



TOWN COMMISSION MEETING AGENDA TOWN OF LADY LAKE, FLORIDA

All interested persons are cordially invited to attend this public meeting.

DATE AND TIME

Wednesday, September 3, 2025, 6:00 PM

PLACE

Town Hall Commission Chambers, 409 Fennell Blvd., Lady Lake

PROCEDURE

Citizens are encouraged to participate in the Town of Lady Lake meetings. Citizen groups are asked to name a spokesperson. Speakers will be limited to three minutes. Additional time may be granted at the Mayor's discretion. Upon being recognized by the Mayor, please approach the dais, state your name and address, and speak into the microphone. The order of agenda items may be changed if deemed appropriate by the Town Commission. Please be respectful of others and put your cell phone on silent mode.

CALL TO ORDER

INVOCATION

Ellen Pollock – New Covenant United Methodist Church

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA

A. PUBLIC HEARING

1. Resolution 2025-106 - First and Final Reading - Adoption of Tentative Millage Rate for FY 2025-2026. (Joella LeDonne)
2. Ordinance 2025-11 - First Reading - Adoption of Operating Budget for Fiscal Year 2025-2026. (Joella LeDonne)

B. PROCLAMATION

1. Proclaiming September 17-25, 2025, as Constitution Week

C. CONSENT

1. August 18, 2025 – Town Commission Minutes
2. August 18, 2025 - Special Commission Conceptual Workshop Minutes

D. NEW BUSINESS

1. Consideration of approval to award a contract to M.T. Causley, LLC, providing for a contracted building official, building inspection services, building plan review, and related support services for the Town of Lady Lake. (Thad Carroll)
2. Consideration of Approval of the Fiscal Year 2025-2026 Holiday Schedule. (Tamika DeLee/Bill Lawrence)

E. TOWN ATTORNEY'S REPORT

TOWN MANAGER'S REPORT

MAYOR AND COMMISSIONER'S REPORT

PUBLIC COMMENTS

This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda, and it is open to any concern or comments that the public may have.

ADJOURN

Please contact the Town Clerk's Office with any questions at 352-751-1501. This public hearing is being conducted in a handicapped accessible location. Any handicapped person requiring special accommodation or an interpreter for the hearing or visually impaired should contact the Clerk's Office at least two days prior to the meeting. To access a Telecommunication Device for Deaf Persons (TDD), please call 352-751-1565.

If a person decides to appeal a decision made with respect to any matter considered at the above meeting or hearing, he/she may need a verbatim record of the proceedings including the testimony and evidence, a record of which is not provided by the Town of Lady Lake. (F.S. 286-0105) One or more members of any other Town Board or Committee may be in attendance at this meeting, but will not be conducting business.



TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

AGENDA ITEM TITLE

Resolution 2025-106 - First and Final Reading - Adoption of Tentative Millage Rate for FY 2025-2026. (Joella LeDonne)

AGENDA ITEM ID

20250903

DEPARTMENT

Finance

SUMMARY

Staff recommends approval of first and final reading of Resolution 2025-106, adopting the tentative millage rate of 3.6510 mills for Fiscal Year 2025-2026.

This Resolution sets the Fiscal Year 2025-2026 tentative property tax millage rate of 3.6510 mills per \$1,000 taxable valuation, which is 6.53% greater than the current year's rolled back rate of 3.4273.

Per State Statute Chapter 200.065, the Town of Lady Lake must hold a public hearing on the tentative millage rate and proposed budget. At this hearing, the Town Commission will discuss the tentative millage rate and, if changed, re-compute its tentative millage rate and publicly announce the percent, if any, by which the re-computed tentative millage is greater than or less than the rolled-back rate and approve the resolution.

As a reminder, the Town Commission can increase the mill rate at this meeting, but at the second public hearing on September 15th, you will not be able to increase it from what was approved at this meeting. This tentative rate, plus any other rate below this rate, requires an affirmative vote of three members of the Town Commission.

The hearing was advertised via the TRIM notice mailed out by the Property Appraiser.

