

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

AGENDA
February 2, 2026
6:00 PM

1. **CALL TO ORDER**
2. **OPENING INVOCATION**
3. **THE PLEDGE OF ALLEGIANCE**
4. **COMMUNITY ANNOUNCEMENTS**
 - A. **The Mid-Florida Mustang Club’s 38th Annual Mustang and Ford Roundup will be held on Saturday, February 7, 2026, from 10:00 a.m. until 3:00 p.m. in the Historic District of Longwood.**
 - B. **The “Downtown Longwood Cruise-In” Car Show will be held on Saturday, February 14, 2026, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood.**
5. **PROCLAMATIONS / RECOGNITIONS**
 - A. **Recognition Presentation of the 46th Annual JOY (Juvenile of the Year) Awards.**

Ymarieliz Valentin	Altamonte Elementary School
Calliope (Callie) Perkins	Greenwood Lakes Middle School
Walter (Jonah) Smith	Highlands Elementary School
Valeria Hernandez Reyes	Lake Mary High School
Eliza Gibeau	Longwood Elementary School
Genesis Tirado Pagan	Lyman High School
Maxim (Max) Zambri	Milwee Middle School
Michael Reyes Johnson	Rock Lake Middle School
David Brunat	Winter Springs Elementary School
Nicholas Jackson	Winter Springs High School
Delilah Yareakh	Woodlands Elementary School
6. **BOARD APPOINTMENTS**
7. **PUBLIC INPUT**
 - A. **Public Participation.**
8. **MAYOR AND COMMISSIONERS’ REPORT**

- A. Districts #3, #4, #5, #1, and #2.
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. Approval of the January 19, 2026, Regular Meeting Minutes.
 - B. Approve the Monthly Expenditures for January 2026.
11. PUBLIC HEARINGS
- A. Request for continuance of the second public hearing for Ordinance No. 25-2276, which amends the Longwood Comprehensive Plan to reflect the adoption of the City's Mobility Fee and Bicycle-Pedestrian Master Plan.
12. REGULAR BUSINESS
- A. Discussion of allowable uses in the Industrial Core zoning category related to a request by One School of the Arts
 - B. Read by title only and adopt Resolution No. 26-1712, which amends the fiscal year 2024/2025 budget.
 - C. Read by title only and adopt Resolution No. 26-1713, executing of the locally funded agreement with State of Florida Department of Transportation (FDOT) for State Road 434 improvements (Financial Project No.: 443838-1-52-02).
 - D. Appointment of Special Magistrate for Trespass Warning Appeals Issued Pursuant to Ordinance No. 25-2266, Codified as Section 2-2, City of Longwood Code of Ordinances.
 - E. Initiation of a Citywide Strategic Planning Process and Scheduling of a City Commission Workshop.
 - F. Discussion of Proposed Charter Amendment to Modify Debt Restriction Thresholds.
13. CITY MANAGER'S REPORT
14. CITY ATTORNEY'S REPORT
15. CITY CLERK'S REPORT
16. ADJOURN

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:	February 16, 2026	6:00 PM	Regular Meeting
	March 2, 2026	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: February 2, 2026

Subject: Approval of the January 19, 2026, Regular Meeting Minutes.

Introduction:

The City Clerk is presenting the minutes of the January 19, 2026, Regular Meeting for approval.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Clerk recommends the approval of the Minutes.

REQUESTED MOTION/ACTION:

I move to approve Item 10A as presented.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

Liane Cartagena, City Clerk

Attachments:

1. CC01-19-2026Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: February 2, 2026

Subject: Approve the Monthly Expenditures for January 2026.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$702,862.47 from January 1, 2026 through January 17, 2026, which includes check numbers from 169910 through 170044.

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 \$702,862.47.

REQUESTED MOTION/ACTION:

I move to approve Item 10B as presented.

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Monthly Expenditures

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: February 2, 2026

Subject: Request for continuance of the second public hearing for Ordinance No. 25-2276, which amends the Longwood Comprehensive Plan to reflect the adoption of the City's Mobility Fee and Bicycle-Pedestrian Master Plan.

Introduction:

This agenda item requests that the City Commission continue the scheduled adoption public hearing for Ordinance No. 25-2276, a Comprehensive Plan Text Amendment updating the Plan to reflect the adoption of the City's Mobility Fee and Bicycle-Pedestrian Master Plan, to the May 4, 2026, City Commission meeting.

Background/Discussion:

The City has adopted a Mobility Plan and Fee as well as an updated Bicycle-Pedestrian Master Plan. As such, this amendment aims to update the Comprehensive Plan to reflect those changes and update the map series.

