Town of Lake Hamilton

Town Council Regular Meeting Agenda – May 6, 2025

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. **Swearing in Mayor Seat, Council Member Seat 2 and Council Member Seat 4**
6. ***Appointment of Vice-Mayor per Town Charter, Section 2.04 (b)***
7. **PRESENTATION**

   A. Presentation

   B. Employee of the Quarter, Quarter 2

8. **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. April 8, 2025, Regular Council Meeting Minutes

   B. April 8, 2025, Canvass Board Election Audit Meeting Minutes

   C. Consider amending the Personnel Policy to change the Good Friday Holiday to a full day.

   D. Planning Commission Application

9. **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.

10. **OLD BUSINESS**

A. Agreement to purchase Dundee C.G.A. property.

B. Discussion regarding the findings of the requested bus stop shelters.

11. NEW BUSINESS

A. First Reading of Ordinance O-2025-XX Annexation of Hamilton Bluff 8 and 9.

B. Resolution authorizing a budget amendment to transfer funds in the Community Development Department budget. Resolution of the Town of Lake Council of the Town of Lake Hamilton, Florida, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; delineating an amendment to the expenditures by department of activity; replealing all provisions in conflict herewith; providing for severability; and providing for an effective date.

C. Resolution authorizing the waiver of permit fees for hurricane storm related repairs. Resolution of the Town Council of the Town of Lake Hamilton, Florida; providing for a waiver of building permit fees for repairs related to building or structural damage caused by a hurricane or other severe weather event; providing findings; providing for conflicts; providing for severability; and providing for an effective date.

D. Resolution authorizing a budget amendment to transfer funds in the Police Department budget. Resolution of the Town of Lake Council of the Town of Lake Hamilton, Florida, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; delineating an amendment to the expenditures by department of activity; repealing all provisions in conflict herewith; providing for severability; and providing for an effective date.

E. Consider agreement with Pennoni for Sample Park boat ramp improvements and conceptual plans. Parks and Recreation Advisory Board recommends approval.

F. Foreclosure: CE20180053 for 0 Kokomo Rd, Lake Hamilton LDC 16-176.1A and 1B Accessory Structures w/o Primary, IPMC 302.1 Exterior Property Sanitation, LDC Sec. 16-177 (I) Farm Animals, IPMC Sec. 302.4 Weeds, and IPMC Sec. 302.7 for Accessory Structures

G. Foreclosure- CE20200092 Ana Maria Beltran at 122 Smith Ave, Haines City FL 33844 (272816-823000-024050), for Permits Required / Florida Building Code Sec. 105 (Expired permit #20016 for replacement of windows)

H. Council discussion on Senate Bill #184 regarding Accessory Dwelling Units (ADU's). Currently, SB #184 is going through the legislative process and is set to become law on July 1, 2025. The Bill as it is currently written would allow multi-family residential in a single-family zoning district, without Council approval.

I. Charter Review Dates Discussion

J. Schedule Budget Workshops

12. STAFF REPORTS

TOWN ADMINISTRATORS REPORT

TOWN CLERK REPORT

TOWN ATTORNEY REPORT

TOWN COUNCIL COMMENTS

13. ADJOURNMENT

14. 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 ofsuch speaker. Personsin 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).

7.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH:

FROM: Patrick Slavens, Councilmember seat 3

AGENDA ITEM: Presentation

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Presentation

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

7.B

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH:

FROM: Brittney Sandoval, Town Administrator

AGENDA ITEM: Employee of the Quarter, Quarter 2

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Presentation

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

8.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: April 8, 2025, Regular Council Meeting Minutes

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: consent agenda to approve the Regular Council Meeting Minutes

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):
April 8, 2025 Regular Council Meeting Minutes .pdf

TOWN OF LAKE HAMILTON
MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, APRIL 8, 2025
6:00 PM

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday April 8, 2025, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Wagner called the meeting to order at 6:00 p.m.

INVOCATION

The invocation was given by Slavens

PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by all.

ROLL CALL

Council Member Robert Mathis, Council Member Patrick Slavens and Mayor Marlene Wager were present. Vice Mayor Roberson arrived at 6:02 pm.
Staff: Town Administrator Brittney Sandoval, Attorney Anthony Sabatini, Finance Director Dell Peterson, Public Work Director and Community Development Director Jeff Ball were present.

PROCLAMATION

Mayor Wagner presented the Water Conservation proclamation for the month of April.

PRESENTATION

Chief Votour presented an award to the officer of the quarter.
Town Clerk Borja swore in officers.

Staff requested for the Juneteenth item to be added first on the agenda onto the new business agenda. **All in consensus. Motioned Passed 4-0.**

CONSENT AGENDA

Motion made by Council Member Slavens and second by Council Member Mathis approved Consider FEMA funding Agreement for Hurricane Milton, DR-4834-FL; March 4, 2025, Regular Council Meetings Minutes; March 4, 2025, Workshop Meeting Minutes and March 21, 2025, Special Council Meeting Minutes.
A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye**. Motion passed 4-0.**

RECOGNITION OF CITIZENS

Mike Shoretle commented

Motion made by Slavens and a second by Mathis approved to waive permit fees during the last hurricane season and on Mike Shoretle property due to the hurricane damages.
A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye. **Motion passed 4-0.**

Ed Dickinson commented
Glenn Lawhorn commented
Monica Sosa commented
Motion made by Mathis and a second by Roberson approved to waive 75% of all impact fees
A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye. **Motion passed 4-0.**

Dionelle Mixon commented

Mayor called for a 5 minute recess, the meeting was called back at 7:30pm.

OLD BUSINESS

Juneteenth Event
Town Administrator Sandoval Presented.
The Lake Hamilton Northeast Revitalization Organization have gone through the Special Application Permit process with the Town and requested a partnership with the Town as per last meeting.
Motion made by Slavens and a second by Mathis for the Town to partner with Lake Hamilton Northeast Revitalization Organization for the Juneteenth event on June 21st from 11 to 8 pm, the Town will cover the stage cost, borrow town lights, tents and trash cans; the number of officers required will be determined by the Chief.
A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye**. Motion passed 4-0.**

Public Hearing and First Reading Ordinance O-2025-01 Amendment to require a continuous decorative masonry wall or fence adjacent to a ROW.
Town Attorney Sabatini read the title for the record.
Community Development Director Ball presented.
Town Administrator Sandoval and Public Works Director Henry presented.
Ordinance O-2025-01: AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, PERTAINING TO NOISE CONTROL; AMENDING ARTICLE V, DEVELOPMENT DESIGN STANDARDS OF THE CODE OF ORDINANCES OF THE TOWNOF 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 STANDARD REQUIRING A CONTINOUS 6' TALL DECORATIVE MASONRY BLOCK OR PRECAST WALL FOR BUFFERING OF ADJACENT USES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.
Mayor Wagner opened the public hearing. No comments. Mayor Wagner closed the public hearing.
Motion made by Slavens and a second by Mathis approved Ordinance O-2025-01 Amendment to require a continuous decorative masonry wall or fence adjacent to a Right Of Way.

A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye. **Motion passed 4-0.**

Attorney Sabatini memorandum regarding the water conservation ordinance
During the March 4, 2025, regular council meeting, Council directed Attorney Sabatini to research the SWFMD water restrictions. Review the attached memo and provide directions to staff. **First Reading Ordinance O-2025-XX Year-Round Water Restrictions**
Town Attorney Sabatini read the title for the record.
Town Administrator Sandoval and Public Works Director Henry presented.
Ordinance O-2025-XX: AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA: AMENDING CHAPTER 32, CODE OF ORDINANCES, TOWN OF LAKE HAMILTON, FLORIDA (THE "CODE") BY ADDING SECTIONS 32-22 THROUGH 32-32 ENTITLED "YEAR-ROUND WATER CONSERVATION MEASURES"; PROVIDING FOR NEW WATER RESTRICTIONS; PROVIDING FOR CODIFICATION AND FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
Motion made by Slavens and a second by Mathis to reject Ordinance O-2025-XX Year-Round Water Restrictions
All in consensus. Motion passed 4-0.

NEW BUSINESS

Public Hearing and First Reading Ordinance O-2025-XX Cedar Ridge North PUD Zoning Amendments
Ordinance O-2025-XX: AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA CHANGING THE ZONING CLASSIFICATION FOR A PARCEL THAT TOTALS APPROXIMATELY 19.36 ACRES LOCATED ON THE NORTHSIDE OF LAKE HATCHINEHA ROAD, EAST OF DETOUR ROAD, AND WEST OF ALFORD ROAD (PARCEL 272815-000000- 022020) FROM COUNTY AGRICULTURAL/RESIDENTIAL-RURAL (A/RR) TO TOWN PLANNED UNIT DEVELOPMENT (PUD)); PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.
Item was withdrawn by the applicant.

Public Hearing and First Reading Ordinance O-2024-09 Public Hearing and First Reading Ordinance O-2024-09 Eagle Trace Rezoning.

ORDINANCE O-2024-09:AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, ADOPTING A PLANNED UNIT DEVELOPMENT (PUD) NAMED "EAGLE TRACE, PHASE 3", LOCATED ON THE SOUTH SIDE OF LAKE HATCHINEHA ROAD, 1,300 FEET EAST OF DETOUR ROAD AND WITH ITS EASTERN BOUNDARY AT ALFORD ROAD, IN SECTION 22, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA; AMENDING THE ZONING MAP AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE
Community Development Director Ball would like to table the item for the next upcoming meeting date to be determined by applicant's request

Motion made by Slavens and a second by Mathis to table item to next upcoming meeting date to be determined. **All in consensus. Motioned Passed 4-0.**

Resolution R-2025-6: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA; MAKING FINDINGS; AUTHORIZING SPECIAL MAGISTRATE TO ORDER PAYMENT OF COSTS NOT TO EXCEED $250.00 FOR RED LIGHT TRAFFIC INFRACTIONS WHICH ARE UPHELD; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
Read by Town Administrator Sandoval for the record.
Captain Ortiz presented and answered questions.
The Resolution attached is to authorize the Special Magistrate to order such payments of costs for red light traffic infractions that are upheld. Staff recommended approval.
Mayor Wagner opened the public hearing. Dionelle Mixon and Ed Dickerson commented.
Mayor Wagner closed the public hearing.
Motion made by Slavens and a second by Mathis to approve Resolution of the Town Council of the Town of Lake Hamilton, Florida; making findings; authorizing Special Magistrate to order payment of costs not to exceed $250.00 for red light traffic infractions which are upheld; providing for conflicts; providing for severability; and providing for an effective date.
A roll call vote was taken. Slavens aye, Mathis aye, Roberson nay and Wagner aye. **Motion passed 3-1.**

Resolution R-2025-7: Resolution of Town of Lake Hamilton, Florida, relating to the State Revolving Fund Loan Program; making findings; authorizing the loan application; authorizing the loan agreement; establishing pledged revenues; designating authorized representatives; providing assurances; providing for conflicts, severability, and effective date.
Read by Mayor Wagner for the record.
Presented by Town Administrator Sandoval.
Public Works Director Henry answered questions.
Staff recommended approval of the attached Resolution relating to the Wastewater project WW531680 with the Florida Department of Environmental Protection. The Resolution is authorizing the loan application, the loan agreement, and establishing the pledged revenues for payback of the Town's portion of the loan and designating the Town Administrator to sign on behalf of the town. Staff also recommended approval of the attached legal opinion reviewed and approved by the Town Attorney.
Mayor Wagner opened the public hearing. No comments. Mayor Wagner closed the public hearing.
Motion made by Mathis and a second by Slavens to approve Resolution of Town of Lake Hamilton, Florida, relating to the State Revolving Fund Loan Program; making findings; authorizing the loan application; authorizing the loan agreement; establishing pledged revenues; designating authorized representatives; providing assurances; providing for conflicts, severability, and effective date along with the legal opinion.
All in consensus. Motion passed 4-0.

Resolution R-2025-8: Resolution of the Town Council of the Town of Lake Hamilton, Florida; relating to the State Revolving Fund Loan Program; making findings; authorizing the loan application; authorizing the loan agreement; establishing pledged revenues;

designating authorized representatives; providing assurances; providing for conflicts; providing for severability; and providing for an effective date. DW531651
Read by Mayor Wagner for the record.
Presented by Town Administrator Sandoval
Staff recommended approval of the attached revised Resolution relating to the Clean Water project DW531651, replacing R-2024-19, with the Florida Department of Environmental Protection. The Resolution authorizes the loan application, the loan agreement, and establishing the pledged revenues for payback of the Town's portion of the loan and designating the Town Administrator to sign on behalf of the town. Staff also recommended approval of the attached legal opinion reviewed and approved by the Town Attorney.
Mayor Wagner opened the public hearing. No comments. Mayor Wagner closed the public hearing.
Motion made by Mathis and a second by Slavens to approve Resolution of the Town Council of the Town of Lake Hamilton, Florida; relating to the State Revolving Fund Loan Program; making findings; authorizing the loan application; authorizing the loan agreement; establishing pledged revenues; designating authorized representatives; providing assurances; providing for conflicts; providing for severability; and providing for an effective date. DW531651 along with the legal opinion.
All in consensus. Motion passed 4-0.

Storm water feasibility report for the relocation of the Town Hall storm water pond and parking lot expansion.
Presented by Community Development Director Ball.
Osceola Engineering LLC. (OE) has developed a feasibility report and concept site plan for the town hall parking expansion including conceptual stormwater design to account for the volume of storm water storage needed to move to the adjacent property under consideration for purchase. 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. 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.
Motioned made by Slavens and a second by Mathis to allow Town Administrator Sandoval to negotiate to set perimeters and spend up to the appraise amount for the relocation of the Town Hall storm water pond and parking lot expansion.
A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye. **Motion passed 4-0.**

Consider proposal with Pennoni for the completion of the Transportation Impact and Modeling Study.
Town Administrator Sandoval introduced item.
Community Development Director Ball and a consultant Mohammad from Pennoni presented. The Town of Lake Hamilton is currently experiencing unprecedented requests to annex and develop numerous properties that could exceed 3,500 residential homes in the next 5 years. Buildout of these homes will cause significant stresses to the existing roadway network capacity (roadways, intersections, etc), resulting in unacceptable Level Of Service (LOS) deficiencies.

The Town's Land Development Regulations and planning tools are inadequate to deal with the anticipated transportation demands. As such, The Town desires to develop a transportation model, traffic study implementation standards, Roadway classification standards, and other tools to help ensure the Town's transportation system is built out in a logical manner with developers contributing financially to said buildout as feasible. This study was started in 2022. Due to staff turnover, it was not completed. Staff requested additional funding to finish the study.
Glen Lawhorn and Kieth Pence commented.
Motioned made by Slavens and a second by Mathis to accept the proposal with Pennoni for the completion of the Transportation Impact and Modeling Study in the amount of $33,000.
A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye. **Motion passed 4-0.**

Request code changes to Sec. 26-6 regarding the use of and/or construction in town rights-of-way
Presented by Community Development Director Ball and Public Works Director Henry
Direct staff and to give Legislative Intent regarding code changes to require all driveway aprons be constructed of concrete and to establish minimum design standards within the ROW. Also, staff is requesting to prohibit the use of Miami curb within the ROW. Staff will bring back an Ordinance reflecting these changes.
Kieth Pence and Glenn Lawhorn commented.
Motioned made by Roberson and a second by Slavens to bring item back as an Ordinance.
All in consensus. **Motion passed 4-0.**

Discussion on Septic to Sewer project properties not connected.
Presented by Town Administrator Sandoval and Public Works Director Henry.
Staff requested guidance on moving forward with homes that were in the original project but did not sign up and if impact fees should be charged or waived and a process for those properties to connect in the future. 206 Sample Ave reported that they originally signed up when the project was starting but did not follow up with staff and did not get hooked up. They are seeking reimbursement from the Town for the sewer connection.
Cindy Beasly, Kieth Pence, Ed Dickerson commented.

Motioned made by Slavens and a second by Mathis to cover the impact fees for existing homes.
A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye. **Motion passed 4-0.**

Motioned made by Slavens and a second by Mathis to use contingency funds to cover connection cost on 206 Sample Ave only with the side that belongs to the Town.
A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye. **Motion passed 4-0.**

Discussion regarding notifications and procedures for all improved properties with adjacent sewer mains not connected from the septic to sewer project.
The Town initiated Ordinance O-20-03 to initiate a collection of a monthly fee for sewer services for improved properties with adjacent sewer mains that did not connect through the sewer project on 27. Staff is looking for guidance to initiate the process for the septic to sewer project potentially using the attached ordinance to move forward.

Motioned made by Slavens and a second by Roberson to initiate the process for the septic to sewer project potentially using the attached ordinance to move forward and charge base fee, and within the year notification to connect sewer.
A roll call vote was taken. Slavens aye, Mathis aye, Roberson aye and Wagner aye. **Motion passed 4-0.**

Parks & Recreation advisory recommendation:
Town Administrator Sandoval Presented.
The Board held a meeting on March 27, 2025, and motioned their recommendation to the Council to hold a Kickball Tournament for the May Centennial Event. They would like to have the Polk County Fire Department join our Police Department and participate in the tournament. Along with the tournament they would also like for other areas like corn hole, badminton and checkers stationed for kids to play. The tentative event date is Saturday, May 24, 2025, from 10am to 2pm.
The Council was in consensus of the event. Motion passed 4-0.

STAFF REPORTS:
Town Administrator- Town Administrator Sandoval presented the Council the staff report. She requested July 4 to be moved to July 3rd for the discounted rate. **The Council was all in consensus.** She informed the Council of the April 18 Easter Egg Hunt event for each age group. She updated the Council of the new changes with the utility bills; the staff will be sending a full-size letter instead of a post card.
Town Clerk- Town Clerk Borja announced to the Council of upcoming events. Ridge League Dinner hosted by City of Arcadia in the Agri-Civic Center, Thursday, April 10, 2025. Chamber Luncheon on Thursday, April 24, 2025, in Tom Fellows, Davenport. She also announced that this day concludes the 2025 Municipal Election of Lake Hamilton. She asked the council for permission to attend the upcoming FACC Clerk's Conference on July 13-16. **The Council was all in consensus.**
Police Department- Included in Packet.
Community development- Included in Packet
Public Works- Included in Packet.

TOWN ATTORNEY COMMENTS:
Town Attorney Sabatini commented he will draft a resolution for the hurricane waved fees.

COUNCIL COMMENTS:
Roberson commented on a 2 way stop sign on Gunter Street and MLK.
She also commented on the baseball park rules on leagues playing and asked about sidewalks.

ADJOURNMENT:
Motion made by Slavens and a second by Mathis to adjourn the meeting at 9:26 PM. **Motion Passed 4-0.**

Minutes prepared by Jacqueline Borja

ATTEST:

_____
Jacqueline Borja, Town Clerk

_____
Phillis Hall, Mayor

_____
Brittney Sandoval, Town Administrator

8.B

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: April 8, 2025, Canvass Board Election Audit Meeting Minutes

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: consent agenda to approve minutes for the Canvass Board Election Audit Meeting minutes.

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):
April 8, 2025 Canvass Board Meeting Audit Minutes.pdf

TOWN OF LAKE HAMILTON
2025 MUNIPAL GENERAL ELECTION
CANVASS BOARD AUDIT MEETING MINUTES
FRIDAY, APRIL 8, 2025
5:15 PM

The Canvassing Board meeting was held at the Lake Hamilton Town Hall located at 100 Smith Avenue, Lake Hamilton, FL., 33851, on Monday, April 8, 2025, at 5:15 PM.

CALL TO ORDER

Town Clerk Jacqueline Borja called the meeting to order at 5:15 p.m.

ROLL CALL

Town Clerk Jacqueline Borja, Town Council Member Patrick Slavens and Town Attorney Anthony Sabatini were present.

APPROVAL OF MINUTES

Motioned made by Town Attorney Sabatini and second by Council Member Slavens to approve APRIL 1, 2025, CANVASSING BOARD MEETING MINUTE and APRIL 4, 2025, CANVASSING BOARD MEETING MINUTES.
All in consensus. Motion passed 3-0

CANVASS BOARD MEETING BUSINESS

The voting system audit for the mayor's seat

Town Attorney Sabatini and Council member Slavens opened the vote by mail ballot and audited the votes for Mayor's seat. There were 20 votes by mail for Marlene Wagner and 28 votes by mail for Phyllis Hall. The audited matched the numbers counted. Town Attorney Sabatini and Council member Slavens opened and audited the election night ballots. There were 53 election night votes for Marlene Wagner and 89 election night votes for Phyllis Hall. The audited number matched the official results. There was a total of 73 votes for Marlene Wagner and 117 for Phyllis Hall.

