

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

AGENDA
March 2, 2026
6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The Longwood Strawberry Fest will be held on Saturday, March 7, 2026, from 11:00 a.m. until 5:00 p.m. at Reiter Park. There will be strawberries available for purchase from pints to flats, live music, food vendors, an inflatable kid zone for \$5 per child, free carnival games, contests, and the Longwood Farmer’s Market.**
 - B. The City of Longwood will host the 12th Annual “Chili Cook-Off” in conjunction with the monthly car show on Saturday, March 14, 2026, from 4:00 p.m. until 6:30 p.m. in the Historic District of Longwood located off of Church Avenue.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. District # 1 Presentation of the Business Person of the Month Award for March 2026 to January Shepherd, Vice President of Country Club Pet World, 471 West Church Avenue.**
- 6. BOARD APPOINTMENTS**
- 7. PUBLIC INPUT**
 - A. Public Participation.**
- 8. MAYOR AND COMMISSIONERS’ REPORT**
 - A. Districts #5, #1, #2, #3 and #4**
- 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 February 16, 2026, Regular Meeting Minutes.**
- B. Approve the Monthly Expenditures for February 2026.**
- C. Approval of an increase to Purchase Order 25-00973 in the amount of \$53,225.50 to Central Florida Environmental, LLC for the Bennett Road Drainage Improvement Project.**
- D. Approval of a Right-of-Way Use agreement with the First Baptist Church of Longwood located at 891 East SR 434.**
- E. Approval of an easement agreement with Seminole County to provide for a sidewalk on the west side of South Grant Street.**
- F. Approval of Bond Counsel Engagement Letter – 2026 Bond Referendum**

11. PUBLIC HEARINGS

- A. Special Exception (SPE 01-26) to allow reduction in required fees for tree replacement for a new development and to allow a primary color more than 20% on two facades for the new proposed Dairy Queen Grill and Chill on East State Road 434.**
- B. Special Exception (SPE 02-26) to permanently allow a medical trailer at 450 West State Road 434.**

12. REGULAR BUSINESS

- A. Approve the Parks & Recreation Advisory Board recommendations for Patriotic/250th Anniversary Banners to be installed on poles along Ronald Reagan Blvd and Reiter Park in addition to the display of an American 250th Anniversary Flag on the Longwood City Hall and Longwood Memorial Gardens Flag Poles beneath the American Flag.**
- B. Read by title only and adopt Resolution No. 26-1714 stating compliance with the Federal Fair Housing Act.**
- C. Cure Plan Approval for CVS Pharmacy at 130 East State Road 434.**
- D. Approval of FY 2026-2027 Budget Calendar and Scheduling of Pre-Budget Development Workshop.**

13. CITY MANAGER'S REPORT

14. CITY ATTORNEY'S REPORT

15. CITY CLERK'S REPORT

16. ADJOURN

Liane Cartagena
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:	March 3, 2026	8:00 AM	Work Session
	March 16, 2026	6:00 PM	Regular Meeting
	April 6, 2026	6:00 PM	Regular Meeting



Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: March 2, 2026

Subject: Approval of the February 16, 2026, Regular Meeting Minutes.

Introduction:

The City Clerk is presenting the minutes of the February 16, 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 February 16, 2026, Regular Meeting 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. CC02-16-2026Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: March 2, 2026

Subject: Approve the Monthly Expenditures for February 2026.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$1,297,779.96 from February 1 through February 14, 2026, which includes check numbers from 170136 through 170236.

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 Financial Service Director recommend the approval of expenditures in the amount of \$1,297,779.96.

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 10C

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: March 2, 2026

Subject: Approval of an increase to Purchase Order 25-00973 in the amount of \$53,225.50 to Central Florida Environmental, LLC for the Bennett Road Drainage Improvement Project.

Introduction:

Approval of an increase to Purchase Order No. 25-00973 in the amount of \$53,225.50 to Central Florida Environmental (CFE), LLC, for additional construction services related to the Bennett Drive Drainage Improvements Project.

Background/Discussion:

The project focuses on stormwater improvements on Bennett Drive to help reduce flooding around local businesses. Phase I of the project was completed in 2021 and included expanding the shared use pond near the UPS facility and installing drainage pipes up to the edge of Bennett Drive.