FISCAL IMPACT

\$7,161,522

FUNDING IMPACT

Operating, Capital Budget and Other Funds

SOURCE OF FUNDING

Ad Valorem

SUPPORTING INFORMATION

Resolution 2025-106

Millage Rate Analysis

1 **DRAFT RESOLUTION 2025-106**

2 **TOWN OF LADY LAKE, FLORIDA**

3 **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LADY LAKE, LAKE**
4 **COUNTY, FLORIDA, ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE RATE TO BE**
5 **LEVIED FOR FISCAL YEAR 2025—2026; AND PROVIDING AN EFFECTIVE DATE.**

6 **WHEREAS**, the Town Commission of the Town of Lady Lake, Florida, has determined the
7 amount of revenue required to meet the Town’s operating objectives for Fiscal Year 2025—
8 2026; and

9 **WHEREAS** a portion of this operating revenue is derived from ad valorem tax receipts; and

10 **WHEREAS** the gross taxable value for operating purposes not exempt from taxation within
11 Lake County has been certified by the Lake County Property Appraiser to the Town of Lady
12 Lake as \$1,961,523,539.

13 **NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Lady Lake, Lake
14 County, Florida, that the Fiscal Year 2025—2026 operating millage rate for the Town of Lady
15 Lake is 3.6510 mills, which is greater than the rolled-back rate of 3.4273 mills by 6.53%.

16 This resolution shall take effect immediately upon adoption.

17 **RESOLVED** this 3rd day of **September 2025**, in Lady Lake, Florida, by the Lady Lake
18 Town Commission.

19 Town of Lady Lake, Florida

20 _____
21 Ed Freeman, Mayor

22 Attest:

23 _____
24 Kathleen Rosado, Town Clerk

25 Approved as to form:

26 _____
27 Derek Schroth, Town Attorney

MILLAGE RATE ANALYSIS – FISCAL YEAR

Table 8: Taxable Value

Taxable Value	
Current Year gross Taxable value (L. 4 DR-420)	\$1,961,523,539
Prior Year Final Gross Taxable value (L. 7 DR-422)	\$1,814,800,011
Total increase in net taxable value this year resulted in <u>an</u> 7.12% increase, which includes new construction of \$28,266,724 (L. 5) and increased values of \$158,955,035.	\$146,723,528

Table 9: Millage Rate/Ad Valorem Tax Comparison

	Millage Rate	Ad Valorem Taxes
Last year's millage rate is 6.53% higher than the current <u>year's</u> rolled back rate.	3.6510	\$7,161,522 x 95% = \$6,803,446
Current year rolled back rate, which is the amount needed to generate the same revenues as last year based on this year's taxable <u>value</u> less new construction. Requires at least three yes votes.	3.4273	\$6,722,730 x 95% = \$6,386,594
The majority vote maximum rate, which is 4.51% increase over the current year's rolled back rate and 1.89% decrease over last year's final rate. Requires at least three yes votes.	3.5819	\$7,025,981 x 95% = \$6,674,682
Two-thirds <u>vote</u> maximum rate, which is a 14.96% increase over the current year's rolled back rate. Requires at least four yes votes	3.9401	<u>\$7,728,599</u> x 95% = \$7,342,169

The required votes are based on the total membership of the Town Commission, rather than the membership present at the meeting.



TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

AGENDA ITEM TITLE

Ordinance 2025-11 - First Reading - Adoption of Operating Budget for Fiscal Year 2025-2026. (Joella LeDonne)

AGENDA ITEM ID

20250903

DEPARTMENT

Finance

SUMMARY

Staff recommends approval of Ordinance 2025-11, as presented regarding adoption of the Fiscal Year 2025-2026 budget.

This ordinance sets the Fiscal Year 2025-2026 Budget estimated revenues, expenditures, and expenses for the General Fund, the Special Revenue Fund and Utilities Fund.

Per State Statute Chapter 200.065, the Town of Lady Lake must hold a public hearing on the tentative millage rate and proposed budget. At this hearing, the Town Commission will amend and approve the first reading of the budget ordinance after adoption of the tentative millage rate.