Motion made by Town Attorney Sabatini and seconded by Council Member Slavens to accept official election ballot count.
All in consensus. **Motion passed 3-0.**

ADJOURNMENT:

Motion made by Town Attorney Sabatini and seconded by Council Member Slavens to adjourn the meeting at 5:38 p.m. **Motion passed 3-0.**

ATTEST:

_____
Jacqueline Borja, Town Clerk

_____
Town Attorney Anthony Sabatini

_____
Council Member Patrick Slavens

Minutes prepared by Jacqueline Borja

8.C

Town of Lake Hamilton

Town Council

Agenda Summary Report

TO: Town Council

THROUGH:

FROM: Marlene Wagner, Mayor

AGENDA ITEM: Consider amending the Personnel Policy to change the Good Friday Holiday to a full day.

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Council Member Wagner would like for Good Friday to be a full day Holiday instead of the 1/2 day.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: n/a

RECOMMENDATION:

8.D

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Planning Commission Application

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: consent agenda to approve Planning Commission Application

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):
20250430133610.pdf

TOWN OF LAKE HAMILTON
ADVISORY BOARD
APPLICATION

Select One Advisory Board: ☑

☑ *Planning and Zoning Board* ☐ *Charter Review Committee*
☐ *Zoning Adjustments & Appeals Board* ☐ *Parks & Recreation Advisory Board*

ONLY Lake Hamilton Residents shall be appointed to Town Advisory Boards.

Name: Randi Goemme *Email:* truespirit5@hotmail.com
Physical Address: 132 6th Street
Mailing Address: PO Box 205 Lake Hamilton
Home Phone #: 863-307-7017 Randi *Cell #:* Danny 863-258-1296
Employer: Stanley Martin

Please answer the following Questions:

Are you a resident in the Town of Lake Hamilton?	*Yes* ☑	*No* ☐
Are you currently a Homeowner ☑ *or Renter* ☐ *in the Town of Lake Hamilton?*		
Are you a registered voter in the Town of Lake Hamilton?	*Yes* ☑	*No* ☐
How long have you lived in Lake Hamilton? Years/Months: 8 years		
Are you currently or have you ever served on any government Advisory Board?	*Yes* ☐	*No* ☑
If yes, which government agency? _____		
Are you currently employed by a government agency?	*Yes* ☐	*No* ☑
If yes, which government agency? _____		
Have you ever been convicted of a felony?	*Yes* ☐	*No* ☑
If yes, please provide documentation of restoration of rights from the state clemency board.		

Please note: *Per Florida Statutes 112.3145, any individual appointed to an advisory board within a municipality shall be required to submit a Disclosure of Financial Interest Statement, CE Form 1, annually to the Supervisor of Elections of Polk County on or before July 1st of each year.*

Applicant's Signature: Randi Goemme *Date:* 4/30/2025

When completed and filed with the Town Clerk's Office, this document is a public record under Chapter 119, Florida Statutes, and therefore is open to public inspection.

Return form to: Town Clerk's Office
Town Hall
100 Smith Avenue - P.O. Box 126
Lake Hamilton Florida, 33851

OFFICE USE ONLY

Mayor's recommendation for applicant to serve on selected advisory board? *Yes* ☐ *No* ☐

Adviory Board Appointment: _____ ☐ *Appointment* ☐ *Reappointment*

Date of Appointment: _____ ☐ *Primary* ☐ *Alternate*

Mayor's Signature _____ *Date* _____

10.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH:

FROM: Brittney Sandoval, Town Administrator

AGENDA ITEM: Agreement to purchase Dundee C.G.A. property.

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Approve letter of intent with Dundee C.G.A. to purchase the property located in the exhibit and instruct Attorney to draft documents in coordination with Dundee C.G.A and to give authority to the Mayor to sign said documents to finalize the purchase.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Total cost to purchase $185,000 and any closing cost incurred.

RECOMMENDATION:

ATTACHMENT(S):
20250418083652.pdf

Dundee Citrus Growers Association
111 First Street N
Dundee, Florida 33838

April 15, 2025

Town of Lake Hamilton
Brittney Sandoval, Town Administrator
PO Box 126
Lake Hamilton, FL 33851

In Re: Proposed Sale of 2.61 +/- acre parcel, as identified in Exhibit "A"

Ms. Sandoval:

This letter will serve to confirm that the undersigned, Dundee Citrus Growers Association, a Florida not for profit corporation [hereinafter, "Dundee Citrus"] has authority to negotiate an Agreement with The Town of Lake Hamilton [hereinafter, "The Town"] relating to the sale of the property described in Exhibit "A" attached hereto.

1. Purchase Price. The purchase price shall be One Hundred Eighty-Five Thousand and No/100s Dollars ($185,000.00) for the real property described in Exhibit "A", payable in cash at closing, subject to such adjustments, credit and prorations at closing as are provided in the Purchase and Sale Agreement [hereinafter, the "Agreement"] contemplated as being entered into between Dundee Citrus and The Town.

2. Deposit. Upon full execution of the Agreement (hereinafter defined) by Dundee Citrus and The Town, The Town shall deposit, in a non-interest-bearing account with an Escrow Agent chosen by Dundee Citrus and agreeable to The Town, the sum of Eighteen Thousand Five Hundred and No/100s Dollars ($18,500.00) as the Escrow Deposit under the Agreement. If, prior to the expiration of the Investigation Period [as hereinafter defined] The Town, for any reason whatsoever, decides not to purchase the property, the Escrow Deposit shall be fully refunded to The Town.

3. Investigation Period. The Town shall have thirty (30) days from the date of the complete execution of the Agreement (the "Execution Date") in order to review and conduct any tests, investigations, or other examinations which The Town deems necessary in order to determine suitability of the premises for The Towns' purposes. If prior to the expiration of the Investigation Period The Town elects to terminate the Agreement, the Escrow Deposit shall be fully refunded to The Town, together with interest earned thereon up to such point, if any.

4. Closing Costs. Closing Costs shall be portioned as set forth in the Purchase and Sale Agreement contemplated as being entered into by and between Dundee Citrus and The Town, with The Town responsible for procuring and paying for title insurance.

5. Brokerage. Dundee Citrus and The Town shall represent, each to the other, that no brokers have been involved in the contemplated transaction and, therefore, no brokerage fees or commissions shall be due to any third party from either Dundee Citrus or The Town.

6. Closing. Closing of the transaction contemplated by the parties shall occur not more than thirty (30) days following the thirty (30) days Investigation Period provided for hereinabove, provided The Town has not elected to terminate the Agreement within such period.

7. Purchase and Sale Agreement. The Agreement contemplated by this Letter of Intent may be drafted by either Dundee Citrus' or The Town's legal counsel, as Dundee Citrus and The Town mutually concur. The Agreement shall be consistent with this Letter of Intent, as well as such other provisions as may be hereinafter ascertained to be acceptable to the parties hereto.

This Letter of Intent shall expire and be of no further force and effect unless accepted by The Town on or before 5:00 p.m. on May 9, 2025. Further, in the event this Letter of Intent is accepted by The Town, it will automatically expire on its own terms on June 6, 2025, unless it is superseded by a mutually acceptable fully executed Purchase and Sale Agreement between the parties.

This is a non-binding Letter of Intent. It does not constitute a Contract between the parties, nor an offer to sell or purchase and is intended only to serve as an interim outline of the aspects of the proposed transaction relating to the properties hereinabove referenced, it being understood that completion of the transaction is subject to negotiation and mutual execution of an Agreement satisfactory to both parties.

DUNDEE CITRUS GROWERS ASSOCIATION

By: Steven B. Callaham
(Steven B. Callaham, Secretary)

The above terms and conditions are understood, agreed to, and accepted this _____ day of _____ 2025.

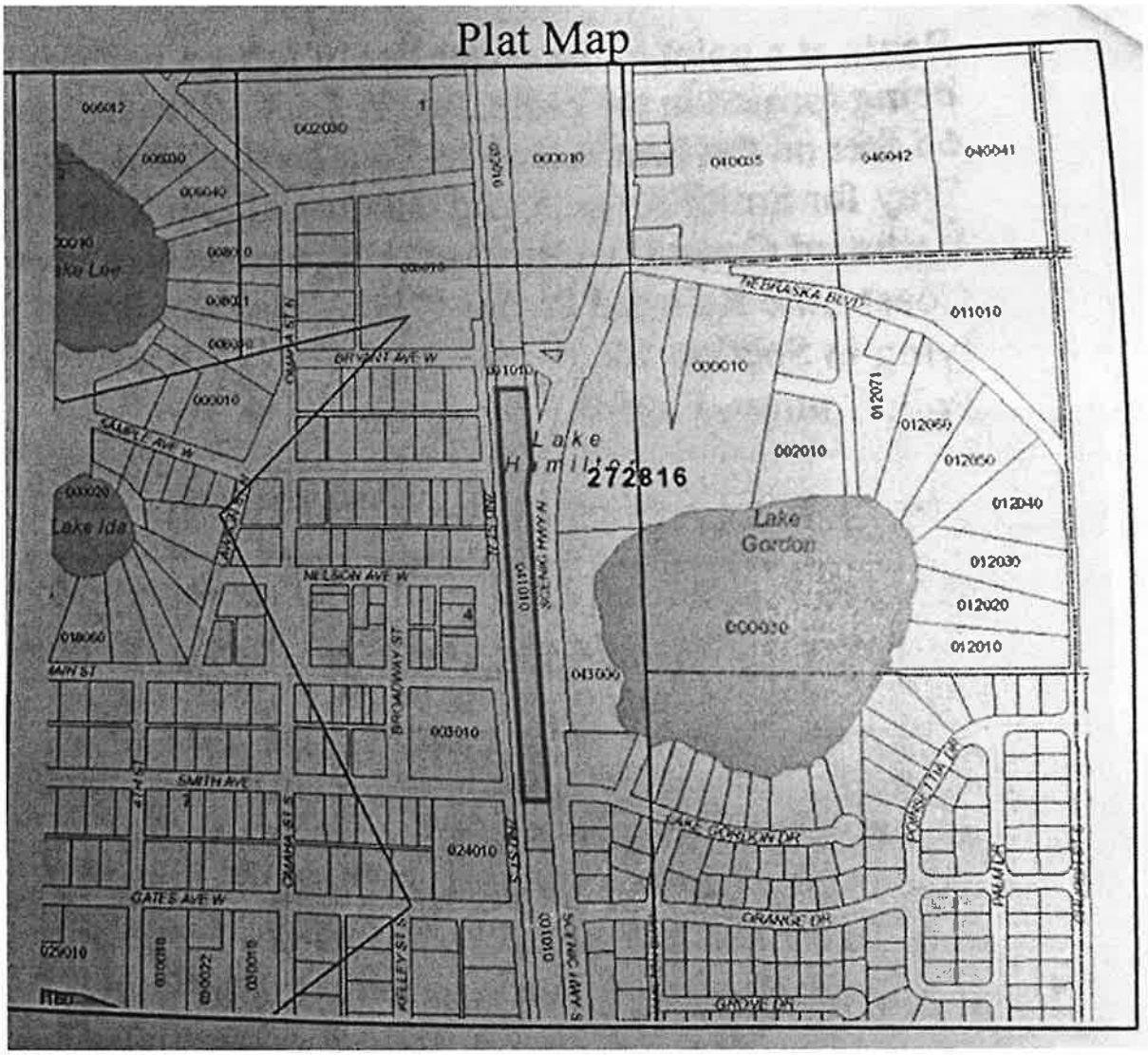
TOWN OF LAKE HAMILTON

By: _____
(,)

EXHIBIT "A"

The tract we would like to sell is comprised of a portion of the following parcel ID:

27-28-16-000000-041010 Scenic Highway, Lake Hamilton, FL



10.B

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Matthew Jones, Public Works Superintendent

AGENDA ITEM: Discussion regarding the findings of the requested bus stop shelters.

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Town staff has been asked to look into adding bus shelters for our Citrus Connection routes. Attached is the information Citrus Connection has provided us with and what it would take to put the shelters in as well as make them ADA compliant.

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

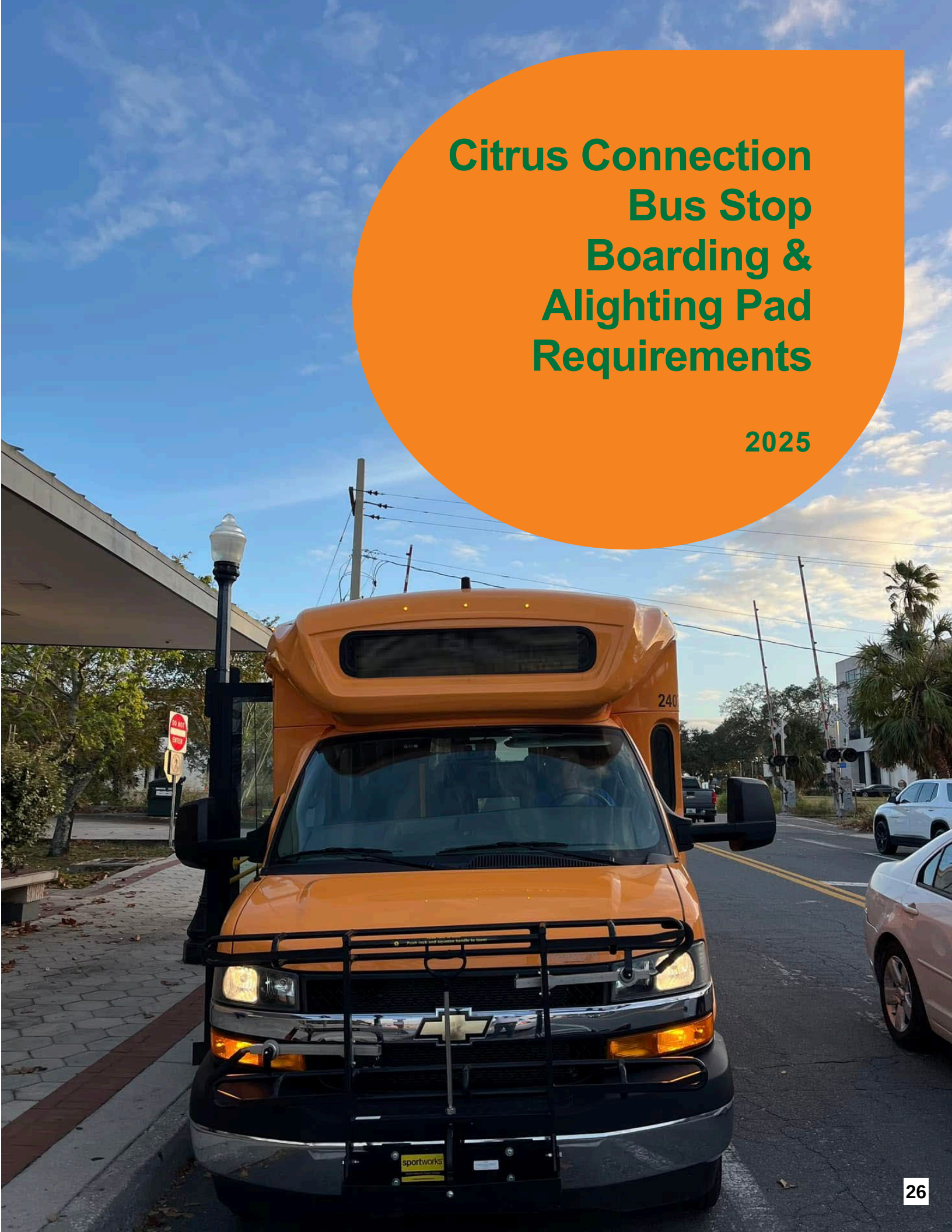
ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: There will not be a financial impact as of now but there will be if a decision is made on whether we move forward or not. The Town is awaiting response from Citrus Connection on what the financial impact will be.

RECOMMENDATION:

ATTACHMENT(S):
Boarding and Alighting Pad Requirements - FY24-25.pdf



Citrus Connection Bus Stop Boarding & Alighting Pad Requirements

2025

BOARD OF DIRECTORS
POLK CO. COMMISSIONERS: Martha Santiago and George Lindsey
CITY OF LAKELAND COMMISSIONERS: Bill Mutz, Sara McCarley and Guy Lalonde, Jr.
GENERAL MANAGER: Tom Phillips

1212 GEORGE JENKINS BLVD., LAKELAND, FL 33815 | 855-POLKBUS (765-5287) | WWW.RIDECITRUS.COM

Boarding and Alighting Pad (B&A) Requirements

From FDOT's Accessing Transit 2023

01 Introduction
02 Requirements
03 Examples

01 Introduction

Boarding and Alighting (B&A) pads benefit all transit riders, but especially those riders that utilize mobility aids like walkers and rollators. This transit amenity allows those with disabilities to easily board and alight Citrus Connection busses on a clear and stable surface. B&A pads allow passengers to have a safer and more enjoyable experience while using public transit throughout Polk County. By using the Florida Department of Transportation's (FDOT) Accessing Transit Design Handbook as a guide, Citrus Connection has ensured that their regulations are in line with the state's.









BOARD OF DIRECTORS
POLK CO. COMMISSIONERS: Martha Santiago and George Lindsey
CITY OF LAKELAND COMMISSIONERS: Bill Mutz, Sara McCarley and Guy Lalonde, Jr.
GENERAL MANAGER: Tom Phillips

1212 GEORGE JENKINS BLVD., LAKELAND, FL 33815 | 855-POLKBUS (765-5287) | WWW.RIDECITRUS.COM

02 Requirements

Design

- B&A Pads must:
  - Have a firm, stable, and slip-resistant surface,
  - Have an accessible path leading to the B&A pad, designed to maintain a minimum clear width of sixty (60) inches and a vertical clearance of eighty-four (84) inches,
  - Be connected to streets, sidewalks, or pedestrian paths by an accessible route,
  - Be constructed of reinforced concrete over an aggregate base,
    - An alternative is a pad made of recycled plastic or rubber aggregate.
  - Be at a minimum of 6-inches thick,
    - This can vary according to the design of anchoring material.
    - Ramps and level landings must be 6-inches thick as well if being built with the B&A pad.
  - Be at a minimum five (5) feet parallel to roadway and eight (8) feet perpendicular to roadway.

Flush Shoulder Roadways

- B&A Pads must:
  - Be constructed at the shoulder break to create an accessible bus stop,
    - For roadways with a posted speed of 45 mph. or less, a B&A Pad on the edge of the shoulder pavement is permitted.
  - Use a Type E Curb and Gutter (5'' curb height),
  - Be connected to the sidewalk along the roadway, or the roadway when no sidewalk is present.
- Except for the area adjacent to the 5'' curb, the areas surrounding the B&A Pad shall be flush with the adjacent shoulder and slide slopes.
  - They should also be designed to be traversable by errant vehicles.
  - On the upstream side of the B&A Pad's landing, a maximum slope of 1:12 should be provided.
    - This can be grass or a hardened surface.

Other B&A Pad Construction Information

- If building a sidewalk or ramp with a B&A pad, it must be a minimum of five (5) feet in width.
- The ramp must not exceed a slope of 1:12.

- A detectible warning surface is required where a sidewalk associated with a B&A Pad connects to the roadway at a grade.
- Parallel to the roadway, the slope of the B&A Pad shall be the same as the roadway, to the maximum extent practicable.
- Perpendicular to the roadway, the slope of the B&A Pad must not be steeper than 1:50.
- A slope at this rate is only allowed for drainage purposes.
- In Urban Areas, the recommended dimensions for sheltered stop per the Florida Department of Education is: eight (8) feet parallel to roadway by forty (40) feet perpendicular to the roadway.
- If the B&A Pad will have a bus shelter, it must extend six (6) inches beyond the area under the shelter canopy to prevent erosion.
- Any easement of right-of-way (ROW) obtained for a B&A Pad should extend two (2) feet beyond the pad.

