OF THE TOWN OF LAKE HAMILTON TO PROVIDE NECESSARY PUBLIC FACILITIES AND SERVICES FOR ALL EXISTING AND FUTURE DEVELOPMENT, AT ADOPTED LEVEL OF SERVICE STANDARDS, THROUGH A PROCESS THAT PERMITS DEVELOPMENT CONCURRENT WITH THE ABILITY OF THE TOWN TO PROVIDE SUCH FACILITIES AND SERVICES.**

OBJECTIVE 1: **5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS**

PROVIDE IMPROVEMENTS TO PUBLIC FACILITIES AND SERVICES AS INDICATED IN THE 5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS TO CORRECT EXISTING DEFICIENCIES, REPLACE OBSOLETE OR WORN-OUT FACILITIES, AND ACCOMMODATE THE NEEDS OF DESIRED FUTURE GROWTH.

Policy 1.1: Include in the 5-Year Schedule of Capital Improvements all projects and equipment identified as needed in other elements of this Comprehensive Plan that are relatively high in cost ($10,000 or greater) and necessary to maintain the adopted level of service standards or correct existing deficiencies.

Policy 1.2: Utilize the initial year's program as the capital budget for the upcoming fiscal year, thereafter advancing the entire program forward one year and adding an additional year of new projects to maintain a five-year program.

Policy 1.3: Establish estimated costs and identify funding sources and mechanisms for all projects set forth within the program.

Policy 1.4: Evaluate and rank proposed capital improvement projects ~~in order~~ of priority according to the following guidelines:

a) Whether the project is needed to~~:~~ correct an existing level of service deficiency, protect the health and safety, serve developments for which development orders were issued prior to the adoption of the Comprehensive Plan, or fulfill a legal commitment of the town;

b) Whether the project is needed to~~:~~ replace worn-out or obsolete facilities to maintain the adopted level of service standard, improve operating efficiency, reduce costs, serve developed areas lacking full service, or promote in-fill development;

c) Whether the project is needed to accommodate new growth in accordance with the Future Land Use Map at the adopted level of service standard;

d) Whether the project represents a logical extension of facilities and services within the Town's service area; and

e) Whether the project is financially feasible within revenue and budget constraints.

Policy 1.5: Capital improvements projects included in the 5-Year Schedule of Capital Improvements shall be consistent with the goals, objectives, and policies of the appropriate elements of the Comprehensive Plan, including and especially the Public Education Facilities Element.

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OBJECTIVE 2: **CONCURRENCY AND CAPITAL IMPROVEMENTS**

BASE LAND USE DECISIONS, INCLUDING DECISIONS REGARDING THE ISSUANCE OF DEVELOPMENT ORDERS AND PERMITS, ON THE DEVELOPMENT REQUIREMENTS INCLUDED IN THIS COMPREHENSIVE PLAN, THE LAND DEVELOPMENT REGULATIONS OF THE TOWN OF LAKE HAMILTON, AND THE AVAILABILITY OF PUBLIC FACILITIES AND SERVICES NECESSARY TO SUPPORT SUCH DEVELOPMENT AT THE ADOPTED LEVEL OF SERVICE STANDARDS.

Policy 2.1: The table of levels of service specified in this policy for all public facilities provided by the Town and the Polk County School Board, is fully consistent with levels of service established within the several elements of the comprehensive plan and is hereby adopted and shall be maintained for existing or previously permitted development and for new development or redevelopment in the Town:

Table 1:

Facility	Level of Service
Potable water	130 gallons per capita per day
Solid waste	8.0 pounds per person per day
Recreation and open space	4.5 acres per 1,000 residents
Drainage	The following shall be the level of service standards for stormwater facilities: a. Drainage Structures: Ability to handle 25-year, 24 hour storm event b. Stormwater Facilities: 25-year, 24 hour storm event at top of bank or berm c. Storm sewers: Capacity to handle a 25-year storm event

a. The Town of Lake Hamilton shall coordinate with the Polk Transportation Planning Organization (~~P~~TPO) and the Central Florida Regional Planning Council to adopt and apply multi-modal levels of service which shall be the minimum acceptable standards for State, County, and local roads within

the Town Limits of Lake Hamilton. Said multi-modal LOS standards shall promote transit by lowering levels of service where transit is available. The Town hereby adopts multi-modal levels of service as set forth in the following tables.

Table 2:

	Highway Minimum Standard	Highway Minimum Duration	Transit	Pedestrian	Bicycle
M1	LOS "D" peak direction	Average of two highest peak hours	60 minute headway	Sidewalk access to bus stop	Bike racks on buses
M2	LOS "E" peak direction	Average of two highest peak hours	30 minute headway	Sidewalk access to bus stop	Bike racks on buses Bike route/system

~~*Does not supersede SIS LOS Standard as set by Rule 14-94, F.A.C.~~

Comment: Update table reference and remove reference to Rule 14-94 as the Rule no longer exists.

b. For roadways outside the multi-modal service area, the Town hereby adopts the following peak season/peak hour standards as the minimum level of service (LOS) standard:

Table 3:

Base Highway Level of Service Standards [1]

Facility Type	Level of Service
Principal arterial roadways: SIS facilities Non-SIS facility	 Subject to TE Policy 3.1.2 D
Minor arterial roadways	D
All other roadways	D

[1] LOS is measured for the peak hour/peak direction using the average of the two highest peak hours.

c. The minimum level-of-service standard for roadways on the Strategic Intermodal System (SIS) and the Florida Intrastate Highway System (FIHS)~~, shall be in accordance with the Statewide Minimum~~ are consistent with widely recognized minimum Level of Service Standards ~~for the State Highway System published in Rule 14-94, F.A.C.~~, or any rule variance issued by the Florida Department of Transportation.

Comment: LOS Standard reference revised to reflect that Rule 14-94 no longer exists.

Public School Facilities:

Consistent with the Interlocal Agreement for Public School Facilities, the uniform, district wide level of service standards are established as a percent of permanent Florida Inventory of School Houses (FISH) capacity. The LOS standards are set as follows:

~~Tiered Level of Service Standards~~

~~School Facility Type~~	~~Year~~	~~Year~~	~~Year~~	~~Year~~	~~Year~~
	~~2010-11~~	~~2011-12~~	~~2012-13~~	~~2013-14~~	~~2014-15~~
~~Elementary~~	~~115%~~	~~100%~~	~~100%~~	~~100%~~	~~100%~~
~~Middle~~	~~110%~~	~~100%~~	~~100%~~	~~100%~~	~~100%~~
~~High School~~	~~115%~~	~~100%~~	~~100%~~	~~100%~~	~~100%~~

Table 4:

~~Long Term~~ **Level of Service Standards**

School Facility Type	Permanent Student Station Capacity
Elementary	100%
Middle	100%
High School	100%

Comment: Tiered Level of Service Standards table deleted as it is not longer applicable.

a) Magnet and School of Choice:
One hundred percent (100%) of enrollment quota as established by the School Board or court ordered agreements and as adjusted by the School Board annually.

b) Other:
K-8, 6th grade centers, 9th grade centers, 6-12 are at one hundred percent (100%) of permanent DOE FISH capacity

c) Special Facilities:
Including alternative education or special programmatic facilities are designed to serve the specific population on a countywide basis or for temporary need and are not zoned to any specific area. Therefore, they are not available or used for concurrency determinations.

d) Conversion Charter Schools:
The capacity is set during contract negotiations and the School Board has limited control over how many students the schools enroll.

Policy 2.2: The Town of Lake Hamilton adopts by reference the Polk County School Board's ~~2009-2010~~ 2023-2024 through ~~2013-2014~~ 2027-2028, Five-Year Facilities Work Program. The Work Program is approved annually by the School Board~~,~~ and includes school capacity sufficient to meet anticipated student demands projected by the County and municipalities and based on the adopted level of service standards for public schools. The 5-year schedule of improvements ensures the level of service standards for public schools are achieved and maintained within the 5-year period. Annual updates to the schedule shall ensure levels of service standards are achieved and maintained within each year of subsequent 5-year schedule of capital improvements. Annual updates by the School Board will be adopted by reference as the Town annually updates its CIE and CIP.

Comment: Dates of Polk County School District Five-Year Facilities Work Program for current approval years

Policy 2.3: The Town of Lake Hamilton hereby adopts, by reference, the Polk County Transportation Planning Organization Transportation Improvement Plan, and the Florida Department of Transportation 5-Year Work Program, for the currently adopted year and subsequent updates thereafter, into the Town's Five-Year Schedule of Capital Improvements.

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Policy 2.4: The Town hereby incorporates its Ten-Year Water Su1mly Facilities Work Plan as a technical support document into this Element as required following adoption of the Southwest Florida Water Management District (SWFWMD) Regional Water Supply Plan~~, adopted November 2015~~. The adopted Ten-Year Water Supply Facilities Work Plan and all future amendments thereto~~,~~ represent an update to the Lake Hamilton Comprehensive Plan. In implementing this Policy, the Town shall annually assess the performance and effectiveness of its Ten-Year Water Supply Plan and update the status of project development and potential funding sources, consistent with the corresponding SWFWMD Regional Water Supply Plan and the policies of this Comprehensive Plan ~~in order~~ to maximize the use of existing facilities and provide for future needs.

Comment: Date of adoption not necessary.

Policy 2.5: At the time a development permit is issued, adequate facility capacity is available or will be available when needed to serve the development.

Policy 2.6: ~~In order t~~To ensure the Town meets levels of service standards, population projections will be updated yearly.

Policy 2.7: The Town shall not allow exceptions for developments of de minimis impact.

OBJECTIVE 3: UTILIZE THE CAPITAL IMPROVEMENTS PROGRAM AS A MEANS OF MEETING THE TOWN'S AND THE POLK COUNTY SCHOOL BOARD'S NEEDS TO CONSTRUCT CAPITAL FACILITIES WHICH WILL MEET EXISTING DEFICIENCIES, REPLACE OBSOLETE OR WORN OUR FACILITIES, AND ACCOMMODATE DESIRED FUTURE GROWTH WITHIN THE TOWN.

Policy 3.1: Establish and maintain a composite prioritized inventory listing of existing deficiencies, together with estimated construction costs and potential funding sources, for specific public facility needs.

Policy 3.2: Establish and maintain a composite prioritized inventory listing of obsolete or worn our facilities, together with estimated replacement costs and potential funding sources.

Policy 3.3: Establish and maintain a composite prioritized inventory listing of new facilities, together with estimated construction costs and potential funding sources, needed by the Town to serve desired future growth as reflected within the Future Land Use Element.

OBJECTIVE 4: **PROVIDE A PROCESS FOR THE EVALUATION OF LAND USE DECISIONS IN COORDINATION WITH THE TOWN'S FISCAL RESOURCES AND ABILITY TO PROVIDE NECESSARY CAPITAL IMPROVEMENTS.**

Policy 4.1: Develop a regulatory review procedure which evaluates all future rezoning requests in terms of the Town's ability to finance and construct needed public improvements to serve the proposed or potential development.

Policy 4.2: Require an affirmative finding that all applicable Level of Service standards will be maintained as a result of development related to any land use decision under consideration.

Policy 4.3: Determine the necessary capital improvements required by proposed development be scheduled within the capital improvement program for construction completion concurrent with the impact of said development.

OBJECTIVE 5: **COST SHARING FOR NEW DEVELOPMENT**

REQUIRE FUTURE DEVELOPMENT TO ASSUME A PROPORTIONATE SHARE OF THE COST OF PROVIDING PUBLIC FACILITIES AND SERVICES TO SUPPORT SUCH DEVELOPMENT AT THE ADOPTED LEVEL OF SERVICE STANDARDS.

Policy 5.1: Continue to implement an impact fee ordinance ~~in order~~ to assess new development a pro rata share of the costs required to provide public facilities and services to meet the adopted level of service standards.

Policy 5.2: The Town shall include in Land Development Regulations a program for land dedication, payment-in-lieu-of dedication, or other form of exaction as a requirement of subdivision or land development for the purpose of retaining easements for utility and traffic circulation systems, and for meeting all adopted level of service standards.

OBJECTIVE 6: **MANAGEMENT OF FISCAL RESOURCES**

MANAGE FISCAL RESOURCES TO ENSURE THAT THE PUBLIC FACILITY AND SERVICE IMPROVEMENT NEEDS CREATED BY PREVIOUSLY ISSUED DEVELOPMENT ORDERS AND FUTURE DEVELOPMENT DOES NOT EXCEED THE ABILITY OF THE TOWN TO FINANCE, CONSTRUCT, OR INSTALL SUCH IMPROVEMENTS.

Policy 6.1: Update the Capital Improvements Element annually to reflect existing and projected capital needs in accordance with the adopted level of service standards, for the purpose of assessing the costs of those needs against projected revenues and expenditures.

Policy 6.2: Continue the on-going 5-year Capital Improvements Program and incorporate a capital budget as part of the annual Town budget to ensure that funds are available for projected capital needs.

Policy 6.3: Establish and maintain a debt management program which identifies and monitors all outstanding total debt of the Town, which establishes a limit on the use of revenue bonds as a percent of total debt, a maximum ratio of total debt service to total revenue, and a maximum ratio of outstanding capital indebtedness to property tax base.

Policy 6.4: Prepare an inventory of all County, State, and federal grant and assistance programs for which the Town may have eligibility.

Policy 6.5: Establish and maintain a monitoring program to ensure that all taxable property within the Town in upon the Town's tax rolls.

Policy 6.6: Provide public facilities and services to properties currently exempted from municipal taxation by past court rulings only at such time as said properties are removed from taxation exemption.

CIP SCHEDULES

Lake Okeechobee Basin Management Action Plan Capital Improvement Plan (FS 163.3177(3)(a)4.b.)

Lake Hamilton	No Projects Identified for Lake Hamilton

Comment: A Capital Improvement Plan for the Lake Okeechobee Basin Action Management Plan is added and reflects there are no projects identified in Lake Hamilton consistent with the requirements of (FS 163.3177(3)(a)4.b.).

DRAFT 5 YEAR CAPITAL IMPROVEMENT PLAN 2025-2026

General Project Description

Water Department	FY 25/26	Source	FY 26/27	Source	FY 27/28	Source	FY 28/29	Source	FY 29/30	Source
Water Treatment Plant Phase II	$ 12,609,719	SRF	$ -		$ -				$ -	
Water Treatment Plant Phase III	$ -		$ 29,474,000	SAHMW	$ -		$ 2,000,000	IMP	$ -	
Water Design for Alternative Water Supply	$ 150,000	EF	$ -		$ -		$ -		$ -	
Upper Floridan Wells (2)	$ 2,000,000	IMP	$ -		$ -		$ -		$ -	
Ground Storage Tank (.6 mg) Design	$ -		$ 55,000	IMP	$ -		$ 55,000	IMP	$ -	
Ground Storage Tank (.6 mg) Construction	$ -				$ 1,000,000	IMP			$ 1,000,000	IMP
Raw water supply line	$ -		$ 2,000,000	SRF	$ 3,000,000	SRF	$ 2,000,000	SRF	$ -	
Water main replacement Hatchineha Rd	$ 1,500,000	EF	$ -		$ -		$ -		$ -	
Pressure (Hydrological)l for water loss	$ 65,000	EF	$ -		$ -		$ -		$ -	
Neptune My 360	$ 165,000	EF	$ -		$ -		$ -		$ -	
Water Department Total	$ 16,509,719		$ 31,529,000		$ 4,000,000		$ 4,055,000		$ 1,000,000	

Wastewater Department	FY 25/26	Source	FY 26/27	Source	FY 27/28	Source	FY 28/29	Source	FY 29/30	Source
Septic - to - Sewer Projects	$ -		$ -		$ 3,000,000	SRF	$ -		$ -	
Wastewater Treatment Phase II	$ 8,067,493	SRF	$ -		$ -		$ -		$ -	
F550 Auto Crane 11' crane and Utility body	$ 174,000	IMP	$ -		$ -		$ -		$ -	
Thompson Pump Bypass Pump for Liftstation	$ 54,500	IMP	$ -		$ -		$ -		$ -	
Lab equipment for new office	$ 10,000	IMP	$ -		$ -		$ -		$ -	
Confined Space Equipment	$ 10,000	IMP	$ -		$ -		$ -		$ -	
Demo Saw	$ 2,500	IMP	$ -		$ -		$ -		$ -	
Dewatering Pump	$ 1,700	IMP	$ -		$ -		$ -		$ -	
Combination Jet/Vacuum Sewer Cleaner	$ 409,242	IMP	$ -		$ -		$ -		$ -	
Pole Barn 40' x 60'	$ 35,000	IMP	$ -		$ -		$ -		$ -	
Furniture, new office	$ 25,000	IMP	$ -		$ -		$ -		$ -	
Sub-Total	$ 8,789,435		$ -		$ 3,000,000.00		$ -		$ -	

Wastewater Treatment Facility - Ph. III	FY 25/26	Source	FY 26/27	Source	FY 27/28	Source	FY 28/29	Source	FY 29/30	Source
Design	$ 310,000	IMP	$ -		$ -		$ -		$ -	
Construction	$ -		$ 31,955,000	SAHMW	$ -		$ -		$ -	
Sub-Total	$ 310,000		$ 31,955,000		$ -		$ -		$ -	
Wastewater Department Total	$ 9,099,435		$ 31,955,000		$ 7,000,000		$ 4,055,000		$ 1,000,000	

TOTAL Enterprise PROJECT	$ 25,609,153	$ 63,484,000	$ 11,000,000	$ 8,110,000	$ 2,000,000

General Project Description

PARKS AND RECREATION	FY 25/26	Source	FY 26/27	Source	FY 27/28	Source	FY 28/29	Source	FY 29/30	Source
SAMPLE PARK										
Phase II Improvements	$ -		$ 50,000	FRDAP	$ -		$ -		$ 50,000	FRDAP
Boat Ramp Replacement	$ 350,000	FBIP			$ -		$ -		$ -	
GUNTER PARK										
Phase II Improvements	$ 50,000	FRDAP	$ -		$ 50,000	FRDAP	$ 50,000	FRDAP	$ -	
BRUCE MARTIN PARK										
Phase II Improvements	$ 50,000	FRDAP	$ -		$ 50,000	FRDAP	$ -		$ -	
DETOUR ROAD BALL FIELD										
Phase II Improvements	$ -		$ 50,000	FRDAP	$ -		$ -		$ 50,000	FRDAP
VETERANS PARK										
Phase I Improvements			$ -		$ -		$ 50,000	FRDAP	$ -	
SAMPLE AVE TOWN PROPERTY										
Upgrade? Deed?	$ 25,000		$ -		$ -		$ 25,000		$ -	
General Parks & Recreation										
Public Services- Land for Maintenance Building	$ 200,000	GF								
Public Services- Maintenance Building	$ 400,000	IMP/GF								
Truck Cap	$ 4,000	GF								
Landscaping Tools	$ 6,000	GF								
Parks & Recreation Total	$ 1,085,000		$ 100,000		$ 100,000		$ 125,000		$ 100,000	

ROAD AND STREETS	FY 25/26	Source	FY 26/27	Source	FY 27/28	Source	FY 28/29	Source	FY 29/30	Source
Road Repaving & Drainage Project	$ 2,000,000	HRTLND								
Road Repaving Projects	$ -		$ 500,000	IMP			$ 500,000	IMP		
Lawn Mower	$ 15,000	GF								
Ford F250 4WD	$ 56,000	GF								
Roads and Streets Total	$ 2,071,000		$ 500,000		$ -		$ 500,000		$ -	

SANITATION	FY 25/26	Source	FY 26/27	Source	FY 27/28	Source	FY 28/29	Source	FY 29/30	Source
Trash Truck Lease	$ 110,000	GF			$ 110,000	GF				
Sanitation Total	$ 110,000		$ -		$ 110,000		$ -		$ -	

POLICE DEPARTMENT	FY 25/26	Source	FY 26/27	Source	FY 27/28	Source	FY 28/29	Source	FY 29/30	Source
New Police Vehicles	$ 124,000	GF	$ -		$ -		$ -		$ -	
Police Department Total	$ 124,000		$ -		$ -		$ -		$ -	

GENERAL GOVERNMENT	FY 25/26	Source	FY 26/27	Source	FY 27/28	Source	FY 25/26	Source	FY 26/27	Source
Town Hall Parking Lot , Stormwater & Landscaping	$ 300,000	GF								
Town Hall Expansion			$ 850,000	GF						
Downtown Community Center/Park Revitalize	$ 200,000	GF	$ 1,500,000	FL-leg	$ -		$ -		$ -	
General Government Totals	$ 500,000.00		$ 2,350,000.00		$ -		$ -		$ -	

COMMUNITY DEVELOPMENT	FY 25/26	Source	FY 26/27	Source	FY 27/28	Source	FY 28/29	Source	FY 29/30	Source
Building Department Vehicles	$ 40,000	GF	$ -		$ -		$ -		$ -	
New desk. Chair, equip for new FTE	$ 5,000	GF	$ -		$ -		$ -		$ -	
Community Development Totals	$ 45,000		$ -		$ -		$ -		$ -	

TOTAL GENERAL FUND PROJECT	$ 3,935,000	$ 3,060,000	$ 210,000	$ 625,000	$ 100,000

Funding Codes:			
ABC - Atlantic Blue Capital - Developer	FBIP - Florida Boating Improvement Program	WRCAP - Water Reserve Capacity	
FRDAP - Florida Recreation Development Assistance Program	Heartland - Heartland Grant/Loan	WWRCAP - Wastewater Reserve Capacity	
SAHMW - SA-HMV Grant Opportunity	FL-Leg- Florida Legislature		
Reserves - Town unrestricted reserves	USDA - U. S. Department of Agriculture	IMP - Restricted Impact Fees	

TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



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2025 EAR Based Amendments

Public School Facilities Element

PUBLIC SCHOOL FACILITIES ELEMENT

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

PART I: **PURPOSE**

The Public Schools Facility Element includes objectives and policies to support the provision of public school facilities in a timely manner. The Lake Hamilton Town Commission does not have the authority to directly provide school facilities. The Polk County School Interlocal Agreement is a formal collaboration between the School Board of Polk County, the county, and various city governments within the county to manage public school facility planning. implement school concurrency and ensure alignment between school growth and local land-use planning. This Element addresses the 2036 short-term planning horizon and the 2050 long-term planning horizon as required by Florida Statutes.

Comment: Part I title added consistent with other Elements; Language added to address requirement for Element from Florida Statutes; Language added to reflect the two planning horizons as required by Florida Statute 163.3177(5)(a).

PART II: **GOALS, OBJECTIVES, AND POLICIES**

Comment: Part II title added consistent with other Elements.

GOAL 1: **COORDINATE WITH THE POLK COUNTY SCHOOL BOARD ("SCHOOL BOARD") AND OTHER JURISDICTIONS TO ENSURE QUALITY EDUCATIONAL FACILITIES AND SUPERIOR EDUCATIONAL OPPORTUNITES, WHICH IN TURN ENCOURAGE ECONOMIC GROWTH FOR INDIVIDUALS, FAMILIES AND COMMUNITIES IN LAKE HAMILTON AND POLK COUNTY.**

OBJECTIVE 1.1: **THE TOWN SHALL IMPLEMENT THE APPROVED INTER-LOCAL AGREEMENT FOR PUBLIC SCHOOL FACILITY PLANNING (HEREAFTER REFERRED TO AS THE INTER-LOCAL AGREEMENT) AS AMENDED TO MAXIMIZE OPPORTUNITIES TO SHARE INFORMATION.**

Policy 1.1.1: The Town shall meet at least annually with the School Board and other jurisdictions to review issues related to the Public School Facilities Element and the Inter-local Agreement and to determine the need to revise the documents.

Policy 1.1.2: The Planners Work Group as established in the Inter-local Agreement shall meet at least twice a year to set direction, plan for the annual meeting as described in Policy 1.1.1, formulate recommendations and discuss issues related to this element and the Inter-local Agreement as well as ancillary infrastructure improvements needed to support schools and ensure safe access to school facilities.

Policy 1.1.3: The Town shall coordinate with the School Board and other jurisdictions to base plans on consistent projections, including population projections that are developed in coordination with the School Board, and student enrollment projections district-wide and by planning areas which are agreed upon by the Planners Working Group. The School Board's student enrollment projections shall consider the impacts of development trends and data required to be reported in accordance with the Inter-local agreement.

Policy 1.1.4: The Town shall at least annually report on growth and development trends within its jurisdiction to the School board. The Town shall provide the information as specified in the Inter-local Agreement. The School Board will use the information to distribute student enrollment by concurrency service area to make the most efficient use of public school facilities.

Policy 1.1.5: Support School Board efforts to identify long-range school site needs and select sites based on the criteria established in this element and the Inter-local Agreement.

Policy 1.1.6: The Town shall seek and consider School Board comments on relevant comprehensive plan amendments and other land use decisions, which may impact schools, as, provided for in Florida Statute.

Policy 1.1.7: The Town shall review their annually updated copy of the Polk County School board's Five Year Program of Work and other reports from the School Board including a general educational facilities report with information outlined in the Inter-local Agreement.

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Policy 1.1.8: The Town shall appoint a representative selected by the School Board to serve at a minimum as an ex-officio member of the Planning Commission.

OBJECTIVE 1.2: ENCOURAGE PARTNERSHIPS THAT WILL ENSURE ADEQUATE EDUCATIONAL FACILITIES, WHICH IN TURN WILL ENCOURAGE ECONOMIC GROWTH AND PROVIDE FOR A TRAINED AND STABLE LABOR FORCE, RESULTING IN A HIGHER QUALITY OF LIFE.

Policy 1.2.1: Support and encourage community and business partnerships for educational support services, to include, but not be limited to, magnet programs, work training, and job placement ~~in order~~ to improve productivity, earning potential, standard of living, and retention of labor force.

Policy 1.2.2: Consider the economic impact of school locations on neighborhoods such as, but not limited to the following factors: infrastructure, property and housing values, as well as surrounding land uses.

Policy 1.2.3: Encourage public/private partnerships between schools, business community, and other employers through mentoring programs, and Adopt-A-School programs with employees.

OBJECTIVE 1.3: THE TOWN SHALL ESTABLISH NEW AND REVIEW EXISTING COORDINATION MECHANISMS RELATING TO SCHOOL FACILITY PLANNING THAT EVALUATE AND ADDRESS THE COMPREHENSIVE PLAN'S EFFECTS ON ADJACENT LOCAL GOVERNMENTS, THE SCHOOL BOARD, AND OTHER UNITS OF LOCAL GOVERNMENT PROVIDING SERVICES BUT NOT HAVING REGULATORY AUTHORITY OVER USE OF LAND AND THE STATE.

Policy 1.3.1: The Town shall cooperate with the School Board and other local jurisdictions to implement the Inter-local Agreement, as required by Section 1013.33, Florida Statutes, which includes procedures for:

a. Coordination and Sharing of Information

b. Planning Processes

c. School Siting Procedures

d. Site Design and Development Plan Review

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e. School Concurrency Implementation

f. Implementation and Amendments

g. Resolution of Disputes

Policy 1.3.2: The coordination of school siting shall be conducted in accordance with the Inter-local Agreement taking into consideration the needs identified in the current School Board Five Year Program of Work and the annual general education facilities report.

Policy 1.3.3: ~~In order t~~To coordinate the effective and efficient provision and siting of public educational facilities with associated infrastructure and services within the Polk County School District, the Town, the School Board and all local governments within Polk County shall meet jointly to develop mechanisms for coordination. Such efforts may include:

a. Coordinated submittal and review of the annual capital improvement program of the Town, the annual educational facilities report and Five Year Program of Work of the School Board.

b. Coordinated review and assessment of the associated costs and expenditures of siting and developing schools with needed public infrastructure.

c. Coordinated review of residential planned developments or mixed use planned developments involving residential development.

d. Use of a unified data base including population (forecasts of student population), land use and facilities.

e. Assistance from Polk Leisure Services (with representatives from each of the entities) to review coordinated siting of schools with parks for multi-functional use. Directives resulting from the joint meeting shall be incorporated into the Comprehensive Plan, Land Development Regulations, if applicable, or other appropriate mechanisms as deemed necessary.

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GOAL 2: **THE TOWN WILL IMPLEMENT PUBLIC SCHOOL FACILITIES CONCURRENCY UNIFORMLY WITH OTHER LOCAL JURISDICTIONS IN OERDER TO ENSURE THE AVAILABILIT OF PUBLIC SCHOOL FACILITIES CONSISTENT WITH AN ADOPTED LEVEL OF SERVICE PROVIDING ADEQUATE SCHOOL CAPACITY AND ELIMINATING OVERCROWDED CONDITIONS IN EXISTING AND FUTURE SCHOOLS.**

OBJECTIVE 2.1: **ESTABLISH A MINIMUM LEVEL OF SERVICE FOR SCHOOLS AND CONSIDER SCHOOL CAPACITY WITHIN DEVELOPMENT IMPACT REVIEW, E.G. FOR PLANNED DEVELOPMENTS, REZONING REQUESTS, SITE PLANS, DRIS, OR WHERE THERE ARE SPECIFIC DEVELOPMENT PLANS PROPOSED.**

Policy 2.1.1: The Town shall establish development plan review procedures with an effective date of March 1, 2008, for all residential and mixed use development proposals ~~in order~~ to implement school concurrency.

Policy 2.1.2: The following shall serve as the long term target for permanent student station capacity (PSSC) at Polk County Schools based upon State Requirements for Educational Facilities (SREF):

Elementary Schools: 100% of PSSC
Middle Schools: 100% of PSSC
High Schools: 100% of PSSC

An annual Utilization Analysis will be conducted by the Polk County School Board Facilities Division to determine the operation and efficiency of each school as compared to the Department of Education's standards determined by the Florida Inventory of School Houses (FISH).

Policy 2.1.3: The Town shall collaborate with the School Board to identify methods to achieve targeted utilization that include:

a. Improvements to existing school facilities (shared facilities, redistricting, expansion or remodeling, etc.)

b. Retrofitting of existing structures

c. New school construction

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d. Encouraging multi-story school facilities in an urban environment

e. Exploring re-use of former non-residential centers as potential urban school sites.

OBJECTIVE 2.2: **THROUGH ITS REVIEW OF PROPOSED DEVELOPMENT, THE TOWN SHALL ENSURE THAT THE CAPACITY OF SCHOOLS IS SUFFICIENT TO SUPPORT STUDENTS AT THE ADOPTED LEVEL OF SERVICE (LOS) STANDARDS WITHIN THE PERIOD COVERED BY THE FIVE YEAR PROGRAM OF WORK. THESE STANDARDS SHALL BE CONSISTENT WITH THE INTER-LOCAL AGREEMENT.**

Policy 2.2.1: The Town shall apply the LOS standards set forth herein consistently with all local jurisdictions and the School Board on a district-wide basis within the adopted concurrency service areas for each school type.