The hearing was advertised via the TRIM notice mailed out by the Property Appraiser.

FISCAL IMPACT

\$37,116,027

FUNDING IMPACT

Operating, Capital Budget and Other Funds

SUPPORTING INFORMATION

Ordinance 2025-11

Summary of Funds to be Reviewed

PUBLIC HEARINGS

The second and final reading is scheduled for Monday, September 15, 2025, at 6 p.m.

1 **DRAFT ORDINANCE 2025-11**
2 **TOWN OF LADY LAKE, FLORIDA**

3 AN ORDINANCE OF THE TOWN OF LADY LAKE, LAKE COUNTY, FLORIDA,
4 ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2025
5 THROUGH SEPTEMBER 30, 2026 FOR THE TOWN OF LADY LAKE; SETTING
6 FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT
7 OF \$37,116,027; SETTING FORTH EXPENDITURES IN AN EQUIVALENT
8 AMOUNT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND
9 RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN
10 EFFECTIVE DATE.

11 **WHEREAS**, the Town Manager of the Town of Lady Lake has prepared the annual
12 report and budget for the Town of Lady Lake for fiscal year 2026 and has submitted same to
13 the Town Commission; and

14 **WHEREAS**, the proposed budget sets forth, in detail, information on revenues and
15 expenditures, including debt service, and comparative figures for preceding fiscal years; and

16 **WHEREAS**, the Town Commission has made a study of the recommended budget and
17 has made amendments thereto as indicated in the budget; and

18 **WHEREAS**, a general summary of the proposed budget has been duly advertised in a
19 newspaper of general circulation in the Town with notice to all citizens that the budget is
20 available for public inspection in the office of the Town Clerk; and

21 **WHEREAS**, a public hearing on the proposed budget has been conducted by the Town
22 Commission at 6 p.m. on September 15, 2025, in the Town Commission Chambers at 409
23 Fennell Blvd., Lady Lake, Florida.

24 **NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF**
25 **LADY LAKE, LAKE COUNTY, FLORIDA:**

26 Section 1. The following amounts are appropriated for various funds:

Fund #	Description	Amount
001	General Fund	\$ 26,123,234
101	Special Revenue Fund (Infrastructure Sales Tax)	3,889,816
401	Utilities Fund	<u>7,102,977</u>
		\$ 37,116,027

Section 2. The 2026 fiscal year budget for the Town of Lady Lake, as submitted by the Town Manager and as amended by the Town Commission to fund the amounts necessary for the successful operation of the Town departments, is hereby adopted.

Section 3. The budget adopted in the preceding section shall govern the expenditures of the Town during the ensuing fiscal year effective October 1, 2025 through September 30, 2026.

Section 4. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the Town Commission and the Town Manager as deemed necessary in strict compliance with the procedures specific in Article 7, Charter of the Town of Lady Lake, Florida.

Section 5. All ordinances, resolutions, or parts of ordinances or resolutions in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 6. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance, which can be given effect without the invalid provision, or application, and to this end, the provisions of this ordinance are declared severable.

Section 7. This ordinance shall become effective immediately upon final passage by the Town Commission.

PASSED AND ADOPTED this 15th day of **September, 2025**, in the regular session of the Town Commission of the Town of Lady Lake, Lake County, Florida, upon the second and final reading.

Town of Lady Lake, Florida

Ed Freeman

Attest:

Kathleen Rosado, Town Clerk

Approved as to form:

Derek Schroth, Town Attorney



Proclamation

WHEREAS, September 17, 2025, marks the two hundred thirty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; it has guided our growth, shaped our progress, and defined us as a Nation of sacred laws and fundamental values; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, on Constitution Day, September 17th and Constitution Week September 17th - 23rd, we celebrate our Constitution and rights of citizenship that together we enjoy as the people of this proud Nation; and

NOW, THEREFORE, I, Ed Freeman, Mayor of the Town of Lady Lake, Florida, do hereby proclaim the week of **September 17 - 23, 2025** as

Constitution Week

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Lady Lake to be affixed this third day of September, in the year of our Lord two thousand twenty-five.

Ed Freeman, Mayor

Attest:

Nancy Wilson, Town Clerk

1 **MINUTES OF THE TOWN COMMISSION MEETING**
2 **TOWN OF LADY LAKE, FLORIDA**

3 **August 18, 2025**

4 The regular meeting of the Lady Lake Town Commission was held in the Commission
5 Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida, with Mayor Freeman
6 presiding. The meeting convened at 6:00 p.m.

7 Mayor Freeman verified with Deputy Town Clerk Osborne that this meeting was properly
8 noticed.

9 **CALL TO ORDER**

10 **INVOCATION**

11 Reverend Dr. Paul Harsh – First Baptist Church of Lady Lake

12 **PLEDGE OF ALLEGIANCE**

13 Led by Mayor Freeman

14 **ROLL CALL**

Commissioner (Ward)	Present
Regan (Four)	YES
Gourlie (Two)	YES
Roberts (One)	YES
Sage (Five)	YES
Freeman (Three)	YES

15 **STAFF PRESENT**

16 Bill Lawrence, Town Manager; Thad Carroll, Growth Management Director; Becky Higgins,
17 Senior Planner; Police Chief Steve Hunt, Lady Lake Police Department; Deputy Chief Jason
18 Brough, Lady Lake Police Department; Lieutenant Allen Greene, Lady Lake Police
19 Department; Lieutenant James Dunagan, Lady Lake Police Department; C.T. Eagle, Public
20 Works Director; Joella LeDonne, Finance Director; Aly Herman, Library Director; Kathy
21 Rosado, Town Clerk; and Carol Osborne, Deputy Town Clerk.

22 Town Attorney Derek Schroth was also in attendance.

A. CONSENT

1. August 4, 2025 – Town Commission Minutes

Commissioner Sage made a motion to approve the Consent Agenda as presented; Commissioner Roberts seconded. Motion carried 5-0.

B. NEW BUSINESS

1. Consideration of Approval for the Church of Christ Bathroom Addition New Major Site Plan Modification MJM 01/24-001 – Proposing a 430 Square Foot Bathroom and 120 Square Foot Covered Entryway Addition to the Existing Church Building on 2.67 Acres of Land Zoned Public Facilities District (PFD), owned by Church of Christ of The Villages, Inc., addressed as 1421 Oak Street, within the Town Limits of Lady Lake, Florida. (Thad Carroll)

Growth Management Director Thad Carroll stated that the application was received on Monday, January 29, 2024, for a 2,120 square foot addition. In September of 2024, the applicant revised the application to remove the proposed fellowship hall and add a bathroom addition instead. Because the application had already been processed as a major site plan modification, the existing site plan modification application was amended to prevent the applicant from incurring additional application fees.

Mr. Carroll presented photographs and site plan maps of the subject property. He advised that the retention area is adequate. He stated that there will be an additional handicapped parking space on the southern section and no other parking lot improvements are necessary. The overhang will be constructed on the west side of the building, and there will not be additional trees added to the property.

TRAFFIC - The proposed addition will not cause an increase in transportation impacts.

STORMWATER - The Saint Johns River Water Management District permit issued on April 11, 2006, included a future 3,264 square foot building addition in original site design calculations. The current onsite stormwater facilities were constructed based on the proposed increase in impervious surface for the building addition, which as of today has not been built.

COMMERCIAL DESIGN STANDARDS - Per Sec 20-6F of the Land Development Regulations, civic buildings are exempt from commercial design standards.

TREE REQUIREMENTS - Per Sec 10-6)a)1), this site does not exceed the threshold which would require the site to conform to the current landscaping regulations.

UTILITIES - Per Appendix A within Chapter 14 of the Land Development Regulations, one sewer ERU and one water ERU are required. The utility quote has been paid, and the church is currently connected to town utilities.

The site plan was reviewed for compliance with the Land Development Regulations (LDRs) including provisions related to drainage, grading and erosion control. The application was determined to be in compliance with the LDRs and the Comprehensive Plan. The plans were distributed for reviews to the Technical Review Committee. The engineering plans from Edward Abshier, Professional Engineer, were reviewed by Neel-Schaffer Engineering, the Fire Inspector, Kerry Barnett, Building Official, Mark Brower, and Public Works Director, C.T. Eagle. All reviews were sufficient, completed reviews.

Mr. Carroll explained that this site plan is being presented to the commission because the application was submitted prior to the policy change. Any application in the queue at that time must be carried out under the old regulations.

Commissioner Regan inquired whether the building currently has a restroom or is this addition for a restroom.

Mr. Carroll stated the building currently has a restroom and this expansion is for additional restroom area.

Commissioner Roberts stated this application is for a 432-square foot addition and inquired whether the remaining square footage from the original application will be brought before the commission or handled administratively.

Mr. Carroll stated if a site plan complies with town code, it will be processed administratively through Growth Management. The commission would be presented with site plan applications if waivers are requested.

Commissioner Gourlie made a motion to approve the Church of Christ Bathroom Addition New Major Site Plan Modification MJM 01/24-001; Commissioner Regan seconded. Motion passed 5-0

C. TOWN ATTORNEY'S REPORT

No report.

TOWN MANAGER'S REPORT

Mr. Lawrence introduced Kathleen Rosado as the new Town Clerk, and thanked Deputy Town Clerk, Carol Osborne, for her service as acting Town Clerk in the interim until Ms. Rosado's start date.

Mr. Lawrence stated a Special Commission meeting is scheduled for Thursday, September 11, 2025, at 5:30 p.m., to pass Res. 2025-105 – Solid Waste Assessment and Res. 2025-104 – Fire Protection Services. The public hearing for the adoption of these resolutions will be

advertised on August 21, which is at least 20 days prior to the meeting date on September 11.
The adoption of the resolutions must be prior to September 15 at 5:00 p.m.

MAYOR AND COMMISSIONER'S REPORT

Commissioner Roberts stated that she attended the Florida League of Cities annual conference. She stated that it was an excellent conference with terrific speakers and sessions that were informative and inspirational.

Mayor Freeman stated that he also attended the conference. He thanked the town's Media Specialist, Susyn, for her comparative list of area municipalities who utilize live streaming.

PUBLIC COMMENTS

Reverend Dr. Paul Harsh, 432 CR 466, Lady Lake

Dr. Harsh stated that he has had a relationship with the town commission for over 30 years, noting at times when he felt the commission was treated unfairly and he publicly defended them. He stated that he did not always agree with the commission, either as a group or with individual commissioners. He stated that disagreement is a strength as it can be a learning experience.

Dr. Harsh acknowledged Commissioner Roberts for her integrity in standing for what she believes. He asked the commission to consider holding a workshop meeting to discuss building a bridge on mutual integrity.

Ruth Kussard, 424 Loma Paseo, Lady Lake

Ms. Kussard stated that there is no reason for anyone to consistently attend meetings and preach to the commission. The purpose of the commission meetings is to conduct town business.

ADJOURN

There being no further business to discuss, the meeting adjourned at 6:19 p.m.

Kathy Rosado, Town Clerk

Ed Freeman, Mayor

**DRAFT MINUTES OF THE TOWN COMMISSION CONCEPTUAL
WORKSHOP
TOWN OF LADY LAKE, FLORIDA
August 18, 2025**

The special conceptual workshop meeting of the Lady Lake Town Commission was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida, with Mayor Ed Freeman presiding. The meeting convened at 5:30 p.m.

Mayor Freeman confirmed with Deputy Town Clerk Osborne that this meeting was properly noticed.

ROLL CALL

Commissioner (Ward)	Present
Regan (Four)	YES
Gourlie (Two)	YES
Roberts (One)	YES
Sage (Five)	YES
Freeman (Three)	YES

STAFF PRESENT:

Bill Lawrence, Town Manager; Thad Carroll, Growth Management Director; Becky Higgins, Senior Planner; Kathy Rosado, Town Clerk; and Carol Osborne, Deputy Town Clerk.
Town Attorney Derek Schroth was also in attendance.

NEW BUSINESS

1. Consideration of Landscaping and Commercial Design Waivers for the Chase Bank – New Major Site Plan MJSP 03/25-002 – Proposing a 3,490 Square Foot Bank with Drive Through, 27 Parking Spaces, and Landscaping Buffers, on 0.83 acres zoned Planned Unit Development (PUD), located at the Intersection of the within the Town Limits of Lady Lake, Florida. (Becky Higgins)

Senior Planner Becky Higgins stated that the applicant is Dillon Goodell, PE, Dynamic Engineering Consultants, PC. The property owner is SRK lady Lake 43 Associates LLC and are affiliated with Benchmark Group. The project is located at the intersection of County Road 25 and North Highway 27/441.

Ms. Higgins presented the site plan map, the layout of the building on the property, and the landscaping plan. She advised that the town requirements have been met, i.e. parking spaces, bicycle setbacks, the minimum number of tree inches, and the total number of trees, etc.

Ms. Higgins stated that the applicant is requesting four waivers:

Waiver 1 - Sec 7-6)c)2)A) - Reduced width for parking stalls. She explained town code requires 10 x 20-foot spaces. Per the section stated a reduced width of 9 feet is permitted by commission approval.

Justification Statement provided by the applicant – The 9-foot parking stalls have been proposed to reduce the overall paved area of the site.

Ms. Higgins advised that the handicap parking stalls will remain the standard size.

Waiver 2 - Sec 7-6)g)1) - Designated parking and loading spaces shall be marked on the surface of the parking space with paint or permanent marking material in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), latest edition, and maintained in a clear and visible condition. The applicant is proposing an unmarked loading space at the front of the building.

Justification Statement provided by the applicant – The deliveries will occur outside of normal business hours.

Waiver 3 - Sec 10-3)b)B)1)a) - A waiver may be requested for the required canopy trees under the overhead power lines. Ms. Higgins stated that canopy trees are required to be within the landscape buffer and will be replaced with understory trees. The canopy trees will be relocated on the site.

Justification statement provided by the applicant - The understory trees have been proposed to eliminate the potential conflict with canopy trees and the existing overhead power lines.

Waiver 4 - Chapter 20, Section 20-3C).3).A). - New buildings should adopt one of the four architectural styles recommended in the Town of Lady Lake Commercial Design Guidelines Manual: Frame Vernacular, Craftsman/Bungalow, Mediterranean, or Mission. She stated that the proposed elevations are compatible with the Mediterranean style but they do not entirely fall under that category. There are many elements of the structure that are part of the town's design codes such as the canopies, the change in plane, the various materials such as stone and wood, which match the town's requirements as far as architectural elements.

Justification provided by applicant - According to the code Sec. 20-3C General Design Standards, new buildings should adopt one of the four architectural styles: Frame Vernacular, Craftsman/Bungalow, Mediterranean, or Mission. This Chase bank design is compatible with

1 Mediterranean style but uses Chase standard architectural elements. The surrounding
2 commercial businesses, such as those nearby, (Mission BBQ, Miller's Ale House, Goodwill) are
3 compatible with the proposed architectural styles of the proposed bank.

4 Commissioner Roberts inquired if the degree of modification of the exterior surface is similar
5 in design with other Chase Banks.

6 Ms. Higgins replied affirmatively adding that many branded buildings have certain aspects
7 that can be modified and still meet the branding requirement.

8 Trish Nearhoof-Eubanks – Architect of Record with BDG Architects LLP

9 Ms. Nearhoof-Eubanks stated to meet the town guidelines the cornice has been updated to
10 allow the 12 inches with three different bandings on it. She stated that this is prototypical
11 finishes with the fiber cement and hard stone.

12 Commissioner Regan acknowledged the architect's effort to meet the town's requirements
13 while still meeting the company's requirements.

14 Commissioner Sage inquired to the reduction in the parking stalls.

15 Jacqueline Pachay, Dynamic Engineering, representing the civil firm for Chase Bank.

16 Ms. Pachay stated that the town's standard parking stall requirement is 10x20 feet, while
17 other jurisdictions are 9x18 feet. She stated that a 9-foot wide parking stall is not uncommon
18 for the average passenger vehicle.

19 **Commissioner Gourlie made a motion to approve the commercial design waivers for the**
20 **Landscaping and Commercial Design Waivers for the Chase Bank, New Major Site Plan**
21 **MJSP 03/25-002. Commissioner Regan seconded. Motion passed by a 5-0 vote.**

22 **PUBLIC COMMENT**

23 No comments.

24 **ADJOURNMENT**

25 There being no further business, the meeting was adjourned at 5:41 p.m.

26
27 _____
28 Kathy Rosado, Town Clerk

29
30 _____
31
32 Ed Freeman, Mayor



TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

AGENDA ITEM TITLE

Consideration of approval to award a contract to M.T. Causley, LLC, providing for a contracted building official, building inspection services, building plan review, and related support services for the Town of Lady Lake. (Thad Carroll)

AGENDA ITEM ID

20250903

DEPARTMENT

Growth Management

SUMMARY

STAFF RECOMMENDED MOTION

Growth Management Staff recommend approval of the award of contract to M.T. Causley, LLC, providing for a contracted building official, building inspection services, building plan review, and related support services for the Town of Lady Lake.

The Town of Lady Lake has been utilizing Charles Abbott Associates, Inc. to perform building official, building inspection services, and building plan review since October of 2022. On July 23, 2025, Growth Management staff received a letter stating that the company would no longer be able to continue these services after September 30, 2025. The original contract was for a period of two years and included two optional one-year extensions. It was the intent of staff to exercise the last one-year extension for services in the next fiscal year.

Although Charles Abbott Associates, Inc. did provide the 60-day notice as per the termination clause in the current contract, the notification did not provide enough time to advertise a Request for Proposal (RFP), convene a review committee, and select a preferred service provider before the beginning of the next fiscal year. Therefore, staff would like to piggy-back on an existing service contract that M.T. Causley LLC currently has with the Town of Astatula.

In 2016, the Town of Lady Lake awarded a contract to M.T. Causley LLC to perform building official, building inspection services, and building plan review services. The contract remained in place until October 1, 2022, at which time Charles Abbott Associates, Inc. was awarded the contract with the Town.

Town staff are familiar with M.T. Causley LLC as a result of the prior contract, and the company is presently providing services in the City of Minneola as well as the City of Eustis. Given that the company has current contracts with other municipalities in Lake County, and

the fact that they have also previously worked in the Town of Lady Lake, M.T. Causley LLC is likely familiar with some of the local contractors as well as the developments and subdivisions within the Town.

Either party may terminate the Agreement, or any part of the Agreement upon ninety-days' written notice, with or without cause and with no penalty or additional cost beyond the rates stated in the Agreement. The current agreement with the Town of Astatula provides services through March 23, 2026, at which time it may be renewed for an additional twelve months.

By awarding the contract to M.T. Causley LLC, the Town will be able to seamlessly transition to a new provider for building official, building inspection services, and building plan review services on October 1st.

PAST ACTIONS

There are no past actions on this item.

FISCAL IMPACT

Please find the attached fee schedule within the proposed contract.

SOURCE OF FUNDING

Revenues derived from Building Permit Fees.

FUNDING ACCOUNT

001-2401-524-3410



TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

AGENDA ITEM TITLE

Consideration of Approval of the Fiscal Year 2025-2026 Holiday Schedule. (Tamika DeLee/Bill Lawrence)

AGENDA ITEM ID

20250903

DEPARTMENT

Human Resources

SUMMARY

Human Resources staff recommend approval of the Fiscal Year 2025-2026 Holiday Schedule.

The holiday schedules for Fiscal Year 2025-2026 are attached for review. The schedules reflect holidays based on the eight and ten-hour workdays. Holiday pay has been included in the budget.

FISCAL IMPACT

Not applicable

SOURCE OF FUNDING

Not applicable

FUNDING ACCOUNT

Not applicable