Different Scenarios

Figure 1: Dimensions of a Rural Bus Stop B&A Pad

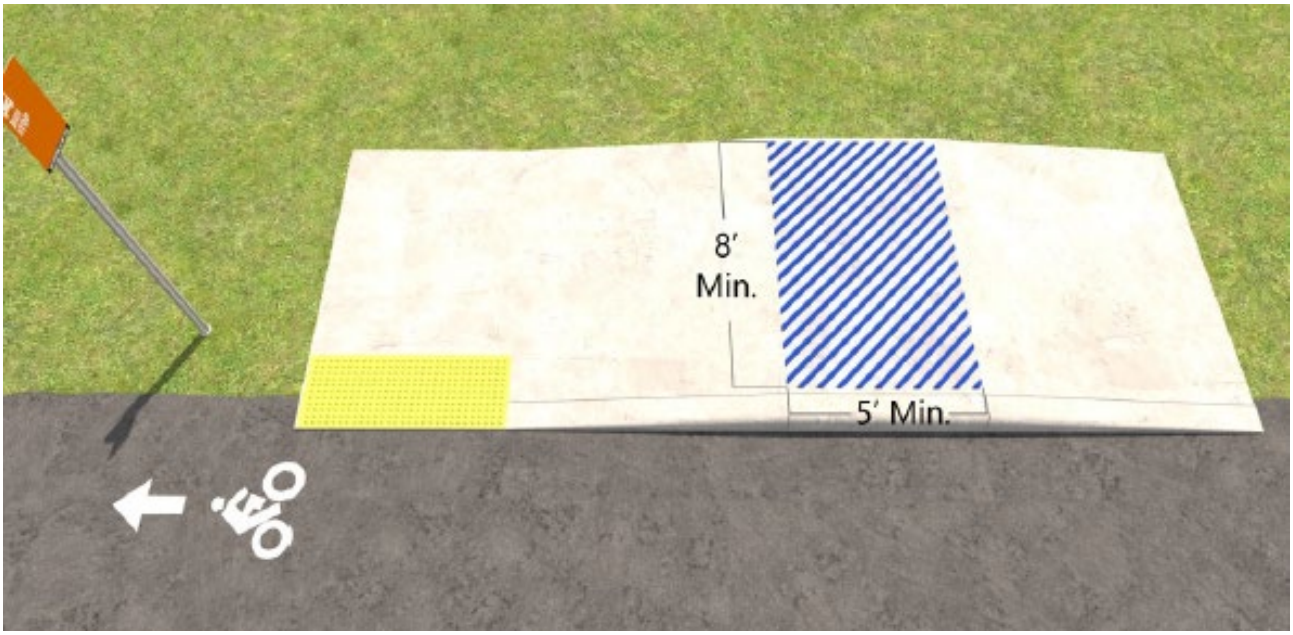


Figure 2: Bus Stop B&A Pad With Shelter

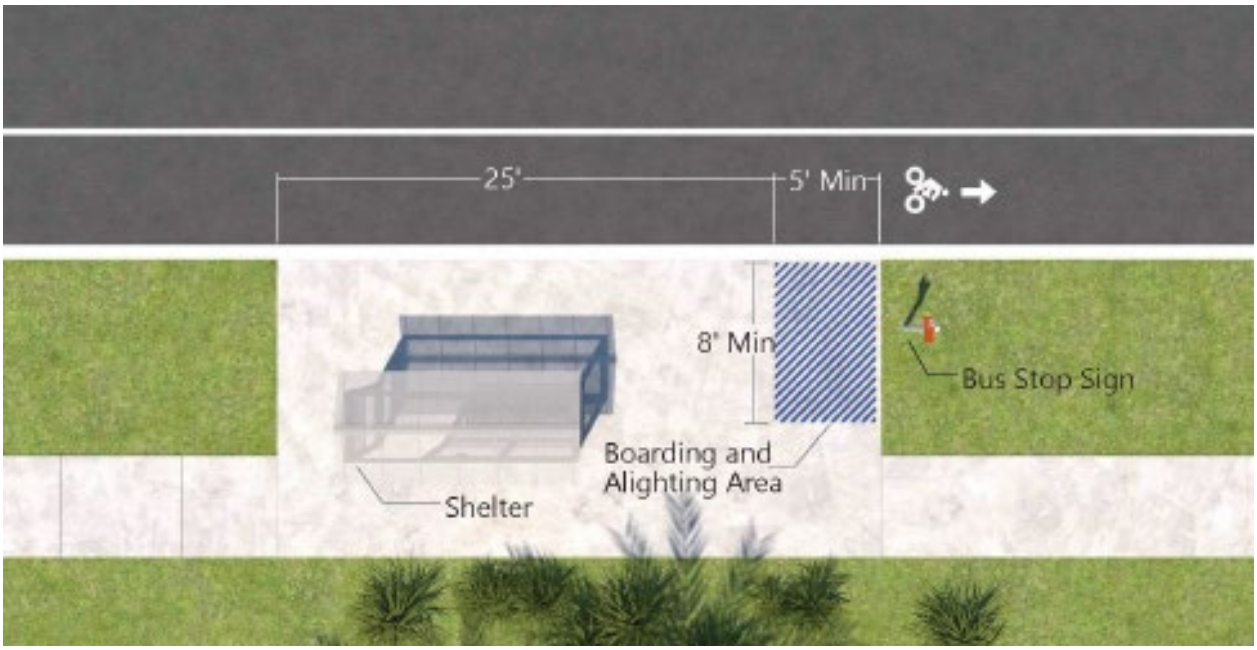


Figure 3: Bus Stop B&A Pad without Shelter and Bench

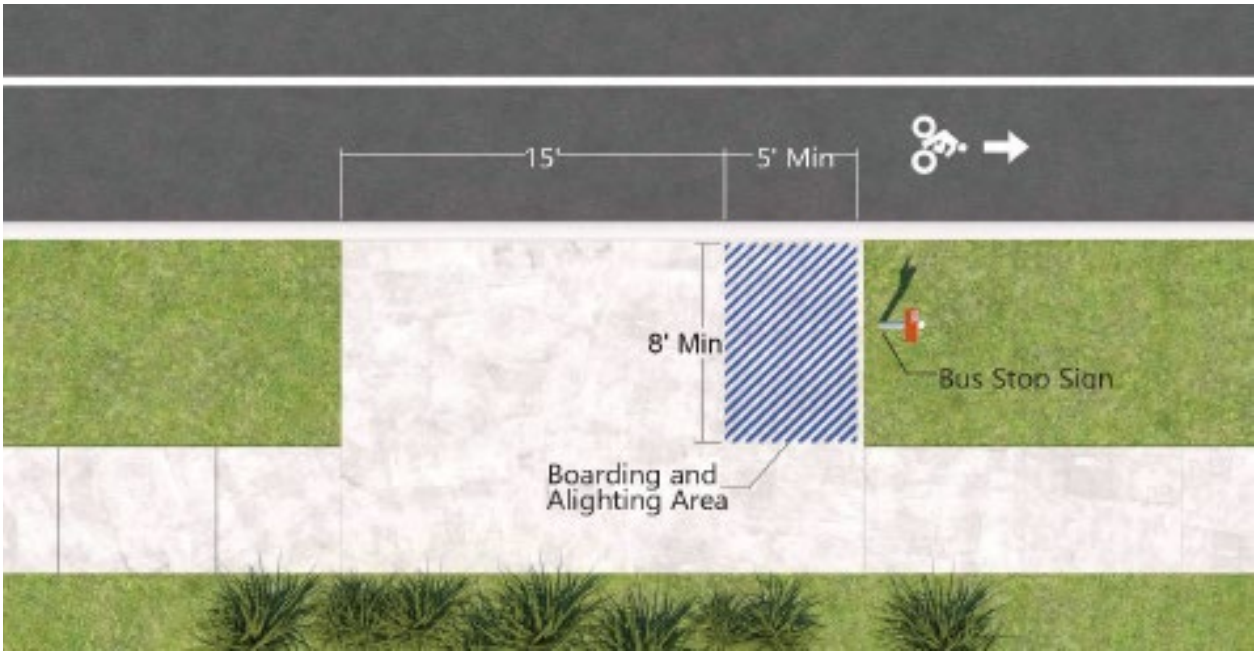


Figure 4: Bus Stop B&A Pad with an Adjacent Bench

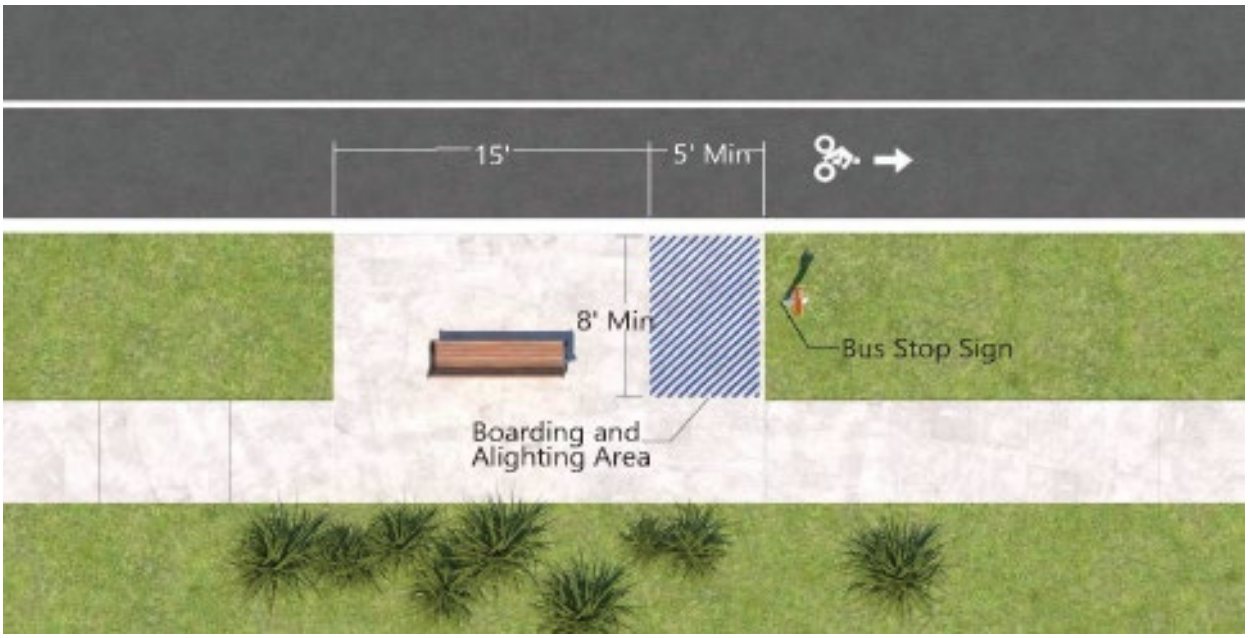


Figure 5: Bus Stop B&A Pad when the Sidewalk is Directly Adjacent to Curb

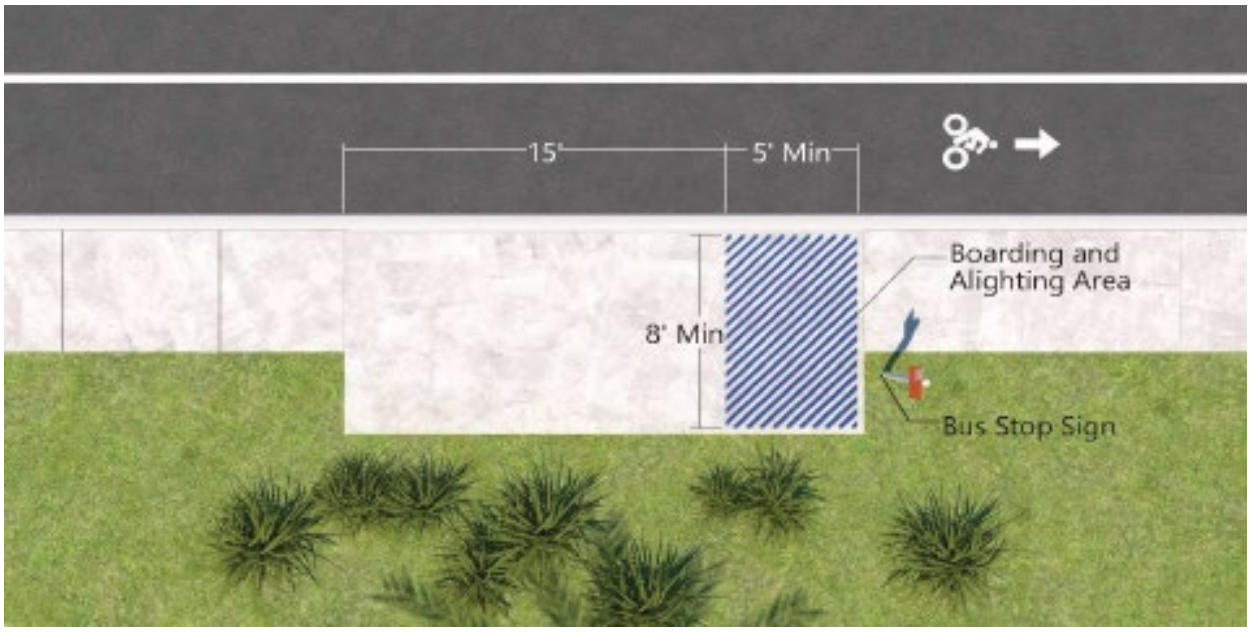


Figure 6: Layout of a B&A Pad at a Suburban Bus Stop with a Shelter and Bench

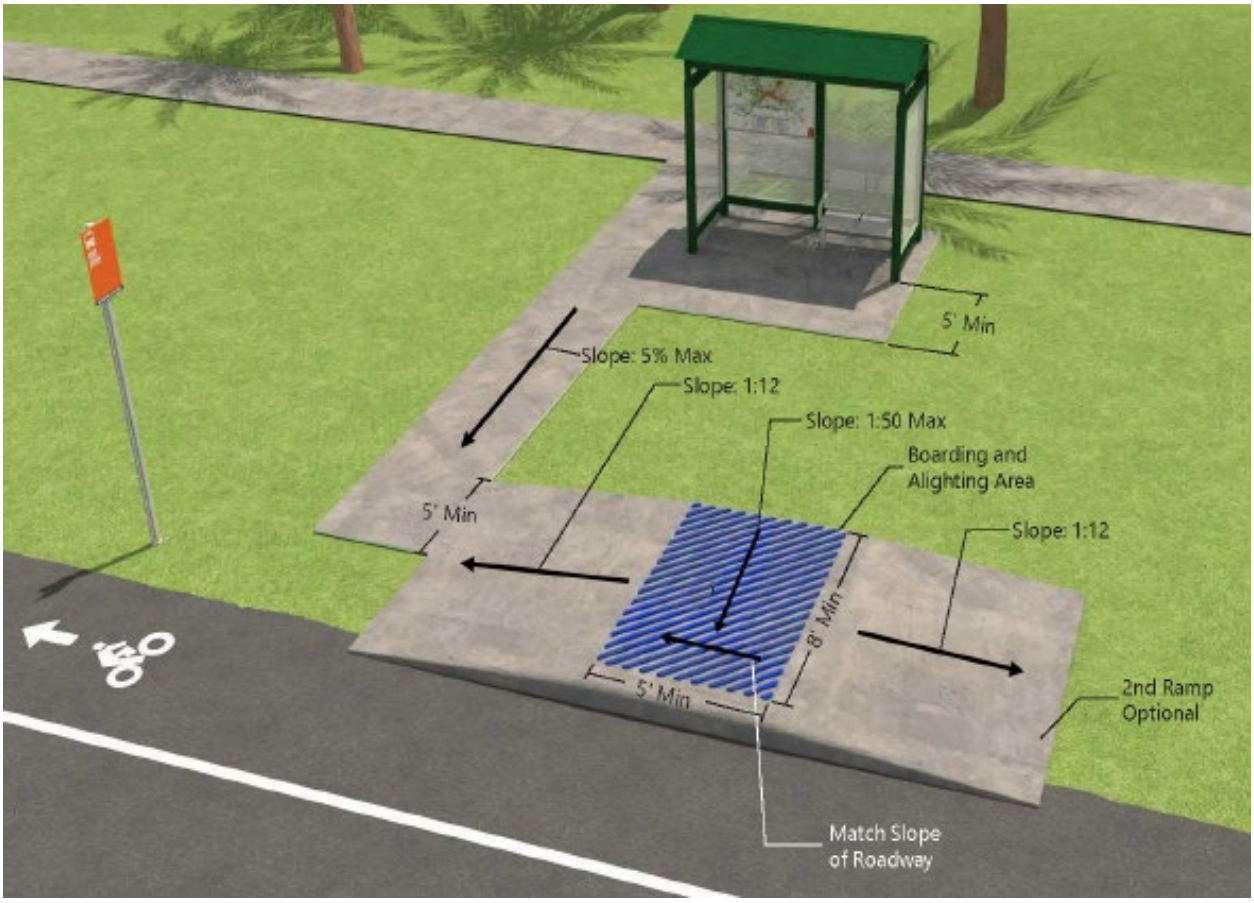
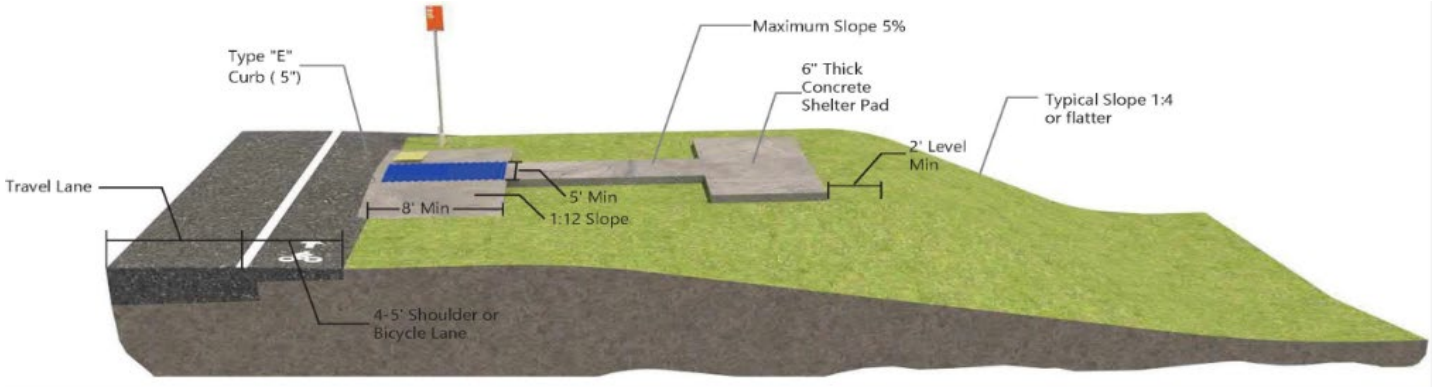


Figure 7: Cross-section of a B&A Pad at a Rural Bus Stop with No Shelter or Bench



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-2025-XX Annexation of Hamilton Bluff 8 and 9.

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING ORDINANCE 2024-11 TO CORRECT THE OMMISSION OF THE LEGAL DESCRIPTION; EXTENDING THE CORPORATE LIMITS OF THE TOWN SO AS TO INCLUDE ADDITIONAL TERRITORY LYING ADJACENT TO THE PRESENT BOUNDARIES OF THE TOWN OF LAKE HAMILTON, FLORIDA; THE PROPERTY IS LOCATED NORTH OF KOKOMO ROAD, EAST OF CROCUS PLACE IN SCENIC TERRACE SUBDIVISION AND SOUTH OF HUGHES ROAD; DESCRIBING SAID ADDITIONAL TERRITORY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR APPLICABILITY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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-25-xx Annexation for Hamilton Bluff 8 9.pdf

ORDINANCE 2025-XX

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING ORDINANCE 2024-11 TO CORRECT THE OMMISSION OF THE LEGAL DESCRIPTION; EXTENDING THE CORPORATE LIMITS OF THE TOWN SO AS TO INCLUDE ADDITIONAL TERRITORY LYING ADJACENT TO THE PRESENT BOUNDARIES OF THE TOWN OF LAKE HAMILTON, FLORIDA; THE PROPERTY IS LOCATED NORTH OF KOKOMO ROAD, EAST OF CROCUS PLACE IN SCENIC TERRACE SUBDIVISION AND SOUTH OF HUGHES ROAD; DESCRIBING SAID ADDITIONAL TERRITORY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR APPLICABILITY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a petition to add territory to the Town of Lake Hamilton has been filed by VMar Development LLC requesting that the Town extend its Corporate Limits to include certain property herein described; and

WHEREAS, the Town of Lake Hamilton deems it practical, and expedient to incorporate said territory as the same is in conformity with long range plans of the Town for extending the boundaries of the Town; and

WHEREAS, the property herein described is contiguous and adjacent to the Corporate Limits of the Town and will become an integral part of the unified incorporate area with respect to the provision of municipal services and benefits; and

WHEREAS, the Town Council of the Town of Lake Hamilton duly passed Ordinance 2024-11 extending the Town's Corporate Limits to include said property; and

WHEREAS, this Ordinance amends Ordinance 2024-11 by including a metes and bounds legal description that was previously omitted in O-2024-11.

