LONGWOOD CITY COMMISSION
Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA
June 2, 2025
6:00 PM

1. CALL TO ORDER

2. OPENING INVOCATION

3. THE PLEDGE OF ALLEGIANCE

4. COMMUNITY ANNOUNCEMENTS

A. The Annual "Father and Daughter" Dance will be held on Thursday, June 12, 2025, from 7:00 p.m. until 9:00 p.m. at the Longwood Community Building, 200 West Warren Avenue.

B. The City of Longwood will host a Flag Retirement Ceremony on Saturday, June 14, 2025, from 10:00 a.m. until 11:30 a.m., at Reiter Park, 311 West Warren Avenue. A concert in the park will occur after the flag retirement at 12:00 p.m.

C. The "Downtown Longwood Cruise-In" Car Show will be held on Saturday, June 14, 2025, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood.

5. PROCLAMATIONS / RECOGNITIONS

A. Proclamation recognizing Christian Tech Center Ministries 3rd Anniversary.

6. BOARD APPOINTMENTS

A. Appointment of a member of the Commission as the primary and the alternate representative to the Council of Local Governments in Seminole County (CALNO).

7. PUBLIC INPUT

A. Public Participation.

8. MAYOR AND COMMISSIONERS' REPORT

A. Districts #4, #5, #1, #2 and #3

9. COMMISSION AND STAFF ADDITIONS OR CHANGES

A. ADDITIONAL ITEMS RAISED DURING MAYOR'S AND COMMISSIONERS' REPORTS

B. ANY ADDITIONS OR DELETIONS TO THE AGENDA

10. CONSENT AGENDA

A. Approve the Minutes of the May 13, 2025, Special Meeting and the May 19, 2025, Regular Meeting.

B. Approve the Monthly Expenditures for April 2025.

C. City Commission to affirm the appointment of City Manager William Watts as Board Member and approve Magdala Ridore, HR Director, as the Alternate Board Member to represent the City of Longwood on the Public Risk Management of Florida (PRM) Property and Casualty Pool Board of Directors.

D. Approve the award for the Construction Agreement for the Raven Avenue Outfall Rehabilitation Project (IFB-PW-RavenOutfall2024), authorize the issuance of a purchase order in the amount of $620,000 to Gregori Construction, Inc. which includes the base bid of $516,516.00 and a 20% contingency, and authorize the City Manager to execute all associated documents.

11. PUBLIC HEARINGS

A. Read by title only and adopt Ordinance No. 25-2267, a Small-Scale Comprehensive Plan intended to change the Future Land Use and Zoning at 919 Orange Avenue to allow for the existing use of a daycare center to be permitted outright.

B. Read by title only and adopt Ordinance No. 25-2268, a non-codified Longwood Development Code Amendment to allow a standalone pharmacy at 876 South U.S. Highway 17-92.

C. Read by title only and adopt Ordinance No. 25-2269, amending Chapter 78, Article II, Communications Facilities in Public Rights-of-Way concerning requirements to obtain a right-of-way permit for the installation of communication services facilities.

12. REGULAR BUSINESS

A. Schedule Thursday, September 4, 2025, and Monday, September 15, 2025, as regular City Commission Meetings dates and public hearing dates for the adoption of the Fiscal Year 2025/2026 Budget.

13. CITY MANAGER'S REPORT

14. CITY ATTORNEY'S REPORT

15. CITY CLERK'S REPORT

16. ADJOURN

Michelle Longo, MMC, FCRM
City Clerk

Notice: All persons are advised that if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record to include the testimony and evidence upon which the appeal is to be based (per Sec. 286.0105, Florida Statutes). Persons with disabilities needing assistance to participate in any of these meetings should contact the A.D.A. Coordinator at (407) 260-3466 at least 48 hours in advance of the meeting.

Any invocation that is offered before the official start of the Commission meeting shall be the voluntary offering of a private person, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission or the city staff, and do not necessarily represent their individual religious beliefs, nor are the views and beliefs expressed by an invocation speaker intended to suggest the City's allegiance to or preference for any particular religion, denomination, faith, creed or belief. Persons in attendance at the City Commission meeting are invited to stand during the opening invocation and Pledge of Allegiance. 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. You may exit the City Commission Chambers and return upon completion of the opening invocation if you do not wish to participate in or witness the opening invocation.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 260-3441 or emailing clerk@longwoodfl.org.