Policy 2.2.2: Consistent with the Inter-local Agreement, the uniform, district-wide level of service standards are established as a percent of permanent Florida Inventory of School Houses (FISH) capacity. Adding relocatables cannot increase permanent capacity. The LOS standards are set as follows:

~~School Facility Type~~	~~Year~~	~~Year~~	~~Year~~	~~Year~~	~~Year~~
	~~2010-11~~	~~2011-12~~	~~2012-13~~	~~2013-14~~	~~2014-15~~
~~Elementary~~	~~115%~~	~~100%~~	~~100%~~	~~100%~~	~~100%~~
~~Middle~~	~~110%~~	~~100%~~	~~100%~~	~~100%~~	~~100%~~
~~High School~~	~~115%~~	~~100%~~	~~100%~~	~~100%~~	~~100%~~

a) Elementary, Middle, and High School:
One hundred percent (100%) of permanent DOE FISH capacity.

Comment: Level of Service for elementary, middle, and high school updated.

~~a.~~b) Magnet and School of Choice: One hundred percent (100%) of enrollment quota as established by the School Board or court ordered agreements and as adjusted by the School Board annually.

~~b.~~c) Other: K-8, 6th grade centers, 9th grade centers, 6-12 are at one hundred percent (100%) of permanent DOE FISH capacity.

~~c.~~d) Special Facilities: Including alternative education or special programmatic facilities are designed to serve the specific population on a countywide basis or for temporary need and are not zoned to any specific area. Therefore, they are not available or used for concurrency determinations.

~~d.~~e) Conversion Charter Schools: The capacity is set during contract negotiations and the School Board has limited control over how many students the schools enroll.

OBJECTIVE 2.3: **THE TOWN, IN COORDINATION WITH OTHER JURISDICTIONS AND THE SCHOOL BOARD, SHALL ESTABLISH SCHOOL CONCURRENCY SERVICE AREAS WITHIN WHICH A DETERMINATION IS MADE OF WHETHER ADEQUATE SCHOOL CAPACITY IS AVAILABLE BASED ON THE ADOPTED LEVEL OF SERVICE STANDARDS.**

Policy 2.3.1: The School Concurrency Service Areas (CSAs) for the Polk County School District, as agreed in the Inter-local Agreement, shall be school attendance zones (excluding attendance "spot zones"). When a proposed adjustment to the established school attendance zones is to be considered by the School Board, the Town shall coordinate with the School Board and strive to provide technical and public input prior to an official public hearing. The school attendance CSAs are hereby adopted by reference and included in the Public Schools Facility Element data and analysis.

Policy 2.3.2: Concurrency Service Areas shall be established and subsequently modified to maximize available school capacity and make efficient use of new and existing public schools in accordance with the level of service standards, taking into account minimizing transportation costs, limiting maximum student travel times, the effect of desegregation plans, achieving socioeconomic and diversity objectives as required by the Florida Department of Education, and recognizing the capacity commitments resulting from the local governments' development approvals for the CSA and for contiguous CSAs.

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Policy 2.3.3: Concurrency service areas shall be designed so that the adopted level of service will be able to be achieved and maintained within the bounds of the School Board's requirement for a financially feasible five-year capital facilities plan.

OBJECTIVE 2.4: IN COORDINATION WITH THE SCHOOL BOARD, THE TOWN WILL ESTABLISH A PROCESS FOR IMPLEMENTATION OF SCHOOL CONCURRENCY, WHICH INCLUDES CAPACITY DETERMINATIONS AND AVAILABILITY STANDARDS. THE TOWN SHALL MANAGE THE TIMING OF RESIDENTIAL SUBDIVISION APPROVALS AND SITE PLANS TO ENSURE ADEQUATE SCHOOL CAPACITY IS AVAILABLE CONSISTENT WITH ADOPTED LEVEL OF SERVICE STANDARDS FOR PUBLIC SCHOOL CONCURRENCY.

Policy 2.4.1: Final subdivision and site plan approvals for residential development shall be conditioned upon the availability of adequate school capacity as per the adopted level of service standards (LOS) of this element and as required by Section 163.3180(13), F.S.

Policy 2.4.2: School concurrency shall apply only to residential development or a phase of residential development that generate students requiring a final development approval including subdivision plat approval, site plan, or its functional equivalent, proposed or established after the effective date of this element.

Policy 2.4.3: The Town, for all residential development, shall implement School concurrency unless the development has been determined to be exempt or otherwise vested in accordance with Florida statutory and common law. Should the Town receive any requests for exemption or vesting, it shall forward same to the School Board and accept and consider timely comments therefore in accordance with applicable provisions of the Town's Intergovernmental Coordination Element and section 2.D.1. of the Interlocal Agreement for Public School Facility Planning.

Policy 2.4.4: The Town shall prepare a report on the development projects not subject to school concurrency at the time of the adoption of the Public School Facilities Element.

Policy 2.4.5: The Town, in consultation with Polk County School Board staff, will develop and adopt land development regulations which establish application procedures and processes for evaluating school capacity

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and making concurrency determinations consistent with the Inter-local Agreement.

Policy 2.4.6(a): The Town may provide a non-binding schools concurrency decision earlier in the approval process, such as at the time of preliminary plan approvals, if requested by the applicant. The School Board must approve the concurrency determination, allocations of capacity, and proportionate share mitigation commitments, as provided herein.

Policy 2.4.6(b): School concurrency decisions should support and not be in conflict with the local goals and objectives of the comprehensive plan regarding growth management, as articulated in the other elements of the local comprehensive plan.

Policy 2.4.7: The Town will issue a concurrency determination based on the School Board's concurrency review findings and recommendations consistent with the Inter-local Agreement. The School Board's findings and recommendations shall address whether adequate capacity exists for elementary, middle, and high schools, based on the level of service standards, or if adequate capacity does not exist, whether appropriate mitigation can be accepted, and if so, acceptable options for mitigation consistent with the policies set forth herein.

Policy 2.4.8: The Town shall only issue a concurrency approval for a subdivision plat or site plan for residential development where:

1. The School Board's findings indicate adequate school facilities will be in place or under actual construction within three (3) years after the issuance of the subdivision plat or site plan for each level of school;

2. Adequate school facilities are available in the relevant CSA or adjacent CSA where the impacts of development can be shifted to that area;

3. The developer executes a legally binding commitment to provide mitigation proportionate to the demand for public school facilities to be created by the actual development of the property subject to the final plat or site plan; or

4. The Town has determined that the residential development is exempt or otherwise vested from the requirements of school concurrency.

Policy 2.4.9: In the event that there is not sufficient capacity in the affected concurrency service area based on the adopted level of service standard to address the impacts of a proposed development, and the availability standard for school concurrency cannot be met, one of the following shall apply:

1. The project shall provide capacity enhancement(s) sufficient to meet its impact through school board approved mitigation; or,

2. The project shall be delayed to a date when the level of service can be ensured through capital enhancement(s) or planned capacity increases; or,

3. A condition of approval of the subdivision or site plan shall be that the project's impact shall be phased and each phase shall be delayed to a time when capacity enhancement and level of service can be ensured; or,

4. The project shall not be approved.

Policy 2.4.10: If the impact of the project will not occur until years 2 or 3 of the School Board's financially feasible Five Year Program of Work, then any relevant programmed improvements in those years shall be considered available capacity for the project and factored into the level of service analysis. If the impact of the project will not be felt until years 4 or 5 of the Five Year Program of Work, then any relevant programmed improvements shall not be considered available capacity for the project unless funding of the improvement is ensured through School Board funding to accelerate the project, through proportionate share mitigation, or some other means.

OBJECTIVE 2.5: **THE TOWN SHALL ALLOW FOR MITIGATION ALTERNATIVES THAT ARE FINANCIALLY FEASIBLE AND WILL ACHIEVE AND MAINTAIN THE ADOPTED LEVEL OF SERVICE STANDARD CONSISTENT WITH THE ADOPTED SCHOOL BOARD'S FINANCIALLY FEASIBLE FIVE YEAR PROGRAM OF WORK.**

Policy 2.5.1: Mitigation shall be allowed where the adopted level of service standards cannot be met. Mitigation options shall include options listed below for which the School District assumes operational responsibility through incorporation in the adopted School Board's financially feasible Five Year Program of Work and which will maintain adopted level of service standards.

1. The donation, construction, or funding of school facilities sufficient to offset the demand for public school facilities created by the proposed development; and,

2. The creation of mitigation banking based on the construction of a public school facility in exchange for the right to sell capacity credits.

Policy 2.5.2: Mitigation shall not be required if the needed capacity for the development is available in one or more contiguous concurrency service areas and the impacts of the development can be shifted to that concurrency service area and where such is consistent with the other provisions of this element.

Policy 2.5.3: Mitigation shall be directed to permanent capacity improvement projects on the School Board's financially feasible Five Year Program of Work that will satisfy the demand created by that development approval consistent with the adopted level of service standards, and shall be assured by a legally binding development agreement between the School Board, the Town, and the applicant executed prior to the issuance of the subdivision plat or the site plan as required by the local government. If the School Board agrees to the mitigation, the School Board must commit in the agreement to placing the improvement required for mitigation in its Five Year Program of Work in a timely manner. However, if a new development triggers the need for additional capacity which can only be met by a new school and such new school would not otherwise be needed for more than five years, the mitigation agreement shall not trigger concurrency nor a change to the Five Year Program of Work Plan until the time at which conditions for the agreement are acceptable to the School Board. The development agreement shall include the landowner's commitment to continuing renewal of the development agreement upon its expiration. Relocatable classrooms will not be accepted as mitigation.

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Policy 2.5.4: The amount of mitigation required for each school level shall be determined by multiplying the number of new student stations required to serve the new development by the average costs per student station applicable to the Polk County School District. The average cost per student station shall include school facility development costs and land costs.

Policy 2.5.5: As provided in the Inter-local Agreement, the student generation rates used to determine the impact of a particular development application on public schools, shall be reviewed and updated as apparent and necessary in accordance with professionally accepted methodologies at a minimum of five (5) years.

OBJECTIVE 2.6: THE TOWN, IN COORDINATION WITH THE SCHOOL BOARD AND OTHER JURISDICTIONS, SHALL ENSURE EXISTING DEFICIENCIES AND FUTURE NEEDS ARE ADDRESSED CONSISTENT WITH THE ADOPTED LEVEL OF SERVICE STANDARDS FOR PUBLIC SCHOOLS.

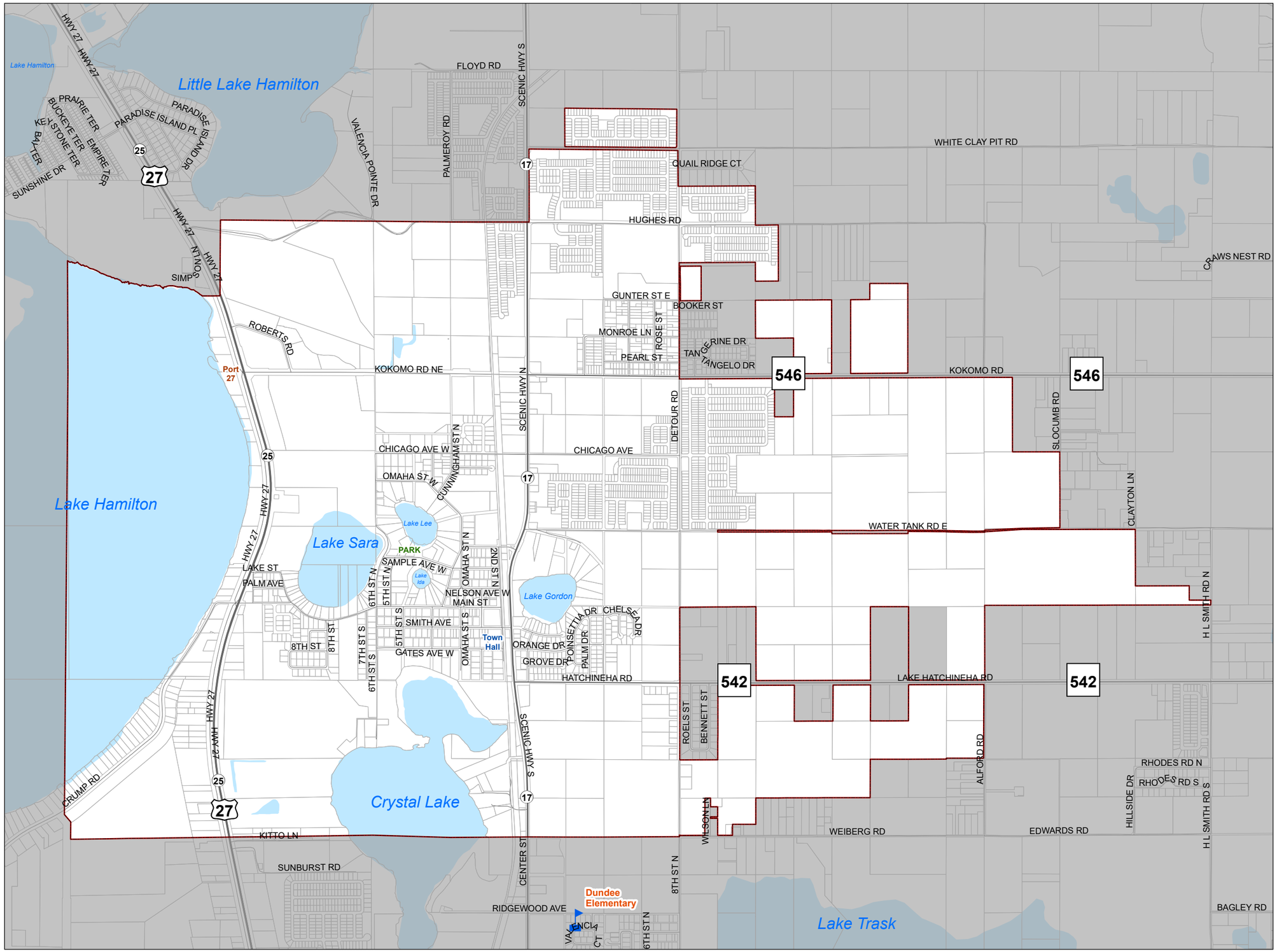
Policy 2.6.1: The Town, in coordination with other jurisdictions, shall ensure that future development pays a proportional share of the costs of the capital facility capacity needed to accommodate new development and to assist in maintaining adopted level of service standards, via impact fees and other legally available and appropriate methods in development conditions.

Policy 2.6.2: The Town hereby incorporates by reference the School Board's financially feasible Five Year Program of Work.

Policy 2.6.3: Where feasible, the Town shall work with developers and others to investigate the feasibility of new or alternative funding sources for additional public schools.

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TOWN OF LAKE HAMILTON - PSFE MAP 1 - PUBLIC SCHOOLS FACILITIES



Legend

- Lake Hamilton Town Boundary
- Parcels
- Water Bodies

Public School Facilities

- Elementary

N

Miles

0 ¼ ½ 1

DISCLAIMER:
The information on this map should be considered conceptual and subject to change.
This map is not a survey.
Data Sources:
Central Florida Regional Planning Council
Polk County Schools
Polk County Property Appraiser
Town of Lake Hamilton

Town of Lake Hamilton
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Lake Hamilton, FL
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CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
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www.cfrpc.org

Date: 12/3/2025 | Document Path: D:\Projects\EARS2025\Lake Hamilton\Maps\Lake Hamilton EAR 2025\Lake Hamilton EAR 2025.aprx

TOWN OF LAKE HAMILTON

Polk County, Florida

Comprehensive Plan Update



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2025 EAR Based Amendments

Definitions and Acronyms

~~LIST OF~~ DEFINITIONS AND ACRONYMS

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. *Comments* are provided for information and are not adopted as part of the Comprehensive Plan text.

~ A ~

ACT – Means Section 163.01 and Part II of Chapter 163, Florida Statutes as amended from time to time.

***ADEQUATE PUBLIC FACILITIES*:** Public facilities available to serve a development in a manner to meet the levels of service set forth in the Capital Improvements Element and the Concurrency Management System.

***ADJACENT MUNICIPALITIES*:** Those municipalities that could have an immediate effect on land use decisions.

ADJACENT SCHOOL SERVICE AREAS – School Service Areas which have a contiguous (coterminous) boundary.

***ADAPTIVE USE*:** The process of converting a building to a use other than that for which it was originally designed.

AFFECTED LOCAL GOVERNMENT – (a) in the case of a proposed School Facility or school site, any party hereto who has land development jurisdiction over the proposed Facility or site, or provides water or wastewater utility service to the service area encompassing the Facility or site, (b) in the case of Residential Development, any party hereto who has land development jurisdiction over the property upon which the Residential Development is proposed, and (c) in the case of any proposed modification of a School Service Area, any party hereto who has land development jurisdiction over all or a portion of the School Service Area or an adjacent School Service Area.

***AFFORDABLE HOUSING*:** Housing for which monthly rents or monthly mortgage payments, including taxes, insurance, and utilities, do not exceed 30 percent of that amount which represents the percentage of the median adjusted gross annual income for the households or persons indicated in Section 420.0004, F.S. Affordable housing definitions that are prescribed by other affordable housing programs administered by either the United States Department of Housing and Urban Development or the State of Florida may be used by local governments if such programs are implemented by the local government to provide affordable housing.

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***AGRICULTURAL USES*:** Activities within land areas which are predominantly used for the cultivation of crops and livestock including: crop land; pasture land; orchards; vineyards; nurseries; ornamental horticulture areas; groves; confined feeding operations; specialty farms; and silviculture areas.

***AMNESTY DAYS*:** A period time authorized by the state for the purpose of purging small quantities of hazardous waste, free of charge, from the possession of homeowners, farmers, schools, state agencies, and small businesses.

***ANNEXATION*:** The adding of real property to the boundaries of an incorporated municipality, such addition making such real property in every way a part of the municipality.

***AQUIFER*:** A water-bearing stratum of permeable rock, sand, or gravel.

AQUIFER RECHARGE: The replenishment of groundwater in an aquifer occurring primarily as result of infiltration of rainfall, and secondarily by the movement of water from adjacent aquifers or surface water bodies.

***ARTERIAL ~~ROAD~~*:** A roadway providing service which is relatively continuous and of relatively high traffic volume, long trip length, and high operating speed. In addition, every United States numbered highway is an arterial road.

***AVAILABLE SCHOOL CAPACITY* –** A circumstance in which there is sufficient school capacity based on adopted LOS standards to accommodate the demand created by a proposed development.

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***BEST MANAGEMENT PRACTICE (BMP)*:** A practice or combination of practices that are determined to be the most effective, practical means of preventing or reducing the amount of pollution generated by nonpoint sources to a level compatible with water quality goals.

***BICYCLE AND PEDESTRIAN ~~WAYS~~ ROUTES*:** Any road, path or way which is open to bicycle travel and traffic afoot and from which motor vehicles are excluded.

***BLIGHTED AREAS*:** Developed areas which have deteriorated through neglect or abandonment and which could benefit the community if redeveloped.

***BUFFER*:** An area or strip of land established to separate and protect one type of land use from another with which it is incompatible. A buffer area typically is landscaped and contains vegetative plantings, berms, and/or walls or fences to create a visual and/or sound barrier between the two incompatible uses.

***BUILDING*:** A structure created to shelter any form of human activity. This may refer to a house, barn, garage, church, hotel, packing house, or similar structure. Buildings may refer to a historically or architecturally-related complex, such as a house or jail, or a barn.

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***CAPACITY* –** Defined in the FISH (Florida Inventory of School Houses) Manual as: The number of students that may be housed in a facility at any given time based on a utilization percentage of the total number of existing satisfactory student stations.

***CAPITAL BUDGET*:** The portion of each local government's budget which reflects capital improvements scheduled for a fiscal year.

***CAPITAL IMPROVEMENT*:** Physical assets constructed or purchased to provide, improve or replace a public facility and which are large scale and high in cost. The cost of a capital improvement is generally nonrecurring and may require multi-year financing. For the purposes of this rule, physical assets which have been identified as existing or projected needs in the individual Comprehensive Plan Elements shall be considered capital improvements.

***CAPITAL IMPROVEMENT PROGRAM (CIP)*:** A five-year listing of proposed capital improvement projects.

***CAPITAL IMPROVEMENTS ELEMENT (CIE)*:** The Capital Improvements Element of the ~~City~~ Town.

***CERTIFICATE OF CONCURRENCY*:** A certificate which constitutes proof that public facilities and services are or will be available, consistent with the adopted LOS set forth in the CIE and shall specify the public facilities and services which are to be constructed, timing of and responsibility for construction. Certification of Concurrency shall cause the reservation of capacity in the public facilities and services which are or will be available, until the Certification of Concurrency is utilized, amended or expired.

***CHANGES TO CAPACITY* –** Additions, deletions, remodeling, or change of use to the physical plant which increase or decrease the FISH student stations.

***CLASS SIZE AMMENDMENT* –** A provision to ensure that no later than the 2010 school year, there are a sufficient number of classrooms in a public school so that:

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a. The maximum number of students assigned to each teacher teaching in a public school classroom(s) for pre-kindergarten through grade 3 does not exceed 18 students.

b. The maximum number of students assigned to each teacher teaching in a public school classroom(s) for grades 4 thought 8 does not exceed 22 students; and

c. The maximum number of students assigned to each teacher teaching in a public school classroom(s) for grades 9 through 12 does not exceed 25 students.

***CLUSTER DEVELOPMENT*:** A development pattern - for residential, commercial, industrial, institutional, or combinations of such uses - in which the uses are grouped or "clustered" through a density transfer, rather than spread evenly throughout a parcel as a conventional lot-by-lot development.

CO-LOCATION – The placing of two (2) or more public use facilities such as but not limited to schools, libraries, parks, fire, police, and EMS, on the same or adjacent parcel(s) of land.

***COLLECTOR ~~ROAD~~*:** A roadway providing service which is of relatively moderate traffic volume, moderate trip length, and moderate operating speed. Collector roads collect and distribute traffic between local roads or arterial roads.

***COMMERCIAL USES*:** Activities within land areas which are predominantly connected with the sale, rental, and distribution of products, or performance of services.

COMMUNITY BASED SERVICES – Services and facilities that include, but are not limited to, civic uses, parks, libraries, fire, EMS, law enforcement, health clinics, and /or community centers.

***COMMUNITY PARK*:** A park between 16 and 100 acres in size designed to serve more than one neighborhood.

***COMPREHENSIVE PLAN*:** The Comprehensive Plan of the ~~City~~ Town, including the various Elements, as adopted and amended.

***CONCURRENCY*:** The necessary public facilities and services to maintain the adopted level of service standards are available when the impacts of development occur.

***CONCURRENCY MANAGEMENT SYSTEM*:** The procedures and/or process that the local government will utilize to assure that development orders and permits are not issued

unless the necessary facilities and services are available concurrent with the impacts of development.

CONCURRENCY SERVICE AREA – The designation of an area within which the level of service will be measured when an application for a residential subdivision or site plan is reviewed.

***CONE OF INFLUENCE*:** An area around one or more major water wells the boundary of which is determined by the government agency having specific statutory authority to make such a determination based on groundwater travel or drawdown depth.

***CONSERVATION ~~USES~~*:** Activities within land areas designated for the purpose of conserving or protecting natural resources or environmental quality and includes areas designated for such purposes as flood control, protection of quality and/or quantity of groundwater or surface water, floodplain management, fisheries management, or protection of vegetative communities or wildlife habitats.

CONSISTENCY – Compatible with and furthering the goals, objectives, and policies of the Comprehensive Plan Elements and the Interlocal Agreement for Public Schools Facilities Planning.

CONSUMPTIVE USE PERMIT: A permit issued by the Water Management District which allows the production (or pumping) of groundwater up to a specified amount, usually expressed in gallons per day.

CONTIGUOUS SCHOOL SERVICE AREAS – School Service Areas which have an adjacent (conterminous) boundary.

CORE – Common area(s) used by all occupants. For purposes of this agreement, it will be limited to the reading room stacks portion of the media center, dining area, and kitchen.

***CRITICAL HABITAT*:** The specific area within a geographical area occupied by plant or animal species listed by the Florida Department of Agriculture and Consumer Services, Florida Game and Freshwater Fish Commission, or U.S. Fish and Wildlife Service as endangered, threatened, or species of special concern on which are found those physical or biological features (a) essential to the conservation of the species and (b) which may require special management considerations or protection.

***CURRENTLY AVAILABLE REVENUE SOURCES*:** An existing source and amount of revenue presently available to the local government. It does not include a local government's present intent to increase the future level or amount of a revenue source which is contingent on ratification by public referendum.

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***DEMOLITION*:** The complete or constructive removal of any or part or whole of a building or structure upon any site when same will not be relocated intact to a new site.

***DEVELOPER*:** Any person, including a governmental agency, undertaking any development. (*§380.031, F.S.*)

***DEVELOPMENT*:** The carrying out of any building activity or mining operation, the making of any material change in the use or appearance of any structure or land, or the dividing of land into three or more parcels.

The following activities or uses shall be taken to involve "development":

A reconstruction, alteration of the size, or material change in the external appearance of a structure on land; a change in the intensity of use of land, such as an increase in the number of dwelling units in a structure or on land or a material increase in the number of businesses, manufacturing establishments, offices, or dwelling units in a structure or on land; alteration of a shore or bank of a seacoast, river, stream, lake, pond, or canal, including any "coastal construction"; commencement of drilling, except to obtain soil samples, mining, or excavation on a parcel of land; demolition of a structure; clearing of land as an adjunct of construction; deposit of refuse, solid or liquid waste, or fill on a parcel of land.

The following operations or uses shall not be taken to involve "development":

Work by a highway or road agency or railroad company for the maintenance or improvement of a road or railroad track, if the work is carried out on land within the boundaries of the right-of-way; work by any utility and other persons engaged in the distribution or transmission of gas or water, for the purpose of inspecting, repairing, renewing, or constructing on established rights-of-way any sewers, mains, pipes, cables, utility tunnels, powerlines, towers, poles, tracks, or the like; work for the maintenance, renewal, improvement, or alteration of any structure, if the work affects only the interior or the color of the structure or the decoration of the exterior of the structure; the use of any structure or land devoted to dwelling uses for any purpose customarily incidental to enjoyment of the dwelling; the use of any land for the purpose of growing plants, crops, trees, and other agricultural or forestry products, raising livestock, or for other agricultural purposes; a change in use of land or structure from a use within a class specified in an ordinance or rule to another use in the same class; a change in the ownership or form of ownership of any parcel or structure; the creation or termination of rights of access, riparian

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rights, easements, covenants concerning development of land, or other rights in land.

"Development" as designated in an ordinance, rule, or development permit includes all other development customarily associated with it unless otherwise specified. When appropriate to the context, "development" refers to the act of developing or to the result of development. Reference to any specific operation is not intended to mean that the operation or activity, when part of other operations or activities, is not development. (*§380.04, F.S.*)

DEVELOPMENT AGREEMENT: *A*n agreement entered into between the ~~City~~ Town and a developer, corporation, or other legal entity in connection with the approval of a development order pursuant to the requirements of Chapter 163.3220-163.3243, F.S., or an agreement on a development order issued pursuant to Chapter 380, F.S.

***DEVELOPMENT AGREEMENT (PUBLIC SCHOOLS FACILITIES)*:** A local development agreement authorized pursuant to Section 163.3221 of the Act, a participation agreement or reimbursement agreement, or other legally enforceable agreement to be entered into among the School Board, an Affected Local Government, and a developer pursuant to Article VI, hereof.

***DEVELOPMENT OF REGIONAL IMPACT (DRI)*:** Any development which, because of its character, magnitude, or location, would have a substantial effect upon the health, safety, or welfare of citizens of more than one county.

***DEVELOPMENT ORDER*:** Any order granting, denying, or granting with conditions an application for a development permit. (*§380.031, F.S.*)

***DEVELOPMENT PERMIT*:** Includes any building permit, zoning permit, plat approval, or rezoning, certification, variance, or other action having the effect of permitting development. (*§380.031, F.S.*)

***DEVELOPMENT PERMIT (PUBLIC SCHOOLS FACILITIES)* –** Any amendment to the text of a Local Government's Land Development Code or Official Zoning Map (rezoning), conditional use, special use, planned development, site plan/final subdivision plan, subdivision, building permit, special exception, preliminary plat, plat or any other official action of a Local Government having the effect of permitting the development of land or the specific use of the land.

***DEVELOPMENT REVIEW*:** See site plan review.

***DISTURBANCE*:** Digging, excavating, and similar activity conducted at an archaeological site.

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***DRAINAGE BASIN*:** The area defined by topographic boundaries which contributes stormwater to a drainage system, estuarine waters, or oceanic waters, including all areas artificially added to the basin.

~~***DRAINAGE DETENTION STRUCTURE*:** A structure which collects and temporarily stores stormwater for the purpose of treatment through physical, chemical, or biological processes with subsequent gradual release of the stormwater.~~

***DRAINAGE FACILITIES*:** A system of man-made structures designed to collect, convey, hold, divert or discharge stormwater, and includes stormwater sewers, canals, detention structures, and retention structures.

~~***DRAINAGE RETENTION STRUCTURE*:** A structure designed to collect and prevent the release of a given volume of stormwater by complete on-site storage.~~

***DWELLING UNIT*:** A structure in which occupants live and eat separately from anyone else, and have direct access to the outside (e.g. to a hallway or street) of the unit.

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***ECOLOGICAL COMMUNITIES*:** See Vegetative Communities.

EDUCATIONAL FACILITY – The public buildings and equipment, structures and special educational use areas constructed, installed or established to serve educational purposes only.

EDUCATIONAL PLANT SURVEY – A systematic study of educational and ancillary plants of an educational agency conducted at least every five (5) years, to evaluate existing facilities and to plan for future facilities to meet proposed program needs.

***EDUCATIONAL USES*:** Activities and facilities of public or private primary or secondary schools, vocational and technical schools, and colleges and universities licensed by the Florida Department of Education, including the areas of buildings, campus open space, dormitories, recreational facilities or parking.

***ENVIRONMENTALLY SENSITIVE LAND*:** Wetlands, floodplains, cones of influence, aquifer recharge areas, or critical habitat for plant or animal species listed by the Florida Department of Agriculture and Consumer Services, Florida Game and Freshwater Fish Commission, or U.S. Fish and Wildlife Service as endangered, threatened, or species of special concern.

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***EVACUATION ROUTES*:** Routes designated by county civil defense authorities or the regional evacuation plan, for the movement of persons to safety, in the event of a hurricane.

EXISTING SCHOOL FACILITIES – School facilities constructed and operational at the time a School Concurrency Application is submitted to Polk County.