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

SECTION 1.

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.

The property rezoned is described in Exhibit "A" of this Ordinance and is attached hereto and made a part of this hereof.

SECTION 3.

The boundaries of the Town of Lake Hamilton are hereby redefined to include the parcels of land described above and in accordance with Exhibits "A" and "B" hereto attached and made a part of this Ordinance.

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. EFFECTIVE DATE

This Ordinance shall take effect immediately upon its passage.

INTRODUCED AND PASSED on first reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 6th day of May 2025.

PASSED AND ADOPTED on second reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 3rd day of June 2025.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PYLLIS HALL, MAYOR

ATTEST WITH SEAL:

_____
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

_____
ANTHONY SABATINI, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Camancho		
Slavens		
Hall		

EXHIBIT A

Legal Description

Parcel Number: 272810-000000-023030:

Parcel "C" Legal Description: As Written by SurvTech Solutions

A parcel of land being a portion of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of Section 10, Township 28 South, Range 27 East, Polk County, Florida, being more particularly described as follows:

COMMENCE at a point marking the Northwest corner of the Southeast 1/4 of Section 10, Township 28 South, Range 27 East, Polk County, Florida; thence coincident with the North boundary of the Southeast 1/4 of said Section 10, N 89°13'35" E a distance of 661.66 feet to a point marking the Northwest corner of the Northeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence departing said North boundary, coincident with the West boundary of the Northeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10, S 00°27'32" E a distance of 659.83 feet to a point marking the Northwest corner of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence departing said West boundary, coincident with the West boundary of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10, S 00°27’32” E a distance of 376.24 feet to the POINT OF BEGINNING; thence departing said West boundary,
N 89°27'52" E a distance of 662.12 feet to a point coincident with the East boundary of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence coincident with said East boundary, S 00°26'34" E a distance of 280.57 feet to a point marking the Southeast corner of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence departing said East boundary, coincident with the South boundary of the Northwest 1/4 of the Southeast 1/4 of said Section 10, S 89°13'01" W a distance of 662.05 feet to a point marking the Southwest corner of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence departing said South boundary, coincident with the West boundary of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10, N 00°27'32" W a distance of 283.43 feet to the POINT OF BEGINNING.

Containing an area of 186709.05 square feet, 4.286 acres, more or less.

Parcel Number: 272810-000000-023040:

Parcel "D" Legal Description: As Written by SurvTech Solutions

A parcel of land being a portion of the West 1/2 of the Northwest 1/4 of the Southeast 1/4 of Section 10, Township 28 South, Range 27 East, Polk County, Florida, being more particularly described as follows:

COMMENCE at a point marking the Northwest corner of the Southeast 1/4 of Section 10, Township 28 South, Range 27 East, Polk County, Florida; thence coincident with the North boundary of the Southeast 1/4 of said Section 10, N 89°13'35" E a distance of 661.66 feet to a point marking the Northwest corner of the Northeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence departing said North boundary, coincident with the West boundary of the Northeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10, S 00°27'32" E a distance of 659.83 feet to a point marking the Northwest corner of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence departing said West boundary, coincident with the West boundary of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 10, S 00°27’32” E a distance of 327.03

feet to a point marking the Northeast corner of the South 5 acres of the West 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 10, said point being the POINT OF BEGINNING; thence continue coincident with said West boundary, S 00°27'32" E a distance of 332.64 feet to a point marking the Southeast corner of the West 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence departing said West boundary, coincident with the South boundary of the Northwest 1/4 of the Southeast 1/4 of said Section 10, S 89°13'01" W a distance of 661.38 feet to a point marking the Southwest corner of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence departing said South boundary, coincident with the West boundary of the Southeast 1/4 of said Section 10, N 00°28'16" W a distance of 331.42 feet to a point marking the Northwest corner of the South 5 acres of the West 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 10; thence departing said West boundary, coincident with the North boundary of the South 5 acres of the West 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 10, N 89°06'41" E a distance of 661.46 feet to the POINT OF BEGINNING.

Containing an area of 219608.17 square feet, 5.042 acres, more or less.

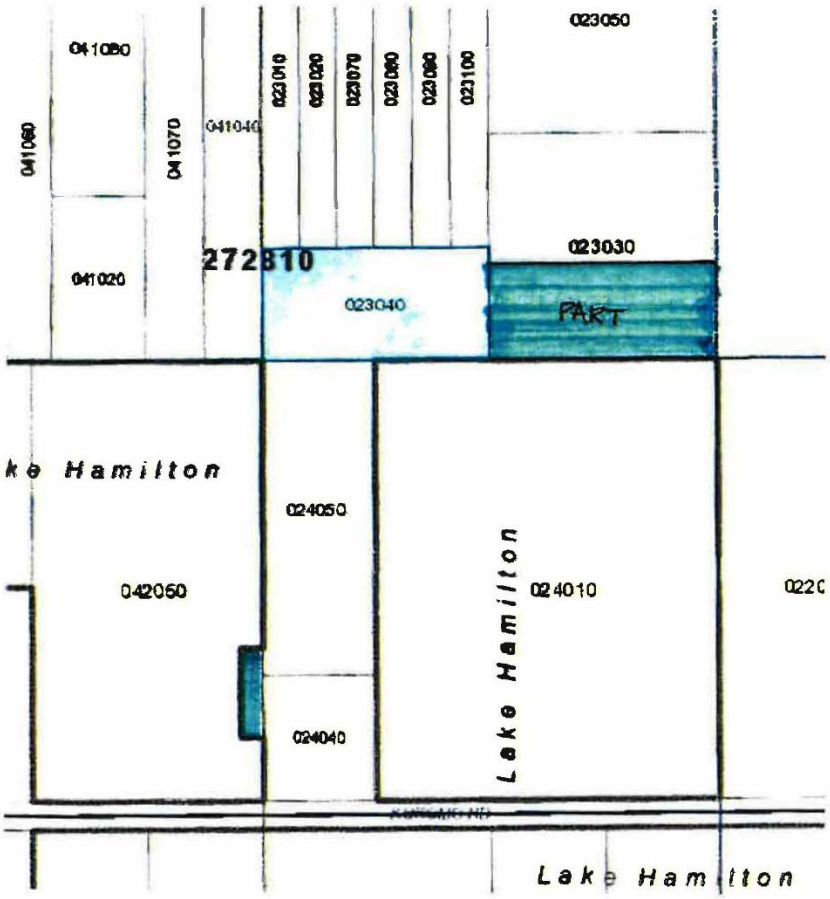
Parcel Number: 272810-000000-042010 (Per Book 10014, Pages 725 – 726):

Commence at the Southeast corner of the Southeast 1/4 of the Southeast 1/4 of the Southwest 1/4 of section 10, Township 28 South, Range 27 East, thence run North 00°23’22” East 40.09 feet, thence North 00°23’22” East 184.00 feet, to the Point of Beginning, thence North 89°55’52” West 65.85 feet, thence North 00°35’25” East 257.33 feet, thence South 89°51’40” East 65.66 feet, thence South 00°34’25” West 257.33 feet to the P

Parcel ID Number	Acreage	Property Owner
LHS 272810-000000-023030 LHS 272810-000000-023040	**4.29** **5.04**	Gladco Citrus, LLC 4261 Stafford Drive Winter Haven, FL 33880-1142
272810-000000-042010	**0.39**	Mark B. Massey 5037 Tamiami Trail East Naples, FL 34113-4127
TOTAL FOR ALL	**9.72**	

EXHIBIT B

Location Map



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: Resolution authorizing a budget amendment to transfer funds in the Community Development Department budget.

Resolution of the Town of Lake Council of the Town of Lake Hamilton, Florida, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; delineating an amendment to the expenditures by department of activity; replealing all provisions in conflict herewith; providing for severability; and providing for an effective date.

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Staff is requesting that Council approve a budget amendment for the Community Development Department's operating supply funds in the amount of $5,000 from G/L account #001-524-064 to #001-524-521. The additional funding will allow the department to continue to purchase office supplies.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: Transferring funds from 001-524-064 to 001-524-521 no financial impact due to interdepartmental transfer of funds.

RECOMMENDATION:

ATTACHMENT(S):
Resolution R-2025-XX budget amendment 2024-2025 CD Operating Supplies with exhibit.pdf
Use this one Budget Amendment Request Form-office supplies.pdf

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, POLK COUNTY, FLORIDA, ADOPTING A BUDGET AMENDMENT FOR THE TOWN OF LAKE HAMILTON FOR FISCAL YEAR 2024-2025; DELINEATING AN AMENDMENT TO THE EXPENDITURES BY DEPARTMENT OF ACTIVITY; REPEALING ALL PROVISIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, after a duly noticed meeting of the Town Council of the Town of Lake Hamilton, Florida, the 2024-2025 budget amendment was presented to the people of the Town of Lake Hamilton on May 6, 2025; and

WHEREAS, public comments and input were considered by the Town Council in approving the attached budget amendment.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:

SECTION 1.

The attached General Fund budget amendment request in "Exhibit A" for the Town of Lake Hamilton is hereby adopted and incorporated by reference.

SECTION 2.

The sums of money delineated therein, or as much as may be authorized by law, or as may be needed or deemed necessary to defray the expenses and liabilities of the Town are herein confirmed, ratified, and appropriated for the corporate purposes and objects of said Town herein specified.

SECTION 4. CONFLICTS.

All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. SEVERABILITY.

If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidated or impair the validity, force, or effect or any other section or part of this Resolution.

SECTION 6. EFFECTIVE DATE.

This Resolution shall take effect upon its approval and adoption by the Town Council.

INTRODUCED and PASSED at the special meeting of the Town Council of Lake Hamilton, Florida, held this 6th day of May 2025.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLLIS HALL, MAYOR

ATTEST:

_____
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

_____
ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Slavens		
Demanche		
Hall		

Exhibit "A"

Town of Lake Hamilton
100 Smith Avenue - P.O. Box 126
Lake Hamilton, Florida 33851
(863) 439-1910
www.townoflakehamilton.com

BUDGET AMENDMENT REQUEST FORM

"FR0M ACCOUNT"		
Account Number	**Current Balance**	**Amount Transfer**
GL 001-524-064	$49,389.87	$5,000.00

"TO ACCOUNT"		
Account Number	**Amount Transferred**	**New Balance**
GL 001-524-051	$5,000.00	$5,617.40

JUSTIFICATION:
Additional funding for office supplies.

_____
_____
_____
_____

APPROVALS:

_____
Brittney Sandoval, Town Administrator, ***Signature / Date***

_____
Marlene Wagner, Mayor, ***Signature /Date***

Entry Control #_____

Fiscal Year _____

Transaction Date: _____/_____/_____

(For Finance Department Use Only)

_____
Finance Officer's - Signature / Date

(Request to be placed on Council Consent Agenda for Approval)

Town of Lake Hamilton
100 Smith Avenue - P.O. Box 126
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BUDGET AMENDMENT REQUEST FORM

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GL 001-524-051	$5,000.00	$5,617.40

JUSTIFICATION:
Additional funding for office supplies.

_____
_____
_____
_____

APPROVALS:

_____
Brittney Sandoval, Town Administrator, ***Signature / Date***

_____
Marlene Wagner, Mayor, ***Signature /Date***

Entry Control #_____

Fiscal Year _____

Transaction Date: _____/_____/_____

(For Finance Department Use Only)

_____
Finance Officer's - Signature / Date

(Request to be placed on Council Consent Agenda for Approval)

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH:

FROM: Anthony Sabatini, Town Attorney

AGENDA ITEM: Resolution authorizing the waiver of permit fees for hurricane storm related repairs.
Resolution of the Town Council of the Town of Lake Hamilton, Florida; providing for a waiver of building permit fees for repairs related to building or structural damage caused by a hurricane or other severe weather event; providing findings; providing for conflicts; providing for severability; and providing for an effective date.

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Consider approval of the requested Resolution.

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):
Hurricane Building Permit Fee Waiver Resolution.pdf

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA; PROVIDING FOR A WAIVER OF BUILDING PERMIT FEES FOR REPAIRS RELATED TO BUILDING OR STRUCTURAL DAMAGE CAUSED BY A HURRICANE OR OTHER SEVERE WEATHER EVENT; PROVIDING FINDINGS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, hurricanes, tropical storms, and related severe weather events often cause extensive damage to properties within the Town of Lake Hamilton, FL; and

WHEREAS, the Town Council of the Town of Lake Hamilton has expressed a desire to waive building permit fees for repairs required following any such severe weather event.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA AS FOLLOWS:

SECTION 1. Findings.

The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION 2. Intent and Purpose

It is the intent and purpose of this Resolution to only address building or structural damage directly caused by any hurricane, tropical storm, and related severe weather. To the extent that a particular building or structure was substantially destroyed by such a severe weather event and is beyond repair according to the Town's Building Official, a new replacement building or structure on the same property as the substantially destroyed building or structure shall be considered a repair under this Resolution.

SECTION 3. Waiver of Building Permit Fees.

The Town Council hereby waives building permit fees for any building permit application filed with the Town related to repairing building or structural damage caused by a hurricane, tropical storm, or related severe weather within the Town of Lake Hamilton. For purposes of granting the permit fee waiver, the Building Official or his or her designee shall be responsible for

verifying that the repairs being permitted are directly related to damage caused by such severe weather event.

SECTION 4. Conflicts.

All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed, and the provisions of this Resolution shall prevail.

SECTION 5. Severability

If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 6. Effective Date

This Resolution shall become effective immediately upon its passage and adoption.

INTRODUCED AND PASSED by the Town Council of Lake Hamilton, Florida, held this ___ day of _____2025.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLLIS HALL, MAYOR

ATTEST:

_____
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

_____
ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Slavens		
Demanche		
Hall		

11.D

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: Resolution authorizing a budget amendment to transfer funds in the Police Department budget.
Resolution of the Town of Lake Council of the Town of Lake Hamilton, Florida, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; delineating an amendment to the expenditures by department of activity; repealing all provisions in conflict herewith; providing for severability; and providing for an effective date.

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Staff is requesting that Council approve a budget amendment for the Police Department's operating supply funds in the amount of $6,000 from the General Fund Contingency Fund to #001-521-046.The additional funding will allow the department to pay for the regular repair and maintenance of the Police Vehicles for the remainder of the fiscal year.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: The Request would authorize a transfer of funds in the amount of $6,000 from the General Fund Contingency Fund to the G/L item 001-521-046 for Police repair and maintenance.

RECOMMENDATION:

ATTACHMENT(S):
Resolution R-2025-XX budget amendment 2024-2025 PD repaid & Main with exhibit.pdf
Budget Amendment Request PD.pdf

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, POLK COUNTY, FLORIDA, ADOPTING A BUDGET AMENDMENT FOR THE TOWN OF LAKE HAMILTON FOR FISCAL YEAR 2024-2025; DELINEATING AN AMENDMENT TO THE EXPENDITURES BY DEPARTMENT OF ACTIVITY; REPEALING ALL PROVISIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, after a duly noticed meeting of the Town Council of the Town of Lake Hamilton, Florida, the 2024-2025 budget amendment was presented to the people of the Town of Lake Hamilton on May 6, 2025; and

WHEREAS, public comments and input were considered by the Town Council in approving the attached budget amendment.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:

SECTION 1.
The attached General Fund budget amendment request in "Exhibit A" for the Town of Lake Hamilton is hereby adopted and incorporated by reference.

SECTION 2.
The sums of money delineated therein, or as much as may be authorized by law, or as may be needed or deemed necessary to defray the expenses and liabilities of the Town are herein confirmed, ratified, and appropriated for the corporate purposes and objects of said Town herein specified.

SECTION 4. CONFLICTS.
All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. SEVERABILITY.
If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidated or impair the validity, force, or effect or any other section or part of this Resolution.

SECTION 6. EFFECTIVE DATE.
This Resolution shall take effect upon its approval and adoption by the Town Council.

INTRODUCED and PASSED at the special meeting of the Town Council of Lake Hamilton, Florida, held this 6th day of May 2025.

TOWN OF LAKE HAMILTON, FLORIDA

PHYLLIS HALL, MAYOR

ATTEST:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Slavens		
Demanche		
Hall		

Exhibit "A"

Town of Lake Hamilton
100 Smith Avenue - P.O. Box 126
Lake Hamilton, Florida 33851
(863) 439-1910
www.townoflakehamilton.com

BUDGET AMENDMENT REQUEST FORM

"FR0M ACCOUNT"			"TO ACCOUNT"		
Account Number	**Current Balance**	**Amount Transfer**	**Account Number**	**Amount Transferred**	**New Balance**
Contingency Funds		$6,000.00	001-521-046	$6,000	$6,000

JUSTIFICATION:
To cover the regular repair and maintenance of the police vehicles for the remainder of the fiscal year.

_____
_____
_____

APPROVALS:

_____
Brittney Sandoval, Town Administrator, ***Signature / Date***

_____
Phyllis Hall, Mayor, ***Signature /Date***

Entry Control #_____

Fiscal Year _____

Transaction Date: _____/_____/_____

(For Finance Department Use Only)

_____
Finance Officer's - Signature / Date

(Request to be placed on Council Consent Agenda for Approval)

Town of Lake Hamilton
100 Smith Avenue - P.O. Box 126
Lake Hamilton, Florida 33851
(863) 439-1910
www.townoflakehamilton.com

BUDGET AMENDMENT REQUEST FORM

"FR0M ACCOUNT"			"TO ACCOUNT"		
Account Number	**Current Balance**	**Amount Transfer**	**Account Number**	**Amount Transferred**	**New Balance**
Contingency Funds		$6,000.00	001-521-046	$6,000	$6,000

JUSTIFICATION:
To cover the regular repair and maintenance of the police vehicles for the remainder of the fiscal year.

_____
_____
_____

APPROVALS:

_____
Brittney Sandoval, Town Administrator, *Signature / Date*

_____
Phyllis Hall, Mayor, *Signature /Date*

Entry Control #_____

Fiscal Year _____

Transaction Date: _____/_____/_____

(For Finance Department Use Only)

_____
Finance Officer's - Signature / Date

(Request to be placed on Council Consent Agenda for Approval)

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Matthew Jones, Public Works Superintendent

AGENDA ITEM: Consider agreement with Pennoni for Sample Park boat ramp improvements and conceptual plans. Parks and Recreation Advisory Board recommends approval.

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: This is a request to use Parks and Recreation impact fees to pay for the following: Boundary, Topographic, and Bathymetric Survey
Jurisdictional Wetlands Determination
Conceptual Plans
Our goal is to revitalize the current boat ramp and parking area. We would like to use these funds to pay for the above items to be completed so that we can apply for a FBIP grant to fund the project cost.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: This scope of work requires completion before we can apply for a grant to fund the project. The cost of the project that is attached is $22,600.00
As mentioned above we would like to use Parks and Recreation impact fees which would come out of GL code 001-572-091

RECOMMENDATION:

ATTACHMENT(S):
LAKHA25004P Lake Hamilton Boat Ramp Concept Proposal.pdf

401 Third Street SW
Winter Haven, FL 33880
T: 863-324-1112
F: 863-294-6185

www.pennoni.com

April 2, 2025

Proposal No. LAKHA25004P

Ms. Brittney Sandoval, Town Administrator
Town of Lake Hamilton
Post Office Box 126
Lake Hamilton, Florida 33851

RE: SUPPLEMENTAL AGREEMENT 25-004 TO MASTER AGREEMENT – SAMPLE PARK BOAT RAMP IMPROVEMENTS PLANNING

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 Boat Ramp and related improvements in Sample Park along SR 27 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

C. Wayne Sweikert, PLS
Project Manager

PENNONI PROPOSAL NUMBER LAKHA25004P

SUPPLEMENTAL AGREEMENT TO CONTINUING AGREEMENT

By and Between

TOWN OF LAKE HAMILTON - and – PENNONI ASSOCIATES INC.

Project

SAMPLE PARK BOAT RAMP IMPROVEMENTS PLANNING

1.0 GENERAL: This is Supplemental Agreement LAKHA25004P 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 concept planning services for boat ramp and related improvements of the existing public boat ramp at Sample Park on the eastern shores of Lake Hamilton, just north of Crump Road. Envisioned improvements will include replacement of the existing boat ramp, the addition of dock space to aid in entering and exiting the lake, additional parking spaces to allow for better use of the boat ramp, reorientation of the existing playground, new restroom facilities, and overall enhancement of the area for recreational purposes. 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 Sample Park property, and it currently contains a deficient boat ramp, playground equipment, a shade pavilion, a historic marker stone, and a master sanitary sewer pump station (underground).
- The Town proposes to secure funding from the FBIP and FRDAP Grant Program to assist in the design and construction costs for this project.
- The Town has suggested that they are considering using Tedder Boat Ramp specialists for the future replacement of the boat ramp.
- To prepare a viable Conceptual Plan, a Boundary/Topographic/Bathymetric survey will be required along with determination of the wetland limit and mean high water elevation on-site.