Staff submitted the Ordinance to the Florida Department of Commerce and received comments that are based on the "restrictive and burdensome" language of Senate Bill (SB) 180. As there is at least one bill dealing with that aspect of SB 180 being considered during this legislative session, staff is recommending delaying the adoption of the Ordinance to see whether the language in SB 180 is amended during this legislative session. The City has 180 days from the receipt of comments to adopt the Ordinance, which is June 29, 2026.

This item appeared before the Land Planning Agency at its November 12, 2025, meeting and was approved 3-0 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 the City Commission continue the second public hearing of Ordinance 25-2276 to the May 4, 2026, meeting.

Agenda Item 11A

REQUESTED MOTION/ACTION:

I move to continue the second public hearing of Ordinance 25-2276 to the May 4, 2026, meeting.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 25-2276
2. CPA 01-25 - Data, Inventory and Analysis
3. Map Series
4. Business Impact Estimate - Ordinance No. 25-2276

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: February 2, 2026

Subject: Discussion of allowable uses in the Industrial Core zoning category related to a request by One School of the Arts

Introduction:

This agenda item requests direction from the City Commission regarding a request made at the January 19th City Commission meeting to re-zone 477 Commerce Way to accommodate a school.

Background/Discussion:

- At the January 19th City Commission meeting, One School of the Arts & Sciences made a request of the City Commission to re-zone property at 477 Commerce Way to accommodate a school.
- 477 Commerce Way is located in the Florida Central Commerce Park area and carries the Industrial Core zoning.
- Industrial Core does not have schools as an allowable use. This is in part due to an effort by the City Commission to address an issue where the City received numerous requests for uses that do not pay property taxes (specific to this instance, religious institutions and schools) for warehouse space in the City's main industrial area. As the industrial area is the City's most stable source of ad valorem tax revenue and the most concentrated area of businesses, and as religious institutions and schools do not pay taxes, the increase in non-taxable properties the City faced in 2011 threatened to impact that stability.
- One complicating factor is that the Religious Land Use and Institutionalized Persons Act of 2000 prohibits zoning laws that treat churches or other religious assemblies or institutions on less than equal terms with nonreligious assemblies or institutions, which means that essentially, any provision that the City makes for a school in a particular zoning district can be no more restrictive than for a religious institution.
- Staff does not recommend pursuing a zoning change for the property. The property is located in the Industrial Core zoning, and is surrounded by properties of the same zoning. Changing the zoning to one that allows schools for this one property would constitute "spot zoning."

Agenda Item 12A

Should the City Commission wish to fulfill this request, staff recommends that the Commission direct staff to prepare a Longwood Development Code Amendment to the allowable use table to create as narrow of an allowance as possible to support the location of this school at 477 Commerce Way. Development Code amendments require 3 public hearings, one before the Land Planning Agency, and two before the City Commission. This is, generally, the same process as what would occur for a re-zone, but is more appropriate.

Budget Impact:

There is no direct budget impact associated with this discussion item. However, the most recent data on the Seminole County Property Appraiser's website indicates that 477 Commerce Way would pay \$12,632.65 in taxes to the City of Longwood based on its valuation. As a school, the property would contribute no property tax payments to the City. Direction to staff to prepare a Development Code ordinance would also necessitate that the City pay the advertising fees and the cost of mailed notice to surrounding property owners at a cost that would likely not exceed \$1,000.

Recommendation:

The City Manager and Community Development Director request that the City Commission consider the request related to 477 Commerce Way and give direction to staff as appropriate.

REQUESTED MOTION/ACTION:

I move to _____.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

None

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: February 2, 2026

Subject: Read by title only and adopt Resolution No. 26-1712, which amends the fiscal year 2024/2025 budget.

Introduction:

This agenda item requests the City Commission read by title only and adopt Resolution No. 26-1712, which amends the Fiscal Year 2024/2025 Budget.

Background/Discussion:

The purpose of this budget amendment is to reconcile year-end actual expenditures to the budget for the 2024/2025 Fiscal Year.

Budget Impact:

Funds are available within the existing city budget, within each fund, but this amendment reallocates funds between programs to cover actual expenditures.

Recommendation:

The City Manager and the Director of Financial Services recommend approving Resolution No. 26-1712.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 26-1712 as presented.

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1712
2. Exhibit A

Agenda Item 12C

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: February 2, 2026

Subject: Read by title only and adopt Resolution No. 26-1713, executing of the locally funded agreement with State of Florida Department of Transportation (FDOT) for State Road 434 improvements (Financial Project No.: 443838-1-52-02).

Introduction:

This agenda item requests City Commission approval to read by title only and adopt Resolution No. 26-1713, authorizing the execution of a Locally Funded Agreement (LFA) with the Florida Department of Transportation (FDOT) for roadway improvements associated with the State Road 434 project (from Rangeline Road to west of State Road 15-600 / US 17-92), Financial Project No. 443838-1-52-02.

Background/Discussion:

FDOT is undertaking improvements along State Road 434 as part of Financial Project No. 443838-1-52-02. The City of Longwood has requested the inclusion of improvements to Grant Street, a City-maintained roadway that intersects with State Road 434, to be incorporated into this project. Specifically, the City is requesting the milling and resurfacing of Grant Street in conjunction with FDOT's planned intersection improvements.

There is a mutual benefit to both the City and FDOT in coordinating these improvements at the intersection of State Road 434 and Grant Street. FDOT's scope includes pedestrian enhancements, signalization upgrades, and intersection resurfacing. Grant Street is in need of resurfacing, and FDOT will perform this work with the northern limits extending from State Road 434 to the beginning of East Bay Avenue, and the southern limits extending from State Road 434 to the beginning of East Evergreen Avenue.

To include these City-requested improvements within the larger State Road 434 project, FDOT requires the City to execute a Locally Funded Agreement. Additionally, FDOT requires the execution of a three-party escrow agreement for the deposit of City funds into an interest-bearing escrow account administered by an escrow agent.

Budget Impact:

Funding for the City-maintained improvements under this Locally Funded Agreement has been budgeted and is available in the Capital Improvement Paving Fund (Line Item 310-3520-541-6331) for Fiscal Year 2026. The City's estimated cost for its portion of the project is \$64,378.00.

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Recommendation:

The City Manager and Public Works Director recommend that the City Commission adopt Resolution No. 26-1713 and authorize the City Manager to execute the required Three-Party Escrow Agreement and any associated documents.

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 26-1713 as presented.

Prepared By:

Jammie Tackett, Utilities Division Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1713
2. Attachment A - Locally Funded Agreement (Financial Project No.: 443838-1-52-02)
3. Attachment B – Three Party Escrow Agreement

Agenda Item 12D

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: February 2, 2026

Subject: Appointment of Special Magistrate for Trespass Warning Appeals Issued Pursuant to Ordinance No. 25-2266, Codified as Section 2-2, City of Longwood Code of Ordinances.

Introduction:

This agenda item requests that the City Commission approve the appointment of Holli New, Esq., of Shepard, Smith, Hand & Brackins, P.A., to serve as the City's Special Magistrate to hear appeals of trespass warnings issued pursuant to Ordinance No. 25-2266. This appointment is necessary due to the retirement of Amy Goodblatt.

Background/Discussion:

On April 21, 2025, the City Commission adopted Ordinance No. 25-2266, creating Section 2-2 of the City of Longwood Code of Ordinances. Section 2-2 provides for the issuance of trespass warnings and allows appeals to be heard by a special magistrate appointed by the City.

Attorney Amy Goodblatt previously served in this role but has since retired from hearing these matters. The City has received a proposal from Holli New, Esq., an associate attorney with Shepard, Smith, Hand & Brackins, P.A., to serve as Special Magistrate. Ms. New has experience in quasi-judicial proceedings and local government law and currently serves as legal counsel to the Town of Eatonville Code Enforcement Board. The proposed hourly rate is \$215.00 on an as-needed basis.

Budget Impact:

The budget impact consists of compensation paid on an as-needed basis at the proposed hourly rate. Funds are available within the existing budget.

Recommendation:

The City Manager and City Attorney recommend approval of the appointment of Holli New, Esq., as the City's Special Magistrate.

REQUESTED MOTION/ACTION:

I move to approve the appointment of Holli New, Esq., as the City of Longwood's Special Magistrate to hear appeals of trespass warnings issued pursuant to Ordinance No. 25-2266.



Agenda Item 12D

Prepared By:

William Watts, City Manager
Daniel W. Langley, City Attorney

Reviewed By:

William Watts, City Manager

Attachments:

1. SSHB Longwood Special Magistrate 1.16.2026

Agenda Item 12E

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: February 2, 2026

Subject: Initiation of a Citywide Strategic Planning Process and Scheduling of a City Commission Workshop.

Introduction:

The City Manager is requesting City Commission approval to initiate a formal strategic planning process for the City. This request will also serve to establish the date(s) for a future City Commission Strategic Planning Workshop. If approved, staff will develop the workshop format and present the proposed format and materials at the workshop.

Background/Discussion:

Strategic planning is a structured process used by municipalities to identify priorities and align City operations and investments with community needs and Commission direction. A strategic plan supports clear policy direction, improves organizational alignment, strengthens accountability through measurable outcomes, and informs future budget and capital planning decisions.

If approved, the strategic planning process is anticipated to include:

1. A City Commission Strategic Planning Workshop to identify priorities, focus areas, and desired outcomes.
2. Review of existing plans and initiatives including current projects, service levels, and departmental work programs.
3. Development of a draft Strategic Plan reflecting Commission direction, including goals, action items, and performance measures.
4. Commission review and adoption of the final Strategic Plan at a future City Commission meeting.

As part of this agenda item, the Commission will be asked to establish the strategic planning workshop date(s). Proposed Dates: March 3, 2026 9am-1pm; March 4, 2026 9am-1pm; March 5, 2026 9am-1pm

Upon approval, staff will develop the workshop format, agenda framework, and supporting materials, and will present those items prior to the scheduled workshop.

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Budget Impact:

There is no immediate fiscal impact associated with initiating the planning process. If the City Commission desires the use of an external facilitator or additional stakeholder engagement, staff will return with any associated costs or proposed agreements for Commission consideration prior to execution.

Recommendation:

The City Manager requests approval to initiate a Citywide Strategic Planning Process and establish the date(s) for a City Commission Strategic Planning Workshop.

REQUESTED MOTION/ACTION:

I move to approve initiation of a Citywide Strategic Planning Process and establish February __, 2026 from 9am-1pm as the City Commission Strategic Planning Workshop date, with staff to develop and present the workshop format and supporting materials prior to the scheduled workshop.

Prepared By:

William Watts, City Manager

Reviewed By:

William Watts, City Manager

Attachments:

None

Agenda Item 12F

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: February 2, 2026

Subject: Discussion of Proposed Charter Amendment to Modify Debt Restriction Thresholds.

Introduction:

This agenda item requests direction from the City Commission regarding a proposed amendment to the City of Longwood Charter to revise Section 6.10(b), Debt Restrictions. If directed, staff would work with the City Attorney to draft an Ordinance proposing a Charter amendment for consideration at a future City Commission meeting.

Background/Discussion:

Section 6.10(b) of the City Charter establishes limits on the City's authority to incur debt for capital improvement projects or for the acquisition of real property or other assets. The current debt thresholds were last amended in 2014 and require voter approval for debt exceeding \$6,000,000.00. Since that time, construction costs, regulatory requirements, and the scale of municipal capital projects have increased significantly.

The City Commission has expressed interest in evaluating whether the Charter's existing debt limits remain appropriate and whether revisions are necessary to allow the City to effectively plan, finance, and deliver major capital improvement projects while maintaining appropriate fiscal safeguards and public oversight.

Section 10.01 of the City Charter authorizes the City Commission to initiate Charter amendments by Ordinance and submit proposed amendments to the voters at a general or special election, as required by Florida law.

Proposed Changes to Debt Restrictions

Staff is seeking policy direction on the following proposed revisions to Section 6.10(b), Debt Restrictions, of the City Charter. If authorized by the City Commission, this language would be incorporated into a draft Ordinance prepared by the City Attorney and presented at a future meeting:

Debt restrictions.

The city may incur debt in an amount up to \$3,000,000.00 for a capital improvement project or

Agenda Item 12F

for the acquisition of a real estate interest or other asset upon approval by the city commission with at least three (3) city commissioners voting in favor.

The city may incur debt in an amount of \$3,000,000.01 and up to and including \$15,000,000.00 for a capital improvement project or for the acquisition of a real estate interest or other asset upon approval by the city commission with at least four (4) city commissioners voting in favor.

The city may incur debt in an amount exceeding \$15,000,000.00 for a capital improvement project or for the acquisition of a real estate interest or other asset only if approved by the City Commission with at least three (3) City Commissioners voting in favor and authorized by the voters at a duly held referendum.

Provided, however, with the unanimous approval of all five (5) City Commissioners, the referendum requirement for the issuance of debt exceeding \$15,000,000.00 may be waived for a public safety capital improvement project. For purposes of this subsection, a public safety capital improvement project includes fire station improvements, police department improvements, and wastewater or potable water treatment plant improvements.

Budget Impact:

This item is for discussion and policy direction only and does not authorize the issuance of any debt. There is no immediate budgetary impact associated with authorizing staff to work with the City Attorney to draft a proposed Charter amendment.

Recommendation:

The City Manager requests authorization for staff to work with the City Attorney to draft an Ordinance proposing an amendment to the City of Longwood Charter to revise Section 6.10(b), Debt Restrictions, and bring the Ordinance to a future City Commission meeting for consideration.

REQUESTED MOTION/ACTION:

I move to authorize staff to work with the City Attorney to draft an Ordinance proposing a Charter amendment to revise the City's debt restriction thresholds for consideration at a future City Commission meeting.

Prepared By:

William Watts, City Manager
Daniel W. Langley, City Attorney

Reviewed By:

William Watts, City Manager



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Attachments:

None