Future Meetings:	June 16, 2025	6:00 PM	Regular Meeting
	July 7, 2025	6:00 PM	Regular Meeting (Canceled)
	July 10, 2025	3:00 p.m.	Work Session

Historic LONGWOOD Florida

Agenda Item 10A

To: **The Honorable Mayor and City Commissioners**

From: **Michelle Longo, City Clerk**

Date: **June 2, 2025**

Subject: **Approve the Minutes of the May 13, 2025, Special Meeting and the May 19, 2025, Regular Meeting.**

Introduction:
The City Clerk is presenting the minutes of the May 13, 2025, Special Meeting and the May 19, 2025, Regular Meeting for approval.

Background/Discussion:

Budget Impact:
This item has no anticipated impact on the budget.

Recommendation:
Approval of the minutes.

REQUESTED MOTION/ACTION:
I move to approve Item 10A as presented.

Prepared By:
Michelle Longo, City Clerk

Reviewed By:
Michelle Longo, City Clerk

Attachments:
1. CC05-19-2025Min
2. CC05-13-2025Mins_SM

Historic LONGWOOD Florida

Agenda Item 10B

To: **The Honorable Mayor and City Commissioners**

From: **Judith Rosado, Director of Financial Services**

Date: **June 2, 2025**

Subject: **Approve the Monthly Expenditures for April 2025.**

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of $1,033,271.78 from April 23rd of 2025 through May 1st of 2025, which includes check numbers from 168332 through 168414.

Background/Discussion:

Per Section 6.10(A) of the City Charter, the City Manager must certify that there are sufficient unencumbered funds within the budgeted appropriations to cover obligations when they become due and payable.

Budget Impact:

There are sufficient unencumbered funds to cover these obligations.

Recommendation:

The City Manager and Director of Financial Services recommend approval of expenditures in the amount of $1,033,271.78.

REQUESTED MOTION/ACTION:

I move to approve Item 10B as presented.

Prepared By:

Judith Rosado, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

Historic
LONGWOOD
Florida

Agenda Item 10B

1. Monthly Expenditures

Historic LONGWOOD Florida

Agenda Item 10C

To: **The Honorable Mayor and City Commissioners**

From: **Magdala Ridore, Human Resources Director**

Date: **June 2, 2025**

Subject: **City Commission to affirm the appointment of City Manager William Watts as Board Member and approve Magdala Ridore, HR Director, as the Alternate Board Member to represent the City of Longwood on the Public Risk Management of Florida (PRM) Property and Casualty Pool Board of Directors.**

Introduction:

This agenda item requests City Commission approval to affirm the appointment of City Manager William M. Watts as Board Member, and HR Director Magdala Ridore as Alternate Board Member, to represent the City of Longwood on the Public Risk Management of Florida (PRM) Property and Casualty Pool Board of Directors.

Background/Discussion:

The City of Longwood contracts with the Public Risk Management (PRM) Property and Casualty insurance pool. Pursuant to Article 6.1 of PRM's By-laws:

Each Member shall appoint one (1) person to represent that body (the "Representative") on the Board of Directors along with another person to serve as an alternate representative (the "Alternate") when the Representative is unable to carry out their duties. These appointments must be made in writing by the governing body of the Member and submitted to the Executive Director. Appointees must be employees or appointed/elected officials of the Member entity.

PRM Executive Director Robbie Chartier has requested written confirmation of these appointments by the City Commission.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Human Resources/Risk Management Director recommend the City Commission approve the board appointments and authorize the City Manager to sign any associated documents.

REQUESTED MOTION/ACTION:

Agenda Item 10C

I move to approve Item 10C as presented.

Prepared By:
Magdala Ridore, Human Resources Director

Reviewed By:
William Watts, City Manager

Attachments:
None

Agenda Item 10D

To: **The Honorable Mayor and City Commissioners**

From: **Shad Smith, Public Works Director**

Date: **June 2, 2025**

Subject: **Approve the award for the Construction Agreement for the Raven Avenue Outfall Rehabilitation Project (IFB-PW-RavenOutfall2024), authorize the issuance of a purchase order in the amount of $620,000 to Gregori Construction, Inc. which includes the base bid of $516,516.00 and a 20% contingency, and authorize the City Manager to execute all associated documents.**

Introduction:

This agenda item requests the City Commission approve the award and enter into a construction agreement for the Raven Avenue Outfall Rehabilitation Project. The contract will be awarded to Gregori Construction Inc., as the lowest responsive bidder, for the total amount of $516,516.00. The total project allocation, including a 20% contingency, is $620,000.

Background/Discussion:

On May 7, 2025, the City of Longwood opened IFB-PW-RavenOutfall2024 for the construction related to the Raven Outfall Rehabilitation project. All bid documents received have been reviewed by supporting City staff and of the four (4) bids received, the following three (3) were determined responsive:

- Gregori Construction, Inc. - $516,516.00
- Central Florida Environmental Corp - $837,424.50
- Cathcart Construction Company – FL-LLC - $1,890,064.00

The City of Longwood is undertaking the repair and improvement of the Raven Avenue outfall located between 800 and 804 Raven Avenue. The outfall was damaged during Hurricane Ian. Damage to the outfall included damage to the channel protection and retaining walls, resulting in significant erosion of the outfall basing and channel. Improvements include the installation of steel sheet piling around the outfall perimeter as well as channel protection using flexible concrete block mats.

As per the terms of the executed US Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Agreement No. NR234209XXXXC022, approved by the City Commission on Sept 18, 2023, NRCS has reviewed the bid documents and concurs with the

City's intent to award this project to Gregori Construction, Inc. in the amount of $516,516.00. Of this amount, NRCS is providing $143,462.25 in aid.

Budget Impact:

A total of $681,000 has been budgeted and is available in the FY 2024–2025 budget to support this project. This includes a 20% contingency above the bid amount of $516,516, resulting in a total project allocation of $620,000. The difference between the bid amount and the contingency is $103,303.20.

Funding is allocated from the Public Facilities Capital Improvement Project (line item 310-3520-541-6326) in the amount of $481,000, and the Stormwater Management Fund (line item 406-3520-541-6318) in the amount of $139,000.

According to the NRCS agreement, the agency will contribute up to $143,462.25 toward eligible project costs. Therefore, the City's estimated local funding responsibility is $373,053.75, not including any future modifications. NRCS reimbursements will be issued based on paid construction invoices submitted on a monthly or quarterly basis.

Recommendation:

The City Manager and Public Works Director recommend that the City Commission approve and award a Construction Agreement for the Raven Avenue Outfall Rehabilitation Project (IFB-PW-RavenOutfall2024), authorize the issuance of a purchase order in the amount of $620,000 to Gregori Construction, Inc. which includes the base bid of $516,516.00 and a 20% contingency, and authorize the City Manager to execute all associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Shad Smith, Public Works Director
Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Construction Contract for RavenOutfall
2. Certified Bid Tab_IFB-PW-RavenOutfall2024
3. NRCS-USDA Agreement NR234209XXXXC022 signed

Historic LONGWOOD Florida

Agenda Item 10D

Historic LONGWOOD Florida

Agenda Item 11A

To: **The Honorable Mayor and City Commissioners**

From: **Chris Kintner, Community Development Director**

Date: **June 2, 2025**

Subject: **Read by title only and adopt Ordinance No. 25-2267, a Small-Scale Comprehensive Plan intended to change the Future Land Use and Zoning at 919 Orange Avenue to allow for the existing use of a daycare center to be permitted outright.**

Introduction:

This agenda item requests that the City Commission conduct the second public hearing, read by title only, and adopt Ordinance No. 25-2267, a Small-Scale Comprehensive Plan intended to change the Future Land Use and Zoning at 919 Orange Avenue to allow for the existing use of a daycare center to be permitted outright.

Background/Discussion:

- The applicant, Rafael Gonzalez, on behalf of the property owner, Kimberly English, has requested the small-scale land use change amendment at 919 Orange Avenue with Parcel ID 33-20-30-517-0A02-0000.
- The property, 0.32 acres in size, currently has a land use of Medium Density Residential (MDR) and zoning of Medium Density Residential-15 (MDR-15).
- The parcel has historically had a MDR land use designation since at least 2001. A daycare business has existed at this location since at least July 9, 2013 as a legally non-conforming use since day cares are not an allowable use in the MDR land use and MDR-15 zoning district.
- Per the City's Land Development Code, a legally non-conforming use cannot be expanded and should the use be discontinued for a period of 365 days, the daycare use would not be allowed to reestablish at that location.
- The property owner wants to refinance and could not qualify for a commercial loan because the property has a non-conforming use on it and has provided a letter stating that from the lender. Therefore, the applicant has requested a land use of Commercial (COM) and a zoning of Neighborhood Commercial (NC). Daycare is an allowable use in the NC zoning district.
- The area in question is a mix of uses. The parcel to the east of the subject property is a bank and is zoned "17-92" as is the parcel to the south which is an auto-dealership. The parcel to the west is a convenience store which is also a legally non-conforming use and

is zoned MDR. The properties at the rear are zoned MDR and are mostly duplexes along Bryan Court.

- According to the City's Comprehensive Plan and Land Development Code, the NC zoning district is designed to serve adjacent neighborhoods in a manner consistent with the scale of the neighborhoods and in some cases acts as a buffer between the more intense commercial development or between major roads and residential development.
- Given the fact that the subject parcel is so close to the intensely commercial "17-92" zoning, staff supports assigning the more transitional type of commercial zoning like NC which would provide a buffer between Highway 17-92 and predominantly residential uses in the northeast part of the City.
- Additionally, it is unlikely that this parcel will be able to realistically support any other use which would be allowed should the property remain zoned as MDR. Most allowable uses in the MDR zoning district are residential, single-family or townhomes and the feasibility of those uses going on this parcel remains low. Furthermore, the cost involved with converting this building to a residential occupancy would also be steep.
- The City Engineer, Shad Smith, has reviewed the traffic study and found no concerns as it relates to the existing daycare.
- In providing the required notice of this action, staff sent out 31 letters to property owners within 500 feet of the subject property. Staff has to date received no letters of objection, and received one letter of support from Tammy Swiderski & David Swiderski at 900/902 Bryan Ct.
- This item was heard at the May 14th Land Planning Agency meeting and was recommended for approval in a 3-0 vote with two members absent.

Budget Impact:

There is no anticipated budget impact associated with this item.

Recommendation:

The City Manager and Community Development Director recommend that the City Commission adopt Ordinance 25-2267.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 25-2267 as presented.

Prepared By:

Anjum Mukherjee, Senior Planner
Kristin Zack, Planner

Reviewed By:
William Watts, City Manager

Attachments:
1. Ordinance No. 25-2267
2. Business Impact Estimate
3. SPA 01-25 - 919 Orange - Full Application Packet
4. Tammy Swiderski Email of Support

Historic LONGWOOD Florida

Agenda Item 11B

To: **The Honorable Mayor and City Commissioners**

From: **Chris Kintner, Community Development Director**

Date: **June 2, 2025**

Subject: **Read by title only and adopt Ordinance No. 25-2268, a non-codified Longwood Development Code Amendment to allow a standalone pharmacy at 876 South U.S. Highway 17-92.**

Introduction:

This agenda item requests that the City Commission conduct the second public hearing, read by title only, and adopt Ordinance No. 25-2268, a non-codified Longwood Development Code Amendment to allow a standalone pharmacy at 876 South U.S. Highway 17-92.

Background/Discussion:

- At the March 17, 2025 City Commission meeting, the City Commission directed staff to find a way to approve Sunshine Pharmacy at 876 South U.S. Highway 17-92.
- Sunshine Pharmacy had approached staff prior to this meeting and was informed that since the city had elected to enact distance requirements between medical marijuana dispensaries in 2023, and as state law requires municipalities to be no more restrictive on marijuana dispensaries than on pharmacies, a pharmacy would not be allowed at this location due to its proximity to AYR Cannabis Dispensary.
- The special exception process in the Longwood Development Code does not allow special exceptions for land uses. As such, a land development code amendment will need to be adopted to enact the Commission's goal.
- This ordinance, prepared in coordination with the City Attorney, is intended to enact the City Commission's direction by exempting the subject parcel from the distance requirements to allow for an equal number of standalone pharmacies and medical marijuana dispensaries (4). This limitation helps ensure that the intent of the original ordinance is not undermined.
- At its April 21, 2025 meeting, the City Commission approved a Temporary Use Agreement with Sunshine Pharmacy that will allow them to move in to their desired location prior to the changes proposed in this ordinance, with the understanding that if the ordinance does not pass they will have to vacate the premises by the end of the year.
- The owners of the pharmacy met with staff on March 27th to go over building code requirements. The owners indicated they understand the permitting requirements,

impact and mobility fees, and other steps necessary to ensure they are open within the timeline they envision.
- This item was heard at the May 14th Land Planning Agency meeting and was recommended for approval in a 3-0 vote with two members absent.

Budget Impact:
There is no anticipated budget impact associated with this item.

Recommendation:
The City Manager and Community Development Director recommend that the City Commission adopt Ordinance No. 25-2268.

REQUESTED MOTION/ACTION:
I move to adopt Ordinance No. 25-2268.

Prepared By:
Chris Kintner, Community Development Director

Reviewed By:
William Watts, City Manager

Attachments:
1. Ordinance No. 25-2268
2. Business Impact Estimate

Historic LONGWOOD Florida

Agenda Item 11C

To: **The Honorable Mayor and City Commissioners**

From: **William Watts, City Manager**

Date: **June 2, 2025**

Subject: **Read by title only and adopt Ordinance No. 25-2269, amending Chapter 78, Article II, Communications Facilities in Public Rights-of-Way concerning requirements to obtain a right-of-way permit for the installation of communication services facilities.**

Introduction:

This agenda item requests that the City Commission adopt Ordinance No. 25-2269, amendments to Chapter 78, Article II, Communications Facilities in Public Rights-of-Way, concerning requirements to obtain a right-of-way permit for the installation of communication services facilities.

Background/Discussion:

The purpose of Ordinance 25-2269 is to ensure that, in accordance with Section 337.401, Florida Statutes, a communication services facility owner that is installing facilities within a public right-of-way is responsible for any damage resulting from such installation activities.

The ordinance requires that to obtain a right-of-way permit for such installation activities, the owner of communication services facilities must execute an owner's authorization if it is using a contractor to obtain a right-of-way permit. Such an owner's authorization will make it clear that the communication services facilities owner takes responsibility for the damages caused by its contractor obtaining the right-of-way permit and performing the installation work.

Further, the ordinance requires a construction bond in the form of a cash escrow or letter of credit and corresponding escrow agreement be provided to the City before a right-of-way permit is issued. The amount of the cash escrow or letter of credit required is $250,000 for a project area exceeding 500 linear feet and is $25,000.00 for a project area less than 500 linear feet. The purpose of the cash escrow and escrow agreement is to ensure that if the facility owner does not promptly correct damages that it or its contractor causes during installation activities, the City can use the escrow funds to correct the damages. Subject to deductions to correct damages as allowed by the escrow agreement, the cash escrow deposit will be returned to the right-of-way permit holder on the 200th day after the completion of the installation of the communications services facilities.

Also, the ordinance provides for the City to issue and enforce a stop work order to pause the communication services facilities installation activities until damages caused as the result of installation activities are corrected before installation work re-commences.

The ordinance also allows the City to limit a right-of-way permit to a project area not to exceed 4,000 linear feet. Such a limitation is needed due to the constraints placed on city staff concerning communication services facilities installation projects, associated utility locates and to ensure that damage caused by the permit holder's installation activities is timely corrected. Too large of a project area makes monitoring the work more difficult.

Budget Impact:
This item has no anticipated impact on the budget.

Recommendation:
The City Manager and City Attorney recommend approval of Ordinance No. 25-2269.

REQUESTED MOTION/ACTION:
I move to adopt Ordinance No. 25-2269 as presented.

Prepared By:
William Watts, City Manager

Reviewed By:
William Watts, City Manager

Attachments:
1. Ordinance No. 25-2269
2. Business Impact Estimate

Historic LONGWOOD Florida

Agenda Item 12A

To: **The Honorable Mayor and City Commissioners**

From: **Michelle Longo, City Clerk**

Date: **June 2, 2025**

Subject: **Schedule Thursday, September 4, 2025, and Monday, September 15, 2025, as regular City Commission Meetings dates and public hearing dates for the adoption of the Fiscal Year 2025/2026 Budget.**

Introduction:

September 1, 2025, is the Labor Day Holiday; therefore, the regular City Commission Meeting must be rescheduled. The agenda item requests the City Commission schedule Thursday, September 4, 2025, as the first meeting/public hearing for the adoption of the fiscal year 2025/2026 budget. This will allow the second regular meeting to remain on Monday, September 15, 2025, and will ensure compliance with State Law. In accordance with State Law, neither September 4th nor September 15th conflicts with the public hearing dates scheduled for Seminole County Government or the Seminole County School Board for the adoption of their respective budgets.

Background/Discussion:

This item establishes the schedule for the regular City Commission Meeting dates for the Month of September and public hearing dates for the adoption of the Fiscal Year 2025/2026 Budget.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Clerk recommends approval of the September Meeting dates by the City Commission.

REQUESTED MOTION/ACTION:

I move to approve Item 12A as presented.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

William Watts, City Manager

Attachments:

None