- Existing playground equipment is substandard and needs to be replaced in like kind or potentially eliminated to minimize traffic/site access issues (Town to advise if to be eliminated).
- Town staff has requested Pennoni to provide two (2) Conceptual Plans to present to the Town Council for selection and approval prior to submission of a full engineering Construction Document proposal.

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, Topographic, and Bathymetric 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 Lake Hamiton Boat Ramp project depicted in Exhibit "A" attached 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 aboveground 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 25 feet beyond the parcel boundaries, to the west edge of pavement of the southbound lanes of US 27, and extend into Lake Hamilton 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 Jurisdictional Wetlands Determination: Pennoni will provide technical services to delineate the apparent wetland limits as described below:

5.2.1 Jurisdictional Wetlands: Pennoni Environmental Scientists will establish the apparent boundaries of on-site wetlands and Waters of the United States (WOTUS) within the project limits in accordance with Southwest Florida Water Management District (SWFWMD) and U.S. Army Corps of Engineers (Corps) methodologies as applicable. The wetland and WOTUS limits will be flagged or identified in the field to the extent practicable and the locations of the on-site wetlands and WOTUS will be documented as accurately as practicable on an aerial photograph. Please note that state and federal regulatory agency personnel will have to approve the wetland and WOTUS limits through a jurisdictional wetland determination during the permitting process and therefore, the wetland and WOTUS limits are subject to change.

5.3 Conceptual Plans: Based on the Survey and Wetland Limit listed above, Pennoni will provide engineering services to produce up to two (2) variable Conceptual Plans (as applicable and if deemed necessary by Town staff) to meet the Town's requirements as described below:

5.3.1 Concept Plans: Pennoni will prepare Conceptual Plans for this project to include;
- Replacement of the existing boat ramp.
- Addition of a dock and/or boat slips for safer and more convenient entrance/exit from the lake.
- Reorientation and replacement of the existing playground equipment (if the Town wishes for playground equipment to remain onsite).
- Reorientation and addition of parking spaces adequate for vehicle and boat trailer parking.
- Relocation and possible addition of pavilion/shade structures.
- Addition of restrooms on-site.
- Preliminary Stormwater Management design.
- Maintaining the existing on-site historical marker.
- Landscaping to shield the roadway and existing pump station.
- Shoreline trail and stub-out for possible future connection to adjoining properties.

5.3.2 Presentation Plans: Meet with the Town representatives once to discuss the Conceptual Plans and incorporate suggested plan revisions. After the revisions are

incorporated, Pennoni will prepare color Exhibits of the two Conceptual Plans for presentation to the Town Council.

5.3.3 Anticipated Permits: Pennoni will prepare a list of permits that are anticipated for the construction of the proposed improvements.

5.3.4 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.

5.4 Exclusions: All other services not explicitly described in Items 5.1 through 5.3 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 or 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.
- Detailed cost estimating.
- 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.

6.0 PENNONI'S COMPENSATION

Our lump sum fees, excluding reimbursable costs, to provide the above-described services are as follows:

Task 1 - Boundary, Topographic, and Bathymetric Survey	$ 5,950
Task 2 - Jurisdictional Wetlands Determination	$ 3,050
Task 3 - Conceptual Plans	$13,600
Total	$22,600

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 Conceptual documents for Town Council approval, technical, and legal sufficiency.

8.0 OTHER MATTERS

8.1 Our 2025 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 _____ 2025.
(Day) (Month)

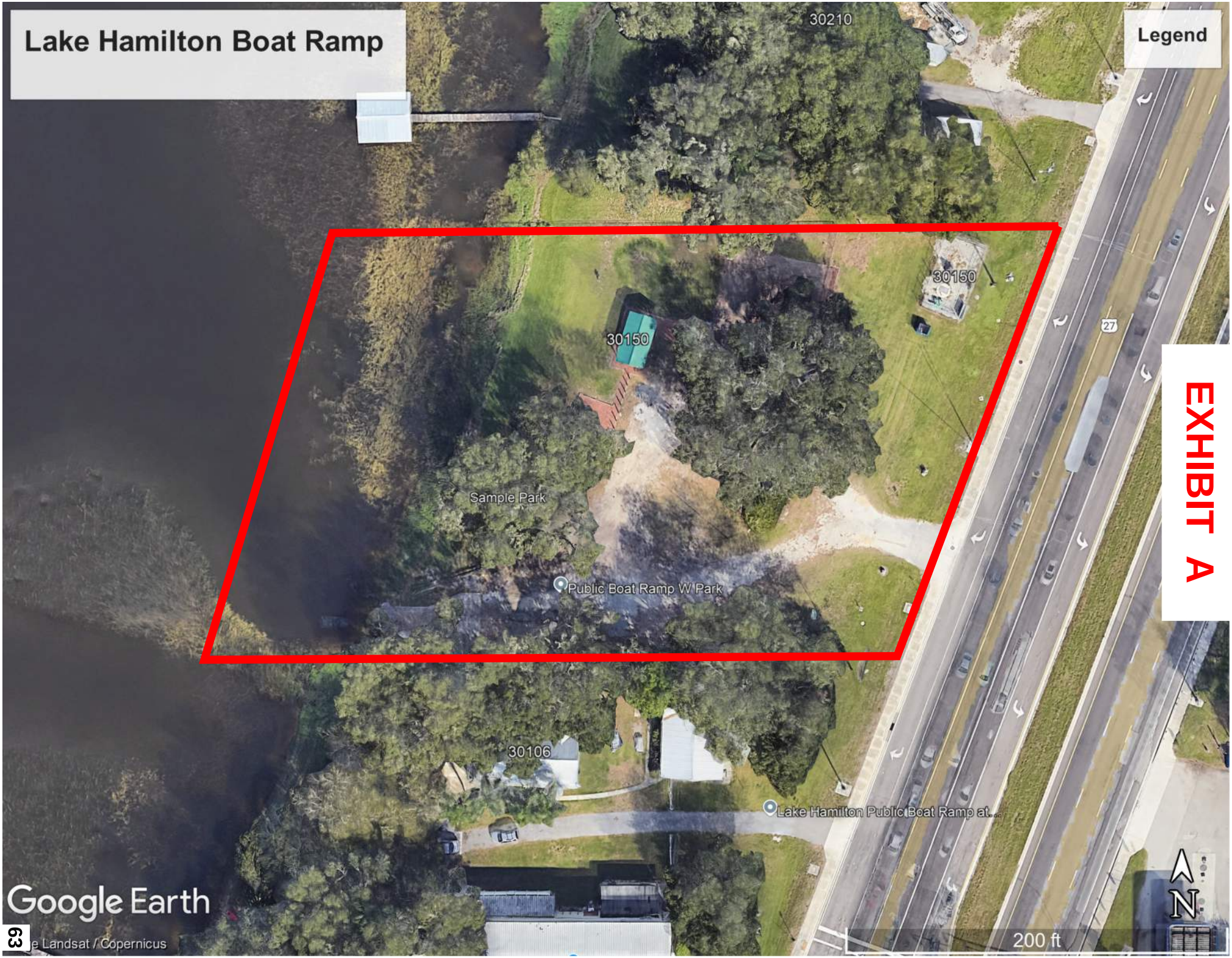
TOWN OF LAKE HAMILTON

_____ _____
Attest, Town Clerk Mayor, Town of Lake Hamilton

PENNONI ASSOCIATES INC.

BY: _____
Steven Elias, PE, Associate VP and Municipal Division Manager

DATE: 4/02/25


Lake Hamilton Boat Ramp
Legend
30210
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30150
27
Sample Park
Public Boat Ramp W Park
30106
Lake Hamilton Public Boat Ramp at...
Google Earth
200 ft
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EXHIBIT A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Lisa Harris, Code Enforcement Officer

AGENDA ITEM: **Foreclosure: CE20180053 for 0 Kokomo Rd, Lake Hamilton LDC 16-176.1A and 1B Accessory Structures w/o Primary, IPMC 302.1 Exterior Property Sanitation, LDC Sec. 16-177 (I) Farm Animals, IPMC Sec. 302.4 Weeds, and IPMC Sec. 302.7 for Accessory Structures**

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Special Magistrate and Code Enforcement recommendation to move forward with Lien Foreclosure or Suit for Money Judgment on Code Case # 20180053, 0 Kokomo Rd, Lake Hamilton FL 33851, (Parcel #272809-822000-020200). The fine and lien was recorded on 10/14/2019 and remains in violation.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Cost of foreclosure on property. See attorney

RECOMMENDATION:

ATTACHMENT(S):
20180053 Foreclosure Packet.pdf

Memorandum

Revised

To: Town Council and Legal

From: Lisa Harris, Code Enforcement

Date: February 19, 2025

Subject: Code Enforcement Case 20180053 (272809-822000-020200)

Please be advised that at the January 18, 2023, Special Magistrate hearing, I presented case number 20180053 for property located at 0 Kokomo Rd NE, Lake Hamilton (272809-822000-020200). The presentation was to obtain an Order Authorizing Lien Foreclosure or Suit for Money Judgment. The Order was granted at the hearing. See attached documents.

During my presentation I advised I ran the fine / lien calculator from the date of the Order Imposing Fine / Administrative Lien 10/8/19 to the 1/18/23 Special Magistrate date. This showed the property had been in violation for 1198 days at $100.00 in total $119,800.00. At the Imposition hearing, a lien in the amount of $45,031.87 which included the administrative cost of $131.87 and a $40.00 recording fee. When the original packet was submitted in 2023 there were (4) additional post imposition re-inspections totaling $100.00. The property remained in violation with the $100.00 a day fine accruing. The total amount of the fine / lien as of 1/18/23 was $164,931.87.

After conducting further investigation, the property remains in violation. Current photos from 2/18/25 have been submitted within this updated packet. A new lien calculation has been completed from the date of the Order Imposition Fine / Administrative Lien 10/8/19 to 2/19/25 showing the property has been in violation for 1961 days at $100.00 totaling $196.100.00. At the

Imposition hearing a lien in the amount of $45,031.87 which includes the administrative cost of $131.87 and a $40.00 recording fee. There is now (6) additional post imposition re-inspections totaling $125.00. The total amount of the fine / lien as of 2/19/25 is $241,256.87.

Please submit this to our Council and Legal Department for review. If you have any questions, please contact me at 863-332-0328 or email at harrisl@townoflakehamilton.com

---

Respectfully submitted,
Lisa Harris, Code Enforcement

IN AND FOR THE TOWN OF LAKE HAMILTON, FLORIDA

CASE NO: CE2018-0053

IN RE: 0 KOKOMO RD NE, LAKE HAMILTON
272809-822000-020200
DEED APPEARS IN ERROR MILLER J T SUB PB 4 PG 87 BLK B LOTS 2 & 3 LESS KOKOMO RD R/W
_____/

TOWN OF LAKE HAMILTON, a Florida municipal corporation

Petitioner,

v.

YOLANDA KAY KENDALL
Respondent.
_____/

ORDER AUTHORIZING LIEN FORECLOSURE OR SUIT FOR MONEY JUDGMENT

An ORDER IMPOSING FINE/ADMINISTRATIVE LIEN was entered in this case on October 8, 2019 and recorded October 14, 2019 in Official Records Book 11004, Page 2264, Public Records of Polk County, Florida. Pursuant to F.S. § 162.09(3), it is hereby ORDERED that the attorney for Petitioner TOWN OF LAKE HAMILTON, a Florida municipal corporation, is authorized to foreclose on such lien, or sue to recover a money judgment for the amount of such lien plus accrued interest.

DONE and ORDERED at Lake Hamilton, Florida this 18th day of January 18, 2023.

_____
W.A. "Drew" Crawford
Special Magistrate, Town of Lake Hamilton

ATTEST:

_____
Town Clerk

Copies to: Respondent; Counsel for Respondent; Code Enforcement; Town Attorney

NOTICE: YOU ARE NOTIFIED THAT IF THIS ORDER IMPOSES A FINE, ABATEMENT

COSTS, OR PROSECUTION COSTS AGAINST YOU THAT pursuant to § 162.09(3), Florida Statutes, once final, this ORDER may be recorded in the public records and thereafter may constitute a lien against the captioned real property and upon any other real or personal property owned by YOU. This ORDER is final upon rendition thereof. This ORDER may be appealed to Circuit Court within thirty (30) days of the date of its rendition pursuant to § 162.11, Florida Statutes, by filing a timely Notice of Appeal with the Secretary to the Special Magistrate and complying with any and all applicable court rules of procedure. All notices of appeal must be in writing and stamped received at Town Hall no later than 5:00 P.M. on or before the date the period expires to be considered timely.

LIEN CALCULATOR

CASE # __ 20180053

FIRST OFFENSE ORDER COMPLIANCE DATE:	10/08/19
NEXT SM HEARING DATE:	02/19/25
DAYS IN VIOLATION:	1961
RECORDING FEES:	
COST OF I ENFORCEMENT:	
DAILY FINE:	$100.00

LIEN AMOUNT $196,100.00 TOTAL: $196,100.00

SINCE THE IMPOSITION HEARING THERE HAVE BEEN (6) ADDITIONAL POST IMPOSITION REINSPECTIONS	$125
NOTE: FINE AT THE IMPOSITION HEARING WAS:	45,031.87
TOTALING:	$241,256.87

THE DAILY FINE OF $100.00 A DAY CONTINUES TO RUN

Town of Lake Hamilton

CODE ENFORCEMENT

100 Smith Ave♦ PO Box 126 ♦Lake Hamilton, Florida 33851
(863) 439-1910 ♦ Fax (863) 439-1421

R # 2019217001
BK 11004 Pg 2264 PG(s)1
10/14/2019 08:17:10 AM
STACY M. BUTTERFIELD,
CLERK OF COURT POLK COUNTY
RECORDING FEES 10.00

Town of Lake Hamilton,
Petitioner,
vs.
Yolanda Kay Kendall

Respondent(s)

Violation Case #:	CE020180053
Prop. App. Parcel ID#:	27-28-09-822000-020200
Property Address:	0 Kokomo Rd NE

ORDER IMPOSING FINE/ADMINISTRATIVE LIEN

THIS CAUSE came on to be heard before the Lake Hamilton Special Magistrate at hearing commencing at 10 A.M. on 7/09/2019 after due notice to the parties at which time the Special Magistrate heard testimony under oath, received evidence, and being otherwise fully advised in the premises ORDERED as follows:

1. Respondent was required to take certain corrective action by a time certain, as more specifically set forth in the Findings of Fact, Conclusions of Law and Order.
2. An Affidavit of Non-Compliance has been filed at the hearing by the Code Inspector, which Affidavit certifies under oath that as of 10/07/2019, the required corrective action has not been taken as ordered.
3. Respondent has not complied with the Findings of Fact, Conclusions of Law and Order.
4. It is hereby Ordered that Respondent pay to the Petitioner Town of Lake Hamilton, Florida, a fine in the amount of **$45,031.87** which includes administrative costs of **$131.87** and a $40 recording fee and for the fine proven hereinabove and which shall continue in the amount of **$100** per day for each and every day that violation exists on the above-described property. A certified copy of this Order may be recorded and once recorded shall constitute a lien against the above-described property and all other real and personal property owned by the Respondent pursuant to Florida Statutes, Chapter 162.

DONE AND ORDERED in the Town of Lake Hamilton, Florida this 8th day of Oct. 2019.

BY for Drew Crawford, Special Magistrate

STATE OF FLORIDA
COUNTY OF POLK

I, Brittney Sandoval, **the undersigned duly appointed Town Clerk of the town of Lake Hamilton, Florida, HEREBY CERTIFY** that the foregoing is a true and correct copy of Order Imposing Fine/Administrative Lien for the Town of Lake Hamilton, Petitioner, versus Yolanda Kay Kendall Violation #CE 20180053, as shown in the record of the Town on file in the office of the Town Clerk.

Witness my hand & the seal of the Town of Lake Hamilton Florida this 8th day of October, 2019

BRITTNEY SANDOVALSOTO, TOWN CLERK

Town of Lake Hamilton
Code Enforcement

100 Smith Ave • P.O. Box 126 Lake Hamilton, FL 33851
Phone (863) 439-1910 • Fax (863) 439-1421

NOTICE OF PUBLIC HEARING FOR IMPOSITION OF FINES

TOWN OF LAKE HAMILTON Petitioner, vs. Kendall, Yolanda Kay Respondent(s)

Violation Case #:	**CE20180053**
Prop. App. Parcel ID #:	**272809822000020200**
Property Address:	Kokomo Rd NE

Date: 09/06/2019

Dear Respondent(s),

Attached is a copy of an AFFIDAVIT OF NON-COMPLIANCE in the above referenced case for the following violation of IPMC. SEC. 302.1 Exterior property sanitation, IPMC SEC. 302.4 Overgrowth, IPMC SEC 302.7 accessory structure, LDC 16-176 accessory structure without primary, and LDC SEC. 16-177 Farm animals at the address of Kokomo Rd NE, Lake Hamilton, FL 33851, submitted to this office by the Code Enforcement Division for the Town of Lake Hamilton. At the previous Special Magistrate Hearing on 06/14/2018 the Special Magistrate gave you until 07/16/2018 to bring your property into compliance. Since you have not complied with the Special Magistrate's Order in a timely manner. a penalty has accrued and is still accruing at the rate of **$100 per day**.

This is to advise you that the Special Magistrate shall hold a hearing on **October 8, 2019 at 10:00 a.m. at the Lake Hamilton Woman's Club located at 85 N Omaha Street, Lake Hamilton, FL 33851**, at the request of the Lake Hamilton Code Enforcement Division, to impose a lien in the amount of $45,031.87 including recording fees of $40 for **a total of $45,071.87** and a $100 a day fine against your property, which may be foreclosed on or after ninety (90) days. A foreclosure leads to the sale of the property to which a lien is attached in order to satisfy that debt.

If you have any questions regarding what needs to be done to bring the property into compliance, please contact your Code Investigator, Lisa Harris, at 863*860-6230. When the property is in compliance, please contact this office at 863-439-1910 regarding payment of the accrued penalty.

Sincerely,

Brittney Sandovalsoto

Town Clerk / Code Enforcement Secretary

Memorandum

To: Town Council and Legal

From: Lisa Harris, Code Enforcement

Date: January 21, 2023

Subject: Code Enforcement

Please be advised that at the January 18, 2023 Special Magistrate hearing, I presented Case Number 20180053 for property located at 0 Kokomo Rd NE, Lake Hamilton (272809-822000-020200). The presentation was to obtain an Order Authorizing Lien Foreclosure or Suit for Money Judgment. The Order was granted at this hearing. See attached documents.

20180053 – During my presentation I advised that I ran the fine / lien calculator from the date of the Order Imposing Fine / Administrative Lien 10/8/19 to the 1/18/23 Special Magistrate date. This shows the property has been in violation for 1198 days at $100.00 totaling $119,800.00. At the Imposition hearing a lien in the amount of $45,031.87 which included the administrative costs of $131.87 and a $40.00 recording fee. Since the Imposition hearing there have been (4) additional post imposition re-inspections totaling $100.00. The property remains in violation and not counting the costs I have mentioned the $100.00 a day fine continues to run.

The total amount of the fines and liens as of 1/18/23 is: $164.931.87.

Please submit this to our Legal Department for review. If you have any questions, please contact me at 863-207-1933 or email at harrisl@townoflakehamilton.com

Lisa Harris

Respectfully Submitted,
Lisa Harris, Code Enforcement

CASE # __ 20180053

FIRST OFFENSE ORDER COMPLIANCE DATE:	10/08/19
HEARING DATE	01/18/23
DAYS IN VIOLATION:	1198
RECORDING FEES:	
COST OF PROSECUTION:	
DAILY FINE:	100

LIEN AMOUNT 119800 TOTAL: 119800

SINCE IMPOSITION HEARING THERE HAVE BEEN (4) ADDITIONAL POST IMPOSITION REINSPECTIONS	100
THE FINE AT THE IMPOSITION HEARING IS:	45,031.87
TOTALING:	164,931.87

THE DAILY FINE OF $100.00 A DAY CONTINUES TO RUN

IN AND FOR THE TOWN OF LAKE HAMILTON, FLORIDA

VIOLATION NO: 20180053

IN RE: KOKOMO RD NE

27-28-09-822000-020200

DEED APPEARS IN ERROR MILLER J T SUB PB 4 PG 87 BLK B LOTS 2 & 3 LESS KOKOMO RD R/W

TOWN OF LAKE HAMILTON, a Florida municipal corporation,
Petitioner

v.