Phase II of the project includes installing a new stormwater system. This involved placing a large drainage pipe under the northbound lane of Bennett Drive, along with six concrete access points and eight stormwater inlets to collect stormwater from nearby properties. A portion of the road will need to be reconstructed during construction of the new pipe and structures and another longer portion will need to be resurfaced to create a suitable driving surface for the length of the pipeline installation. Once complete, the new system will connect to the earlier Phase I work and carry stormwater to the joint pond near UPS.

The project is currently complete, and the final invoice includes debits and credits for under-run and over-run items. There was a total of \$66,438.00 in over-run quantities and a total of \$26,517.25 in under runs. Applying the credit for the under-runs leaves a balance of \$39,920.75 to be paid.

During installation of the stormwater pipes and structures, the following occurred:

- Unexpectedly, a city gravity sewer was found during installation of a stormwater pipeline. The sewer line ended up being conflict with the pipe run. To avoid the gravity sewer line, two structures had to be modified, and the pipes reinstalled to connect to the modified structures. The cost for this additional work was \$6,135.15.

Agenda Item 10C

- Due to the high volume of industrial traffic, the asphalt binder was upgraded to a commercial grade polymer binder that resists rutting at high temperatures and improved durability. The cost for the improved binder was \$7,169.60.

The work associated with these two items was unexpected and had to be performed to stay on a tight schedule to meet the Florida Commerce Grant agreement. This change order pays for the work associated with this necessary work.

Budget Impact:

Funding of \$53,225.50 is budgeted and available in the Public Facilities Bennett Drive Drainage Improvement, Line Item 310-3520-541-6324, for the 2025-2026 fiscal year.

Recommendation:

The City Manager and Public Works Director recommend City Commission approval of a change order in the amount of \$53,225.50 to Central Florida Environmental (CFE), LLC, and authorization for the City Manager to execute the associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Contract Modification Form: IFB-ED24ATLOG0123

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: March 2, 2026

Subject: Approval of a Right-of-Way Use agreement with the First Baptist Church of Longwood located at 891 East SR 434.

Introduction:

This agenda item requests the City Commission to approve the execution of a Right-of-Way use agreement between the City of Longwood and the First Baptist Church of Longwood. Refer to the attached agreement and exhibit.

Background/Discussion:

The First Baptist Church of Longwood has been having issues with drivers cutting through the church property between East Bay Avenue and South Lakeview Drive to SR 434. The church would like to install a single gate at the church entrance off of E. Bay Avenue and S. Lakeview Drive to limit the drive through traffic. The new gate would be within the city right-of-way. The right-of-way use agreement will allow the church to operate the gate within the city right-of-way. The city will have its own lock to the gate should access be needed.

Budget Impact:

There is no anticipated impact on the budget.

Recommendation:

The City Manager and Public Works Director recommend the approval of a Right-of-Way use agreement with the First Baptist Church of Longwood and authorize the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager



Agenda Item 10D

Attachments:

1. First Baptist Church ROW Agreement
2. Exhibit A

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: March 2, 2026

Subject: Approval of an easement agreement with Seminole County to provide for a sidewalk on the west side of South Grant Street.

Introduction:

This agenda item requests the City Commission to approve an easement agreement with Seminole County to provide for a sidewalk on the west side of South Grant Street.

Background/Discussion:

The execution of easement from Seminole County will allow the City of Longwood to complete the sidewalk connection on the west side of South Grant Street from Dog track Road to Lake Kathryn Drive. Refer to Exhibit A and the Sketch and Description attached.

Budget Impact:

There is no anticipated impact on the budget.

Recommendation:

The City Manager and Public Works Director recommend approval of an easement agreement with Seminole County to provide for a sidewalk on the west side of South Grant Street and authorize the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Public Sidewalk Easement Agreement - South Grant Street
2. Exhibit A



Agenda Item 10E

Agenda Item 10F

To: The Honorable Mayor and City Commissioners

From: Daniel W. Langley, City Attorney

Date: March 2, 2026

Subject: Approval of Bond Counsel Engagement Letter – 2026 Bond Referendum

Introduction:

Approval of an Engagement Letter with Nabors, Giblin & Nickerson, P.A. (NGN) to serve as Bond Counsel for the City's 2026 Bond Referendum Project.