EXTREMELY LOW INCOME PERSONS: One or more natural persons or a family whose total annual household income does not exceed 30 percent of the median annual adjusted gross income for households within the state. The Florida Housing Finance Corporation may adjust this amount annually by rule to provide that in lower income counties, extremely low income may exceed 30 percent of area median income and that in higher income counties, extremely low income may be less than 30 percent of area median income.

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FAMILY DAY CARE HOME: An occupied residence in which child care is regularly provided to no more than five preschool children from more than one unrelated family and which receives a payment, fee, or grant for any of the children receiving care, whether or not operated for profit. The maximum number of five preschool children living in the home and preschool children received for day care who are not related to the resident caregiver. Elementary school siblings of the preschool children received for day care may also be cared for outside of school hours provided the total number of children, including the caregiver's own and those related to the caregiver, does not exceed 10.

FARM – The land, buildings, support facilities, machinery, and other appurtenances used in the production of farm or aquaculture products.

FINAL DEVELOPMENT APPROVAL – The approval of a final plat, site plan, or building permit for development.

~~***FINANCIALLY FEASIBLE PLAN*:** Sufficient revenues are currently available or will be available from committed funding sources for the first 3 years, or will be available from committed or planned funding sources for years 4 and 5, of a 5-year capital improvement schedule for financing capital improvements, such as ad valorem taxes, bonds, state and federal funds, tax revenues, impact fees, and developer contributions, which are adequate to fund the projected costs of the capital improvements identified in the comprehensive plan necessary to ensure that adopted level-of-service standards are achieved and maintained within the period covered by the 5-year schedule of capital improvements. A comprehensive plan shall be deemed financially feasible for transportation and school facilities throughout the planning period addressed by the capital improvements schedule if it can be demonstrated that the level-of-service standards will be achieved and maintained by the end of the~~

~~planning period even if in a particular year such improvements are not concurrent as required by s. 163.3180, F.S.~~

FINANCIAL FEASIBILITY – ~~An assurance that sufficient revenues are readily available or will be available from committed funding sources for the first 3 years, or will be available from committed or planned funding sources for years 4 and 5, of a 5 year capital improvement schedule.~~ A plan is financially feasibility for transportation and schools if level of service standards are achieved and maintained by the end of the planning period even if in a particular year such standards are not achieved.

FIVE YEAR PROGRAM OF WORK – The financially feasible Five Year School District Facilities Work Program adopted pursuant to section 1013.35, F.S.. Financial feasibility shall be determined using professionally accepted methodologies. The financially feasible plan excludes the unfunded portion of the Five Year Program of Work.

***FLOODPLAINS*:** Areas inundated during a 100-year flood event or identified by the National Flood Insurance Program as an A Zone or V Zone on Flood Insurance Rate Maps or Flood Hazard Boundary Maps.

***FLOODWAYS*:** The channel of a stream plus any adjacent flood plain areas that must be kept free of encroachment ~~in order~~ that the 100-year flood may be carried without substantial increases in flood heights.

FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) CAPACITY – The report of the permanent capacity of existing public school facilities. The FISH capacity is the number of students that may be housed in a facility (school) at any given time as determined by the Florida Department of Education, Office of Educational Facilities. In Polk County, permanent capacity does not include temporary classrooms unless they meet the standards for long-term use pursuant to Section 1013.20, Florida Statues.

***FOSTER CARE FACILITY*:** A facility which houses foster residents and provides a family living environment for the residents, including such supervision and care as may be necessary to meet the physical, emotional, and social needs of the residents and serving either children or adult foster care residents.

***FRONTAGE ROAD*:** A road designed to parallel a major roadway, thereby allowing the major roadway to function as a limited-access facility while providing access to lands adjacent to the roadway (sometimes designated a "service road".)

FUTURE LAND USE MAP: The graphic aid intended to depict the spatial distribution of various uses of the land in the Town by land use category, subject to the Goal, Objectives, and Policies and the exceptions and provisions of the Future Land

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Use Element text and applicable development regulations.

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***GOAL*:** The long term end toward which programs or activities are ultimately directed.

***GOVERNMENTAL ENTITY*:** A governmental Entity includes local and regional governmental entities. Local governmental entities include municipalities, counties, school boards, special districts, and other local entities within the jurisdiction of one county created by general or special law or ordinance. Regional governmental entities include regional planning councils, metropolitan planning organizations, water supply authorities that include more than one county, local health councils, water management districts, and other regional entities that are authorized and create by general or special law that have duties or responsibilities extending beyond the jurisdiction of a single county. The term does not include a water control district or a special district created to manage water.

***GREEN INFRASTRUCTURE*:** Open spaces, natural areas, greenways, wetlands, parks, forests, treed roadway corridors, and similar areas that naturally sequester carbon dioxide and reduce the heat island effect in urban areas.

GROSS DENSITY: The total number of permitted housing units divided by the total gross acreage of the development tract, including all internal acreage, as well as street, drainage, and utility rights-of-way and easements.

***GROUP HOME*:** A facility which provides a living environment for unrelated residents who operate as the functional equivalent of a family, including such supervision and care as may be necessary to meet the physical, emotional, and social needs of the residents. Adult Congregate Living Facilities comparable in size to group homes are included in this definition. It shall not include rooming or boarding homes, clubs, fraternities, sororities, monasteries or convents, hotels, residential treatment facilities, nursing homes, or emergency shelters.

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***HAZARDOUS MATERIAL*:** Any hazardous chemical, toxic chemical, or extremely hazardous substance, as defined in s. 329 of Title III. (*§252.82, F.S.*)

***HAZARDOUS WASTE*:** Solid waste, or a combination of solid wastes, which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may cause, or significantly contribute to, an increase in mortality or an increase in serious

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irreversible or incapacitating reversible illness or may pose a substantial present or potential hazard to human health or the environment when improperly transported, disposed of, stored, treated or otherwise managed.

***HIGH RECHARGE AREA*:** Geographic areas designated by a Florida Water Management District where, generally, water enters the aquifer system at a rate of greater than ten inches per year.

***HISTORIC RESOURCES*:** All areas, districts or sites containing properties listed on the Florida Master Site File, the National Register of Historic Places, or designated by a local government as historically, architecturally, or archaeologically significant.

***HURRICANE SHELTER*:** A structure designated by local officials as a place of safe refuge during a storm or hurricane.

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IMPACT FEE – Any fee levied by appropriate governmental agencies, by ordinance, or other publicly accepted method upon the issuance of Certificate of Occupancy for new Development ~~in order~~ to fund School Facilities needed to serve such Development.

***INCOMPATIBLE LAND USES*:** Land uses which, if occurring adjacent to one another, have a detrimental effect on one or both of the uses.

IN COMPLIANCE: Consistent with the requirements of ss. 163.3177, 163.3178, 163.3180, 163.3191, 163.3245, and 163.3248, with the appropriate strategic regional policy plan, and with the principles for guiding development in designated areas of critical state concern and with part III of chapter 369, where applicable.

***INDUSTRIAL USES*:** Activities within land areas predominantly connected with manufacturing, assembly, processing, or storage of products.

***INFRASTRUCTURE*:** Those man-made structures which serve the common needs of the population, such as: sewage disposal systems; potable water systems; potable water wells serving a system; solid waste disposal sites or retention areas; stormwater systems; utilities; piers; docks; wharves; breakwaters; bulkheads; seawalls; bulwarks; revetments; causeways; marinas; navigation channels; bridges; and roadways.

***INTENSITY*:** The degree to which land is used, referring to levels of concentration or activity in uses such as residential, commercial, industrial, recreation, or parking.

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INTERLOCAL AGREEMENT **–** The Interlocal Agreement for Public Schools Facilities Planning executed by the Polk County School Board, Polk County Board of County Commissioners, and all non-exempt local governments with in Polk County.

~~***INTERNAL TRIP CAPTURE*****:** Trips generated by a mixed-use project that travel from one onsite land use to another onsite land use without using the external road network.~~

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LAND DEVELOPMENT REGULATIONS (LDR)**:** Includes local zoning, subdivision, building, and other regulations controlling the development of land. (*§380.031, F.S.*)

LAND USE**:** The development that has occurred on land. (*§380.031, F.S.*)

LAND USE MAP*:* See Future Land Use Map.

LEVEL OF SERVICE (LOS)**:** An indicator of the extent or degree of service provided by, or proposed to be provided by a facility based on and related to the operational characteristics of the facility. Level of service shall indicate the capacity per unit of demand for each public facility.

LEVEL OF SERVICE – PUBLIC SCHOOL FACILITIES (LOS) **–** A standard established to measure utilization within a School Service Area Boundary or Concurrency Service Area.

LIMITED ACCESS FACILITY**:** A roadway especially designed for through traffic, and over, from, or to which owners or occupants of abutting land or other persons have no greater than a limited right or easement of access.

LOCAL COMPREHENSIVE PLAN**:** Any or all local comprehensive plans or elements or portions thereof prepared, adopted, or amended pursuant to the Community Planning Actt, as amended. (*§380.031, F.S.*)

~~***LOCAL PEACETIME EMERGENCY PLAN*****:** The plans prepared by the county civil defense or county emergency management agency addressing weather-related natural hazards and man-made disasters except nuclear power plant accidents and war. The plan~~

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~~covers hazard mitigation, emergency preparedness, emergency response, emergency recovery and in coastal counties, hurricane evacuation.~~

***LOCAL ROAD*:** A roadway providing service which is of relatively low traffic volume, short average trip length or minimal through traffic movements, and high volume land access for abutting property.

LOW-INCOME: Households whose incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (NOTE: HUD income limits are updated annually and are available from local HUD offices).

***LOW-INCOME PERSONS*:** One or more natural persons or a family, the total annual adjusted gross household income of which does not exceed 80 percent of the median annual adjusted gross income for households within the state, or 80 percent of the median annual adjusted gross income for households within the metropolitan statistical area (MSA) or, if not within an MSA, within the county in which the person or family resides, whichever is greater. (*§420.00004, F.S.*)

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***MAJOR TRIP GENERATORS OR ATTRACTORS*:** Concentrated areas of intense land use or activity that produces or attracts a significant number of local trip ends.

***MANUFACTURED HOME*:** A mobile home fabricated on or after June 15, 1976, in an offsite manufacturing facility for installation or assembly at the building site, with each section bearing a seal certifying that it is built in compliance with the federal Manufactured Home Construction and Safety Standard Act. (*§320.01, F.S.*)

***MINERALS*:** All solid minerals, including clay, gravel, phosphate rock, lime, shells (excluding live shellfish), stone, sand, heavy minerals, and any rare earths, which are contained in the soils or waters of the state.

***MOBILE HOME*:** A structure, transportable in one or more sections, which is 8 body feet or more in width and which is built on an integral chassis and designed to be used as a dwelling when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein. For tax purposes, the length of a mobile home is the distance from the exterior of the wall nearest to the drawbar and coupling mechanism to the exterior of the wall at the opposite end of the home where such walls enclose living or other interior space.

Such distance includes expandable rooms, but excludes bay windows, porches, drawbars, couplings, hitches, wall and roof extensions, or other attachments that do not enclose interior space. In the event that the mobile home owner has no proof of the length of the drawbar, coupling, or hitch, then the tax collector may in his or her discretion either inspect the home to determine the actual length or may assume 4 feet to be the length of the drawbar, coupling, or hitch. (*§320.01, F.S.*)

***MODERATE-INCOME PERSONS*:** One or more natural persons or a family, the total annual adjusted gross household income of which is less than 120 percent of the median annual adjusted gross income for households within the state, or 120 percent of the median annual adjusted gross income for households within the metropolitan statistical area (MSA) or, if not within an MSA, within the county in which the person or family resides, whichever is greater. (*§420.00004, F.S.*)

***MULTI-MODAL TRANSPORTATION SYSTEM*:** A Multi-Modal transportation System in a system that incorporates the movements of people and goods with connections using two or more modes. These modes include air, car, rail, boat, public transit, and non-motorized transportation.

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***NATURAL DRAINAGE FEATURES*:** The naturally occurring features of an area which accommodate the flow of stormwater, such as streams, rivers, lakes and wetlands.

***NATURAL RESERVATIONS*:** Areas designated for conservation purposes, and operated by contractual agreement with or managed by a federal, state, regional or local government or non-profit agency such as: national parks, state parks, lands purchased under the Save Our Coast, Conservation and Recreation Lands or Save Our Rivers programs, sanctuaries, preserves, monuments, archaeological sites, historic sites, wildlife management areas, national seashores, and Outstanding Florida Waters.

***NATURAL RESOURCES*:** Land, air, water, groundwater, drinking water supplies, fish and their habitats, wildlife and their habitats, biota, and other such resources belonging to, managed by, held in trust by, appertaining to, or otherwise controlled by the State of Florida and situated in an area of critical state concern or offshore from an area of critical state concern. (*§380.0558 F.S.*)

NEIGHBORHOOD: An integrated area related to a larger community of which it is a part and it may consist of residential districts, a school or schools, shopping facilities, religious buildings and open spaces.

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***NEIGHBORHOOD PARK*:** A park between one and fifteen acres in size that serves the population of a neighborhood and is generally accessible by bicycle or pedestrian ways.

***NONCONFORMING USE*:** Uses of land and structures, and characteristics of uses, which are prohibited under the terms of a zoning ordinance but were lawful at the date of the ordinance's enactment.

***NONPOINT SOURCE POLLUTION*:** Any source of water pollution that is not a point source.

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***OBJECTIVE*:** A specific, measurable, intermediate end that is achievable and marks progress toward a goal.

***OPEN SPACE*:** Undeveloped lands suitable for passive recreation or conservation uses.

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***PARCEL OF LAND*:** Any quantity of land capable of being described with such definiteness that its location and boundaries may be established, which is designated by its owner or developer as land to be used or developed as a unit or which has been used or developed as a unit. (*§380.031, F.S.*)

PERMANENT CLASSROOM – A permanent not movable area, within a school designed and constructed to provide instructional space for the maximum number of students in core-curricula courses assigned to a teacher, based on the constitutional amendment for class size reduction (including, but not limited to, classroom additions which have received covered walkways and technology upgrades).

PERMANENT CORE CAPACITY – Common area(s) used by all occupants. For purposes of this agreement, it will be limited to the reading room stacks portion of the media center, dining area, and kitchen with capacity as determined by the State Requirements for Educational Facilities.

PERMANENT STUDENT STATION CAPACITY (PSSC) – Capacity based on the State mandated square footage per student of permanent classroom space required to house a student in an instructional program.

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PLANNED SCHOOL FACILITIES – School facility capacity that will be in place or under actual construction within three (3) years after the issuance of final subdivision or site plan approval, pursuant to the School Board's adopted Five Year Program of Work.

***PLANNED UNIT DEVELOPMENT (PUD)*:** A form of development characterized by a unified site design for a number of housing units, clustering buildings, and providing common open space, density increases, and a mix of building types and land uses. It permits the planning of a project and the calculation of densities over the entire development, rather than on an individual lot-by-lot basis. Also, a process in which public officials have considerable involvement in determining the nature of development through site plan review. It includes aspects of both subdivision and zoning regulation and usually is administered either through a special permit or a rezoning process.

PLANT SURVEY – A systematic study of educational and ancillary plants of an educational agency conducted at least every five (5) years, to evaluate existing facilities and to plan for future facilities to meet proposed program needs.

***PLAYGROUND*:** A recreation area with play apparatus.

***POINT SOURCE POLLUTION*:** Any source of water pollution that constitutes a discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture.

***POLICY*:** The way in which programs and activities are conducted to achieve an identified goal.

***POLLUTION*:** The presence in the outdoor atmosphere, ground or water of any substances, contaminants, noise, or manmade or man-induced alteration of the chemical, physical, biological, or radiological integrity of air or water, in quantities or at levels which are or may be potentially harmful or injurious to human health or welfare, animal or plant life, or property, or unreasonably interfere with the enjoyment of life or property.

***POLKGREEN OVERLAY*:** An interconnected Network of Open Spaces, Natural Areas, and Agricultural Land. The overlay will provide a framework for land use policies and community investments that provide:

a. protection of natural resources and wildlife habitat;
b. habitat corridors through linked open spaces;
c. protection of historic and cultural resources;
d. recreational opportunities;

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e. community health benefits;
f. economic development opportunities; and
g. multi-use trails connecting population centers to natural areas.

***POTABLE WATER*:** Water suitable for human consumption and which meets water quality standards determined by the Department of Health and Rehabilitative Services, provided through a public system or by private well.

***POTABLE WATER FACILITIES*:** A system of structures designed to collect, treat, or distribute potable water, and includes water wells, treatment plants, reservoirs, and distribution mains

***PRIVATE RECREATION ~~SITES~~ FACILITIES*:** ~~Sites~~ Facilities owned by private, commercial or non-profit entities available to the public for purposes of recreational use.

PROGRAM OF WORK – See Five Year Program of Work.

***PUBLIC ACCESS*:** The ability of the public to physically reach, enter or use recreation sites including beaches and shores.

***PUBLIC BUILDINGS AND GROUNDS*:** Structures or lands that are owned, leased, or operated by a government entity, such as civic and community centers, hospitals, libraries, police stations, fire stations, and government administration buildings.

***PUBLIC FACILITIES*:** Major capital improvements including transportation, sanitary sewer, solid waste, drainage, potable water, educational, parks and recreational facilities.

***PUBLIC HURRICANE SHELTER*:** A structure designated by local emergency management officials and the American Red Cross as a shelter during a hurricane. (*§308.032, F.S.*)

PUBLIC SCHOOL – A facility owned and maintained by the Polk County School District.

***PUBLIC NOTICE*:** means notice as required by s. 125.66(2) for a county or by s. 166.041(3)(a) for a municipality. The public notice procedures required in this part are established as minimum public notice procedures.

***PUBLIC-SUPPLY WATER SYSTEM*:** A public water system which serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents. (*§403.852, F.S.*)

***PUBLIC RECREATION ~~SITES~~ FACILITIES*:** ~~Sites~~ Facilities owned or leased on a long term basis by a federal, state, regional or local government agency for purposes of recreational use.

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***PUBLIC TRANSIT*:** Passenger services provided by public, private or non-profit entities such as the following surface transit modes: commuter rail, rail rapid transit, light rail transit, light guideway transit, express bus, and local fixed route bus.

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***RECONSTRUCTION*:** The authentic reproduction of a building or site that once existed, but disappeared or was demolished.

***RECREATION FACILITY*:** A component of a recreation site used by the public such as a trail, court, athletic field or swimming pool.

***RECREATIONAL USES*:** Activities within areas where recreation occurs.

***REDEVELOPMENT*:** Undertakings, activities, or projects of a county, municipality, or community redevelopment agency in a community redevelopment area for the elimination and prevention of the development or spread of slums and blight or for the provision of affordable housing, whether for rent or for sale, to residents of low or moderate income, including the elderly, and may include slum clearance and redevelopment in a community redevelopment area or rehabilitation or conservation in a community redevelopment area, or any combination or part thereof, in accordance with a community redevelopment plan and may include the preparation of such a plan. (*§163-340, F.S.*)

***REGIONAL PARK*:** A park which is designed to serve two or more communities.

RELOCATABLE CLASSROOM – A movable, temporary classroom facility also known as a portable.

***RELOCATION HOUSING*:** Those dwellings which are made available to families displaced by public programs, provided that such dwellings are decent, safe, and sanitary and within the financial means of the families or individuals displaced.

***RESERVED CAPACITY*:** The setting aside of an agreed upon quantity of a public facility or service to be used for a specific project having been assigned a development order.

***RESIDENT POPULATION*:** Inhabitants counted in the same manner utilized by the United States Bureau of the Census, in the category of total population. Resident population does not include seasonal population.

***RESIDENTIAL USES*:** Activities within land areas used predominantly for housing.

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REASONABLE WALKING DISTANCE – A walking distance defined by the Polk County School Board as less than 2 miles for purposes of bussing students; however, local governments may establish a lesser distance such as a 1 or ½ mile distance for other purposes such as park planning and neighborhood planning purposes.

***RESOURCE PLANNING AND MANAGEMENT COMMITTEE OR COMMITTEE*:** A committee appointed pursuant to s.380.045. (*§380.031, F.S.*)

***RESTORATION*:** The creation of an authentic reproduction beginning with existing parts of an original object or building.

***REVITALIZATION*:** The imparting of new economic and community life in an existing neighborhood, area, or business district while at the same time preserving the original building stock and historic character.

***RIGHT-OF-WAY*:** Land in which the state, a county, or a municipality owns the fee simple title or has an easement dedicated or required for a transportation or utility use.

***ROADWAY FUNCTIONAL CLASSIFICATION*:** The assignment of roads into categories according to the character of service they provide in relation to the total road network. Basic functional categories include limited access facilities, arterial roads, and collector roads, which may be subcategorized into principal, major or minor levels. Those levels may be further grouped into urban and rural categories.

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***SANITARY SEWER FACILITIES*:** Structures or systems designed for the collection, transmission, treatment, or disposal of sewage and includes trunk mains, interceptors, treatment plants and disposal systems.

***SANITARY SEWER INTERCEPTOR*:** A sewerage conduit which connects directly to, and transmits sewage to, a treatment plant.

***SANITARY SEWER TRUNK MAIN*:** A sewerage conduit which connects directly to, and transmits sewage to, an interceptor.

SCHOOL BOARD – The Polk County School Board

SCHOOL CONCURRECNY MITIGATION - A developer improvement or contribution identified in a binding and enforceable agreement between the Developer, the School Board and the local government with jurisdiction over the approval of the development order to provide compensation for the additional demand on deficient

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public school facilities created through the residential development of the property, as set forth in Section 163.3180(13)(e).F.S.

SCHOOL DISTRICT FACILITIES WORK PROGRAM – Polk County School District's annual comprehensive planning document, that includes long range planning for facility needs over a five-year, ten-year and twenty-year planning horizon.

SCHOOL LEVEL – The grade make up of a school, usually K-5 elementary, 6-8 middle, and 9-12 senior high. There could be various combinations of the K-12 or Pre K-12 grades.

SCHOOL TYPE – Schools providing the same level of education, i.e. elementary, middle, or high school.

SEASONAL POPULATION**:** Part-time inhabitants who utilize, or may be expected to utilize, public facilities or services, but are not residents. Seasonal population shall include tourists, migrant farmworkers, and other short-term and long-term visitors.

SEPTIC TANK**:** A watertight receptacle constructed to promote separation of solid and liquid components of wastewater, to provide limited digestion of organic matter, to store solids, and to allow clarified liquid to discharge for further treatment and disposal in a soil absorption system. (*§10D-6, F.A.C.*)

SERVICES**:** The programs and employees determined necessary by local government to provide adequate operation and maintenance of public facilities and infrastructure as well as those educational, health care, social and other programs necessary to support the programs, public facilities, and infrastructure set out in the local plan or required by local, state, or federal law.

SHALL**:** A directive or requirement.

SHARED USE – Two or more governmental agencies using all or part of a facility under the terms set forth in an interlocal agreement.

SITE**:** The location of a significant event, activity, building, structure, or archaeological resource.

SITE PLAN**:** A plan, to scale, showing uses and structures proposed for a parcel of land as required by land development regulations. It includes lot lines, streets, building sites, reserved open spaces, buildings, major landscape features - both natural and man-made - and, depending on requirements, the locations of proposed utility lines.

SITE PLAN REVIEW**:** The process whereby local officials review the site plans and maps of a developer to assure that they meet the stated purposes and standards of land

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development regulations, provide for the necessary public facilities, and protect and preserve topographical features and adjacent properties through appropriate siting of structures and landscaping.

***SOLID WASTE*:** Sludge from a waste treatment works, water supply treatment plant, or air pollution control facility or garbage, rubbish, refuse, or other discarded material, including solid, liquid, semisolid, or contained gaseous material resulting from domestic, industrial, commercial, mining, agricultural, or governmental operations.

***RESIDENTIAL WASTES*:** Mixed household wastes, excluding yard wastes, generated by the general population.

***COMMERCIAL WASTES*:** Waste generated by the commercial and institutional sectors. Physical characteristics of these wastes are similar to those of residential wastes, in that they consist largely of combustible materials in the form of paper and food wastes from offices, restaurants, retail establishments, schools, motels, and churches.

***INDUSTRIAL WASTES*:** Wastes generated by industrial processes and manufacturing operations, excluding hazardous wastes. These wastes also include general industrial housekeeping and support activity wastes.

***SPECIAL WASTES*:** Wastes having special characteristics or requiring special handling. These wastes include oversize bulky wastes, such as mattresses, and materials generated in demolition and construction projects.

***SOLID WASTE FACILITIES*:** Structures or systems designed for the collection, processing, or disposal of solid wastes, including hazardous wastes, and includes transfer stations, processing plants, recycling plants, and disposal systems.

***LANDFILL*:** A landfill is a waste facility which provides for final disposal of solid waste by burying the waste. Landfills are classified for regulatory purposes according to the characteristics of the wastes they are permitted to receive. Currently, all three of the County's operating landfills are identified as Class 1 landfills, which can receive the solid waste typically generated in the ~~City~~ Town.

***SOLID WASTE PROCESSING PLANT*:** A facility for incineration, resource recovery, or recycling of solid waste prior to its final disposal.

***SOLID WASTE TRANSFER STATION*:** A facility for temporary collection of solid waste prior to transport to a processing plant or to final disposal.

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~~***SPOT ZONE –*** An area zoned to a particular school that is not in the immediate neighborhood of that school facility in order to facilitate desegregation and balance socio-economic diversity.~~

***STANDARD HOUSING*:** Dwelling units that meet the federal Minimum Housing Quality Standards as established for the HUD Section 8 Program.

***STORMWATER*:** The flow of water which results from a rainfall event.

***STRUCTURE*:** Anything constructed, installed, or portable, the use of which requires a location on a parcel of land. It includes a movable structure while it is located on land which can be used for housing, business, commercial, agricultural, or office purposes either temporarily or permanently. Structure also includes fences, billboards, swimming pools, poles, pipelines, transmission lines, tracks, and advertising signs. (*§380.031, F.S.*)

***SUBDIVISION*:** Any tract or plot of land divided into two or more lots or parcels less than one acre in size for sale, lease or rent for residential, industrial or commercial use, regardless of whether the lots or parcels are described by reference to recorded plats, metes and bounds description, or by any other legal method. (*§10D-6, F.A.C.*)

***SUBSTANDARD HOUSING*:** Dwelling units that do not meet the federal Minimum Housing Quality Standards as established for the HUD Section 8 Program.

***SUITABILITY*:** The degree to which the existing characteristics and limitations of land and water are compatible with a proposed use or development.

***SUPPORT DOCUMENTS*:** Any surveys, studies, inventory maps, data, inventories, listings or analyses used as bases for or in developing the local comprehensive plan.

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***TARGET ZERO*: A** statewide initiative to reduce the number of transportation-related serious injuries and deaths across Florida to zero.

TEMPORARY CLASSROOM – A movable classroom facility also known as relocatable or portable.

TIERED LEVEL OF SERVICE – A graduated level of service, used to achieve an adequate and desirable level of service at the end of a specified period of time, as permitted by the Florida Statutes.

TRANSIT-ORIENTED DEVELOPMENT – A project or projects, in areas identified in a local government comprehensive plan, that is or will be served by existing or planned

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transit service. These designated areas shall be compact, moderate to high density developments, of mixed-use character, interconnected with other land uses, bicycle and pedestrian friendly, and designed to support frequent transit service operating through, collectively or separately, rail, fixed guideway, streetcar, or bus systems on dedicated facilities or available roadway connections.

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URBAN INFILL: The development of vacant parcels in otherwise built-up areas where public facilities such as sewer systems, roads, schools, and recreation areas are already in place and the average residential density is at least five dwelling units per acre, the average nonresidential intensity is at least a floor area ratio of 1.0 and vacant, developable land does not constitute more than 10 percent of the area.

***URBAN SERVICE AREA*:** Areas identified in the comprehensive plan where public facilities and services, including, but not limited to, central water and sewer capacity and roads, are already in place or are identified in the capital improvements element. The term includes any areas identified in the comprehensive plan as urban service areas, regardless of local government limitation.

***URBAN SPRAWL*:** Urban development or uses which are located in predominantly rural areas, or rural areas interspersed with generally low-intensity or low-density urban uses, and which are characterized by one or more of the following conditions: (a) The premature or poorly planned conversion of rural land to other uses; (b) The creation of areas of urban development or uses which are not functionally related to land uses which predominate the_adjacent area; or (c) The creation of areas of urban development or uses which fail to maximize the use of existing public facilities or the use of areas within which public services are currently provided. Urban sprawl is typically manifested in one or more of the following land use or development patterns: Leapfrog or scattered development; ribbon or strip commercial or other development; or large expanses of predominantly low-intensity, low-density, or single-use development.

***UTILIZATION* –** The comparison of the total number of students enrolled to the total number of student stations (FISH) at a facility within a School Concurrency Service Area.

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***VEGETATIVE COMMUNITIES*:** Ecological communities, such as coastal strands, oak hammocks, and cypress swamps, which are classified based on the presence of certain soils, vegetation and animals.

***VERY-LOW-INCOME PERSONS*:** One or more natural persons or a family, not including students, the total annual adjusted gross household income of which does not exceed 50 percent of the median annual adjusted gross income for households within the state, or 50 percent of the median annual adjusted gross income for households within the metropolitan statistical area (MSA) or, if not within an MSA, within the county in which the person or family resides, whichever is greater.

***VESTED RIGHT*:** A right is vested when it has become absolute and fixed and cannot be defeated or denied by subsequent conditions or change in regulations, unless it is taken and paid for. There is no vested right to an existing zoning classification or to have zoning remain the same forever. However, once development has been started or has been completed, there is a right to maintain that particular use regardless of the classification given the property. ~~In order f~~For a nonconforming use to earn the right to continue when the zoning is changed, the right must have vested before the change. If the right to complete the development was not vested, it may not be built, no nonconforming use will be established, and the new regulations will have to be complied with.

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WATER-DEPENDENT: A use or activity which can be carried out only on, in, or adjacent to a water area because the use requires access to the water body for waterborne transportation, recreation, energy production, or source of water.

***WATER RECHARGE AREAS*:** Land or water areas through which groundwater is replenished.

WATER-RELATED: Uses and activities that do not require direct water access (are not water-dependent), but which:

a. Provide goods and/or services that are directly associated with other water-dependent uses (supplying materials to, or using products of, water-dependent uses); and
b. If not located near the water, would experience a public loss of quality in the goods and services offered (evaluation of public loss of quality shall involve a subjective consideration of economic, social, and environmental consequences of the use).

***WATER WELLS*:** Wells excavated, drilled, dug, or driven for the supply of industrial, agricultural or potable water for general public consumption.

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***ZERO LOT LINE*:** A development approach in which a building is sited on one or more lot lines having no yard with the intent to allow more flexibility in site design and to increase the amount of usable open space on the lot.

***ZONING*:** In general, the demarcation of an area by ordinance (text and map) into zones and the establishment of regulations to govern the uses within those zones (commercial, industrial, residential, type of residential) and the location, bulk, height, shape, and coverage of structures within each zone.

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ACRONYMS

AASHTO	American Association of State Highway and Transportation Officials
ADF	Average daily flow
BMAP	Basin Management Area Plan
BMP	Best Management Practice
CIE	Capital Improvements Element
CIP	Capital Improvement Program
CRA	Community Redevelopment Area
CSA	School Concurrency Service Areas
~~DCA~~	~~The Florida Department of Community Affairs~~
DOE	Department of Education
DOH	Department of Health
DRI	Development of Regional Impact
EDB	Ethylene Dibromide
EPA	United States Environmental Protection Agency
FAC	Florida Administrative Code
FDEP (DEP)	Florida Department of Environmental Protection
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FISH	Florida Inventory of School Houses
F.S.	Florida Statutes
GPCD	Gallons per capita per day
GPD	Gallons per day
~~HRS~~	~~Florida Department of Health and Rehabilitative Services~~
HUD	United States Department of Housing and Urban Development
HWA	Heartland Water Alliance
LDR	Land Development Regulations
LOS	Level of Service
MGD	Million gallons per day
PSI	Pounds per square inch
PUD	Planned Unit Development
SREF	State Requirements for Educational Facilities
SWFWMD	Southwest Florida Water Management District
TPO	Polk County Transportation Planning Organization
TSDA	Transit Supportive Development Area

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9.B

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: First reading of Ordinance O-2026-xx regarding proposed revisions to Sec. 16-176 General requirements for accessory uses and structures specifically pertaining to Accessory Dwelling Units (ADU)'s.

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: During the May 6, 2025 Town Council meeting, staff was given Legislative Intent to update the Code regarding ADU's after proposed changes to State Statutes. At the direction of Town Council, the Planning Commission was to review and provide recommendations on the proposed changes. Planning Commission's recommendation and changes are below.

The current code does not address needed standards for approving this use. There are no proposed changes relating to which zoning districts allow an ADU. They are allowed in all residential zoning districts under the current code.

Changes to the code include minimum setback requirements, density limitations, minimum lot size, second kitchen requirements, not allowing shipping containers to be used as an ADU, and other standards.

The additional standards will help minimize potential impacts to adjacent residential lots.

At the January 14th Planning Commission meeting, this item was unanimously approved the changes with one recommendation to allow the units to be rented or leased to a family member. This requested change is included in the draft ordinance for Town Council consideration.

The attached ordinance is in <u>underlined</u> format.

Staff is available for any questions.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):
Ordinance O-2026-XX ADU Ordinanced.pdf

ORDINANCE 0-2026-XX

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, CHANGING THE GENERAL REQUIREMENTS FOR ACCESSORY USES AND STRUCTURES BY AMENDING CHAPTER 16 ARTICLE III, DIVISION 5 REQUIEMENTS FOR SPECIFIC USES OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; DECLARING THIS ORDINANCE IS INTENDED TO SECURE AND PROMOTE THE PUBLIC HEALTH, SAFETY, WELFARE AND QUALITY OF LIFE OF THE PUBLIC; PROVIDING SPECIFIC DEVLEOPMENT STANDARDS FOR ACCESSORY DWELLING UNITS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3167(c) Florida Statutes, empowers the Town to adopt land development regulations to guide the growth and development of the Town, and to amend such regulations from time to time; and

WHEREAS, the Town Council of the Town of Lake Hamilton has determined it necessary and desirable to revise and amend the regulations encompassed by the Land Development Code of the Town; and

WHEREAS, pursuant to Section 166.041(c)2 Florida Statutes, the Town Council has held two public hearings to amend the Land Development Code of the Town of Lake Hamilton; and

WHEREAS, the public hearings were advertised and held with due public notice to obtain public comment; and having considered all written and oral comments received during the public hearings the Town Council finds that the changes are necessary and appropriate to the needs of the Town and promote the public health, safety, welfare, and quality of life of residents of the Town.

NOW THEREFORE BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA:

SECTION 1. AMENDMENT TO LAKE HAMILTON CODE OF ORDINANCES.

The underlined language in "red" is the proposed changes and ~~strike-through~~ language is being removed.

Chapter 16. Article III., Section 16-176 of the Land Development Code is amended as follows:

Sec. 16-176. General requirements for accessory uses and structures.

(a) *Intent, interpretation, definition.* It is the intent of this section to regard certain uses and

structures as being accessory to the principal use of the premises so that they may be carried on under the umbrella of the principal use. A use or structure will be considered "accessory" when it is being used in conjunction with the principal use and is incidental and integrally related to the principal use. All accessory structures are listed in table 16-176.1. Accessory structures not listed in table 16-176.1 shall be submitted to the director for consideration and interpretation. An interpretation made by the director may be appealed through the process provided for in article II.

(b) *Relationship to principal use.*

(1) No accessory use or structure shall be allowed on any lot, except in the AG, agricultural district, unless it is accessory to an existing principal use or structure on the lot on which it is to be located.

(2) Construction of an accessory structure shall not commence until construction of the principal building has commenced unless approved by the town council.

(3) For residential lots less than two acres, no detached accessory structure shall be located in any required front yard area. Detached accessory structures may be located in the required rear or side yards. For residential lots exceeding two acres, detached accessory structures may be located in the front yard, rear yard, or side yard. On a corner lot, no accessory structure shall be located closer to the side street right-of-way line than the principal structure.

(4) When an accessory building is attached to a principal structure by a breezeway, roofed passage or otherwise, it shall comply with the yard requirements of the principal building, except for residential private swimming pools with pool cages.

(5) Accessory structures located in non-residential districts shall only be used by the owner, employees of the owner, or tenant of the premises.

(6) Accessory structures located in residential districts shall only be used by the owner or tenant of the principal structure located on the premises, except as further limited herein.

(7) Residential accessory uses shall not be rented or occupied for financial consideration, except for an accessory dwelling unit as further provided for in this chapter.

(c) *Location, number, and height of accessory structures.*

(1) *Location.* A detached accessory structure shall not be closer than four feet to the principal building, or closer than five feet to any other accessory building on the same lot. Within nonresidential districts, accessory structures, except for carports, are prohibited within the side and rear yards of lots adjacent to a neighborhood district.

(2) *Number and size.*

a. Any number of accessory structures are permitted provided that the maximum lot coverage of all accessory structures shall not exceed 50 percent of the total area of the required yards.

b. The total floor area of all accessory structures may not exceed a maximum of 2,500 square feet.

(3) *Height requirements.* Accessory structures shall not exceed height requirements of the respective zoning district. For residential zoning districts, accessory structures may not exceed 25 feet in height.

(d) *Permitted accessory uses and structures.* Table 16-176.1 includes a list of permitted accessory uses and structures and the zoning districts in which they are permitted.

Table 16-176.1	
Accessory Uses/Structure's	Zoning Districts
Accessory ~~d~~Dwelling Unit	See table of land uses
Drive-thru facility	All commercial zoning districts
Fencing and walls	All zoning districts
Garages or carports (noncommercial)	All zoning districts
Home occupations [subject to (d)(3) [(f)(2)]]	All residential zoning districts
Mailboxes	All zoning districts
Off-street parking and driveways [subject to (d)(5) [(f)(4)]]	All zoning districts
Wireless telecommunications antennas or tower	All zoning districts
Satellite dishes	All zoning districts
Signs	All zoning districts
Storage buildings	All zoning districts
Swimming pools	All zoning districts
Tennis courts	All zoning districts
Any other building or use that the development director determines is customarily incidental to the permitted principal use or principal building	All zoning districts

(e) *Accessory uses and structures permitted by interpretation.* Uses other than those listed herein may be determined to be accessory uses in any district based upon interpretation by the development director.

(1) Accessory Dwelling Unit (ADU)

Accessory dwelling unit means a single accessory building or structure, detached or attached from the primary structure, located on the same property as the primary building or structure that is used as an additional or secondary living unit and may contain a kitchen, bathroom, and sleeping area.

(a) An accessory dwelling unit may only be established on lots where the resulting density of the lot, including the accessory dwelling unit, is consistent with the zoning classification minimum standards and complies with the density designation established by the Comprehensive Plan.

(b) No more than one ADU is permitted on a lot.

(c) The primary structure on the lot shall not have more than one indoor kitchen.

(d) The structure shall not exceed the maximum size permitted for accessory structures in the applicable zoning classification and, in cases where no maximum size is provided for a particular zoning classification, the structure shall not exceed 50 percent of the size of the principal structure.

(e) If the Accessory Dwelling Unit is two or more stories, the visibility from the 2nd story and higher must be shielded to prevent direct sight from the structure into adjacent properties with a residential use. Such shielding may include, but is not limited to, the use of opaque windows, buffering, and configuring open decks to ensure they do not face adjacent properties.

(f) If the accessory structure is two or more stories, the setback requirements otherwise required under this chapter shall be multiplied by two. Required Setbacks are 10 feet rear and 10 feet side.

(g) The ADU may not be rented out or leased.

(h) Minimum lot size is a half-acre in size without a kitchen. One acre with a kitchen.

(i) The ADU can not be taller than the principle structure on the property.

(j) If the ADU is connected to the principle structure via a breezeway, then it is considered part of the principle structure and must meet the required setbacks established in 16-103 A-1 and does not need to meet the size requirements.

(k) Cargo shipping containers may not be used for or as an accessory dwelling unit.

(l) If a lot containing an accessory dwelling unit is split so that the principal structure and the accessory dwelling unit are no longer located on the same lot, then the accessory dwelling unit will violate the Code's prohibition against accessory structures with no associated principal structure.

(m) The ADU shall be on the same electric meter as the principal structure.

(f) *Specialty accessory uses and structures.*

(1) *Swimming pools.* Swimming pools are permitted in C and M districts under the same regulations as commercial retail use, and may be used for commercial purposes. Pools located in any R or AG district shall meet the following requirements:

a. *Location.* Swimming pools shall be located only within areas which permit the principal building or the accessory buildings, as measured to the edge of the water.

b. *Fencing.* All swimming pools shall be completely enclosed by a protective fence or wall not less than four feet high.

c. *Private use only.* No pool in any AG or R district may be used for commercial purposes.

d. *Screen enclosures.* Enclosures over and around swimming pools shall be erected so as to conform to setback requirements of accessory buildings; however, such enclosures may be attached to the principal building.

e. *Lighting.* Pools shall be located and installed such that no direct light nor reflected light is visible on adjoining property.

(2) *Home occupations.* The following provisions apply to home occupations:

a. *Employees.* No person other than a member of the family residing on the premises shall be employed in the home occupation.

b. *Use.* The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to the use of the unit for residential purposes by its occupants. Under no circumstances shall the residential character of the property be changed by the home occupation.

c. *No indication.* There shall be no indication from the exterior that the building is being used in whole or in part for any purposes other than that of a dwelling, except that a sign two square feet in size may be displayed in or attached to the building.

d. *Within a structure.* Business activities associated with a home occupation, including storage of merchandise and materials, shall take place only within a structure.

e. *Size limit.* No home occupation shall occupy more than a total of 500 square feet of floor area.

f. *Traffic.* Traffic shall not be generated by the home occupation in greater volumes than would normally be generated by a dwelling unit in a residential area. No additional parking spaces shall be provided in excess of those required to serve the residential unit.

(3) *Drive-up facilities.* All facilities providing drive-up or drive-through service shall provide on-site stacking lanes in accordance with the following standards:

a. The facilities and stacking lanes shall be located and designed to minimize turning movements in relation to drive-way access to streets and intersections.

b. The facilities and stacking lanes shall be located and designed to minimize or avoid conflicts between vehicular traffic and pedestrian areas such as sidewalks, crosswalks, or other pedestrian access ways.

c. A bypass lane shall be provided.

d. Stacking lane distance shall be measured from the service window to the

property line bordering the furthest street providing access to the facility.

e. Minimum stacking lane distance shall be as follows:

1. Financial institutions shall have a minimum distance of 200 feet. Two or more stacking lanes may be provided which together total 200 feet.

2. All other uses shall have a minimum distance of 120 feet.

f. Alleys or driveways in or abutting areas designed, approved, or developed for residential use shall not be used for circulation of traffic for drive-up facilities.

g. Where turns are required in the exit lane, the minimum distance from any drive-up station to the beginning point of the curve shall be 34 feet. The minimum inside turning radius shall be 25 feet.

h. Construction of stacking lanes shall conform to all engineering design standards adopted by the town.

(4) *Driveways.* A driveway as a customary accessory use, provided that such driveway only serves a principal use that is allowed in each district in which the driveway is located. Commercial traffic through residential zoning districts is specifically prohibited. A driveway does not count as square footage for purposes of calculating the limitations imposed by subsection (c)(2).

(5) *Accessory use in religious, educational, and community buildings.* Child care center, pre-school, Boy or Girl Scouts or other similar programs shall be permitted as an accessory use in religious, educational, and community buildings.

(g) *Permitted temporary accessory uses and structures.* The following uses are temporary accessory uses in any district unless further limited herein:

(1) Construction/sales office on site of a construction project provided such trailer is removed upon completion of the project. In residential districts, the construction trailer must be removed upon completion of the first residential dwelling unit for the subdivision or project or, in the case of a subdivision or project for which approval has been given for phased development, for the first dwelling unit for that phase.

(2) Portable storage containers ― 90 days duration limitation unless approved for a longer duration by the town council.

(3) Roll-off trash container during construction ― limited to 90-day duration and may be allowed up to three nonconsecutive times in a one-year period unless approved for a longer duration by the town council.

(4) A temporary recycling collection facility sponsored by a business, school, church, or non-profit community group shall be allowed as an accessory use, provided the following restrictions and conditions are met:

a. Containers are located on business, church, school, or non-profit community group grounds;

b. Activity is at least 150 feet from any adjacent property zoned or used for residential purposes; and

c. The temporary facility is maintained in a clean, litter-free condition on a daily basis.

(5) Sales office in a new residential subdivision model home.

(6) Sales trailer in a new residential subdivision until a model home is complete.

(7) Signs per section 16-334.

(8) Re-locatable classrooms/trailers are permitted as a temporary accessory use to schools and assembly uses in any zoning district.

(h) *Prohibited accessory uses and structures.* The following accessory uses are specifically prohibited:

(1) Automotive repair in residential districts except for personal vehicles being repaired inside a garage.

(2) Hog lots.

(3) Livestock commercial feed lots.

SECTION 2. CONFLICTS.

All ordinances in conflict herewith are hereby repealed to the extent necessary to give this ordinance full force and effect

SECTION 3. SEVERABILITY

Should any section, paragraph, clause, sentence, item, word, or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part hereof, not so declared to be invalid.

SECTION 4. CODIFICATION AND SCRIVENER'S ERRORS.

The Town Council intends that this Ordinance be made part of the Town of Lake Hamilton Code of Ordinances, and that sections of this Ordinance can be renumbered or re-lettered and the word "Ordinance" may be changed to "Section", "Article", or some other appropriate word or phrase to accomplish codification, and regardless of whether this Ordinance is ever codified, the Ordinance may be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent may be corrected with the authorization of the Town Administrator without the need for a public hearing.

SECTION 5. EFFECTIVE DATE.

This ordinance shall become effective sixty (90) days after passage.

INTRODUCED AND PASSED on first reading at the regular meeting of the Town Council of Lake Hamilton, Florida, held this 3RD day of February 2026.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this ___ day of_____ 2026.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLLIS HALL, MAYOR

ATTEST WITH SEAL:

_____
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

_____
ANTHONY SABATINI, TOWN ATTORNEY

Record of Vote	**Yes**	**No**
Roberson		
Mathis		
Demanche		
Hall		

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Matthew Jones, Public Services Superintendent

FROM: Brittney Sandoval, Town Administrator

AGENDA ITEM: Ordinance O-2026-XX Amendment to the Special Events Ordinance

DATE: February 3, 2026

SUMMARY & RECOMMENDATION:

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, PERTAINING TO SPECIAL EVENTS IN PUBLIC PARKS; AMENDING CHAPTER 18, ARTICLE IV, SPECIAL EVENTS IN PUBLIC PARKS OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; UPDATING REQUIREMENTS AND ADDING A NEW SECTION TO PROVIDE AN APPLICATION PROCESS FOR PARK RENTALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Staff is requesting that Council consider the amendment to the current special events ordinance due to the current ordinance is specified for only special events in public parks and does not account for the reservation of those park facilities. We are requesting that those be split up into two different application types so that the applications are relevant for the purpose.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):
O-2026-XX SPECIAL EVENTS ORDINANCE CLEAN.pdf

ORDINANCE 0-2026-XX

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, PERTAINING TO SPECIAL EVENTS IN PUBLIC PARKS; AMENDING CHAPTER 18, ARTICLE IV, SPECIAL EVENTS IN PUBLIC PARKS OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; UPDATING REQUIREMENTS AND ADDING A NEW SECTION TO PROVIDE AN APPLICATION PROCESS FOR PARK RENTALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2 of the Florida Constitution provides that municipalities shall have governmental, corporate and proprietary powers to enable them to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except as otherwise provided by law; and

WHEREAS, Chapter 166, Florida Statutes, the "Municipal Home Rule Powers Act" reinforces the authority granted under the Florida Constitution and authorizes municipalities to exercise any power for municipal purposes, except when expressly prohibited by law and enact ordinances in furtherance thereof; and

WHEREAS, the Town Council recognizes the need to update Chapter 18, Article IV of the Code of Ordinances of the Town of Lake Hamilton regarding Special Events in Public Parks; and

WHEREAS, the Town Council deems it in the best interest of the residents of the Town of Lake Hamilton to amend Chapter 18, Article IV of the Lake Hamilton Code of Ordinances as set forth herein.

NOW THEREFORE BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA:

1. RECITALS. The above recitals are true and correct and incorporated herein.

2. CODE AMENDMENTS. Article IV, Section 18-80 of the Code of Ordinances of the Town of Lake Hamilton, Florida, relating to Special Events in Public Parks, is hereby amended to read as follows:

The underlined language in "red" is the proposed changes and ~~strike through language~~ is being removed.

ARTICLE IV. - SPECIAL EVENTS IN PUBLIC PARKS

Sec. 18-80. - Definitions.

(a)Definitions. The following words, terms and phrases, when used in this section, shall have

the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning.

Large group special event means any special event which is reasonably expected to have between 100 and 200 participants in a one-hour period.

Medium group special event means any special event which is reasonably expected to have between 50 and 100 participants in a one-hour period.

Small group special event means any special event which is reasonably expected to have up to 50 participants in a one-hour period.

Special event means a civic, commercial, co-sponsored or private event, and includes but is not limited to uses or activities such as art shows, festivals, weddings, reunions, parties, concerts, parades and fairs if held on public property.

Sec. 18-81. - Application requirements.

(a)Responsible persons for special events are required to submit an application created and amended as needed by the Town Administrator in the form provided by the town, which requires a non-refundable application fee of $25.00. ~~The application fee will be waived for the town residents after proof of residency, organized athletic events, civic or religious activities, town or other government sponsored events.~~(b)Applications for small group special events must be submitted no later than two weeks prior to the event. Applications for medium and large group special events must be submitted at least one month prior to the event.

Sec. 18-82. - Insurance.

A certificate of liability insurance listing the town as an additional insured is required at the time of the application if the event will utilize equipment not provided at the park, such as a bounce house, petting zoo, catered events, use of a generator, or use for organized sports. Limits of $500,000.00 per each person; $1,000,000.00 for each occurrence for bodily injury liability; and $100,000.00 for each occurrence on property damage are required.

Sec. 18-83. - Security deposit.

A deposit of $100.00 is required for clean-up and damage to facilities at the park. If the area is left in the condition it was found the deposit will be refunded. Clean up required by town staff or any damage to property will forfeit the entire deposit. Damage or clean up beyond the amount of the deposit will be determined by the town and assessed to the responsible applicant.

Sec. 18-84. - Streets and parking.

If the event will need the temporary use of public streets, the applicant must submit a plan showing and describing how streets serving the event will be kept open to non-event traffic and to emergency vehicles and include a parking plan. The plan must be submitted one month prior to the event to the town police department for review and approval.

Sec. 18-85. - Alcohol and food vending or consumption.

The serving, selling or consumption of alcoholic beverages on the streets, rights of way, or in a public park is strictly prohibited. The selling of food and merchandise in a non-commercial zoning district is prohibited, unless authorized by the council for a special event, and that they have the appropriate licenses, insurance and permit to operate as a business.

Sec. 18-86. - Requirements.

(a)Off-duty officers. Medium and large group events will require the employment of off-duty police officers or sheriff's deputy. A plan is required to be submitted at least 30 days prior to event for review and approval by the town police department to ensure adequate security is provided for the safety of the citizens. Applicant will be responsible for all associated costs.(b)Trash. The applicant organization shall provide additional trash collection containers and recycling receptacles for medium and large events and shall provide for their removal and the disposal of accumulated trash and recyclables.(c)Toilet facilities. Additional portable facilities are required for medium and large events and are the responsibility of the applicant. Medium events require two additional facilities and large events require three. A plan must be submitted showing where the facilities will be located and information on the vendor must be submitted with the application.

Sec. 18-87. - Unsafe activity.

In the event that any group event activity, whether permitted or not, conducted within the town limits becomes unsafe for the citizens of the town, the general public, emergency personnel, or becomes a traffic hazard, the activity can be shut down by the police and the area cleared regardless of the event or park hours.

Sec. 18-88. - Restrictions.

(a)Park hours are dawn to dusk in parks with no lights; 9:00 p.m. if park has lights. You may not start your event before dawn and must have your event completed, cleared out of the park and cleaned up before dusk or 9:00 p.m (whichever occurs first). (b)If event or park exceeds capacity admission to the event will cease and/or event will be closed.(c)Lewd, suggestive or vulgar activities or music are prohibited.(d)Pets (unless service) are not allowed in city parks. Any person with a service pet shall be responsible for both the conduct of the pet and removal of feces deposited by such pet. The person responsible for the service pet must have in their possession the container/equipment required for feces removal.(e)Cattle, horses, mules, swine, sheep, goats, or fowl shall not be allowed except in such permitted events allowed by the town council.(f)No driver of any vehicle shall obstruct traffic or park or stop on any road or driveway except at a place so designated or in case of an emergency beyond his control. Any unlicensed motorized or electric vehicles are prohibited, unless otherwise authorized by the town. Authorized or approved ADA mobility devices.(g)Non-motorized vehicles, bicycles, skateboards, and rollerblades are permitted except in or around structures, spectator areas or where us of such vehicles creates a safety hazard.~~(h)No fires shall be built by any person against or adjacent to any building, structure, tree, plant or near the property of others or in any public area except in such areas that are specifically designated for fire building and burning. No person starting a fire shall leave the area without extinguishing the fire~~.(i)While on or within any park property or recreational area, no person shall openly carry, possess, display, or discharge firearms of any type, nature or description in violation of the laws of the state. Further, while on or within any park property or recreational area, no person shall openly carry, possess, display, or use any other form of weapon that is (1) actually or potentially inimical or harmful to human life or to wildlife, or (2) otherwise dangerous to human life and safety, including, but not limited to, air rifles or pistols, spring guns, bows and arrows, and paint guns. The prohibitions stated in this section do not apply to duly authorized law enforcement officers acting within the scope and course of their duties.(j)Fireworks are prohibited on town property

unless specifically approved by the town council.(k)Gambling is prohibited on town property.(l)No person will loiter in or around any restroom, wooded or natural area, nor engage in any lewd or lascivious behavior as defined in F.S. chapter ~~798~~ and 800, (1995) or any amended statute.

Sec. 18-89. - Waivers.

Any waivers to the policy must be approved by the town council, which meets the first Tuesday of every month.

Sec. 18-90. - Penalty.

It shall be unlawful for any person to violate or fail to comply with any provision of this section. The violation of any provision of this section shall be punishable by a fine not exceeding $500.00 or imprisonment for a term not exceeding 60 days or both by such fine and imprisonment.

Sec. 18-91 Public Park Rentals

The following shall apply to rentals and reservations of public parks for use outside of special events as described above.

(a) Event Parking under this park rental application will not block any roadway, interfere with use of public streets, and will at all times allow the flow of non-event traffic as well as emergency vehicles.

(b) Alcohol and food vending. There will be zero alcohol consumption and sale of alcohol on any streets, rights of way, or public park.

(c) The requirements under Sec. 18-86 above shall not apply to Park Rentals under this Section 18-91. All other requirements, rules, and restrictions as described above applicable to park rentals for special events shall apply to park rentals under this Section 18-91.

3. **CONFLICTS.** All ordinances in conflict herewith are repealed to the extent necessary to give this Ordinance full force and effect.
4. **SEVERABILITY.** If any provision of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.
5. **CODIFICATION.** It is the intent of the Town Council that the provisions of this Ordinance shall become codified and made part of the Code of Ordinances of the Town of Lake Hamilton, FL, and the sections cited in this Ordinance may be renumbered, reformatted, or re-lettered to accomplish such intention.
6. **EFFECTIVE DATE.** This Ordinance shall take effect immediately upon passage.

INTRODUCED AND PASSED on first reading at the Regular meeting of the Town Council of Lake Hamilton, Florida held this 13th day of January 2026.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this 2nd day of February 2026.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLLIS HALL, MAYOR

ATTEST WITH SEAL:

_____
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

_____
ANTHONY SABATINI, TOWN ATTORNEY

Record of Vote	**Yes**	**No**
Roberson		
Mathis		
Demanche		
Hall		

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Chris Votour, Chief of Police

AGENDA ITEM: First Reading of Ordinance O-2026-XX Amending the Code to Repeal and Replace Parking Penalty Violations.

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: Requesting to change/update ordinances. These ordinances will add parking violations, and new fine amounts. The current ordinance has outdated priced listing and we are reimplementing the civil citations and need updated costs.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):
Ordinance O-2026-XX Parking Citation Ordinance FS Redline_.pdf

ORDINANCE 2026-XX

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING SEC. 1-8, TITLED GENERAL PENALTY; CONTINUING VIOLATIONS, OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; DECLARING THIS ORDINANCE IS INTENDED TO SECURE AND PROMOTE THE PUBLIC HEALTH, SAFETY, WELFARE AND QUALITY OF LIFE OF THE PUBLIC; INCLUDING A CIVIL PENALTY AMOUNT TABLE; ESTABLISHING PARKING VIOLATIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes §166.021 provides the broad authority for municipalities under home-rule to legislate on parking; and

WHEREAS, Florida Statutes §316.008 specifically authorizes municipalities to regulate parking and establish violation penalties on local roads; and

WHEREAS, Together, these statutes empower the Town of Lake Hamilton to adopt and enforce parking ordinances; and

WHEREAS, the Town Council of the Town of Lake Hamilton has determined it necessary and desirable to revise and amend the parking violations and civil penalties encompassed by Chapter 1, Section 1-8 of the Code of Ordinances of the Town of Lake Hamilton titled "General Penalty-continuing violations"; and

WHEREAS, pursuant to Florida Statutes §166.041(3)(a) , the Town Council is holding the first of two public hearings to amend the General Penalty; continuing violations section of the Town of Lake Hamilton Chapter 1 General Provisions Ordinances; and

WHEREAS, the public hearing was advertised and held with due public notice to obtain public comment; and having considered all written and oral comments received during the public hearings the Town Council finds that the changes are necessary and appropriate to the needs of the Town.

NOW THEREFORE BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA:

SECTION 1. RECITALS. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. AMENDMENT TO LAKE HAMILTON CODE OF ORDINANCES. Chapter 1, Section 1-8 of the Code of Ordinances of the Town of Lake Hamilton, Florida, titled "General Penalty-continuing violations", is hereby amended to read as follows:

The underlined language in "red" is the proposed changes and ~~strike through language~~ is being removed.

Sec. 1-8 General penalty; continuing violations.

(a) A police officer or a code enforcement inspector (in this section, such an individual is referred to as a code officer) is authorized to issue a citation to a person when, based upon personal investigation, the code officer has reasonable cause to believe that the person has committed a civil infraction in violation of a duly enacted Code or ordinance.

(b) Prior to issuing a citation, other than a citation for Prohibited Parking as defined below, a code officer shall:

(1) Provide notice to the person that the person has committed a violation of a Code or ordinance, and

(2) Establish a reasonable time period within which the person must correct the violation.

Such time period will be no more than 30 days. If, upon personal investigation, a code officer finds that the person has not corrected the violation within the time period, a code officer may issue a citation to the person who has committed the violation.

If a repeat violation is found or if the code officer has reason to believe that the violation presents a serious threat to the public health, safety, or welfare, or if the violation is irreparable or irreversible, or that the violator is engaged in violation of an itinerant or transient nature within the jurisdiction while moving from place to place, a code officer does not have to provide the person with a reasonable time period to correct the violation and may immediately issue a citation.

(c) A citation issued by a code officer will either be personally served by the code officer to the individual or mailed by first class. The refusal of a person to sign the citation shall not affect the validity of the citation. The citation will contain:

(1) The date and time of issuance.

(2) The name and address of the person to whom the citation is issued.

(3) The date and time the civil infraction was committed.

(4) The facts constituting reasonable cause.

(5) The number or section of the Code or ordinance violated.

(6) The name and authority of the code officer.

(7) The procedure for the person to follow in order to pay the civil penalty or to contest the citation.

(8) The applicable civil penalty if the person elects to contest the citation.

(9) The applicable civil penalty if the person elects not to contest the citation.

(10) A conspicuous statement that if the person fails to pay the civil penalty within the time allowed, or fails to appear before the town's special master to contest the citation, the person shall be deemed to have waived his or her right to contest the citation and that, in such case, judgment may be entered against the person for an amount up to the maximum civil penalty.

(d) Upon receipt of the citation, the person must either pay the fine to the town within 15 days from the issue date, or, within the specified time period, contest the fine by filing a request for hearing. Any person that receives a citation may contest the citation by filing a written request for hearing and providing the written request to the clerk for the town's code enforcement division within 15 days from the citation issue date. Upon the filing of a request for hearing, the town will proceed with scheduling and holding a hearing on the matter before the town's special master. A failure to file a timely request for hearing will waive the right to

a hearing before the special master.

(e) A violation of a Code or an ordinance enforced pursuant to such section is a civil infraction. The maximum civil penalty shall not exceed $500.00. If the person who has committed the civil infraction does not contest the citation, the civil penalty shall be less than the maximum ($500.00).

(f) The following shall constitute Prohibited Parking within the Town limits:

1. Parking in a Disability Space without a permit
2. Parking over a sidewalk
3. Parking the wrong way on the roadway
4. Parking in violation of restricted parking signage or notices

(g) The civil penalty provided for the disposition of a citation issued pursuant to this section for Prohibited Parking shall be as follows:

PARKING VIOLATION	CIVIL PENALTY
Parking in a Disability Space w/o a permit	$150.00
Parking over a sidewalk	$45.00
Parking the wrong way on a roadway	$45.00
Parking in violation of restricted parking	$45.00

(h) The provisions of this section are an additional and supplemental means of enforcing a Code or ordinance. Nothing contained in this section shall prohibit the special master from enforcing a Code or ordinance by any other means.

(i) An order of the special master containing findings of fact and conclusions of law that a violation of the town code has occurred shall be a final administrative order as provided in section F.S. § 162.11. Any appeal taken from the order must be filed within 30 days of the execution of the order as provided in F.S. § 162.11. An order-imposing fine, entered for failure to comply with an order of the code officer, shall be considered a final administrative order for the purposes of an appeal. Failure to file an appeal within the 30-day period shall render the order of the special master conclusive, binding and final.

(j) Any person who willfully refuses to sign and accept a citation issued by a code officer shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. §§ 775.082,

775.083.
(Code 1976, § 1-8; Ord. No. 2012-04, § 1, 4-3-2012)
State law reference(s)—Penalty for ordinance violations, F.S. § 162.22.

SECTION 3. CONFLICTS. All ordinances in conflict herewith are repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 4. SEVERABILITY. If any provision of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

SECTION 5. CODIFICATION. It is the intent of the Town Council that the provisions of this Ordinance shall become codified and made part of the Code of Ordinances of the Town of Lake Hamilton, FL, and the sections cited in this Ordinance may be renumbered, reformatted, or re-lettered to accomplish such intention.

SECTION 6. EFFECTIVE DATE. This Ordinance shall take effect immediately upon passage.

INTRODUCED AND PASSED on first reading at the Regular meeting of the Town Council of Lake Hamilton, Florida held this ____day of _____ 2026.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this _____day of _____ 2026.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLLIS HALL, MAYOR

ATTEST WITH SEAL:

_____
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

_____
ANTHONY SABATINI, TOWN ATTORNEY

Record of Vote	**Yes**	**No**
Roberson		
Mathis		
Demanche		
Hall		

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Councl

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Services Director

AGENDA ITEM: Resolution R-2026-XX for the Right of Way Dedication for Parcel ID 272809000000024330 (Water Treatment Facility).

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: Staff wishes to dedicate a portion of the Water Treatment Plant Property as a perpetual public right of way. We have discovered that the water plant parcel extends over the road on Church Street offering no ROW. The lack of ROW prevents any future public services becoming available without granting easements. 25' will granted on the east side of the parcel with Council's approval.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: No Financial Impact

RECOMMENDATION:

ATTACHMENT(S):
Resolution ROW Acceptance (action item)
RIGHT OF WAY DEDICATION (action item)

RESOLUTION R-2026-XX

A RESOLUTION OF THE TOWN OF LAKE HAMILTON, FLORIDA, AUTHORIZING AND APPROVING A RIGHT-OF-WAY EASEMENT DEDICATION OVER TOWN-OWNED PROPERTY; ACCEPTING THE DEDICATED PUBLIC RIGHT OF WAY FOR PUBLIC USE; AUTHORIZING RECORDING IN THE OFFICIAL RECORDS OF POLK COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Hamilton, Florida (the "Town"), is a Florida municipal corporation and the fee simple owner of certain real property located in Polk County, Florida, with Polk County Parcel ID Number 272809000000024330; and

WHEREAS, the Town Council has determined that it is in the public interest to dedicate a portion of such Town-owned property as a perpetual public right of way easement for roadway, ingress and egress, pedestrian, drainage, and public utility purposes; and

WHEREAS, the portion of the Town-owned property to be dedicated as a public right of way is more particularly described and depicted in Exhibit "B" to the Right-of-Way Easement Dedication attached hereto; and

WHEREAS, the Town Council desires to authorize the execution of the Right-of-Way Easement Dedication and to accept the dedication on behalf of the public.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA:

SECTION I. Approval and Authorization. The Town Council hereby approves the Right-of-Way Easement Dedication and authorizes the Mayor to execute the Dedication on behalf of the Town, substantially in the form presented to the Town Council.

SECTION II. Acceptance. The Town Council hereby accepts the public right of way easement dedicated by the Town for roadway, ingress and egress, pedestrian, drainage, and public utility purposes.

SECTION III. Recordings. The Town Clerk is hereby authorized and directed to record this Resolution together with the executed Right-of-Way Easement Dedication in the Official Records of Polk County, Florida.

SECTION IV. Effective Date. This Resolution shall take effect immediately upon adoption.

INTRODUCED AND PASSED on first reading at the Town Council Meeting of Lake Hamilton, Florida, held this 3rd February 2026.

TOWN OF LAKE HAMILTON, FLORIDA

ATTEST WITH SEAL: **APPROVED:**

_____ _____

Jacqueline Borja, Town Clerk Phyllis Hall, Mayor

Record of Vote	Yes	No
Roberson		
Mathis		
Demanche		
Hall		

Prepared by/return to
Francheska Sabatini
Sabatini Law Firm P.A.
1601 E. 1st Ave.
Mount Dora, FL 32757
407-965-6380
francheska@sabatinilegal.com

RIGHT-OF-WAY EASEMENT DEDICATION

THIS RIGHT-OF-WAY EASEMENT DEDICATION ("Dedication") is made this _____ day of _____, 2026, by the Town of Lake Hamilton, a Florida municipal corporation whose address is 100 Smith Avenue, Lake Hamilton, Florida 33851 (the "Town").

WHEREAS, The Town is the fee simple owner of certain real property located in Polk County, Florida, more particularly described in Exhibit "A" attached hereto and incorporated herein by reference (the "Property"); and

WHEREAS, The Town wishes to dedicate a portion of the Property consisting of the eastern 25 feet of the Property as a perpetual public right of way easement, as depicted in Exhibit "B" attached hereto and incorporated herein, for roadway and public utility purposes.

NOW THEREFORE, the Town of Lake Hamilton makes the following Right-of-Way Easement Dedication.

1. Recitals. The above recitals are true and correct and incorporated herein by reference.

2. Grant of Right-of-Way. The Town does hereby dedicate, grant, and convey to the public forever a public right of way over, under, and across that portion of the Property as more particularly described and depicted in Exhibit "B" attached hereto and incorporated herein by reference (the "Right-of-Way"). The Right-of-Way is dedicated for roadway, ingress and egress, pedestrian, drainage, and public utility purposes, together with all rights necessary and incidental to the full public use and enjoyment thereof.

3. Authority. This Dedication has been duly authorized by Resolution of the Town of Lake Hamilton, Florida.

4. **Recording.** This Instrument shall be recorded in the official records of Polk County, Florida, together with the acceptance resolution referenced herein.

IN WITNESS WHEREOF, the Town has executed this Right-of-Way Easement Dedication as of the Effective Date.

TOWN OF LAKE HAMILTON

By: _____
Phyllis Hall, Mayor

Approved as to form and legal sufficiency:

By: _____
Anthony Sabatini, Town Attorney

State of Florida
County of Polk

The foregoing instrument was acknowledged before me by means of [ ]physical presence or [ ] online notarization, this ____ day of _____**, 2026**, by Phyllis Hall as Mayor of the Town of Lake Hamilton, on behalf of the Town. She is personally known to me or has produced _____ as identification.

_____

Notary Public, State of Florida

Exhibit "A"

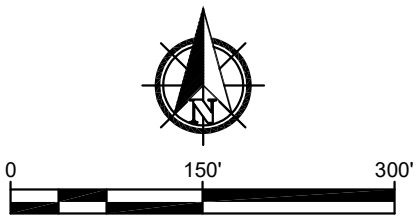
Parcel I. D. Number 092827-000000-024010

The East 357.62 feet lying north of the northerly right-of-way line (and the westerly prolongation) of the 50-foot right-of-way of Orange Street of the following described parcel:

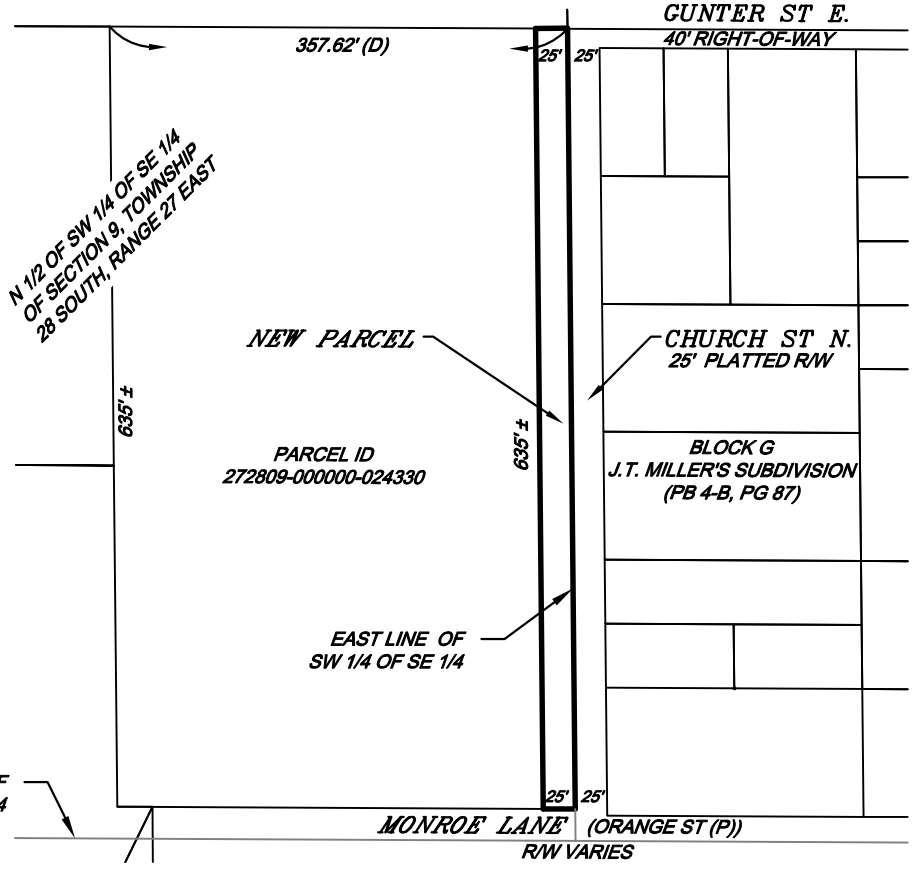
The North 1/2 of the Southwest 1/4 of the Southeast 1/4, Section 09, Township 28 South, Range 27 East; LESS - Beginning at the Southeast corner of the West 1/2 of the Northeast 1/4 of the Southwest 1/4 of the Southeast 1/4, run Westerly 25 feet; thence, run Northeasterly to a point on the East boundary of said West 1/2 of the Northeast 1/4 of the Southwest 1/4 of the Southeast 1/4 at a point 50 feet northerly of the Point of Beginning; thence, run Southerly along said East boundary, 50 feet to the Point of Beginning; and LESS the South 50 feet of the East 1/2 of the Northeast 1/4 of the Southwest 1/4 of the Southeast 1/4 and Less US Highway 27-A (US Highway 17 North).

LEGEND

ID	–	Identification
LB	–	Licensed Business
LS	–	Licensed Surveyor
PLS	–	Professional Land Surveyor
R/W	–	Right–of–way
(D)	–	Deed Distance
(F)	–	Field Distance
PB	–	Plat Book
PG	–	Page
SEC	–	Section
TWP	–	Township
RNG	–	Range



SCALE: 1" = 150'



DESCRIPTION: (Prepared by Pennoni)

The East 25.00 feet of the East 357.62 feet of the North 1/2 of the Southwest 1/4 of the Southeast 1/4, of Section 9, Township 28 South, Range 27 East, Polk County, Florida, north of the westerly extension of Monroe Lane right–of–way (formerly Orange Street) depicted in J.T. Miller's Subdivision, recorded in Plat Book 4–B, Page 87, Public Records of Polk County, Florida.

SURVEY NOTES:

1) This is not a boundary survey.

2) The parent parcel information shown hereon was obtained from the Polk County Property Appraiser's records. The adjoining parcel lines, if shown, are approximate and are shown graphically for reference only.

December 9, 2025
Date

Robert F DuBois Digitally signed by Robert F DuBois Date: 2025.12.10 09:20:20 -05'00'

ROBERT F. DuBOIS, PSM
Florida License No. LS5293
PENNONI ASSOCIATES INC.
Florida License No. LB8126

STATE OF FLORIDA

The seal and signature appearing on this document were authorized by Robert F. DuBois, PSM., (LS No. 5293) using a digital signature. Printed copies of this document are not considered signed and sealed. The signature must be verified on any electronic copies. Printed copies of this document are not valid without the original signature and seal of a Florida licensed surveyor and mapper.

PENNONI ASSOCIATES INC.
401 Third Street SW
Winter Haven, FL 33880
T 863.324.1112 **F** 863.294.6185

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATES; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

CHURCH STREET AND MONROE LANE
SE 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FL

LEGAL DESCRIPTION

TOWN OF LAKE HAMILTON

PROJECT	LAKHA24005
DATE	2025-12-09
DRAWING SCALE	1" = 150'
DRAWN BY	AJS
APPROVED BY	RFD

V-DESC

SHEET 1 OF 1

U:\ACCOUNTS\LAKHA\LAKHA24005 - MONROE ST. WTP TECH CONSTRUCTION SERVICE\DESIGN\VSECURE\LAKHA24005-VW-RDLGL.DWG PLOTTED: 12/10/2025 9:11:50 AM, BY: SCOTT SEIBERT PLOTSTYLE: PENNONI NCS.STB, PROJECT STATUS: —

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Chris Votour, Chief of Police

AGENDA ITEM: Consider Request to Expend Public Safety Impact Fees for Additional Police Staffing and Equipment to have Sufficient Shift Coverage and Redundancy.

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: The Police Department has faced issues with maintaining sufficient supervision and shift coverage. There has been several challenges that have arose in maintaining adequate staffing this fiscal year due to several unforeseen issues. Staff wants to build onto the current staffing to maintain adequate shift coverage, adequate supervision, and also redundancy when those unforeseen or scheduled issues arise. Right now, if a field officer requests time off, there is not sufficient coverage on patrol and that hinders our leverage to respond adequately to calls. We are currently working on additional measures for the next fiscal year to move the department in the right direction and improve the overall morale and stability.
We believe that adding an additional Sergeant position and 1 additional Police Officer position will provide relief until the next budget year.
Staff is requesting to use the Police Department's Public Safety Impact Fees to cover the costs of adding the staff, and the equipment needed.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Staff is requesting to use the Public Safety Impact Fee Funds General Ledger G/L #001-521-644, to cover the two (2) additional officers and equipment. To add two (2) additional positions, there is an upfront cost for vehicles and equipment estimated total cost of $146,000 which includes fully equipped vehicles and all of the equipment and unforms needed. The additional salary cost is an estimated total of $110,000. The total cost for this Fiscal year is estimated to be $256,000 in total.

RECOMMENDATION:

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Services Director

AGENDA ITEM: Consider Approval of Sourcewell Participation Agreement and Authorization to Piggyback Sourcewell Contract Bid No. 101221-VAC for Purchase of 2026 Non-CDL 3 yard combination Jet/Vacuum Sewer Cleaner from Southern Sewer Equipment Sales.

yard com

DATE: February 3, 2026

SUMMARY & RECOMMENDATION:

Staff is recommending that the Town Council approve the Sourcewell Participation Agreement and **approve the purchase of one (1) sewer vacuum (Vactor-type) truck from Vac-Con, Inc.** utilizing the **Sourcewell cooperative purchasing contract** and authorizing the Town Administrator to execute all necessary purchasing documents. This action fills a current equipment gap, strengthens the Town's utility operations, and does so through a legally compliant and fiscally responsible procurement method.

At present, the Town **does not own a sewer vacuum (Vactor) truck.** This type of equipment is a critical asset for wastewater and stormwater system maintenance, including sewer line cleaning, lift station maintenance, catch basin cleaning, and emergency response to blockages and overflows. Without an in-house unit, the Town must rely on **outside contractors or mutual aid,** which can result in delayed response times, higher long-term costs, and limited availability during emergency or high-demand situations. The acquisition of a sewer vacuum truck will allow the Town to perform routine and emergency maintenance internally, improving system reliability and operational efficiency.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain:

The total cost for the 2026 Non-CDL 3 yard combination Jet/Vacuum Sewer Cleaner purchased through the Sourcewell contract with Southern Sewer Equipment Sales will be $409,242. Funding is available in the Utilities Department's Wastewater Capital Machinery and Equipment for FY 25/26. The purchase is within the approved budget allocation and will not require additional appropriations under General Ledger G/L #401-535-064.

RECOMMENDATION:

ATTACHMENT(S):
sourcewell-participation-agreement (action item)
RFP and Addendums-Sewer Vac. (supporting document)
Memo (supporting document)
Vac-Con, Inc. Contract Extension (supporting document)
Quote (supporting document)
Vac-Con Sole Source (supporting document)

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Sourcewell Cooperative Purchasing Program
Participation Agreement

This Participation Agreement is between Sourcewell and Participating Entity to provide access to Sourcewell's Cooperative Purchasing Program. Sourcewell's Board of Directors has approved these terms and conditions through operation of this intergovernmental Participation Agreement. Participating Entity approves this Agreement upon registration with Sourcewell.

Section 1: Authority

1.1 Sourcewell is a service cooperative established by Minn. Stat. § 123A.21 as a local unit of government pursuant to the Minn. Const. art. XII, sec. 3.

1.2 Sourcewell is authorized to provide a Cooperative Purchasing Program by Minn. Stat. § 123A.21, subd. 7(23) to Participating Entities.

1.3 Sourcewell's cooperative purchasing master agreements are offered through Minn. Stat. § 471.59 and this Participation Agreement. The Sourcewell Board of Directors has approved these participation terms, and Sourcewell is authorized to enter this interlocal or joint powers agreement with an eligible Participating Entity through this Participation Agreement.

1.4 Participation in Sourcewell's Cooperative Purchasing Program is open to eligible Participating Entities. A Participating Entity is any eligible entity registering with Sourcewell, including: any government unit, including a state, city, county, town, village, school district, political subdivision of any state, federally recognized Indian tribe, any agency of the United States, any instrumentality of a governmental unit, any other entity as defined in Minn. Stat. § 471.59 Subd. 1(b).

1.5 Participating Entity and Sourcewell agree this Participation Agreement is for the purpose of allowing access to available Sourcewell Cooperative Purchasing Program master agreements with awarded Suppliers.

1.6 Participating Entity represents, through an authorized signatory, it is eligible for participation as defined in this Agreement.

Section 2: General Terms

2.1 Sourcewell will make its Cooperative Purchasing Program available to Participating Entity. Sourcewell master agreements are provided to Participating Entity "as is." Sourcewell makes no representation as to warranties of quality, merchantability, or fitness for a particular purpose for any purchase through a Supplier. Participation in the Program is voluntary and non-exclusive.

2.2 To purchase from Sourcewell master agreements, Participating Entity and Supplier will execute a transaction document(s) as mutually agreed. Participating Entity will be responsible for all aspects of its purchase, including ordering, inspecting, acceptance, payment, and any other

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material terms as negotiated directly with Supplier.

2.3 The Parties to this Agreement will adhere to all applicable laws concerning the procurement of goods and services in its respective jurisdiction.

2.4 Access to the Cooperative Purchasing Program is effective upon the date of Participating Entity's completed registration. The Agreement will remain in effect until canceled by either party upon thirty (30) days written notice to the other party.

2.5 Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other Party.

2.6 There will be no financial remunerations by or obligations upon Participating Entity for participation in Sourcewell Cooperative Purchasing Program.

2.7 Sourcewell's Cooperative Purchasing Program master agreements will be procured in compliance with Minnesota law and the Sourcewell Cooperative Purchasing Program.

2.8 The records and documents related to this this Agreement are subject to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.

Section 3: Approval

The Sourcewell Board of Director has approved this Policy effective January 1, 2025.

Sourcewell:

Signed by:
By Greg Zylka
6BD483769B484F1...
Authorized Signature – Signed

By Greg Zylka
Name – Printed
Title Sourcewell Board of Directors Chair
Date 1/22/2025 | 12:09 PM CST

Signed by:
By Linda Arts
0EF5785E1EAD4CF...
Authorized Signature – Signed

By Linda Arts
Name – Printed
Title Sourcewell Board of Directors Clerk
Date 1/21/2025 | 7:59 PM CST

Participating Entity:

By _____
Authorized Signature – Signed

By _____
Name – Printed
Title _____
Date _____

Organization Information

Indicate an address to which correspondence may be delivered.

Organization Name* _____

Address* _____

City* _____

State* _____ Zip Code* _____

Country* _____

Employer Identification Number _____

Website _____

Contact person* (First, Last) _____

Job Title* _____

Job Role

- ☐ Elected Official
- ☐ Faculty
- ☐ Department Purchaser
- ☐ Leadership/Administration
- ☐ Management
- ☐ Staff/Team Member
- ☐ Supervisory
- ☐ Volunteer
- ☐ Other _____

Email* _____

Phone* _____

Email completed agreement to:
service@sourcewell-mn.gov

You may also mail the completed agreement to:

Sourcewell
202 12th Street NE
P.O. Box 219
Staples, MN 56479

Organization Type:

Government

- ☐ Consolidated Government
- ☐ County/Burough
- ☐ Federal
- ☐ City/Municipality
- ☐ Special District/Authority/Limited Purpose
- ☐ State
- ☐ Township
- ☐ Tribal
- ☐ Province/Territory
- ☐ Quasi-Government

Education

- ☐ Private College/University
- ☐ Private K-12 Education
- ☐ Public College/University
- ☐ Public K-12 Education

Nonprofit

- ☐ Nonprofit 501(c)(3) – An IRS letter of nonprofit verification document is required
- ☐ Nonprofit Other

Referred by

- ☐ Advertisement _____
- ☐ Colleague/Friend _____
- ☐ Conference/Trade Show _____
- ☐ Supplier _____
- ☐ Search Engine/Web Search _____
- ☐ Sourcewell Employee _____

**Denotes required information*

RFP #101221
REQUEST FOR PROPOSALS
for
Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies

Proposal Due Date: October 12, 2021, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [https://proportal.sourcewell-mn.gov]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 12, 2021, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	August 24, 2021
Pre-proposal Conference:	September 15, 2021, 10:00 a.m., Central Time
Question Submission Deadline:	October 5, 2021, 4:30 p.m., Central Time
Proposal Due Date:	**October 12, 2021**, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	October 12, 2021, 6:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements, and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly-funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;

- Members of the Rural Municipalities of Alberta (RMA) and their represented Associations: MASH (municipalities, academic institutions, schools and hospitals) and MUSH (municipalities, universities, schools and hospitals) sectors, and other governmental agencies eligible to use the Sourcewell contracts. MASH and MUSH sector refers to regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities, including but not limited to represented associations, Saskatchewan Association of Rural Municipalities ("SARM"), Association of Manitoba Municipalities ("AMM"), Local Authorities Services/Association of Municipalities Ontario ("LAS/AMO", excluding the cities of Toronto and Ottawa), Nova Scotia Federation of Municipalities ("NSFM"), Federation of Prince Edward Island Municipalities ("FPEIM"), Municipalities Newfoundland Labrador ("MNL"), Union of New Brunswick Municipalities ("UNBM"), North West Territories Association of Communities ("NWTAC") and their members. RMA Participants may include all not-for-profit agencies for Canadian provinces and territories.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In the United States each state-level procurement department receives notice for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies principally intended or designed for the cleaning of sewer lines, catch basins and storm sewers, or for municipal pumping applications, such as:

a. Sewer vacuums or combination sewer cleaners;
b. Hydro or air excavation equipment;
c. Jetters and rodders;
d. Dewatering, mud, trash, and centrifugal pumps;
e. Other pumps used in lift station, sewage treatment, water treatment, or water collection facilities; and,
f. Accessories, supplies and replacement or wear parts related to the offering of the solutions in subsections 1. a. – d. above.

2. The primary focus of this solicitation is on Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies, for the cleaning of sewer lines, catch basins, and storm sewers, or for municipal pumping applications, and the related offering of equipment, supplies and services. This solicitation should NOT be construed to include excavators principally intended for utility infrastructure installation and related solutions.

3. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:

a. Public Utility Equipment with Related Accessories and Supplies (RFP #012418).

Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four years, with an optional one year extension that may be offered based on the best interests of Sourcewell and its Participating Entities.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD $65 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the

contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
4. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
   a. **Line-item Pricing** is pricing based on each individual product or services**.** Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
   b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this

pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.

2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. Only those exceptions noted at the time of the proposal submission will be considered.
Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Supplier Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Supplier Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Supplier Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

i) make any required adjustments to its proposal;
ii) acknowledge the addenda; and
iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Supplier Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
  - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities' use.
  - A proposer's sales and service network to assure availability of product supply and coverage to meet Participating Entities' anticipated needs.
- Total evaluation scores.

- The attributes of proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	**1000**

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days' following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;

- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of $20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.

8/26/2021

Addendum No. 1
Solicitation Number: RFP 101221
Solicitation Name: Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

We manufacture and sell pipeline inspection and rehabilitation equipment. Are we to bid on RFP 101221 or RFP 093021?

Answer 1:

Each Sourcewell RFP is an open and competitive solicitation process. In the competitive process, Sourcewell will not pre-evaluate a proposer's offerings.

Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in the RFP. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation. Each Proposal will be evaluated based on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 101221 posted to the Sourcewell Procurement Portal on 8/26/2021, is required at the time of proposal submittal.

9/10/2021

Addendum No. 2
Solicitation Number: RFP 101221
Solicitation Name: Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Are we able to add new items to the contract post-award or are only items included during the initial submission allowed? When are price increases permitted post-award to accommodate for material COGs increases and is there a yearly limit?

Answer 1:

Refer to the Sourcewell contract template, Section 4 – Product and Pricing Change Requests.

Question 2:

When are sales and the administrative fee paid to Sourcewell? During the quarter the order was received from the customer or after delivery to and payment from the customer?

Answer 2:

Refer to Sourcewell Contract Template Section 8 – Report on Contract Sales Activity and Administrative Fee Payment, for Sourcewell expectations for reporting and administrative fees.

Question 3:

We offer equipment that ranges in capacity and multiple chassis options. If we offer as a standard item on contract a certain gallon tank with a specific chassis and have the unit priced as such, when the customer calls for a quote and wants the same tank with a

different chassis can we quote the difference in pricing as “Off Contract or Open Market” for the difference in cost between the chassis?

Answer 3:

It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Article III - Pricing. Proposals are evaluated based on the criteria stated in the RFP.

Question 4:

Are we allowed to quote “Off contract or Open Market” any optional equipment that is not included on the base model based on each customer’s specific needs? Or do we have to have on contract any and all possible options available?

Answer 4:

Refer to Answer 3 above.

Question 5:

How are we to handle transportation costs for our units when a customer requires delivery. Because shipping costs can very largely based on where the unit is to ship, are we allowed to price out delivery on a separate line and add the actual shipping costs to the bid?

Answer 5:

Refer to Answer 3 above.

Question 6:

How can the financial statements be excluded from public record?

Answer 6:

RFP Section VI. E. - Disposition of Proposals, addresses the handling of materials submitted in response to the RFP under Minnesota Statutes Section 13.591.

End of Addendum

Acknowledgement of this Addendum to RFP 101221 posted to the Sourcewell Procurement Portal on 9/10/21, is required at the time of proposal submittal.

9/30/2021

Addendum No. 3
Solicitation Number: RFP 101221
Solicitation Name: Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Clarify what must be 'provided throughout the term of any Contract'? Does this mean that whenever new MSRP pricing is published it must be provided to Sourcewell and the discount offered in the proposal must be maintained throughout the term of the contract?

Answer 1:

A Proposer with proposed pricing that is based on Percentage Discount from Catalog or Category (RFP Section III. A. 1. b.) is "responsible for providing and maintaining current published MSRP with Sourcewell." The MSRP must be included in the proposal. In the event of contract award, current published MSRP must be provided to Sourcewell throughout the term.

Question 2:

Will a Sourcewell Price and Product Change Request be required whenever new MSRP pricing is published?

Answer 2:

See Answer 1 above. Also, refer to Sourcewell template contract Section 3. – Pricing, for additional detail on pricing during the contract term. "All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal." During the term of an awarded contract, a change of the price stated in a

supplier's proposal is requested using the process described in template contract Section 4. – Product and Pricing Change Requests.

End of Addendum

Acknowledgement of this Addendum to RFP 101221 posted to the Sourcewell Procurement Portal on 9/30/2021 is required at the time of proposal submittal.

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Lake Hamilton Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Works Director

AGENDA ITEM: Approve Sourcewell Participation Agreement and Authorization to Piggyback Sourcewell Contract Bid No. 101221-VAC for Purchase of 2026 Non-CDL 3 yard combination Jet/Vacuum Sewer Cleaner from Southern Sewer Equipment Sales

DATE: January 9, 2025

SUMMARY & RECOMMENDATION:

At present, the Town does not own a sewer vacuum (Vactor) truck**.** This type of equipment is a critical asset for wastewater and stormwater system maintenance, including sewer line cleaning, lift station maintenance, catch basin cleaning, and emergency response to blockages and overflows. Without an in-house unit, the Town must rely on outside contractors or mutual aid**,** which can result in delayed response times, higher long-term costs, and limited availability during emergency or high-demand situations. The acquisition of a sewer vacuum truck will allow the Town to perform routine and emergency maintenance internally, improving system reliability and operational efficiency.

Staff has evaluated procurement options and determined that utilizing a Sourcewell cooperative purchasing contract provides the most efficient, compliant, and cost-effective method for acquiring this equipment. Vac-Con, Inc. is an awarded vendor under Sourcewell Contract No. 101221-VAC**,** which was established through a publicly advertised, competitive Request for Proposals (RFP) process and is currently active through November 29, 2026**.**

Sourcewell is a nationally recognized governmental cooperative purchasing organization that conducts competitively solicited contracts on behalf of its participating members, including municipalities. Approval of the Sourcewell Participation Agreement formally authorizes the Town to utilize Sourcewell's competitively awarded contracts. Participation does not obligate the Town to make purchases but provides access to contracts that have already undergone a public,

competitive procurement process. Once approved, the Town may leverage Sourcewell contracts in lieu of issuing separate solicitations, consistent with applicable procurement requirements.

Staff is recommending that the Town Commission approve the Sourcewell Participation Agreement and approve the purchase of one (1) sewer vacuum (Vactor-type) truck from Vac-Con, Inc. utilizing the Sourcewell cooperative purchasing contract and authorizing the Town Manager to execute all necessary purchasing documents. This action fills a current equipment gap, strengthens the Town's utility operations, and does so through a legally compliant and fiscally responsible procurement method.

OPERATIONAL NEED

Because the Town currently does not own a sewer vacuum truck, critical maintenance and emergency response activities are constrained by:

- Contractor availability and scheduling
- Increased costs for outsourced services
- Delayed response during sewer backups or overflows

Ownership of a sewer vacuum truck will allow Town staff to:

- Conduct proactive sewer and stormwater maintenance
- Respond immediately to wastewater emergencies
- Reduce long-term reliance on outside contractors
- Improve regulatory compliance and system reliability

This purchase establishes a core utility asset that the Town does not presently possess.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☐ NO: ☒ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

The total cost for the 2026 Non-CDL 3 yard combination Jet/Vacuum Sewer Cleaner purchased through the Sourcewell contract with Southern Sewer Equipment Sales will be $409,242. Funding is available in the Utilities Department's Wastewater Capital Machinery and Equipment for FY 25/26. The purchase is within the approved budget allocation and will not require additional appropriations.

RECOMMENDATION:

Staff recommends the Town Commission consider taking the following action.

1. Approve the Town's participation in the Sourcewell cooperative purchasing program by approving the Sourcewell Participation Agreement; and

2. Approve the purchase of a 2026 Non-CDL 3 yard combination Jet/Vacuum Sewer Cleaner from Southern Sewer Equipment Sales utilizing the Sourcewell Purchasing Contract 101221-VAC; and
3. Authorize the Town Manager to execute all necessary purchase documents

ATTACHMENTS:

- Sourcewell Cooperative Purchasing Program Participation Agreement
- Sourcewell RFP #101221 for Sewer Vacuum, Hydro-excavation, and municipal pumping equipment with related accessories and supplies
- Sourcewell Contract Extension 101221-VAC bid for 2026 Non-CDL 3 yard combination Jet/Vacuum Sewer Cleaner
- Southern Sewer Equipment Sales Quote for VAC-CON Jet/Vacuum Sewer Cleaner
- Letter from Southern Sewer Equipment Sales extending piggyback services to Lake Hamilton
- Sole Source Letter from Southern Sewer Equipment Sales
- Agreement to Piggyback a contract for services bid by another Governmental Entity between Southern Sewer Equipment Sales and Town of Lake Hamilton

Docusign Envelope ID: 1592CB93-9453-469A-B1D8-1B08FC867F21

CONTRACT EXTENSION

Contract Number: 101221-VAC

Sourcewell 202 12th Street Northeast P.O. Box 219 Staples, MN 56479 (Sourcewell)	and	Vac-Con, Inc. 969 Hall Park Rd Green Cove Springs, Florida 32043-4935 (Vendor)

have entered into Contract Number: 101221-VAC
for the procurement of: Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies

The Contract has an expiration date of 2025-11-29 , but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell's Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of 2026-11-29 . All other terms and conditions of the Contract remain in full force and effect.

Sourcewell

Signed by: Jeremy Schwartz C0FD2A139D06489...	DocuSigned by: MJ Dubois C65CBA257A53411...
Authorized Signature	Authorized Signature
Jeremy Schwartz	MJ Dubois
Name	Name
Chief Operating and Procurement Officer	SOLE MEMBER
Title	Title
2/7/2025 | 4:16 PM CST	2/10/2025 | 6:28 AM PST
Date	Date

VAC-CON
www.vac-con.com

DATE: 01.07.26
QUOTE: 113599

NON-CDL 3 YARD COMBINATION JET/VACUUM SEWER CLEANER
SOURCEWELL CONTRACT: 101221-VAC
Customer: Town of Lake Hamilton, FL
SHIPPING: SOUTHERN SEWER

PD2130H/500	$	312,824.00
Sourcewell Discount	$	(15,641.20)
Freightliner Lightweight M2 106 4X2 300HP AUTO 26K NON CDL	$	103,850.00
Body mounting on Chassis	$	8,150.00
3-Yard Debris Tank		
Front Mounted Swivel Hose Reel - standard with 3-Yard		
Extendable, 6" Intake System - Standard		
400' x 3/4" Jet Rodder Hose-Cobra Brand Hose		
Giant, 0-30 gpm/3000 psi water system, 3/4" hose		
Roots 616 PD Blower 16"HG/2500 CFM		
Transfer Case Blower Drive with High Performance Carbon Chord Timing Belt		
3/16" 3.5 yd3 Corten Steel Debris Tank - 5 year warranty		
Outlet screen assembly - 8" diameter		
Full opening rear door with hydraulic rear door locks		
8 " Automatic Vacuum breaker door system		
Poly float ball load level indicator		
Strainer (Trash bars) on both ports of debris dome		
Built in Body Prop , Sub Frame Mounted		
Debris tank Dumping: minimum 45 deg., hydraulic lift		
Dump Height 60"		
Rear mounted bumper		
500 gallons capacity Aluminum water tank - 5 year warranty		
1/4" Ball valve for water tank drain		
6 Way Pendant Control Station - unless wireless remote selected		
Behind Cab Boom Support Chassis frame mounted Boom Cradle Assembly with Bumper mounted boom docking assembly		
Triplex water pump -Hydrostatic Drive		
Water Pump Remote Oil Drain		
1) each sanitary and penetrator nozzles		
Water Manifold assembly		
Hose guide (Tiger Tail)		
Manual hose wind guide		
30" leader hose		
800 psi wash down hand gun with 25' of hose and nozzle		
Handgun Bracket Assembly		
1) 22" x 51" x 25.5" Aluminum Sealed and Locking Tool box		
20.5' aluminum intake pipe(1-3', 1-5', 1-6', and 1-6.5' nozzle)		
4 pipe storage rack mounted curbside - Ground Level		
Long Handle Storage 72"L x 20"W x 5 1/4"H – Integrated in mainframe with lockable door		
Plastic engraved decals – adhesive type		
5# Fire Extinguisher		

Set of Triangles		
12 month standard warranty - see certificate for details		
6" Knife Valve with Center Post and Handle, in Lieu of the 5" Butterfly Valve (662-0125)	$	1,191.00
Rear splash guard (2 - 10 O'clock) - tank mounted	$	4,282.00
50' Capacity Retractable Hand Gun Hose Reel	$	3,323.00
Debris Body "Power Flush" System, 8 jets	$	3,146.00
Hydroexcavation Package Includes: 50 foot handgun hose reel with 1/2" hose, 711-53686 72" 1/2" schedule 80 lance with single forward spray nozzle, Storage tubes for lances, Heavy duty unloader valve, Main control ball valve, Variable flow valve	$	10,420.00
Hose Footage Counter, Standard	$	851.00
Rear Mounted Tow Hooks	$	573.00
LED 4 Strobes - (2) front bumper / (2) rear bumper	$	3,099.00
LED Arrow stick	$	4,563.00
LED Boom Mounted Flood Lights with Limb Guard	$	1,192.00
LED Rear Mounted Flood Lights with Limb Guard	$	1,192.00
Mirror Mounted LED Beacon/Strobe Light with Limb Guard	$	1,503.00
Low Water Alarm with Light	$	824.00
Rear Camera Placement	$	894.00
Traffic Camera With Color Monitor - MUST PICK CAMERA PLACEMENT	$	2,037.00
Delivery	$	1,250.00
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER:	**$**	**449,522.80**
ADDITIONAL DEALER DISCOUNT:	**$**	**(40,280.80)**
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER WITH ADDITIONAL DISCOUNT:	**$**	**409,242.00**
VENDOR/CONTRACT HOLDER: VAC-CON, INC. 969 HALL PARK RD. GREEN COVE SPRINGS, FL 32043		
PURCHASE ORDERS TO BE MADE OUT TO: VAC-CON, INC. - QUOTE IS VALID FOR 30 DAYS		
CONTACT: RACHEL DEEL, EMAIL: RDEEL@VAC-CON.COM PHONE; 904-529-1315		

January 05, 2026

To Whom It May Concern,

This letter will confirm that Southern Sewer Equipment Sales, located at…

3409 Industrial 27th Street
Fort Pierce, FL 34946

10575 General Drive
Orlando, FL 32824

8200 NW 58th Street
Doral, FL 33166

…is the sole authorized Vac-Con dealer for all sales, parts, and service in the state of Florida for all Vac-Con product lines. *(Excluding the Florida Panhandle)*

Regarding warranties, parts warranties are only available on OEM parts purchased through an authorized Vac-Con, Inc. dealer. Warranties are non-transferable, and Vac-Con is not liable if someone has made any repairs to the unit other than Vac-Con, it's dealers, or employees.

If you have any further questions, please do not hesitate to contact us.

Thank you,

Todd Masley
President, Vac-Con, Inc.

969 Hall Park Road,
Green Cove Springs, FL 32043
Tel: 904.284.4200 ● Fax: 904.284.3305
www.vac-con.com

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH:

FROM: Brittney Sandoval, Town Administrator

AGENDA ITEM: Consider Agreement with Pennoni for Design and Engineering Services for the Town Hall Parking Lot Expansion.
Council directed staff on November 4, 2025 to have the Engineer create a proposal and bring it to Council for approval.

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: On November 4, 2025, Regular Council Meeting, Council directed staff to reach out to the Engineer to obtain a proposal for Engineering Services for the Expansion of the Parking Lot for Town Hall. Attached you will find the proposal for the engineering and design of the Parking Lot Expansion in which a total cost would be $40,175.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: The attached proposed agreement for engineering services for the expansion are $40,175 and the funds were allocated in the FY 25-26 budget under General Ledger G/L code 001-511-063.

RECOMMENDATION:

ATTACHMENT(S):
Pennoni Proposal LAKHA25011P Lake Hamilton Town Hall Parking Expansion
Supporting Documentation Lake_Hamilton_Storm_Feasibility_Narrative_-_Final.pdf

401 Third Street SW
Winter Haven, FL 33880
T: 863-324-1112
F: 863-294-6185

www.pennoni.com

January 22, 2026

Proposal No. LAKHA25011P

Ms. Brittney Sandoval, Town Administrator
Town of Lake Hamilton
Post Office Box 126
Lake Hamilton, Florida 33851

RE: SUPPLEMENTAL AGREEMENT 25-011 TO MASTER AGREEMENT – TOWN HALL PARKING EXPANSION

Dear Ms. Sandoval:

We are pleased to submit this Agreement to the Town to provide consulting engineering services for the referenced Project. This Agreement describes our scope of services to provide Conceptual Plans for proposed Town Hall parking expansion and related stormwater improvements at 100 Smith Avenue in Lake Hamilton.

Upon review and approval, please sign and return one (1) executed copy of this Agreement to our office.

Please call if you have any questions. We sincerely appreciate the opportunity to assist the Town of Lake Hamilton with this important Project.

Sincerely
Pennoni

Steven L. Elias, P.E.
Associate Vice President

Jason Sheridan, PE
Principle Civil/Site Engineer

PENNONI PROPOSAL NUMBER LAKHA25011P

SUPPLEMENTAL AGREEMENT TO CONTINUING AGREEMENT

By and Between

TOWN OF LAKE HAMILTON - and – PENNONI ASSOCIATES INC.

Project

TOWN HALL PARKING EXPANSION IMPROVEMENTS

1.0 GENERAL: This is Supplemental Agreement LAKHA25011P to the Master Agreement between the Town of Lake Hamilton (Town, Client, or Owner) and Pennoni Associates Inc. (Engineer or Pennoni) for professional engineering services dated 9 February 2007. Except as provided for herein, the provisions of the Master Agreement between the Town and Engineer shall apply to this Supplemental Agreement.

2.0 EMPLOYMENT: The Town hereby retains the continuing professional engineering services of Engineer, in consideration of the mutual covenants contained herein, and agrees in respect to the performance of professional engineering services by Engineer and the payment for those services by Town as set forth herein.

3.0 PROJECT BACKGROUND AND ASSUMPTIONS: The Town recently requested Pennoni to provide engineering design and construction plan services for expansion of the Town Hall parking area and related stormwater improvements at 100 Smith Road in Lake Hamilton. The proposed design will be primarily based on the "Town of Lake Hamilton Town Hall Conceptual Storm Water Site Plan" by Osceola Engineering dated March 20, 2025 and will include reconfiguration and expansion of the parking area as well as relocating the stormwater management pond to the northeast diagonally across Smith Street and Second Street to a Town-owned property. Project assumptions used as basis for the proposed scope of service described herein include, but are not limited to the following:

- The Town of Lake Hamilton currently owns the Town Hall property, and it currently contains a parking area both north and south of the Town Hall building, with an on-site stormwater management pond that has been accepted by the FDEP.
- The existing Town Hall building and the existing parking area on the south side of the building will remain intact.
- The north parking area will be reconfigured to provide more parking spaces, including appropriate number of handicap accessible spaces, and will eliminate the existing stormwater pond.
- Concrete curbing and sidewalks will be reconfigured to fit the proposed parking area changes.
- New stormwater pond(s) will be designed on the northeast corner of Smith Road and Second Street to compensate for the existing pond that will be covered/filled and capture the runoff from

the existing site improvements and the additional impervious areas created by the proposed expanded parking.

- Some adjustments may need to be designed for the existing concrete flume on the east side of Second Street south of West Main Street to redirect runoff away from the proposed new pond(s).
- The proposed stormwater management ponds will border on Scenic Highway (State Hwy 17) and will require an Florida Department Of Transportation (FDOT) review and approval.
- Existing driveway locations will be maintained if possible.

4.0 PURPOSE: The purpose of this Agreement is to authorize Pennoni to provide the services described in Section 5.0 herein for the fee described in Section 6.0 herein.

5.0 SCOPE OF WORK: Pennoni shall provide, or obtain from others, professional engineering design services for this Project. Pennoni's services will include serving as the Town's engineering representative for the Project, providing customary professional civil engineering and consulting services. Pennoni makes no warranties, express or implied, under this Task Authorization or otherwise, in connection with Pennoni's services. The following sections describe Pennoni's scope of work for this Project.

5.1 Boundary and Topographic Survey: In accordance with the Florida Standards of Practice for Land Surveys, Chapter 5J-17, Florida Administrative Code, Pennoni Survey Department will provide professional surveying and mapping services necessary to provide a Boundary and Topographic Survey of the Town of Lake Hamiton Town Hall property and the area on the property located on the northeast corner of Smith Road and Second Street as depicted in attached Exhibit "A" as described below:

5.1.1 Locate existing or set monuments at the change of direction of the external boundary lines.

5.1.2 Locate boundary and/or right-of-way line(s).

5.1.3 Locate and depict above ground improvements on the survey.

5.1.4 Depict easements, encumbrances, and rights-of-ways provided and/or visible that affect the above-referenced parcel. Easements, encumbrances, and rights-of-ways must be provided prior to the completion of the survey. Subject to additional fees if provided after the completion of the survey.

5.5.5 Horizontally coordinate the survey to the Florida State Plane Coordinate System, North American Datum 1983, adjustment 2011 (NAD83/11).

5.5.6 Provide spot elevations and one-foot (+/−) contours based on North American Vertical Datum 1988 (NAVD88). The spot elevations will extend approximately 10 feet beyond the parcel boundaries, to the centerline of adjoining roads, or to manmade or natural grade breaks, whichever is nearest to the parcels as depicted in Exhibit "A".

5.5.7 Establish two (2) horizontal and vertical Survey Control Points.

5.5.8 Provide invert information on accessible stormwater and sanitary sewer structures.

5.5.9 Locate trees with diameters greater than 6 inches at DBH (DBH, Diameter at Breast Height, is the tree trunk diameter as measured 4.5 feet above the ground). In areas of dense tree coverage, only the edge of the tree line will be depicted.

5.5.10 Depict special flood hazard areas inundated by 100-year flood as shown on Federal Emergency Management Agency (FEMA), Flood Insurance Rate Maps (FIRM).

5.5.11 Locate apparent wetland boundary flags that are placed prior to the survey.

5.5.12 Locate markings for underground utilities if depicted on the ground surface by the utility companies prior to the field survey.

5.5.13 Conduct site/parcel research, field coordination, and quality control measures as deemed necessary by Pennoni in order to produce the survey.

5.5.14 Provide a digital CAD file of the survey from Autodesk Civil 3D 2024, excluding title block and certifications.

5.5.15 Provide an electronic PDF copy of the survey for the above-referenced site, signed, and sealed by a Florida Licensed Professional Surveyor and Mapper in accordance with Chapter 472, F.S. Professional Survey and Mapping.

5.2 **Geotechnical Services:** Pennoni will obtain geotechnical information concerning subsurface conditions at the site on the northeast corner of Smith Road and Second Street in order to base engineering estimates and recommendations by providing or causing to be provided, the following services:

5.2.1 Perform site reconnaissance and coordinate utility clearances with Sunshine One Call.

5.2.2 Perform a geotechnical field study consisting of borings, subsurface sampling and field-testing. We plan to perform two (2) hand auger borings to a depth of 5 feet in the area of the proposed improvements.

5.2.3 Visually examine all recovered soil samples in the laboratory and classify the soils according to the Unified Soil Classification System (USCS).

5.2.4 Perform two (2) field permeability tests at a depth of approximately 5 feet below the ground surface.

5.2.5 Prepare an engineering report in accordance with the scope of services herein that summarizes the course of study pursued, the field data generated, subsurface conditions encountered and our engineering recommendations in each of the pertinent topic areas.

5.3 **Preliminary Engineering Services:** Pennoni will produce Preliminary Engineering Plans based primarily on the "Town of Lake Hamilton Town Hall Conceptual Storm Water Site Plan" by Osceola Engineering dated March 20, 2025, to meet the local and state requirements as described below:

5.3.1 Preliminary Site Plan Design: Pennoni will prepare Preliminary Site Plans (50% submission) for this project to include;

- Cover Sheet
- Existing Conditions Plan.
- Demolition and Erosion Control Plan.
- Site Plan design to reconfigure and expand the north parking area.

- Grading and Drainage Plans for the expanded parking area and for the relocated stormwater management facilities northeast of the Town Hall site.
- Utility Plans (if required).
- Preliminary Landscaping Plan.
- Preliminary Stormwater Management design and Report to collect on-site runoff and convey to the proposed relocated stormwater pond(s).
- Meet with the Town's representatives to review the plans prior to official submission for approval and make adjustments to the plans as may be required.

5.3.2 Preliminary Construction Cost Estimate: Pennoni will prepare and submit an order of magnitude Preliminary Construction Cost Estimate for the Town's use in determining the viability of moving the project forward.

5.3.3 Preliminary Project Manual: Pennoni will provide Preliminary Technical Specifications for project construction in a manual.

5.4 **Final Construction Documents:** Based on the approved 50% plans, and relevant site design drawings and site related information including geotechnical and environmental reports and Owner concurrence, Pennoni will finalize stormwater management for proposed new stormwater management systems, and 100% plans (24" x 36" Construction Documents) including, but not limited to:

5.4.1 Final Construction Documents

- Cover Sheet
- Existing Condition & Erosion Controls
- Demolition Plans
- Dimensioned Site Plans
- Grading & Drainage Plan
- Stormwater Management Pond Plans and Sections
- Utility Plans (if applicable)
- Landscape Plans
- Signage and Pavement Marking Plans
- Construction Details
- Stormwater Pollution Prevention Plan
- Pre and Post Development Stormwater Drainage Area Maps

5.4.2 Final Construction Cost Estimate: Pennoni will prepare and submit a Final Construction Cost Estimate for the Town's use in Bid Requests.

5.4.3 Project Manual: Pennoni will provide Technical Specifications for project construction in a manual.

5.5 **Permitting Services:** Applicable Permitting Services will be performed for Construction to include:

5.5.1 Town of Lake Hamilton: Submission for Final Site Plan Approval.

5.5.2 Southwest Florida Water Management District (SWFWMD) or Florida Department of Environmental Protection (FDEP): submission for approval of applicable stormwater management ERP.

5.5.3 Florida Department of Transportation (FDOT): for approval as required due to proposed stormwater ponds adjoining the FDOT right-of-way.

5.6 **Exclusions:** All other services not explicitly described in Items 5.1 through 5.6 above and based on the assumptions described herein will be performed as an Additional Service upon request and written approval by the Town, including but not limited to the following:

- Re-design after initial preliminary plan review and approval and/or additional permitting services.
- Right-of-way or easement acquisition assistance or preparing legal description documents to support these efforts.
- Participation in orders of taking and/or other litigation.
- Specialized studies (environmental, archaeological, historical structures, etc. that are not anticipated).
- Mitigation permitting.
- Paying for outside review or application fees.
- Providing services in connection with a public hearing, arbitration proceeding, or legal proceeding except where Pennoni is party thereto.
- Project Construction Bidding Assistance.
- Construction Administration or Inspection Services.

6.0 PENNONI'S COMPENSATION

Our lump sum fees, excluding reimbursable costs, to provide the above-described services are as follows:

Task 1 – Topographic Survey.....$ 7,300
Task 2 – Geotechnical Services.....$ 2,950
Task 3 – Preliminary Engineering Services.....$ 8,725
Task 4 – Final Construction Documents.....$ 10,350
Task 5 – Permitting Services.....$ 10,850
Total $40,175

6.1 Should the Client elect to expand the Scope of Work to include work tasks not covered in this agreement, Pennoni will perform the requested additional work tasks based on: (A) A mutually agreed upon fixed fee; or (B) The time we spend and the costs we incur to perform the work in accordance with Pennoni's 2025 Schedule of Hourly Rates and Reimbursable Costs.

6.2 It is understood and agreed that cost tradeoffs among the various cost categories and work tasks are allowable, so long as the total estimated cost of all work tasks is not exceeded without the Town's written approval.

7.0 TOWN'S RESPONSIBILITIES: The Town shall do the following in a timely manner so as to assist Pennoni in its work and not delay the performance of services by Pennoni.

7.1 Designate a Town representative with respect to the services to be rendered under this Supplement who will have complete authority to transmit instructions, receive information, and interpret and define Town 's policies and decisions with respect to Pennoni's services for this Project.

7.2 Promptly review, comment on, and return Pennoni's submittals.

7.3 Payment of all permit application and review fees and other costs not included in this proposal are the responsibility of the Town.

7.4 Promptly advise Pennoni when the Town becomes aware of any concerns in Pennoni's services.

7.5 Furnish Pennoni with all information as to Town requirements, including any special or extraordinary considerations for the Project, and make available existing pertinent data as identified in the Scope of Work as necessary (maps, as-built drawings, etc.).

7.6 Provide access to all Town sites and facilities related to the Project.

7.7 Provide review(s) of Preliminary and Final documents for Town Council approval, technical, and legal sufficiency.

8.0 OTHER MATTERS

8.1 Our 2026 Schedule of Hourly Rates and Reimbursable Costs, along with the Standard General Conditions and other provisions described in the referenced Master Agreement between Town and Engineer shall apply to this Task Authorization as applicable. References to the Pennoni/Consultant/ Engineer regarding Limitation of Liability also pertain to the Project's Engineer of Record.

8.2 The obligation to provide services under this Task Authorization may be terminated by either party upon seven days written notice, in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Pennoni will be paid for all services rendered.

8.3 Because Pennoni has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified professional, familiar with the construction industry. Pennoni cannot and does not guarantee

that proposals, bids, or actual costs will not vary from opinions of probable cost prepared by it. If at any time the Town wishes greater assurance as to the amount of any cost, the Town shall employ an independent cost estimator to make such determination.

8.4 This proposal may be void if not executed within 60 days.

8.5 In the performance of its work, Pennoni will rely on readily available and historic information (plans, as-built drawings, manuals, specifications, reports, etc.) provided by the Town and by others without research to verify the accuracy of said information.

8.6 **PURSUANT TO 558.0035 F.S., AN AGENT OR INDIVIDUAL EMPLOYEE OR AGENT OF PENNONI ASSOCIATES, INC CANNOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCURRING WITHIN THE COURSE AND SCOPE OF THIS PROFESSIONAL SERVICES CONTRACT OR THE PERFORMANCE OF PROFESSIONAL SERVICES HEREUNDER. BY SIGNING THIS AGREEMENT, YOU HAVE ACCEPTED THIS LIMITATION OF LIABILITY**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the

_____ of _____ 2026.
(Day) (Month)

TOWN OF LAKE HAMILTON

_____ _____
Attest, Town Clerk Mayor, Town of Lake Hamilton

PENNONI ASSOCIATES INC.

BY: _____
Steven Elias, PE, Associate VP and Municipal Division Manager

DATE: 1/22/26

OSCEOLA ENGINEERING
1003 Florida Avenue, Saint Cloud, FL 34769
Phone 407.891.0452 Fax 407.891.9173

March 20, 2025

Jeffery Ball, Community Development Director
Town of Lake Hamilton
P.O. Box 126
Lake Hamilton, FL 33851-0126
jball@townoflakehamilton.com

SUBJECT: Storm water feasibility exercise for proposed future parking at the existing town hall property (+/- 1.7-acre tax parcel 272816823000024010) located at 100 Smith Avenue, Town of Lake Hamilton (Polk County), Florida.

Dear Mr. Ball:

Osceola Engineering LLC (OE) has developed a concept site plan for the town hall parking expansion including conceptual stormwater design to account for the volume of storm water storage needed. Figure 1 provided with this narrative shows the concept plan developed using data and information provided by the Town of Lake Hamilton, public GIS data/information and physical site observation.

The exercise focused on the stormwater management pond needs for the existing town hall area expansion and include the subject parcel (272816823000024010) and the parcel under Council consideration for purchase (272816000000041010). The goal was to evaluate the adjacent parcel for feasibility in using the site for storm water storage to accommodate Town Hall parking expansion.

The limitations of the exercise would be that no as-built survey of the Town Hall improvements and no topographic survey or geotechnical/groundwater information of the adjacent parcel were available. Existing conditions were determined with PDF plan documents, public GIS information and site observation. For the purpose of feasibility this source data was sufficient for the production of the conceptual site plan.

Existing condition for the town hall site presented approximately 39,000 SF of building and pavement improvements on a nearly 75,000 SF parcel. Existing storm water pond, based on design plans provided approximately 19,000 cubic feet of storm water storage capacity within a 13,000 SF area. Replacing that pond area with paved parking would require providing the equivalent storm capacity volume plus another estimated third for the added impervious area.

Topographic conditions for the adjacent site show a site that is three feet lower than the town hall parcel and falls away to the northeast. The area chosen for the conceptual pond, the southernmost 320 feet of the parcel, has thirteen feet of fall and drains toward the edge of Highway 17. The design response to this grade drop was to minimize potential impoundment in the shaping of the pond and based on that grade drop there were two pond areas proposed.

The town hall parcel and adjacent parcel are located within and at the lower elevations of a 14.5 acre drainage basin and while OE did not have access to the 10/2 self-certification documentation it was presumed that the existing town hall pond design took this into consideration. The adjacent parcel proposed pond area is somewhat isolated from the basin drainage by an existing raised curb along the east side of 2nd Street which diverts storm water north along 2nd Street. Some future curb extension along W Smith Street and conversion of a flume to structure and pipe may be required to ensure the proposed pond area remains isolated from offsite basin drainage.

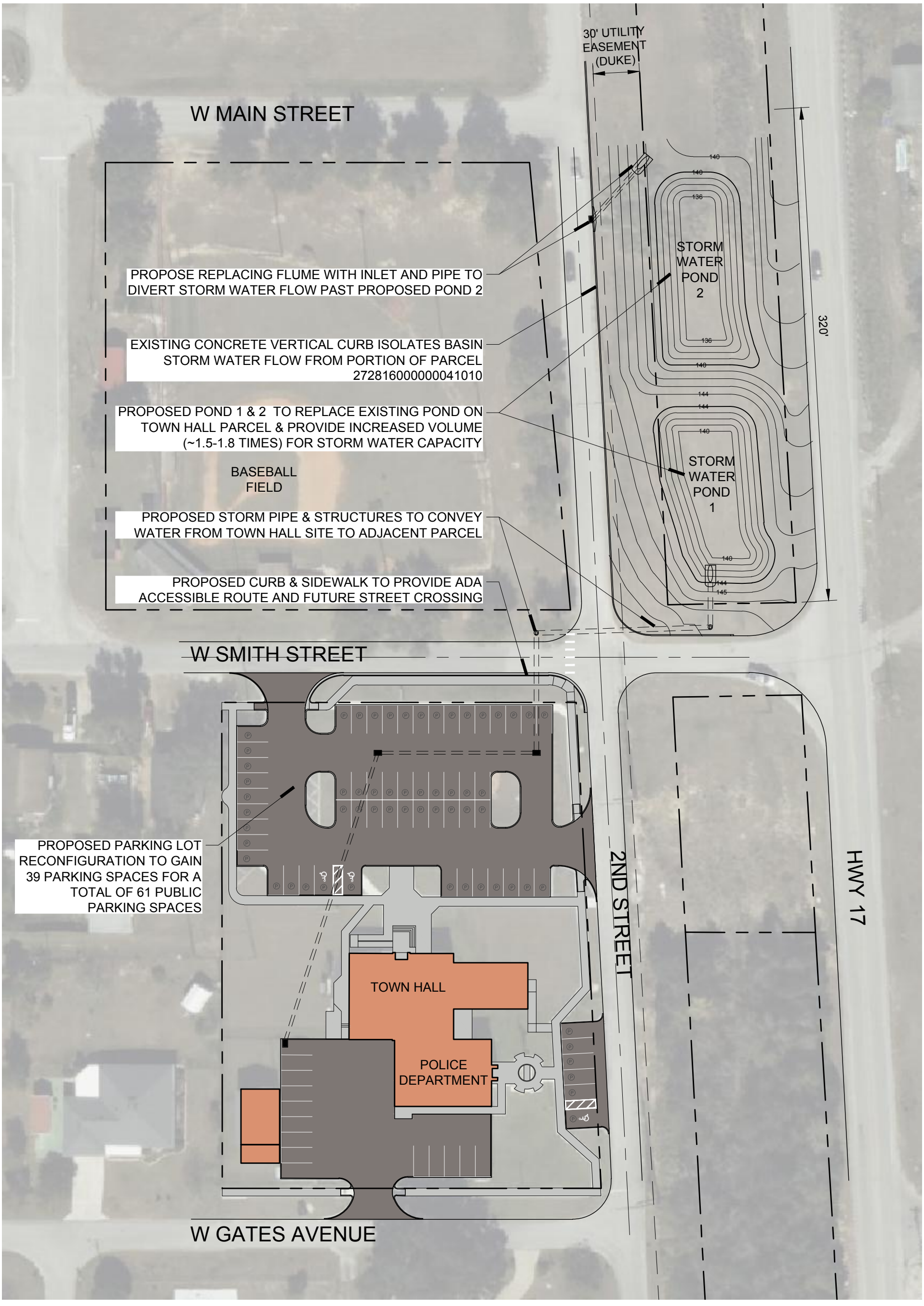
Both ponds are conceptually estimated at four feet of depth with Pond 1 positioned above Pond 2. Pond 1 would overflow into Pond 2 to accommodate the needed storm water capacity and provide minimal pond bank impoundment exposure. Combined the two ponds would provide approximately 35,700 cubic feet of storm water storage capacity or about 1.8 times the capacity of the existing pond. This volume should be more than that needed for the conceptual parking expansion on the town hall site. The excess volume may also allow for future town hall building expansion depending on the existing SWFWMD permitting calculations as well as future permitting requirements.

Respectfully submitted,

Richard J. Klar III

Richard J. Klar III, PLA

Source Data: Polk County GIS & LIDAR, MS Bing Map Aerial, Town Hall Construction Plans and Geotech from Wood Environmental & Infrastructure Solutions Inc.



OSCEOLA ENGINEERING
1003 Florida Avenue, Saint Cloud, FL 34769
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civil engineers environmental engineers landscape architects & land planners

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project: *Town of Lake Hamilton*

drawing: Town Hall Conceptual Storm Water Site Plan

location: 100 W Smith Ave, Lake Hamilton, FL 33851

sheet: FIG. 1

file: M:\2025\25-009 Lake Hamilton Storm Relocation\Cadd\Concept\2025 WEST ZONE POLK v2.dwg

North

0 30' 60'

Scale: 1" = 60'

Date: March 20, 2025

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Services Director

AGENDA ITEM: Consider Request for Qualifications for Survey Support and GIS Services.

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: It is the intent of Staff with the approval of Council to go out for (advertise) a Request for Qualifications for Professional Services (RFQ) to hire a pre-qualified Surveyor and GIS consulting engineering firm (hereinafter Consultants) to provide professional services to perform Surveys and GIS support and provide utility reviews for various commercial and residential developments in the Town of Lake Hamilton**.**

The Town of Lake Hamilton, Florida, an Equal Employment Opportunity (EEO) employer, does hereby announce that it is accepting written Qualifications from all qualified firms or individuals interested in providing engineering and construction services as described in the "Scope of Services" section of this Request for Qualification (RFQ) document: Town of Lake Hamilton's Survey Support and GIS Services 2026-01. The successful proposer shall prove by their qualifications, experience, availability, approach, and plan for the work that they will best serve the overall needs of the Town of Lake Hamilton. The selection of the successful proposers shall be at the Town's discretion and shall be made in a prompt manner after the receipt and evaluation of all responses.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: No financial impact for RFQ.

RECOMMENDATION:

ATTACHMENT(S):
Advertisement for RFQ Survey and GIS Support.pdf
RFQ Survey and GIS support.pdf

REQUEST FOR

QUALIFICATIONS

TOWN OF LAKE HAMILTON SURVEY SUPPORT AND GIS SERVICES
RFQ 2026-01

The Town of Lake Hamilton, Florida, an Equal Employment Opportunity (EEO) employer, does hereby announce that it is accepting written Qualifications from all qualified firms or individuals interested in providing engineering and construction services as described in the "Scope of Services" section of this Request for Qualification (RFQ) document: **Town of Lake Hamilton's Survey Support and GIS Services 2026-01.** The successful proposer shall prove by their qualifications, experience, availability, approach, and plan for the work that they will best serve the overall needs of the Town of Lake Hamilton. The selection of the successful proposers shall be at the Town's discretion and shall be made in a prompt manner after the receipt and evaluation of all responses.

If you are interested in preparing a response to this RFQ document, please complete all the requirements in this RFQ document in the manner prescribed. Please note that your response is a binding offer to perform in the manner you describe in the Qualification response for a period not to exceed Ninety (90) days from the Qualification due date and time. Also please be aware that under the competitive Qualification process, the stipulations set forth herein are fully binding on you, the proposer, to the extent that you confirm acceptance by your signature on the *Acceptance of Conditions* page.

Questions regarding this solicitation must be received by email to henryp@townoflakehamilton.com no later than February 26, 2026. Responses to those questions considered material to the solicitation shall be distributed via formal Addendum and posted to the Town website.

All Qualifications must be in a sealed envelope, plainly marked on the outside with "Town of Lake Hamilton Survey and GIS Support 2024-05". Qualifications shall be submitted together with any and all supporting documentation enclosed. Qualifications will be received at Lake Hamilton Town Hall located at 100 Smith Ave. Lake Hamilton, Florida 33851 ATTENTION: Jacqueline Borga until 2:00 pm local time on Monday, **March 9, 2024**. Submittals may be either mailed or hand delivered prior to the above deadline. Postmarks will not be accepted. Qualifications will be publicly opened and read aloud at 2:00 pm on Monday, **March 9, 2024**. It is the responsibility of the proposer to assure that the Qualification package is received at Town Hall no later than the specified time and date. Submittals received after this date and time will not be accepted or considered.

All proposers are advised that under chapter 119, Florida Statutes, all responses are deemed a public record and opened to public scrutiny as provided for in said statute.

The Town of Lake Hamilton welcomes your response to this RFQ document. The Town of Lake Hamilton reserves the right to reject any Qualification found to be non-responsive, vague, non-conforming, or irresponsible. The Town of Lake Hamilton may withdraw all or part of this Qualification at any time to protect its best interest. The desire of the Town of Lake Hamilton to pursue Qualifications shall in no way obligate the Town to compensate you for your efforts or to execute a contract with you. All proposers are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification.

RFQ # 2026-01	**Due Date & Time: March 9, 2026 at** 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email:** henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton Florida 33851 **Phone:** (863) 439-1910	
Title Town of Lake Hamilton Survey Support and GIS Services		

Request for Qualifications -Survey Support and GIS Services Sollicitation
Town of Lake Hamilton
Request for Qualifications
100 Smith Ave. Lake Hamilton Florida 33851
Phone (863) 439-1910

To: All Prospective Proposers
From: Town of Lake Hamilton
Subject: RFQ # 2026-01
Date: February 6, 2026

Dear Potential Proposer:

Pursuant to the requirements set forth in the Consultants' Competitive Negotiations Act (CCNA), chapter 287, Florida Statutes, and all policies and procedures promulgated thereby, Town of Lake Hamilton, Florida, an Equal Employment Opportunity (EEO) employer, does hereby announce that it is accepting written proposals from all qualified firms or individuals interested in providing Survey support and GIS services for developing a Chapter 180 Service area description and other related miscellaneous projects as described in the "Scope of Services" section of this Request for Qualifications for Survey support and GIS Services (RFQ) document: Survey and GIS Services. The successful proposers shall prove by their qualifications, experience, availability, approach, and plan for the work that they will best serve the overall needs of the Town of Lake Hamilton. The selection of the successful proposers shall be at the Town of Lake Hamilton's discretion and shall be made in a prompt manner after the receipt and evaluation of all responses.

If you are interested in preparing a response to this RFQ document, please complete all the requirements set forth in this RFQ document in the manner proscribed. Please be aware that under the competitive proposal process, the stipulations set forth herein are fully binding on you, the proposer, to the extent that you confirm acceptance by your signature on the *Acceptance of Conditions* page.

All proposers are advised that under chapter 119, Florida Statutes, all responses are deemed a public record and opened to public scrutiny as provided for in said statute.

The Town of Lake Hamilton welcomes your response to this RFQ document. The Town of Lake Hamilton reserves the right to reject any proposal found to be non-responsive, vague, non-conforming, or irresponsible. The Town of Lake Hamilton may withdraw all or part of this proposal at any time to protect its best interest. The desire of the Town of Lake Hamilton to pursue proposals shall in no way obligate the Town of Lake Hamilton to compensate you for your efforts or to execute a contract with you. All proposers are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification.

RFQ # 2026-01	**Due Date & Time: March 9, 2026 at** 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email:** henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton Florida 33851 **Phone:** (863) 439-1910	
Title Town of Lake Hamilton Survey Support and GIS Services		

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RFQ # 2026-01	**Due Date & Time: March 9, 2026 at** 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email:** henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton Florida 33851 **Phone:** (863) 439-1910	
Title Town of Lake Hamilton Survey Support and GIS Services		

Section 1 Summary of Services

A. Introduction:

1. It is the intent of this Request for Qualifications for Professional Services (RFQ) to hire a pre-qualified Surveyor and GIS consulting engineering firms (hereinafter Consultants) to provide professional services to perform Surveys and GIS support and provide utility reviews for various commercial and residential developments in the Town of Lake Hamilton**.**

2. It is the intent and purpose of this solicitation to promote competition. It shall be the proposer's responsibility to advise the Project Coordinator at the address noted above, if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits competition or if the requirements stated in this document limits it to a single source. Such notification must be submitted in writing and must be received by the Project Coordinator no later than February 26, 2026, 11 days prior to the proposal closing date.

B. Description and Project Scope: This RFQ is for the following project(s):

Project Scope:
Consultants provide Survey services of Town properties, private properties, public rights-of-way, or other facilities to support the Town's efforts to establish a Chapter 180 utility service area.

The scope of work to be performed under task orders issued under the continuing contracts. Typical assignments may include tasks like the following:
- Boundary surveys
- Topographic surveys
- Legal descriptions
- Easement agreements
- GIS data acquisition and support

Qualifications:
As needed.
Interested firms must be experienced in providing Survey services for projects of a scope and nature comparable to those described. The use of qualified subconsultants for specialty work is acceptable. To be considered, the firm shall be a licensed professional in accordance with Florida State law and be familiar with all applicable State of Florida, Southwest Florida Water Management District, Polk County, and Town of Lake Hamilton codes, regulations and laws. Please include a copy of all applicable licenses held by firms or subconsultants proposed to perform work.

Section 2 Critical Data

A. Requesting the Solicitation Document:

To receive this RFQ document, contact the Utilities Director at the Town of Lake Hamilton, Patrick Henry at 863-439-1910 ext. 121 or henryp@townoflakehamilton.com.

B. **Questions:** Questions regarding this RFQ document must be received through written inquiries, directed to the designated Representative, no later than eleven (11) business days (February 26, 2026, at 5:00pm) prior to the opening date of this RFQ document, March 9, 2026, at 2:00 PM. Questions may be e-mailed or faxed to the appropriate Representative. Any interpretations, clarifications, or changes will be made in the form of written addenda issued by the Representative. Oral answers will not be authoritative. **It remains the sole responsibility of the proposer to contact the Project Coordinator prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with each proposal.**

C. **Submittal of Proposals: Qualification Copies: Proposers** are asked to submit **two (2) copies** of the Qualification response (one (1) bound original and one (1) electronic copy). **The electronic copy can be included on a CD-ROM or memory stick containing the entire proposal formatted to be read with Microsoft® software products or Adobe® PDF software.**

D. **Delivery of Proposals:** Proposals shall be mailed or hand-delivered to:

Town of Lake Hamilton
Town Clerk's Office (RFQ# 2026-01)
100 Smith Ave.
Lake Hamilton Florida 33851

E. **Public Opening of Proposals:** Proposals will be publicly opened in the Town of Lake Hamilton Council Chambers on the above appointed date and time or as close to the appointed date and time as possible. Proposals received after the above date and time will not be accepted or considered and will be returned to the proposer unopened. No exceptions will be made.

F. All expressions of interest shall be subject to all applicable laws, ordinances, and rules.

G. Under chapter 119, Florida Statutes, all responses to this solicitation shall be considered public record subject to distribution pursuant to the request for records by any interested party.

Section 3 General Instructions to Proposers

A. **Submittal of Proposals:** To facilitate and expedite review, the Town of Lake Hamilton asks that all proposers follow the response format **outlined in Section 5** below. Failure to submit your response in the format requested may result in the reduction of your overall evaluation score. Points have been assigned for each criterion, and a copy of the Town of Lake Hamilton's selection procedures is attached hereto. Please submit the information as outlined below.

1. Proposals shall be signed by an authorized representative or contracting agent of the firm.

2. All information requested must be submitted in the manner requested. Failure to submit all information as requested may result in a lowered evaluation score of the proposal.

3. Proposals that are substantially incomplete or lack key information may be rejected by the town.

4. Proposals shall be comprehensive, yet succinct. Emphasis should be placed on completeness and clarity.

5. Proposals shall fully describe the proposer's experience and capabilities.

6. The proposers shall describe their availability.

7. The project approach shall be under a separate tab and shall be included in each submittal.

B. **Timeliness:** Proposals are due at the place, date, and time shown above. Failure to abide by this requirement will render your proposal unacceptable. Please note that the Town of Lake Hamilton will not be held responsible for the failure of the proposer or the proposer's agent to submit responses in a timely manner. Late responses of any sort will be returned, unopened, to the proposer.

C. **Presentation of Proposals:** All proposals must be submitted in a sealed, opaque envelope or container, plainly marked on the outside with the RFQ number, date, time of opening, and company name.

D. **Complete Information:** Each proposer shall furnish the information required by this solicitation. Failure to do so in the manner prescribed will lower your score.

E. **Terms and Conditions**: The proposer's attention is specifically called to the terms and conditions of this solicitation. This RFQ document shall be considered in its entirety with no one section having more value than another unless otherwise indicated.

F. **REMINDER: ALL QUESTIONS FROM PROPOSERS OR EVALUATING DEPARTMENTS/DIVISIONS SHALL BE ADDRESSED TO THE PROJECT COORDINATOR.**

A lobbying black-out period shall commence upon the issuance of this solicitation and shall remain in effect until the selects the successful Proposers. This means that proposers are not permitted to contact the requesting/evaluation Departments or Divisions during said black-out period. For procurements that do not require Council approval, the lobbying black-out period commences upon the solicitation issuance and concludes upon the contract award. Please note that the Town of Lake Hamilton may void any contract where the Town of Lake Hamilton Adminstrator, one or more Town of Lake Hamilton Council, or a Town of Lake Hamilton staff person has been lobbied in violation of the black-out period.

Section 4 Terms and Conditions

A. **Fund Availability:** Any contract resulting from this solicitation is deemed effective only to the extent that funds are available. The Town of Lake Hamilton abides by the provisions set forth in Florida Statutes relative to the appropriation of funds.

B. **Prompt Payment Act:** Payments will be made pursuant to section 218.70, Florida Statutes, Florida's Prompt Payment Act.

C. **Local Business Tax Receipt (formerly Occupational License):** The Town of Lake Hamilton requires a Local Business Tax Receipt (formerly Occupational License) be held by all its contractors. Please contact the Building Department Tax Receipt Office directly for information concerning this requirement at (863) 439-1910. In accordance with section 205.065, Florida Statutes, a current Department of Professional Regulation certificate may be provided in lieu of a Local Business Tax Receipt, with a copy of the corresponding Receipt/Occupational License of the home state, county, or town.

D. **Contracting Parameters:** Upon receipt and ranking of all proposals, the Evaluation and Recommendation Committee (ERC) shall provide to the Town Council its rankings and a recommended top-ranked firm or firms. Approval of the top-ranked firm or firms by the Town of Lake Hamilton by the successful proposer or proposers, along with documentation included in the proposal as required by this RFQ document and other additional materials submitted by the proposer and accepted by the Town of Lake Hamilton, shall be the basis for negotiation of a contract addressing the requirements of this RFQ document. A purchase order and/or other award document will be issued by the Town of Lake Hamilton upon completion of all negotiations and approval of the contract by the Town of Lake Hamilton.

E. **Governing Laws and Venue:** Any contractual arrangement between the Town of Lake Hamilton and the proposer shall be consistent with, and be governed by, the ordinances of the Town of Lake Hamilton, the laws of the State of Florida, both procedural and substantive, and applicable federal statutes, rules, and regulations. Any and all litigation arising under any contractual arrangement shall be brought in the appropriate court in Polk County, Florida.

F. **Conflict of Interest:** All proposers must disclose, with their proposal, the name of any corporate officer, director, or agent who is also an officer or employee of the Town of Lake Hamilton. Furthermore, all proposers must disclose the name of any Town of Lake Hamilton officer or employee who owns, directly or indirectly, an interest of ten percent (10%) or more of the proposer's firm or any of its branches, subsidiaries, or partnerships.

G. **Additional Terms and Conditions:** No additional terms and conditions included with the proposal response shall be evaluated or considered, and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this solicitation. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmitting letters, specifications, literature, price lists, or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the proposer's authorized signature affixed to the proposal signature section attests to this.

H. **Liability:** The Consultants shall act as an independent contractor and not as an employee of the Town of Lake Hamilton. The successful proposers will be required to indemnify, defend, and hold and save harmless the Town of Lake Hamilton, its officers, agents, and employees, from damages arising from the performance of, or the failure to perform, any task or duty required to be performed by the successful proposers.

I. **Indemnity:** The successful proposers will be asked to fully indemnify the Town of Lake Hamilton.

J. **Insurance:** During the entire period of performance of any contract resulting from this solicitation, the Consultants shall procure and maintain at least the minimum kinds of insurance as stipulated herein. Proof of such insurance must be provided to the Town of Lake Hamilton prior to beginning contract performance.

K. **Public Entities Crimes:** A person or affiliate who has been placed on the convicted contractor list, following a conviction for public entity crime, may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to any public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, in CATEGORY TWO, for a period of thirty-six (36) months from the date of being placed on the convicted contractor list. By signature on this solicitation and confirmation on the attached form, the proposer certifies that it is qualified to do business with the Town of Lake Hamilton in accordance with all Florida Statutes.

L. **Acceptance of Services:** Receipt of service shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the performance meets the specifications and/or all conditions. Should the delivered service differ in any respect from the specifications, payment will be withheld pursuant to section 218.70, Florida Statutes, until such time as the successful proposer takes necessary corrective action. If the proposed corrective action is not acceptable to the Town of Lake Hamilton, the Town of Lake Hamilton may refuse final acceptance of the service.

M. **Firm Location:** Principal place of business, headquarters, or other place of business for more than one (1) year within the legal boundaries of Polk County, Florida, prior to the solicitation issue date of this proposal.

To be considered a legitimate place of business, the location must be staffed by full-time employees; it shall be legally addressed to receive mail via the United States Postal Service and be serviced by public utilities or permitted alternatives. Attachment "H", Firm Location, shall be included in any proposal to be considered for receipt of evaluation criteria points based on firm location, if applicable.

The Town of Lake Hamilton reserves the right to request additional information, if necessary, to document eligibility.

N. **Minority Business Enterprise Preference:** In instances where two or more of the highest ranked proposals are identical in every way, the proposer certified as a minority business enterprise under Florida Statutes will be favorably considered for the award.

O. **Drug-Free Workplace Preference:** Whenever two or more proposals are equal with respect to price, quality, and delivery, and services are received for procurement subject to the Town of Lake Hamilton Administrative Code, a bid received from a business that certifies

that it has implemented a drug-free workplace program shall be given preference, in accordance with section 287.087, Florida Statutes. Certification of an implemented drug-free workplace program must be included with the proposal when the proposal is submitted.

P. **Audits and Records—Responsibilities of Successful Proposer:** Before or after an agreement is prepared and executed, the successful proposer may be required to disclose their financial condition in a specified manner. In addition, subsequent to an agreement being executed, the successful proposer must maintain financial records and reports relating to funds paid by any parties for work on the matters which are the subject of this RFQ document and submit reports to the Town of Lake Hamilton in the form and frequency requested. The Consultant must maintain books, records, documents, and other evidence according to generally accepted accounting principles, procedures, and practices, which sufficiently and properly reflect all costs of any nature expended in the performance of the resulting contract, and retain said copies for a period of no less than three (3) years after termination of the project. The aforesaid records, books, documents, and other evidence shall be subject at all times to inspection, review, or audit by the Town of Lake Hamilton Auditor or its designee. The successful proposer shall include these aforementioned audit and record keeping requirements in contracts and subcontracts thereto entered into by the successful proposer with any party for work required in the performance of this project.

Q. **Additional Information:** The Town of Lake Hamilton reserves the right to request any additional information needed for clarification from any proposer for evaluation purposes.

R. **Equal Opportunity:** The Town of Lake Hamilton recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises. All proposers are asked to make an affirmative statement as to its support of all applicable equal opportunity and affirmative action requirements. A copy of the Town of Lake Hamilton's Equal Employment Opportunity policy is available upon request.

S. **Cost of Submittal:** The proposer understands that any and all costs related to the submittal of a proposal is considered an operational cost of the Proposer and shall not be passed on to, or be borne by, the Town of Lake Hamilton.

Section 5 Submittal Format

A. Each evaluation criteria category shown in the below subsections should be identified in individual sections of the proposal. The Town of Lake Hamilton has organized the submittal of information to its requirements. Each individual section shall address the general selection criteria that are required by law. Points have been assigned for each category.

B. To assist you in preparing your response, the Town of Lake Hamilton's selection procedures are also described herein. Please abide by all requirements set forth to avoid any risk of disqualification.

C. Proposals must be signed by an authorized representative of the firm. Failure to submit all the information requested may result in a lower evaluation score for your proposal. Proposals that are substantially incomplete or lack key information may be rejected by the Town at its discretion as unresponsive.

D. There is no limit on the number of pages that can be submitted, unless stated otherwise. Proposals shall be printed single-sided, with a font of no less than twelve (12) points. The following are exceptions and do not add to the total page count. 11 X 17 fold outs shall count as two pages.

1. Section dividers
2. Introduction letter
3. Attachments A through I, as applicable
4. Insurance certificate
5. Financial disclosure
6. Litigation disclosure

E. Proposals shall be concise and succinct. Please summarize the proposer's pertinent experience and capabilities. Emphasis should be placed on completeness and clarity.

F. **Specific Submittal Format Sections:** Sections 1 to 8 shall be included in the Proposer's submittal and shall appear "tabbed" accordingly.

1. **Introduction "TAB 1" (0 Points**). This section will contain a cover letter signed by an authorized representative of the proposer. The table of contents will follow the cover letter. This section is not included in the overall page count. The letter should disclose the proposer and its location. ***Maximum 1 page***

2. **Firm Information "TAB 2" (10 Points)**. This section shall briefly describe the proposer's organization and structure. State if all work will be performed in the named office or if another branch office may be used. If this work, or part of this work, is to be performed in another branch office, state the location and size of that office. In addition, include names of any anticipated subcontractors, if any, for services, and provide a table identifying the relationship between the town and the subcontractors.***Maximum 2 pages***

3. **Town Knowledge and Project Approach "TAB 3" (25 Points)**. This section shall define the services your company is proposing to the Town of Lake Hamilton that will best meet the criteria specified in the Scope of Services for the project. State the proposer's knowledge of Town infrastructure, local conditions, project management plan, interpretation of the scope, and the method of approach. This section shall address the nature of these services to be provided. In addition, provide a description of innovative concepts proposed to enhance value, quality, and to control cost and schedule. ***Maximum 5 pages***

4. **Assigned Personnel and Experience "TAB 4" (25 Points)**: This section shall include the resumes of key personnel, and qualifications of specific individuals to be assigned to each project (include names, resumes, and roles of the individuals with experience in similar projects). Also include the percentage of time that these individuals will devote to the Town's projects. If any subcontractors are listed in Section 2, a description of the roles of the key personnel proposed for each project will play shall be included, specifically their experience relative to each type of project. Failure to produce key personnel for each project included in the submittal may be grounds for dismissal and is non-negotiable. ***Maximum 5 pages***

5. **Firm References, Previous/Similar Work Completed "TAB 5" (25 Points)**. This

section shall provide years of experience of the proposing firm in the specified work areas and examples of similar size projects with applicable reference information, with emphasis on similar projects in similar climates. Concentrate only on those projects completed by the proposer's firm. Please indicate which team members were part of the referenced projects and will be a part of the Town's projects. Indicate whether the experience was with the current firm or a past employer. In all illustrations of experience, indicate specifically the nature and extent of the work performed by the individuals or firms on prior similar projects. The title and a brief description of each project shall include:

a. Client Name, Address, Contact name/title, email, **AND** Phone and Fax Numbers,
b. Project Title,
c. Description of work performed, including the project location,
d. Year completed, and,
e. Fee charged / total cost of your contract.

Maximum 3 pages

6. **Current and Near Future Workload, Project Budget, and Schedule "TAB 6" (5 Points).** This section shall state the proposer's commitment to perform in a timely fashion within the budget specified. Present the current and projected workloads of identified key personnel to be assigned to this project. State that personnel listed in the submittal shall be available for and assigned to this project. In addition, this section shall also contain an implementation timeline that illustrates, by month, when the proposer will implement the various phases of its proposal (i.e. start-up, product installation, training, commencement of site, etc.). ***Maximum 2 page***

   This section shall also include a list of all current Town of Lake Hamilton continuing service engagements to proposer along with the status of each.

7. **Firm Location "TAB 7" (10 Points).** The principal place of business, headquarters, or other place of business has been located for more than one (1) year within the legal boundaries of Polk County, Florida. Attachment "H", Firm Location, shall be included in any proposal to be considered for receipt of evaluation criteria points based on firm location.

8. **Attachments and Required Documentation "TAB 8" (0 Points).** All attachments required by this RFQ DOCUMENT shall be fully executed by the proposer. Failure to do so will diminish the proposer's score. This section *is not* included in the overall page count.

   Proposal shall include executed Attachments A-F

A	Addendum Acknowledgement
B	Insurance Requirements
C	Acceptance of Proposal Terms and Conditions
D	Drug Free Workplace Certification
E	Conflict of Interest Statement
F	Public Entity Crimes Disclosure
H	Firm Location

I Supplier Survey

Proposal shall include the following Documentation:

a. **Proof of Insurance:** Failure to provide valid proof of insurance in accordance with Attachment B may be grounds for dismissal of the proposal. This is a non-negotiable item. Surety issuing insurance certificate must carry an industry rating, per *Best's Key Rating,* of "A" or higher.
b. **Financial Requirements:** Provide an official letter from the provider's financial institution detailing the financial status of the proposer. This letter shall include a contact name, address, phone number, and fax number. Additional credit information, including but not limited to audited financial statements, pro forma issues, or annual reports may be requested from the top-ranked proposers.
c. **Litigation:** Please list any past and/or pending litigation or disputes relating to the work described herein, that the proposer's firm has been involved in within the last five (5) years. This list shall include the project name and the nature of the litigation.

EVALUATION CRITERIA	
Category	**Points**
1. Introduction/Transmittal Letter	0
2. Firm Information	10
3. Town Knowledge and Project Approach	25
4. Assigned Personnel and Experience	25
5. Firm References, Previous Similar Work Completed	25
6. Current, Near Future Workload, Project Budget and Schedule	5
7. Firm Location	10
8. Additional Requirements	-
Total Points	**100**
*** Value included in technical compliance. Items will be used for comparative and relative evaluation purposes.**	

Section 6 Award or Rejection of Offers, General Criteria

A. **Evaluation Procedures.** The Evaluation and Recommendation Committee (ERC) shall make all initial determinations.

B. **Award of Contract.** The ERC will make a recommendation to the Town of Lake Hamilton Council regarding the firms it has chosen as their top-ranked firm. The firm recommended

shall be the firm that most closely meets the Town's expectations for the Scope of Services for various projects and shall be a fully responsive and responsible proposer.

C. **Presentation to the Town of Lake Hamilton Council.** Upon receipt and ranking of all properly received responses, the ERC shall present to the Town of Lake Hamilton Council its rankings and the recommended primary ranked firm. Approval of the top-ranked firm by the Town of Lake Hamilton Council will constitute authorization to negotiate with the top-ranked firm. The Town of Lake Hamilton reserves the right to make the final decision as to which firms are granted primary negotiating rights or to request additional presentations from one or more of the proposers.

D. **Right to Reject**. The Town of Lake Hamilton reserves the right to accept or reject any or all proposals, or any part thereof, with or without cause, without recourse, to waive technicalities or irregularities, and to accept or reject proposals which, in its judgment, best serve the interest of the Town.

E. **Proposal Results.** The list of proposal responses should be available within forty-eight (48) hours of the opening date and time. Contact the Town Clerk, Jacqueline Borja, at 863-439-1910 for the results.

F. **Protests**. Any party having actually submitted a proposal may protest the RFQ contract award by filing such a protest in writing to the Project Coordinator within three (3) days, excluding holidays and weekends, after the contract award is made. Filing such a protest shall stay all further contract proceedings until all protest measures have been exhausted. The decision of the Town of Lake Hamilton is final.

G. **Determining Responsibility.** In conjunction with the weighted criteria being used to determine the viability of the proposal, the Town may also consider the proposer's ability to meet or exceed the following criteria:

1. The proposer's ability, capacity, and skill to perform the contract or provide the service within the time specified.
2. The reputation, judgment, and experience of the proposer.
3. The quality of performance of previous contracts or services including previous performance with the Town.
4. Previous and existing compliance by the proposer with laws and ordinances relating to the contract or service.
5. Financial resources of the proposer to perform the contract or provide the service; and,
6. Whether the proposer is in arrears to the Town on a debt or contract or is a defaulter on surety to the Town, or whether the proposer's taxes are delinquent.

Section 7 Evaluation and Contracting Procedures

A. **Evaluation/Recommendation Committee.** The Evaluation and Recommendation Committee (ERC) is comprised of qualified Town of Lake Hamilton staff members and/or professional Town advisors recommended by the Town Administrator in coordination with the requesting department. The composition of the committee shall promote diversity through the selection of qualified members representing various Town offices, departments, and/or professional advisors. The ERC shall consist of no less than three (3) and no more

than four (4) members. The Finance Department representative shall be the non-voting chair of the committee.

B. **Initial Evaluation of Responses.** The Project Coordinator shall perform the initial review of all proposals submitted for initial qualifications certification. This entails checking with the appropriate professional regulatory agency to ensure proper professional licensing and checking that the firm is at least minimally qualified based upon its capabilities, adequacy of personnel, past record of performance, and experience. A checklist of the essential items required by the solicitation shall be prepared by the Project Coordinator and presented to the ERC prior to its first meeting.

C. **Ranking.** The ERC will review the RFQ responses and score the responses in accordance with the advertised scoring criteria. Recommendation of the top-ranked firm shall be forwarded to the Finance Department Office Adminstrator.

D. **Proper Notifications.** The Project Coordinator will notify all proposers of the ERC's decision, list the names of firms recommended for an optional interview, and coordinate the interview schedule as necessary.

E. **Presentations or Interviews (optional).** The ERC may hear presentations and/or conduct interviews with up to three of the selected proposers regarding the qualifications, approach to the project, ability to furnish the required services, and all criteria set forth herein. Compensation shall not be discussed or considered during the interview or presentation process.

F. **Presentation to the Town of Lake Hamilton Council.** The Project Coordinator shall prepare an agenda item for presentation to the Town of Lake Hamilton Council requesting the designation of, and the authorization to negotiate with, the top-ranked firm.

G. **Contract Negotiations.** The Project Coordinator shall coordinate the negotiation schedule upon authorization by the Commission.

H. **Negotiation Team.** The Negotiating Team for the Town shall begin negotiations with the number one ranked firm, as approved by the Town of Lake Hamilton Council, for professional services at compensation which the Negotiation Team determines is fair, competitive, and reasonable. **NOTE**: In the event the Negotiation Team cannot negotiate a satisfactory contract with the number one ranked firm, negotiations shall begin with the second ranked firm upon prior consent of the Town of Lake Hamilton Council. This process shall be repeated, each time moving to the next ranked firm. If the third firm cannot be negotiated with successfully, the project is to be re-evaluated and considered for re-advertising.

I. **Award of Contract.**

1. The Town Administrator, or its designee, shall review the fees and rates of compensation for reasonableness prior to submittal of a draft contract or agreement to

the Town Attorney's office. Other experts may be consulted to assist in this process.

2. The Project Coordinator shall format the contracts and forward same to the Town Attorney for review and approval.

3. The Project Coordinator shall prepare an agenda item requesting award of contract to successful proposer by the Town of Lake Hamilton Council and to authorize the Chairman or Vice Chairman to execute the agreements. The Town of Lake Hamilton Council retains full discretion to reject the contracts so negotiated and order further negotiations or to terminate negotiations and commence negotiations with the next ranked firm.

Section 8 Office of Record

The Town of Lake Hamilton Town Clerk's Office shall be the official "office of record" for all information transactions and data disbursements associated with this solicitation. The town clerk's Office may be reached Monday through Friday between 8:00 a.m. and 5:00 p.m. at 863-439-1910

Section 9 Time of Performance

The services described herein and in the attached shall be performed in a prompt and correct manner within the standards of good and ethical productivity as negotiated between the Town and the successful proposers. All proposers are asked to provide the best estimate for compliance with the scope of work as established by the solicitation. All contract timelines will be based on projected scopes and estimated times for performance.

Section 10 Attachments and Exhibits

All attachments and exhibits hereto are made a binding part of this solicitation by this reference.

Section 11 Estimated Timeline

First Advertisement	February 6, 2026
RFQ Released to General Public	February 6, 2026
Cut-off for questions to be answered via addendum	February 26, 2026
Proposal Opening	March 9, 2026
Evaluation & Selection Committee Meeting(s)	Will be scheduled as needed
Short Listed Presentations	Will be scheduled as needed
Commissioner's Authorization of Contract Negotiations	TBD
Commissioner's Approval of Contracts	TBD

RFQ # 2026-01	**Due Date & Time: March 9, 2026 at** 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email:** henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton Florida 33851 **Phone:** (863) 439-1910	
Title Town of Lake Hamilton Survey Support and GIS Services		

Section 12 Budget and Cost

As stewards of public funds, the Town maintains all adopted budgetary parameters in the performance of its contracts. The ability of the successful proposer to maintain a sense of fiscal responsibility shall be favorably considered in the ranking and award of a contract.

Section 13 Summary

Responses to this solicitation will be evaluated using the above criteria. Firms and individuals will be notified in writing whether they have been selected for interview/presentation within a reasonable time after the submittal date. The Town of Lake Hamilton welcomes your response to this solicitation. Please note that failure to comply with any aspect of these procedures may be the cause for disqualification of firm's Expression of Interest. All proposers' submittals SHALL conform to the format as requested and detailed above. Failure to conform to the required submittal format may be cause for disqualification.

RFQ # 2026-01	**Due Date & Time: March 9, 2026 at** 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email:** henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton Florida 33851 **Phone:** (863) 439-1910	
Title Town of Lake Hamilton Survey Support and GIS Services		

Attachment "A"

Addendum Acknowledgment

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.	Addendum # _____ through # _____ Initial: Date:
Person Completing RFQ Document (Signature) :	
Name (Printed):	Title:

>>> Failure to submit this form may disqualify your response. <<<

RFQ # 2026-01	**Due Date & Time: March 9, 2026 at** 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email:** henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton Florida 33851 **Phone:** (863) 439-1910	
Title Town of Lake Hamilton Survey Support and GIS Services		

Attachment "B"
Insurance Requirements

A. The successful Bidder/Contractor shall not commence any work in connection with an agreement until it has obtained all of the following types of insurance and has provided proof of same to the TOWN, in the form of a certificate prior to the start of any work, nor shall the successful Bidder/Contractor allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.

B. The successful Bidder/Contractor and/or subcontractor shall maintain the following types of insurance, with the respective limits:

1. BODILY INJURY LIABILITY
   a. $500,000 operations each claim per person.
   b. $500,000 completed operations each claim per person.

2. AUTOMOBILE PUBLIC LIABILITY
   a. Bodily Injury:
      i. $500,000 each claim per person
      ii. $500,000 aggregate
   b. Property Damage:
      i. $500,000 each claim per person
      ii. $500,000 aggregate.

3. PROPERTY DAMAGE LIABILITY (other than automobile)
   a. $500,000 each claim per person
   b. $500,000 operations per claim
   c. $500,000 protective per claim (covering automobile)
   d. $500,000 contractual per claim.

4. GENERAL LIABILITY - One Million Dollars ($1,000,000) any single occurrence.

5. AGGREGATE – Two Million Dollars ($2,000,000).

6. EXCESS COVERAGE – One Million Dollars ($1,000,000).

7. PROFESSIONAL LIABILITY – One Million Dollars ($1,000,000).

8. PRODUCT LIABILITY – Two Million Dollars ($2,000,000); and,

9. WORKER'S COMPENSATION – covering the statutory obligation for all persons engaged in the performance of the work required hereunder and Employers' Liability insurance with limits not less than $1,000,000 per occurrence. Evidence of qualified self-insurance status will suffice for this subsection. In case any class of employees engaged in hazardous work under an agreement at the site of the project is not protected under the Worker's Compensation statute, the successful Bidder/Contractor shall provide, and cause each subcontractor to provide, adequate insurance, satisfactory to the TOWN, for the protection of its employees not otherwise protected.

C. **Certificates of Insurance:** The successful Bidder/Contractor shall provide the TOWN's Finance Department with a Certificate of Insurance evidencing such coverage for the duration of the awarded agreement. Said certificate shall be dated and show:

1. The name of the insured Bidder/Contractor,
2. The specified job by name and job number,
3. The name of the insurer,
4. The number of the policy
5. The effective date
6. The termination date.
7. A statement that the insurer will mail notice to the TOWN at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy.

D. **Town as Additional Insured:** The successful Bidder/Contractor shall name the TOWN as an additional insured, to the extent of the service to be provided under the agreement, on all required insurance policies, and provide the TOWN with proof of same.

E. **Waiver:** Receipt of certificates or other documentation of insurance or policies or copies of policies by the TOWN, or by any of its representatives, which indicates less coverage than is required, does not constitute a waiver of the successful Bidder's/Contractor's obligations to fulfill the insurance requirements specified herein.

F. **Loss Deductible Clause:** The TOWN shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the successful Bidder/Contractor and/or subcontractor providing such insurance.

Initials of Signatory: _____ Date: _____

The Town reserves the unilateral right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

>>> Failure to submit this form may disqualify your response. <<<

RFQ # 2026-01	**Due Date & Time: March 9, 2026,** at 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email**: henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 **Phone: (**863) 439-1910	
Title: Town of Lake Hamilton Survey and GIS Services		

Attachment "C"
Acceptance of Proposal Terms & Conditions

I/we, the undersigned, do hereby accept in total all the terms and conditions stipulated and referenced in this RFQ document and do hereby agree that if a contract is offered or negotiated it will abide by the terms and conditions presented in the RFQ document or as negotiated pursuant thereto. The signature(s) below are an acknowledgment of our full understanding and acceptance of all the terms and conditions set forth in this RFQ document or as otherwise agreed to between the parties in writing.

_____ _____
Contracting Party Signature Contracting Party Printed Name

_____ _____
Title Date

Mailing Address: _____

Phone/Fax/E Mail Address: _____

NOTARY:

STATE OF (_____)

COUNTY OF (_____)

Sworn and subscribed before me this _____ day of _____, 20 _____

Personally known: _____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires:_____

>>>Failure to submit this form may disqualify your response. <<<

RFQ # 2026-01	**Due Date & Time: March 9, 2026,** at 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
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Title: Town of Lake Hamilton Survey and GIS Services		

Attachment "D"
Drug-Free Workplace Certification

In case of tie bids, preference must be given to a Bidder submitting a certification with the bid response certifying that the Bidder has a drug-free workplace in accordance with section 287.087, Florida Statutes. The drug-free certification form below must be signed and returned with the bid.

In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in the first paragraph.

(4) In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

_____	_____	_____
Bidder's Signature	Title	Date

STATE OF (_____)

COUNTY OF (_____)

The foregoing instrument was executed before me this _____ day of _____, 20_____, by _____ as _____ of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

_____
NOTARY PUBLIC, State of Florida

(stamp)

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>> Failure to submit this form with your PROPOSAL may disqualify your response. <<<<

RFQ # 2026-01	**Due Date & Time: March 9, 2026,** at 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email**: henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 **Phone: (**863) 439-1910	
Title: Town of Lake Hamilton Survey and GIS Services		

Attachment "E"
Conflict of Interest Statement

STATE OF (_____)
COUNTY OF (_____)

Before me the undersigned authority personally appeared _____, who was duly sworn, deposes, and states:

A. I am the _____of _____ with a local office in _____ and principal office in _____.
B. Said entity is submitting this proposal/offer to RFQ # _____.
C. The AFFIANT has made a diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
D. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
E. Neither the AFFIANT nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restrict or restraint the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
F. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contracting to follow thereafter by any government.
G. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
H. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any Town Division, Department, or Office.
I. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within the Town of Lake Hamilton government.
J. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the Town in writing.

Dated this _____ day of _____20_____

_____
AFFIANT

_____
Typed Name of AFFIANT

_____
Title

NOTARY:

STATE OF (_____)

COUNTY OF (_____)

Sworn and subscribed before me this _____ day of _____, 20 _____

Personally known:_____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires: _____

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>> Failure to submit this form with your PROPOSAL may disqualify your response. <<<<

RFQ # 2026-01	**Due Date & Time: March 9, 2026,** at 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email**: henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 **Phone: (**863) 439-1910	
Title: Town of Lake Hamilton Survey and GIS Services		

Attachment "F"
PUBLIC ENTITY CRIMES

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES: THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, ITN, or Contract Number _____, for _____.

2. This sworn statement is submitted by_____whose business address is
[Name of entity submitting sworn statement]
_____and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:_____.

3. My name is _____ and my relationship to the above is
[Please print name of individual signing]
_____.

4. I understand that a "public entity crime" as defined in section 287.133(l)(g), Florida Statutes, means a violation of any state or federal *law by* a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(l)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contenders.

6. I understand that "affiliate" as defined in section 287.133(l)(a), Florida Statutes, means:
   a. A predecessor or successor of a person convicted of a public entity crime; or
   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(l)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies].

   ____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who is active in the management of the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

   ____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders,

employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **[Please indicate which additional statement applies].**

____ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate was placed on the convicted contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate has not been placed on any convicted vendor list. **[Please describe any action taken by or pending with the Department of General Services.]**

[Signature]

Date: _____

NOTARY:

STATE OF (_____)

COUNTY OF (_____)

Sworn and subscribed before me this _____ day of _____, 20 _____

Personally known:_____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires:_____

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>> Failure to submit this form with your Bid may disqualify your response. <<<<

RFQ # 2026-01	**Due Date & Time: March 9, 2026,** at 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email**: henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 **Phone: (**863) 439-1910	
Title: Town of Lake Hamilton Survey and GIS Services		

Attachment "G"
Statement of "NO PROPOSAL"

If you do not intend to submit this requirement, please complete and return this form prior to date shown for receipt of proposals to: Town of Lake Hamilton, Attn: Town Clerk, 1 S Allapaha Avenue, Davenport, FL 33837.

I/WE HAVE DECLINED TO PROPOSE TO_____ titled _____for the following reason(s):

□_____Proposal too "restrictive", i.e., geared toward one firm or provider.
□ ____Insufficient time to respond to Request for Qualifications.
□ ____We do not offer this service.
□ ____Our schedule would not permit us to perform.
□ ____Unable to meet requirements.
□ ____Unable to meet bond requirements.
□ ____Work unclear (please explain below).
□ ____Other (please specify below).

REMARKS: _____

I/We understand that if this "No Proposal" form is not executed and returned, my/our name may be deleted from the list of qualified proposers for Town of Lake Hamilton for future projects.

_____

Typed Name and Title _____

Company Name_____

Address

_____

Signature and Title _____

_____ _____/_____/_____ _____

Telephone/Fax Number Date E Mail Address

RFQ # 2026-01	**Due Date & Time: March 9, 2026,** at 2:00 PM EST / 14:00	**Advertised Date(s):** February 6, 2026
Project Coordinator: Patrick Henry **Phone:** (863) 439-1910 x121 **Email**: henryp@townoflakehamilton.com	**Respond to:** Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 **Phone: (**863) 439-1910	
Title: Town of Lake Hamilton Survey and GIS Services		

Attachment "H"
Firm Location

I/We, affirm that _____has maintained a ___ principal, ___ headquarters or, ___ other place of business within the boundaries of Polk County, Florida for more than one (1) year prior to the date of this proposal. The signature(s) below are an acknowledgment of our full understanding and acceptance that evaluation criteria provides points based on firm location as set forth in this RFQ document.

_____ _____
Contracting Party Signature Contracting Party Printed Name

_____ _____
Title Date

Mailing Address: _____

Phone/Fax/E Mail Address: _____

NOTARY:

STATE OF (_____)

COUNTY OF (_____)

Sworn and subscribed before me this _____ day of _____, 20 _____

Personally known: _____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires: _____

>>> Failure to submit this form may disqualify your response. <<<

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Services Director

AGENDA ITEM: Consider Approval of Change Order No. 2 (two) for the additional pipe installed by Midsouth in the amount of $61,849.90, the actual cost value of 593 LF of 8 inch sewer force main installed on the project.

DATE: February 3, 2026

SUMMARY & RECOMMENDATION: Staff is requesting approval from Council to approve Change Order No. 2. During construction the actual installed length of 8" Force Main (FM) was approximately 593 LF more than was included in the approved pay quantities in the Contractor's Agreement. As a result, the Midsouth as-builts survey has been utilized to determine the additional 8" PVC piping and the 8" PVC FM bid item cost utilized to account for additional piping. The price per LF for the PVC FM from the original bid was used for the additional footage so this cost would have been factored into the bid originally, and there is no additional markup for the piping. It is purely an additional cost/footage that would have to be paid to have the FM reach the Hamilton Bluffs Lift Station from SR-27.

Option for Council.
Staff would recommend from Council to approve $30k-$50k in additional change order funding so that we may not have to bring back future change orders and slow down or delay project completion.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: This change order is going to be for an additional $61,849.90 paid with water impact fees General Ledger G/L #401-533-632.

RECOMMENDATION:

ATTACHMENT(S):
Change Order No. 2 - Draft 1.2.2026.pdf
Lake Hamilton WW531670- Additional Cost Table.png

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Change Order No. 2

Date of Issuance: 1/5/2026 Effective Date: 1/5/2026

Owner: Town of Lake Hamilton Owner's Contract No.:

Contractor: Midsouth Contractor's Project No.:

Engineer: Pennoni, Inc. Engineer's Project No.: LAKHA24004

Project: Lake Hamilton SR-27 Lift Station and Force Main Improvements Contract Name:

The Contract is modified as follows upon execution of this Change Order:

1) During construction the actual installed length of 8" FM was approximately 593 LF more than was included in the approved pay quantities in the Contractor's Agreement. As a result, the Midsouth as-builts survey has been utilized to determine the additional 8" PVC piping and the 8" PVC FM bid item cost utilized to account for additional piping.

2) 3-day Time Extension (for generator and related installation) to be provided for final completion date. Note: This time extension does not relieve contractor from achieving substantial/final completion for all other project components.

Attachments: Sheet V-0403 of Midsouth as-builts dated 11/19/2025

CHANGE IN CONTRACT PRICE	**CHANGE IN CONTRACT TIMES** *[note changes in Milestones if applicable]*
Original Contract Price: $ 1,933,661.80	Original Contract Times: Substantial Completion: December 28, 2025 Ready for Final Payment: January 27, 2026 days or dates
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 2 : $ 19,607.12	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 2 : Substantial Completion: 0 Ready for Final Payment: 0 Days
Contract Price prior to this Change Order: $ 1,953,268.92	Contract Times prior to this Change Order: Substantial Completion: December 28, 2025 Ready for Final Payment: January 27, 2026 days or dates
[Increase] [Decrease] of this Change Order: $ 61,849.90	[Increase] [Decrease] of this Change Order: Substantial Completion: 0 Ready for Final Payment: 3 (generator only) days or dates
Contract Price incorporating this Change Order: $ 2,015,118.82	Contract Times with all approved Change Orders: Substantial Completion: December 28, 2025 Ready for Final Payment: January 30, 2026* (generator only) days or dates

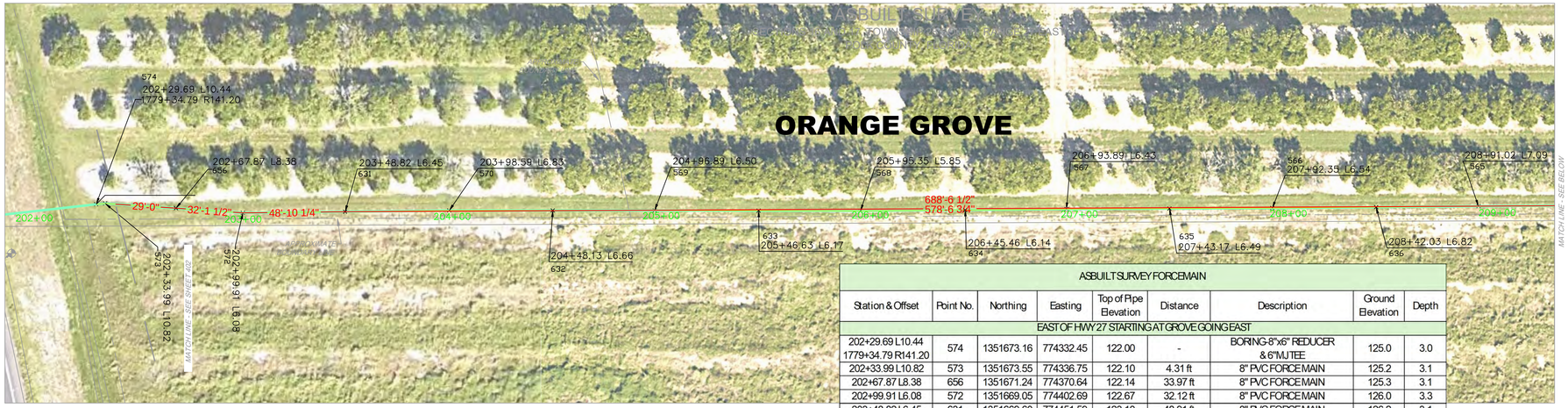
*NOTE: Final completion date for all non-generator related items remains January 27, 2026

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: _____	Title _____	Title _____
Date: _____	Date _____	Date _____

Approved by Funding Agency (if applicable)

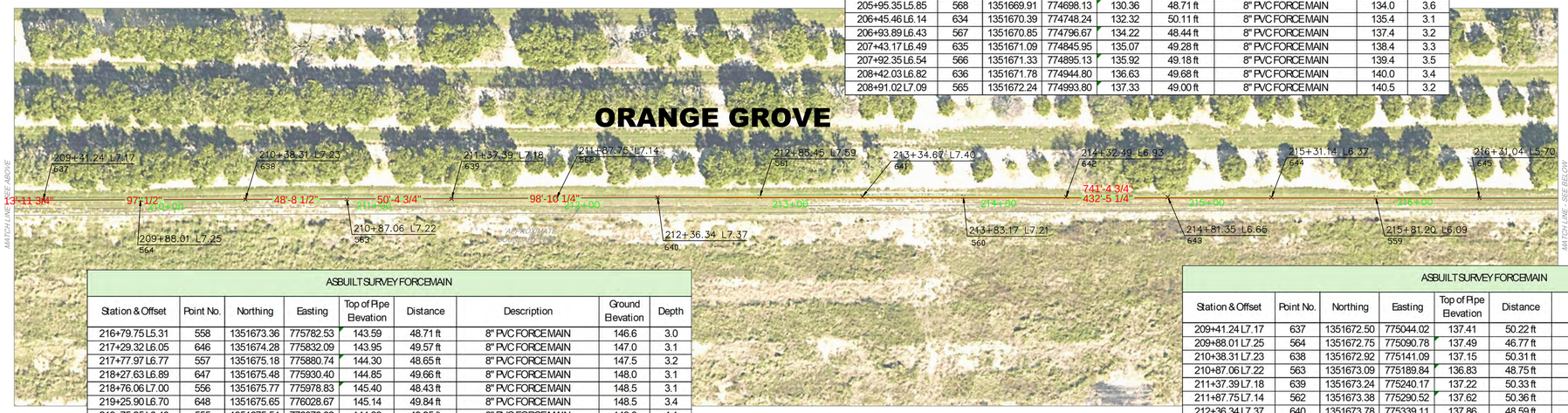
By: _____ Date:

Title: _____



ASBUILT SURVEY FORCEMAIN

Station & Offset	Point No.	Northing	Easting	Top of Pipe Elevation	Distance	Description	Ground Elevation	Depth
EAST OF HWY 27 STARTING AT GROVE GOING EAST								
202+29.69 L10.44 1779+34.79 R141.20	574	1351673.16	774332.45	122.00	-	BORING-8"x6" REDUCER & 6"MJ TEE	125.0	3.0
202+33.99 L10.82	573	1351673.55	774336.75	122.10	4.31 ft	8" PVC FORCEMAIN	125.2	3.1
202+67.87 L8.38	656	1351671.24	774370.64	122.14	33.97 ft	8" PVC FORCEMAIN	125.3	3.1
202+99.91 L6.08	572	1351669.05	774402.69	122.67	32.12 ft	8" PVC FORCEMAIN	126.0	3.3
203+48.82 L6.45	631	1351669.60	774451.59	123.10	48.91 ft	8" PVC FORCEMAIN	126.2	3.1
203+98.59 L6.83	570	1351670.17	774501.37	123.54	49.78 ft	8" PVC FORCEMAIN	127.0	3.5
204+48.13 L6.66	632	1351670.18	774550.91	125.21	49.53 ft	8" PVC FORCEMAIN	128.5	3.3
204+96.89 L6.50	569	1351670.20	774599.67	126.85	48.76 ft	8" PVC FORCEMAIN	130.0	3.1
205+46.63 L6.17	633	1351670.05	774649.41	128.63	49.75 ft	8" PVC FORCEMAIN	132.0	3.4
205+95.35 L5.85	568	1351669.91	774698.13	130.36	48.71 ft	8" PVC FORCEMAIN	134.0	3.6
206+45.46 L6.14	634	1351670.39	774748.24	132.32	50.11 ft	8" PVC FORCEMAIN	135.4	3.1
206+93.89 L6.43	567	1351670.85	774796.67	134.22	48.44 ft	8" PVC FORCEMAIN	137.4	3.2
207+43.17 L6.49	635	1351671.09	774845.95	135.07	49.28 ft	8" PVC FORCEMAIN	138.4	3.3
207+92.35 L6.54	566	1351671.33	774895.13	135.92	49.18 ft	8" PVC FORCEMAIN	139.4	3.5
208+42.03 L6.82	636	1351671.78	774944.80	136.63	49.68 ft	8" PVC FORCEMAIN	140.0	3.4
208+91.02 L7.09	565	1351672.24	774993.80	137.33	49.00 ft	8" PVC FORCEMAIN	140.5	3.2



ASBUILT SURVEY FORCEMAIN

Station & Offset	Point No.	Northing	Easting	Top of Pipe Elevation	Distance	Description	Ground Elevation	Depth
216+79.75 L5.31	558	1351673.36	775782.53	143.59	48.71 ft	8" PVC FORCEMAIN	146.6	3.0
217+29.32 L6.05	646	1351674.28	775832.09	143.95	49.57 ft	8" PVC FORCEMAIN	147.0	3.1
217+77.97 L6.77	557	1351675.18	775880.74	144.30	48.65 ft	8" PVC FORCEMAIN	147.5	3.2
218+27.63 L6.89	647	1351675.48	775930.40	144.85	49.66 ft	8" PVC FORCEMAIN	148.0	3.1
218+76.06 L7.00	556	1351675.77	775978.83	145.40	48.43 ft	8" PVC FORCEMAIN	148.5	3.1
219+25.90 L6.70	648	1351675.65	776028.67	145.14	49.84 ft	8" PVC FORCEMAIN	148.5	3.4
219+75.25 L6.40	555	1351675.54	776078.02	144.89	49.35 ft	8" PVC FORCEMAIN	149.0	4.1
220+27.38 L7.18	554	1351676.51	776130.15	146.12	52.13 ft	8" PVC FORCEMAIN-45bend	149.2	3.1
220+31.36 L3.50	553	1351672.84	776134.14	145.82	5.42 ft	8" PVC FORCEMAIN-45bend	149.2	3.4
220+33.21 R14.70	552	1351654.65	776136.05	145.45	18.29 ft	8" PVC FORCEMAIN-45bend	149.2	3.8
220+39.53 R19.99	551	1351649.38	776142.39	142.68	8.25 ft	8" PVC FORCEMAIN	149.2	6.5
220+83.01 R20.34	655	1351649.19	776185.87	144.29	43.48 ft	8" PVC FORCEMAIN	149.0	4.7
221+30.07 R20.72	550	1351648.98	776232.93	146.03	47.06 ft	8" PVC FORCEMAIN	149.1	3.1
221+79.78 R21.38	654	1351648.51	776282.65	146.38	49.72 ft	8" PVC FORCEMAIN	149.5	3.1
222+27.94 R22.02	549	1351648.05	776330.81	146.71	48.16 ft	8" PVC FORCEMAIN	149.8	3.1
222+77.72 R22.50	653	1351647.75	776380.59	147.15	49.78 ft	8" PVC FORCEMAIN	150.2	3.0
223+26.68 R22.97	548	1351647.46	776429.56	147.59	48.97 ft	8" PVC FORCEMAIN	150.7	3.1
223+76.43 R23.27	652	1351647.34	776479.31	148.05	49.75 ft	8" PVC FORCEMAIN	151.1	3.1
224+26.19 R23.57	547	1351647.23	776529.06	148.51	49.76 ft	8" PVC FORCEMAIN	151.6	3.0
224+62.86 R23.33	651	1351647.60	776565.74	149.23	36.67 ft	8" PVC FORCEMAIN	152.3	3.1
224+91.77 R23.14	546	1351647.90	776594.64	149.20	28.91 ft	8" PVC FORCEMAIN	152.3	3.1
225+38.15 R23.51	545	1351647.69	776641.02	149.60	46.38 ft	8" PVC FORCEMAIN	152.6	3.0
225+39.93 R23.70	544	1351647.51	776642.80	149.70	1.79 ft	8" PVC FORCEMAIN	152.8	3.1
225+90.01 R22.72	650	1351648.67	776692.88	149.80	50.09 ft	8" PVC FORCEMAIN	152.8	3.0



VICINITY/KEY MAP
(NOT TO SCALE)



Peavey & Associates
SURVEYING & MAPPING PA
9399 NORTH LAKE BUFFUM RD
FORT MEADE, FL 33830
PHONE: 863-738-4960
FLORIDA BUSINESS NO.7779

CLIENT: MIDSOUTH
FILE NAME: P:\Projects\LAKHA23001\dwg\LAKHA23001.dwg
PROJECT NO.: 2326
DRAWING NO.: 826

SEE SHEET V-401 NOTES & SEAL

MAIN STREET WASTEWATER FORCE MAIN

ASBUILT SURVEY

TOWN OF LAKE HAMILTON
P.O. BOX 126
LAKE HAMILTON, FL 33851

NO.	DESCRIPTION	DATE	BY
1	ADDED SHEET 6 WITH ADDITIONAL TOPO	06/24/2025	ESS

REVISIONS

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATES; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LAKHA23001
DATE	2023-12-14
DRAWING SCALE	1" = 30'
DRAWN BY	LSS
APPROVED BY	RFD

V-0403

SHEET 3 OF 6

D:\Peavey Projects working\Peavey Projects working 6-19-2025 forward\midsouth lake hamilton\2326 ash mtd\south LAKHA23001.dwg PLOTTED: 6/25/2025 4:43 PM BY: ddejo PLOTSTYLE: Pennoni MCS.stb PROJECT STATUS: —

	Lake Hamilton WW531670 - Additional Cost Table			
	SRF Funding	WWTF Cost	US-27 Cost	Remaining Contingency
Bid Cost	-	$ 7,078,700.00	$ 1,933,661.80	-
Tech Services Cost	-	$ 447,650.00	$ 140,000.00	-
CO No. 1	-	$ 291,800.00	$ 19,607.12	-
CO No. 2	-	$ 23,102.25	$ 61,849.90	-
CO No. 3A	-	$ 236,773.62	TBD	-
CO No. 3B	-	$ 13,608.71	TBD	-
CO 4	-	$ 86,092.13	TBD	
Tech Services Addendum 1	-	$ 155,000.00	$ 15,000.00	-
Tech Services Addendum 2	-	$ 27,000.00	$ 12,000.00	-
Subtotal	**$ 10,398,194.00**	**$ 8,359,726.71**	**$ 2,182,118.82**	**$ (143,651.53)**

Docusign Envelope ID: 1592CB93-9453-469A-B1D8-1B08FC867F21

CONTRACT EXTENSION

Contract Number: 101221-VAC

Sourcewell 202 12th Street Northeast P.O. Box 219 Staples, MN 56479 (Sourcewell)	and	Vac-Con, Inc. 969 Hall Park Rd Green Cove Springs, Florida 32043-4935 (Vendor)

have entered into Contract Number: 101221-VAC
for the procurement of: Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies

The Contract has an expiration date of 2025-11-29 , but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell's Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of 2026-11-29 . All other terms and conditions of the Contract remain in full force and effect.

Sourcewell

Signed by: Jeremy Schwartz C0FD2A139D06489...	DocuSigned by: MJ Dubois C65CBA257A53411...
Authorized Signature	Authorized Signature
Jeremy Schwartz	MJ Dubois
Name	Name
Chief Operating and Procurement Officer	SOLE MEMBER
Title	Title
2/7/2025 | 4:16 PM CST	2/10/2025 | 6:28 AM PST
Date	Date