KENDALL YOLANDA KAY
1101 Rose Street, Haines City, FL 33844-8559

Respondent(s)

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER
Special Magistrate

THIS CAUSE came on for public hearing before the Special magistrate after due notice to Respondent(s), having heard testimony under oath, received evidence and heard argument thereupon, issues this "Findings of Fact, Conclusions of Law and Order" pursuant to §§162.07(4) and 162.08(5), Florida Statutes:

FINDINGS OF FACT

1. On or about 3/5/2018 there existed at on the above described property, the following conditions in violation of the Code of Ordinances of the Town of Lake Hamilton, such conditions constituting a nuisance and a serious threat to the public health, safety, and welfare within the meaning of §162.06(4), Florida Statutes:

ACCESSORY STRUCTURES W/O PRIMARY/LDC 16-176.1 A & B.1
EXTERIOR PROPRTY SANITATION/IPMC. 302.1
FARM ANIMALS/LDC SEC. 16-177 (I)
WEEDS/IPMC SEC. 302.4
ACCESSORY STRUCTURES/IPMC SEC. 302.7

2. Captioned real property is located and existing within the corporate limits of the Town of Lake Hamilton, Florida. Respondent(s), as owners(s) of the captioned real property are responsible for maintaining the same in accordance with the Code of Ordinances of the Town of Lake Hamilton. All required notices pursuant to §162.12, Florida Statutes.

CONCLUSIONS OF LAW

3. This Special Magistrate has jurisdiction over the Respondent(s) and this matter is otherwise properly before this Special Magistrate. Further, this has subject matter jurisdiction pursuant to §2-35 of the Code of Ordinances of the Town of Lake Hamilton.

4. The above stated facts constitute a violation of the specific sections(s) of the Town Code cited in paragraph 1 herein.

5. The violator did/did not appear in the hearing.

ORDER

Based on the foregoing Findings of Fact Conclusions of Law, and upon consideration of (i) the gravity of the violation, (ii) any actions taken by the violator to correct the violation, and (iii) previous violations committed by the violator, it is hereby ORDERED that:

- ☐ Summary Disposition. Respondent(s) admit(s) to the violation (s) and request(s) additional time to comply. Respondent(s) has/have waived any defenses to the violation(s). Respondent(s) shall have until _____ to comply or a $_____ per day fine may be imposed.
- ☐ Respondent(s) shall secure captioned property by _____ or a $_____ per day fine shall be imposed.
- ☐ Respondent(s) shall have until 7/16/18 for a total compliance or a $ 100 — per day fine shall be imposed.
- ☐ The Town of Lake Hamilton is hereby authorized to abate the violation(s) named herein in accordance with §162.09(1), Florida Statutes, but shall not be required to do so. If abatement occurs, the Town of Lake Hamilton may assess all costs incurred by it against Respondent(s), in addition to any fine or costs imposed herein, if any such fine amount or costs amount is imposed.
- ☐ Pursuant to §162.08(5) Florida Statutes, the Code Enforcement Division of the Town of Lake Hamilton is hereby authorized to initiate the demolition process and assess all costs incurred by it against the Respondent(s), in addition to any fine or costs imposed herein, if any such fine amount or costs amount is imposed.
- ☐ The evidence did not support the violation cited. The case is hereby dismissed.
- ☐ Violation(s) did exist at the subject property, but have been remedied. No fine in this matter shall be imposed, however future offenses of the same nature as cited in this case will be considered repeat offenses and subject to fines as such.
- ☐ Violation(s) as identified herein is/are irreparable or irreversible in nature. A onetime fine of $_____ is imposed against the Respondent(s) in addition to any fine or costs imposed herein, if any such fine amount or costs amount imposed.
- ☐ Respondent(s) shall be responsible for costs incurred by the Town in prosecuting this case totaling $ 131.87 The costs shall be paid in full within 30 days of this order. If unpaid the costs shall be assessed against the subject property as a lien, and this Order, or subsequent Order Imposing Fine, may be recorded in the Public Records of Polk County as evidence thereof.
- ☐ Respondent has been found in violation as a repeat offender. A fine of $_____ shall be imposed and a $_____ per day fine shall continue until property is brought into compliance.
- ☐ Pursuant to §162.09 (3) the Special Magistrate authorizse the Town of Lake Hamilton to begin foreclosure procedures on the above captioned property.
- ☐ Bank is listed as Respondent for notification purposes only.
- ☐ Other: _____

YOU ARE NOTIFIED THAT IF THIS ORDER IMPOSES A FINE, ABATEMENT COSTS, OR PROSECUTION COSTS AGAINST YOU THAT pursuant to §162.09(3), Florida Statutes, once final this ORDER may be recorded in the public records and thereafter may constitute a lien against the captioned property and upon any other real property and upon any other real or personal property owned by YOU. FURTHER, SUBSEQUENT CERTIFICATIONS OR SUPPLEMENTAL CERTIFICATIONS OF FINES MAY BE RECORDED IN THE PUBLIC RECORDS IF THE VIOLATIONS MENTIONED HEREIN MAY BE REMEDIED AND YOU FAIL TO TIMELY DO SO.

A HEARING IS HEREBY SCHEDULED FOR 2:00 P.M. ON AT TOWN HALL, 100 SMITH AVE. LAKE HAMILTON, FLORIDA 33851, TO CONSIDER THE ENTRY OF AN ORDER IMPOSING FINE AND LIEN.

DONE AND ORDERED this day 06/14/2018, at Lake Hamilton, Polk County, Florida.

ATTEST:

Brittney Sandovalsoto
Code Enforcement Secretary

Drew Crawford
Special Magistrate

This ORDER may be appealed to the Special Magistrate within twenty (20) days of the date of its rendition pursuant to Town Ordinance 10-1366, by filing in a timely an Application for Appeal with the Code Enforcement Secretary.

Violation No: 20180053
Certified Mail Number:

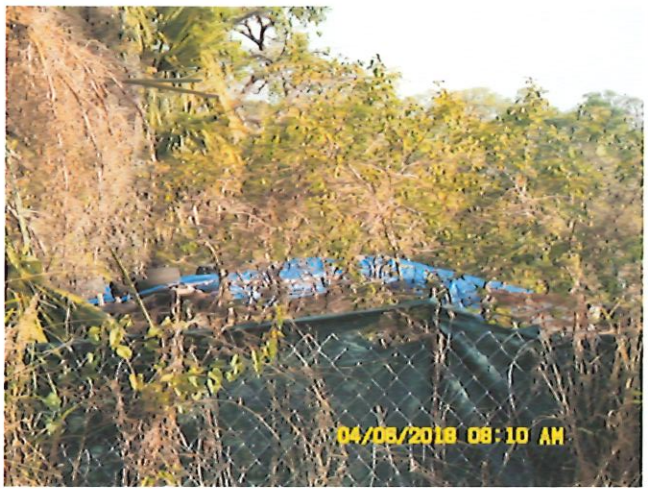
CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris



CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris



CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris



CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris



CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris



CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris



CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris



CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris



CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris



CE20180053
0 Kokomo Rd, Lake Hamilton
272809-822000-020200
Lisa Harris

82

INSTR # 2017002439
BK 10031 Pgs 394-395 PG(s)2
RECORDED 01/05/2017 03:03:46 PM
STACY M. BUTTERFIELD,
CLERK OF COURT POLK COUNTY
RECORDING FEES $18.50
RECORDED BY shakcamp

LF298-04
R298-04

QUITCLAIM DEED

THIS QUITCLAIM DEED, executed this 5 day of 1, 20 17
by first party, Grantor, Shirley Mae Nelson
whose post office address is 1108 Rose St Haines City Fla 33844
to second party, Grantee, Yolanda Kay Kendall
whose post office address is 1101 Rose St. Haines City Fl. 33844

WITNESSETH, That the said first party, for good consideration and for the sum of
Dollars ($ 00.00)
paid by the said second party, the receipt whereof is hereby acknowledged, does hereby remise, release and quitclaim unto the said second party forever, all the right, title, interest and claim which the said first party has in and to the following described parcel of land, and improvements and appurtenances thereto in the County of Polk, State of Florida to wit:

To whom every this may concern. I Shirley Mae Nelson Give all property to Yolanda Glanton Kay Kendall

Property location 406 Kokomo Rd. Lake Hamilton Fl. 33851

I give her all ownership to this property 406 Kokomo Rd. lake Hamilton Fl. 33851

Legal Discription

Miller JT Sub PB 4 PG 87 BLK B Lots 2 & 3 Kokomo Rd.

JOSHUA S. HENRY
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF151817
Expires 10/17/2018

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Rev. 10/02
This product does not constitute the rendering of legal advice or services. This product is intended for informational use only and is not a substitute for legal advice. State laws vary, so consult an attorney on all legal matters. This product was not necessarily prepared by a person licensed to practice law in your state.
ABAK

IN WITNESS WHEREOF, The said first party has signed and sealed these presents the day and year first above written. Signed, sealed and delivered in presence of:

Signature of Witness

Annalesra Wallace
Print name of Witness

Signature of Witness

Print name of Witness

Signature of First Party

Shirley M. Nelson
Print name of First Party

Signature of First Party

Print name of First Party

State of Florida
County of Polk } ss.
On 1-5-17 before me, Joshua Henry
appeared Shirley Nelson and Yolanda KayKendall
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.
WITNESS my hand and official seal.

Signature of Notary

Affiant ____Known ✓ Produced ID
Type of ID FL DL
(Seal)

JOSHUA S. HENRY
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF151817
Expires 10/17/2018

State of
County of } ss.
On before me,
appeared
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.
WITNESS my hand and official seal.

Signature of Notary

Affiant ____Known____Produced ID
Type of ID ____
(Seal)

Signature of Preparer

Print Name of Preparer

Address of Preparer

Parcel Details: 27-28-09-822000-020200

Owners *Recently purchased this property? Click here.*

KUYKENDALL YOLANDA	100%

Mailing Address *(Address Change form)*

Address Line 1	**1101 ROSE ST**
Address Line 2	
Address Line 3	**HAINES CITY FL 33844-8559**

Physical Street Address *Looking for site address? Click here.*

Address Line 1	**KOKOMO RD NE**
Address Line 2	

Postal City and Zip

City/St/Zip	**HAINES CITY FL 33844**

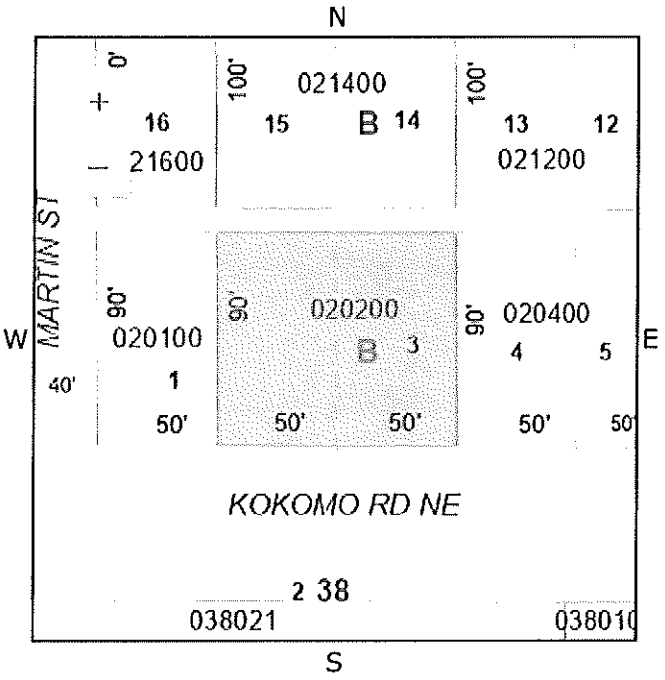
Parcel Information

Municipality / Taxing District	**LAKE HAMILTON/SWFWMD (Code: 90450)**
Neighborhood	**140390.00** Show Recent Sales in this Neighborhood
Subdivision	**MILLER J T SUB PB 4 PG 87**
Property (DOR) Use Code	**Vac.Res (Code: 0001)**
Acreage	**0.21**
Community Redevelopment Area	**NOT IN CRA**

Property Desc

DISCLAIMER: This property description is a condensed version of the original legal description recorded in the public records of Polk County, FL. It does not include the section, township, range, or the county where the property is located. It is a description of the ownership boundaries only and does not include easements or other interests of record. The property description should not be used when conveying property. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

Area Map



Recorded Plat

Visit the Polk County Clerk of Courts website to view the Recorded Plat for this parcel

Note: Some plats are not yet available on the Clerk's website. The site contains images of plats recorded on 01/05/1973 (beginning with book 058 Page 020) or later. For information on Plats recorded before 01/05/1973 (Book 058 Page 019 or less) please contact the Polk County Clerk's Office.

Mapping Worksheets (plats) for 272809

Mapping Worksheet HTML (opens	Mapping Worksheet Printable PDF

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Lisa Harris, Code Enforcement Officer

AGENDA ITEM: **Foreclosure- CE20200092 Ana Maria Beltran at 122 Smith Ave, Haines City FL 33844 (272816-823000-024050)**, for Permits Required / Florida Building Code Sec. 105 (Expired permit #20016 for replacement of windows)

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Special Magistrate and Code Enforcement recommendation to move forward with Lien Foreclosure or Suit for Money Judgment on Code Cases #20200092 and #20230008 for address 122 Smith Ave, Lake Hamilton FL 33851 - Parcel ID #272816-823000-024050.This case was presented before the January 18, 2023, Special Magistrate and adjudicated for violations listed on the Finding of Fact. The fine and lien was recorded on 11/30/21 and the property remains in violation. The 1/28/25 Special Magistrate agreed to and approved an Order Authorizing Lien Foreclosure or Suite for Money Judgment. See packet

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Cost of foreclosure proceedings.

RECOMMENDATION:

ATTACHMENT(S):
20200092 Foreclosure Packet.pdf

Memorandum

To: Town Council and Legal

From: Lisa Harris, Code Enforcement

Date: February 19, 2025

Subject: Code Enforcement Case 20200092 (272816-823000-024050)

Please be advised at the January 28, 2025, Special Magistrate hearing, I presented Case Number 20200092 for property located at 122 Smith Avenue, Lake Hamilton (272816-823000-024050). The presentation was to obtain an Order Authorizing Lien Foreclosure or Suit for Money Judgment. The Order was granted at the hearing. See attached documents.

During my presentation I advised I ran the fine / lien calculator from the date of the Order Imposing Fine / Administrative Lien April 13, 2021, through 2/19/25. This showed the property has been in violation for 1408 days at $250.00 in total $352,000.00. At the Imposition hearing a lien in the amount of $20,104.70 which included the administrative cost of $104.70 was imposed.

There are now (7) additional post imposition re-inspections totaling $175.00 bringing the total amount of fine / lien to $372,279.70.

Please submit this to our Council and Legal Department for review. If you have any questions, please contact me at 863-332-0328 or email at harrisl@townoflakehamilton.com

---

Lisa Harris

Respectfully submitted,
Lisa Harris, Code Enforcement

Order Authorizing Lien Foreclosure or Suit for Money Judgment

TOWN OF LAKE HAMILTON, a Florida municipal corporation Petitioner v. **Ana Maria Beltran** Respondent	§ § § § § §	**Case No:** **IN RE:**	20200092 122 Smith Ave LAKE HAMILTON PB 3A PG 34 BLK 24 LOT 5

AN ORDER IMPOSING FINE/ADMINISTATIVE LIEN was entered in this case on 4/13/2021 and recorded on 11/30/2021 in Official Records Book 12004, Page 0501, Public Records of Polk County, Florida. Pursuant to F.S. § 162. 09(3), it is hereby ORDERED that the attorney for petitioner TOWN OF LAKE HAMILTON, a Florida municipal corporation, is authorized to foreclose on such lien, or sue to recover a money judgment for the amount of such lien plus accrued interest.

DONE and ORDERED at Lake Hamilton, Florida this 28th day of January, 2025.

Joe Mawhinney
Special Magistrate, Town of Lake Hamilton

ATTEST:

Town Clerk

Copies to: Respondent; Counsel for Respondent; Code Enforcement; Town Attorney

NOTICE: YOU ARE NOTIFIED THAT IF THIS ORDER IMPOSES A FINE, ABATEMENT COSTS, OR PROSECUTION COSTS AGAINST YOU THAT pursuant to § 162.09(3), Florida, Statutes, once final, this ORDER may be recorded in the public records and thereafter may constitute a lien against eh captioned real property and upon any other real or personal property owned by YOU. This ORDER is final upon rendition thereof. This ORDER may be appealed to Circuit Court within thirty (30) days of the date of its rendition pursuant to § 162.11, Florida Statutes, by filing a timely Notice of Appeal with the Secretary to the Special Magistrate and complying with any and all applicable court rules of procedure. All notices of appeal must be in writing and stamped received Town Hall no later than 5:00 P.M. on or before the date the period expires to be considered timely.

LIEN CALCULATOR

CASE # __ 20200092

FIRST OFFENSE ORDER COMPLIANCE DATE:	04/13/21
NEXT SM HEARING DATE:	02/19/25
DAYS IN VIOLATION:	1408
RECORDING FEES:	
COST OF I ENFORCEMENT:	
DAILY FINE:	$250.00

LIEN AMOUNT $352,000.00 TOTAL: $352,000.00

SINCE THE IMPOSITION HEARING THERE HAVE BEEN (7) ADDITIONAL POST IMPOSITION REINSPECTIONS	$175
NOTE: FINE AT THE IMPOSITION HEARING WAS:	20,104.70
TOTALING:	$372,279.70

THE DAIL'Y FINE OF $250.(00 A DAY CONTINUES TO RUN

LIEN CALCULATOR

presented at S/m asking for order to authorize F/C or Suit for Money Judgment

CASE # __ 20200092

FIRST OFFENSE ORDER COMPLIANCE DATE:	01/22/21
NEXT SM HEARING DATE:	01/28/25
DAYS IN VIOLATION:	1467
RECORDING FEES:	
COST OF PROSECUTION:	$64.70
DAILY FINE:	$250.00

LIEN AMOUNT $366,750.00 TOTAL: $366,814.70

As of Jan 26, 25

Joe G. Tedder, CFC
Tax Collector for Polk County

As of 2/19/25
Rechecked -
Remains the
Same.