Background/Discussion:

The City is considering a proposed bond referendum to authorize the financing of various capital improvements through the issuance of term loans, general obligation bonds, or other debt obligations. Nabors, Giblin & Nickerson, P.A. will provide bond counsel services related to a proposed referendum and any subsequent debt issuance, including preparation of required ordinances, review of financing documents, and rendering required legal opinions. Referendum-related services will be billed hourly at the rates outlined in the engagement letter. Fees for any bond issuance will be negotiated as a fixed amount and will be contingent upon closing.

Budget Impact:

Referendum services will be billed hourly. Issuance fees, if applicable, are typically paid from bond proceeds.

Recommendation:

The City Manager and the City Attorney recommend approval of the Engagement Letter with Nabors, Giblin & Nickerson, P.A. as presented.

REQUESTED MOTION/ACTION:

I move to approve 10F as presented.

Prepared By:

William Watts, City Manager

Reviewed By:



Agenda Item 10F

William Watts, City Manager

Attachments:

1. NGN Engagement Letter 02-25-26

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: March 2, 2026

Subject: Special Exception (SPE 01-26) to allow reduction in required fees for tree replacement for a new development and to allow a primary color more than 20% on two facades for the new proposed Dairy Queen Grill and Chill on East State Road 434.

Introduction:

This agenda item requests the City Commission approve a special exception to the City of Longwood Development Code (LDC) Article III, Development Design Standards, Sections 3.5.5.3 and 3.2.3.D.3.b reducing the required fees for tree replacement for a new development and to allow a primary color on more than 20% on two of the facades for the new proposed Dairy Queen Grill and Chill on State Road 434.

Background/Discussion:

The City has received a special exception package application to allow for two exceptions to requirements of the Longwood Development Code, Article III, Development Design Standards, for the new proposed Dairy Queen Grill and Chill on State Road 434 near the intersection with 17-92.

The requested exceptions are as follows:

- Section 3.5.5.3 “Tree Protection Standards — Criteria for Approval of Tree Removal Permits” of the LDC requires that new developments in site plan review replace all removed trees classified as non-specimen (4’-24”) and specimen trees (>24”). Trees are calculated at DBH (diameter at breast height) measured at 4.5 feet from the ground. Trees are required to be replaced per the Tier Table provided in the LDC. The tiers range from 4” to 30” and greater. The trees proposed on site are applied towards the replacement inches and anything unmitigated is charged at \$115 per inch. The following is the calculation for the tree replacement for this project:
 1. Total DBH of trees removed = 2,392 inches
 2. Total DBH of trees proposed (credit) = 277 inches
 3. Tree mitigation required = 2,115 inches
 4. Total tree mitigation fee = 2,115 inches X \$115 per inch = \$243,225

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Section 3.5.5.D.3.a.3 allows an applicant to appeal to the City Commission for a reduction of the tree replacement fees through a "Special Exception" which allows the applicant to petition the City Commission for a reduction in tree replacement fees.

- Section 3.2.3.D.3.b "Design Standards for Non-residential Properties" states that high-intensity primary colors can only be used up to 20% of each facade. The proposed building includes a red metal panel at 29% on the front south elevation and 23.6% on the west side elevation.

The LDC gives guidance in reviewing the Special Exception Criteria: "The city commission may grant a special exception from the strict application of any provision of this Code, except provisions in article II (Land Use Districts and Overlay Districts), LDC 5.4.0 (Supplemental standards for specified land use activities), Section 6.1.6 (Nonconforming signs), Article VII (Concurrency Management), Article IX (Hardship Relief), and Article X (Administration) and if the following procedures are followed and findings made. The City Commission need not find that a proposal meet each criterion, but is asked to balance the weight of each criterion in arriving at a decision. The city commission shall consider the following criteria when making their determination."

1. The request is consistent with the spirit and intent of the Code.

Longwood Development Code 3.5.3 states the intent of the code as it relates to landscaping: "It is the intent of the City of Longwood to maintain and improve the appearance of the city, to protect and improve property values, protect existing trees and tree canopies without unduly restricting development, and to establish an integrated system of landscaping for all development sites."

The tree mitigation section offers the Special Exception as an option for sites where the strict application of the tree mitigation fee might impact the feasible development of the site. In this instance, staff believes that the applicant has made a reasonable effort to protect large trees where possible and has exhausted the opportunities for planting new trees. The resulting fee is significant and staff concurs that it could affect the feasibility of the project, and is significantly higher than what is common to sites in the city.

Staff believes that the tree replacement fee request is consistent with the spirit and intent of the Code to balance the protection of trees with the reasonable development of the site.

Staff believes that the increase in primary color coverage on the facade is minimal enough to not be material relative to the code.

2. The resulting development will provide equal or better results than required by the strict application of the Code in this instance.

Staff believes that, broadly speaking, the developer has protected the trees that can reasonably be protected and replaced trees in every area possible, and that required site elements as well as the size and shape of the site impact the ability for further replacement, which would reduce the tree replacement fee.

Staff believes that the resulting tree plan is consistent with the spirit and intent of the Code to balance the protection of trees with the reasonable development of the site. The reduction in the tree replacement fee would obviously impact the ability of the city to replace trees in public areas through the tree fund, but, the fee also may indeed be high enough that it renders the project infeasible, resulting in no additional tree funds.

Staff believes that the increase in primary color coverage on the facade is minimal enough to not be material relative to the code.

3. That the resulting development is consistent with the city's Comprehensive Plan and other city adopted planning documents.

Staff believes that, given the extenuating circumstances, a reduction in the tree replacement fee is supportive of the goals of the Economic Development Element of the Comprehensive Plan and is supportive of a targeted use (restaurants).

Staff believes that the increase in primary color coverage on the facade is minimal enough to not be material relative to the code.

4. That the granting of the special exception will not create adverse impacts that could reasonably be expected to diminish property values, significantly and negatively impact the character of an existing neighborhood, or have a negative impact on the economic development potential of the area surrounding the site.

Staff does not believe that neither the reduction in the tree mitigation fees nor the increased primary color coverage will have any material impact on the character of the neighborhood, economic development potential, or property values of areas surrounding the site.

5. That the request represents the minimum modification(s) necessary and is not primarily driven by a desire to reduce costs on the project.

There has not been sufficient evidence presented to argue that the tree mitigation fee is anything other than a desire to reduce costs on the project. However, there is no reason to believe that the desire for additional primary color coverage is driven by anything other than a

desire to maintain consistency with corporate branding standards.

Staff contends that while the tree mitigation reduction does not meet this specific standard, the Code's guidance to the Commission's guidance in LDC 9.3.3 is to balance the weight of each criteria in arriving at a decision. Staff believes that the developer has maximized their ability to address tree coverage on site through both maintaining existing trees and planting new ones and that the amount of the remaining mitigation fees should be balanced against the feasibility of a project that is otherwise desirable to the city based on the desire to bring in new restaurants.

6. That the condition resulting from the request for a special exception is not so common on numerous sites that the request for similar special exceptions is likely to be received, thus creating the cumulative impact of granting the request.

Regarding the tree mitigation request, the site has some unique conditions that led to the request. The site is relatively small to incorporate the necessary stormwater, parking, landscape, and drive-thru requirements. The site also possesses a non-uniform shape that tapers down to the north. The applicant has worked to reduce the number of trees that need to be removed, and has a robust landscape plan. The layout the applicant has chosen seems to be the most reasonable to accomplish these goals, and there is not an obvious alignment or change that would materially reduce the tree removal and still meet the codes and other standards. Further, most sites have a tree canopy supported in part by invasive Camphor Trees, which do not count in the tree removal inches. This site had minimal invasive species, which led in part to a higher removal amount.

Regarding the facade paint color request, the request is driven by a clearly verifiable and existing corporate color scheme, and represents a small increase above what is allowed. The building elevations do not appear materially different than what would be allowed by code.

Staff believes that the request is unique enough to the particular property due to the shape of the property and its impact on layout options, the minimization of tree removal, and the maximization of replacement landscaping, and absence of a clear alternative layout that would materially address the mitigation fees, to not create a precedent that would generate future, similar requests.

7. If the request is related to conditions that result from a land use, density, height, or other similar allowance resulting from changes in State law, the City Commission is not obligated to approve special exceptions made necessary by those changes to allow the project to meet other standards of the Longwood Development Code.

This language is not relevant to this request.

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8. That the request is not self-imposed in such a manner that the applicant's argument is primarily based upon the fact that the action for which an exception is requested has already been completed

This request is being made as part of the site development process and is not based upon any prior work having been done.

Advertisements and public notices:

Special exceptions require the following:

- An advertisement in the local newspaper. An ad was posted in the Orlando Sentinel Newspaper on February 19th, 2026.
- Public notice sent to property owners within 500 feet of the subject property. Staff sent out 54 letters on February 4, 2026.
 1. The City has not received complaints regarding this proposal as of the writing of the agenda item.
 2. Should any complaints be received by Community Development, they will be provided to the Commission in advance of the meeting.

Budget Impact:

A reduction in the mitigation fee would result in an impact on the amount of money collected for the tree mitigation account. The amount required by code is \$243,225, which would significantly exceed the current total balance of the City's mitigation account, which had just over \$70,958.00 as of the start of the fiscal year.

However, the applicant has indicated that the high fee amount would impact the financial feasibility of the project occurring, which would also result in no fees being collected were the project not to move forward.

Recommendation:

The City Manager and Community Development Director recommend that the City Commission approve a Special Exception reducing the tree replacement fee for the Dairy Queen project to \$43,815 and approve the requested increase in the usage of primary colors on the building facades.

Given the review of the criteria above, staff has no issues with an exception to increase the amount of primary color coverage on the building facades. Staff is also supportive of a reduction in the amount of the tree replacement fee, though not to the degree that the applicant has requested.

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The applicant has suggested a payment of 10% of the total amount of \$243,225, or \$24,322.50. While staff does not find this number unreasonable given the typical tree mitigation payment, there is some concern about supporting a reduction without some methodology behind it.

Staff generated a fee based on a credit for all trees that are being removed to replace the building and parking, which are all impervious surfaces that are required by code. This would give the applicant a credit for 1,734 inches, which translates to a credit of \$199,410 (1,734 inches x \$115). This would reduce the fees owed to \$43,815 (\$243,225 minus \$199,410) or 18% of the code amount.

For reference as to the relative size of the tree replacement fee to other fees on the site, based on the current site plan, the applicant would owe \$32,126.33 in total mobility fees and \$37,104.92 in total impact fees.

In granting an application for special exception, the City Commission may impose such conditions and restrictions upon the site benefitted by the special exception as may be necessary to minimize the injurious effect of the special exception or to make the special exception more consistent with the spirit and intent of the Code. After conducting the public hearing and considering the criteria of Sections 5.4.11.B and 5.3.3, the City Commission may approve, approve with conditions, or deny the special exception application based on competent, substantial evidence in the record.

REQUESTED MOTION/ACTION:

I move to approve Special Exception 01-26, reducing the tree replacement fee for the Dairy Queen project to \$43,815 and increasing the usage of primary colors on the building facades.

Prepared By:

Anjum Mukherjee, Senior Planner

Reviewed By:

William Watts, City Manager

Attachments:

1. SPE 01-26 Application Packet
2. Dairy Queen Property Survey

Agenda Item 11B

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: March 2, 2026

Subject: Special Exception (SPE 02-26) to permanently allow a medical trailer at 450 West State Road 434.

Introduction:

This agenda item requests the City Commission consider a special exception request to allow a medical office trailer as a permanent principal structure at 450 West State Road 434.

Background/Discussion:

This request is related to an application from Victor L. Chapman on behalf of MD Associates LLC at 450 West State Road 434 for the purposes of allowing a medical trailer on the site permanently.

- MD Associates, LLC, a medical office at 450 West State Road 434, requested a temporary use permit for a medical trailer in 2023. A signed letter dated January 3, 2023, (attached) refers to a “temporary medical mobile unit” that will be “needed for approximately 6 months.” The permit card was issued on January 6, 2023, with an expiration date of July 6, 2023.
- Code enforcement identified the expired Temporary Use Permit on October 7, 2025, and issued a Notice of Violation.
- The applicant took no action and was scheduled for the January 22, 2026, Special Magistrate and was found guilty of the placement of the trailer without a valid permit, as the temporary use permit had expired.
- The Special Magistrate determined that the applicant must remove the trailer or request a special exception from the City Commission on or before February 28, 2026. The applicant is also responsible for administrative costs of \$72.25 and a fine of \$150 per day if the violation continues beyond February 28, 2026. The orders state that “To be in compliance, all requirements of the City must be met in a timely manner whether the special exception permit is granted.”

Staff’s responses relate to the Project Narrative submitted by the applicant dated January 19, 2026.

The applicant states that they are seeking a special exception to the definition of

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“Development Activity” in the Land Development Code. LDC Article X, Section 10.1.1 states: *“No development activity, as defined herein, may be undertaken unless the activity is authorized by a construction permit.”*

The subsection of the definition of Development Activity that the applicant cites is:

1. *Development activity. Any of the following activities:*

...Building, installing, enlarging, replacing or substantially restoring a structure, impervious surface, or water management system, and including the storage of materials.

The applicant emphasized “installing” and added that “MD Associates LLC disputes that it “installed” a structure by placing a trailer on its property.”

Typically, a review of a special exception request requires a review of each of the criteria in the section. However, the applicant in this instance has sought an exception to Article X, which is prohibited from special exceptions under the LDC. Staff has advised the applicant of this language, and the applicant has requested to move ahead anyway. LDC 9.3.3. states:

“The city commission may grant a special exception from the strict application of any provision of this Code, except provisions in article II (Land Use Districts and Overlay Districts), LDC 5.4.0 (Supplemental standards for specified land use activities), Section 6.1.6 (Nonconforming signs), Article VII (Concurrency Management), Article IX (Hardship Relief), and Article X (Administration)...”

As such, staff recommends denial of the special exception request due to the language in LDC 9.3.3 prohibiting exceptions to Article X.

Staff has also attached a letter from the City's Fire Marshal regarding issues with allowing the permanent use of the trailer.

In this letter, the applicant makes reference to *“specific considerations for a trailer.”* The section they are referring to (City Code Section 86-83) relates to *“Boats/vessels, trailers, and recreational vehicles... parked on parcels designated as residential or downtown historic”*, and has no relevance to the issue at hand.

Budget Impact:

There is no anticipated budget impact with this agenda item.

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Recommendation:

The City Manager and the Community Development Director recommend the City Commission deny the requested Special Exception for a permanent medical office trailer on the grounds that the LDC prohibits special exceptions to Article X.

REQUESTED MOTION/ACTION:

I move to deny the Special Exception request for a permanent medical office trailer at 450 West State Road 434 on the grounds that the LDC prohibits special exceptions to Article X.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. SPE 02-16 Application Packet
2. Fire Marshal Letter 450 SR 434
3. TUP 02-23 Project Narrative Letter

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Chris Capizzi, Leisure Services Director

Date: March 2, 2026

Subject: Approve the Parks & Recreation Advisory Board recommendations for Patriotic/250th Anniversary Banners to be installed on poles along Ronald Reagan Blvd and Reiter Park in addition to the display of an American 250th Anniversary Flag on the Longwood City Hall and Longwood Memorial Gardens Flag Poles beneath the American Flag.

Introduction:

This agenda item requests the City Commission approve patriotic/250th Anniversary banners created to be installed along Ronald Reagan Blvd and in Reiter Park. The item also requests the approval to display an American 250th Anniversary Flag on the Longwood City Hall flag pole and the Longwood Memorial Gardens flag pole beneath the American Flag.

Background/Discussion:

The Parks and Recreation Advisory Board has brought forth the idea of purchasing thirty-eight (38) patriotic banners to recognize the 250th Anniversary of America. These banners would effectively be displayed on seven poles along Ronald Reagan Blvd between Palmetto Avenue and Bay Avenue as well as in Reiter Park. The poles on Ronald Reagan Blvd would have two side-by-side banners on each pole, while Reiter Park would have a combination of side-by-side banners in addition to single banners. The cost of the banners is \$2,632.00. The Parks and Recreation Advisory Board has offered to cover this cost with allotted funding from their Board Projects.

The Parks and Recreation Advisory Board voted to have Option 1, Option 3 and Option 5 as banners being displayed within the aforementioned areas of the city. These designs can be seen on the Patriotic Banner Designs document.

It is the Parks and Recreation Advisory Board's recommendation to rotate Option 3 banners with Option 1 banners on the seven poles along Ronald Reagan Blvd. The Option 3 banners would be installed on the first and last poles with the "Welcome to Longwood" being used to greet people visiting the historic district.

For Reiter Park, please see the two choices for how the banners can be installed. The two choices are labeled as "Reiter Park Banners Version 1" and "Reiter Park Banners Version 2".

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Upon Commission approval, staff would purchase appropriately sized American 250th Anniversary flags that would fly beneath the existing American Flags on the Longwood City Hall flag pole as well as the Longwood Memorial Gardens flag pole. These flags would be officially licensed anniversary edition flags.

Budget Impact:

The Parks and Recreation Advisory Board would cover the cost of the banners (\$2,632.00) using their allotted board project funding. The Leisure Services Department would cover the cost of installation which would be \$900.00 - \$1,100.00 based on the amount of time needed to perform the work. Funds for the banners would come from line item 131-3210-574-4817 (Board Promotions) while funds for the installation would come from line item 001-3210-572-4600 (Repair and Maintenance)

The Leisure Services Department would cover the cost of the American 250th Anniversary flag for Longwood City Hall which will cost less than \$100.00. Funds for the Longwood City Hall flag would come from line item 001-3210-572-5200 (Operating Supplies). The Public Works Department will cover the cost of the American 250th Anniversary flag for Longwood Memorial Gardens which will cost less than \$100.00. Funds for the Longwood Memorial Gardens flag would come from the line item 001-3520-541-5200 (Operating Supplies).

Recommendation:

The City Manager and the Leisure Services Director request Commission approval of patriotic/250th anniversary banners to be installed along Ronald Reagan Blvd and Reiter Park in addition to the approval of the display of an American 250th Anniversary Flag on the Longwood City Hall flag pole and the Longwood Memorial Gardens Flag pole beneath the American Flag.

REQUESTED MOTION/ACTION:

I move to approve the installation of banners along Ronald Reagan Blvd and the version 1 banners for Reiter Park, in addition to displaying an American 250th Anniversary Flag on the Longwood City Hall Flag pole and the Longwood Memorial Gardens Flag pole beneath the American Flag.

or

I move to approve the installation of banners along Ronald Reagan Blvd and the version 2 banners for Reiter Park, in addition to displaying an American 250th Anniversary Flag on the Longwood City Hall Flag pole and the Longwood Memorial Gardens Flag pole beneath the American Flag.



Agenda Item 12A

Prepared By:

Chris Capizzi, Leisure Services Director
Dustin Woolbright, Director of Financial Services
William Watts, City Manager
Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Patriotic Banner Designs
2. Reiter Park Banners Version 1
3. Reiter Park Banners Version 2
4. America 250th Anniversary Flag

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: March 2, 2026

Subject: Read by title only and adopt Resolution No. 26-1714 stating compliance with the Federal Fair Housing Act.

Introduction:

This agenda item requests that the City Commission read by title only and adopt Resolution No. 26-1714 stating compliance with the Federal Fair Housing Act.

Background/Discussion:

The City's Public Works Department has applied for CDBG (Community Development Block Grant) funding through the Department of Housing and Urban Development (HUD), which is administered by the Florida Department of Commerce. One requirement of this funding is that the City adopt a resolution stating the City's commitment to "affirmatively further fair housing" consistent with the Federal Fair Housing Act.

The Fair Housing Act makes it illegal to refuse to rent or sell, provide different services, or set unequal terms in housing transactions based on protected classes, covering everything from mortgages to housing assistance. The protected classes include: Race, Color, Religion, Sex, Disability, Familial Status, and National Origin.

The resolution specifies activities for the City to take including designating a point of contact for Fair Housing complaints and requiring the city to promote the Fair Housing act through social media posts and related activities.

Budget Impact:

There is no anticipated impact associated with this budget item.

Recommendation:

The City Manager and Public Works Director recommend that the City Commission adopt Resolution No. 26-1714.

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 26-1714 as presented.



Agenda Item 12B

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1714

Agenda Item 12C

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: March 2, 2026

Subject: Cure Plan Approval for CVS Pharmacy at 130 East State Road 434.

Introduction:

This agenda item requests that the City Commission approve a cure plan for CVS Pharmacy located at 130 East State Road 434.

Background/Discussion:

- The Florida Department of Transportation (FDOT) is making some improvements to State Road 434, chiefly to install some turn lanes to make the traffic movement more efficient.
- FDOT has been in negotiations with various property owners to acquire a portion of their property along State Road 434, including through eminent domain.
- There are roughly 11 parcels that are being impacted, including the parcel at 130 East State Road 434.
- The Land Development Code (LDC) outlines the process for dealing with non-conformance of the remaining property caused by the taking or transfer of property via eminent domain, which in part calls for the review of a “cure plan” to ensure that the remaining property is functional and as consistent with the code as is practicable.
- The impacts on the property from the taking are as follows:
 - The northwest portion of the parcel is being taken. This will render the existing legally non-conforming sign to have a setback of 3.9 feet instead of the current existing required 5 feet per the Land Development Code.
- The City’s Engineering staff has reviewed the cure plan and has no issues with the proposed condition.

Staff is recommending approval of the cure plan based on the fact that the resultant cure plan generally follows the intent of the City’s Land Development Code while mitigating the impacts of the taking.

Budget Impact:

This item has no anticipated impact on the budget.

Agenda Item 12C

Recommendation:

The City Manager and the Community Development Director recommend the City Commission approve the cure plan for 130 East State Road 434 as presented.

REQUESTED MOTION/ACTION:

I move to approve the cure plan for 130 East State Road 434 as presented.

Prepared By:

Anjum Mukherjee, Senior Planner

Reviewed By:

William Watts, City Manager

Attachments:

1. Site Plan: SP 01-26 (P26-00051)
2. Existing Site: SP 01-26 (P26-00051)
3. Development Order: SP 01-26 (P26-00051)

Agenda Item 12D

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: March 2, 2026

Subject: Approval of FY 2026-2027 Budget Calendar and Scheduling of Pre-Budget Development Workshop.

Introduction:

This agenda item requests that the City Commission approve the proposed Fiscal Year 2026-2027 Budget Calendar and schedule a Pre-Budget Development Workshop to initiate the upcoming budget cycle.

Background/Discussion:

The annual budget development process is one of the City's most important policy and financial planning responsibilities. Establishing and approving a budget calendar provides a structured timeline to ensure compliance with statutory requirements, promote transparency, and allow for adequate Commission review and public engagement.

In addition to the proposed FY 2026-2027 Budget Calendar, staff is introducing a Pre-Budget Development Workshop to be held at the outset of the budget cycle. This workshop will provide an opportunity for the City Manager and Finance Director to:

- Present a comprehensive financial overview of the City
- Review current year performance and financial position
- Evaluate revenue generation trends and constraints
- Discuss major expenditure drivers
- Present preliminary forecast modeling for the upcoming fiscal year
- Identify strategic priorities and potential challenges heading into budget development

Agenda Item 12D

The intent of this workshop is to provide the Commission with early, high-level financial insight prior to departmental budget preparation, allowing for strategic direction and policy discussion before the formal budget process advances.

Staff is proposing that the Pre-Budget Development Workshop be held in the Commission Chambers from **1:00 p.m. to 4:00 p.m.** on one of the following dates: April 7, April 8, or April 9.

The City Commission will need to determine and confirm which of these dates is preferred.

The proposed budget calendar outlines key milestones including departmental submissions, workshops, tentative and final millage hearings, and statutory advertisement requirements.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager recommends that the City Commission approve the FY 2026-2027 Budget Calendar and select a date for the Pre-Budget Development Workshop as presented.

REQUESTED MOTION/ACTION:

I move to approve the FY 2026-2027 Budget Calendar and schedule the Pre-Budget Development Workshop for April ____, 2026, from 1:00 p.m. to 4:00 p.m. in the Commission Chambers.

Prepared By:

William Watts, City Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Fiscal Year 2026-2027: Budget Calendar