Account 272816-823000-024050

Tax Year 2024

Add to Cart | Print Bill | Watch

Unpaid Bills | All Bills

Year	Owner	Due	Payor	Paid On	Status	Paid	Actions
2024	BELTRAN ANA MARIA	$2,676.62	–	–	Unpaid	$0.00	
2023	BELTRAN ANA MARIA	$2,968.91	–	–	Delinquent	$0.00	
	Total Due	$5,645.53					Add all

Parcel Details

Appraiser Info | Parcel Map

Bill Number
1303288

Property Type
Real

Owner

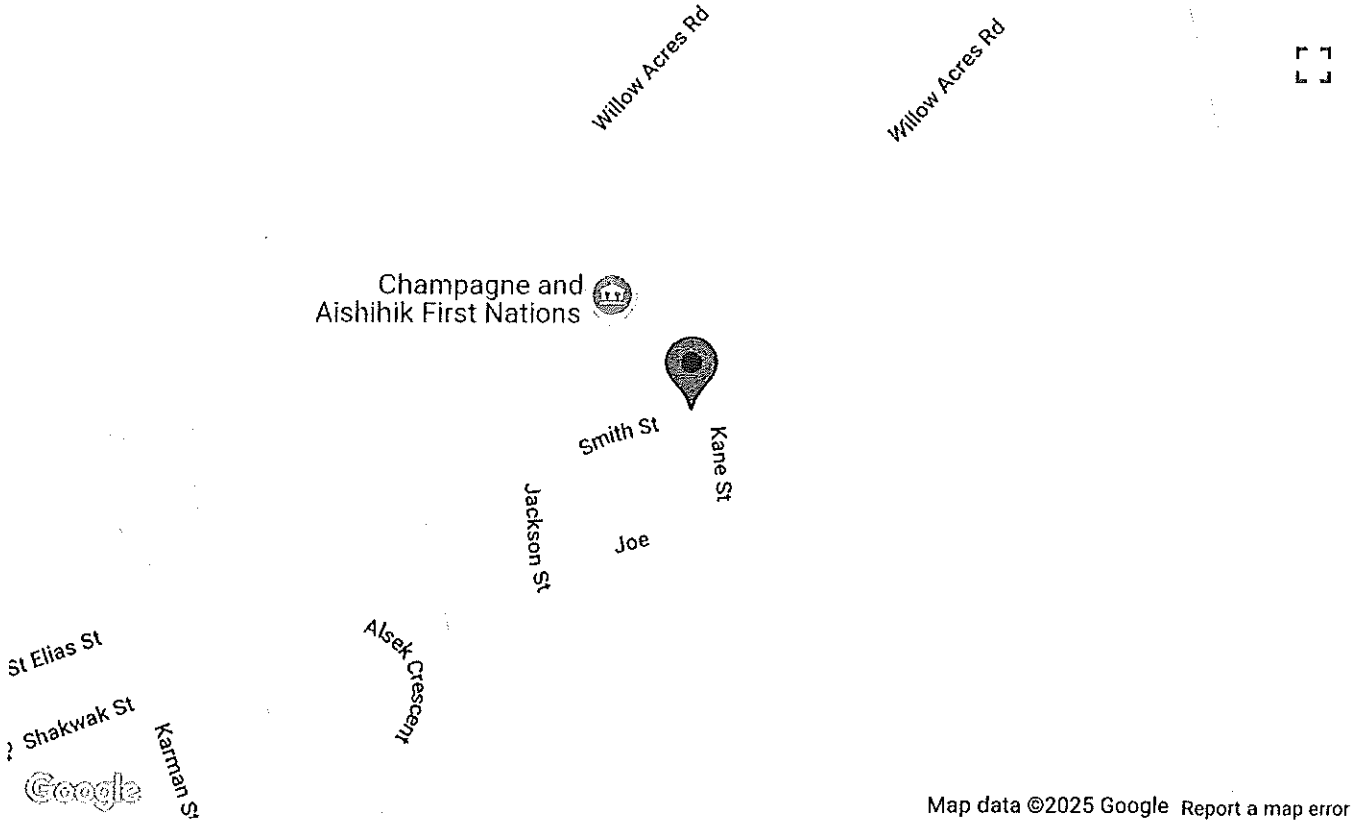
BELTRAN ANA MARIA
120 POINSETTIA DR
HAINES CITY, FL

Joe G. Tedder, CFC
Tax Collector for Polk County

DBA
N/a

Situs
122 SMITH ST HAINES CITY, FL 33844

Legal
LAKE HAMILTON PB 3A PG 34 BLK 24 LOT 5



2024 Charges

AD-VALOREM TAXES

C101 POLK COUNTY TRANSPORTATION $137.62

Assessed	Exempt	Taxable	Millage
114686	0	114686	1.20000

C100 POLK COUNTY GENERAL FUND $571.70

Assessed	Exempt	Taxable	Millage

114686	0	114686	4.98480

Joe G. Tedder, CFC
Tax Collector for Polk County

C101 POLK COUNTY EMERGENCY MEDICAL $28.6

Assessed	Exempt	Taxable	Millage
114686	0	114686	0.25000

C103 POLK COUNTY ENV LANDS MGMT $5.73

Assessed	Exempt	Taxable	Millage
114686	0	114686	0.05000

C104 POLK COUNTY ENV LANDS ACQUISITION $17.20

Assessed	Exempt	Taxable	Millage
114686	0	114686	0.15000

SCHOOL GENERAL FUND $502.38

Assessed	Exempt	Taxable	Millage
132346	0	132346	3.79600

SCHOOL LOCAL CAPITAL IMPROVEMENT $198.52

Assessed	Exempt	Taxable	Millage
132346	0	132346	1.50000

TOWN OF LAKE HAMILTON $966.53

Assessed	Exempt	Taxable	Millage
114686	0	114686	8.42760

SOUTHWEST FLA WATER MGMT DIST $21.89

Assessed	Exempt	Taxable	Millage
114686	0	114686	0.19090

Ad-Valorem Total	$2,450.24

NON AD-VALOREM ASSESSMENTS	Amount
FI000 - POLK COUNTY FIRE SERVICES	$281.00
Non Ad-Valorem Total	$281.00

Joe G. Tedder, CFC
Tax Collector for Polk County

Total Certified Combined **$2,731.24**

Bill Projections

If Paid By	Amount
Jan 31, 2025	2676.62
Feb 28, 2025	2703.93
Mar 31, 2025	2731.24

No warranties, expressed or implied, are provided for the search data provided herein, its use, or its interpretation.
Utilization of the search facility indicates understanding and acceptance of this statement by the user.
When conducting a property tax search this site should not be relied upon for a title search.
The Tax Collector's Office uses eGov for account searches and to conduct online payments.

Copyright © 2025 Polk County Tax Collector

Not HX 20200092

94

Differential and Portability	$17,660
Agriculture Classification	$0
Assessed Value	$114,686
~~Exempt Value (County)~~	~~$0~~
Taxable Value (County)	$114,686

*This property contains a Non Homestead Cap with a differential of $17,660.

Values by District (2024)

District Description	Final Tax Rate	Assessed Value	Final Assessed Taxes	Exemption	Final Tax Savings	Taxable Value	Final Taxes
BOARD OF COUNTY COMMISSIONERS	6.634800	$114,686	$760.92	$0	$0.00	$114,686	$760.92
POLK COUNTY SCHOOL BOARD - STATE	3.048000	$132,346	$403.39	$0	$0.00	$132,346	$403.39
POLK COUNTY SCHOOL BOARD - LOCAL	2.248000	$132,346	$297.51	$0	$0.00	$132,346	$297.51
TOWN OF LAKE HAMILTON	8.427600	$114,686	$966.53	$0	$0.00	$114,686	$966.53
SOUTHWEST FLA WATER MGMT DIST	0.190900	$114,686	$21.89	$0	$0.00	$114,686	$21.89
		Assessed Taxes:	**$2,450.24**	**Tax Savings:**	**$0.00**	**Total Taxes:**	**$2,450.24**

Non-Ad Valorem Assessments (2024)

LN	Code	Desc	Units	Rate	Assessment
1	FI000	POLK COUNTY FIRE SERVICES	1.00	281.00	$281.00
Total Assessments					**$281.00**

Taxes

Desc	Last Year	2024 Final
Taxing District	LAKE HAMILTON/SWFWMD (Code: 90450)	LAKE HAMILTON/SWFWMD (Code: 90450)
Millage Rate	20.7251	20.5493
Ad Valorem Assessments	$2,271.92	$2,450.24
Non-Ad Valorem Assessments	$268.00	$281.00
Total Taxes	**$2,539.92**	**$2,731.24**

Your final tax bill may contain Non-Ad Valorem assessments which may not be reflected on this page, such as assessments for roads, drainage, garbage, fire, lighting, water, sewer, or other governmental services and facilities which may be levied by your county, city or any other special district. Visit the Polk County Tax Collector's site for Tax Bill information related to this account. Use the Property Tax Estimator to estimate taxes for this account.

Prior Year Final Values

The Final Tax Roll is the 1st certification of the tax rolls by the Value Adjustment Board, per Florida Statute 193.122(2), F.S. This is the date all taxable property and tax rolls are certified for collection to the Tax Collector. Corrections made after this date are not reflected in the Final Tax Roll Values.

Telephone (863) 439-1910
FAX (863) 439-1421

Post Office Box 126
Lake Hamilton, FL 33851

Town of Lake Hamilton

CODE ENFORCEMENT
COURTESY LETTER

Date: May 20, 2023

Case Number: 20200092 and 20230008

RE: Owner(s): Ana Maria Beltran
122 Smith St
Haines City, FL 33844

Ms. Beltran has advised us there are some setbacks regarding the release of funds because of the code enforcement violations. We spoke with Ms. Beltran at length this past Wednesday, May 17, 2023 regarding how to reach compliance. I wanted to advise you that Case #20230008 is now closed, with only owing the cost of enforcement fees of $59.65. Arrangements have been made with the Town of Lake Hamilton to get that cost paid.

I was advised that Case #20200092 with the fines running is the reason for a hold on releasing of funds. If I may, try to explain the situation in this matter. The previous code enforcement officer cited violations regarding the condition of the home. Ms. Beltran had been working on it as monies permitted. Time ran out and fines were accessed. The Town of Lake Hamilton and I are trying to assist Ms. Beltran in getting this case resolved. Before the daily fine can stop the home has to be brought into compliance. Ms. Beltran 's goal was to use funds from you to get her home fixed to resolve this case. Are there considerations your organization can use in her behalf. She is in a hardship situation. If your organization can release funds for her to finish the home, we can then close our case out. Ms. Beltran can then be placed on the Special Magistrate docket to request a reduction of the tota l amount. Once that order has been signed by the Special Magistrate, we can mail you a copy of it showing Ms. Beltran has completed her obligations.

If you have any questions, please call the number below. I look forward to hearing from you.

Lisa Harris

Lisa Harris, Code Investigator 863-207-1933

Lisa Harris

From: Shawna Schuette
Sent: Tuesday, May 16, 2023 4:35 PM
To: Lisa Harris
Subject: 122 Smith Ave - Next to Town Hall

Hey Lisa,
Brandon ran by Ana Beltran home and this is his response. She dropped off a permit application for a stucco repair and I had Brandon pre-inspect. She will be at hearing to plea with the Magistrate regarding her getting into compliance. Would you like to speak with her on the wire lathe that needs to be fixed before she can repair stucco? Phone: 407-874-3229

From: Brandon Borga <brandonborga79@gmail.com>
Sent: Tuesday, May 16, 2023 4:29 PM
To: Shawna Schuette <Shawna@townoflakehamilton.com>
Cc: BRIAN WELLS <wellco0202@yahoo.com>
Subject: Re: 122 Smith Ave - Next to Town Hall

They will need to remove the wire lathe,it doesn't appear to be structurally sound.

On Tue, May 16, 2023, 4:10 PM Shawna Schuette <Shawna@townoflakehamilton.com> wrote:
The homeowner is trying to pull a permit for stucco repair. She just gave me an application. This is a code case with lien that she is trying to rectify. What do you need for a stucco repair on this home. Should you do a pre-inspection to determine? I am at a loss with this homeowner.

Shawna

As of 2/19/25

Permit #: 200106
Permit Date: 08/17/20
Permit Type:
Permit Type: Building/Residential
Permit Prefix: BPR
Permit Issued: 08/18/2020
Site Address: 122 W Smith Ave
Applicant Name: Ana Beltran
Applicant Address: 122 Smith Ave
Applicant City, State, Zip: Lake Hamilton, FL 33851
Applicant Email:
Applicant Phone:
Description: Replace windows
Square Feet: 0
Roof/Residential:
Construction Cost: 1000
Square Feet Living Space:
S/I Improvements:
Status: Expired
Assigned To: Brian Wells

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
272816823000024050	122 Smith St	LAKE HAMILTON PB 3A PG 34 BLK 24 LOT 5	Ana Maria Beltran		

Fees

Fee	Description	Notes	Amount
ADMIN FEE	ADMIN fee for all permits		$22.00
Basic Permit Fee			$22.00
DBPR Surcharge			$2.00
DCA Surcharge			$2.00
Reinstatement Fee	To reopen expired permit (must be approved by inspector)		$40.00
		Total	**$88.00**

Attached Letters

Date	Letter	Description
03/19/2021	Notice of Expiring Permit	

Payments

Date	Paid By	Description	Payment Type	Accepted By	Amount
08/18/2020					$48.00
05/05/2023	Ana Beltran	Cash OTC	Cash OTC	Shawna Schuette	$40.00
				Outstanding Balance	**$0.00**

Notes

Date	Note	Created By:
09/23/2021	Letter sent, permit will expire on 10-23-21	Brittney Sandoval

Uploaded Files

Date	File Name
08/17/2020	7181518-20200814092945.pdf

INSTR # 2021311346
BK 12004 Pg 0501 PG(s)1
11/30/2021 03:50:34 PM
STACY M. BUTTERFIELD,
CLERK OF COURT POLK COUNTY
RECORDING FEES 10.00

CODE ENFORCEMENT
TOWN OF LAKE HAMILTON

TOWN OF LAKE HAMILTON,
Petitioner

v.

Ana Maria Beltran
120 Poinsettia Dr
Haines City, FL 33844-8400

Respondent

_____/

Violation No.: 20200092
Parcel Number: 272816823000024050
Property Address: 122 Smith St
Legal Description: LAKE HAMILTON PB 3A PG 34 BLK 24 LOT 5

ORDER IMPOSING FINE/ADMINISTRATION LIEN

THIS CAUSE came on to be heard before the Town of Lake Hamilton Special Magistrate [redacted] at hearing commencing at 2:00 PM on 01/12/2021 after due notice to the parties at which time the [redacted] heard testimony under oath, received evidence, and being otherwise fully advised in the premises ORDERED as follows:

1. Respondent was required to take certain corrective action by a time certain, as more specifically set forth in the Findings of Fact, Conclusions of Law and Order.

2. An Affidavit of Non-Compliance has been filed at the Hearing by the Code Inspector, which Affidavit certifies under oath that as of 04/01/2021 the required corrective action has not been taken as ordered.

3. Respondent has not complied with the Findings of Fact, Conclusions of Law and Order.

4. It is hereby Ordered that Respondent pay to the Petitioner TOWN OF LAKE HAMILTON, FLORIDA, a fine in the amount of $20,104.70 which includes administrative costs of $$104.70 and for the fine proven hereinabove and which shall continue in the amount of $250.00 per day for each and every day that violation exists on the above-described property. A certified copy of this Order may be recorded and once recorded shall constitute a lien against the above-described property and all other real and personal property owned by the Respondent, pursuant to Florida Statutes, Chapter 162.

DONE AND ORDERED this 13th day of April, 2021, at Lake Hamilton, Polk County, Florida.

~~Code Chairman - Robert Howland~~
Savannah Young Cerullo, Special Magistrate

STATE OF FLORIDA COUNTY OF POLK

I, the undersigned duly appointed Assistant Town Clerk of the Town of Lake Hamilton, Florida, hereby certify that the foregoing is a true and correct copy of Order Imposing Fine/Administrative Lien for the Town of Lake Hamilton, Petitioner, v Ana Maria Beltran, 20200092, as shown in the records of the Town on file in the office of the Town Clerk.

WITNESS my hand and seal of the Town of Hamilton, Florida this April 13, 2021

Brittney Sandoval Soto
[redacted], TOWN CLERK

IN AND FOR THE TOWN OF LAKE HAMILTON, FLORIDA

VIOLATION NO: 20200092

IN RE: 122 Smith St
272816823000024050
LAKE HAMILTON PB 3A PG 34 BLK 24 LOT 5

TOWN OF LAKE HAMILTON, a Florida municipal corporation,
Petitioner

v.

Ana Maria Beltran
120 Poinsettia Dr Haines City, FL 33844-8400
Respondent(s)

ORDER FINDING VIOLATION

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE came on for public hearing before the Special Magistrate after due notice to Respondent(s), having heard testimony under oath, received evidence and heard argument thereupon, issues this "Findings of Fact, Conclusions of Law and Order" pursuant to §§162.07(4) and 162.08(5), Florida Statutes:

FINDINGS OF FACT

1. On or about 12/01/2020 there existed at on the above described property, the following conditions in violation of the Code of Ordinances of the Town of Lake Hamilton, such conditions constituting a nuisance and a serious threat to the public health, safety, and welfare within the meaning of §162.06(4), Florida Statutes:

Violations: §§ 302.1, 304.6, IPMC, as alleged in affidavit of violation.

1. [violationname] - [violationdescription]

2. Such conditions continued and existed for [through 12/13/2020, the required date of compliance pursuant to §162.06(2), Florida Statutes] ~~[since [date 6], the date the violation was first observed by the Code Officer]~~. Further, such conditions: ☑ **continue to exist** as of the date of this ORDER. ☐ **were remedied** prior to Hearing.

3. Captioned real property is located and existing within the corporate limits of the Town of Lake Hamilton, Florida. Respondent(s), as owners(s) of the captioned real property are responsible for maintaining the same in accordance with the Code of Ordinances of the Town of Lake Hamilton. All required notices pursuant to §162.12, Florida Statutes.

CONCLUSIONS OF LAW

4. This Magistrate has personal jurisdiction over the Respondent(s) and this matter is otherwise properly before this Magistrate. Further, this Magistrate has subject matter jurisdiction pursuant to §2-64 of the Code of Ordinances of the Town of Lake Hamilton

5. The above stated facts constitute a violation of the specific section(s) of the Town Code cited in paragraph 1 herein.

ORDER

Based on the foregoing Findings of Fact and Conclusions of Law, and upon consideration of (i) the gravity of the violation, (ii) any actions taken by the violator to correct the violation, and (iii) previous violations committed by the violator, it is hereby ORDERED that:

- ☐ The evidence did not support the violation cited. The case is hereby dismissed.
- ☐ Violation(s) did exist at the subject property, but have been remedied. No fine in this matter shall be imposed, however future offenses of the same nature as cited in this case will be considered repeat offenses and subject to fines as such.
- ☐ Respondent(s) admit(s) to the violation(s) and request(s) additional time to comply. Respondent(s) has/have waived any defenses to the violation(s). Respondent(s) shall have _____ **days** (on or before _____) to comply or a **$** _____ **per day** fine may be imposed.
- ☑ Respondent(s) shall have 10 **days** (on or before 1/22/2021) for total compliance or a **$** 250 — **per day** fine shall be imposed.
- ☐ Respondent(s) shall have _____ **days** (on or before _____) to **secure** captioned property or a **$** _____ **per day** fine shall be imposed.
- ☐ Violation(s) number(s) _____ as identified herein is/are **irreparable or irreversible** in nature. A one-time fine of **$** _____ is imposed against the Respondent(s) in addition to any fine or costs imposed herein, if any such fine amount or costs amount is imposed.
- ☐ Pursuant to §162.08(5), Florida Statutes, the Code Enforcement Division of the Town of Lake Hamilton is hereby **authorized to SECURE** the safety condition(s) on the subject property and assess all costs incurred by it against the Respondent(s), in addition to any fine or costs imposed herein, if any such fine amount or costs amount is imposed.
- ☐ The Town of Lake Hamilton is hereby **authorized to ABATE** the violation(s) named herein in accordance with §162.09(1), Florida Statutes, but shall not be required to do so. If abatement occurs, the Town of Lake Hamilton may assess all costs incurred by it against the Respondent(s), in addition to any fine or costs imposed herein, if any such fine amount or costs amount is imposed.
- ☐ Pursuant to §162.08(5), Florida Statutes, the Town of Lake Hamilton is hereby **authorized to initiate the DEMOLITION** process and assess all costs incurred by it against the Respondent(s), in addition to any fine or costs imposed herein, if any such fine amount or costs amount is imposed.
- ☐ Respondent(s) shall be responsible for **costs incurred** by the Town in prosecuting this case totaling **$** 64.70. The costs shall be paid in full within 30 **days** of this Order (**by** 2/11/2021, **at 4:00 pm**). If unpaid within that time, the costs shall be assessed against the subject property as a lien, and this Order, or a subsequent Order Imposing Fine, may be recorded in the Public Records of Polk County as evidence thereof.
- ☐ _____

YOU ARE NOTIFIED THAT IF THIS ORDER IMPOSES A FINE, ABATEMENT COSTS, OR PROSECUTION COSTS AGAINST YOU THAT pursuant to §162.09(3), Florida Statutes, once final, this ORDER may be recorded in the public records and thereafter may constitute a lien against the captioned real property and upon any other real or personal property owned by you. FURTHER, subsequent certifications or supplemental certifications of fines may be recorded in the public records if the violations mentioned herein may be remedied and you fail to timely do so.

THIS ORDER is final upon rendition thereof. You may request a hearing to challenge the fine and the resulting lien within twenty (20) days from the date of rendition of this ORDER. If you fail to timely request such hearing within twenty (20) days of its date of rendition, this ORDER may be recorded in the Public Records of Polk County, Florida. This ORDER may be appealed to Circuit Court within thirty (30) days of the date of its rendition pursuant to s. 162.11, Florida Statutes, by filing a timely Notice of Appeal with the Secretary to the Special Magistrate and complying with any and all applicable court rules of procedure. All requests to challenge fines or notices of appeal must be in writing and stamped received at the Code Compliance Division no later than 4:00 P.M. on or before the date the period expires to be considered timely.

DONE AND ORDERED (RENDERED) this 12th day of January, 2021 at Lake Hamilton, Polk County, Florida.

ATTEST:

Gina Pirtle
Secretary to the Special Magistrate
Case No: 20200092
Mailings:

W.A. "Drew" Crawford
Town of Lake Hamilton Special Magistrate

Town of Hamilton Code Compliance Division
Phone: 863-439-4711 ▣ Fax: 863-439-1136 ▣ E-Mail: ginapirtle@townoflakehamilton.com
P.O. Box 126 Lake Hamilton FL 33851 ▣ 100 Smith Ave Lake Hamilton FL 33851

Jan 21, 2025 at 1:04:42 PM

Jan 21, 2025 at 3:20:16 PM

Jan 21, 2025 at 1:05:11 PM

Jan 21, 2025 at 1:04:57 PM


12-Jan-2021 08:16:53 AM


12-Jan-2021 08:17:06 AM


12-Jan-2021 08:17:33 AM

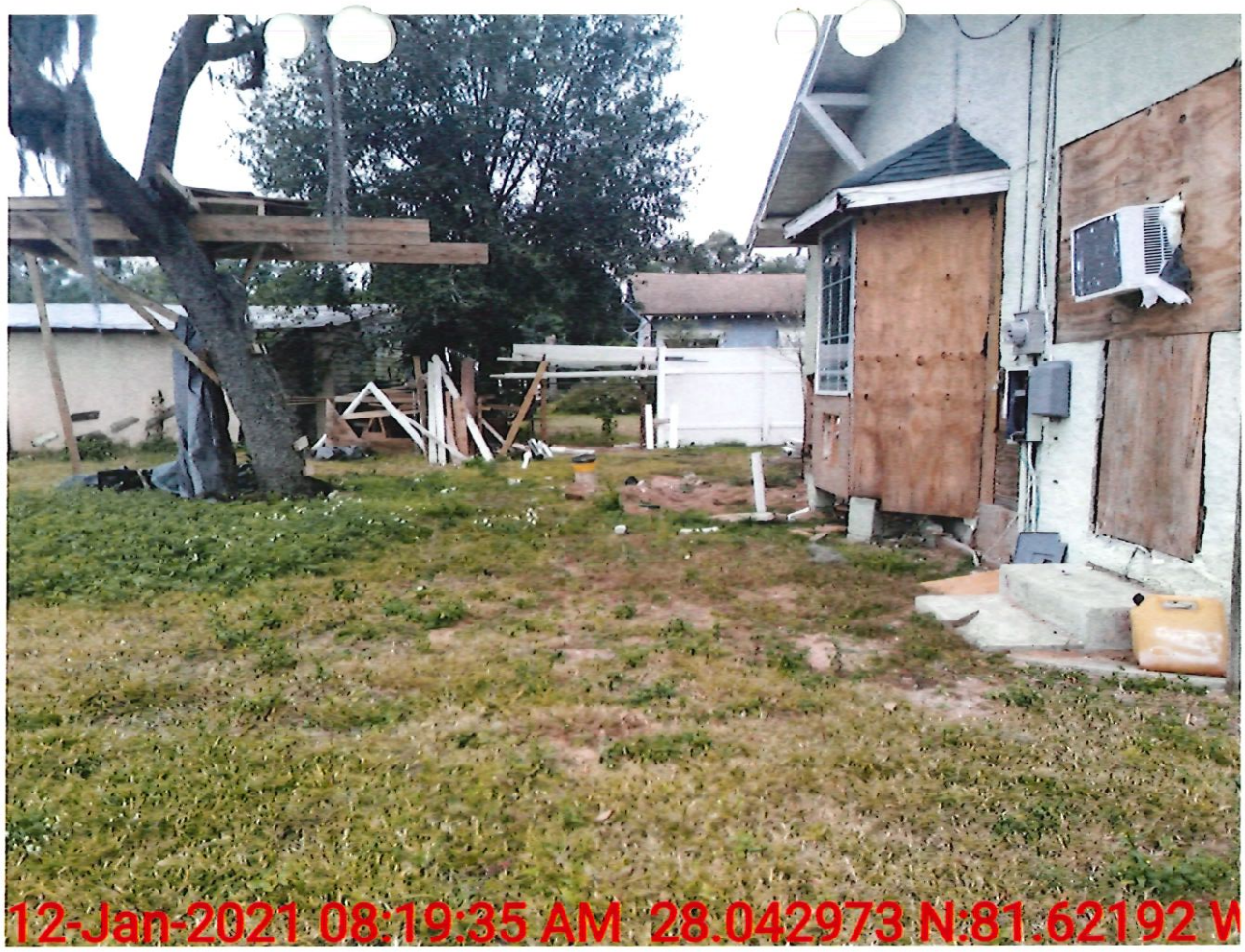

12-Jan-2021 08:17:43 AM 28.043158 N:81.62207 W


12-Jan-2021 08:18:47 AM 28.04312 N:81.62185 W


12-Jan-2021 08:18:58 AM 28.043116 N:81.62191 W


12-Jan-2021 08:19:19 AM 28.042915 N:81.62192 W


12-Jan-2021 08:19:23 AM 28.042925 N:81.62191 W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20-Nov-2020 12:43:01 PM28.043182 N:81.621864 W


20-Nov-2020 12:43:20 PM 28.043081 N:81.62185 W


20-Nov-2020 12:43:45 PM 28.042885 N:81.62192 W


20-Nov-2020 12:43:58 PM 28.042862 N:81.62191 W


19-Oct-2020 05:19:53 PM 28.043016 N:81.62186 W


19-Oct-2020 05:20:15 PM 28.042875 N:81.621864 W


19-Oct-2020 05:20:32 PM 28.042898 N:81.62191 W


19-Oct-2020 05:21:14 PM 28.043169 N:81.621895 W

112

INSTR # 2020087075
BK 11218 Pg 1344 PG(s)1
RECORDED 04/28/2020 10:21:48 AM
STACY M. BUTTERFIELD,
CLERK OF COURT POLK COUNTY
RECORDING FEES $10.00
DEED DOC $0.70
RECORDED BY STEPSCHO

Processing Data Space

This Instrument Prepared By:
Central Florida Court Document Service, LLC
2432 US Highway 92 East
Lakeland, Florida 33801
(863) 667-2700

After Recording Return To:
ANA MARIA BELTRAN
120 East Poinsettia Drive
Haines City, Florida 33844

QUIT CLAIM DEED

This Quit Claim Deed has been executed on April 21, 2020, by DANIEL A. WALLACE, a married man, hereafter called the Grantor, whose post office address is P. O. Box 3, Lake Hamilton, Florida 33851, to ANA MARIA BELTRAN, a single woman, hereafter called the Grantee, whose post office address is 120 East Poinsettia Drive, Haines City, Florida 33844.

(Wherever used herein, the terms "Grantor" and "Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, wherever the context so admits or requires.)

Witnesseth, that the said Grantor, for and in consideration of the sum of $10.00, in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, does hereby remise, release, and quitclaim unto the said Grantee forever, all the right, title, interest, claim, and demand which the said Grantor has in and to the following described lot, piece, or parcel of land, situated, lying and being in POLK County, FLORIDA, to wit:

LOT 5, BLOCK 24, OF LAKE HAMILTON, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN PLAT BOOK 3A, PAGE 34, PUBLIC RECORDS OF POLK COUNTY, FLORIDA, RANGE 27, TOWNSHIP 28, SECTION 16

Parcel ID: 162827-823000-024050

NO ASSURANCE OF TITLE WAS REQUESTED OR RENDERED IN CONNECTION WITH THIS TRANSACTION. THIS DEED WAS PREPARED FROM UNVERIFIED INFORMATION SUPPLIED BY THE PARTIES. NO EXAMINATION OF TITLE WAS MADE AND NO RESPONSIBILITY IS ASSUMED BY PREPARER FOR TITLE OR DESCRIPTION PROBLEMS.

To have and to hold the same together with all and singular the appurtenances thereunto belonging or in anyway appertaining, and all the estate, right, title, interest, lien, equity, and claim whatsoever of the said Grantor, either in law or equity, to the only proper use and benefit of the said Grantee forever.

In witness whereof, the Grantor signed this Quit Claim Deed on the date indicated next to the Grantor's signature.

(x) _____
Grantor - DANIEL A. WALLACE

(x) _____
Witness - Katherine M Workman

(x) _____
Witness - Cory Jordan

State Of FLORIDA
County Of Polk

Sworn to or affirmed and signed before me on 4/21/2020
by DANIEL A. WALLACE who personally appeared before me at the time of notarization and acknowledged signing the foregoing document
[ ] who is personally known to me, or
[X] who produced the following identification: Florida Driver License

_____
Notary Public
Expiration Date & Commission Number

JESSICA WATERS
MY COMMISSION EXPIRES
APRIL 29, 2022
#GG 195502
Bonded thru Troy Fain Insurance
NOTARY PUBLIC, STATE OF FLORIDA

Parcel Details: 27-28-16-823000-024050

Owners *Recently purchased this property? Click here.*

BELTRAN ANA MARIA 100%

Mailing Address *(Address Change form)*

Address Line 1	**120 POINSETTIA DR**
Address Line 2	
Address Line 3	**HAINES CITY FL 33844-8400**

Physical Street Address *Looking for site address? Click here.*

Address Line 1	**122 SMITH ST**
Address Line 2	

Postal City and Zip

City/St/Zip	**HAINES CITY FL 33844**

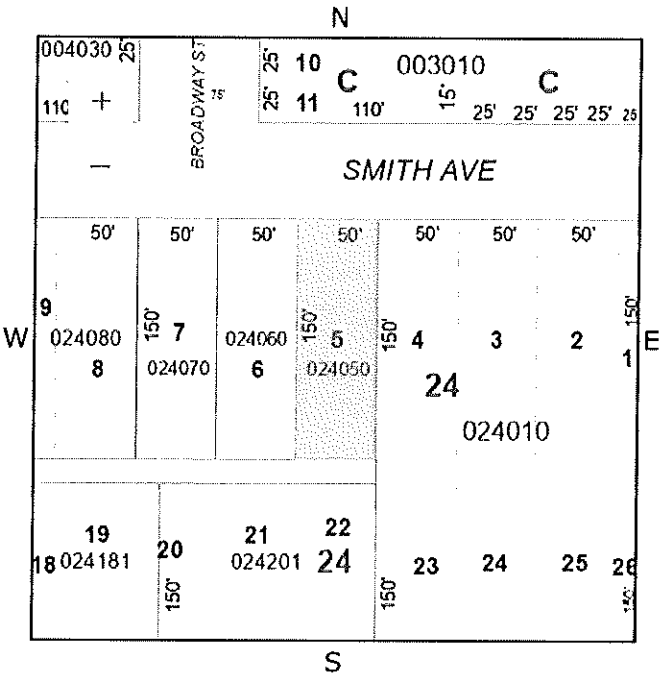
Parcel Information

Municipality / Taxing District	**LAKE HAMILTON/SWFWMD (Code: 90450)**
Neighborhood	**140460.00** Show Recent Sales in this Neighborhood
Subdivision	**LAKE HAMILTON PB 3A PG 34**
Property (DOR) Use Code	**SFR up to 2.49 AC (Code: 0100)**
Acreage	**0.17**
Community Redevelopment Area	**NOT IN CRA**

Property Desc

DISCLAIMER: This property description is a condensed version of the original legal description recorded in the public records of Polk County, FL. It does not include the section, township, range, or the county where the property is located. It is a description of the ownership boundaries only and does not include easements or other interests of record. The property description should not be used when conveying property. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

Area Map



Recorded Plat

Visit the Polk County Clerk of Courts website to view the Recorded Plat for this parcel

Note: Some plats are not yet available on the Clerk's website. The site contains images of plats recorded on 01/05/1973 (beginning with book 058 Page 020) or later. For information on Plats recorded before 01/05/1973 (Book 058 Page 019 or less) please contact the Polk County Clerk's Office.

Mapping Worksheets (plats) for 272816

Mapping Worksheet HTML (opens	Mapping Worksheet Printable PDF

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Britney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: Council discussion on Senate Bill #184 regarding Accessory Dwelling Units (ADU's). Currently, SB #184 is going through the legislative process and is set to become law on July 1, 2025. The Bill as it is currently written would allow multi-family residential in a single-family zoning district, without Council approval.

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Provide Legislative Intent and direct staff to make the necessary code changes to limit the ability to have ADU's in residential zoning districts. Currently, ADU's are allowed in all residential and some commercial zoning districts and lack minimum development standards.

For Council consideration:

- Status Quo;
- Remove the ability to have ADU's in any commercial zoning district;
- Create minimum development standards;
- Provide a review process and/or approval by Town Council;
- As directed by Town Council.

Attached, you will find a latest copy of the draft Bill.

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):
SB 184 First Engrossed.pdf

A bill to be entitled

An act relating to housing; creating s. 83.471, F.S.; defining terms; authorizing a landlord to accept reusable tenant screening reports and require a specified statement; prohibiting a landlord from charging certain fees to an applicant using a reusable tenant screening report; providing construction; amending s. 163.31771, F.S.; defining the term "primary dwelling unit"; requiring, rather than authorizing, local governments to adopt, by a specified date, an ordinance to allow accessory dwelling units in certain areas; requiring such ordinances to apply prospectively; prohibiting such ordinances from including certain requirements or prohibitions; deleting a requirement that an application for a building permit to construct an accessory dwelling unit include a certain affidavit; revising the accessory dwelling units that apply toward satisfying a certain component of a local government's comprehensive plan; prohibiting the denial of a homestead exemption for certain portions of property on a specified basis; requiring that a rented accessory dwelling unit be assessed separately from the homestead property and taxed according to its use; amending s. 420.615, F.S.; authorizing a local government to provide a density bonus incentive to landowners who make certain real property donations to assist in the provision of affordable housing for military families; requiring the Office of Program

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Policy Analysis and Government Accountability to evaluate the efficacy of using mezzanine finance and the potential of tiny homes for specified purposes; requiring the office to consult with certain entities; requiring the office to submit a certain report to the Legislature by a specified date; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 83.471, Florida Statutes, is created to read:

83.471 Reusable tenant screening reports.—

(1) As used in this section, the term:

(a)1. "Consumer report" means any written, oral, or other communication of information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for credit or insurance to be used primarily for personal, family, or household purposes; employment purposes; or any other purpose authorized under 15 U.S.C. s. 1681b.

2. Except for the restrictions provided in 15 U.S.C. s. 1681a(d)(3), the term "consumer report" does not include:

a. Subject to 15 U.S.C. s. 1681s-3, any report containing information solely as to transactions or experiences between the consumer and the person making the report; communication of such

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information among persons related by common ownership or affiliated by corporate control; or communication of other information among persons related by common ownership or affiliated by corporate control, if it is clearly and conspicuously disclosed to the consumer that the information may be communicated among such persons and the consumer is given the opportunity, before the time that the information is initially communicated, to direct that such information not be communicated among such persons;

b. Any authorization or approval of a specific extension of credit directly or indirectly by the issuer of a credit card or similar device;

c. Any report in which a person who has been requested by a third party to make a specific extension of credit directly or indirectly to a consumer conveys his or her decision with respect to such request if the third party advises the consumer of the name and address of the person to whom the request was made, and such person makes the disclosures to the consumer required under 15 U.S.C. s. 1681m; or

d. A communication described in 15 U.S.C. s. 1681a(o) or 15 U.S.C. s. 1681a(x).

(b) "Consumer reporting agency" means any person who, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and who uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports.

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(c) "Reusable tenant screening report" means a report that:

1. Includes all of the following:

a. The applicant's full name.

b. The applicant's contact information, including mailing address, e-mail address, and telephone number.

c. Verification of the applicant's employment.

d. The applicant's last known address.

e. The results of an eviction history check in a manner and for a period of time consistent with applicable law related to the consideration of eviction history in housing.

f. The date through which the information contained in the report is current.

g. The applicant's consumer report.

2.a. Is prepared within the previous 30 days by a consumer reporting agency at the request and expense of an applicant.

b. Is made directly available to a landlord for use in the rental application process or is provided through a third-party website that regularly engages in the business of providing a reusable tenant screening report and complies with all state and federal laws pertaining to use and disclosure of information contained in a consumer report by a consumer reporting agency.

c. Is available to the landlord at no cost to access or use.

(2) A landlord may accept reusable tenant screening reports and may require an applicant to state that there has not been a material change to the information in the reusable tenant screening report.

(3) If an applicant provides a reusable tenant screening report to a landlord who accepts such reports, the landlord may

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not charge the applicant a fee to access the report or an application screening fee.

(4) This section does not:

(a) Affect any other applicable law related to the consideration of criminal history information in housing, including, but not limited to, local ordinances governing the information that landlords may review and consider when determining to whom they will rent; or

(b) Require a landlord to accept reusable tenant screening reports.

Section 2. Subsections (3) and (4) and present subsection (5) of section 163.31771, Florida Statutes, are amended, paragraph (h) is added to subsection (2) of that section, and a new subsection (5) is added to that section, to read:

163.31771 Accessory dwelling units.—

(2) As used in this section, the term:

(h) "Primary dwelling unit" means the existing or proposed single-family dwelling on the property where a proposed accessory dwelling unit would be located.

(3) By December 1, 2025, a local government shall ~~may~~ adopt an ordinance to allow accessory dwelling units in any area zoned for single-family residential use. Such ordinance must apply prospectively to accessory dwelling units approved after the date the ordinance is adopted. Such ordinance may regulate the permitting, construction, and use of an accessory dwelling unit, but may not do any of the following:

(a) Prohibit the renting or leasing of an accessory dwelling unit, except to prohibit the renting or leasing of an accessory dwelling unit approved after the effective date of the

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ordinance for a term of less than 1 month, notwithstanding s. 509.032(7)(b).

(b) Require that the owner of a parcel on which an accessory dwelling unit is constructed reside in the primary dwelling unit.

(c) Increase parking requirements on any parcel that can accommodate an additional motor vehicle on a driveway without impeding access to the primary dwelling unit.

(d) Require replacement parking if a garage, carport, or covered parking structure is converted to create an accessory dwelling unit.

(4) ~~An application for a building permit to construct an accessory dwelling unit must include an affidavit from the applicant which attests that the unit will be rented at an affordable rate to an extremely-low-income, very-low-income, low-income, or moderate-income person or persons.~~

~~(5)~~ Each accessory dwelling unit allowed by an ordinance adopted under this section which provides affordable rental housing shall apply toward satisfying the affordable housing component of the housing element in the local government's comprehensive plan under s. 163.3177(6)(f).

(5) The owner of a property with an accessory dwelling unit may not be denied a homestead exemption for those portions of property on which the owner maintains a permanent residence solely on the basis of the property containing an accessory dwelling unit that is or may be rented to another person. However, if the accessory dwelling unit is rented to another person, the accessory dwelling unit must be assessed separately from the homestead property and taxed according to its use.

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Section 3. Subsection (1) of section 420.615, Florida Statutes, is amended to read:

420.615 Affordable housing land donation density bonus incentives.—

(1) A local government may provide density bonus incentives pursuant to the provisions of this section to any landowner who voluntarily donates fee simple interest in real property to the local government for the purpose of assisting the local government in providing affordable housing, including housing that is affordable for military families receiving the basic allowance for housing. Donated real property must be determined by the local government to be appropriate for use as affordable housing and must be subject to deed restrictions to ensure that the property will be used for affordable housing.

Section 4. The Office of Program Policy Analysis and Government Accountability (OPPAGA) shall evaluate the efficacy of using mezzanine finance, or second-position short-term debt, to stimulate the construction of owner-occupied housing that is affordable as defined in s. 420.0004(3), Florida Statutes, in this state. OPPAGA shall also evaluate the potential of tiny homes in meeting the need for affordable housing in this state. OPPAGA shall consult with the Florida Housing Finance Corporation and the Shimberg Center for Housing Studies at the University of Florida in conducting its evaluation. By December 31, 2026, OPPAGA shall submit a report of its findings to the President of the Senate and the Speaker of the House of Representatives. Such report must include recommendations for the structuring of a model mezzanine finance program.

Section 5. This act shall take effect July 1, 2025.

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Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Charter Review Dates Discussion

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: The Town Council needs to discuss dates for the charter review committee to meet.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: n/a

RECOMMENDATION:

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH:

FROM: Brittney Sandoval, Town Adminstrator

AGENDA ITEM: Schedule Budget Workshops

DATE: May 6, 2025

SUMMARY & RECOMMENDATION: Schedule budget workshops to discuss the budget for 2025-2026. Two dates are needed for the month of May and June. Please allow for at least 2 hours for each workshop.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION: