

AGENDA
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, JUNE 8, 2026 5:30 PM

1. CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. PROCLAMATIONS:

A. None

3. PRESENTATIONS:

A. None

4. PUBLIC COMMENTS:

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Please note that issues raised during this time will not be discussed in detail during the current meeting. They will either be referred to the appropriate staff or scheduled for consideration at a future City Commission Meeting. Each speaker is allocated three minutes to provide their comments. Kindly adhere to this time limit to ensure equal opportunity for all participants and to support the efficient conduct of the meeting. Thank you!

5. CONSENT AGENDA:

Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call.

A. CITY COMMISSION MEETING MINUTES:

1. Regular meeting held May 26, 2026

B. PURCHASING ITEMS:

1. **Purchase request by the Public Works Department for the purchase of Christmas street decorations from Holiday Outdoor Decor, a contracted vendor, in the amount of \$138,057.70.**
2. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute Amendment No. 1 to the existing contract with All City Management Services, Inc. (ACMS); extending the term of the agreement; and providing an effective date.**
3. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Task Order with Dewberry Engineers Inc., to conduct a feasibility study for Canal Street Waste Water Treatment Facility (WWTF); and providing an effective date.**

C. RESOLUTIONS:

1. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute Amendment 1 to Public Transportation Grant Agreement 444873-3-94-01, between the City of Leesburg and the State of Florida Department of Transportation, for the purpose of adding funding for the Fuel Tanks construction project; and providing an effective date.**
2. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Reject Effluent Facilities Agreement between the City of Leesburg and RIB Solutions, LLC; and providing an effective date.**
3. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the City Manager to execute an Assistance to Firefighters Grant through FEMA, a 90/10 matching grant for the purchase of Firefighters Protective Equipment; and providing an effective date.**

6. PUBLIC HEARINGS AND NON-ROUTINE ITEMS:

During Public Hearings and Non-Routine Items, the Commission requests that those in attendance respect the process and maintain order. As such, in accordance with Robert's Rules of Order, please refrain from speaking out, cheering, or applauding during these proceedings. Your cooperation helps ensure a fair and respectful hearing.

A. SECOND READING OF ORDINANCES:

1. None

B. FIRST READING OF ORDINANCES:

1. **An Ordinance of the City of Leesburg, Florida, annexing certain real property consisting of approximately 10.24 ± acres and being generally located east of County Road 44 and north of Spring Court, lying in Section 1, Township 19 South, Range 25 East, Lake County, Florida; providing that said property, upon annexation, shall be liable for its proportionate share of the existing and future indebtedness of said city; providing that such annexed property shall be subject to all laws and ordinances of said city as if such territory had been a part of the City of Leesburg at the time of passage and approval of said laws and ordinances; providing that such annexed territory shall be placed in City Commission District 5; and providing an effective date (Reserve at 44 ANNX).**
2. **An Ordinance amending the Future Land Use Map of the Comprehensive Plan of the City of Leesburg, by changing the Future Land Use Map Designation of certain property containing 10.24 ± acres from Lake County Urban Low to City of Leesburg Estate Residential, for property generally located east of County Road 44 and north of Spring Court, lying in Section 1, Township 19 South, Range 25 East, Lake County, Florida; and providing an effective date. (Reserve at 44 SSCP)**
3. **An Ordinance of the City of Leesburg, Florida, changing the zoning of approximately 10.24 ± acres from Lake County R-1 (Rural Residential) and R-3 (Medium Residential) to City of Leesburg PUD (Planned Unit Development) to allow for single-family residential uses for a property generally located east of County Road 44 and north of Spring Court, lying in Section 1, Township 19 South, Range 25 East, Lake County, Florida; and providing an effective date. (Reserve at 44 PUD)**
4. **An Ordinance of the City of Leesburg, Florida, annexing certain real property consisting of approximately 7.53 ± acres; and being generally located west of U.S. Highway 27 and south of the Florida Turnpike, lying in Section 7, Township 21 South, Range 25 East, Lake County, Florida; providing that said property so annexed shall be liable for its proportionate share of the existing and future indebtedness of said city; providing that such annexed property shall be subject to all laws and ordinances of said city as if all such territory had been a part of the City of Leesburg at the time of passage and approval of said laws and ordinances; providing that such annexed territory shall be placed in City Commission District 4; and providing an effective date. (Perry-Smith ANNX).**
5. **An Ordinance of the City of Leesburg, Florida, changing the Future Land Use designation of approximately 7.53 ± acres from Lake County Urban**

Low Density to City of Leesburg General Commercial for a property generally located west of U.S. Highway 27 and south of the Florida Turnpike, as legally described in Sections 7, Township 21 South, Range 25 East, Lake County, Florida; and providing an effective date. (Perry-Smith SSCP)

6. **An Ordinance of the City of Leesburg, Florida, rezoning approximately 7.53 ± acres, from Lake County A (Agriculture) to City SPUD (Small Planned Unit Development), to allow commercial and office development on property generally located west of U.S. Highway 27 and south of the Florida Turnpike, as legally described in Sections 7, Township 21 South, Range 25 East, Lake County, Florida; and providing an effective date. (Perry-Smith SPUD)**

C. NON-ROUTINE ITEMS:

1. **Resolution of the City Commission of the City of Leesburg, Florida, relating to the provision of Fire Protection Services, Facilities and Programs in the City of Leesburg, Florida; Imposing Fire Protection Assessments against assessed property located within the City for the Fiscal Year beginning October 1, 2026; Approving the Rate of Assessment; Approving the Assessment Roll; and providing for an effective date.**

7. INFORMATIONAL REPORTS:

The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required.

- A. **None**

8. CITY ATTORNEY ITEMS:

9. CITY MANAGER ITEMS:

- A. **CRA Budget Workshops**
- B. **Clarification U.S. Highway 441/27 CRA Home Grant**

10. ROLL CALL:

11. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

**AGENDA MINUTES
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
TUESDAY, MAY 26, 2026 5:30 PM**

1. CALL TO ORDER

The City of Leesburg Commission held a regular meeting on Tuesday, May 26, 2026, at Leesburg City Hall. Mayor Berry called the meeting to order at 5:30 p.m. with the following members present:

Commissioner Jimmy Burry
Commissioner Jay Connell
Commissioner Mike Pederson
Commissioner Alan Reisman
Mayor Allyson Berry

Also, present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Grant Watson, the news media, and others.

INVOCATION

Mayor Berry gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. PROCLAMATIONS:

A. Proclaim May 28, 2026, as Guy & Del Ross Appreciation Day

Mayor Berry read a proclamation proclaiming May 28, 2026, as Guy and Del Ross Appreciation Day in recognition of their extraordinary contributions and lasting impact on our community.

3. PRESENTATIONS:

A. None

4. PUBLIC COMMENTS:

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appropriate staff or scheduled for consideration at a future City Commission Meeting. Each speaker is allocated three minutes to provide their comments. Kindly adhere to this time limit to ensure equal opportunity for all participants and to support the efficient conduct of the meeting. Thank you!

Brigette Washington, 1011 East North Boulevard, stated she was in attendance with her mother, who is 90 years old and became a resident of Leesburg in 1936. Her husband, Anthony, is with her tonight in absentia. After reviewing the May 11th, commission meeting minutes, she noted two items that needed correction. First, her name is spelled B R I G E T T E, not B R I D G E T, and the last name of her grandfather, who she mentioned was Hubert Dabney's first cousin, is spelled M O R S E not M O R R I S. She reiterated that their families have been property owners in this county for over 100 years, and we owe it to those who came before us to improve the quality of life for those who will come after us. As previously stated, she and Anthony are here to do the work to continue bringing things to your attention for as long as it takes. We are here to prove that we are indeed worthy heirs of our inheritance.

5. CONSENT AGENDA:

Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call.

Items pulled for discussion:

5C2 Lake County for Community Development Block Grant (CDBG) Funding

5C3 Sublease Melon Patch Players, Inc and One99 Church Inc

Commissioner Reisman moved to adopt the Consent Agenda, except for 5C2 and 5C3, and Commissioner Burry seconded the motion.

The roll call vote was:

Commissioner Connell	Yes
Commissioner Burry	Yes
Commissioner Pederson	Yes
Commissioner Reisman	Yes
Mayor Berry	Yes

Five yeas, no nays, the Commission adopted the Consent Agenda, as follows:
(Each item has its coordinated resolution number listed below the header)

A. CITY COMMISSION MEETING MINUTES:

1. Regular meeting held April 27, 2026

2. Regular meeting held May 11, 2026

B. PURCHASING ITEMS:

1. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Construction Services Agreement with Blackwater Construction Services, LLC for the Leesburg Gas Department Building Improvement project (IFB 26-011-HG); and providing an effective date.**

ADOPTED RESOLUTION 12,231

2. **Purchase request by the Public Works Department for the purchase of athlete project items from BSN Sports LLC to support the construction of the Susan Street Sports Complex, for a total purchase amount of \$235,855.60.**

C. RESOLUTIONS:

1. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a Capacity Release Agreement between the City of Leesburg and Fort Pierce Utilities Authority; and providing an effective date.**

ADOPTED RESOLUTION 12,232

2. **Resolution of the City Commission of the City of Leesburg, Florida authorizing staff to submit a grant application to Lake County for Community Development Block Grant (CDBG) Funding for sidewalk construction and/or replacement projects in the CDBG target areas; and providing an effective date.**

ADOPTED RESOLUTION 12,233

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Reisman made a motion to adopt the resolution and Commissioner Burry seconded the motion.

Mayor Berry requested comments from the Commission and the audience.

Mayor Berry requested that the project focus be changed from the west side of town to the east side of town, specifically the Pine Street corridor. **CM Minner** explained that the current application references CDBG target areas and noted that the Mayor wanted the change placed on the record, so the application could be amended accordingly, subject to the Commission's vote. **Commissioner Reisman** asked

whether a motion was needed. **CM Minner** confirmed that it was. **Commissioner Reisman** made a motion to amend the application to focus on the Pine Street corridor. **Commissioner Pederson** seconded the motion.

Commissioner Burry requested clarification. He asked whether including Pine Street simply made that area eligible for funding and noted that the streets he was most concerned about were Ferguson Street, Mill Street, and Baker Street, which need sidewalks and other improvements. **Mayor Berry** explained that Pine Street was being used as a general reference to the east-side area rather than listing every street, since it was not yet known which specific streets would ultimately be selected. She clarified that the intended focus included those east-side neighborhoods needing attention. **Commissioner Burry** further asked whether the area was north or south of U.S. 441. **Mayor Berry** responded that it was the neighborhood between the lake and U.S. 441 (Dixie Highway and 441). After receiving that clarification, **Commissioner Burry** stated that he was comfortable with the amendment. **Commissioner Pederson** asked whether the amendment would include both Pine Street and the west side. **CM Minner** clarified that it would not and that the amendment was only for Pine Street and the east-side area. **Mayor Berry** explained that the city had applied for and received a CDBG grant for the west side the previous year, and that this application was intended to focus on the east side. **Commissioner Pederson** indicated his agreement with that approach.

The discussion concluded with the amendment to redirect the application focus to the Pine Street corridor and surrounding east-side neighborhoods.

The roll call vote was:

Commissioner Burry	Yes
Commissioner Pederson	Yes
Commissioner Reisman	Yes
Commissioner Connell	Yes
Mayor Berry	Yes

Five yeas, no nays, the Commission adopted the resolution.

3. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Lessor Consent to Sublease Agreement between the City of Leesburg and Melon Patch Players, Inc., for a sublease agreement between Melon Patch Players, Inc., and One99 Church Inc.; and providing an effective date.**

ADOPTED RESOLUTION 12,234

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Reisman made a motion to adopt the resolution and Commissioner Burry seconded the motion.

Mayor Berry requested comments from the Commission and the audience.

Commissioner Connell expressed concerns regarding the existing lease agreement between the City and Melon Patch, noting the building was purchased for \$2.4 million and leased for \$3,000 annually over 50 years, with the City responsible for maintenance. He opposed the proposed sublease, stating it would

allow Melon Patch to profit while increasing maintenance costs for the City. **Mayor Berry** asked for clarification on whether the concern was with the tenant or the subleasing arrangement. **Commissioner Reisman** supported the original purchase, citing positive community feedback and the building's contribution to downtown activity and the arts. He stated the short-term sublease could help offset upcoming expenses. **Commissioner Burry** acknowledged Commissioner Connell's concerns but supported the sublease, noting the City would receive a portion of the sublease revenue and that the tenant, identified as a church, requires temporary space. **Commissioner Pederson** also supported the sublease, emphasizing the City's intent to support the arts rather than generate profit. He noted the agreement is short-term and may help offset utility costs. **CA Watson** and **CM Minner** clarified that the sublease is limited in scope, including specific terms, tenant, and duration, and that any modifications would require City approval. **Commissioner Connell** reiterated that his objections were based solely on financial considerations, including potential increased maintenance and the terms of the lease.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Reisman	Yes
Commissioner Connell	No
Commissioner Burry	Yes
Mayor Berry	Yes

Four yeas, one nays, the Commission adopted the resolution.

6. PUBLIC HEARINGS AND NON-ROUTINE ITEMS:

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A. SECOND READING OF ORDINANCES:

1. None

B. FIRST READING OF ORDINANCES:

1. None

C. NON-ROUTINE ITEMS:

1. None

7. INFORMATIONAL REPORTS:

The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required.

A. None

8. CITY ATTORNEY ITEMS:

CA Watson provided an overview of the PFAS settlement opportunity, explaining that two local law firms—one in Orlando and one in Leesburg—are available to represent the City. He noted both firms would work with the same national law firm, with identical fee structures and contracts, resulting in no material difference between the options. He identified Dan Mantzaris' firm, which represents other Lake County cities, and Phil Smith's firm, a local Leesburg firm, as the two choices, and stated he was comfortable with either.

Commissioner Burry asked for clarification regarding the settlement funds. **CA Watson** explained that chemical companies DuPont and 3M established a settlement fund of approximately \$13 billion to compensate water system operators for costs associated with PFAS contamination in drinking water. He noted that funds are unallocated and would go to the City's general fund if a claim is submitted and approved. He emphasized that this is a one-time opportunity to file a claim.

Commissioner Pederson inquired about the fee structure, and **CA Watson** confirmed it is contingency-based. **Commissioner Pederson** expressed a preference for the local Leesburg firm.

Mayor Berry asked about the expected timeline, and **CA Watson** indicated payments could take approximately nine months to a year, though the exact timing is uncertain.

CA Watson requested a motion to approve selection of either Smith Campbell or DSK Law to proceed with filing a claim.

Commissioner Pederson made a motion to approve Smith Campbell to represent the City in the PFAS settlement matter and Commissioner Reisman seconded the motion.

Mayor Barry called for further discussion, none was provided.

The roll call vote was:

Commissioner Reisman	Yes
Commissioner Connell	Yes
Commissioner Burry	Yes
Commissioner Pederson	Yes
Mayor Berry	Yes

Five yeas, no nays, the Commission approved the motion.

CA Watson thanked the Commission and stated he would coordinate with Mr. Smith to finalize and execute the contract. He reported no further items.

9. CITY MANAGER ITEMS:

CM Minner had no items to report.

10. ROLL CALL:

Commissioner Connell had no report.

Commissioner Burry inquired about the financial outcome of BikeFest. **CM Minner** reported that preliminary figures indicate they broke even, with no significant loss. Final numbers are pending completion of expense reports and will be provided at a later date. **Commissioner Pederson** noted that in prior years, proceeds included payments to nonprofit organizations, contributing to community benefit. **CM Minner** clarified that, under the current structure, civic group funding was not paid from BikeFest revenues this year but instead budgeted through the general fund. He added that operational changes, including the use of an outside vendor for alcohol sales, contributed to improved financial performance and may result in a slight surplus, which would remain within the BikeFest fund. **Commissioner Pederson** acknowledged the clarification and added that local groups and churches still benefited indirectly through event-related activities such as parking. **Commissioner Burry** highlighted the broader economic impact of Bikefest, noting its significant regional contribution through tourism and related spending.

Commissioner Pederson had no report.

Commissioner Reisman announced several upcoming community events, including the Chamber breakfast at the Venetian Center on Thursday at 7:00 a.m., opening night for the Leesburg Lightning on Friday at 7:00 p.m., and the Melon Patch "Art Heist" event on Saturday at 7:00 p.m.

Mayor Berry recognized Ryan Gerdon, Deputy Director of Wastewater, for his outstanding and timely service to the City and commitment to customer service. She also announced that the Rotary Club of Leesburg will celebrate 100 years of service in June and is launching the "Purple for a Purpose" initiative to raise awareness and funds for Alzheimer's disease. Activities include a community-wide effort to display purple lighting and signage, extended business hours on June 1, a kickoff event in downtown Leesburg with speakers and ceremonial lighting, and a 5k run/walk on June 27th. Additional activities include vendors, food trucks, and a month-long memory wall for community participation. She encouraged community involvement and noted that event information and materials are available through social media, the Chamber, and Rotary meetings at the Venetian Center.

11. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

With a motion by Commissioner Reisman and a second by Commissioner Pederson, the meeting adjourned at 6:05 p.m.

ATTEST:

Allyson E. Berry, Mayor

City Clerk

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 5.B.1.

Meeting Date: June 8, 2026

From: Cliff Kelsey, (Public Works Director)

Subject: Purchase request by the Public Works Department for the purchase of Christmas street decorations from Holiday Outdoor Decor, a contracted vendor, in the amount of \$138,057.70.

Staff Recommendation:

Staff recommends approval of the purchase of Christmas street decorations from Holiday Outdoor Decor, a contracted vendor, in the amount of \$138,057.70.

Analysis:

The purpose of this purchase is to beautify the City during the holiday season through the installation of decorative Christmas street displays throughout key public areas. These enhancements are intended to create a festive and welcoming atmosphere that promotes community pride, encourages visitor activity, and improves the overall aesthetic appearance of the City during the holidays. The proposed decorations will contribute to seasonal events and celebrations while providing residents and visitors with an enhanced holiday experience and fostering a greater sense of community pride and holiday spirit throughout the City. These decorations will replace aging lights which were last purchased in 2017.

Procurement Analysis:

Holiday Outdoor Decor is an existing contracted vendor with the City and has previously provided holiday decoration services and materials in accordance with City procurement requirements. The vendor has demonstrated the ability to provide quality products and timely service, making them a qualified source for the proposed purchase of Christmas street decorations.

Options:

1. Approve the purchase from Global Public Safety for \$138,057.70.; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The current budget does not include funds to replace these decorations. A budget adjustment will be processed to add \$138,058 to the current General Fund Public Works Facilities budget using available General Fund reserves.

Account No.	001-5193-519-4625
Requisition	<u>58512</u>
Budget	-0-
Available	-0-

Highway 27 (Big)
34 Lights

BLVD / 441 (Big)
34 Lights

Canal Street (Big)
10 Lights

Dixie Avenue (Small)
South Side 53 Lights
North Side 51 Lights

Main Street

27 to 9th St. 19 Lights (Small)

Canal to Dixie 6 Lights

4 Big

2 Small

Total of 207 Lights

DISPLAYS | POLE MOUNTS

PHONE

Bring your streetscape to life with pole mount displays that add height, sparkle, and unmistakable holiday charm. Each design is crafted with durable materials, brilliant LED lighting, and timeless silhouettes that stand out from every angle. From classic icons to festive favorites, these displays create a welcoming atmosphere that transforms any community into a holiday destination.



ALL WHITE LIGHTS ARE AVAILABLE IN COOL OR WARM WHITE

BEST
SELLER



Glorious Heavenly Angel
8'H x 5'W | Lamps 128 C-7
PM-SLB-HA96-CW | \$1,040

BEST
SELLER



Christmas Tree w/ Bow
8'H | Lamps 68 C-7
PM-SLB-GCTB96-MC | \$1,295



Angel of Light
7.5'H x 5'W | Lamps 121 C-7
PM-SLB-AOL90-CW | \$1,080



Candy Cane w/ Bow
8'H x 4'W | Lamps 117 C-7
PM-SLB-CC96-WW | \$1,145



Holiday Poinsettia w/ Stem
8'H | Lamps 78 C-7
PM-SLB-HPA96-MC | \$988



Leaping Buck
8'H x 5'W | Lamps 73 C-7
PM-SLB-LB96-WW | \$810



Lighted Garland Stocking
8'H x 8'W | Lamps 56 C-9
PM-SLB-LS96-WW | \$760

★ DELUXE LINE | ✕ SIGNATURE LINE | ▲ FESTIVE LINE

*Price shown is valid until February 28TH 2026. Call or visit us online to check available discounts!



DISPLAYS | POLE MOUNTS



★
Garland Holiday Poinsettia w/ Stem
8'H x 5.2'W | Lamps 65 C-9
PM-SLB-GHPA96-MC | \$988



★
Bell w/ Holly Pole Mount
7.5'H x 4'W | Lamps 42 C-9
PM-SLB-BHG90-MC | \$740



★
Sparkling Zig Zag Tree
8'H x 4'W | Lamps 57 C-9
PM-SLB-GZZT96-MC | \$904



★
Golden Star Pole Mount
7'H x 5'W | Lamps 60 C-7
PM-SLB-GS84-WW | \$860



★
Handsome Toy Soldier
8'H x 4.5'W | Lamps 62 C-9
PM-SLB-TS96-WW | \$1,080



★
Traditional Christmas Stocking
7.5'H x 4'W | Lamps 26 C-9
PM-SLB-GCSK90-WW | \$795



★
Double Frame Candy Cane
6'H x 5'W | Lamps 22 C-9
PM-SLB-DCC72-WW | \$740



★
Top Hat Snowman
6'H | Lamps 57 C-7
PM-SLB-GTHSM72-CW | \$1,090



★
Candle
5'H | Lamps 20 C-9
PM-SLB-GCA60-WW | \$501



★
Christmas Ball
5'H | Lamps 33 C-9
PM-SLB-GCB60-MC | \$623



★
Garland Poinsettia
5'H | Lamps 39 C-9
PM-SLB-GSPA60-MC | \$738



★
Single Bell
5'H | Lamps 18 C-9
PM-SLB-GSBL60-WW | \$495



★
Garland Stocking
5'H x 2.5'W | Lamps 19 C-9
PM-SLB-GST60-WW | \$466



★
Candy Cane
5'H x 4'W | Lamps 19 C-9
PM-SLB-GCC60-WW | \$466



★
Joyful Bell w/ Holly Leaves
6'H | Lamps 41 C-9
PM-SLB-GJBHL72-MC | \$855



★
Double Candle Scroll
6'H | Lamps 58 C-9
PM-SLB-DCSG72-CW | \$730



▲
Fantasy Tree w/ Star
4'H x 3.25'W | Lamps 28 C-9
PM-SLB-FT48-CW | \$470

*Price shown is valid until February 28th 2026. Call or visit us online to check available discounts!

★ DELUXE LINE | ✕ SIGNATURE LINE | ▲ FESTIVE LINE



DISPLAYS | POLE MOUNTS



Classic Winter Snowflakes ★
8'H x 4'W | Lamps 99 C-7
PM-SLB-CWS96-CW | \$1,204



Oversized Ornament ★
8'H x 5.5'W | Lamps 176 C-7
PM-SLB-O96-MC | \$1,510



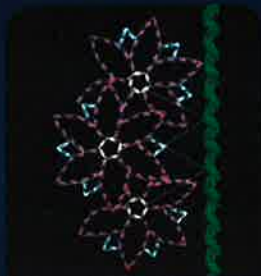
Ornament ★
7.5'H x 4.5'W | Lamps 149 C-7
PM-SLB-O84-MC | \$990



Christmas Tree w/ Bow ✕
6'H x 3'W | Lamps 62 C-7
PM-SLB-CTB72-MC | \$545



Hat Tipping Snowman ✕
7'H | Lamps 144 C-7
PM-SLB-HTS84-CW | \$1,465



Triple Poinsettia Pole Mount ✕
7'H x 5'W | Lamps 158 C-7
PM-SLB-TP90-MC | \$1,550



Light Bulbs ✕
4.5'H x 3'W | Lamps 57 C-7
PM-SLB-LB54-MC | \$530



Ornament Tree ✕
7.5'H x 5'W | Lamps 110 C-7
PM-SLB-OT90-MC | \$1,060



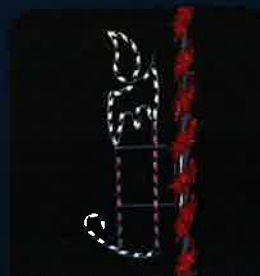
Holiday Cluster w/ Ribbons ✕
8'H x 4'W | Lamps 130 C-7
PM-SLB-HCR96-MC | \$920



Boot w/ Candy ✕
6'H | Lamps 111 C-7
PM-SLB-BWC72-CW | \$995



Economy Z-Tree ★
8'H x 5'W | Lamps 88 C-7
PM-SLB-EZT96-MC | \$850



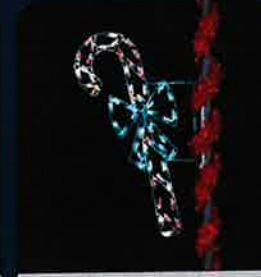
Christmas Candle ✕
6'H | Lamps 51 C-7
PM-SLB-CCD72-CW | \$521



Festive Lighted Scroll Center Mount ▲
4.5'H | Lamps 81 C-7
PM-CLB-OWS54-CW | \$820



Holiday Poinsettia ▲
4'H | Lamps 68 C-7
PM-SLB-PA48-MC | \$650



Candy Cane w/ Bow ▲
4'H x 2'W | Lamps 64 C-7
PM-SLB-CC48-WW | \$570



Pole Wrap w/ Red Nylon Bow ▲
10'H | Lamps 20 C-7 | 18" Bow
VM-10-PWK-WW | \$220
15'H | Lamps 30 C-7 | 18" Bow
VM-15-PWK-WW | \$270
20'H | Lamps 40 C-7 | 24" Bow
VM-20-PWK-WW | \$315

★ DELUXE LINE | ✕ SIGNATURE LINE | ▲ FESTIVE LINE

*Price shown is valid until February 28TH 2026. Call or visit us online to check available discounts!

DISPLAYS | POLE MOUNT SNOWFLAKES



Elevate your holiday décor with snowflake pole mounts that make an instant impression. Each snowflake is produced with machine-cut accuracy for a perfect match across your entire streetscape.

From bold geometric silhouettes to intricate multi-point designs, Holiday Outdoor Decor delivers stunning, consistent quality and a cohesive, professional look your community will love.

❖ ALL SNOWFLAKES AVAILABLE WITH COOL WHITE OR WARM WHITE LED BULBS.

**BEST
SELLER**



Presidential Snowflake

36"	Lamps 66 C-7	PM-SLB-PSF36	\$600
48"	Lamps 84 C-7	PM-SLB-PSF48	\$695
60"	Lamps 96 C-7	PM-SLB-PSF60	\$775
72"	Lamps 114 C-7	PM-SLB-PSF72	\$845

**BEST
SELLER**



Silhouette Star Snowflake

36"	Lamps 48 C-7	PM-SLB-SSS36	\$600
48"	Lamps 89 C-7	PM-SLB-SPSF48	\$695
60"	Lamps 110 C-7	PM-SLB-SPSF60	\$775
72"	Lamps 120 C-7	PM-SLB-SPSF72	\$845

**BEST
SELLER**



Winterfest Snowflake

36"	Lamps 48 C-7	PM-SLB-WFS36	\$600
48"	Lamps 60 C-7	PM-SLB-WFS48	\$695
60"	Lamps 72 C-7	PM-SLB-WFS60	\$775
72"	Lamps 84 C-7	PM-SLB-WFS72	\$845

*Price shown is valid until February 28TH 2026. Call or visit us online to check available discounts!

❖ SIGNATURE • LINE | ✕ SIGNATURE LINE | ▲ FESTIVE LINE



DISPLAYS | SNOWFLAKES



Enhanced Forked Snowflake

36"	Lamps 50 C-7	PM-SLB-EDFS36	\$600
48"	Lamps 60 C-7	PM-SLB-EDFS48	\$695
60"	Lamps 84 C-7	PM-SLB-EDFS60	\$775
72"	Lamps 132 C-7	PM-SLB-EDFS72	\$845



Spiral Snowflake

36"	Lamps 60 C-7	PM-SLB-SPSF36	\$600
48"	Lamps 84 C-7	PM-SLB-SPSF48	\$695
60"	Lamps 120 C-7	PM-SLB-SPSF60	\$775
72"	Lamps 144 C-7	PM-SLB-SPSF72	\$845



Prairie Crystal Snowflake

36"	Lamps 60 C-7	PM-SLB-PCS36	\$600
48"	Lamps 78 C-7	PM-SLB-PCS48	\$695
60"	Lamps 90 C-7	PM-SLB-PCS60	\$775
72"	Lamps 96 C-7	PM-SLB-PCS72	\$845



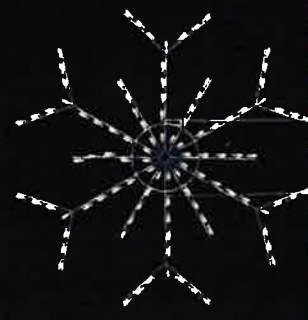
Festive Star Snowflake

48"	Lamps 48 C-9	PM-SLB-SS48	\$695
60"	Lamps 66 C-9	PM-SLB-SS60	\$775
72"	Lamps 72 C-9	PM-SLB-SS72	\$845

BEST
SELLER

Diamond Snowflake

36"	Lamps 30 C-7	PM-SLB-DSF36	\$500
48"	Lamps 48 C-7	PM-SLB-DSF48	\$595
60"	Lamps 72 C-7	PM-SLB-DSF60	\$675
72"	Lamps 87 C-7	PM-SLB-DSF72	\$745



Silhouette Snowflake

36"	Lamps 48 C-7	PM-SLB-SSF36	\$500
48"	Lamps 66 C-7	PM-SLB-SSF48	\$595
60"	Lamps 72 C-7	PM-SLB-SSF60	\$675
72"	Lamps 102 C-7	PM-SLB-SSF72	\$745



Spiral Snowflake Side Spade

24"	Lamps 30 C-7	PM-SLB-DSSF24	\$445
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Garland Signature Snowflake

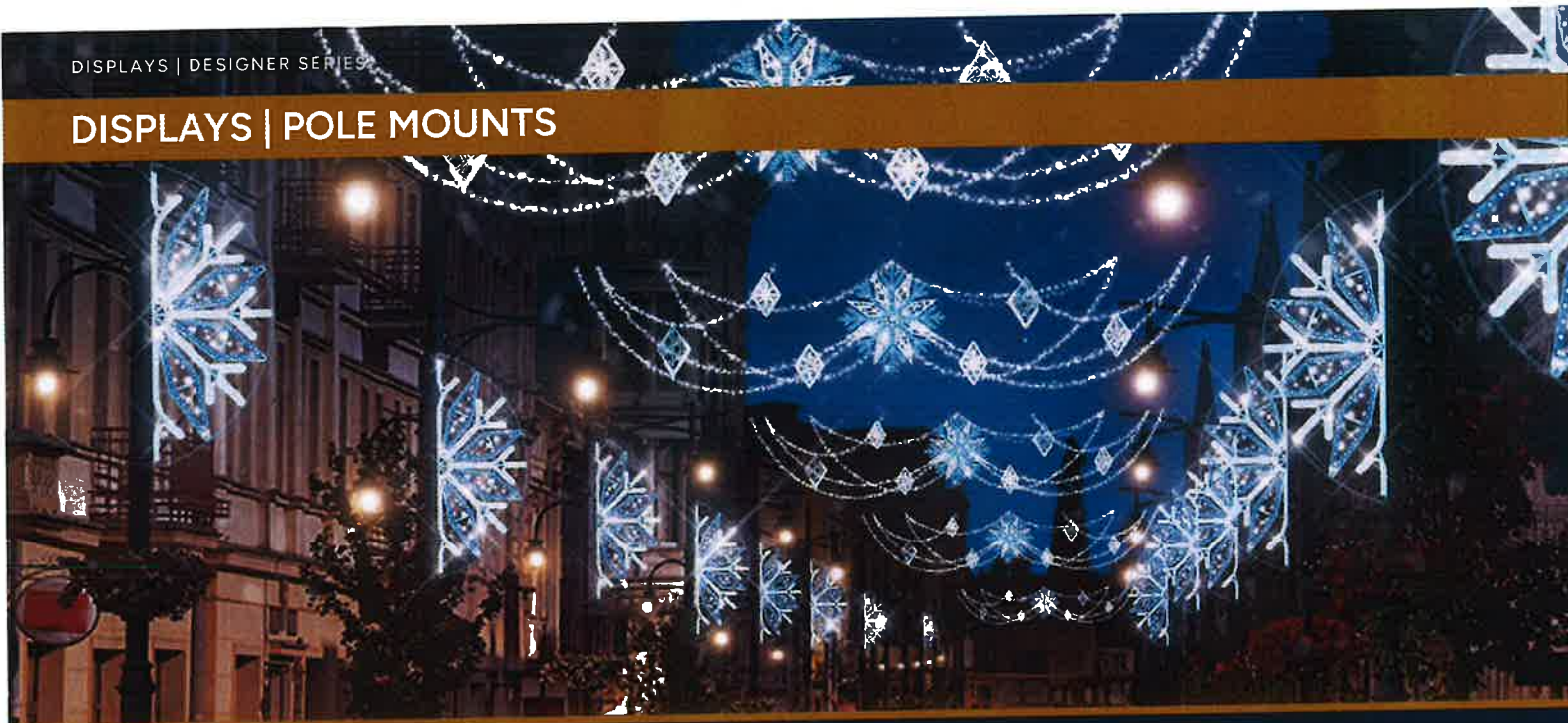
48"	Lamps 36 C-9	PM-SLB-GSF48	\$501
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Prairie Crystal Snowflake
PM-SLB-PCS48
Telford, PA

✱ SIGNATURE+ LINE | ✱ SIGNATURE LINE | ▲ FESTIVE LINE

*Price shown is valid until February 28TH 2026. Call or visit us online to check available discounts!

DISPLAYS | POLE MOUNTS



Designer Series pole mount decorations combine sustainability and modern design, making them a perfect addition to eco-friendly streetscapes. These decorations feature mini LED lights, which are energy-efficient and long-lasting, reducing electricity consumption while still creating a bright, festive atmosphere. Made from sustainable or recycled materials, they reflect a commitment to environmental responsibility without compromising on visual appeal. *All pole mounts include banding and/or brackets depending on the design. Flash displays use soft blinking for added sparkle.*

BEST SELLER

FLASH

Mia Snowflake (Warm White)
3.2'H x 2'W
PM-SLB-DSMS39-W | \$690

BEST SELLER

FLASH

Mia Snowflake (Blue)
3.2'H x 2'W
PM-SLB-DSMS39-B | \$690

FLASH

Givre Snowflake (Warm White)
3.2'H x 3.8'W
PM-SLB-DSGS39-W | \$690



★ DELUXE LINE | ✕ SIGNATURE LINE | ▲ FESTIVE LINE



DISPLAYS | POLE MOUNTS



Calypso Golden Garland
6.5'H x 2.9'W
PM-SLB-DSCG78 | \$1,185

FLASH



FLASH

Blizzard ★
7.5'H x 2.2'W
PM-SLB-DSBZ90-W | \$1,875



FLASH

Thom ✕
6.5'H x 3'W
PM-SLB-DSPT78 | \$1,260



FLASH

Twister Ribbon and Stars ✕
6.5'H x 2.9'W
PM-SLB-DSTRS78-WW | \$1,150



FLASH

Nordika Half Tree ✕
5.2'H x 1.7'W
PM-SLB-DSNK62-WW | \$1,215



FLASH

Mazurka Branches ✕
6.5'H x 2.9'W
PM-SLB-DSMB78 | \$1,180



FLASH

Tivano White Winding Topper ✕
5.9'H x 2.9'W
PM-GLB-DSTB71-W | \$1,305



FLASH

Milo Winding Stars Burst ✕
6.5'H x 2.9'W
PM-SLB-DSMWS78-WW | \$1,185



FLASH

Penelope Long Bow ▲
6.5'H x 2.2'W
PM-SLB-DSPLB78-CW | \$980



FLASH

Liberetto Sparkle ▲
3.9'H x 1.9'W
PM-SLB-DSLRS47 | \$725



FLASH

Asia Snowflake (Blue) ▲
4.9'H x 1.9'W
PM-SLB-DSAS59-B | \$690



FLASH

Wood ▲
6.5'H x 3'W
PM-SLB-DSWD78-CW | \$790



FLASH

Eole Winding Vine ▲
4.9'H x 1.9'W
PM-SLB-DSEWV59 | \$690



★ DELUXE LINE | ✕ SIGNATURE LINE | ▲ FESTIVE LINE



DISPLAYS | WREATHS



Our Traditional building front displays work together to enhance the building's exterior, providing a warm, inviting atmosphere that captures the essence of the season while maintaining a classic charm that resonates with visitors.

All building fronts include mounting hardware. Complimentary pinecones are available upon request. **Bows and Ornaments are optional and should be purchased separately, see pages 56 & 57.** Ornament packages can be found on page 50.



ALL WREATHS AVAILABLE IN COOL WHITE OR WARM WHITE.



Festive Wreath ▲

36"	Lamps 21 C-7	GW-36-EC7	\$335
48"	Lamps 36 C-7	GW-48-EC7	\$450
60"	Lamps 50 C-7	GW-60-EC7	\$825
72"	Lamps 60 C-7	GW-72-EC7	\$930

Available in C7 lights | 12" light spacing
Standard garland density Mountain Pine Branch Garland™
Complimentary pinecones available upon request
Sizes available 36" - 72"



Signature Wreath ✖

36"	Lamps 29 C-7	GW-36-SC7	\$450
48"	Lamps 48 C-7	GW-48-SC7	\$650
60"	Lamps 60 C-7	GW-60-SC7	\$825
72"	Lamps 72 C-7	GW-72-SC7	\$960

Available in C7 lights | 12" light spacing
Thicker garland density Mountain Pine Branch Garland™
Complimentary pinecones available upon request
Sizes available 36" - 96"



Deluxe Wreath ★

36"	Lamps 37 C-7	GW-36-DC7	\$495
48"	Lamps 60 C-7	GW-48-DC7	\$675
60"	Lamps 70 C-7	GW-60-DC7	\$875
72"	Lamps 84 C-7	GW-72-DC7	\$1,005

Available in C7 or 5mm Mini lights*
9" light spacing
Thicker garland density Mountain Pine Branch Garland™
Complimentary pinecones available upon request
Custom sizes 96"+ available

*Price shown is valid until February 28th 2026. Call or visit us online to check available discounts!

★ DELUXE LINE | ✖ SIGNATURE LINE | ▲ FESTIVE LINE



Our Pole Mount & Building Front Wreaths

Our Pole & Building Mount Wreaths are made with a durable steel frame to securely hang for your celebration, with our quality UV-resistant branch garland and LED lights. Featured here are standard sizes, larger or custom sizes available.

Standard



LIGHTS

Each wreath comes standard with LED Lights.



PINECONES

Complimentary pinecones available upon request.

Optional



BOWS

3D Nylon, Vinyl, Outdura, Velvet, Glitter, & Metallic Bows available.



ORNAMENTS

Choose colors, finish and sizes. Ornament packages available.



Fleur-de-Lis Wreath
8' H x 4.5' W | Lamps 110 C-7
PM-SLB-FDL96 | \$1,465



Triple Candle Wreath

36"	Lamps 30 C-7	PM-SLB-CWR36	\$645
50"	Lamps 42 C-7	PM-SLB-CWR50	\$750
60"	Lamps 50 C-7	PM-SLB-CWR60	\$970



BEST SELLER



Side Mounted Wreath

36"	Lamps 30 C-7	PM-SLB-WR36	\$460
50"	Lamps 42 C-7	PM-SLB-WR50	\$615
60"	Lamps 50 C-7	PM-SLB-WR60	\$820



Center Mounted Wreath

36"	Lamps 30 C-7	PM-CLB-WR36	\$365
50"	Lamps 38 C-7	PM-CLB-WR50	\$535



Globe Mounted Wreath

50"	Lamps 50 C-7	PM-GLB-WR50	\$740
54"	Lamps 40 C-7	PM-GLB-WR54	\$780
60"	Lamps 60 C-7	PM-GLB-WR60	\$855



Scan the QR code to view all wreath options on our website



★ DELUXE LINE | ✖ SIGNATURE LINE | ▲ FESTIVE LINE

*Price shown is valid until February 28TH 2026. Call or visit us online to check available discounts!





From Moments to Memories -
American Craftsmanship in Every Space

Company Address PO Box 4365
Bethlehem, Pennsylvania 18018
United States

Created Date 5/18/2026

Expiration Date 6/30/2026

Quote Number 00027596

If products are made to order, a deposit is required upon acceptance of this quote. The deposit percentage is listed below. Note: Sales tax (if applicable) is excluded from the deposit invoice and will be billed with the final product shipment.

Deposit N/A

Prepared By Joe Campbell

Bill to Phone 352-728-9786 📞

Email jcampbell@christmasdesigners-fl.com

Email james.grindrod@leesburgflorida.gov

Address Confirmation Required: Please verify all information below.

Account Name CITY OF LEESBURG
Bill To Name City of Leesburg
Bill To JIM GRINDROD
P.O. BOX 490630
Leesburg, Florida 34749
United States

Ship To Name City of Leesburg
Ship To Phone 352-728-9786 📞
Ship To Public Works Dept.
550 S 14th St
LEESBURG, Florida 34748
United States

PO PO NEEDED

Product Code	Product	Product Line Description	Price	Quantity	Total Price
PM-SLB-PSF48-CW	4' Sil Presidential Snowflake Pole Mount 78 C7 Lamps in Cool White LED	4' Sil Presidential Snowflake Pole Mount 78 C7 Lamps in Cool White LED	\$472.50	25.00	\$11,812.50
PM-SLB-GCA60-WW	5' Garland Candle Pole Mount 24 C9 in Multicolor and Warm White LED	5' Garland Candle Pole Mount. Measures 3'W x 5'H with 24 C9 in Multicolor and Warm White LED. Weighs 18 lbs.	\$340.68	45.00	\$15,330.60
PM-SLB-GCC60-WW	5' Garland Candy Cane Pole Mount, 19 C9 in Red and Warm White LED	5' Garland Candy Cane Pole Mount, 19 C9 in Red and Warm White LED	\$316.88	45.00	\$14,259.60
	6' Garland Joyful Bell w/Holly	6' Garland Joyful Bell w/Holly Leaves Pole			

Account Terms NET 30 DAYS

QUOTE ACCEPTANCE INFORMATION

Signature: _____

Name: _____

Title: _____

- 20% Restocking fee and shipping on all returns
- No returns without proper authorization
- 4% Credit Card payments fee
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

- Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>



From Moments to Memories -
American Craftsmanship in Every Space

PM-SLB-GJBHL72-MC	Leaves Pole Mount 41 C9 Multicolor LED	Mount. Measures 4.5'W x 6'H with 41 C9 Multicolor LED. Weighs 35 lbs.	\$581.40	45.00	\$26,163.00
PM-SLB-GTHSM72-CW	6' Garland Top Hat Snowman - Pole Mount - C7 Cool White LED	6' Garland Top Hat Snowman - Pole Mount - C7 Cool White LED	\$741.20	25.00	\$18,530.00
PM-SLB-GCSK90-WW	7.5' Garland Christmas Stocking Pole Mount, 26 C9 Multicolor and Warm White LED	7.5' Garland Christmas Stocking Pole Mount, 26 C9 Multicolor and Warm White LED	\$598.50	20.00	\$11,970.00
PM-SLB-LB96-WW	8' Sil Leaping Buck Pole Mount, 73 C7 LED Lamps - Warm White with Red Nose	8' Sil Leaping Buck Pole Mount. Measures 5'x8' with 73 C7 LED Lamps. Weighs 23lbs. - Warm White with Red Nose	\$607.50	20.00	\$12,150.00
PM-SLB-HA96-CW	8'H X 5'W Sil Glorious Heavenly Angel Pole Mount 128 C7 Yellow and Cool White LED	8'H X 5'W Sil Glorious Heavenly Angel Pole Mount. Measures 8'H X 5'W 128 C7 Yellow and Cool White LED. Weighs 39.5 lbs.	\$707.20	25.00	\$17,680.00
LB-C7F-CW	C7 Cool White Faceted LED	C7 Cool White Faceted LED	\$0.87	100.00	\$87.00
LB-C7F-O	C7 Orange/Amber Faceted LED	C7 Orange/Amber Faceted LED	\$0.87	100.00	\$87.00
LB-C9F-CW	C9 Cool White Faceted LED	C9 Cool White Faceted LED	\$0.97	500.00	\$485.00
LB-C9F-G	C9 Green Faceted LED	C9 Green Faceted LED	\$0.97	300.00	\$291.00
LB-C9F-O	C9 Orange Faceted LED	C9 Orange Faceted LED	\$0.97	200.00	\$194.00
LB-C9F-R	C9 Red Faceted LED	C9 Red Faceted LED	\$0.97	400.00	\$388.00
SHIPPING	SHIPPING		\$5,600.00	1.00	\$5,600.00
LB-E26S14-O	T50/S14 Faceted LED - Orange/Amber - E26 Base	T50/S14 Faceted LED - Orange/Amber - E26 Base	\$4.72	25.00	\$118.00
Surcharge	Tariff Surcharge	2.1% Flat-rate stabilization surcharge for import tariffs	\$2,912.00	1.00	\$2,912.00

- Applicable Sales Tax will be added to Final Invoice
- All shipping is estimated at time of order. Actual shipping costs may vary.
- Invoices will be sent out as soon as purchased product ships. This includes, both direct to customer or to an HOD warehouse prior to installation.

Subtotal \$138,057.70
Total Price \$138,057.70
Grand Total \$138,057.70

Account Terms NET 30 DAYS

- 20% Restocking fee and shipping on all returns
- No returns without proper authorization
- 4% Credit Card payments fee
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

QUOTE ACCEPTANCE INFORMATION

Signature: _____

Name: _____

Title: _____

- Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>



From Moments to Memories -
American Craftsmanship in Every Space

- Trade Tariff Surcharge: A flat rate surcharge of 2.1% is applied to this order to offset increased government import tariffs. This rate has been standardized to minimize price volatility. This surcharge is subject to change based on federal policy updates.

Account Terms NET 30 DAYS

- 20% Restocking fee and shipping on all returns
- No returns without proper authorization
- 4% Credit Card payments fee
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

QUOTE ACCEPTANCE INFORMATION

Signature:_____

Name:_____

Title:_____

- Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 5.B.2.

Meeting Date: June 8, 2026

From: Joe Iozzi, (Police Chief)

Subject: Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute Amendment No. 1 to the existing contract with All City Management Services, Inc. (ACMS); extending the term of the agreement; and providing an effective date.

Staff Recommendation:

Staff recommends approval of the resolution authorizing execution of the Amendment with All City Management Services, Inc. to extend the terms of the original agreement for an additional one (1) year. The amendment provides for the continued outsourcing of crossing guard services to support the City's ongoing school crossing guard operations.

Analysis:

ACMS employs all part-time and alternate School Crossing Guards and maintains their training, equipment, and all employment requirements according to applicable law. ACMS provides coverage for school crossing guard posts within the City of Leesburg throughout the school year. In 2025, the City entered into this agreement. By extending this term, the hourly billing rate will increase by 4% or from \$26.68 to \$27.75. Overall there is a reduction in the group total due to a reduction in hours/year as ACMS will not be paying the School Crossing Guards holiday pay in the upcoming year.

Calendar Groups	Hours/Year		Hourly Billing Rate
8 Sites @ 4.25 hrs/day, 5 days/wk	6120	X	\$27.75
(8 sites x 4.25 hrs/day x 180 days/yr)			

Procurement Analysis:

The City of Leesburg, Florida and AMCS entered into an Agreement for Crossing Guard Services on June 18, 2025. The City and AMCS now desire to extend the term of the original Agreement for an additional one (1) year, from June 2026, through June 2027.

Options:

1. Approve the Resolution authorizing execution of Amendment No.1 with All City Management Services, Inc.; or

2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The current Police budget includes funding for this contract. This expense is eligible to be funded with the Altumint LPR School Zone Citation Program monies. The current balance in the fund is just over \$365,000.00. The proposed FY 27 budget also includes the funds for this contract.

Account No. 001-2111-521-3410

Project No. PDTRAF

RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AMENDMENT NO. 1 TO THE EXISTING CONTRACT WITH ALL CITY MANAGEMENT SERVICES, INC. (ACMS); EXTENDING THE TERM OF THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with **ALL CITY MANAGEMENT SERVICES INC**, whose address is 10440 Pioneer Boulevard, Santa Fe Spring, CA 90670, for crossing guard services.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held on the 8th day of June 2026.

Mayor

ATTEST:

City Clerk



ALL CITY MANAGEMENT SERVICES

March 12, 2026

Major Nick Romanelli
City of Leesburg
501 W Meadow St. Leesburg, FL 34748

Dear Major Romanelli,

As many agencies begin preparing budgets, we would like to confirm our interest in extending our agreement for School Crossing Guard Services through the 2026–2027 school year. Enclosed is a Client Worksheet detailing the updated hourly billing rate and a projection of your annual program cost based on current post locations and service hours.

Each year, we conduct a comprehensive review of the factors that influence the cost of providing a safe and fully compliant School Crossing Guard Program. For the upcoming term, the most significant driver of increased expenses is substantial nationwide increases in insurance premiums. These increases are directly tied to the well-documented risks associated with crossing-guard duties.

Recent research found that the job of a crossing guard has become increasingly dangerous and ranks among the top 5 deadliest occupations in the United States. According to a major Associated Press review of nearly 200 police departments, at least 230 school crossing guards across 37 states were struck by vehicles over the past decade, and nearly three dozen were killed.

These realities—documented fatality rates, rising injury claims, and a high-risk job profile—are directly reflected in the premium increases issued by insurance carriers. As a result, ACMS is experiencing materially higher costs to maintain the essential General Liability and Workers' Compensation coverage required to operate a safe, compliant, and responsibly insured program.

We remain fully committed to providing a safe, reliable, and professional School Crossing Guard Program for your community. We value our partnership and hope you will find the updated rate both reasonable and necessary to sustain the high safety and coverage standards your program deserves. If you have any questions or need further information, please contact me at (800) 540-9290.

Thank you for your continued partnership,

Brian Brooks
Chief Operating Officer

"Keeping Kids Safe"



All City Management Services Inc.

Client Worksheet 2026 - 2027

Department: 2201601

City of Leesburg, FL

Billing Rate for 2026/2027: \$27.75

Sites with Traditional Calendar

Calendar Groups	Hours/Year		Hourly Billing Rate		Group Total
8 Sites @ 4.25 hrs/day, 5 days/wk	6120	X	\$27.75	=	\$169,830.00
(8 sites x 4.25 hrs/day x 180 days/yr)					

APPROVED

05/14/2026

TOTAL ANNUAL	PROJECTED HOURS	6120	PROJECTED COST	\$169,830.00
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**AMENDMENT No. 1
FOR
CROSSING GUARDS SERVICES AGREEMENT**

THIS AGREEMENT is made as of the 8th day of June 2026, between **THE CITY OF LEESBURG, FLORIDA** a Florida Municipal Corporation, whose address is 501 West Meadow Street, Post Office Box 490630, Leesburg, Florida 34749-0630 (hereinafter referred to as the “CITY”), and **ALL CITY MANAGEMENT SERVICES, INC.**, whose address is 10440 Pioneer Blvd., Santa Fe Spring, CA 90670 (hereinafter referred to as the “CONTRACTOR”).

THAT, on July 14, 2025, the CITY and CONTRACTOR entered into a Service Agreement whereby the CONTRACTOR agreed to provide Crossing Guard Services to the CITY (hereinafter referred to as the “Agreement”).

WHEREAS, the CITY and CONTRACTOR desire to enter into an Agreement extending the term of the original Agreement from June 30, 2026, through June 30, 2027.

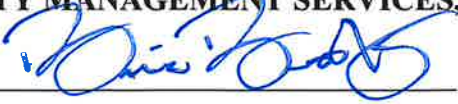
WITNESSETH:

NOW, THEREFORE, in consideration of the mutual benefits accruing to the parties to this Agreement and from other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Recitals.** The above recitals are true and correct and are incorporated by reference herein and made a part hereof.
2. **Amendment.**
 - a. **Renewal Term.** The parties agree to extend the term of the original Agreement for an additional one (1) year, from June 30, 2026, through June 30, 2027.
 - b. **Rates.** The hourly labor rates applicable under the original Agreement have been revised. The revised billable hourly rates are reflected in Exhibit A.
3. **Modification.** Except as specifically modified by this Amendment, all terms and conditions of the prior agreement shall continue in full force and effect as originally executed. Nothing herein shall be deemed or construed to amend or modify any other contract or undertaking between the CITY and the CONTRACTOR other than as defined above.
4. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which may be considered an original, but all of which together shall constitute but one and the same instrument. This Agreement when signed by a party may be delivered by electronic mail or facsimile transmission with the same force and effect as if the same were an executed and delivered original, manually-signed counterpart.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the Agreement for crossing guard services.

ALL CITY MANAGEMENT SERVICES, INC.

By: 

Its: Chief Operating Officer
(Title)

CITY OF LEESBURG, FLORIDA

Allyson E. Berry, Mayor

ATTEST:

J. Andi Purvis, City Clerk

Approved as to form:

William Watson, City Attorney

Exhibit A



All City Management Services Inc.
Client Worksheet 2026 - 2027

Department: 2201601

City of Leesburg, FL

Billing Rate for 2026/2027: \$27.75

Sites with Traditional Calendar

Calendar Groups	Hours/Year		Hourly Billing Rate		Group Total
8 Sites @ 4.25 hrs/day, 5 days/wk	6120	X	\$27.75	=	\$169,830.00
	(8 sites x 4.25 hrs/day x 180 days/yr)				

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 5.B.3.

Meeting Date: June 8, 2026

From: Cliff Kelsey, (Public Works Director)

Subject: Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Task Order with Dewberry Engineers Inc., to conduct a feasibility study for Canal Street Waste Water Treatment Facility (WWTF); and providing an effective date.

Staff Recommendation:

Staff recommends approval of the resolution authorizing the execution of a Task Order with Dewberry Engineers, Inc. to conduct a comprehensive feasibility study for the Canal Street Wastewater Treatment Facility, for an amount not to exceed \$225,343.00.

Analysis:

The City of Leesburg owns and operates two wastewater treatment facilities and associated collection systems. Following impacts from Hurricanes Fiona and Ian, the City secured funding through the State Revolving Fund (SRF) Program under the Supplemental Appropriation for Hurricanes Fiona and Ian (SAHFI).

The proposed scope of services includes preparation of the required Facility Plan to support SAHFI funding and identify improvements to enhance the reliability and resiliency of the wastewater system. Services include project management, coordination with the City and regulatory agencies, grant compliance assistance, preliminary evaluation of improvement alternatives, conceptual design, cost analyses, floodplain review, environmental considerations, and development of an Asset Management Plan.

The CONSULTANT will also perform a biological site assessment, including wetlands and listed species evaluations, through review of available environmental data and field investigations. The assessment will identify potential environmental constraints, regulatory considerations, and mitigation requirements that could affect project implementation.

Any permitting associated with impacts to listed species is not included in this scope and, if necessary, will be addressed through a separate authorization for additional services.

Procurement Analysis:

On January 12, 2026, pursuant to Resolution 12,176, the City Commission approved the execution of a Professional Services Agreement on a Continuing Basis with Dewberry Engineering, Inc. This Task Order is being made under the terms and conditions of that agreement.

Options:

1. Approve the Resolution authorizing execution of a Task Order under the Continuing Professional Services Contract with Dewberry Engineers Inc.; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

On February 10, 2025, the City Commission approved a loan agreement with the Department of Environmental Protection for project forgiveness under the SAHFI, Supplemental Funding for Hurricane's Fiona and Ian, Clean Water State Revolving Fund loan program. The expenses will be reimbursed from that program. A budget adjustment will be processed to add this to the current Wastewater Operating budget.

Account No.	044-4021-535-3110
Project No.	447018
WF No.	WF1727098/1
Requisition	58570
Budget	-0-
Available	-0-

RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A TASK ORDER WITH DEWBERRY ENGINEERS INC., TO CONDUCT A FEASIBILITY STUDY FOR CANAL STREET WASTE WATER TREATMENT FACILITY (WWTF); AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with Dewberry Engineers, Inc. whose address is 800 Magnolia Avenue, Suite 1000, Orlando, FL 32803.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held on the 8th day of June 2026.

Mayor

ATTEST:

City Clerk

**TASK ORDER UNDER AN
AGREEMENT FOR PROFESSIONAL SERVICES
ON A CONTINUING BASIS**

THIS TASK ORDER is made as of the 8th day of June in the year 2026, between **THE CITY OF LEESBURG, FLORIDA**, a Florida Municipal Corporation, whose address is 501 West Meadow Street, Post Office Box 490630, Leesburg, Florida 34749-0630 (hereinafter referred to as the “CITY”), and **DEWBERRY ENGINEERS, INC.** whose address is 800 Magnolia Avenue, Suite1000, Orlando, FL 32803 (hereinafter referred to as the “CONSULTANT”).

WITNESSTH:

WHEREAS, on January 12, 2026, pursuant to resolution 12,176 the CITY and CONSULTANT entered into an Agreement for professional engineering services on a continuing basis (hereinafter referred to as the “Master Agreement”). The Master Agreement is referenced herein as though set forth in full text.

WHEREAS, the CITY and the CONSULTANT desire to enter into a Written Task Order (hereinafter referred to as “Task Order”) for professional services providing design services on the below referenced Project.

NOW THEREFORE, for and in consideration of the mutual covenants and promises contained in this Task Order, the CITY and the CONSULTANT do hereby agree as set forth below:

1. **Recitals.**

The above recitals are true and correct and are incorporated herein.

2. **Scope of Services.**

The Parties agree to the Scope of Services and Fee pursuant to the terms and conditions set forth in the CONSULTANT’s proposal included as ATTACHMENT ‘A’ for the project generally described as:

**Project:
CANAL STREET SAHFI
PHASE 100- PROJECT MANAGEMENT
PHASE 200- FACILITY PLAN**

3. **Compensation.**

The CONSULTANT shall perform the Scope of Services for an amount of **\$225,343.00**. The cost of these services shall not exceed this amount unless the CITY has executed a written Change Order approving additional Services and additional compensation. *[Signature page follows.]*

IN WITNESS WHEREOF, the parties hereto have executed this Task Order on the date stated in the preamble.

DEWBERRY ENGINEERS, INC.

By: _____

Printed: _____

Its: _____
(Title)

THE CITY OF LEESBURG, FLORIDA

By: _____
Allyson E. Berry, Mayor

ATTEST:

J. Andi Purvis, City Clerk

APPROVED AS TO FORM:

William Watson, City Attorney

EXHIBIT A
CITY OF LEESBURG, FLORIDA
DEWBERRY ENGINEERS INC.
CANAL STREET SAHFI SCOPE OF WORK

A. PROJECT BACKGROUND AND DESCRIPTION:

The City of Leesburg owns and operates two wastewater treatment facilities and collection systems. Based on impacts from hurricanes, the City applied for and received money from the State Revolving Fund program under the Supplemental Appropriation for Hurricanes Fiona and Ian (SAHFI). The first steps in executing the projects includes a Facility Plan. This scope includes the preparation of a Facility Plan for the SAHFI funding and is outlined in the following tasks.

B. SCOPE OF SERVICES:

Upon authorization to proceed from the City, the CONSULTANT will provide the following identified services.

PHASE 100 – PROJECT MANAGEMENT

Task 101 -Project Management

This task consists of overall management of the project including contract administration, budget management, invoicing, status reports, project scheduling and coordination with the CITY and funding agencies. The CONSULTANT shall reach out to agencies to discuss grant requirements and assist the CITY with the preliminary design of improvements. Agencies that the CONSULTANT will discuss the project to include, but are not limited to, the Florida Department of Environmental Protection (FDEP) and Environmental Protection Agency.

PHASE 200 – FACILITY PLAN

Task 201 -Draft Facility Plan

The CONSULTANT will have a meeting with the City to discuss potential project options based on the grant requirements. Multiple alternatives will be investigated to improve reliability for the wastewater system. Once the alternatives are identified, the CONSULTANT will perform a preliminary basis of design for each of the alternatives. This is anticipated to include:

- Documentation of Damage
- Development of Alternatives
- Conceptual Design of Alternatives
- Location maps
- Review of floodplain maps in relation to project components
- Costs such as estimated capital costs, estimated operation and maintenance costs, proposed and existing service areas, repair and replacement costs, and life cycle costs
- Cost effectiveness analysis
- Environmental impacts (if applicable)
- Asset Management Plan

1

This task will include a biological site assessment (Wetlands and Listed Species). A review of available public documents will be conducted, including aerial photographs, United States Geological Service (USGS) Quadrangle maps, Soils Maps, National Wetland Inventory (NWI) Maps, et cetera to determine the potential for wetlands and to evaluate their condition. Field reviews of the project sites to confirm this preliminary assessment will be conducted. Additionally, surveys of the project sites will be conducted to determine the occurrence, or potential for occurrence of species listed as threatened, endangered, or species of special concern by the Florida Fish and Wildlife Conservation Commission (FWC) and the US Fish and Wildlife Service (USFWS). The FWC / Fish and Wildlife Research Institute (FWRI) online wildlife database will be utilized to obtain the latest data on any nearby eagle nest(s), wading bird rookery, and other applicable listed species. Results of this review will include details of the regulatory implications associated with each species which may potentially utilize the sites. A narrative assessment of general conditions and approximate GPS location of any wetland limits will be provided on a color aerial, as well as the general location of each occurrence of any listed species encountered, i.e. gopher tortoise or its burrow. The review will provide a critical evaluation of potential environmental issues that could affect the ability to develop and mitigation options available in the event wetland or species impacts are anticipated. The review will also include consideration of existing permits from applicable environmental regulatory agencies, and will analyze how such permits may affect the proposed projects. If evidence of listed species is observed on a project site, or the issue is raised by a regulatory agency during the permitting process, this information will be reported to you, along with a description of the regulatory alternatives, including permitting timeframes and costs. This task does not include the permitting of impacts to listed species since the scope of that effort cannot be defined until the issue is raised, options are evaluated and a course of action is selected. The scope and budget for such permitting will be addressed through an Authorization for Additional Services, if necessary.

Task 202 -Review Meeting with City

Following the completion of the preliminary facility plan, the Consultant will meet with the City to discuss comments, revise, and submit a draft for FDEP to begin review.

Task 203 -Public Meeting

The Consultant will then prepare for and provide meeting materials for one public meeting to gain public participation as required by the FDEP. The Consultant will attend the public meeting with the City.

Task 204 -Final Facility Plan

Following the public meeting and comments from FDEP, the CONSULTANT will meet with the City and update the facility plan to address updates and propose recommended alternative (s). It is assumed that communications regarding comments with FDEP will be required to develop the final plan, but are included in the Project Management portion of the scope.

C. DELIVERABLES

The CONSULTANT shall prepare and submit to the CITY, including electronic format when applicable, the following deliverables:

TASK	ACTIVITY	DELIVERABLE
101	Coordination Meetings	Prepare and attend up to 5 meetings with FDEP
201	Draft Facility Plan	Preparation the Facility Plan for FDEP
202	City Review Meeting	Gain comments and submit draft Facility Plan to FDEP
203	Public Meeting	Prepare for and attend public meeting to discuss project
204	Draft Facility Plan	Preparation the Final Facility Plan for FDEP

D. SCHEDULE

CONSULTANT will proceed with the services identified in this Agreement immediately upon receipt of an executed copy of this Agreement and a formal Notice-to-Proceed from the CITY. The CONSULTANT shall prepare and submit Agreement deliverables in accordance with mutually agreed deadlines and schedules once discussions are held with FDEP and the City.

E. COMPENSATION

This Agreement establishes a not-to-exceed cost of \$225,343 (See Table). Compensation for the services performed under this Agreement shall be on a lump sum basis. Reimbursable expenses incurred in connection with this Agreement will be itemized and included in monthly invoices and are included in the not-to-exceed cost. This may include, but is not necessarily limited to, such items as reproduction, travel, communication expenses, and postage and shipping. Optional Services will be performed on an as needed basis and following CITY written approval.

Additional documentation may be requested by the CITY and, if so requested, shall be furnished by the CONSULTANT to the CITY Auditor's satisfaction. In addition, all invoices shall be submitted with the Agreement number, purchase order (PO) number and the CITY Project Identification on the invoice.

Phase	Dewberry
Phase 100 Project Management	\$51,922
Phase 200 Facility Plan	\$173,421
Total	\$225,343

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 5.C.1.

Meeting Date: June 8, 2026

From: Tracey Dean, (Airport Manager)

Subject: Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute Amendment 1 to Public Transportation Grant Agreement 444873-3-94-01, between the City of Leesburg and the State of Florida Department of Transportation, for the purpose of adding funding for the Fuel Tanks construction project; and providing an effective date.

Staff Recommendation:

Staff recommends approval and execution of the FDOT PTGA Amendment 1.

Analysis:

On March 4, 2026, the Florida Department of Transportation issued Grant Agreement 444873-3-94-01, in the amount of \$600,000.00 for the Fuel Farm Tanks Construction. This Amendment 1, adds another \$600,000.00 to the project, bringing the FDOT total participation to \$1,200,000.00.

Procurement Analysis:

N/A

Options:

1. Approve and execute Amendment 1 to PTGA 444873-3-94-01; or,
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The current Airport Capital Projects includes this funding for this project.

Account No. 048-0000-334-4100

WF No. WF1383912/3

RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AMENDMENT 1 TO PUBLIC TRANSPORTATION GRANT AGREEMENT 444873-3-94-01, BETWEEN THE CITY OF LEESBURG AND THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, FOR THE PURPOSE OF ADDING FUNDING FOR THE FUEL TANKS CONSTRUCTION PROJECT; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with The Florida Department of Transportation, whose address is 719 S. Woodland Boulevard, DeLand, FL 32720.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held on the 8th day of June 2026.

Mayor

ATTEST:

City Clerk

**PUBLIC TRANSPORTATION
AMENDMENT TO THE PUBLIC TRANSPORTATION
GRANT AGREEMENT**

Financial Project Number(s): (item-segment-phase-sequence)	Fund(s):	DDR,DPTO	FLAIR Category:	088719
444873-3-94-01	Work Activity Code/Function:	215	Object Code:	751000
	Federal Number/Federal Award		Org. Code:	55052000531
	Identification Number (FAIN) – Transit only:		Vendor Number:	VF596000362006
Contract Number: G3N97	Federal Award Date:		Amendment No.:	1
CFDA Number: N/A	SAM/UEI Number:			
CFDA Title: N/A				
CSFA Number: 55.004				
CSFA Title: Aviation Grant Program				

THIS AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT ("Amendment") is made and entered into on _____, by and between the State of Florida, Department of Transportation ("Department"), and City of Leesburg, ("Agency"), collectively referred to as the "Parties."

RECITALS

WHEREAS, the Department and the Agency on 3/4/2026 (date original Agreement entered) entered into a Public Transportation Grant Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. **Amendment Description.** The project is amended to add funds for the construction of Fuel Farm at Leesburg International Airport.
2. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):
 - ☒ **Aviation**
 - ☐ **Seaports**
 - ☐ **Transit**
 - ☐ **Intermodal**
 - ☐ **Rail Crossing Closure**
 - ☐ **Match to Direct Federal Funding** (Aviation or Transit)
 - (Note: Section 15 and Exhibit G do not apply to federally matched funding)
 - ☐ **Other**
3. **Exhibits.** The following Exhibits are updated, attached, and incorporated into this Agreement:
 - ☒ Exhibit A: Project Description and Responsibilities
 - ☒ Exhibit B: Schedule of Financial Assistance
 - ☐ *Exhibit B1: Deferred Reimbursement Financial Provisions
 - ☐ *Exhibit B2: Advance Payment Financial Provisions
 - ☐ *Exhibit C: Terms and Conditions of Construction
 - ☒ Exhibit D: Agency Resolution
 - ☐ Exhibit E: Program Specific Terms and Conditions
 - ☐ Exhibit F: Contract Payment Requirements
 - ☒ *Exhibit G: Financial Assistance (Single Audit Act)
 - ☐ *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
AMENDMENT TO THE PUBLIC TRANSPORTATION
GRANT AGREEMENT

Form 725-000-03
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DEVELOPMENT
OGC 10/25

 *Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
X *Additional Exhibit(s): E4 - Energy Policy Goals Reporting

4. Project Cost.

The estimated total cost of the Project is X increased/ decreased by \$750,000 bringing the revised total cost of the project to \$1,500,000.

The Department's participation is X increased/ decreased by \$600,000. The Department agrees to participate in the Project cost up to the maximum amount of \$1,200,000, and, additionally the Department's participation in the Project shall not exceed 80.00% of the total eligible cost of the Project.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year written above.

AGENCY City of Leesburg

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
Name: _____
Title: _____

By: _____
Name: Kellie Smith
Title: Director of Transportation Development

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Legal Review: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 04/26

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): Purchase and installation of new fuel farm tanks and related equipment/materials.

B. Project Location (limits, city, county): Leesburg International Airport/Leesburg, FL/Lake

☒ Illustration/graphic/map of project area is applicable and attached to this Exhibit A.

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to bidding award services, survey and geotechnical costs, permitting, construction inspection and material testing costs, mobilization and demobilization, maintenance of traffic, erosion control, demolition, pavement (access roadways, parking lots, and sidewalks), drainage, utilities, primary power and back-up power supplies, pavement marking, lighting and signage, fencing and gates, landscaping; fuel tanks, dispensers, piping, fuel spill prevention and contamination systems, decommissioning of existing fuel farms (tank removal or capping); and security system, including all materials, equipment, labor, and incidentals required to complete the fuel farm project.

The specifics of the Project Scope for construction are described in and limited by the Project Construction Plans identified as "Aviation Fuel Facility" at Leesburg International Airport, dated August 2023, together with all plan updates, necessary design variation, exceptions, and change orders approved by the Agency. The Sponsor will comply with Aviation Program Assurances.

D. Deliverable(s): Final close out documents to be uploaded in JACIP.

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): Stored materials unless prior written approval from FDOT is obtained.

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.

GENERAL NOTES

1. SELECTION OF A PAVED DESIGN OPTION SHALL BE AS DETERMINED BY THE OWNER.
2. ALTERNATIVE A IS THE CONSIST OF A PAVED AREA WITH TWO (2) 10,000 GALLON AND ONE (1) 20,000 GALLON TANKS.
3. ALTERNATIVE B IS THE CONSIST OF A PAVED AREA WITH ONE (1) 10,000 GALLON AND ONE (1) 20,000 GALLON TANKS.
4. FUEL TRUCKS SHALL NOT BE REQUIRED TO ENTER THE MOVEMENT AREA UNDER ANY CIRCUMSTANCES. ACCESS TO THE NEW SELF-SERVE FUEL AREA CAN BE ON THE AIRCRAFT PARKING APRON OR THE AIRPORT ACCESS ROAD.
5. SANITARY SERVICE OPTIONS SHALL BE SELECTED AS DIRECTED BY THE CITY OF LEESBURG BUILDING DEPARTMENT, FIRE, AND EMERGENCY SERVICES.

NEW TRUCK ACCESS ROUTE (TYPE)

NEW FARM CONSTRUCTION BARRICADES - WORK AREA A (TYPE)

NEW FARM CONSTRUCTION BARRICADES - WORK AREA B (TYPE)

PAVEMENT DEMOLITION

NEW CONCRETE PAVING AREA
PAVEMENT SECTION FOR TYPE A, RESISTANT SEAL COAT

NEW ASPHALT PAVEMENT

C1 GENERAL NOTES AND SHEET LEGEND

SANITARY SERVICE OPTION A: NEW TRAILER PACKAGE LIFT STATION, 8' OR 10' EQUIVALENT, AND NEW 1" SAT SANITARY FORCE MAIN, 48" DIA. UP TO 100' TO EXISTING SANITARY SEWER ALONG AIRCRAFT DRIVE.

SANITARY SERVICE OPTION B: NEW 10" DIA. SANITARY FORCE MAIN, 48" DIA. UP TO 100' TO EXISTING SANITARY SEWER ALONG AIRCRAFT DRIVE.

SANITARY SERVICE OPTION C: NEW 10" DIA. SANITARY FORCE MAIN, 48" DIA. UP TO 100' TO EXISTING SANITARY SEWER ALONG AIRCRAFT DRIVE.

NEW CONCRETE STORM DRAIN (TYPE)

NEW CONCRETE STORM DRAIN (TYPE)

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NEW CONCRETE STORM DRAIN (TYPE)

A1 OPTION 2: NEW/RELOCATED SELF-SERVE FUELING AREA PLAN



AS SHOWN
DATE: MARCH 2022

FUEL FARM STUDY - LEESBURG INTERNATIONAL AIRPORT OPTION 2: NEW/RELOCATED SELF-SERVE FUELING AREA



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EXHIBIT

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
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EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
444873-3-94-01	DDR	088719	2026	751000	55.004	Aviation Grant Program	\$600,000.00
444873-3-94-01	LF	088719	2026	751000	55.004	Aviation Grant Program	\$150,000.00
444873-3-94-01	DPTO	088719	2026	751000	55.004	Aviation Grant Program	\$600,000.00
444873-3-94-01	LF	088719	2026	751000	55.004	Aviation Grant Program	\$150,000.00
Total Financial Assistance							\$1,500,000.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Environmental/ Design/ Construction	\$1,200,000.00	\$300,000.00	\$0.00	\$1,500,000.00	80.00	20.00	0.00
Capital Equipment/ Preventative Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Totals	\$1,200,000.00	\$300,000.00	\$0.00	\$1,500,000.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

Scope Code and/or Activity Line Item (ALI) (Transit Only)	
Common Name/UZA Name (Transit Only)	

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Joseph A. Jerkins

Department Grant Manager Name

**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Signature

Date

**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS****EXHIBIT E4
PROGRAM SPECIFIC TERMS AND CONDITIONS
(Energy Policy Goals Reporting)**

This exhibit forms an integral part of the Agreement between the Department and the Agency.

- 1. Statutory Reference.** Section 339.135(2)(c)4, F.S. and Section 377.601(3), F.S.
- 2. Statutory Compliance.** Pursuant to Section 339.135(2)(c)4, F.S., the Department shall submit a report identifying any agencies listed below that have adopted or promoted energy policy goals inconsistent with the State of Florida energy policy set forth in Section 377.601(3), F.S. to the legislative appropriation committees:
 - a. A public transit provider as defined in s. 341.031(1), F.S.;
 - b. An authority created pursuant to chapter 343, F.S., chapter 348, F.S., or chapter 349, F.S.;
 - c. A public-use airport as defined in s. 332.004, F.S.; or
 - d. A port listed in s. 311.09(1), F.S.
- 3. Agency Reporting Requirements.** As a condition of receiving state funds from the Department, the Agency shall certify in the section below whether the Agency has adopted or promoted energy policy goals inconsistent with the State of Florida energy policy set forth in Section 377.601(3), F.S.:

The Agency HAS ☐ / HAS NOT ☐ adopted or promoted energy policy goals inconsistent with the energy policy of the State of Florida set forth in Section 377.601(3), F.S.

– End of Exhibit E4 –

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 04/26

EXHIBIT G

AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~

Awarding Agency: Florida Department of Transportation

State Project Title: Aviation Grant Program

CSFA Number: 55.004

***Award Amount:** \$1,200,000

*The award amount may change with amendments

Specific project information for CSFA Number 55.004 is provided at: <https://apps.fldfs.com/fsaa/searchCatalog.aspx>

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.004 are provided at:
<https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 5.C.2.

Meeting Date: June 8, 2026

From: Al Minner, (City Manager)

Subject: Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Reject Effluent Facilities Agreement between the City of Leesburg and RIB Solutions, LLC; and providing an effective date.

Staff Recommendation:

Approve the Reject Effluent Facilities Agreement as presented.

Analysis:

As part of the sale of the south "County Road 470" property, the City is receiving the benefit of being able to have a location to dispose of reject water, without the capital expense to build such a facility. In partnering with RIB Solutions, LLC, the remaining item to complete the concept is for the City to take ownership and maintenance of the effluent pipe that will run from the Turnpike Plant to the RIBI location in Sumter County. Once RIB Solutions, LLC builds such line, this agreement takes dedication and maintenance responsibility for the portion of the line that runs from the plant to the Lake/Sumter County line.

Procurement Analysis:

N/A

Options:

1. Approve as presented; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The line will be required to be maintained by the City and such cost will be deferred to future years.

RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A REJECT EFFLUENT FACILITIES AGREEMENT BETWEEN THE CITY OF LEESBURG AND RIB SOLUTIONS, LLC; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with RIB Solutions, LLC, a Florida limited liability company, whose address is 7580 Middleton Drive, Middleton, Florida 34762.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held on the 8th day of June 2026.

Mayor

ATTEST:

City Clerk

REJECT EFFLUENT FACILITIES AGREEMENT

THIS REJECT EFFLUENT FACILITIES AGREEMENT (“Agreement”) is made and entered into this ____ day of _____, 2026 (the “Effective Date”) by and between **RIB SOLUTIONS, LLC**, a Florida limited liability company, whose address is 7580 Middleton Drive, Middleton, FL 34762 (“RIBS”) and **the CITY OF LEESBURG**, a Florida municipal corporation whose mailing address is 501 West Meadow Street, Leesburg, Florida 34749 (“City”) (RIBS and City are referred to collectively as the “Parties”).

RECITALS

A. On November 14, 2022, City, as seller, and Rapid Infiltration Basin Infrastructure & Transmission, LLC, a Delaware limited liability company (“RIBIT”), as purchaser, entered into a Contract for Purchase and Sale (the “Contract”) for approximately 513 acres of property located on the south side of County Road 470, commonly referred to as the “South Sprayfield” (the “Property”).

B. RIBIT is an affiliate of The Villages Development Company, LLC, a Florida limited liability company (“VDC”), the present developer of the community known as “The Villages”, and the City desired that VDC develop the Property as part of The Villages community.

C. The City used the Property as a sprayfield to dispose of treated effluent generated at the City’s wastewater treatment plants, up to a maximum of nine and a half MGD of annual average daily flow (the “Reject Effluent”), so RIBIT and the City agreed that, even after closing on the Contract, the City could continue to use the Property for sprayfield purposes until RIBIT constructed a treated effluent disposal system sufficient to transmit and dispose of the City’s Reject Effluent.

D. The foregoing agreement was memorialized in that certain Grant of Easement recorded in Official Records Book 6174, Page 1468, Public Records of Lake County, Florida (the “Easement”).

E. RIBIT’s affiliate, RIBS, has since commenced the construction of a treated effluent transmission system and disposal area which, once completed, is expected to be able to accept the City’s Reject Effluent.

F. The Parties now wish to enter into an agreement whereby (i) RIBS agrees to construct, at its sole cost and expense, a pump station (the “City Pump Station”) and pipeline (the “City Pipeline”) connecting existing City Reject Effluent infrastructure to RIBS pipelines (the “RIBS Pipeline”), (ii) RIBS will donate the City Pump Station and City Pipeline (collectively, the “City Infrastructure”) to the City, and (iii) City will accept the ongoing maintenance for the City Infrastructure.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, and other good and valuable consideration, receipt of which is acknowledged, the Parties hereby agree as follows:

1. RECITALS. The Recitals set forth above are true and correct and are incorporated herein by reference.

2. EXHIBITS. The following Exhibits are attached hereto and hereby incorporated into this Agreement by reference:

Exhibit A – City Pipeline general plan

Exhibit B – Point of Connection of City Pipeline to RIBS Pipeline (the “Point of Connection”)

Exhibit C – Cover Page of City Pump Station plan

3. CITY PIPELINE.

a. RIBS shall be responsible, at no cost to the City, for the design, permitting and construction of the City Pipeline, to the Point of Connection. RIBS shall deliver final construction documents for the City Pipeline to the City for review and approval, which approval shall not be unreasonably withheld or delayed. The Parties agree to work in good faith to promptly resolve any written comments regarding such plans. **Exhibit A** provides a general plan of the City Pipeline. The Point of Connection between the City Pipeline and the RIBS Pipeline infrastructure is shown in **Exhibit B**.

b. The capacity of the City Pipeline will be sufficient to accept the City’s Reject Effluent up to nine and a half MGD of annual average daily flow.

c. Upon completion of construction of the City Pipeline, and when the RIBS Pipeline and disposal facility is able to begin accepting the City’s Reject Effluent, RIBS shall donate the City Pipeline to the City, and after the City’s inspection and approval of the condition thereof, the City shall accept such donation, and the City shall then be responsible to operate, maintain, repair, and replace the City Pipeline.

d. Simultaneously with RIBS’ donation of the City Pipeline, RIBS shall provide or cause its affiliates to provide the City with an easement for ongoing operation, maintenance, repair and replacement of the City Pipeline.

e. RIBS shall be responsible for all facilities downstream of the Point of Connection inclusive of pipelines, valves and the RIBS Reject Effluent disposal facility.

f. City shall pay RIBS for use of the RIBS disposal facility and conveyance of its Reject Effluent through the RIBS Pipeline via a future services agreement to be executed between the City and RIBS.

g. City shall permit RIBS’ affiliate, Gibson Place Utility Company, LLC, a Florida limited liability company, and its successors (“GPU”) to install a connection to the City Pipeline at the location marked as “GPU” on the City Pipeline general plan attached as **Exhibit A** (the “GPU Connection”). GPU shall be solely responsible for the installation, operation, maintenance, and repair of the GPU Connection. Only in the event of emergency, and provided that GPU’s flow of effluent does not materially and adversely affect City’s flow of effluent through the City Pipeline, GPU may open the connection and send its treated effluent through that portion of the City Pipeline lying between the GPU Connection and the western terminus of the City Pipeline, generally located at the point of interconnect with BGU, as indicated on **Exhibit A**. Simultaneously with the donation, the City agrees to enter into a separate emergency services agreement with GPU which memorializes the rights and obligations contemplated in this paragraph.

4. CITY PUMP STATION.

a. RIBS shall be responsible, at no cost to the City, for the design, permitting and construction of the City Pump Station, which shall be located at the City’s Turnpike wastewater

treatment plant. **Exhibit C** contains the cover page of the City Pump Station plan, and Leesburg acknowledges receipt of the full set of such plans. **Exhibit C** is based on the 75% design set, and the City shall have the right to review and approve the final construction documents for the City Pump Station, which approval shall not be unreasonably withheld or delayed. The Parties agree to work in good faith to promptly resolve any written comments regarding such plans.

b. The City Pump Station will have the capacity to deliver Reject Effluent to RIBS' reject effluent disposal facility up to nine and a half MGD of annual average daily flow.

c. Upon completion of construction of the City Pump Station, and when the RIBS Pipeline and disposal facility is able to begin accepting the City's Reject Effluent, RIBS shall donate the City Pump Station to the City, and after the City's inspection and approval of the condition thereof, the City shall accept such donation, and the City shall then be responsible to operate, maintain, repair, and replace the City Pump Station.

d. Once the City Pump Station is complete and in service, it shall solely be utilized to send Reject Effluent to the RIBS reject effluent disposal facility. Any existing City Reject Effluent pumping facilities can be used by the City for future disposal of reject effluent not addressed by the future services agreement to be executed between the City and RIBS.

5. CONTACT INFORMATION. In the event of a circumstance that would impact the delivery or receipt of Reject Effluent, contact will be made to the following individuals:

- a. RIBS Operations: Randy Oliver, 352-391-9291, roliver@inframark.com
Mike Saxton, 352-753-4747, mike.saxton@vikuswater.com
Alex Miller, 352-753-4747, alex.miller@vikuswater.com
- b. RIBS Management: Robert Chandler, 352-753-6220, iv.chandler@thevillages.com
- c. Leesburg WWTP Operation: Rick Harris, 352-728-9841, rick.harris@leesburgflorida.gov
Al Purvis, 352-728-9841, al.purvis@leesburgflorida.gov
Helga Bundy, 352-728-9786, Helga.bundy@leesburgflorida.gov
- d. Leesburg Management: Cliff Kelsey, Director of Public Works, 352-435-9442, cliff.kelsey@leesburgflorida.gov
Al Minner, City Manager, 352-728-9786, al.minner@leesburgflorida.gov

If and when situations occur, City will notify RIBS, or RIBS will notify City, by telephone and follow up with written communication describing the nature of the situation and the anticipated duration.

6. PERMITS. The Parties agree to cooperate in obtaining such permits and licenses as are necessary to operate pursuant to this Agreement.

7. BINDING EFFECT OF THE AGREEMENT. This Agreement shall be binding upon and shall inure to the benefit of the Parties, and their respective assigns and successors by merger, consolidation, conveyance or otherwise.

8. NOTICE. Until further written notice by any Party to the other, all notices provided for herein shall be in writing and sent certified mail to the following addresses:

CITY OF LEESBURG
Attn: Al Minner
City Manager
501 West Meadow Street
Leesburg, FL 34749

With a copy to:
CITY OF LEESBURG
City Attorney
City Hall
501 West Meadow Street
Leesburg, FL 34749

RIB SOLUTIONS, LLC
Attn: Robert L. Chandler, IV
7580 Middleton Drive
Middleton, FL 34762

With a copy to:
RIB SOLUTIONS, LLC
Attn: Brian D. Hudson, Esq.
7580 Middleton Drive
Middleton, FL 34762

Notice shall be considered effective upon receipt, or if refused, as of the date offered for receipt.

9. LAWS OF FLORIDA. This Agreement shall be governed by the laws of the State of Florida, and it shall be effective immediately upon the execution hereto. Jurisdiction and Venue shall be in a court of competent jurisdiction in Lake County, Florida, or the federal courts in and for the Middle District of Florida.

10. FORCE MAJEURE. In the event that the performance of this Agreement by any Party is prevented or interrupted in consequence of any cause beyond the control of any Party, including but not limited to, Acts of God or of the public enemy, war, national emergency, allocation or of other governmental restrictions upon the use or availability of labor or materials, rationing, civil insurrection, riot, racial or civil rights disorder or demonstration, strike, embargo, flood, tidal wave, fire, explosion, bomb detonation, nuclear fallout, windstorm, hurricane, earthquake, sinkhole or other casualty or disaster or catastrophe, unforeseeable failure or breakdown of pumping transmission or other facilities, governmental rules or acts or orders or restrictions or regulations or requirements, acts or action of any government or public or governmental authority or commission or board or agency or agent or official or officer (unless such government is a party hereto), the enactment of any statute or ordinance or resolution or regulation or rule or ruling or order other than those passed by a government that is a party hereto, order or decree or judgment or restraining order or injunction of any court, said Party shall not be liable for such non-performance.

11. NON-RESPONSIBILITY. No Party shall be liable for the actions or inactions of the officers, agents or employees of the other Parties, or any other actions or inactions attributable to the other Parties, but shall instead only be liable for actions or inactions attributable to its own officers,

agents or employees or otherwise attributable to itself, and then only to the extent permitted by law. The Parties acknowledge that the foregoing shall not constitute an agreement by any Party to indemnify the others, nor shall it constitute a waiver of any immunities enjoyed by any Party, nor a waiver of any defense a Party may have, nor shall it be construed as consent by any Party to be sued by third Parties.

12. DEFAULT. The Parties expressly covenant and agree that in the event any Party is in default of its obligation herein, the Party not in default shall provide to the Party in default thirty (30) days written notice to cure said default before exercising any of its rights to seek judicial or other relief. Failure to cure said default within thirty (30) days following notice shall be grounds for the Party not in default to seek relief. In the event any Party shall be in default under this Agreement, or if any dispute shall arise between the Parties concerning the interpretation of this Agreement, and if an action shall be brought in connection therewith in which it shall be finally (with no further appeal being available due to the expiration of appeal periods or otherwise) determined that any Party was in default, or that the court agrees with one Party's interpretation of the disputed provision of this Agreement, the Party determined by the court to be in default, or with whose interpretation of this Agreement the court does not agree, shall pay to the other Party all attorneys' fees and litigation expenses incurred or paid by the other Party in connection therewith.

13. WAIVER. The failure of any Party to insist on the strict performance of any of the agreements, terms, covenants and conditions hereof shall not be deemed a waiver of any rights or remedies that said Party may have for any subsequent breach, default, or non-performance, and said Party's right to insist on strict performance of this Agreement shall not be affected by any previous waiver or course of dealing.

14. NO TRANSFER OF POWERS. Nothing contained in this Agreement shall be construed to constitute a transfer of powers in any way whatsoever. The governing bodies of each Party to the Agreement shall each maintain all authority, privileges and immunities from liability, exemption from laws, ordinances and rules, and pensions and relief, disability, workers compensation and other benefits which apply to the activity of officers, agents or employees of any public agents or employees of any public agency when performing their respective functions within the territorial limits for the respective agencies to the same degree and extent to the performance of such functions and duties of such officers, agents, or employees extra-territorially under the provisions of this Agreement.

15. NO THIRD-PARTY BENEFICIARY. No provision of this Agreement is intended to, or shall be construed to, create any third-party beneficiary or to provide any rights to any person or entity not a Party to this Agreement including, but not limited to, any customer, officer, agent or employee of a Party, or to any resident or property owner within the Parties' respective service territories.

16. REVIEW. The Parties and their counsel have reviewed and revised this Agreement, and the normal rule of construction (ambiguities are to be resolved against the drafting Party) shall not be employed in the interpretation of this Agreement

17. ENTIRE AGREEMENT. This instrument constitutes the entire agreement between the Parties and supersedes all previous discussions, understandings and agreements between the Parties relating to the subject matter of this Agreement. No amendment hereto is effective unless made in writing and signed by all Parties.

IN WITNESS WHEREOF, the Parties hereby execute this Agreement as of the date first set forth above.

RIB SOLUTIONS, LLC,
a Florida limited liability company

BY: VDC Manager, LLC
a Florida limited liability company,
its Manager

By: _____
Print Name: _____
Title: Manager

CITY COMMISSION
CITY OF LEESBURG, FLORIDA

Allyson E. Berry, Mayor

ATTEST:

J. Andi Purvis, City Clerk

Approved as to form:

Grant Watson, City Attorney

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 5.C.3.

Meeting Date: June 8, 2026

From: Andi Purvis, (City Clerk)

Subject: Resolution of the City Commission of the City of Leesburg, Florida, authorizing the City Manager to execute an Assistance to Firefighters Grant through FEMA, a 90/10 matching grant for the purchase of Firefighters Protective Equipment; and providing an effective date.

Staff Recommendation:

Staff requests City Commission approval allowing the City Manager to execute a Assistance to Firefighters Grant through FEMA.

Analysis:

This is an Assistance to Firefighters Grant through FEMA for Firefighter Protective Equipment. It is a 90/10 matching grant with the city's portion being approximately \$39,812.55 and FEMA covering the balance of approximately \$358,312.97. The deadline to submit this grant application is June 22, 2026.

Procurement Analysis:

N/A

Options:

1. Approve as presented; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN
ASSISTANCE TO FIREFIGHTERS GRANT THROUGH FEMA, A 90/10
MATCHING GRANT FOR THE PURCHASE OF FIREFIGHTERS
PROTECTIVE EQUIPMENT; AND PROVIDING AN EFFECTIVE DATE.**

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the City Commission hereby authorizes the City Manager to execute the Assistance to Firefighters Grant through FEMA, a 90/10 grant, for the purchase of Firefighter Protective Equipment.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held on the 8th day of June 2026.

Mayor

ATTEST:

City Clerk

CITY OF LEESBURG

INFORMATION TO BE SUBMITTED BY ALL CITY DEPARTMENTS/OFFICES/AFFILIATED AGENCIES PRIOR TO APPLYING FOR A GRANT

1. Name of department/office/agency seeking grant: Fire
2. Dollar amount of the grant that is being sought: \$ 398,125.52
3. General description of the project or program the grant funds will be used for:
This is for the Assistance to Firefighters Grant through FEMA. This is a 90/10 matching grant.
Our portion of the grant will be approximately \$39,812.55 with FEMA covering the balance of
approximately \$358,312.97.
4. Is the project or program listed in item #3 new ☒ or on-going? ☐
5. Name of the funding agency and program distributing the grant: FEMA
6. Process used for obtaining the funds: ☒ Competitive grant ☐ Established formula
7. Distribution method for funds: ☒ Single-year ☐ Multi-year (Indicate # years:)
8. Are grant funds distributed upfront ☒ or on a reimbursement basis? ☐
9. Deadline for submitting grant application: June 22, 2026
10. Anticipated date of grant award notification: August 31, 2026
11. Anticipated date(s) that grant funds will be received:
September 30, 2026
12. Provide the names of sub-recipients (if any) who are to receive a portion of the grant funds: None
13. What are the reporting requirements which must be complied with in order to receive the grant funds? (Example: Submit annual, quarterly or semi-annual reports; create a project budget; solicit proposals from vendors; etc.) federal financial report semi-annually
14. Who is responsible for filing any required reports? R. Henry
15. Who is responsible for compiling data and other information associated with the grant?
R. Henry
16. Describe how the use of grant funds will affect the future operations and budget of the department, office or agency planning to apply for the grant. Will these impacts be short-term or permanent? How will the use of grant funds affect the Capital Improvement Program (CIP)?
The approval of this grant will relieve some stress from the budget in the area of purchasing
firefighter protective equipment
17. Describe any local matching funds or in-kind services which must be provided in order to qualify for or access the grant funds, and the source of these matching funds or in-kind services:
10% match in the amount of approximately \$36,310.16

18. Mark the box beside each City department or outside agency shown below whose assistance - either directly or indirectly - is required for the application or use of the grant funds being sought:

- ☒ City Commission
- ☒ City Manager
 - ☐ Community Outreach
 - ☐ Lakefront TV
- ☐ City Attorney
- ☐ City Clerk
- ☐ Human Resources
- ☒ Finance
 - ☒ Accounting
 - ☒ Budget
 - ☒ Purchasing
 - ☐ Customer Accounts
 - ☐ Grants
- ☐ Airport
- ☐ Information Technology
 - ☐ GIS
 - ☐ Communications
- ☐ Community Development
 - ☐ Planning & Zoning
 - ☐ Building
- ☐ Housing & Economic Development
- ☐ Library
- ☐ Public Works
 - ☐ Solid Waste
 - ☐ Fleet
 - ☐ Streets
 - ☐ Engineering
- ☐ Gas
- ☐ Electric
- ☐ Police
 - ☐ Code Enforcement
- ☒ Fire
- ☐ Environmental Services
 - ☐ Water
 - ☐ Wastewater
 - ☐ Stormwater
- ☐ Recreation
 - ☐ Facilities Maintenance
 - ☐ Community Building
 - ☐ Marina
- ☐ Greater Leesburg CRA
- ☐ Carver Heights/Monclair Area CRA
- ☐ US HWY 441/27 Commercial Redevelopment CRA
- ☐ Other: _____

19. Have all departments or agencies marked in item #17 been notified that their assistance will be required for the grant: Yes ☒ No ☐

20. Description of any associated local costs not otherwise readily identifiable as part of the grant funded project or program (such as administrative overhead) for each year of the grant funding time period, *including any requirements that the City continue financing the project or program after the grant funding time period ends.*

None

21. Other supporting information (attach additional sheets if necessary):

None

Person submitting application:

Ryan P. Henry Fire Chief
Print Name & Title


Signature

Date of submittal:

June 8, 2026

City Manager Acknowledgement:

Date

Signature

Finance Department Authorized Representative:

Print Name & Title

Date

Signature



(877) 637-3473

Quote

Quote # QT2064587
Date 04/29/2026
Expires 06/30/2026
Sales Rep Mclester, Rickey
Shipping Method FedEx Ground
Customer LEESBURG FIRE DEPT (FL)
Customer # C54875

Bill To

LEESBURG FIRE DEPT
Leesburg Fire Dept
201 S. Canal St.
Leesburg FL 34748
United States

Ship To

Attn: Walter Roenbeck
LFD
201 S CANAL STREET
Leesburg FL 34748
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
SCOTT-XD	X5A44026305B03		X5A44026305B03 CUSTOM SCOTT XD Air-Pak XD C5 Harness:Non-Padded, Spring Clips Pressure:4500 psig Belt:Standard Bag:None Regulator:E-Z Flo C5, QD Hose, Rectus EBSS:UEBSS Airline:None Spare Harness:No Console:SEMS 3.0 Case:No Case Smart Number:X5A44026305B03	30	\$8,741.39	\$262,241.70
FP1M40000000000			3M™ Scott™ Vision C5 Facepiece FP1M40000000000, Gen 2, 4-Strap, Kev, Medium	66	\$418.07	\$27,592.62
804721-01-1			3M™ Scott™ Cyl&Valve Assy 804721-01-1, CGA, 4.5, 30 Min, No MUSA Logo, 1 ea/Case	80	\$1,353.64	\$108,291.20

Contact: C54875 LEESBURG FIRE DEPT (FL) : Walter Roenbeck (352) 728-9780 x
2638

Subtotal \$398,125.52
Shipping Cost \$0.00
Tax Total \$0.00
Total \$398,125.52

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT2064587

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 6.B.1.

Meeting Date: June 8, 2026

From: Dan Miller, (Planning and Zoning Director), Max Vanallen, (Senior Planner)

Subject: An Ordinance of the City of Leesburg, Florida, annexing certain real property consisting of approximately 10.24 ± acres and being generally located east of County Road 44 and north of Spring Court, lying in Section 1, Township 19 South, Range 25 East, Lake County, Florida; providing that said property, upon annexation, shall be liable for its proportionate share of the existing and future indebtedness of said city; providing that such annexed property shall be subject to all laws and ordinances of said city as if such territory had been a part of the City of Leesburg at the time of passage and approval of said laws and ordinances; providing that such annexed territory shall be placed in City Commission District 5; and providing an effective date (Reserve at 44 ANNX).

Staff Recommendation:

The Planning and Zoning staff recommend approval of the proposed ordinance for annexation of 10.24 +/- acres.

Analysis:

The applicant has submitted a request for annexation of approximately 10.24 +/- acres, generally located east of County Road 44 and north of Spring Court, as shown on the attached General Location Map. At this time, the property is undeveloped. The current zoning is Lake County R-1 (Rural Residential) and R-3 (Medium Residential); the proposed zoning is City PUD (Planned Unit Development). The reason for this request is to develop under City Codes and Ordinances. The proposal of the property is for 23 single-family residential lots, measuring 60' x 120' lots, with associated amenities.

The property is surrounded by Lake County R-1 (Rural Residential); CFD (Community Facility District); A (Agriculture); C-1 (Neighborhood Commercial); R-2 (Estate Residential); and City of Leesburg PUD (Planned Unit Development). Under the conditions of the PUD (Planned Unit Development) zoning case which is also on this agenda, no negative impacts are anticipated to adjacent properties.

Also, on this City Commission agenda, is a Small-Scale Comprehensive Plan Amendment, which along

with the Planned Unit Development Application, had recommendations for approval from the staff.

Procurement Analysis:

N/A

Options:

1. Approve the requested annexation. This would give the City jurisdiction over the use and future development of the subject site and provide for the application of City standards to this property; or
2. Disapprove the proposed annexation and allow the property to remain in the County.

Fiscal Impact:

A positive fiscal impact will result from the annexation of this property due to increased tax revenue added to the General Fund.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, ANNEXING CERTAIN REAL PROPERTY CONSISTING OF APPROXIMATELY 10.24 ± ACRES AND BEING GENERALLY LOCATED EAST OF COUNTY ROAD 44 AND NORTH OF SPRING COURT, LYING IN SECTION 1, TOWNSHIP 19 SOUTH, RANGE 25 EAST, LAKE COUNTY, FLORIDA; PROVIDING THAT SAID PROPERTY, UPON ANNEXATION, SHALL BE LIABLE FOR ITS PROPORTIONATE SHARE OF THE EXISTING AND FUTURE INDEBTEDNESS OF SAID CITY; PROVIDING THAT SUCH ANNEXED PROPERTY SHALL BE SUBJECT TO ALL LAWS AND ORDINANCES OF SAID CITY AS IF SUCH TERRITORY HAD BEEN A PART OF THE CITY OF LEESBURG AT THE TIME OF PASSAGE AND APPROVAL OF SAID LAWS AND ORDINANCES; PROVIDING THAT SUCH ANNEXED TERRITORY SHALL BE PLACED IN CITY COMMISSION DISTRICT 5; AND PROVIDING AN EFFECTIVE DATE (RESERVE AT 44 ANNEX).

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that;

Section 1.

Based upon the petition of GDFS LLC, Petitioner, "Permittee" for the property hereinafter described, shall be annexed into the city limits of the City of Leesburg, Florida, which petition has heretofore been approved by the City Commission of the City of Leesburg, Florida, pursuant to the provisions of the Laws of Florida, the hereinafter described property is hereby annexed and made a part of the city limits of the City of Leesburg, Florida. The subject property lying and situated in Lake County, Florida, is more particularly described as:

Legal Description

(See Exhibit A);

Section 2.

All of the property, real and personal, within said annexed territory, described in Section 1 above, as provided by this ordinance, and the inhabitants thereof, shall be subject to the government, jurisdiction, powers, franchises, duties, and privileges of the City of Leesburg, Florida, and the said annexed property shall be liable, proportionately, for all of the present outstanding and existing, as well as future, indebtedness of the City of Leesburg, Florida; that all of the ordinances of the City of Leesburg, and all the laws heretofore passed by the Legislature of the State of Florida relating to and which now or hereafter constitute its Charter, shall apply to and have the same force and effect on such annexed territory as if all such annexed territory had been a part of the City of Leesburg, Florida, at the time of the passage and approval of said laws and ordinances. The property annexed here by is assigned to City Commission District 5;

Section 3.

All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed;

Section 4.

This ordinance shall become effective immediately upon approval at second reading.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the _____ day of _____, 2026.

THE CITY OF LEESBURG, FLORIDA

Mayor

ATTEST:

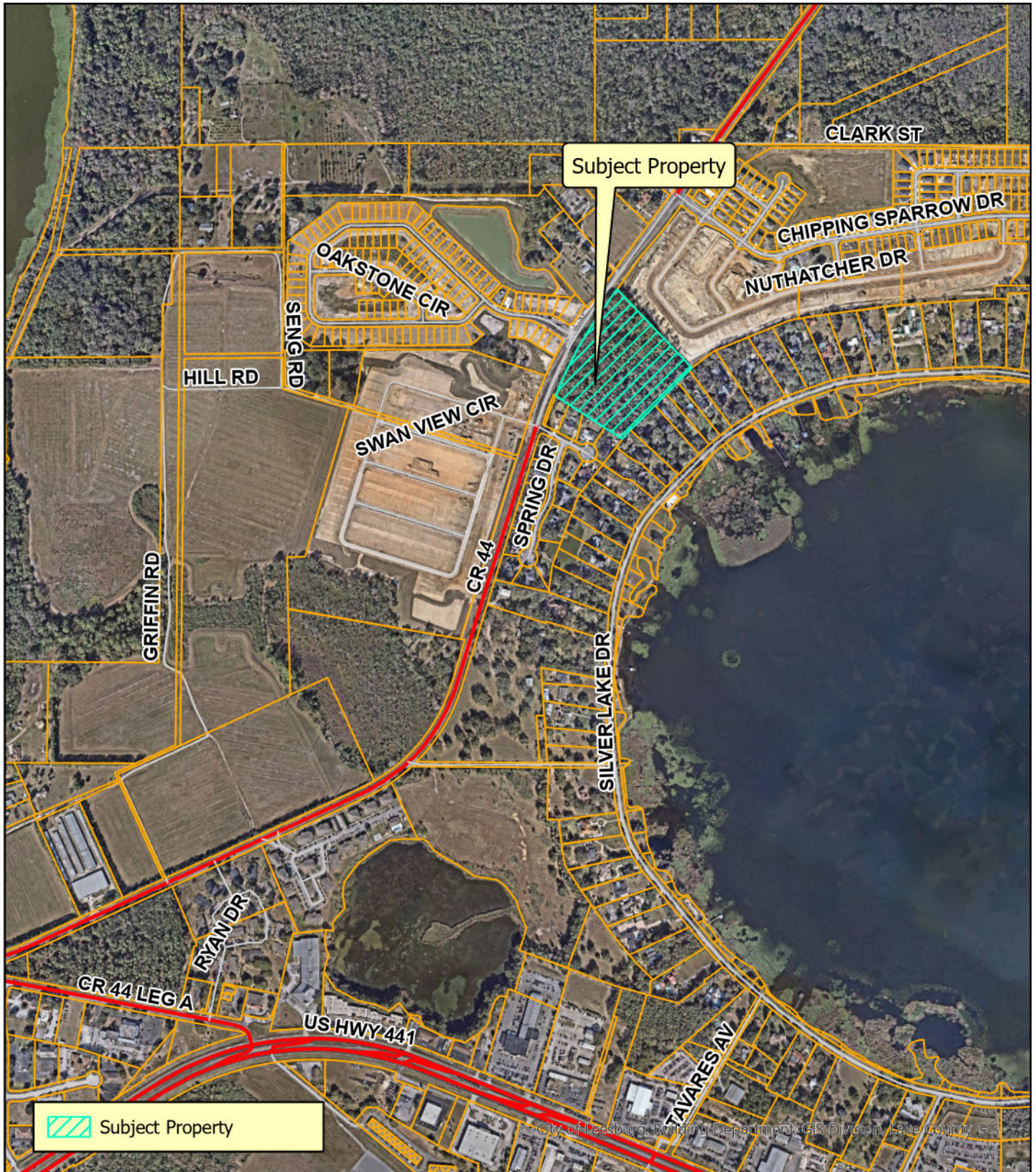
City Clerk

LEGAL DESCRIPTION

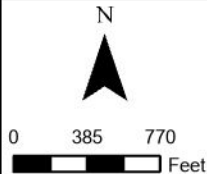
THAT PART OF LOTS 3 AND 4 OF BLOCK 19 IN THE REVISED AND CORRECTED PLAT OF THE RE-SUBDIVISION OF THE SUBDIVISION OF SILVER LAKE ESTATES, AS RECORDED IN PLAT BOOK 10, PAGES 66 THROUGH 69, INCLUSIVE (FILED JULY 2, 1934) IN THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

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Extended Aerial



**Planning
& Zoning
Department**



Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

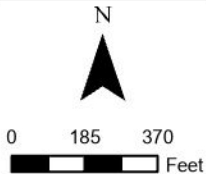
Aerial



Subject Property

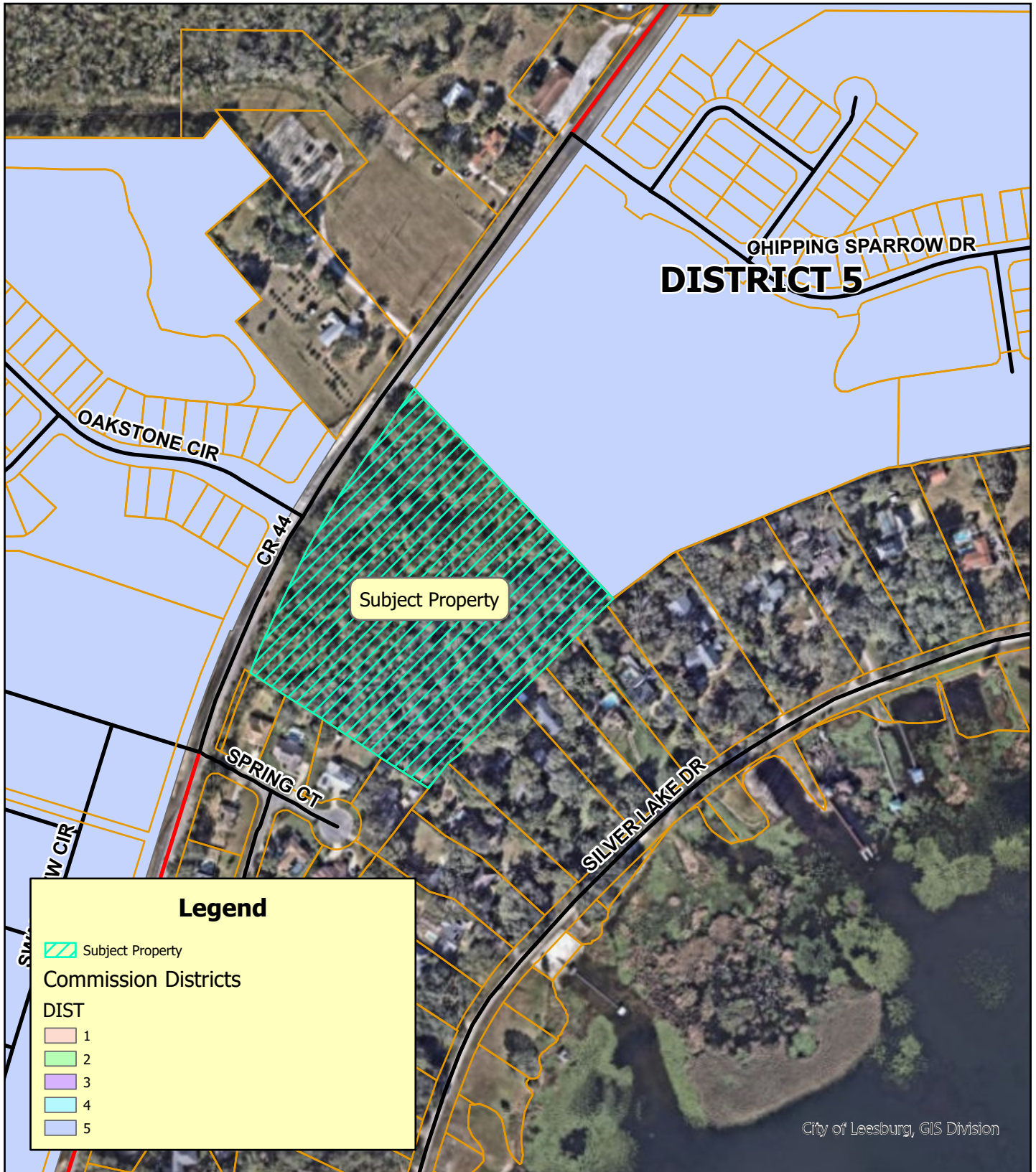


**Planning
& Zoning
Department**

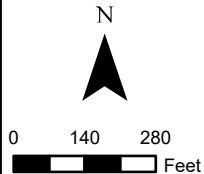


Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Commission District



**Planning
& Zoning
Department**



Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
Date: 5/15/2026

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 6.B.2.

Meeting Date: June 8, 2026

From: Dan Miller, (Planning and Zoning Director), Max Vanallen, (Senior Planner)

Subject: An Ordinance amending the Future Land Use Map of the Comprehensive Plan of the City of Leesburg, by changing the Future Land Use Map Designation of certain property containing 10.24 ± acres from Lake County Urban Low to City of Leesburg Estate Residential, for property generally located east of County Road 44 and north of Spring Court, lying in Section 1, Township 19 South, Range 25 East, Lake County, Florida; and providing an effective date. (Reserve at 44 SSCP)

Staff Recommendation:

The Planning & Zoning Staff recommend approval of the proposed small-scale comp plan amendment of the City's Future Land Use Map on 10.24 +/- acres from Lake County Urban Low to City of Leesburg Estate Residential. The Planning Commission, at the public hearing held on May 21, 2026, recommended denial, 3-2, citing concerns regarding lot size, density, and traffic.

Analysis:

The project site is approximately 10.24 acres. The property is generally located east of County Road 44 and north of Spring Court. Currently, the property is undeveloped acreage. The proposed use is for 23 single-family residential units. The surrounding Future Land Use Map designations of Lake County Rural Transition; Urban Low; City of Leesburg Estate Residential are compatible with the proposed future land use designation of City Estate Residential. The proposed zoning designation of City PUD (Planned Unit Development) will provide for development that is consistent with the City's adopted Growth Management Plan and would allow an appropriate use for the property.

This property lies within the ISBA (Interlocal Service Boundary Area) agreement. This agreement, which was approved by City Commission on November 24, 2014, allows property within the ISBA area but outside the current city limits to be annexed and obtain City of Leesburg utility services.

The Planning Commission, at the public hearing held on May 21, 2026, recommended denial, 3-2, citing concerns regarding lot size, density, and traffic.

Procurement Analysis:

N/A

Options:

1. Approve the requested small-scale comprehensive plan amendment from Lake County Urban Low to City of Leesburg Estate Residential; or
2. Other such action as the Commission may deem appropriate.

Fiscal Impact:

There is no direct fiscal impact to the City for this action. Future development of the property will increase this anticipated impact from collection of impact fees, ad valorem taxes and utility charges

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN OF THE CITY OF LEESBURG, BY CHANGING THE FUTURE LAND USE MAP DESIGNATION OF CERTAIN PROPERTY CONTAINING 10.24 ± ACRES FROM LAKE COUNTY URBAN LOW TO CITY OF LEESBURG ESTATE RESIDENTIAL, FOR PROPERTY GENERALLY LOCATED EAST OF COUNTY ROAD 44 AND NORTH OF SPRING COURT, LYING IN SECTION 1, TOWNSHIP 19 SOUTH, RANGE 25 EAST, LAKE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE. (RESERVE AT 44 SSCP)

WHEREAS, the City Commission has received written objections, recommendations, and comments from the City of Leesburg Planning Commission, acting as the Local Planning Agenda, regarding amendment of the Comprehensive Plan of the City of Leesburg, and has made recommendations to the City Commission for amendment of the Plan; and

WHEREAS, the City Commission of the City of Leesburg has held public hearings on the proposed amendment to the plan, in light of written comments, proposals and objections from the general public;

NOW, THEREFORE,

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that;

Section 1.

The Growth Management Plan of the City of Leesburg, adopted by the City of Leesburg on November 25, 2024, pursuant to the Community Planning Act of 2011, Chapter 163, Part II, Florida Statutes, after public hearings by the City of Leesburg Planning Commission, is hereby amended in the following manner;

The Future Land Use Map is amended by changing the designation of approximately 10.24 acres of land generally located east of County Road 44 and north of Spring Court from Lake County Urban Low to City of Leesburg Estate Residential, as shown on the revised map of said area, lying in Section 1, Township 19 South, Range 25 East, Lake County Florida;

Section 2.

That this amendment is hereby transmitted to the Florida Department of Commerce as required by the Community Planning Act of 2011, Chapter 163, Part II, Florida Statutes;

Section 3.

All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed;

Section 4.

This ordinance shall become effective upon its passage and adoption, according to law.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the _____ day of _____, 2026.

THE CITY OF LEESBURG, FLORIDA

Mayor

ATTEST:

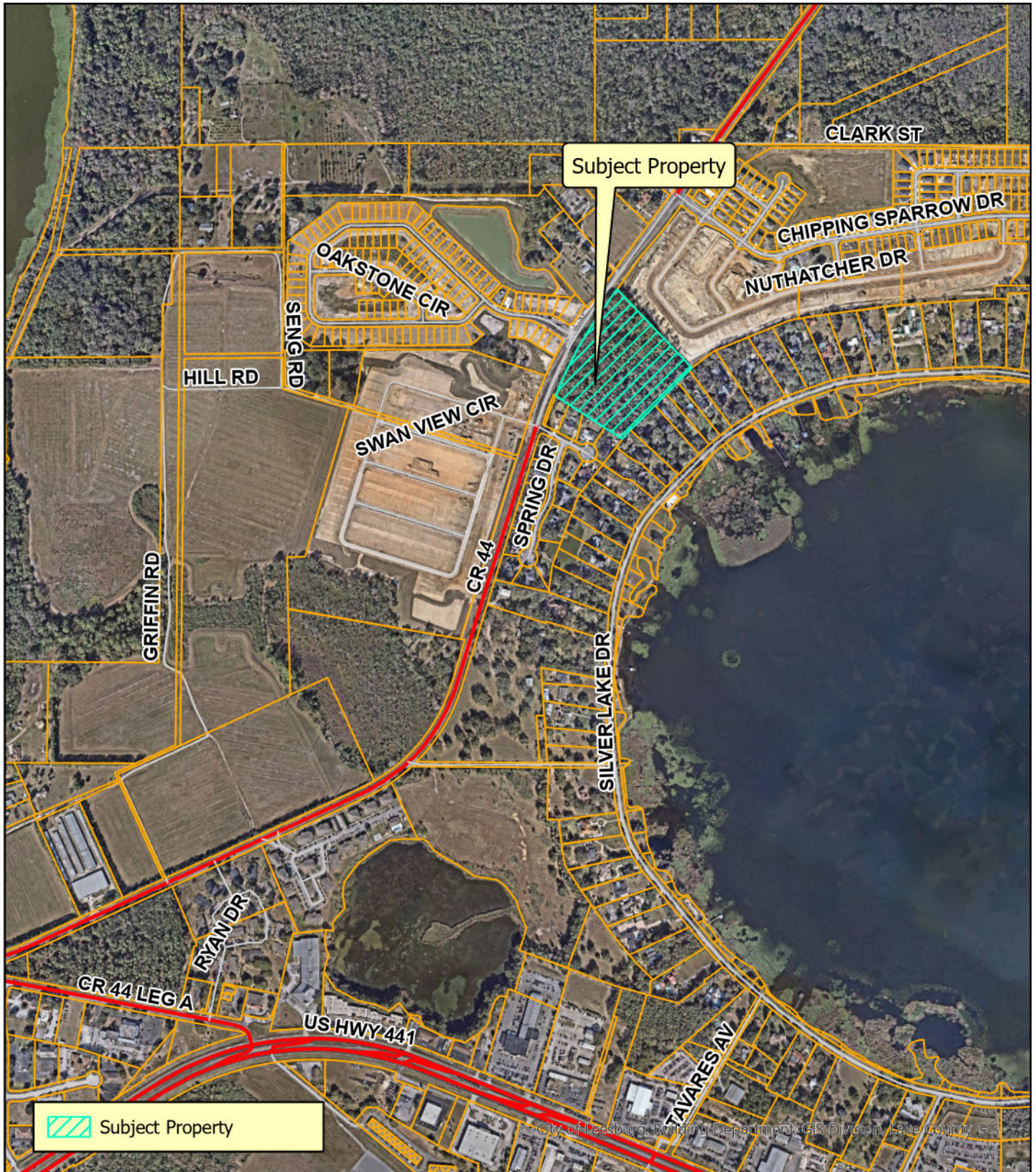
City Clerk

LEGAL DESCRIPTION

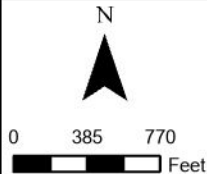
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Extended Aerial



**Planning
& Zoning
Department**



Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

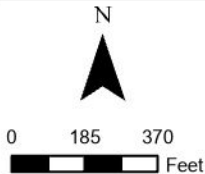
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Subject Property

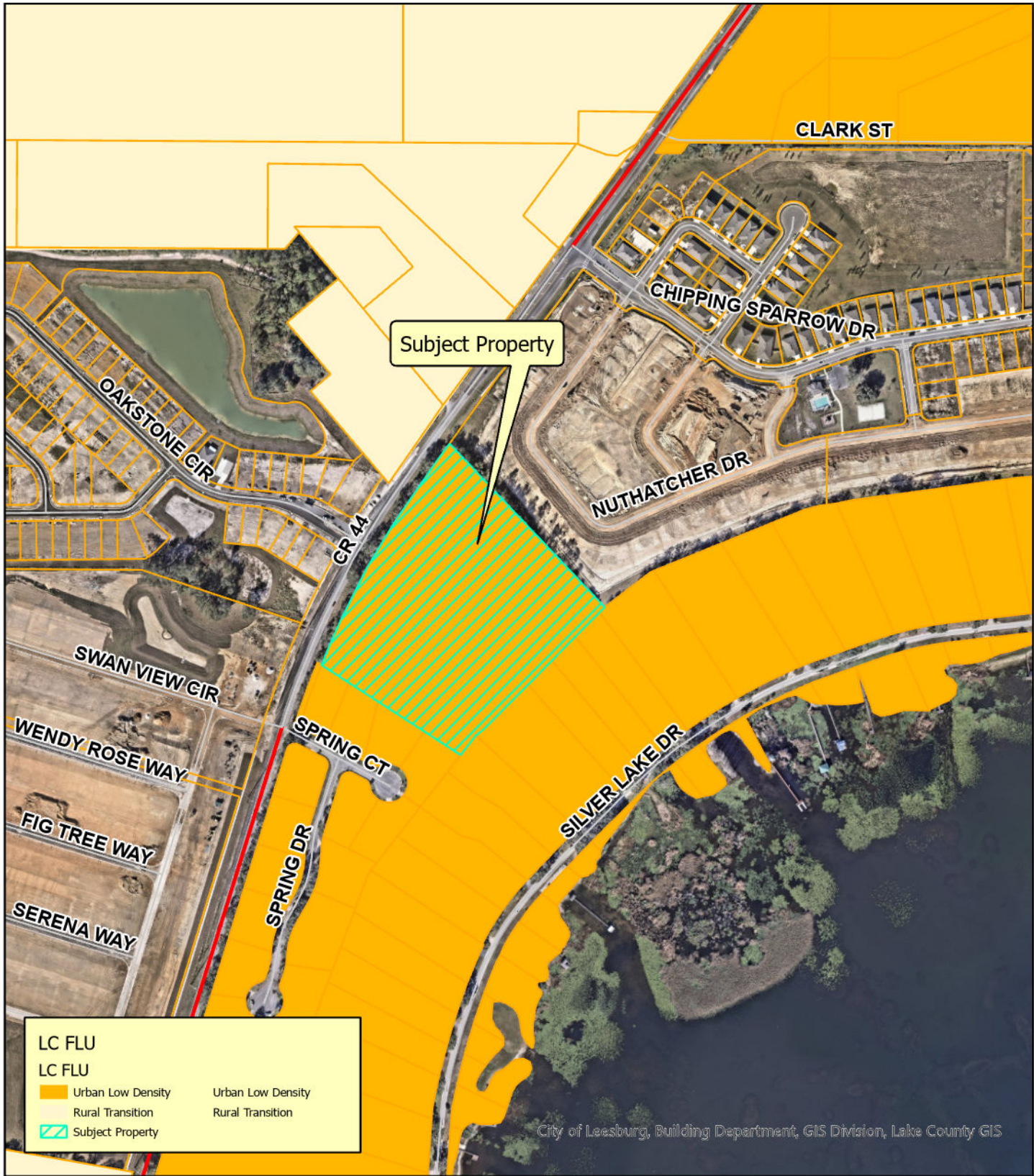


Planning
& Zoning
Department

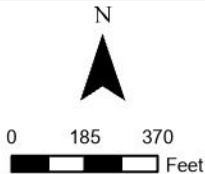


Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Lake County Future Land Use



Planning
& Zoning
Department

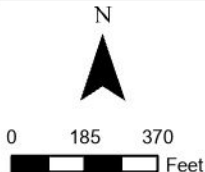


Reserve at 44
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Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Future Land Use



**Planning
& Zoning
Department**

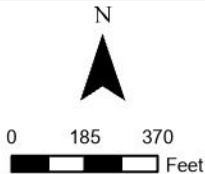


Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Proposed Future Land Use



**Planning
& Zoning
Department**

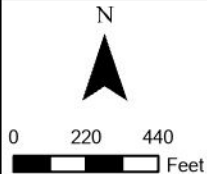


Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Surrounding Land Uses



**Planning
& Zoning
Department**



Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 6.B.3.

Meeting Date: June 8, 2026

From: Dan Miller, (Planning and Zoning Director), Max Vanallen, (Senior Planner)

Subject: An Ordinance of the City of Leesburg, Florida, changing the zoning of approximately 10.24 ± acres from Lake County R-1 (Rural Residential) and R-3 (Medium Residential) to City of Leesburg PUD (Planned Unit Development) to allow for single-family residential uses for a property generally located east of County Road 44 and north of Spring Court, lying in Section 1, Township 19 South, Range 25 East, Lake County, Florida; and providing an effective date. (Reserve at 44 PUD)

Staff Recommendation:

Planning and Zoning Staff recommend approval of the request to rezone the subject property from Lake County R-1 (Rural Residential) and R-3 (Medium Residential) to City of Leesburg PUD (Planned Unit Development) to allow for 23 single-family residential units. The Planning Commission, at the public hearing held on May 21, 2026 recommended denial, 3-2, citing concerns regarding lot size, density, and traffic.

Analysis:

The project site is approximately 10.24 +/- acres, and is generally located east of County Road 44 and north of Spring Court as shown on the attached maps. At this time, the property is undeveloped. The proposal will allow for 23 single-family residential lots, measuring 60' x 120' lots, with associated amenities. The existing land uses surrounding the property are vacant government and single-family residential. City of Leesburg utilities are available nearby.

The Planning Commission, at the public hearing held on May 21, 2026, recommended denial, 3-2, citing concerns regarding lot size, density, and traffic.

Procurement Analysis:

N/A

Options:

1. Approve the proposed rezoning to PUD (Planned Unit Development) or,
2. Other such action as the Commission may deem appropriate.

Fiscal Impact:

Future development on this site will create a positive fiscal impact on the City of Leesburg, in the form of impact and utility fees, plus ad valorem taxes.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, CHANGING THE ZONING OF APPROXIMATELY 10.24 ± ACRES FROM LAKE COUNTY R-1 (RURAL RESIDENTIAL) AND R-3 (MEDIUM RESIDENTIAL) TO CITY OF LEESBURG PUD (PLANNED UNIT DEVELOPMENT) TO ALLOW FOR SINGLE-FAMILY RESIDENTIAL USES FOR A PROPERTY GENERALLY LOCATED EAST OF COUNTY ROAD 44 AND NORTH OF SPRING COURT, LYING IN SECTION 1, TOWNSHIP 19 SOUTH, RANGE 25 EAST, LAKE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE. (RESERVE AT 44 PUD)

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that:

Section 1.

Based upon the petition of GDFSL LLC (Petitioner) of the property hereinafter described, which petition has heretofore been approved by the City Commission of the City of Leesburg Florida, pursuant to the provisions of the Laws of Florida, the said property located in Lake County, Florida, is hereby rezoned from Lake County R-1 (Rural Residential) and R-3 (Medium Residential) to City of Leesburg PUD (Planned Unit Development), to-wit:

(Legal Description)
(See Exhibit A)

Section 2.

This ordinance shall become effective upon its passage and adoption, according to law.

PASSED AND ADOPTED at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the _____ day of _____, 2026.

THE CITY OF LEESBURG, FLORIDA

Mayor

ATTEST:

City Clerk

LEGAL DESCRIPTION

THAT PART OF LOTS 3 AND 4 OF BLOCK 19 IN THE REVISED AND CORRECTED PLAT OF THE RE-SUBDIVISION OF THE SUBDIVISION OF SILVER LAKE ESTATES, AS RECORDED IN PLAT BOOK 10, PAGES 66 THROUGH 69, INCLUSIVE (FILED JULY 2, 1934) IN THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

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**RESERVE AT 44
PUD (PLANNED UNIT DEVELOPMENT) AGREEMENT
May 21, 2026**

This Planned Unit Development Conditions for a PUD (Planned Unit Development) zoning district is granted by the City of Leesburg Planning Commission, Lake County, Florida to **GDFSL LLC, 1810 W Kennedy Blvd, Suite 232, Tampa, FL 33606 (Jason M. Lee, Petitioner), "Permittee,"** for the purposes described herein, and subject to the terms and conditions as set forth in this document, pursuant to authority contained in Chapter 25 "Zoning", Section 25-278 "Planned Unit Development" of the City of Leesburg Code of Ordinances, as amended.

BACKGROUND

The "Permittee" is requesting a Planned Unit Development (PUD) zoning district to allow future construction of a proposed residential development consisting of approximately 10.24 acres containing a maximum of 23 detached single-family residential units, generally located east of County Road 44 and north of Spring Court, on a site within the City of Leesburg in accordance with their PUD application and supplemental information.

PURPOSE

The purpose of this document is to provide appropriate zoning standards for a high-quality built environment through the application of flexible and diversified land development requirements, which shall be implemented in conjunction with a master site development plan and the City of Leesburg Code of Ordinances, therefore allowing for more efficient and optimal use of the subject property, and to increase the overall economic opportunity and employment base of Leesburg, Florida.

CONDITIONS

The following conditions shall apply to the development proposed herein. If any instance where the conditions of this document may conflict with the City of Leesburg Code of Ordinances, this document shall prevail as the determining requirement.

1. **PERMISSION** is hereby granted to **GDFSL LLC, 1810 W Kennedy Blvd, Suite 232, Tampa, FL 33606 (Jason M. Lee, Petitioner), "Permittee,"** to construct, operate, and maintain a Planned Unit Development in and on real property in the City of Leesburg, in accordance with the requirements set forth herein. The property is more particularly described below.

2. **LEGAL DESCRIPTION**

See attached **Exhibit B, Legal Description.**

3. **LAND USE**

The above-described property, containing approximately 10.24 acres, shall be used for platted single-family residential development, pursuant to City of Leesburg development codes and standards.

- A. Permitted Uses
 - 1. Detached single family residential units
 - 2. Accessory structures for residential uses
 - 3. Sales office in a single-family unit
 - 4. Temporary modular sales center office (during construction and sales of new units) not to exceed one year, and construction office not to exceed two years from the approval of the final plat of the final phase for the subdivision. Model homes may be used as sales centers during the duration of the project.
- B. Prohibited Uses
 - 1. Attached single family units (Townhouses)
 - 2. Duplex/Triplex uses
 - 3. Multi-family units (Apartments)
 - 4. Commercial uses (as a primary use)
 - 5. The developer or their assigns or heirs, or site owners or their assigns or heirs or successors in title, acknowledge and agree that the lands lying under the development standards set forth in this Planned Unit Development Agreement or lands zoned as industrial or commercial uses shall not be developed as a Live Local Act development pursuant to Florida Statute Section 166.04151(7) and Florida Statute Section 420.
 - 6. All other uses not specifically permitted within these conditions under Permitted Uses above shall be prohibited.

4. DEVELOPMENT STANDARDS

- A. The project shall contain a maximum of 23 detached single-family residential units, at a gross density of 2.3, on the approximately 10.24-acre site, as shown on **Exhibit C, Conceptual Development Plan**.
- B. A mix of lot sizes is permitted as long as all lots are equal to or larger than the required minimums as described herein.
- C. Along each street, homes with the same architectural design shall not be immediately adjacent (side by side) or directly across from a lot with the same design. Facades may be varied to meet this requirement. The maximum impervious surface for the project shall be 65%. Community and private swimming pools shall not count toward the impervious surface calculation.
- D. The minimum lot development standards shall be:
 - 1. For 60-foot lots:
 - a. All lots shall have a minimum lot width of sixty (60) feet, as measured at the front setback line.
 - b. Minimum house size: 1,400 square feet.
 - c. 65% impervious surface per lot.
 - d. Each additional bedroom to the above the minimum house size shall be a minimum of 120 square feet. Closet square footage may be included in bedroom calculation.
 - e. Minimum lot size shall be 7,200 square feet.

- f. Minimum width 60 feet, as measured at the front setback line.
- g. Minimum depth 120 feet
- h. Minimum building setbacks:
 - Front – 25 feet;
 - Porch – 20 feet (porch must be a minimum width of 5 feet).
 - Rear – 18 feet;
 - Side – 5 feet;
 - Corner Side – 15 feet.

2. For all structures:

- a. Each residential structure shall have a minimum two car garage.
- b. Gutters shall be installed on all horizontal fascia for any home that has a 5-foot side yard, or less, setback. For lots with a side yard setback of 7.5 feet or greater, no gutters are required.
- c. Each residential structure shall have eaves, with a minimum 6-inch projection.
- d. Roof overhang shall not exceed forty (40) percent of the distance between the building wall and the property line.
- e. Maximum building height: two (2) stories or 35 feet.
- f. Accessory structures shall have a minimum rear and side setback of 5 feet and single accessory structures that are not attached to the principal structure shall not occupy more than 30 percent of the required rear yard.
- g. Attached screened enclosures (no solid roof) must maintain a minimum setback of five (5) feet from the side and rear property line. Attached swimming pool screened enclosure shall also maintain a minimum setback of five (5) feet from the side or rear property lines.
- h. Solid roof structures attached to the residence must meet the required rear setback as noted under “Minimum building setbacks.”
- i. As part of the site plan approval process, city staff shall review final site design standards in accordance with the approved PUD (Planned Unit Development) zoning conditions set forth herein.

E. Easements:

- (a) As part of the development process, easements shall be provided as required by the City of Leesburg and other utility providers, including but not limited to water, wastewater, natural gas, electric, fiber, cable, and communications, for installation and maintenance of utilities.

5. DESIGN/ARCHITECTURAL STANDARDS

- A. All buildings shall utilize at least five (5) of the following design features to provide visual relief along all elevations of the single-family units. Designs may vary throughout the development.
 - 1. Dormers
 - 2. Gables
 - 3. Recessed or raised entries
 - 4. Covered porch entries
 - 5. Cupolas
 - 6. Pillars or decorative posts

7. Bay window (minimum 12-inch projections)
 8. Front windows with arched glass tops and minimum 4-inch trim.
 9. Garage vehicle doors shall incorporate the following elements: raised decorative panels, decorative glass panels or panes, decorative hinges, etc.
 10. Front doors shall incorporate the following decorative elements: raised decorative panels, decorative glass panels or panes, decorative handles, etc.
 11. Stone accents
 12. Shutters
 13. Board and batten siding
 14. Hardy board siding
 15. Raised banding
 16. Craftsman style garage doors
- B. Exterior building materials contribute significantly to the visual impact of a building on the community. These materials shall be well designed and integrated into a comprehensive design style for the project. The total exterior wall area of each building elevation shall be composed of one of the following:
1. At least thirty-five percent (35%) full-width brick or stone (not including window and door areas and related trim areas), with the balance being any type of lap siding and/or stucco.
 2. At least thirty percent (30%) full-width brick or stone, with the balance being stucco and/or a “cementitious” lap siding. (A “cementitious” lap siding product is defined as a manufactured strip siding composed of cement-based materials rather than wood fiber-based or plastic-based materials. For example, Masonite or vinyl lap siding would not be allowed under this option.).
 3. All textured stucco shall be permitted subject to the provision of at least five (5) unique design features such as recessed garages, tile or metal roofs, arched windows, porches, etc. in the elevations of the buildings or the buildings are all brick stucco.
 4. For all designs, architectural facades and features shall be submitted and reviewed by the Planning and Zoning Director, or designee, for compliance prior at time of site plan review.
- C. Other similar design variations meeting the intent of this section may be approved by the Planning and Zoning Director, or designee.
- D. The architectural styles and facades shown in **Exhibit D, Representative Façade Samples** herein are considered conceptual.
- E. The Permittee shall utilize “Dark Sky” lighting principles when selecting lighting fixtures for all street lighting. Such lighting shall achieve the overall effect of containing and shielding excessive light pollution from adjacent properties. Appropriate designs are shown on as **Exhibit E**, attached hereto.

6. **OPEN SPACE, LANDSCAPING & BUFFER REQUIREMENTS**

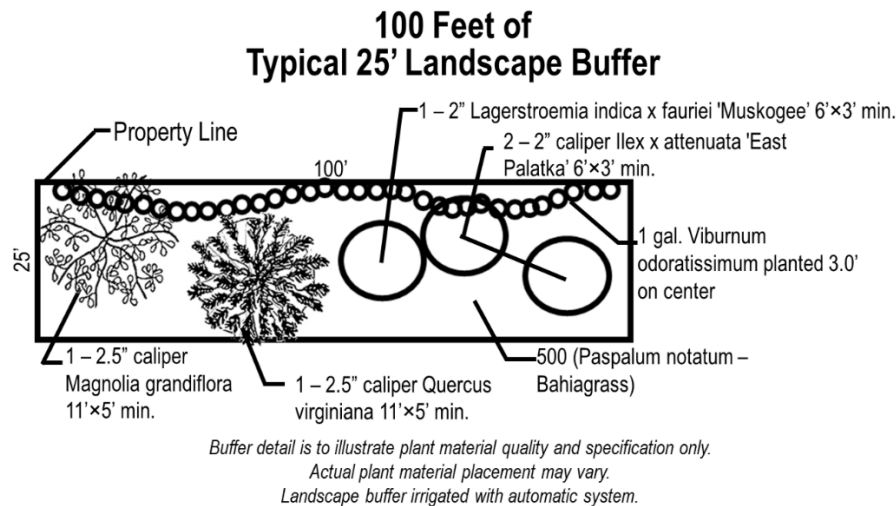
- A. A minimum of 35% open space shall be provided throughout the development. Open space may consist of buffers, wetlands retention and recreation areas.

- B. A minimum twenty-five (25)-foot wide buffer tract with plantings as shown in Figure B below shall be provided along all property boundaries not adjacent to an existing wetland or preserved area. These landscape buffers shall be separate from all other platted lots, shall not be part of individually platted lots, and shall be a common area to be maintained by an entity such as a Property Owners or Homeowners Association. Opaque natural buffer may be considered to meet this requirement.
- C. A split-rail fence, of wood, wrought iron, vinyl/synthetic, or comparable construction, as approved by Planning & Zoning Director, or designee, shall be installed shall be installed along the entirety of the CR-44 frontage of the properties, and along all other development boundaries, wherever there are adjacent properties under different ownership and existing opaque tree and vegetation cover is absent. The split-rail fence shall be installed at a minimum height of four (4) feet. Said fence shall be maintained by the Property Owners or Homeowners Association. Wherever the property boundary is not adjacent to CR 44, the fencing requirement shall be the following along the rear property line of each residential lot, and must be built prior to release of the Certificate of Occupancy for the associated unit on each lot:
- (i) Six (6) foot brick-style opaque material wall or six (6) foot opaque fence; or
 - (ii) Six (6) foot stone-style opaque material wall or six (6) foot opaque fence.
- D. A double row silt fence shall be required as development and construction occur on any portion of the property. The first row shall be placed on the property line and the second shall be placed at the internal boundary of the 25-foot required buffer. No clear cutting shall be permitted between the two silt fences within the 25-foot buffer, with the exception of the primary access to the property.
- E. Fencing shall be constructed simultaneously with each phase of development for each required type and location of fence, adjacent to the phase of development, per the PUD Conditions and subsequent Phasing Plan.
- F. Variations to the fencing requirements of this document may be approved by the Planning and Zoning Director or designee, to the extent that the overall intent of this PUD is maintained.
- G. Land uses allowed within the upland buffers are limited to hiking trails, walkways, passive recreation activities and stormwater facilities as permitted by St. Johns River Water Management District.
- H. All landscaping and buffering shall be in accordance with regulations contained within the City of Leesburg Code of Ordinances, Section 25-329, and at a minimum shall contain the following plantings as noted in Figures A and B below.

Figure A

Canopy Trees (per 100 l.f.)	2 per 100 linear ft
Tree CAL/Height	2" cal, 12' overall height
Optional Ornamental Trees (per 100 l.f.)	3 per 100 linear ft
Tree CAL/Height	2" cal, 7' overall height
Shrub Screen (per 100 l.f.)	
Square Ft. of Shrubs	(33) 3 gal plants, 18"—24" minimum at installation (depending on species); hedges to be 36"—42" high by thirty-six (36) inches wide hedge or continuous landscape screen with a ninety (90) percent opacity within one (1) year of planting
Container size	3 gal

Figure B



- I. Variations to the landscape and buffering requirements of the code may be approved by the Planning and Zoning Director, or designee, to the extent that the overall intent of the PUD and the Landscaping Code are maintained, including consideration of any existing fencing on adjacent properties and existing natural vegetative buffers. Use of the University of Florida IFAS (Institute of Food and Agricultural Sciences) approved standards for “Florida Friendly Landscaping” and “Perfect Plants for Pollinators” will also be acceptable.
- J. Nothing herein shall be construed to prevent the developer/or property owners from increasing buffer width and/or plantings.
- K. Each platted single-family residential lot of record shall contain a minimum of one canopy tree, located within in the front yard, selected from the list of trees within the City of Leesburg Code of Ordinances, Section 25-328 Table 1, Canopy Trees,

plus at least one other tree, located in the back yard. All other requirements for tree planting based on lot size under the Code of Ordinances shall remain in effect.

- L. The surveying of trees on the property shall be conducted as follows:
 - 1. All specimen, heritage and historic trees shall be surveyed. Staff will review the tree survey and such trees shall be saved where possible during the site plan review process. This may include amending the site plan to save specimen, heritage and historic trees.
 - 2. Site areas that are to preserve existing trees do not need to be included in the survey unless the trees are to be used in preservation/replacement requirements.
 - 3. The tree survey shall be completed by a licensed surveyor.
- M. Private wells shall not be permitted within the site, or within individual lots, or within common areas under the control of an HOA or other like entity, lying under the jurisdiction of this Planned Unit Development Agreement.

7. SITE ACCESS AND SIGNAGE

- A. The main vehicular access to the project site shall consist of at least one (1) primary access point on County Road 44, as reviewed by Lake County Public Works, and/or FDOT as applicable, and shown on the **Conceptual Development Plan - Exhibit C**, as amended. All access points are conceptual and subject to Lake County approval. Actual location and design of all roads shall be determined during the site plan review process and shall include consideration of, and connection to, sidewalks, recreation paths, etc. All other access shall be reviewed for necessity and requirements through Lake County and the City of Leesburg development and permitting processes. Any additional access points shall be subject to site plan application review process.
- B. The primary access points on County Road 44 shall be constructed as a “boulevard-type” roadways, having a landscaped median area of at least eight (8) feet in width, and designed to allow emergency access vehicles room to maneuver. This will include left and right turn lanes exiting the property if required during site plan review. This entrance shall be reviewed and adjusted by staff as needed at the Site Plan and Construction Plan review.
 - 1. Offsite road improvements on existing roads adjacent to the property may be required based on finalized access locations. Such improvements may include, but are not limited to, left and right turn lanes, right-of-way dedication, and pavement rehabilitation. Any proposed offsite road improvements must be approved by Lake County Public Works.
 - 2. Prior to completion of the subdivision design plans, the developer shall work with the Lake County Department of Public Works to ensure all appropriate required roadway and access improvements for the development are made part of the plans submitted to the City of Leesburg.
 - 3. The Master Development Plan, and the access points proposed thereon, are considered conceptual until the appropriate engineering and site plan reviews, along with any required upgrades are completed for the project.

- C. All access points are subject to review and approval by the appropriate permitting agency, including FDOT, Lake-Sumter Metropolitan Planning Organization, Lake County and the City of Leesburg as applicable. The developer shall be responsible for on and offsite improvements required as a result of any access points. The developer shall be responsible for all on and offsite improvements required as a result of any access points.
- D. The required primary access point shall provide a decorative entry feature to include a concrete, brick or stucco wall at least five (5) feet in height, on each side of the entryway. This may be used for signage per City of Leesburg Code of Ordinances, as amended. The two (2) decorative entry features may be substituted for a single monument in the planted median used for signage per City of Leesburg Code of Ordinances, as amended, provided the median meets all landscaping requirements.
- E. Alternative designs for the ground enclosure support and bases of a monument sign may be approved by the Planning and Zoning Director or designee, where the architectural style would be in keeping with the intent of these sign regulations.

8. TRANSPORTATION IMPROVEMENTS

- A. Any transportation improvements or rights-of-way that may be required shall be based on projected needs and shall be contingent upon site plan approval by City staff during the development review and permitting process. The plan review process shall include consideration of required sidewalks, recreation paths, etc.
- B. A traffic/transportation study shall be submitted for review and determination of any necessary access improvements, and including any off-site improvements legally required by Lake County, the Lake-Sumter MPO, or the City of Leesburg. Said improvements will be the responsibility of the Permittee.
- C. The Permittee shall provide necessary traffic improvements within and adjacent to the development which are legally required by Lake County, the Lake-Sumter MPO, and City of Leesburg.
- D. All roads within the development shall be designed and constructed to meet the City of Leesburg requirements.
- E. The Permittee shall be responsible for obtaining all necessary legally required Lake County permits and a copy of all permits shall be provided to the City of Leesburg.
- F. The City of Leesburg shall not be responsible for the construction of any roads or transportation improvements.
- G. All roads within the development shall be constructed to meet the City of Leesburg's standards, ARTICLE VII – TECHNICAL STANDARDS, as amended.

1. Should the Permittee (or designee) desire to dedicate the proposed project's internal road system to the City of Leesburg; the Permittee shall demonstrate to the satisfaction of the City of Leesburg that the road system is in suitable condition and meets all City road design requirements; OR
 2. The Permittee shall establish an appropriate legal entity that shall accept responsibility to pay the cost and perform all services required to own and maintain the roads, transportation improvements, and stormwater system(s) to City of Leesburg codes and standards, as amended. A Homeowners or Property Owners Association, Community Development District, or other such legal entity will be considered acceptable.
- H. Sidewalks shall be provided on both sides of the entrance road(s) and internal roads, and shall provide cross connections to all recreation and residential areas. Internal road rights-of-ways shall be of sufficient width to contain sidewalks on both sides of each street. All sidewalks shall be constructed in accordance with City of Leesburg Codes.

9. UTILITIES

Prior to receiving final development approval, the Permittee shall submit a stormwater management plan and utility plan acceptable to the City of Leesburg. Water, wastewater and natural gas services will be provided by the City of Leesburg. Prior to any clearing, grubbing, or disturbance of natural vegetation in any phase of the development, the Permittee shall provide:

- A. A detailed site plan that indicates all the provisions for electric, water, sewer, and/or natural gas in accordance with the City of Leesburg Land Development Codes.
- B. Developer shall bear all responsibility, financial and otherwise, for the construction and installation of all utility infrastructure and other improvements related to the use and development of the property, consistent with the typical pioneering agreement approved on new home projects in the city, including such off-site improvements required by the City and all other appropriate government agencies. All such requirements shall be constructed to the applicable specifications imposed by the ordinances and regulations of the City in effect at the time of construction.
- C. Developer shall be responsible for the installation of a natural gas lines in the development so that a minimum of eighty percent (80%) of all single-family detached residential units in the development are connected to natural gas as required by the City of Leesburg Code of Ordinances as amended. One of the following options, or a combination of the below two options, shall be considered to satisfy the above requirement:
 1. A natural gas water heater, and a natural gas furnace or Hydro-heat; or
 2. A natural gas water heater and natural gas stove, or natural gas dryer.
- D. The City of Leesburg intends to service the property with water and wastewater services at this time. At the time of connection, all regulations in place at the time

of the request shall be required, including but not limited to impact fees, connection and utility service deposit charges. The cost of supplying water and wastewater lines and other necessary infrastructure such as lift stations to the development shall be the responsibility of the applicant, unless permitted otherwise by City of Leesburg Public Works.

10. STORMWATER/DRAINAGE MANAGEMENT

- A. All drainage shall be designed and constructed in a manner to meet all State of Florida and City of Leesburg codes, including the requirement that all stormwater runoff is contained within the boundaries of the properties, and does not create a detriment to surrounding properties. Prior to receiving final development approval, the Permittee shall submit a stormwater management plan and utility plan acceptable to the City of Leesburg. Prior to any clearing, grubbing, or disturbance of natural vegetation in any phase of the development, the Permittee shall provide:
- (a) A detailed site plan that demonstrates no direct discharge of stormwater runoff generated by the development into any wetlands or onto adjacent properties.
 - (b) A stormwater management system designed and implemented to meet all applicable St. Johns River Water Management District and City of Leesburg requirements.
 - (c) A responsible legal entity for the maintenance of the stormwater management system on the plat prior to the approval of the final plat of record. A homeowner's or property owners association is an acceptable maintenance entity.
 - (d) The existing 100-year flood plain on the property shall be shown on all plans and lots.
 - (e) The appropriate documentation that any flood hazard boundary has been amended in accordance with Federal Emergency Management Agency requirements, if the 100-year flood plain is altered and /or a new 100-year flood elevation is established in reference to the applicable flood insurance rate map.
 - (f) A copy of the Management and Storage of Surface Waters permit obtained from St. Johns River Water Management District shall be provided to the City during the site plan review process.
- B. The Permittee shall demonstrate to the City the stormwater management system is in a suitable condition and meets City of Leesburg and St. Johns River Water Management District requirements. The Permittee shall establish an appropriate legal entity that shall accept responsibility to pay the cost and perform all services required to maintain the stormwater system(s) to City of Leesburg codes and standards, as amended. A Homeowners or Property Owners Association, Community Development District, or other such legal entity will be considered acceptable.

- C. All wet stormwater ponds greater than 0.5 acres in size shall have a minimum of one (1) functioning fountain/aerator for the purpose of public health considerations. Such fountains/aerators shall be owned and maintained by a Homeowner's or Property Owners Association as applicable.

11. WETLANDS, FLOOD ZONES & WILDLIFE

- A. All wetlands on the project site shall be identified by a jurisdictional wetland boundary line, and the location and extent of each wetland shall be determined by the Department of Environmental Protection, St. Johns River Water Management District and/or U.S. Army Corp of Engineers. Each wetland shall be placed on a suitable map, signed and sealed by a surveyor registered to practice in Florida and shall be submitted as part of the site plan application process.
- B. To the extent practicable, wetlands shall be placed in a conservation easement, which shall run in favor of, and be enforceable by, the St. Johns River Water Management District or another legal entity such as a homeowner's association. The conservation easement shall require that the wetlands be maintained in their natural and unaltered state. Wetlands shall not be included as a part of any platted lot, other than a lot platted as a common area, which shall be dedicated to the St. Johns River Water Management District or another legal entity such as a homeowner's association for ownership and maintenance.
- C. Buildings or structures shall be a minimum of 50 feet from any wetland jurisdiction boundary.
- D. Wetlands shall have an average upland buffer of 25 feet, with a minimum of 15 feet or the upland buffer established by St. Johns River Water Management District and/or U.S. Army Corp of Engineers; whichever is more restrictive. All upland buffers shall be naturally vegetated and upland buffers that are devoid of natural vegetation shall be re-planted with native vegetation or as required by St. Johns River Water Management District and/or U.S. Army Corp of Engineers.
- E. Land uses allowed within the upland buffers for wetlands are limited to stormwater facilities as permitted by St. Johns River Water Management District.
- F. If wetland alteration is permitted by St. Johns River Water Management District and/or U.S. Army Corp of Engineers, wetland mitigation shall be required in accordance with permit approvals from St. Johns River Water Management District or U.S. Army Corp of Engineers, whichever is more restrictive.
- G. A wildlife management plan for the project site shall be prepared based on the results of an environmental assessment of the site and any environmental permit required from applicable governmental agencies. The wildlife management plan shall be submitted to the City as part of the site plan application process.

- H. A map indicating the location of the 100-year flood plain.
- I. The appropriate documentation that any flood hazard boundary has been amended in accordance with Federal Emergency Management Agency requirements, if the 100-year flood plain is altered and/or a new 100-year flood elevation is established in reference to the applicable flood insurance rate map.
- J. Through the Site Plan Review process, the developer shall coordinate with the City of Leesburg, Lake County and all impacted government agencies regarding elevation determinations, compensatory storage and overall design of the subdivision within and near flood hazard boundary areas, to ensure compliance with all regulations.

12. IRRIGATION & WATER USAGE

- A. All landscaped areas shall be irrigated and designed to meet Section 25-327, Waterwise and Florida Friendly Landscaping, City of Leesburg Code of Ordinances.
- B. The use of St. Augustine grass, or other varieties of grass which require significant amounts of water are prohibited. The use of Bahia, Bermuda, Zoysia or other grasses which are more drought tolerant are permitted.

13. RECREATIONAL REQUIREMENTS

- A. Recreational development provided on the site may include active and passive uses, as well as enclosed or unenclosed recreational space, devoted to the joint use of the residents. Such recreational space shall consist of not less than 6,000 square feet, or 0.14 total acres, whichever is greater.
- B. Recreational requirements shall include at least one primary active recreation area to include a children's playground with equipment and fenced dog park area. Other additional recreation areas may include uses such as outdoor exercise equipment, trails, benches, gazebos, and other shade structures. The primary recreational facility shall be constructed in conjunction with and completed no later than the completion of 50% of the maximum number of approved residential units.
 - 1) Retention parks may be included in the design of the subdivision and shall be designed such that park areas, which may consist of dry retention areas, can be used as open fields, playgrounds or trails, as shown on the attached **Conceptual Site Plan, Exhibit C**. Other similar uses which will meet the intent of this document may be supplied by the developer, if approved by the Planning and Zoning Director, or designee, at the time of site plan approval.

14. PERPETUAL MAINTENANCE

- A. With the exception of any public utilities, maintenance of all site improvements, including but not limited to roadways, drives, internal sidewalks, landscaping and drainage shall be the responsibility of the property owner. A homeowner's

association or property owner's association shall serve as an appropriate entity for all common properties within the development.

- B. Common areas – The owner and all successors in title to the common areas of the property shall be responsible for perpetual maintenance of the land described in this document. This shall include the continual care and maintenance of all common areas, lands owned, dedicated or otherwise committed or dedicated to the Property Owner's Association, Home Owner's Association, Community Development District, or other management entity.
- C. Individual residential lots—The owners and all successors in title to individual residential lots shall be responsible for perpetual maintenance of the land described in this document. Individual residential lot owners may be exempt from this section if maintenance for individual residential lots is otherwise provided for in legally recorded covenants and restrictions, agreements, Property Owner's Association, Home Owner's Association, Community Development District, or other management entity which assigns maintenance.

15. DEVELOPMENT PHASING & IMPLEMENTATION

- A. The proposed project may be constructed in phases in accordance with the Planned Unit Development Conditions and Conceptual Plan. Changes to the development conditions or conceptual plan, other than those conditions described in this agreement, shall be revised in accordance with the Planned Development review process, City of Leesburg Code of Ordinances.
- B. As part of the overall development review process, if the project is constructed in phases, the plat of the lots for each approved phase shall contain only portions of the development approved under the Site Plan Review Process, i.e. each phase platted shall match each phase submitted for site plan review.
- C. Upon approval of this PUD by the City Commission, a development permit or building permit application must be submitted with the City for work related to one or more phases of the PUD within four (4) years of this approval becoming final with no appeal pending or the PUD will automatically expire, unless otherwise lawfully extended by the City or Section 252.363, Florida Statutes. In the event the PUD expires, the Property shall be governed by the zoning regulations applicable to the RE-1 (Estate Density Residential) zoning district.

16. MISCELLANEOUS CONDITIONS

- A. The uses of the proposed project shall only be those uses identified in the approved Planned Unit Development Agreement. Any other proposed use must be specifically authorized in accordance with the Planned Development amendment process.
- B. No person, firm or corporation shall erect, construct, enlarge, alter, repair, remove, improve, move, convert, or demolish any building structure, or alter the land in any manner without first submitting the necessary plans and obtaining appropriate approvals in accordance with the City of Leesburg Codes.

- C. Construction and operation of the proposed use(s) shall at all times comply with the Planned Unit Development conditions set forth herein, and with all City and other governmental agencies rules and regulations.
- D. The transfer of ownership or lease of any or all of the property described in these PUD Conditions of Approval shall include in the transfer or lease agreement, a provision that the purchaser or lessee is made good and aware of the conditions pertaining to the Planned Unit Development established and agrees to be bound by these conditions. The purchaser or lessee may request a change from the existing plans and conditions by following the procedures as described in the City of Leesburg Land Development Code, as amended.
- E. These PUD Conditions shall inure to the benefit of, and shall constitute a covenant running with the land and the terms, conditions, and provisions hereof, and shall be binding upon the present owner and any successor, and shall be subject to each and every condition as set forth herein.

17. LEVELS OF SERVICE

A. Levels of Service

- 1. As submitted, the development resulting from the proposed zoning change may result in demands on public facilities which would exceed the current capacity of some public facilities, such as, but not limited to water, wastewater, roads, drainage, and solid waste. No final development order (site plan and building permits) shall be granted for proposed development until there is a finding that all public facilities and services required for the development have sufficient capacity at or above the adopted level of service (LOS) to accommodate the impacts of the development, or that improvements necessary to bring facilities up to their adopted LOS will be in place concurrent with the impacts of the development.

B. Utilities

1. Projected Capacities

- i. The City's utility planning efforts draw upon phasing, capacity and service requirements, based upon information provided by the applicant. The City develops its plans consistent with sound engineering principles, prudent fiscal practices and due regard for regulatory compliance.
- ii. If the development requires construction of new distribution or collection lines, or other infrastructure needed to develop the subdivision, the developer will be required to construct such facilities to provide service. The developer will bear the cost of design, permitting and construction. Any such facilities must be constructed in a fashion consistent with the City's master plans and to the City standards and specifications.

C. Commitment of Capacity

- 1. There are no previous commitments of any existing or planned excess capacity for this property.

D. Ability to Provide Services

1. At this time, the City intends to provide water, wastewater and reclaimed water services within its service area for the foreseeable future.
2. Future development within the City of Leesburg utility service areas may impact the provision of utility services.

IN WITNESS WHEREOF, Permittee has signed this Agreement.

WITNESSES:

PERMITTEE:

Signature

Signature

Type or print name of witness

Type or print name of party

Signature

Signature

Type or print name of witness

Type or print name of party

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,

By _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____.

Notary Signature

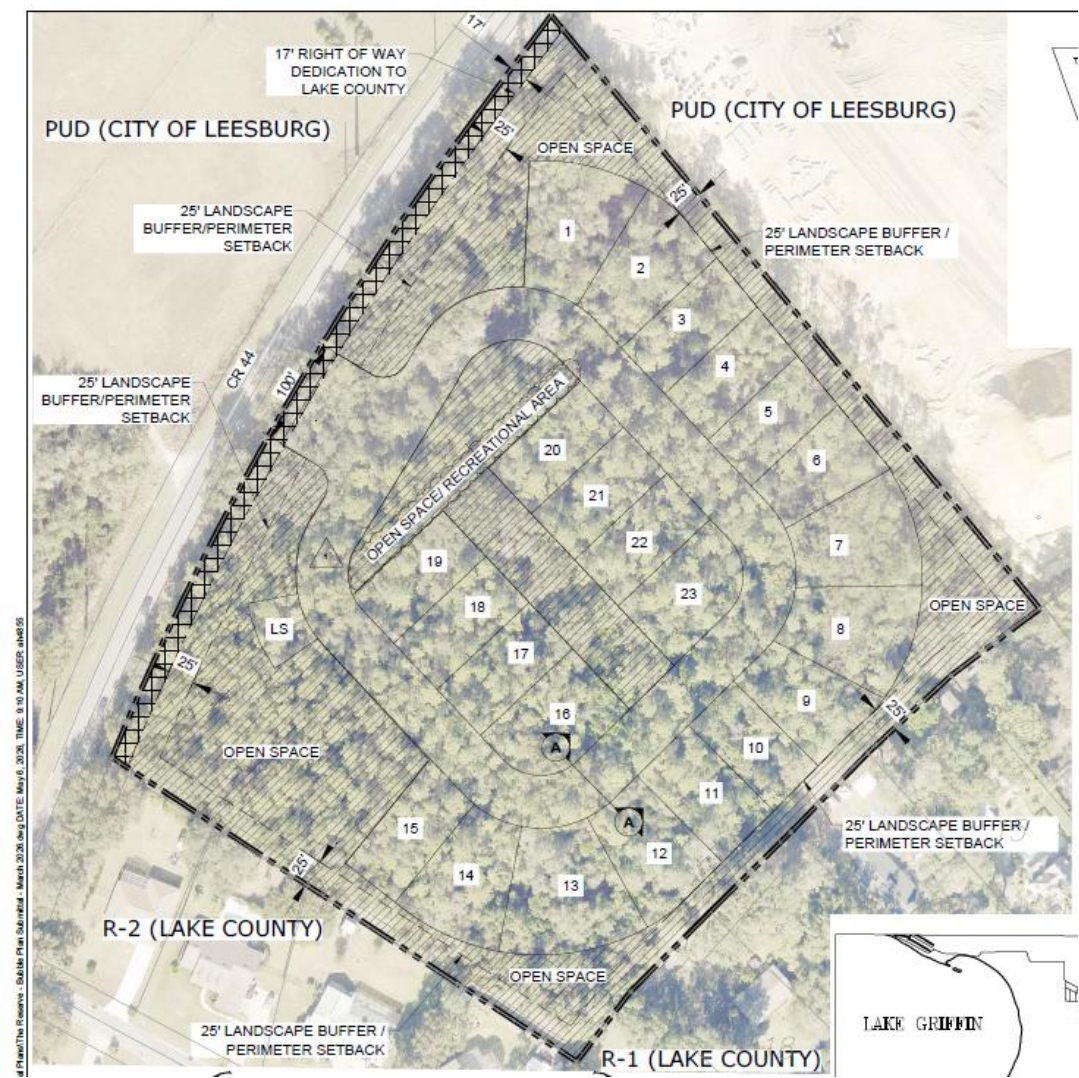
Notary Seal

Notary Printed Name

EXHIBIT B**LEGAL DESCRIPTION****AK #:** 1273536

THAT PART OF LOTS 3 AND 4 OF BLOCK 19 IN THE REVISED AND CORRECTED PLAT OF THE RE-SUBDIVISION OF THE SUBDIVISION OF SILVER LAKE ESTATES, AS RECORDED IN PLAT BOOK 10, PAGES 66 THROUGH 69, INCLUSIVE (FILED JULY 2, 1934) IN THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWESTERLY CORNER OF LOT 1 IN SILVER LAKE SPRING, AS RECORDED IN PLAT BOOK 27, PAGE 52 IN THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, SAID CORNER BEING A 4" ROUND CONCRETE MONUMENT MARKED R.L.S. 1571, P.R.M., LYING ON THE SOUTHEASTERLY RIGHT OF WAY LINE OF STATE ROAD NUMBER 44, AS IT NOW EXISTS, 33 FEET RADIAL TO THE CENTERLINE OF STATE ROAD NUMBER 44, SAID CORNER ALSO BEING ON A CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 2868.05 FEET TO WHICH POINT A RADIAL LINE BEARS SOUTH 67°24'28" EAST; RUN THENCE NORTHEASTERLY ALONG THE SOUTHEASTERLY RIGHT OF WAY LINE OF SAID STATE ROAD NUMBER 44, THROUGH A CENTRAL ANGLE OF 14°01'42" AN ARC DISTANCE OF 702.22 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 29°36'23" EAST, 700.47 FEET TO A POINT OF TANGENCY; THENCE CONTINUING ALONG SAID SOUTHEASTERLY RIGHT OF WAY LINE OF STATE ROAD NUMBER 44, RUN NORTH 36°40'18" EAST 117.96 FEET TO THE NORTHEASTERLY CORNER OF THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 642, PAGE 1561 AND 1562, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; RUN THENCE SOUTH 39°28'25" EAST ALONG THE NORTHEASTERLY BOUNDARY OF SAID LANDS, 728.96 FEET TO 4"X4" CONCRETE MONUMENT, MARKED PSM 3715, LYING ON THE NORTHWESTERLY BOUNDARY OF LOT 14 OF SAID BLOCK 19 OF THE REVISED AND CORRECTED PLAT OF THE RE-SUBDIVISION OF THE SUBDIVISION OF SILVER LAKE ESTATES, AS RECORDED IN PLAT BOOK 10, PAGES 66 THROUGH 69, INCLUSIVE; THENCE RUNNING ALONG THE WESTERLY LINES OF LOTS 14, 15, 16, 17, 18, AND 19, BLOCK 19, OF SAID SILVER LAKE ESTATES (SAID LINES HAVING BEEN ESTABLISHED BY LONG TIME OCCUPATION) THE FOLLOWING FIVE COURSES, SOUTH 53°04'53" WEST 105.65 FEET; THENCE SOUTH 46°58'00" WEST 107.53 FEET; THENCE SOUTH 44°18'00" WEST 104.82 FEET; THENCE SOUTH 45°07'32" WEST 214.31 FEET; THENCE SOUTH 37°39'32" WEST 83.64 FEET TO THE NORTHEASTERLY CORNER OF LOT 4 IN SILVER LAKE SPRING, AS RECORDED IN PLAT BOOK 27, PAGE 52 IN THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE NORTH 56°48'08" WEST 526.63 FEET TO THE POINT OF BEGINNING.



THE RESERVE RESIDENTIAL DESIGN STANDARDS	
Standard	Single Family Detached Home
Minimum Lot Width	60'
Minimum Lot Depth	120'
Minimum Lot Size	7,200 SF
Minimum Habitable Size	1,200 SF
Maximum Height	35'
Setbacks	
- Front - Principal Structure	25'
- Front - Porch (min. width 5' porch)	20'
- Side - Internal Lot	5'
- Side - Corner Lot/Secondary Street	15'
- Rear	18'
- Accessory Structures (under 12' in height)	5'

FULL CONCEPTUAL SITE PLAN

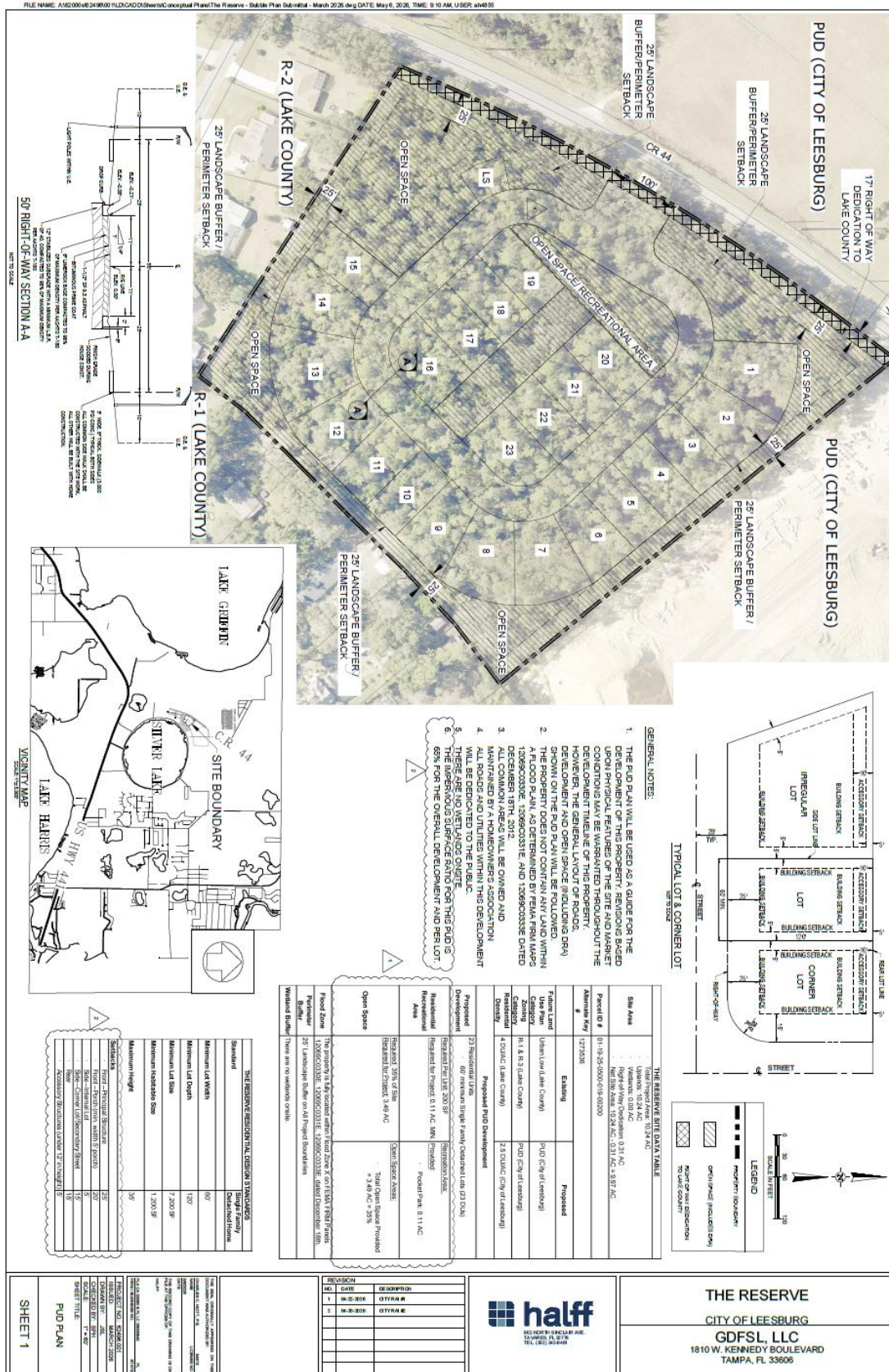


EXHIBIT D

REPRESENTATIVE FAÇADE SAMPLES



EXHIBIT D

REPRESENTATIVE FAÇADE SAMPLES



Examples of Acceptable / Unacceptable Lighting Fixtures

Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Illustrations by Bob Coker © 2005. Rendered for the Town of Southampton, NY. Used with permission.

EXHIBIT F

REPRESENTATIVE FENCE EXAMPLES



Figure 1 – Opaque vinyl fence

Example Source Courtesy of Bespoke Fence & Shoreline Vinyl

<https://bespokefence.com/products/vinyl-fences/> ; <https://shorelinevinyl.com/fencing-styles/caroline/>



Figure 2 – Split-rail fence

Example Source Courtesy of Superior Outdoor Products & Peerless Fence

<https://superiorplasticproducts.com/3-rail-vinyl-fence>; <https://www.peerlessfence.com/residential/products/wood/post-rail>

EXHIBIT G

DIVIDED BOULEVARD AND PLANTINGS EXAMPLES

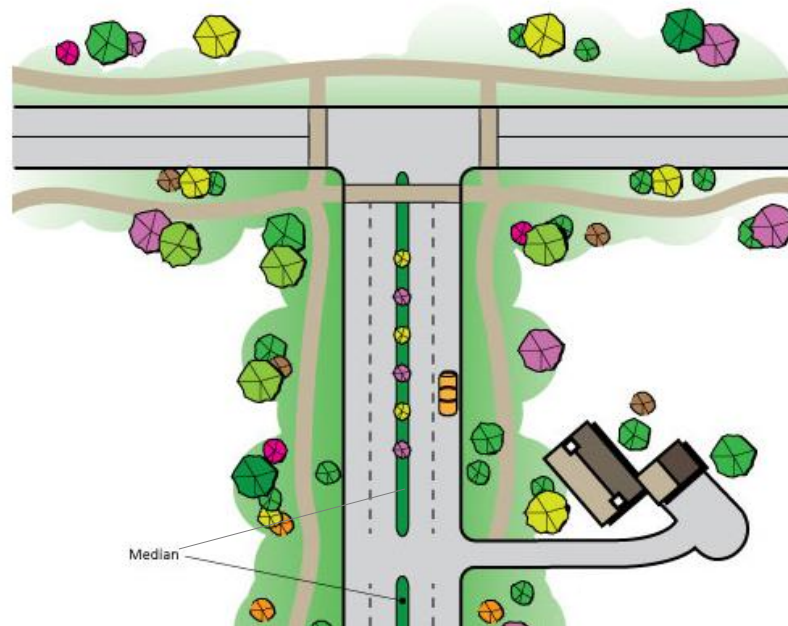


Figure 1 – Divided Boulevard Concept

Example Source Courtesy of Chester County Government

<https://www.cbescoplanning.org/municorner/MultiModal/17-Boulevard.cfm>



Figure 2 – Planted Divided Boulevard

Example Source Courtesy of District Works

<https://districtworks.city/landscaping-and-groundkeeping/>

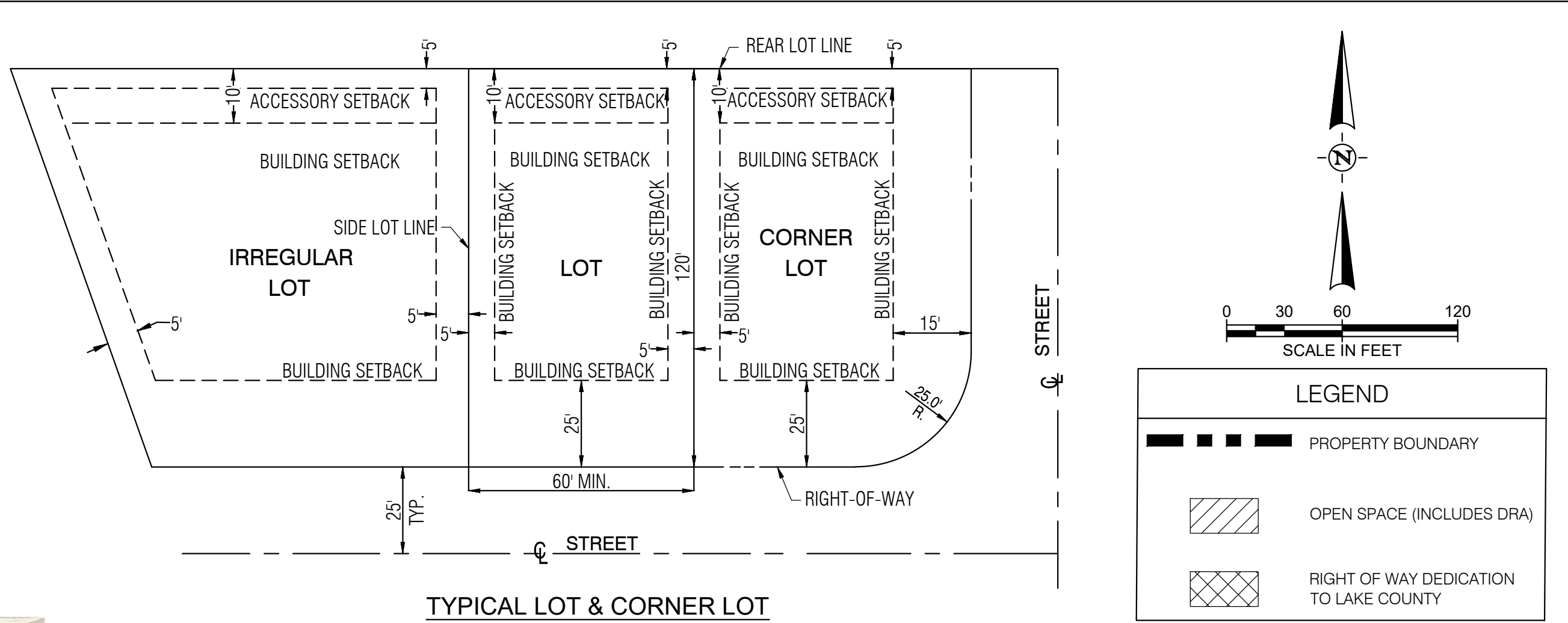
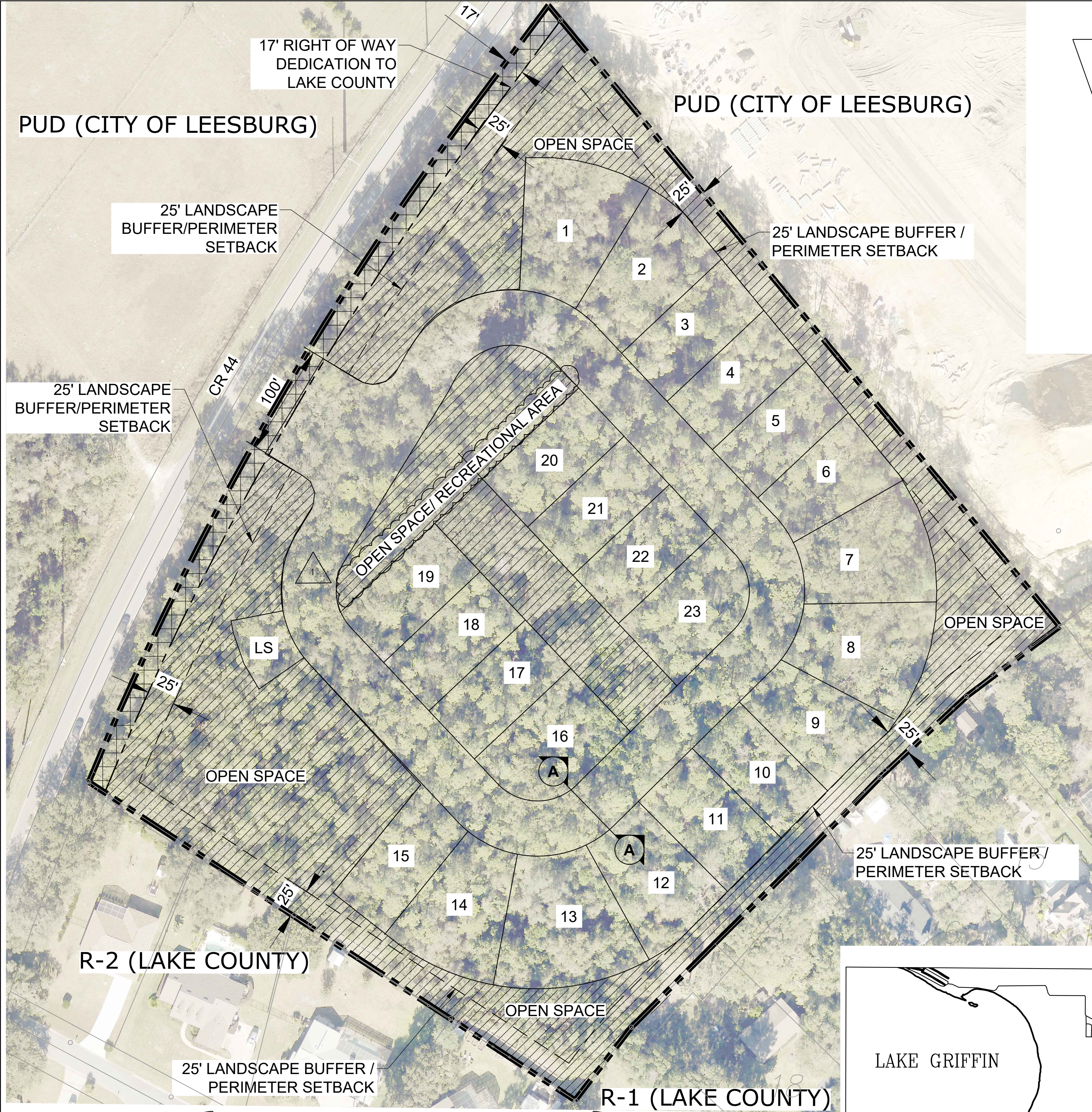


Figure 3 – Planted Divided Boulevard

Example Source Courtesy of Joshua Zeunert via ResearchGate

https://www.researchgate.net/figure/Planted-central-median-swale-used-in-the-Lynbrook-development_fig1_329116840

FILE NAME: A:\620200s\62496\001\LD\CADD\Sheets\Conceptual Plans\The Reserve - Bubble Plan Submittal - March 2026.dwg DATE: May 6, 2026, TIME: 9:10 AM, USER: ah4855

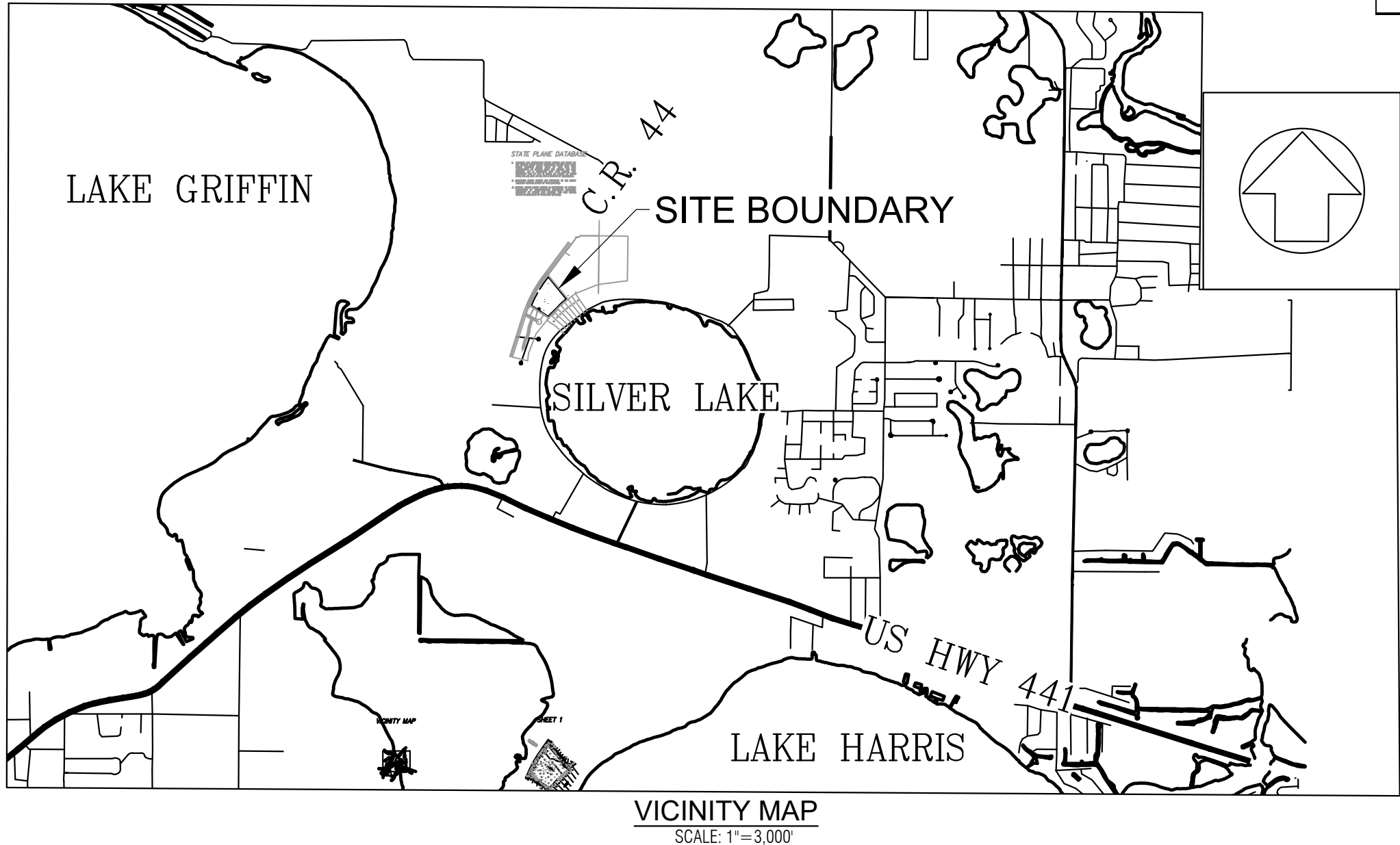
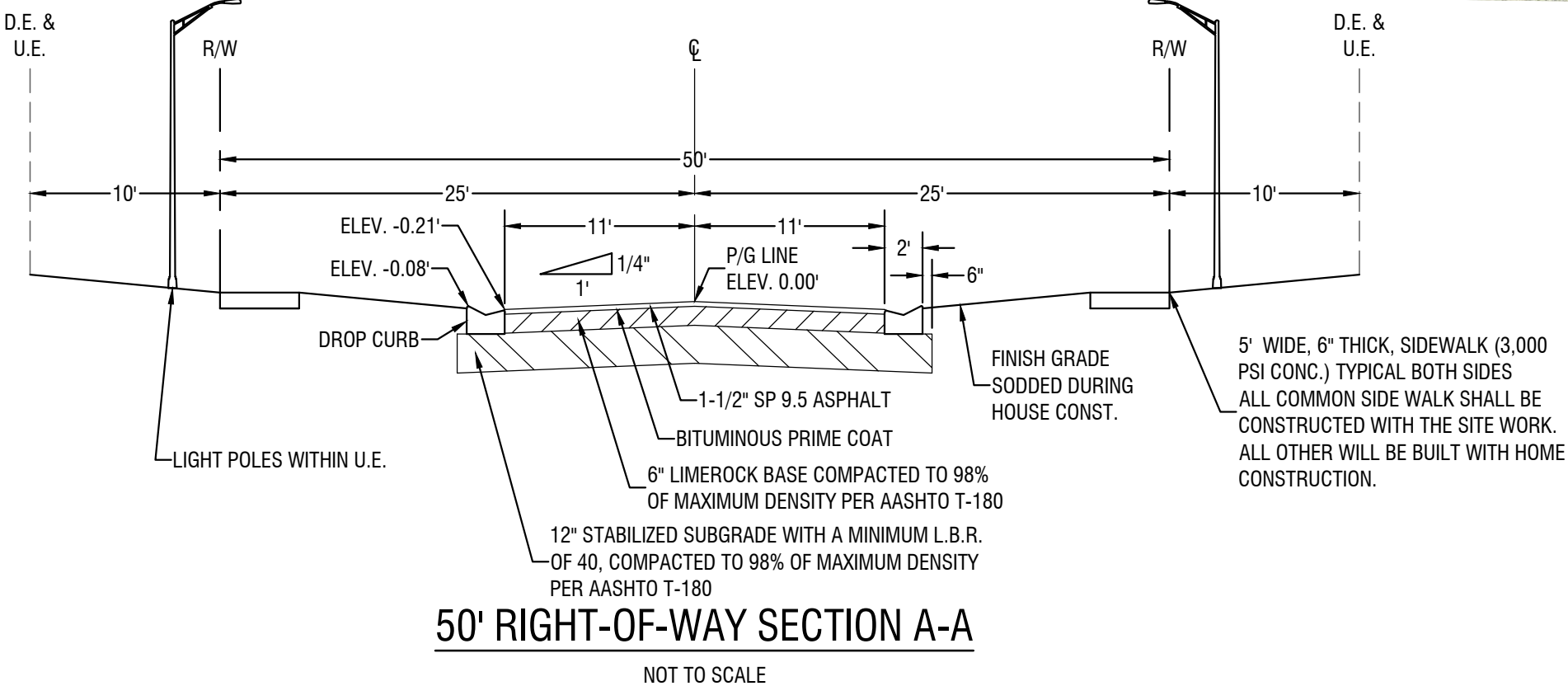


TYPICAL LOT & CORNER LOT
NOT TO SCALE

GENERAL NOTES:

1. THE PUD PLAN WILL BE USED AS A GUIDE FOR THE DEVELOPMENT OF THIS PROPERTY. REVISIONS BASED UPON PHYSICAL FEATURES OF THE SITE AND MARKET CONDITIONS MAY BE WARRANTED THROUGHOUT THE DEVELOPMENT TIMELINE OF THIS PROPERTY. HOWEVER, THE GENERAL LAYOUT OF ROADS, DEVELOPMENT AND OPEN SPACE (INCLUDING DRA) SHOWN ON THE PUD PLAN WILL BE FOLLOWED.
2. THE PROPERTY DOES NOT CONTAIN ANY LAND WITHIN A FLOOD PLAIN, AS DETERMINED BY FEMA FIRM MAPS 12069C0330E, 12069C0331E, AND 12069C0333E DATED DECEMBER 18TH, 2012.
3. ALL COMMON AREAS WILL BE OWNED AND MAINTAINED BY A HOMEOWNER'S ASSOCIATION
4. ALL ROADS AND UTILITIES WITHIN THIS DEVELOPMENT WILL BE DEDICATED TO THE PUBLIC.
5. THERE ARE NO WETLANDS ONSITE.
6. THE IMPERVIOUS SURFACE RATIO FOR THIS PUD IS 65% FOR THE OVERALL DEVELOPMENT AND PER LOT.

THE RESERVE SITE DATA TABLE		
Site Area	- Total Project Area: 10.24 AC - Uplands: 10.24 AC - Wetlands: 0.00 AC - Right-of-Way Dedication: 0.31 AC - Net Site Area: 10.24 AC - 0.31 AC = 9.97 AC	
Parcel ID #	01-19-25-0500-019-00200	
Alternate Key #	1273536	
	Existing	Proposed
Future Land Use Plan Category	Urban Low (Lake County)	PUD (City of Leesburg)
Zoning Category	R-1 & R-3 (Lake County)	PUD (City of Leesburg)
Residential Density	4 DU/AC (Lake County)	2.5 DU/AC (City of Leesburg)
Proposed PUD Development		
Proposed Development	23 Residential Units 60' minimum Single Family Detached Lots (23 DUs)	
Residential Recreational Area	Required Per Unit: 200 SF Required for Project: 0.11 AC. MIN.	Recreation Area: Provided: Pocket Park: 0.11 AC
	Required: 35% of Site Required for Project: 3.49 AC	Open Space Areas: Total Open Space Provided = 3.49 AC = 35%
Open Space		
Flood Zone	The property is fully located within Flood Zone X on FEMA FIRM Panels 12069C0330E, 12069C0331E, 12069C0333E, dated December 18th,	
Perimeter Buffer	25' Landscape Buffer on All Project Boundaries	
Wetland Buffer	There are no wetlands onsite.	



THE RESERVE RESIDENTIAL DESIGN STANDARDS	
Standard	Single Family Detached Home
Minimum Lot Width	60'
Minimum Lot Depth	120'
Minimum Lot Size	7,200 SF
Minimum Habitable Size	1,200 SF
Maximum Height	35'
Setbacks	
Front - Principal Structure	25'
Front - Porch (min. width 5' porch)	20'
Side - Internal Lot	5'
Side - Corner Lot/Secondary Street	15'
Rear	18'
Accessory Structures (under 12' in height)	5'

THE RESERVE

CITY OF LEESBURG

GDFSL, LLC

1810 W. KENNEDY BOULEVARD
TAMPA, FL 33606



902 NORTH SINCLAIR AVE.
TAMPA, FL 33606
TEL: (813) 543-5601

REVISION NO.	DATE	DESCRIPTION	CITY RAI #1	CITY RAI #2
1	04-22-2026			
2	04-30-2026			

THE SEAL ORIGINALLY APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY:
CHARLES C. HOTT, P.E. 54813
NAME LICENSE NO.
5/6/2026
DATE
THE RECORD COPY OF THIS DRAWING IS ON FILE AT THE OFFICES OF:
HALFF

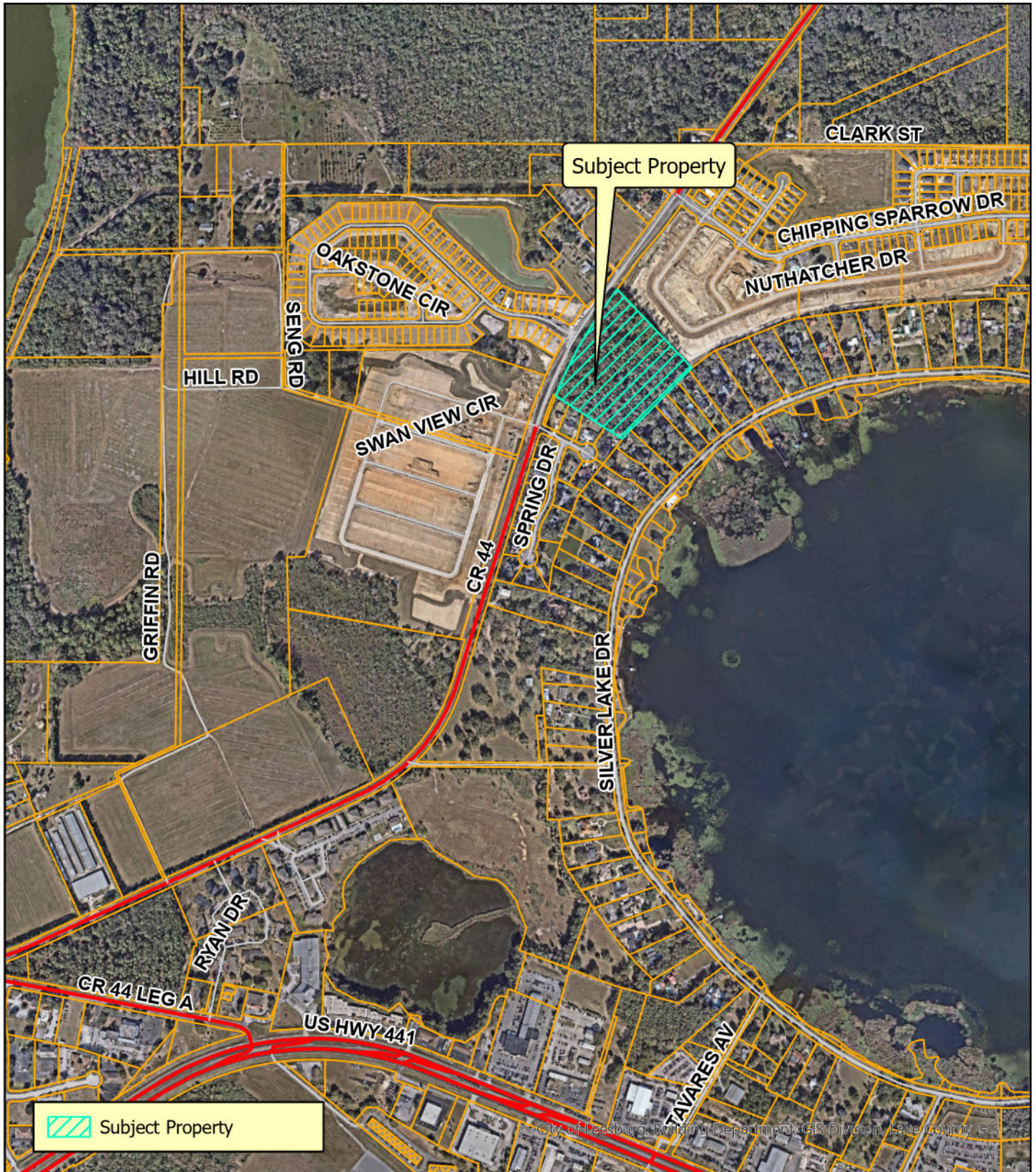
FLA CA 33380 & FL LC 26000645 FL
FIRM / BUSINESS NO. STATE

PROJECT NO.: 62496.001
ISSUED: MARCH 2026
DRAWN BY: JSL
CHECKED BY: SPH
SCALE: 1" = 60'
SHEET TITLE:

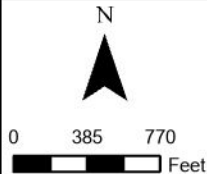
PUD PLAN

SHEET 1

Extended Aerial



**Planning
& Zoning
Department**



Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

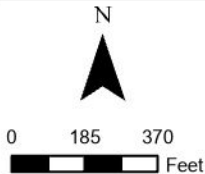
Aerial



Subject Property



**Planning
& Zoning
Department**

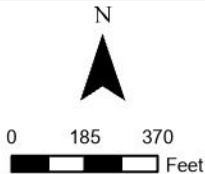


Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Zoning

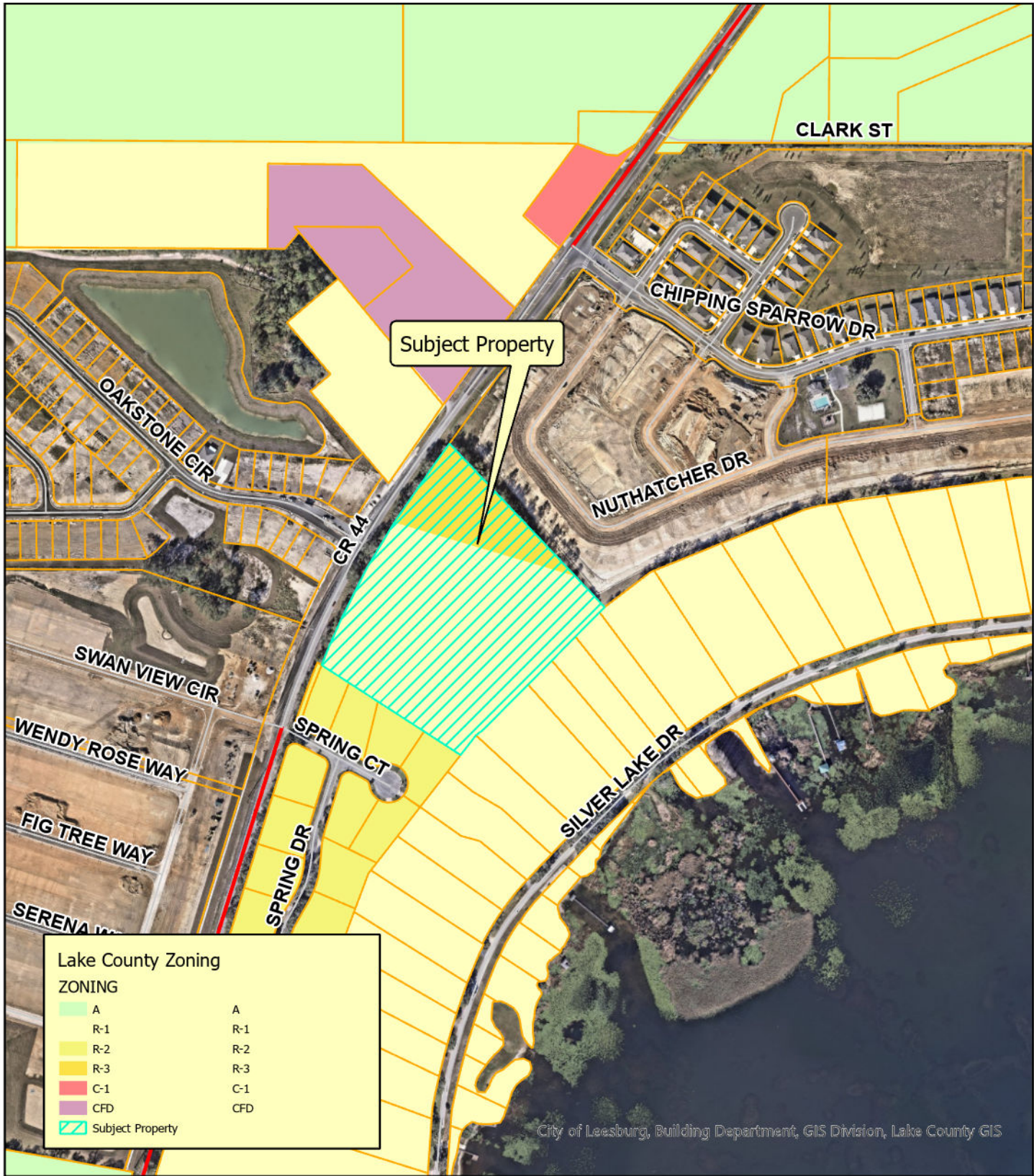


**Planning
& Zoning
Department**

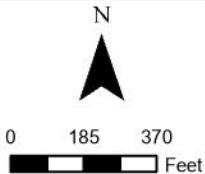


Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Lake County Zoning



**Planning
& Zoning
Department**

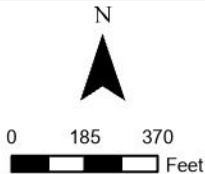


Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Proposed Zoning



**Planning
& Zoning
Department**

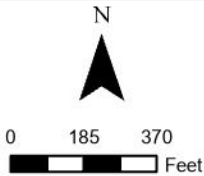


Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Flood Zone



**Planning
& Zoning
Department**

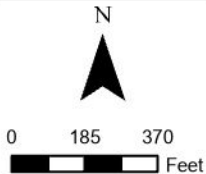


Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026

Wetlands



**Planning
& Zoning
Department**



Reserve at 44
ANNX-26-955; SSCP-26-956; PUD-26-957
Alternate Key Number 1273536
Section 01 Township 19 S Range 25 E
April 27, 2026



Closeup of Sign on Subject Property on County Road 44.



Looking North along County Road 44 from Subject Property.



Looking East across County Road 44 onto Subject Property.



Looking South along County Road 44.



Looking West across County Road 44 from Subject Property.

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 6.B.4.

Meeting Date: June 8, 2026

From: Dan Miller, (Planning and Zoning Director), Mel Ortiz, (Planner)

Subject: An Ordinance of the City of Leesburg, Florida, annexing certain real property consisting of approximately 7.53 ± acres; and being generally located west of U.S. Highway 27 and south of the Florida Turnpike, lying in Section 7, Township 21 South, Range 25 East, Lake County, Florida; providing that said property so annexed shall be liable for its proportionate share of the existing and future indebtedness of said city; providing that such annexed property shall be subject to all laws and ordinances of said city as if all such territory had been a part of the City of Leesburg at the time of passage and approval of said laws and ordinances; providing that such annexed territory shall be placed in City Commission District 4; and providing an effective date. (Perry-Smith ANNX).

Staff Recommendation:

The Planning and Zoning staff recommends approval of the proposed ordinance for annexation of 7.53 +/- acres.

Analysis:

The applicant has submitted a request for annexation of approximately 7.53 +/- acres, generally located west of U.S. Highway 27 and south of the Florida Turnpike, as shown on the attached General Location Map. At this time, the property is vacant. The current zoning is Lake County A (Agriculture); the proposed zoning is City SPUD (Small Planned Unit Development). The reason for this request is to create a coffee shop, a restaurant, and retail store.

The surrounding zonings are Leesburg SPUD (Small Planned Unit Development) and PUD (Planned Unit Development), and Lake County A (Agriculture) and PUD (Planned Unit Development). Under the conditions of the SPUD (Planned Unit Development) zoning case which is also on this agenda, no negative impacts are anticipated to adjacent properties.

Also, on this City Commission agenda, is a Small-Scale Comprehensive Plan Amendment, which along with the Small Planned Unit Development Application, had recommendations for approval from the staff and Planning Commission at the public hearing held on April 16, 2026.

Procurement Analysis:

N/A

Options:

1. Approve the requested annexation. This would give the City jurisdiction over the use and future development of the subject site and provide for the application of City standards to this property; or
2. Disapprove the proposed annexation and allow the property to remain in the County.

Fiscal Impact:

A small positive fiscal impact will result from the annexation of this property due to increased tax revenue added to the General Fund.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, ANNEXING CERTAIN REAL PROPERTY CONSISTING OF APPROXIMATELY 7.53 ± ACRES; AND BEING GENERALLY LOCATED WEST OF U.S. HIGHWAY 27 AND SOUTH OF THE FLORIDA TURNPIKE, LYING IN SECTION 7, TOWNSHIP 21 SOUTH, RANGE 25 EAST, LAKE COUNTY, FLORIDA; PROVIDING THAT SAID PROPERTY SO ANNEXED SHALL BE LIABLE FOR ITS PROPORTIONATE SHARE OF THE EXISTING AND FUTURE INDEBTEDNESS OF SAID CITY; PROVIDING THAT SUCH ANNEXED PROPERTY SHALL BE SUBJECT TO ALL LAWS AND ORDINANCES OF SAID CITY AS IF ALL SUCH TERRITORY HAD BEEN A PART OF THE CITY OF LEESBURG AT THE TIME OF PASSAGE AND APPROVAL OF SAID LAWS AND ORDINANCES; PROVIDING THAT SUCH ANNEXED TERRITORY SHALL BE PLACED IN CITY COMMISSION DISTRICT 4; AND PROVIDING AN EFFECTIVE DATE. (PERRY-SMITH ANNX).

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that;

Section 1

Based upon the petition of Perry-Smith Dixon Beale Jr Trustee, Petitioner, "Permittee" for the property hereinafter described, shall be annexed into the city limits of the City of Leesburg, Florida, which petition has heretofore been approved by the City Commission of the City of Leesburg, Florida, pursuant to the provisions of the Laws of Florida, the hereinafter described property is hereby annexed and made a part of the city limits of the City of Leesburg, Florida. The subject property lying and situated in Lake County, Florida, is more particularly described as:

Legal Description

That part of Government Lot 4, in Section 7, Township 21 South, Range 25 East, Lake County, Florida, lying West of US Highway 27; Less the South 512.76 feet thereof. Subject to all easements, rights of way and restrictions of record, if any.

Section 2.

All of the property, real and personal, within said annexed territory, described in Section 1 above, as provided by this ordinance, and the inhabitants thereof, shall be subject to the government, jurisdiction, powers, franchises, duties, and privileges of the City of Leesburg, Florida, and the said annexed property shall be liable, proportionately, for all of the present outstanding and existing, as well as future, indebtedness of the City of Leesburg, Florida; that all of the ordinances of the City of Leesburg, and all the laws heretofore passed by the Legislature of the State of Florida relating to and which now or hereafter constitute its Charter, shall apply to and have the same force and effect on such annexed territory as if all such annexed territory had been a part of the City of Leesburg, Florida, at the time of the passage and approval of said laws and ordinances. The property annexed here by is assigned to City Commission District 4.;

Section 3.

All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby

repealed;

Section 4.

This ordinance shall become effective immediately upon approval at second reading.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the _____ day of _____, 2026.

THE CITY OF LEESBURG, FLORIDA

Mayor

ATTEST:

City Clerk

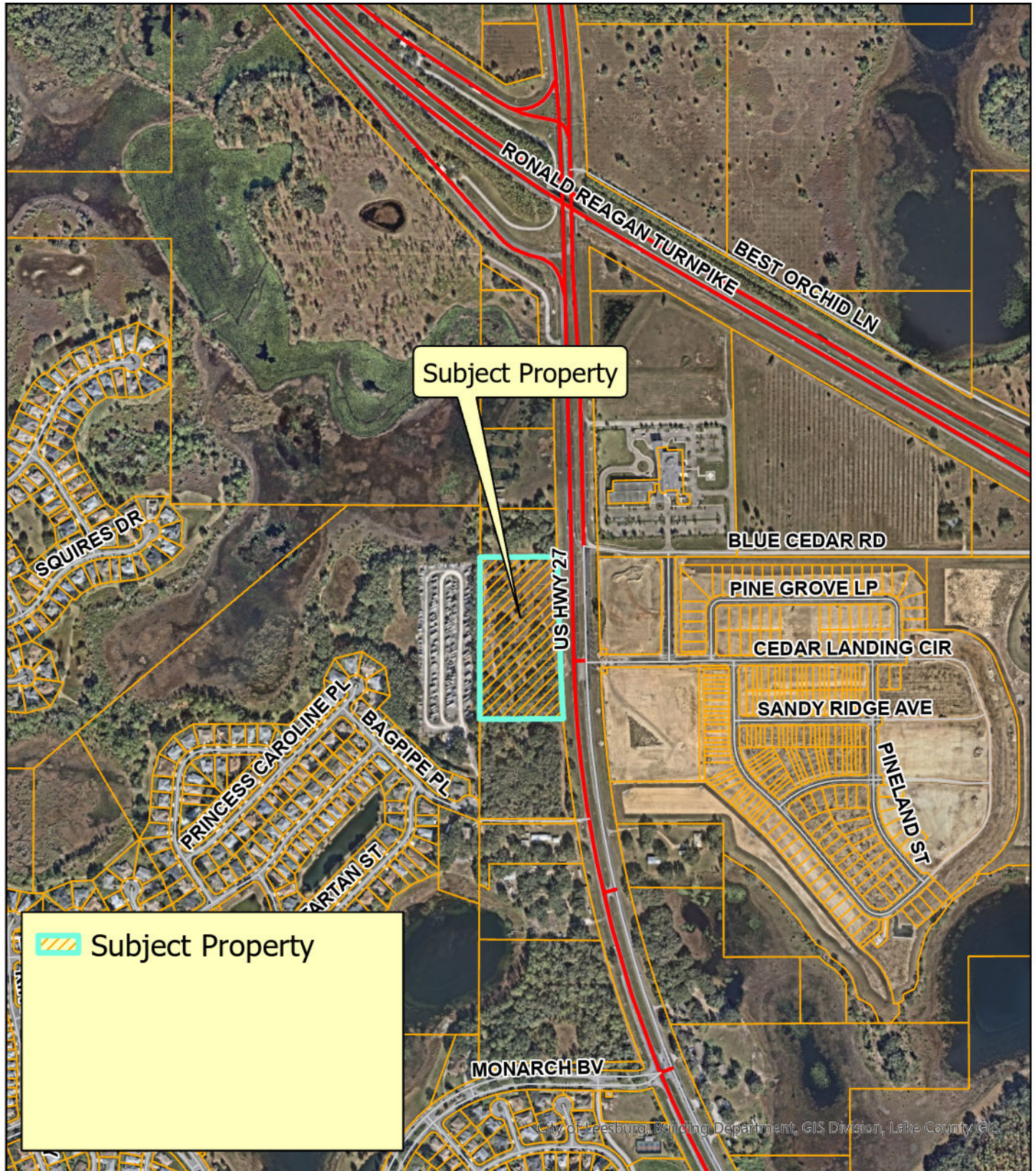
EXHIBIT A
Legal
Description
DIXON BEALE PERRY-SMITH, JR., TRUSTEE
(PERRY-SMITH)

Lake County Florida Parcel ID: 07-21-25-0003-00001600
Alternate Key: [3343131](#)

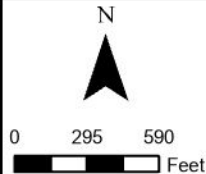
LEGAL DESCRIPTION

That part of Government Lot 4, in Section 7, Township 21 South, Range 25 East, Lake County, Florida, lying West of US Highway 27; Less the South 512.76 feet thereof. Subject to all easements, rights of way and restrictions of record, if any.

Extended Aerial

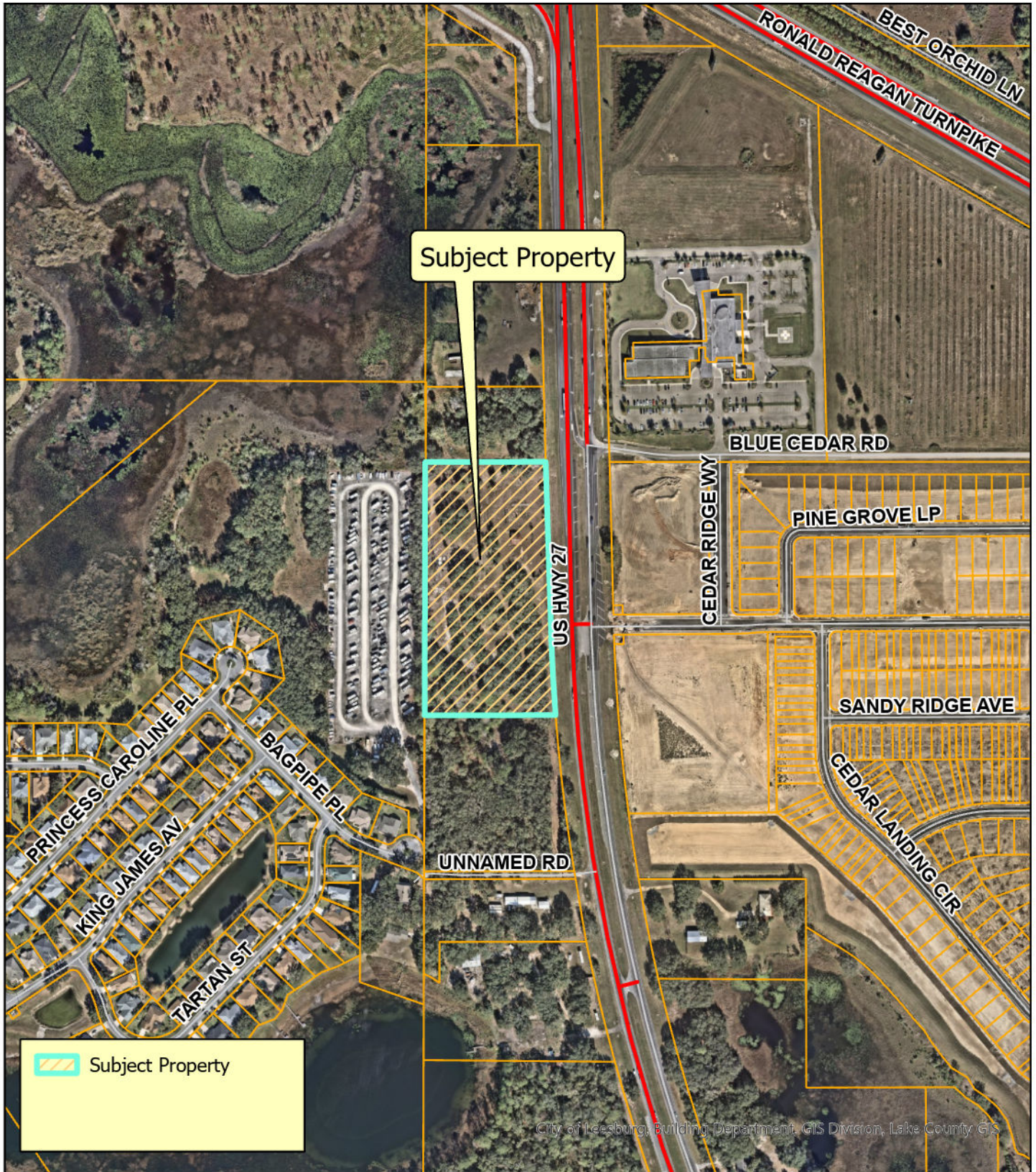


**Planning
& Zoning
Department**

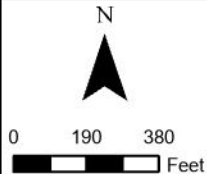


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Aerial

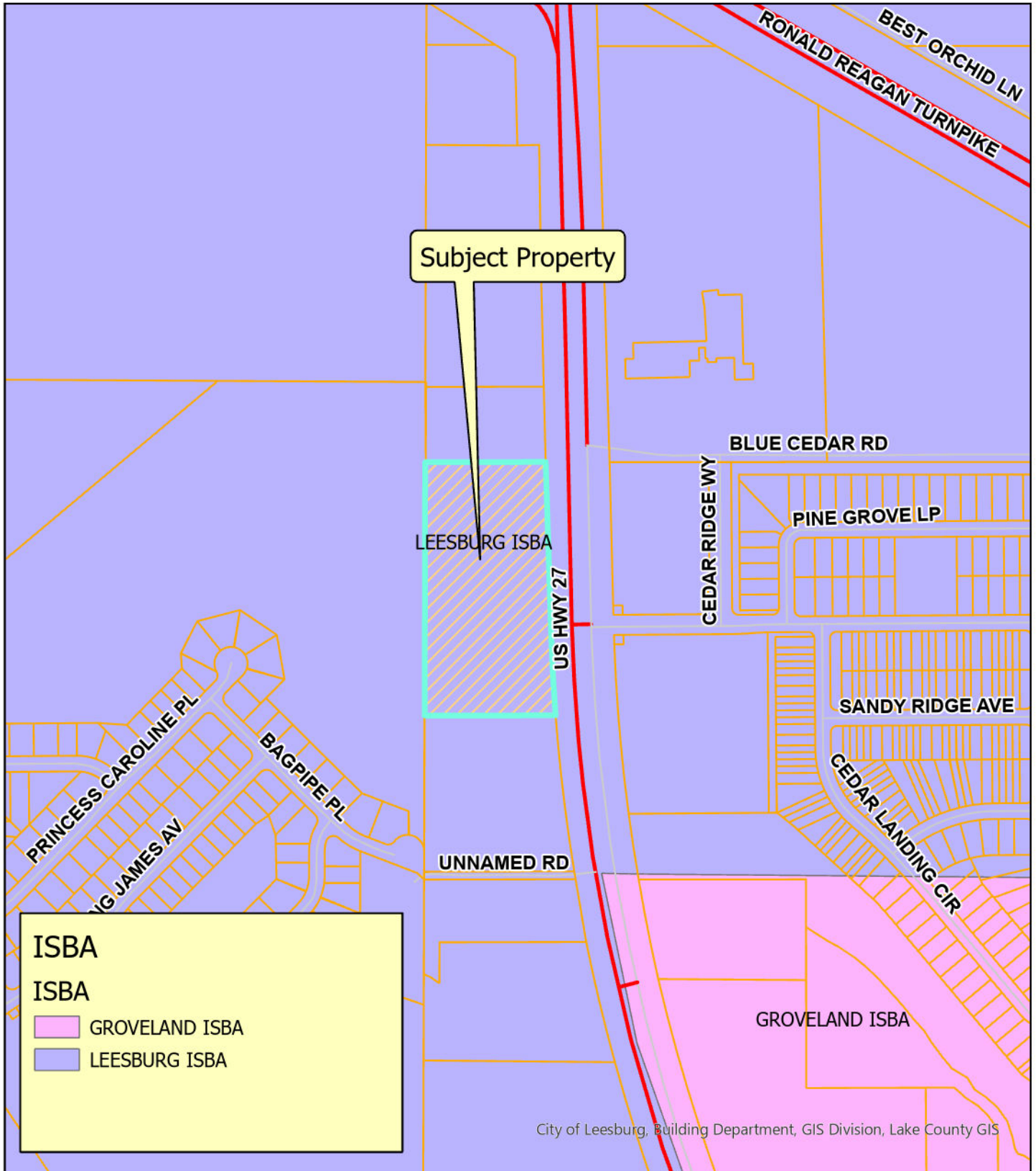


**Planning
& Zoning
Department**

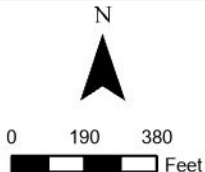


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

ISBA

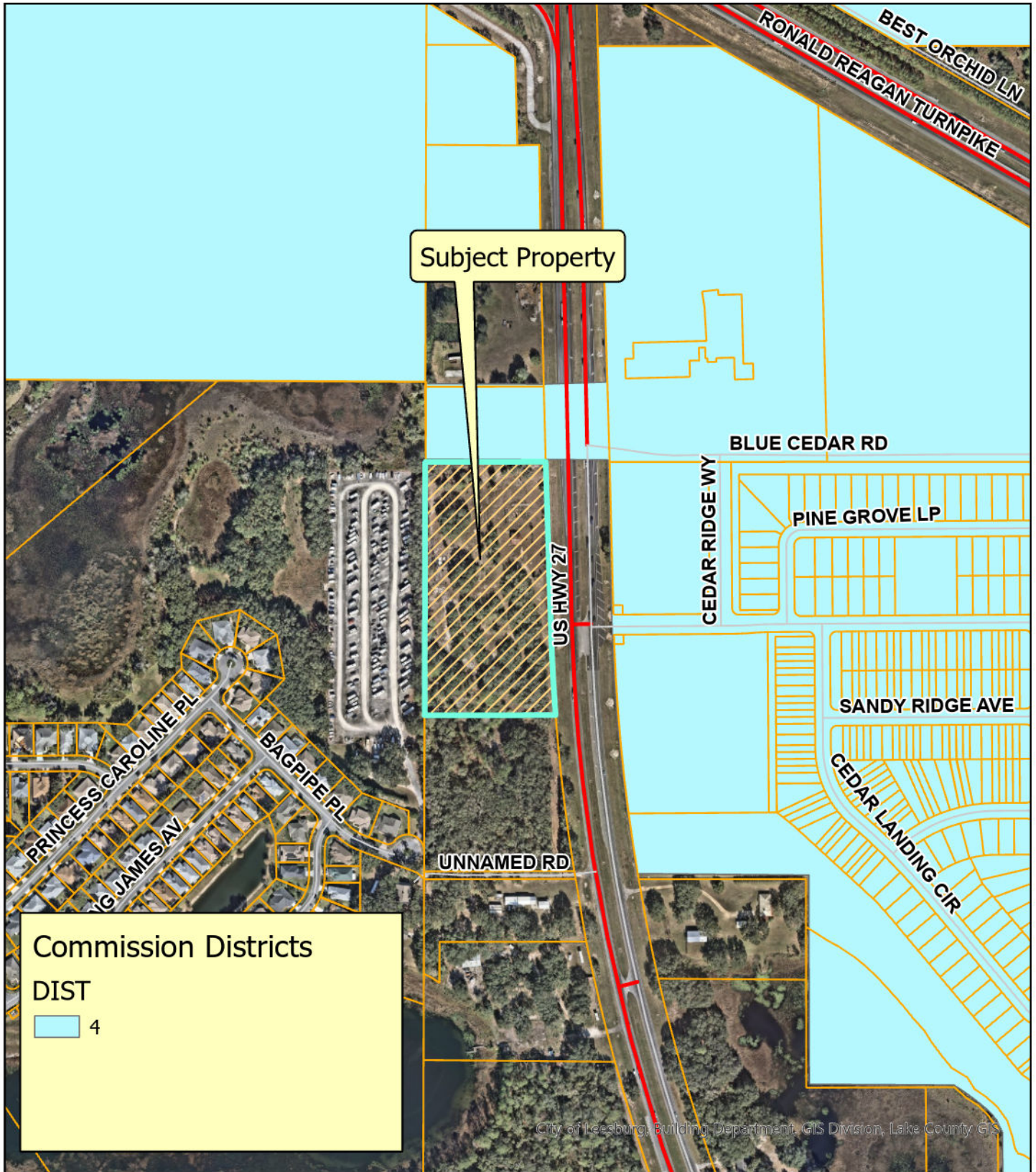


**Planning
& Zoning
Department**

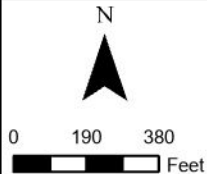


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Commission District



**Planning
& Zoning
Department**



Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 6.B.5.

Meeting Date: June 8, 2026

From: Dan Miller, (Planning and Zoning Director), Mel Ortiz, (Planner)

Subject: An Ordinance of the City of Leesburg, Florida, changing the Future Land Use designation of approximately 7.53 ± acres from Lake County Urban Low Density to City of Leesburg General Commercial for a property generally located west of U.S. Highway 27 and south of the Florida Turnpike, as legally described in Sections 7, Township 21 South, Range 25 East, Lake County, Florida; and providing an effective date. (Perry-Smith SSCP)

Staff Recommendation:

The Planning & Zoning Staff and the Planning Commission recommend approval of the proposed small-scale comp plan amendment of the City's Future Land Use Map on 7.53 +/- acres from Lake County Urban Low Density to City of Leesburg General Commercial.

Analysis:

The project site is approximately 7.53 +/- acres. The property is generally located west of U.S. Highway 27 and south of the Florida Turnpike. Currently, the property is vacant. The proposed use is for a coffee shop, a restaurant, and retail store.

The surrounding Future Land Use Map designations of Lake County Urban Low Density and City of Leesburg General Commercial and Neighborhood Mixed Use are compatible, as conditioned in the SPUD zoning, with the proposed future land use designation of City General Commercial. The proposed zoning designation of City SPUD (Small Planned Unit Development) will provide for development that is consistent with the City's adopted Growth Management Plan and would allow an appropriate use for the property.

This property lies within the ISBA (Interlocal Service Boundary Area) agreement. This agreement, which was approved by the City Commission on November 24, 2014, allows property within the ISBA area but outside the current city limits to be annexed and obtain City of Leesburg utility services.

The Planning Commission held a public hearing on the application on April 16, 2026, and recommended approval.

Procurement Analysis:

N/A

Options:

1. Approve the requested small-scale comprehensive plan amendment from Lake County Urban Low Density to City of Leesburg City General Commercial; or
2. Other such action as the Commission may deem appropriate.

Fiscal Impact:

There is no direct fiscal impact on the City from this action. Future development of the property will increase this anticipated impact from collection of impact fees, ad valorem taxes and utility charges.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 7.53 ± ACRES FROM LAKE COUNTY URBAN LOW DENSITY TO CITY OF LEESBURG GENERAL COMMERCIAL FOR A PROPERTY GENERALLY LOCATED WEST OF U.S. HIGHWAY 27 AND SOUTH OF THE FLORIDA TURNPIKE, AS LEGALLY DESCRIBED IN SECTIONS 7, TOWNSHIP 21 SOUTH, RANGE 25 EAST, LAKE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE. (PERRY-SMITH SSCP)

WHEREAS, the City Commission has received written objections, recommendations, and comments from the City of Leesburg Planning Commission, acting as the Local Planning Agenda, regarding amendment of the Comprehensive Plan of the City of Leesburg, and has made recommendations to the City Commission for amendment of the Plan; and

WHEREAS, the City Commission of the City of Leesburg has held public hearings on the proposed amendment to the plan, in light of written comments, proposals and objections from the general public;

NOW, THEREFORE,

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that;

Section 1.

The Growth Management Plan of the City of Leesburg, adopted by the City of Leesburg on November 25, 2024, pursuant to the Community Planning Act of 2011, Chapter 163, Part II, Florida Statutes, after public hearings by the City of Leesburg Planning Commission, is hereby amended in the following manner;

The Future Land Use Map is amended by changing the designation of approximately 7.53 +/- acres of land generally located west of U.S. HWY 27 and south of the Florida Turnpike from Lake County Urban Low Density to City of Leesburg General Commercial, as shown on the revised map of said area, lying in Section 7, Township 21 South, Range 25 East, Lake County Florida;

Section 2.

That this amendment is hereby transmitted to the Florida Department of Commerce as required by the Community Planning Act of 2011, Chapter 163, Part II, Florida Statutes;

Section 3.

All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed;

Section 4.

This ordinance shall become effective upon its passage and adoption, according to law.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the _____ day of _____, 2026.

THE CITY OF LEESBURG, FLORIDA

Mayor

ATTEST:

City Clerk

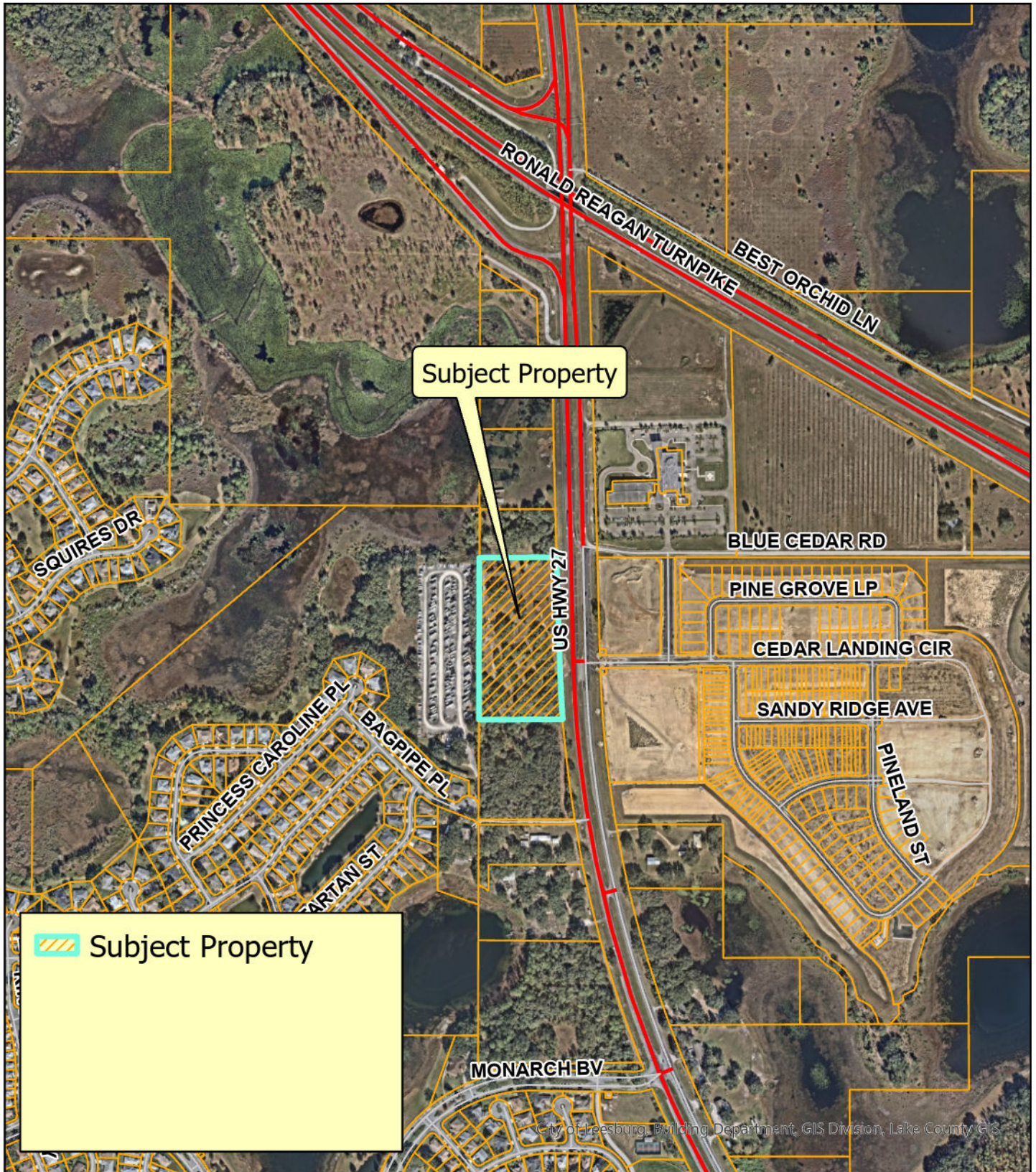
EXHIBIT A
Legal
Description
DIXON BEALE PERRY-SMITH, JR., TRUSTEE
(PERRY-SMITH)

Lake County Florida Parcel ID: 07-21-25-0003-00001600
Alternate Key: [3343131](#)

LEGAL DESCRIPTION

That part of Government Lot 4, in Section 7, Township 21 South, Range 25 East, Lake County, Florida, lying West of US Highway 27; Less the South 512.76 feet thereof. Subject to all easements, rights of way and restrictions of record, if any.

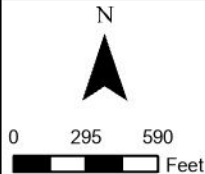
Extended Aerial



City of Leesburg, Building Department, GIS Division, Lake County GIS

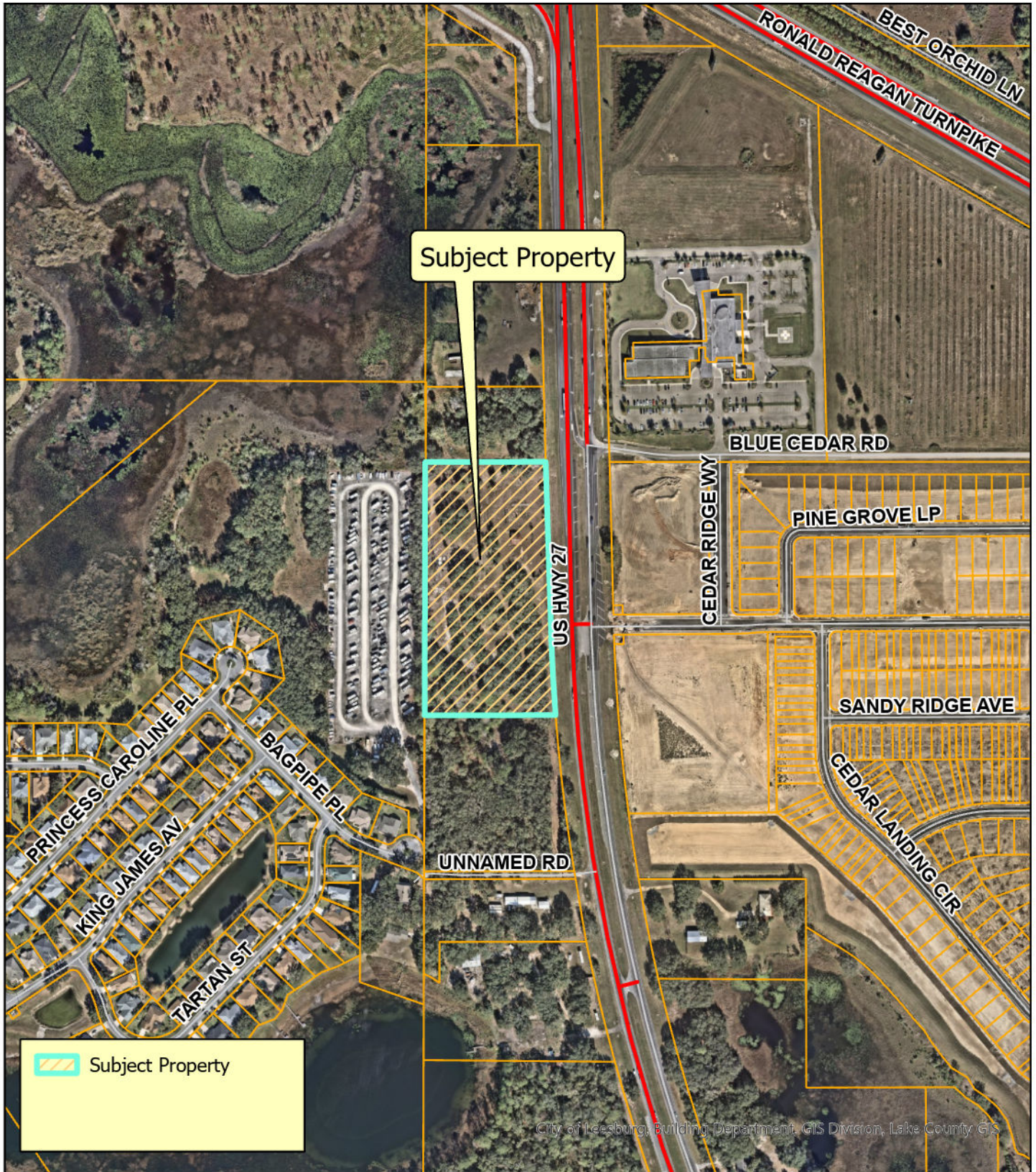


**Planning
& Zoning
Department**

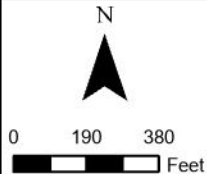


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Aerial

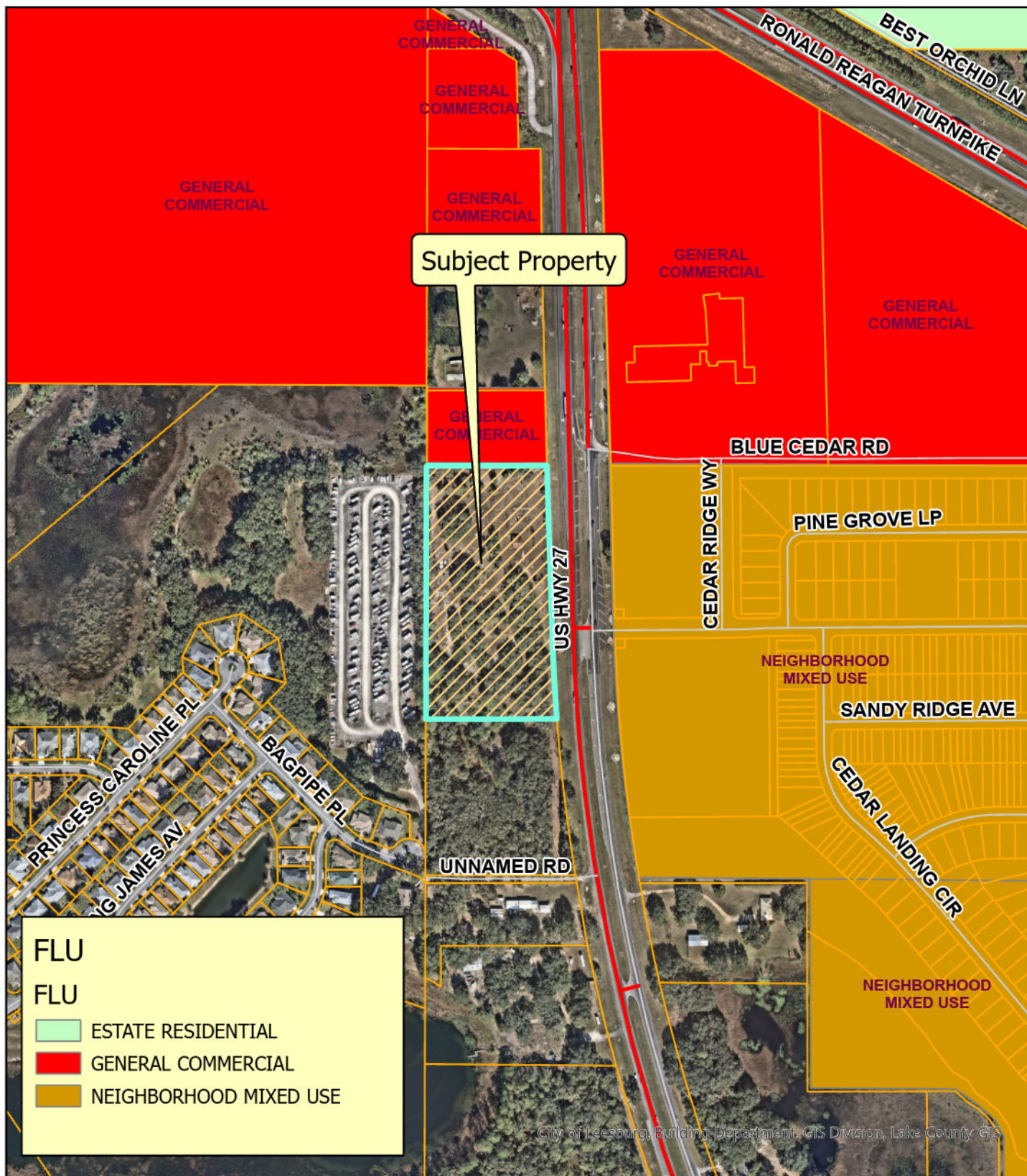


**Planning
& Zoning
Department**

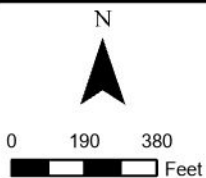


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Future Land Use

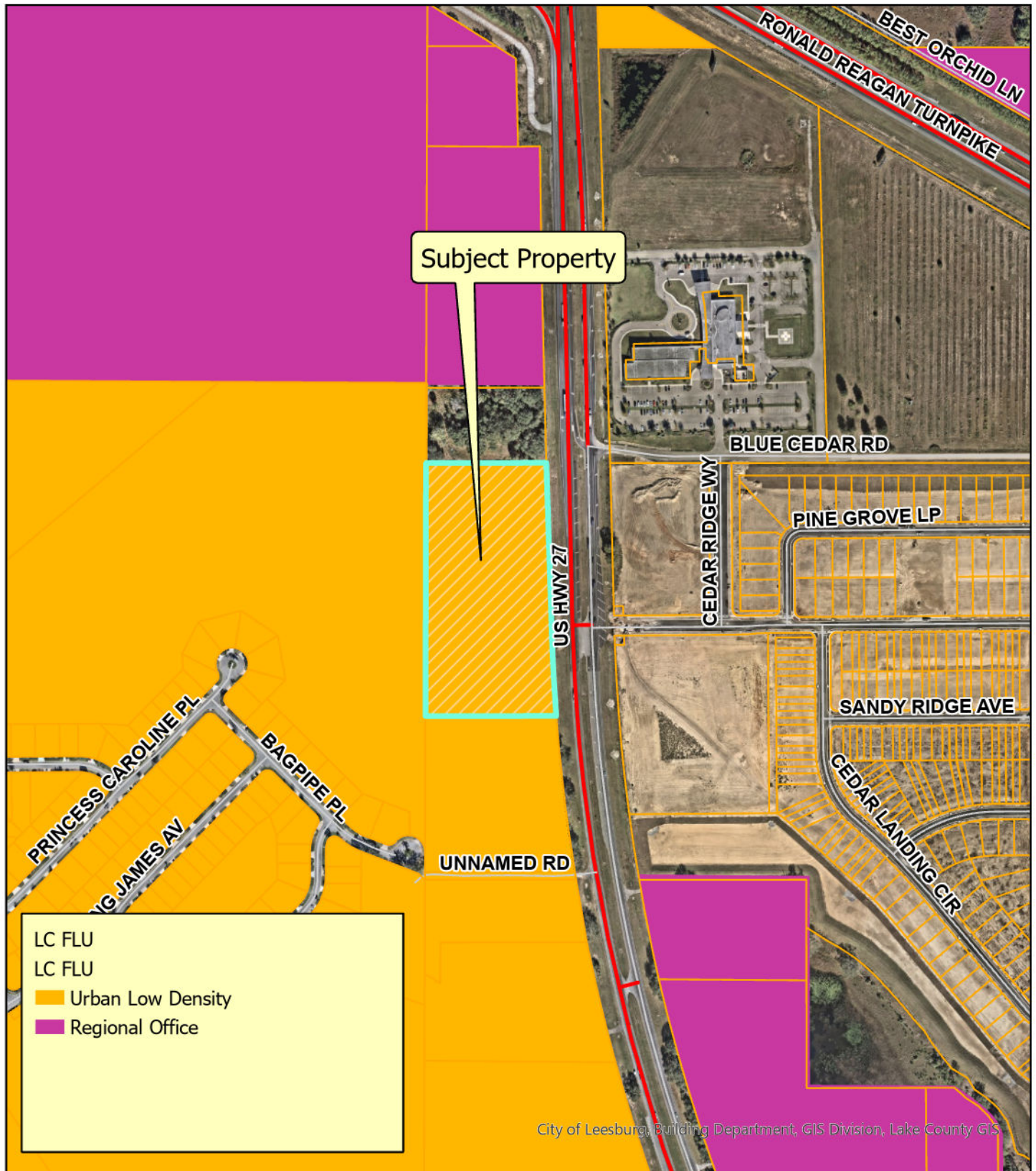


**Planning
& Zoning
Department**

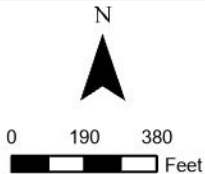


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Lake County Future Land Use

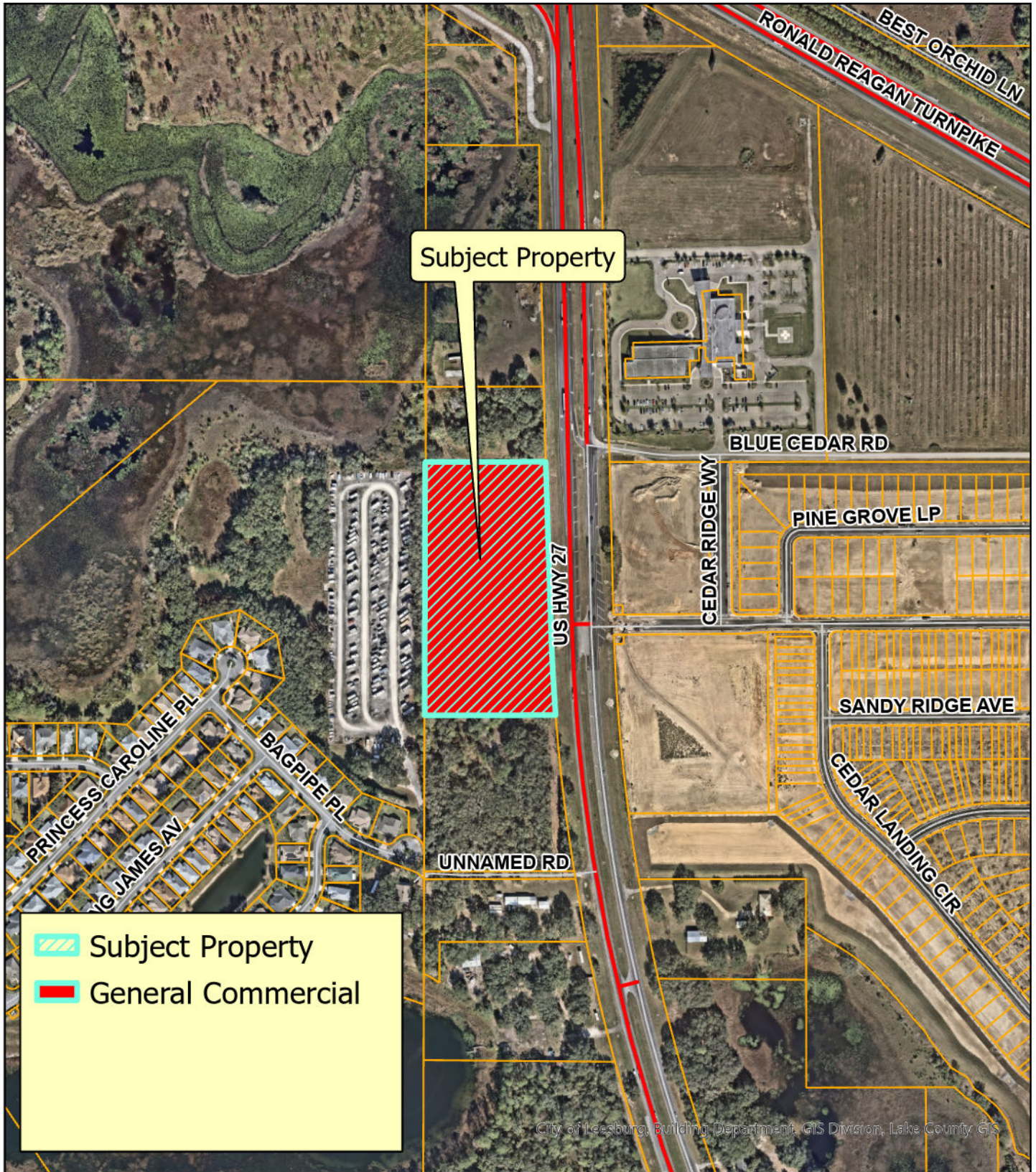


Planning
& Zoning
Department

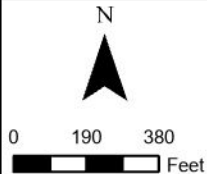


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Proposed Future Land Use

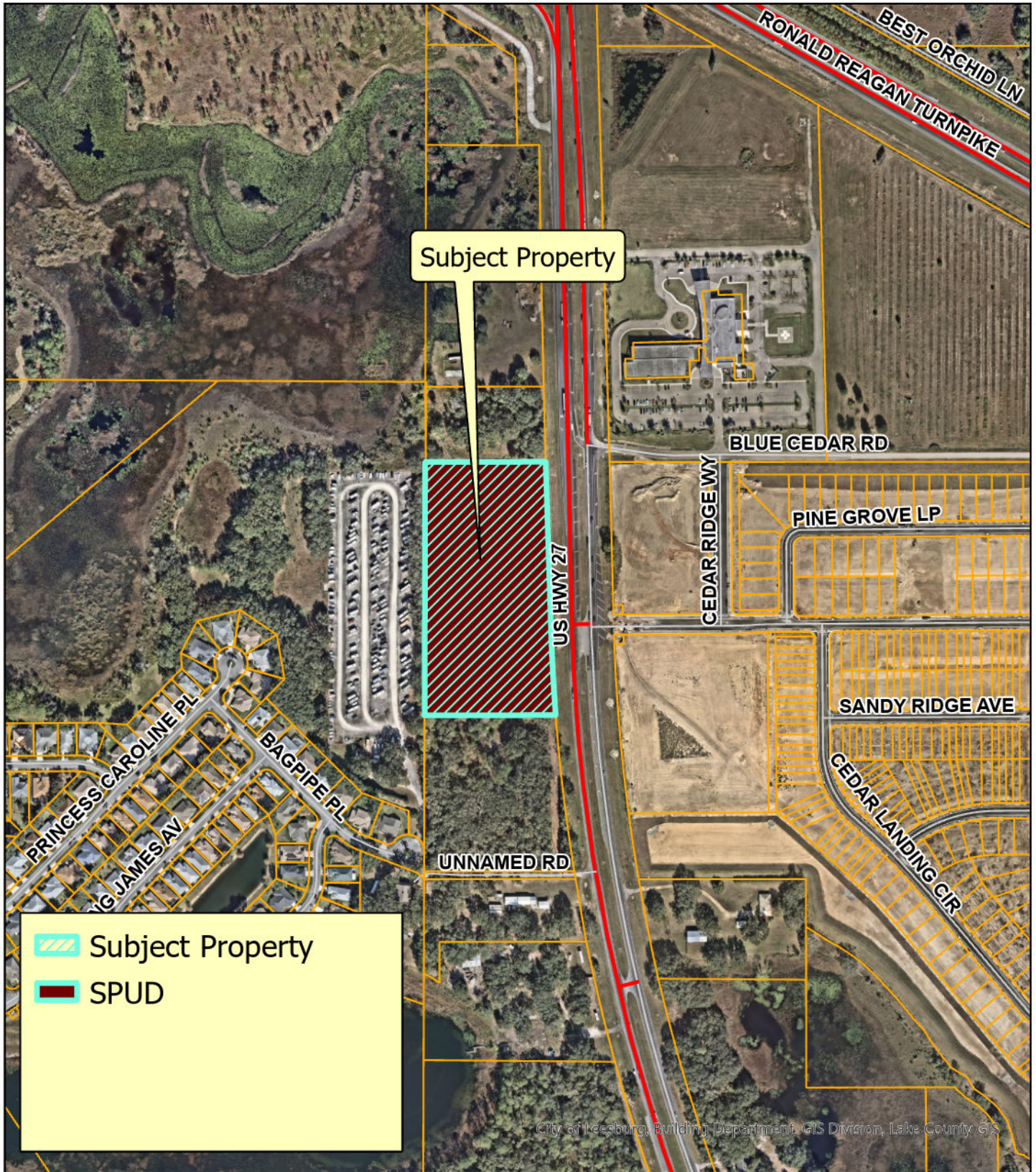


Planning
& Zoning
Department

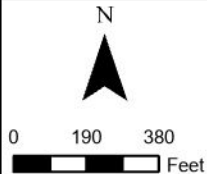


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Proposed Zoning

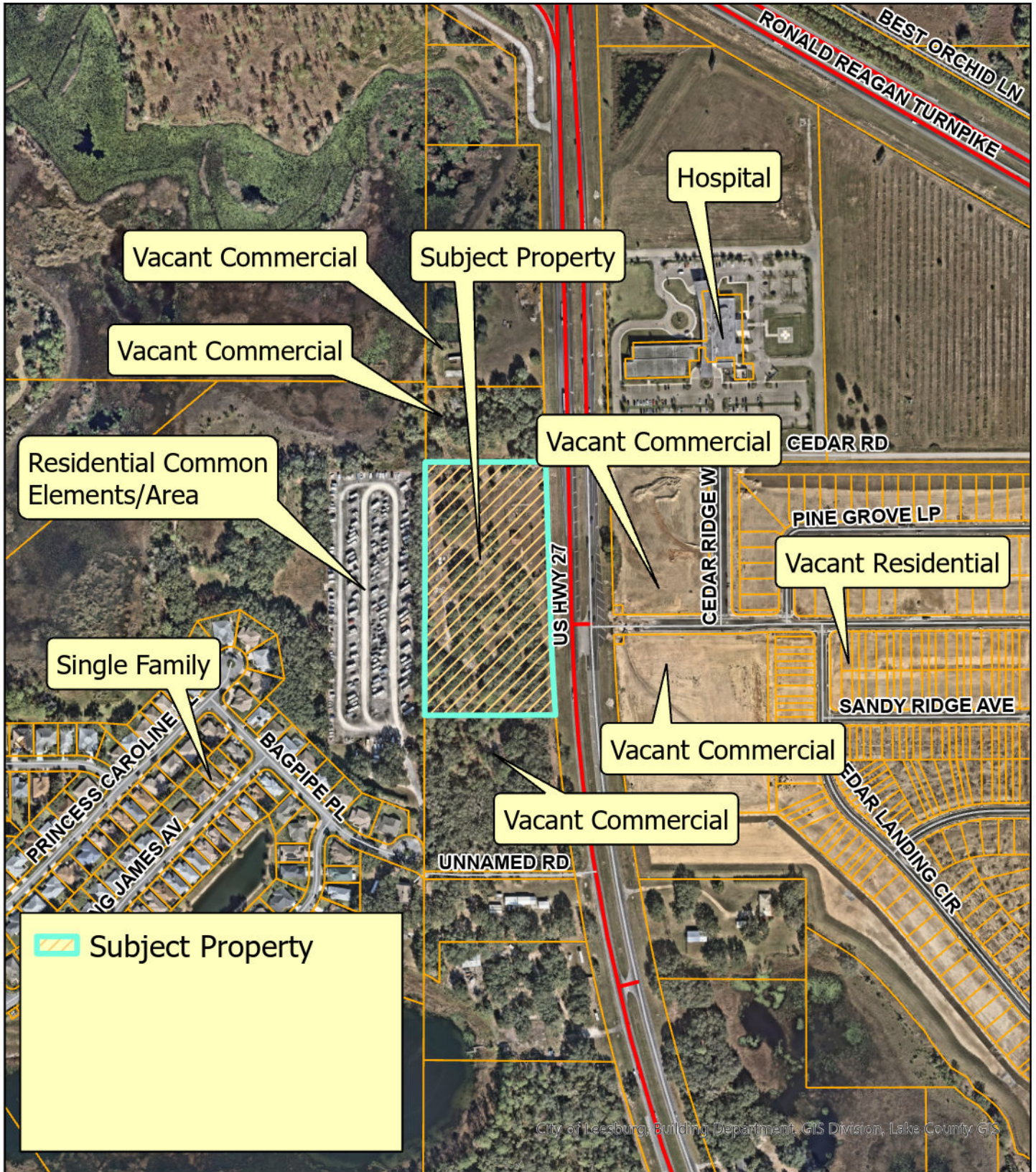


**Planning
& Zoning
Department**

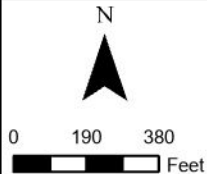


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Surrounding Land Uses



**Planning
& Zoning
Department**



Perry-Smith
 ANN-26-877, SSCP-26-878, SPUD-26-879
 Alternate Key Number: 3343131
 Section 7, Township 21 South, Range 25 East
 March 9, 2026



Closeup of Sign on Subject Property on US Highway 27.



Looking North along US Highway 27 from Subject Property



Looking East across US Highway 27 from Subject Property



Looking South along US Highway 27 from Subject Property



Looking West onto Subject Property from US Highway 27

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 6.B.6.

Meeting Date: June 8, 2026

From: Dan Miller, (Planning and Zoning Director), Mel Ortiz, (Planner)

Subject: An Ordinance of the City of Leesburg, Florida, rezoning approximately 7.53 ± acres, from Lake County A (Agriculture) to City SPUD (Small Planned Unit Development), to allow commercial and office development on property generally located west of U.S. Highway 27 and south of the Florida Turnpike, as legally described in Sections 7, Township 21 South, Range 25 East, Lake County, Florida; and providing an effective date. (Perry-Smith SPUD)

Staff Recommendation:

Planning and Zoning Staff and Planning Commission recommend approval of the request to rezone the subject property from Lake County A (Agriculture) to City of Leesburg SPUD (Small Planned Unit Development) to allow for coffee shop, restaurant, and retail store.

Analysis:

The project site is approximately 7.53 +/- acres, and is generally located west of U.S. Highway 27 and south of the Florida Turnpike as shown on the attached maps. At this time, the property is vacant. The proposal will allow for coffee shop, restaurant, and retail store. The existing land uses surrounding the property are Lake County Vacant Commercial and Single Family and City of Leesburg Vacant Commercial and Residential. City of Leesburg utilities are available nearby.

The Planning Commission held a public hearing on the application on April 16, 2026, and recommended approval.

Procurement Analysis:

N/A

Options:

1. Approve the proposed rezoning to SPUD (Small Planned Unit Development); or
2. Other such action as the Commission may deem appropriate.

Fiscal Impact:

New development on this site will create a small positive fiscal impact on the City of Leesburg, in the form of impact and utility fees, plus ad valorem taxes.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, REZONING APPROXIMATELY 7.53 ± ACRES, FROM LAKE COUNTY A (AGRICULTURE) TO CITY SPUD (SMALL PLANNED UNIT DEVELOPMENT), TO ALLOW COMMERCIAL AND OFFICE DEVELOPMENT ON PROPERTY GENERALLY LOCATED WEST OF U.S. HIGHWAY 27 AND SOUTH OF THE FLORIDA TURNPIKE, AS LEGALLY DESCRIBED IN SECTIONS 7, TOWNSHIP 21 SOUTH, RANGE 25 EAST, LAKE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE. (PERRY-SMITH SPUD)

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that:

Section 1.

Based upon the petition of Perry-Smith Dixon Beale Jr Trustee of the property hereinafter described, which petition has heretofore been approved by the City Commission of the City of Leesburg Florida, pursuant to the provisions of the Laws of Florida, the said property located in Lake County, Florida, is hereby rezoned from Lake County A (Agriculture) to City of Leesburg SPUD (Small Planned Unit Development), to-wit:

Legal Description

That part of Government Lot 4, in Section 7, Township 21 South, Range 25 East, Lake County, Florida, lying West of US Highway 27; Less the South 512.76 feet thereof. Subject to all easements, rights of way and restrictions of record, if any.

Section 2.

This ordinance shall become effective upon its passage and adoption, according to law.

PASSED AND ADOPTED at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the _____ day of _____, 2026.

FLORIDA

THE CITY OF LEESBURG,

Mayor

ATTEST:

City Clerk

EXHIBIT A
Legal
Description
DIXON BEALE PERRY-SMITH, JR., TRUSTEE
(PERRY-SMITH)

Lake County Florida Parcel ID: 07-21-25-0003-00001600
Alternate Key: [3343131](#)

LEGAL DESCRIPTION

That part of Government Lot 4, in Section 7, Township 21 South, Range 25 East, Lake County, Florida, lying West of US Highway 27; Less the South 512.76 feet thereof. Subject to all easements, rights of way and restrictions of record, if any.

**PERRY-SMITH SMALL PLANNED DEVELOPMENT
SPUD (SMALL PLANNED UNIT DEVELOPMENT AGREEMENT)**

April 16, 2026

These Small Planned Unit Development Conditions for a SPUD (Small Planned Unit Development) zoning district are granted by the City of Leesburg, Lake County, Florida to **LPG Urban & Regional Planners, LLC, 2250 Classique Lane, Tavares, Florida, 32778 (Michael Rankin, Managing Member - Agent)** for the purposes described herein, and subject to the terms and conditions as set forth in this document, pursuant to authority contained in Chapter 25 “Zoning”, Section 25-278 “Planned Unit Development” of the City of Leesburg Code of Ordinances, as amended.

BACKGROUND

The "Permittee" is requesting a Small Planned Unit Development (SPUD) zoning district to allow future construction of a proposed mixed-use development consisting of approximately 7.53 acres, including a coffee shop, a restaurant, and retail stores, generally located west of US Highway 27, north of Monarch Blvd., and south of Cedar Bay Road, on a site within the City of Leesburg in accordance with their SPUD application and supplemental information.

PURPOSE

The purpose of this document is to provide appropriate zoning standards for a high-quality built environment through the application of flexible and diversified land development requirements, which shall be implemented in conjunction with a master site development plan and the City of Leesburg Code of Ordinances, therefore allowing for more efficient and optimal use of the subject property, and to increase the overall economic opportunity and employment base of Leesburg, Florida.

CONDITIONS

The following conditions shall apply to the development proposed herein. If any instance where the conditions of this document may conflict with the City of Leesburg Code of Ordinances, this document shall prevail as the determining requirement.

1. PERMISSION

Permission is hereby granted to **LPG Urban & Regional Planners, LLC, 2250 Classique Lane, Tavares, Florida, 32778 (Michael Rankin, Managing Member - Agent)** to construct, operate, and maintain a Small Planned Unit Development in and on real property in the City of Leesburg, in accordance with the requirements set forth herein. The property is more particularly described below.

2. LEGAL DESCRIPTION

See attached Exhibit B, Legal Description.

3. LAND USE

The above-described property, containing approximately 7.53 acres, shall be used for commercial development, pursuant to City of Leesburg development codes and standards,

and shall occupy the areas shown on Exhibit C, Conceptual Development Plan, subject to the conditions of this document.

A. Permitted Uses – Commercial Area

1. General retail sales/services
2. Restaurants
3. Pharmacy uses
4. Medical offices/clinics
5. Veterinary/Pet care
6. Professional offices (i.e. registered with state) and general office uses under Sec. 25-284 (7) (b) *Office*.
7. Coffee shops with or without drive-thru
8. Day care centers
9. Fitness centers
10. Personal services, (i.e. beauty salons, spa, etc., also see prohibited uses)
11. Other uses may be permitted as reviewed by the Planning & Zoning Director, in writing, which shall follow the C-3 (Highway Commercial) zoning district requirements, as amended, subject to the conditions of this document.
12. Temporary modular sales center and construction office during construction phase of the commercial pod.

B. Prohibited Uses

1. Industrial uses
2. Auto sales/dealership
3. Tattoo Parlors
4. Check cashing stores
5. Adult uses
6. Internet Café uses
7. Second hand (thrift) stores
8. Consignment shops
9. Pawn shops
10. Smoke shops
11. Junk or scrap collection/distribution
12. Recycling facility
13. All other uses not specifically permitted within these conditions under Permitted Uses above shall be prohibited.

4. **COMMERCIAL DEVELOPMENT STANDARDS**

A. General

1. The project shall contain a maximum of 20,000 square feet of commercial uses, as shown on Exhibit C, Conceptual Development Plan. The location of commercial structures and uses may vary within the project, but shall substantially comply with the example as shown on Exhibit C, Conceptual Development Plan.

B. Development standards for commercial properties

Shall be as shown on the Conceptual Development Plan, Exhibit C, and as follows:

1. Setbacks shall be as follows, measured from property line to vertical wall of the structure
 - a. North - 30 feet
 - b. South - 30 feet
 - c. East - 30 feet (front setback, along U.S. Hwy 27)
 - d. West - 30 feet
 - e. Between buildings: 20 feet
2. Maximum impervious surface for the commercial area shall be 65%.
3. Minimum distance between structures shall be twenty (20) feet, as measured from building wall to building wall. Roof overhang: shall not exceed forty (40) percent of the distance between the building wall and the property line.
4. Maximum building height: three (3) stories or 45 feet.
5. Accessory structures shall have a minimum rear and side setback of 5 feet and single accessory structures that are not attached to the principal structure shall not occupy more than 30 percent of the required yard.
6. As part of the site plan approval process, city staff shall review final site design standards in accordance with the approved SPUD (Small Planned Unit Development), Exhibit C Conceptual Development Plan, and the zoning conditions set forth herein.

C. Architectural Standards

1. The City of Leesburg, under Ordinance 16-35, adopted Commercial Architectural Standards, now codified under Section 25-360, City of Leesburg Code of Ordinances. This section shall be required for all construction for the subject property.
2. All commercial development shall follow the C-3 (Highway Commercial) development standards except as amended herein.
3. A minimum of thirty-five (35) percent of the site shall be developed as open space, including retention areas, buffer and landscaped areas. Parking areas and vehicle access areas shall not be considered in calculating open space.
4. With the exception of building height and setbacks, spatial requirements set forth herein for structures shall be deemed satisfied provided as-built measurements do not deviate from such requirement by more than five (5) percent.
5. The Permittee shall utilize "Dark Sky" lighting principles when selecting lighting fixtures for all street lighting. Such lighting shall achieve the overall effect of containing and shielding excessive light pollution from adjacent properties. Appropriate designs are shown on as Exhibit E, attached hereto.
6. Other similar design variations meeting the intent of this section may be approved by the Planning and Zoning Director or designee.
7. Architectural facades shall be submitted to staff to review for consistency with the conditions of this SPUD agreement.

6. **PARKING**

A. General

1. The permittee shall have off-street parking spaces within all areas of the property per an approved site plan pursuant to the City of Leesburg Code of Ordinances. All development shall include the required number of handicapped parking spaces.
2. The location and design of the proposed parking areas will be reviewed during the site plan review process to provide for adequate parking, which may limit the permitted uses of the site.
3. All parking aisles shall contain landscape islands located at the end of each aisle and at intervals of at least one (1) each ten (10) spaces in parking aisles. Each landscape island shall be at least 200 square feet, and contain at a minimum, one canopy or understory tree, plus shrubs and groundcover. Landscape islands are to be maintained by a Property Management entity, or other private maintenance designee. Minimum parking standards of the City of Leesburg Code of Ordinances shall apply.

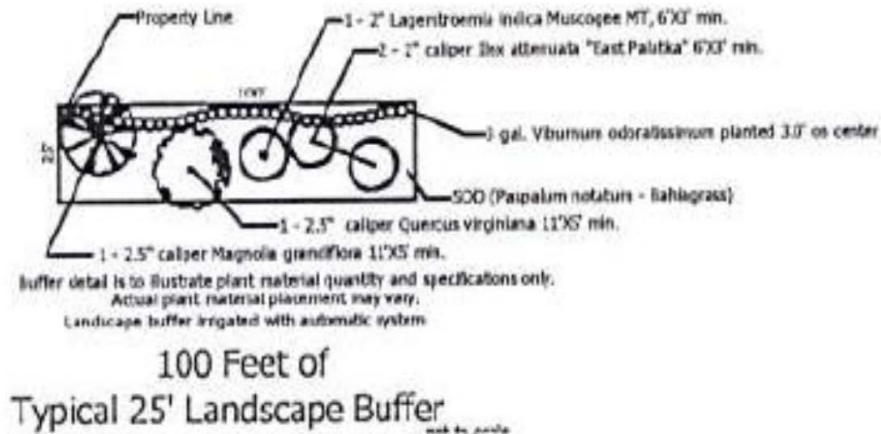
7. **OPEN SPACE, LANDSCAPING & BUFFER REQUIREMENTS**

- A. A minimum of 35% open space shall be provided throughout the development. Open space may contain buffers, wetlands, retention, and recreation areas.
- B. A master landscape plan shall be submitted for review by City staff for all landscaping, buffer and boundary areas, parking lots, access roads, entry ways and new construction. This plan shall be reviewed for consistency with this SPUD document and the Conceptual Site Plan (Exhibit C) and City of Leesburg landscape code requirements.
- C. All landscaped areas shall be designed to meet Section 25-337, Waterwise and Florida Friendly Landscaping, City of Leesburg Code of Ordinances.
- D. A minimum twenty-five (25) foot buffer tract with plantings as shown in Figure A below, shall be provided along the entire boundary of the property, and shall be constructed simultaneously with each phase of development. All landscape buffers shall be separate tracts, shall not consist of, nor be part of individually platted lots. Such buffers shall be common areas, and shall be maintained by an entity such as a Property Management Association.
- E. Variations to the landscaping and buffering requirements of this document may be approved by the Planning and Zoning Director or designee, to the extent that the overall intent of this SPUD is maintained.
- F. Land uses allowed within the upland buffers are limited to hiking trails, walkways, passive recreation activities and stormwater facilities as permitted by St. Johns River Water Management District.
- G. Unless noted otherwise herein, all landscaping and buffering shall be in accordance with regulations contained within the City of Leesburg Code of Ordinances, Section 25-329, and at a minimum shall contain the following plantings as noted in Figures A and B below.

Figure A

Canopy Trees (per 100 l.f.)	2 per 100 linear ft
Tree CAL/Height	2" cal, 12' overall height
Optional Ornamental Trees (per 100 l.f.)	3 per 100 linear ft
Tree CAL/Height	2" cal, 7' overall height
Shrub Screen (per 100 l.f.)	
Square Ft. of Shrubs	(33) 3 gal plants, 18"—24" minimum at installation (depending on species); hedges to be 36"—42" high by thirty-six (36) inches wide hedge or continuous landscape screen with a ninety (90) percent opacity within one (1) year of planting
Container size	3 gal

Figure B



- H. Landscaping around building areas, shall include a five (5) foot landscape buffer around each building perimeter area facing the entrance and sides. All new structures shall extend the required landscape perimeter area to include all sides visible to the general public. Rear side of each building shall be exempt from landscaping where the rear of the building is not visible to the general public using the building.
- I. All buffers along the exterior property lines shall be distinct and separate from the retail and office properties and shall be owned and maintained by Property Owners and Association.
- J. Nothing herein shall be construed to prevent the developer/or property owners from increasing buffer widths and/or plantings.

- K. Variations to the landscape and buffering requirements of this document may be approved by the Planning and Zoning Director or designee, to the extent that the overall intent of the SPUD and the Landscaping Code are maintained, including consideration of any existing fencing on adjacent properties and existing natural vegetative buffers. Use of the University of Florida IFAS (Institute of Food and Agricultural Sciences) approved standards for “Florida Friendly Landscaping” will also be acceptable.
- L. The surveying of trees on the property shall be conducted as follows:
 - 1. All specimen, heritage and historic trees shall be surveyed. Staff will review the tree survey and such trees shall be saved where possible during the site plan review process. This may include amending the site plan to save specimen, heritage and historic trees.
 - 2. Site areas that are to preserve existing trees do not need to be included in the survey unless the trees are to be used in preservation/replacement requirements.
 - 3. The tree survey shall be completed by a licensed surveyor or arborist.

8. **SITE ACCESS**

- A. The project shall have a minimum of one (1) primary access point on U.S. Highway 27, as shown on the Conceptual Development Plan Exhibit C, subject to FDOT and/or Lake County and City of Leesburg approval. This entrance shall be constructed in a “divided boulevard style” (divided roadway with landscaped minimum eight-foot (8) wide median throughout), and shall be constructed in the style shown in Exhibit G, Divided Boulevard Example and Plantings.
- B. All access points shall be designed to allow emergency access vehicles room to maneuver and have appropriate traffic flow. Each entrance shall be reviewed and adjusted by staff as needed at the Site Plan and Construction Plan review.
 - 1. Offsite road improvements on existing roads adjacent to the property may be required based on finalized access locations. Such improvements may include, but are not limited to, left and right turn lanes, right-of-way dedication, and pavement rehabilitation. Any proposed offsite road improvements must be reviewed by Lake County Public Works.
 - 2. Prior to completion of the design plans, the developer shall work with the Lake County Department of Public Works to ensure all appropriate required roadway and access improvements for the development are made part of the plans submitted to the City of Leesburg.
 - 3. The Master Development Plan, and the access points proposed thereon, are considered conceptual until the appropriate engineering and site plan reviews, along with any required upgrades are completed for the project.
- C. All access points shall be reviewed, as legally prescribed by Lake County Public Works, and/or FDOT as applicable, and shown on the Conceptual Development Plan (Exhibit C), as amended. All access points are conceptual and may be amended by staff, subject to site constraints or requirements. Actual location and design of all roads shall be determined during the site plan review process and shall include consideration of, and

connection to, sidewalks, recreation paths, etc. All other access shall be reviewed for necessity and requirements through Lake County, the City of Leesburg, and FDOT. Any additional access points shall be subject to site plan application review process.

- D. All access points are subject to review by the appropriate permitting agency, including FDOT, Lake-Sumter Metropolitan Planning Organization, Lake County and the City of Leesburg as applicable. The developer shall be responsible for on and offsite improvements required as a result of any access points. The developer shall be responsible for all on and offsite improvements required as a result of any access points.
- E. Cross access shall be required and shall be provided as needed at the time of development, to allow for connection points between this development and future development of adjacent property.

9. **SIGNAGE**

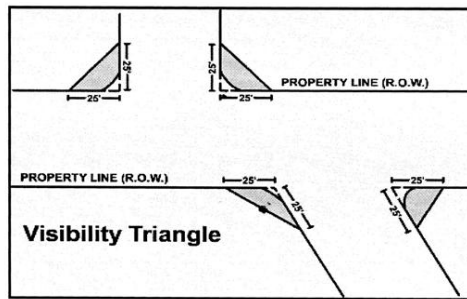
A. External Monument Signs

- 1. Each separate property/parcel within the development shall be allowed one (1) monument style sign located along U.S. Highway 27, with fully enclosed bases and supports, and shall be allowed as follows:
 - a. Max overall height: 20 feet
 - b. Max sign area: 80 square feet per side (2 sides)
 - c. Fully enclosed base, pursuant to one (1) of the following options:
 - i. The sign base shall be no less than ten percent (10%) of the sign height, and be clad in decorative masonry, brick, or stone; or
 - ii. The sign base shall feature architectural banding equal to ten percent (10%) of the total sign height, with the remainder of the sign base being stucco or other architecturally compatible material with the primary buildings.
 - iii. Base width: minimum 50% of sign area width
 - iv. Monument signs shall be located a minimum of ten (10) feet behind the right of way of U.S. Highway 27, and outside of the visibility triangle, as shown in in Section 9, Figure 1.

B. Wayfinding Signs

- 1. Wayfinding signs shall be located internal to the development, and shall be allowed as follows:
 - (i) Max overall height: 4 feet
 - (ii) Max sign area: 6 square feet per side (2 sides)
 - (iii) Location minimum 5 feet behind right of way and outside of the visibility triangle, as shown in in Section 9, Figure 1.

Figure 1 – Visibility Triangle



- C. Wall signs
 - 1. Wall signs shall be permitted per City of Leesburg Code of Ordinances, as amended.
 - 2. Any signage proposed by the Applicant not addressed herein, shall be pursuant to the City of Leesburg Code of Ordinances, as amended.
- D. Alternative designs for signage may be approved by the Planning and Zoning Director or designee, where the architectural style would be in keeping with the intent of these sign regulations.
- E. All signs shall be submitted as a sign package to be reviewed as a separate permit from the site planning process.

10. **TRANSPORTATION IMPROVEMENTS**

- A. Any transportation improvements or rights-of-way that may be required shall be based on projected needs and shall be contingent upon site plan approval by City staff during the development review and permitting process.
- B. A traffic/transportation study/analysis shall be submitted for review and determination of any necessary access improvements, including any off-site improvements legally required by the Florida Department of Transportation, Lake County, the Lake-Sumter MPO or the City of Leesburg. Said improvements will be the responsibility of the Permittee.
- C. The Permittee shall provide necessary traffic improvements within and adjacent to the development which are legally required by Lake County, the Lake-Sumter MPO, City of Leesburg, or FDOT.
- D. All roads and paved areas within the development shall be designed and constructed to meet the City of Leesburg requirements.
- E. The Permittee shall be responsible for obtaining all necessary legally required Lake County and FDOT permits and a copy of all permits shall be provided to the City of Leesburg.
- F. The City of Leesburg shall not be responsible for the construction of any roads or transportation improvements.

- G. All pavement within the development shall be constructed to meet the City of Leesburg's standards, ARTICLE VII – TECHNICAL STANDARDS, as amended.
- H. Sidewalks shall be provided on interior of the entrance road(s) and internal roads, and shall provide cross connections to all recreation and areas. Internal road rights-of-ways shall contain sidewalks as determined by the Development Review Committee. All sidewalks shall be constructed in accordance with City of Leesburg Codes.
- I. The terms and requirements of this section shall not be interpreted to preclude or interfere with the creation, provision, extension or development of future rights of way, easements, access points and/or roadways designed for the purposes of increasing access and egress to the property.

11. **UTILITIES**

- A. Prior to receiving final development approval, the Permittee shall submit a stormwater management plan and utility plan acceptable to the City of Leesburg. Water, wastewater and natural gas services will be provided by the City of Leesburg. Prior to any clearing, grubbing, or disturbance of natural vegetation in any phase of the development, the Permittee shall provide:
 - 1. A detailed site plan that indicates all the provisions for electric, water, sewer, and/or natural gas in accordance with the City of Leesburg Land Development Codes and the Development Site Plan review process.
- B. Developer shall bear all responsibility, financial and otherwise, for the construction and installation of all utility infrastructure and other improvements related to the use and development of the property, including such off-site improvements required by the City and all other appropriate government agencies. All such requirements shall be constructed to the applicable specifications imposed by the ordinances and regulations of the City in effect at the time of construction.
- C. The City of Leesburg intends to service the property with water and wastewater services at this time. At the time of connection, all regulations in place at the time of the request shall be required, including but not limited to impact fees, connection and utility service deposit charges. The cost of supplying water and wastewater lines and other necessary infrastructure such as lift stations to the development shall be the responsibility of the applicant.

12. **STORMWATER/DRAINAGE MANAGEMENT**

- A. All drainage shall be designed and constructed in a manner to meet all State of Florida and City of Leesburg codes, including the requirement that all stormwater runoff is contained within the boundaries of the properties, and does not create a detriment to surrounding properties. Prior to receiving final development approval, the Permittee shall submit a stormwater management plan and utility plan acceptable to the City of Leesburg. Prior to any clearing, grubbing, or disturbance of natural vegetation in any phase of the development, the Permittee shall provide:

- (i) A detailed site plan that demonstrates no direct discharge of stormwater runoff generated by the development into any wetlands or onto adjacent properties.
 - (ii) A stormwater management system designed and implemented to meet all applicable St. Johns River Water Management District and City of Leesburg requirements.
 - (iii) A responsible legal entity for the maintenance of the stormwater management system prior to the approval of Certificates of Occupancy. A Property Management entity is an acceptable maintenance entity.
 - 1. Such a maintenance entity shall own and maintain all ponds, swales, drains, and other such stormwater management systems, as applicable.
 - 2. All ponds, swales, drains, and other such stormwater management systems, shall be maintained in a manner as to maintain the original function of such a feature.
 - (iv) The existing 100-year flood plain on the property shall be shown on all plans and lots.
 - (v) The appropriate documentation that any flood hazard boundary has been amended in accordance with Federal Emergency Management Agency requirements, if the 100-year flood plain is altered and /or a new 100-year flood elevation is established in reference to the applicable flood insurance rate map.
 - (vi) A copy of the Management and Storage of Surface Waters permit obtained from St. Johns River Water Management District shall be provided to the City during the site plan review process.
- B. Should the Permittee desire to dedicate the proposed project's stormwater management system to the City of Leesburg; the City, at its discretion, may accept or not accept the stormwater management system.
- 1. Prior to acceptance, the Permittee shall demonstrate to the City the stormwater management system is in a suitable condition and meets City of Leesburg and St. Johns River Water Management District requirements.
 - 2. As a condition of accepting the system the City may create a special taxing district or make other lawful provisions to assess the cost of maintenance of the system to the residents of the project.
- C. All wet stormwater ponds greater than 0.25 acres in size shall have a minimum of one (1) functioning fountain/aerator for the purpose of aesthetic and public health considerations. Such fountains/aerators shall be owned and maintained by the Property Management entity required elsewhere herein.

13. WETLANDS, FLOOD ZONES & WILDLIFE

- A. All wetlands on the project site shall be identified by a jurisdictional wetland boundary line, and the location and extent of each wetland shall be determined by the Department of Environmental Protection, St. Johns River Water Management District and/or U.S. Army Corp of Engineers. Each wetland shall be placed on a suitable map, signed and sealed by a surveyor registered to practice in Florida and shall be submitted as part of the site plan application process.
- B. To the extent practicable, wetlands shall be placed in a conservation easement, which shall run in favor of, and be enforceable by, the St. Johns River Water Management District or another legal entity such as a Property Management entity. The conservation easement shall require that the wetlands be maintained in their natural and unaltered state. Wetlands shall not be included as a part of any platted lot, other than a lot platted as a common area, which shall be dedicated to the St. Johns River Water Management District or another legal entity such as a homeowner's association for ownership and maintenance.
- C. Buildings or structures shall be a minimum of 50 feet from any wetland jurisdiction boundary, or as determined under review by the appropriate review agency, i.e. City of Leesburg, St. Johns River Water Management District.
- D. Wetlands shall have an average upland buffer of 25 feet, with a minimum of 15 feet, or the upland buffer established by St. Johns River Water Management District and/or U.S. Army Corp of Engineers; whichever is more restrictive. All upland buffers shall be naturally vegetated and upland buffers that are devoid of natural vegetation shall be re-planted with native vegetation or as required by St. Johns River Water Management District and/or U.S. Army Corp of Engineers.
- E. Land uses allowed within the upland buffers for wetlands are limited to stormwater facilities as permitted by St. Johns River Water Management District.
- F. If wetland alteration is permitted by St. Johns River Water Management District and/or U.S. Army Corp of Engineers, wetland mitigation shall be required in accordance with permit approvals from St. Johns River Water Management District or U.S. Army Corp of Engineers, whichever is more restrictive.
- G. A wildlife management plan for the project site shall be prepared based on the results of an environmental assessment of the site and any environmental permit required from applicable governmental agencies. The wildlife management plan shall be submitted to the City as part of the site plan application process.
- H. A map indicating the location of the 100-year flood plain.
- I. The appropriate documentation that any flood hazard boundary has been amended in accordance with Federal Emergency Management Agency requirements, if the 100-year flood plain is altered and/or a new 100-year flood elevation is established in reference to the applicable flood insurance rate map.

- J. Through the Site Plan Review process, the developer shall coordinate with the City of Leesburg, Lake County and all impacted government agencies regarding elevation determinations, compensatory storage and overall design of the subdivision within and near flood hazard boundary areas, to ensure compliance with all regulations.

14. IRRIGATION & WATER USE

- A. All landscaped areas shall be irrigated and designed to meet Section 25-337, Waterwise and Florida Friendly Landscaping, City of Leesburg Code of Ordinances.
- B. The use of St. Augustine grass, or other varieties of grass which require significant amounts of water are prohibited. The use of Bahia, Bermuda, Zoysia or other grasses which are more drought tolerant are permitted.
- C. For purposes of water conservation, all irrigated areas shall meet the requirements of section 25-337(c)(4), as amended, City of Leesburg Code of Ordinances.

15. MAINTENANCE

- A. With the exception of any public utilities, maintenance of all site improvements, including but not limited to roadways, drives, internal sidewalks, landscaping, green space, overflow parking, recreation areas, buffers, trails, and drainage shall be the responsibility of the property owner.
- B. A Property Management entity shall serve as an appropriate entity for all common properties within the development. Said entity shall be responsible for the management of all common areas, including but not limited to the entryway landscaping, buffers, medians, green spaces and recreation areas.

16. DEVELOPMENT PHASING & IMPLEMENTATION

- A. The proposed project may be constructed in phases in accordance with the Small Planned Unit Development Conditions, Exhibit A, herein, and Conceptual Development Plan, Exhibit C. Changes to the development conditions or conceptual plan, other than those conditions described in these SPUD Conditions of Approval, shall be revised in accordance with the Planned Development review process, City of Leesburg Code of Ordinances.
- B. As part of the overall development review process, each approved plan phase shall contain only those portions of the development approved under the Site Plan Review Process, i.e. each phase approved shall match each phase submitted for site plan review.
- C. Upon approval of this SPUD by the City Commission, a development permit or building permit application must be submitted with the City for work related to one or more phases of the SPUD within four (4) years of this approval becoming final with no appeal pending or the SPUD will automatically expire, unless otherwise lawfully extended by the City or Section 252.363, Florida Statutes. In the event the

SPUD expires, the Property shall be governed by the zoning regulations applicable to the C-3 (Highway Commercial) zoning district.

- D. In any event that a conflict may arise between the written conditions of this SPUD document and the Conceptual Site Plan, as shown in Exhibit C, the written language herein shall prevail.

17. MISCELLANEOUS CONDITIONS

- A. The uses of the proposed project shall only be those uses identified in the approved Small Planned Unit Development Conditions. Any other proposed use must be specifically authorized in accordance with the Planned Development amendment process.
- B. No person, firm or corporation shall erect, construct, enlarge, alter, repair, remove, improve, move, convert, or demolish any building structure, or alter the land in any manner without first submitting the necessary plans and obtaining appropriate approvals in accordance with the City of Leesburg Codes.
- C. Construction and operation of the proposed use(s) shall at all times comply with the Small Planned Unit Development conditions set forth herein, and with all City and other governmental agencies rules and regulations.
- D. The transfer of ownership or lease of any or all of the property described in these SPUD Conditions of Approval shall include in the transfer or lease agreement, a provision that the purchaser or lessee is made good and aware of the conditions pertaining to the Small Planned Unit Development established and agrees to be bound by these conditions. The purchaser or lessee may request a change from the existing plans and conditions by following the procedures as described in the City of Leesburg Land Development Code, as amended.
- E. These SPUD Conditions shall inure to the benefit of, and shall constitute a covenant running with the land and the terms, conditions, and provisions hereof, and shall be binding upon the present owner and any successor, and shall be subject to each and every condition as set forth herein.
- F. These conditions of approval shall be recited within the site plan and construction plan submittals.

18. LEVELS OF SERVICE

- A. Levels of Service
 - 1. As submitted, the development resulting from the proposed zoning change may result in demands on public facilities which would exceed the current capacity of some public facilities, such as, but not limited to water, wastewater, roads, drainage, and solid waste. No final development order (site plan and/or building permits) shall be granted for a proposed development until there is a finding that all public facilities and services required for the development have sufficient capacity at or above the adopted level of service (LOS) to accommodate the

impacts of the development, or that improvements necessary to bring facilities up to their adopted LOS will be in place concurrent with the impacts of the development.

B. Utilities

1. Projected Capacities

- a. The City's utility planning efforts draw upon phasing, capacity and service requirements, based upon information provided by the applicant. The City develops its plans consistent with sound engineering principles, prudent fiscal practices and due regard for regulatory compliance.
- b. If the development requires construction of new distribution or collection lines, or other infrastructure needed to develop the subdivision, the developer will be required to construct such facilities to provide service. The developer will bear the cost of design, permitting and construction. Any such facilities must be constructed in a fashion consistent with the City's master plans and to the City standards and specifications.

2. Commitment of Capacity

- a. There are no previous commitments of any existing or planned excess capacity for this property.

3. Ability to Provide Services

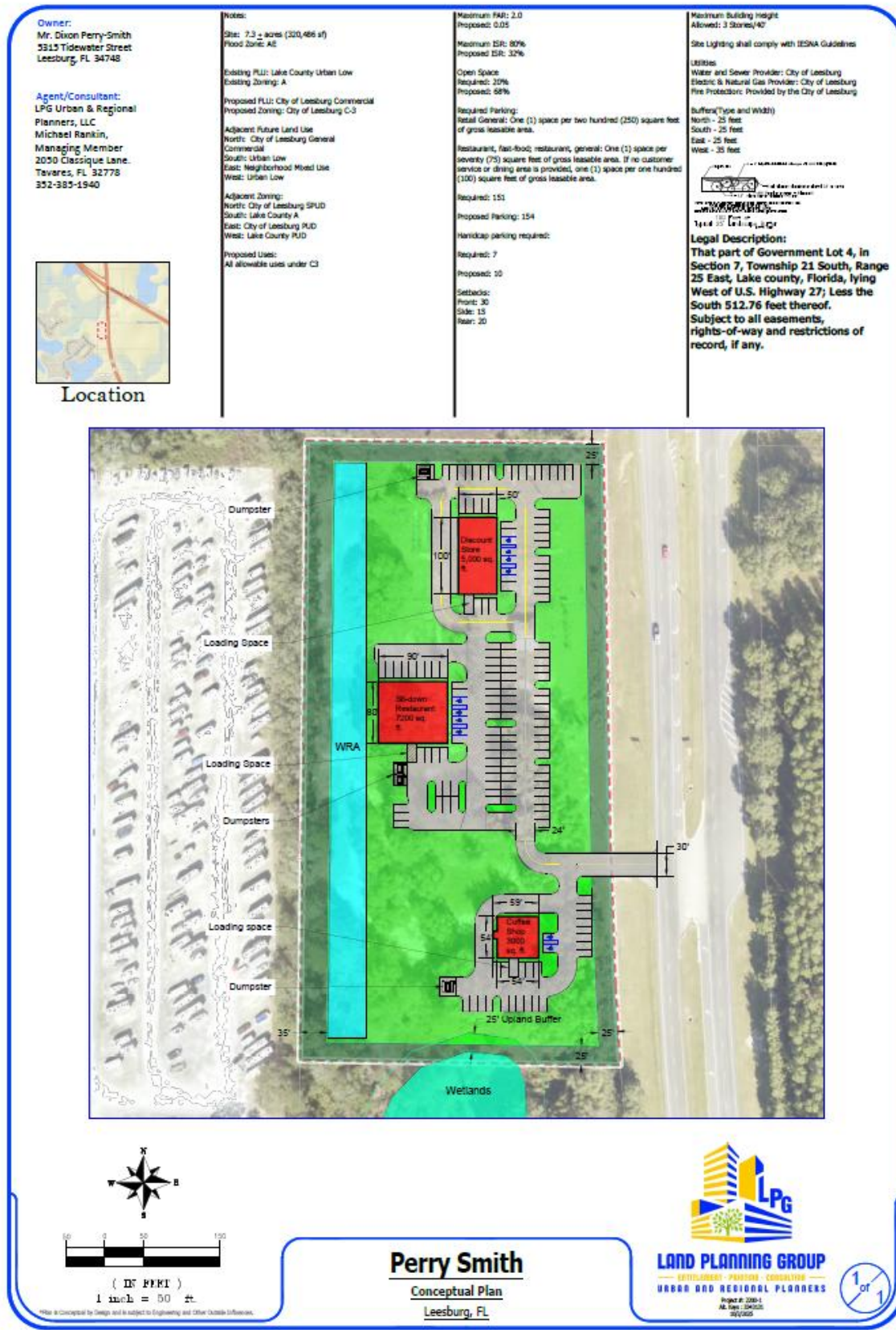
- a. At this time, the City intends to provide water, wastewater and reclaimed water services within its service area for the foreseeable future.
- b. Future development within the City of Leesburg utility service areas may impact the provision of utility services.

LEGAL DESCRIPTION
(provided by applicant, from site plan)

EXHIBIT B

LEGAL DESCRIPTION

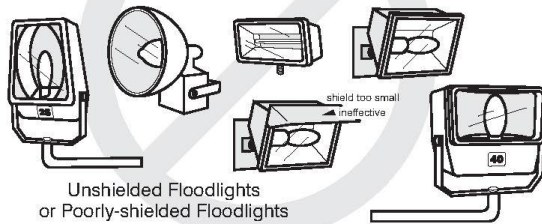
That part of Government Lot 4, in Section 7, Township 21 South, Range 25 East, Lake County, Florida, lying West of US Highway 27; Less the South 512.76 feet thereof. Subject to all easements, rights of way and restrictions of record, if any.



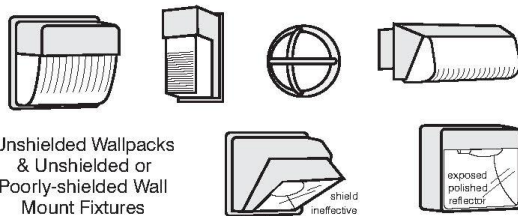
Examples of Acceptable / Unacceptable Lighting Fixtures

Unacceptable / Discouraged

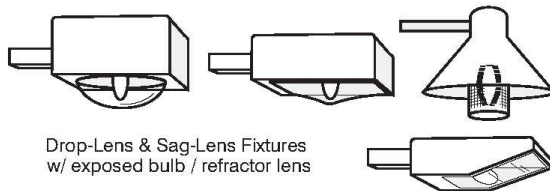
Fixtures that produce glare and light trespass



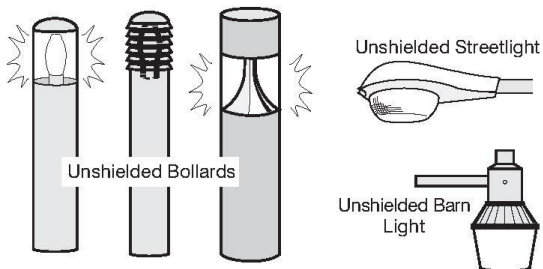
Unshielded Floodlights
or Poorly-shielded Floodlights



Unshielded Wallpacks
& Unshielded or
Poorly-shielded Wall
Mount Fixtures



Drop-Lens & Sag-Lens Fixtures
w/ exposed bulb / refractor lens

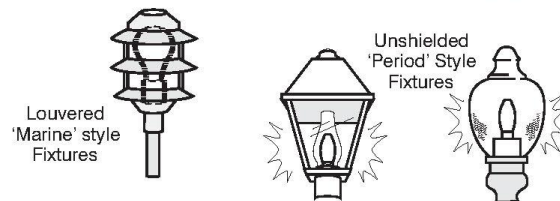


Unshielded Streetlight

Unshielded Bollards

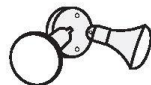


Unshielded Barn
Light

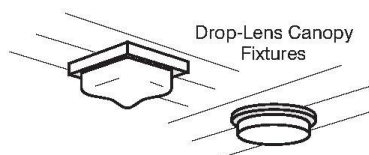


Louvered
'Marine' style
Fixtures

Unshielded
'Period' Style
Fixtures



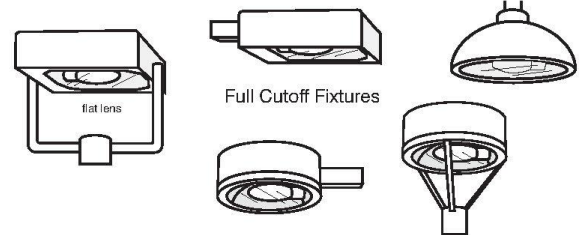
Unshielded PAR
Floodlights



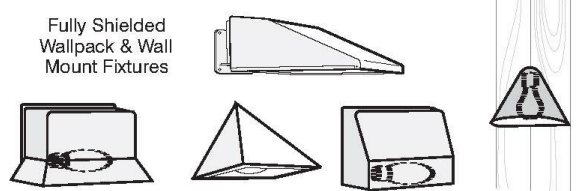
Drop-Lens Canopy
Fixtures

Acceptable

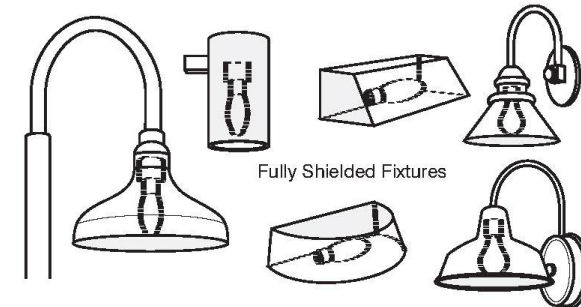
Fixtures that shield the light source to minimize glare and light trespass
and to facilitate better vision at night



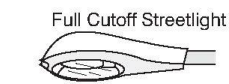
Full Cutoff Fixtures



Fully Shielded
Wallpack & Wall
Mount Fixtures



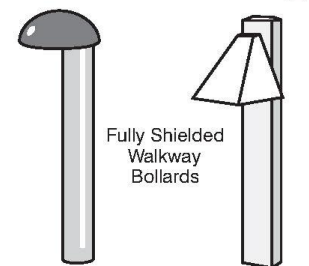
Fully Shielded Fixtures



Full Cutoff Streetlight



Fully Shielded
Barn Light



Fully Shielded
Walkway
Bollards



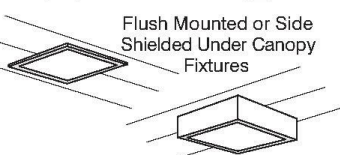
Fully Shielded
Decorative
Fixtures



Fully Shielded
'Period' Style
Fixtures



Shielded / Properly-aimed
PAR Floodlights



Flush Mounted or Side
Shielded Under Canopy
Fixtures

Illustrations by Bob Crelin © 2005. Rendered for the Town of Southampton, NY. Used with permission

FENCE/WALL CONCEPTUAL EXAMPLES

EXHIBIT F



Figure 1 – Earth tone vinyl fence with decorative cap element on end panel posts

Example Source Courtesy of Bespoke Fence
<https://bespokefence.com/products/vinyl-fences/>



Figure 2A - Aluminum rail fence with brick-style monument columns

Example Source Courtesy of Byron Fence
<https://www.byronfence.com/commercial-fence>



Figure 2B - Aluminum rail fence with stone-style monument columns

Example Source Courtesy of Decoratedlife.com
<https://decoratedlife.com/stunning-aluminum-fence-ideas/>



Figure 3 – Split rail fence with monument column features

Example Source Courtesy of Fence & Deck Supply
<https://www.fenceanddecksupply.com/wp-content/uploads/2014/04/FDS-Mini-Product-Catalog-2014-EMAIL.pdf>



Figure 4– Opaque Wall with monument column features

Example Source Courtesy of Houzz
<https://www.houzz.com/discussions/1425465/help-choose-retaining-wall-material>

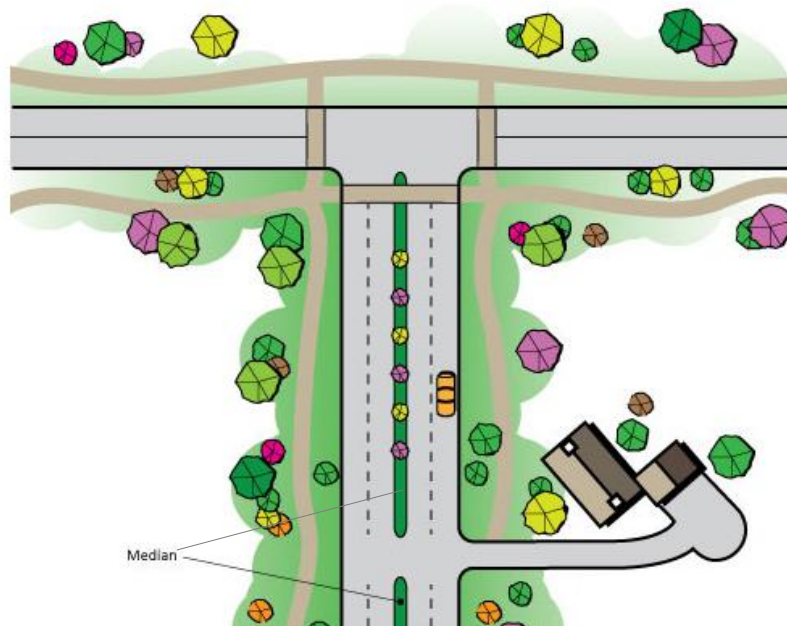


Figure 1 – Divided Boulevard Concept

Example Source Courtesy of Chester County Government

<https://www.cbescoplanning.org/municorner/MultiModal/17-Boulevard.cfm>



Figure 2 – Planted Divided Boulevard

Example Source Courtesy of District Works

<https://districtworks.city/landscaping-and-groundkeeping/>

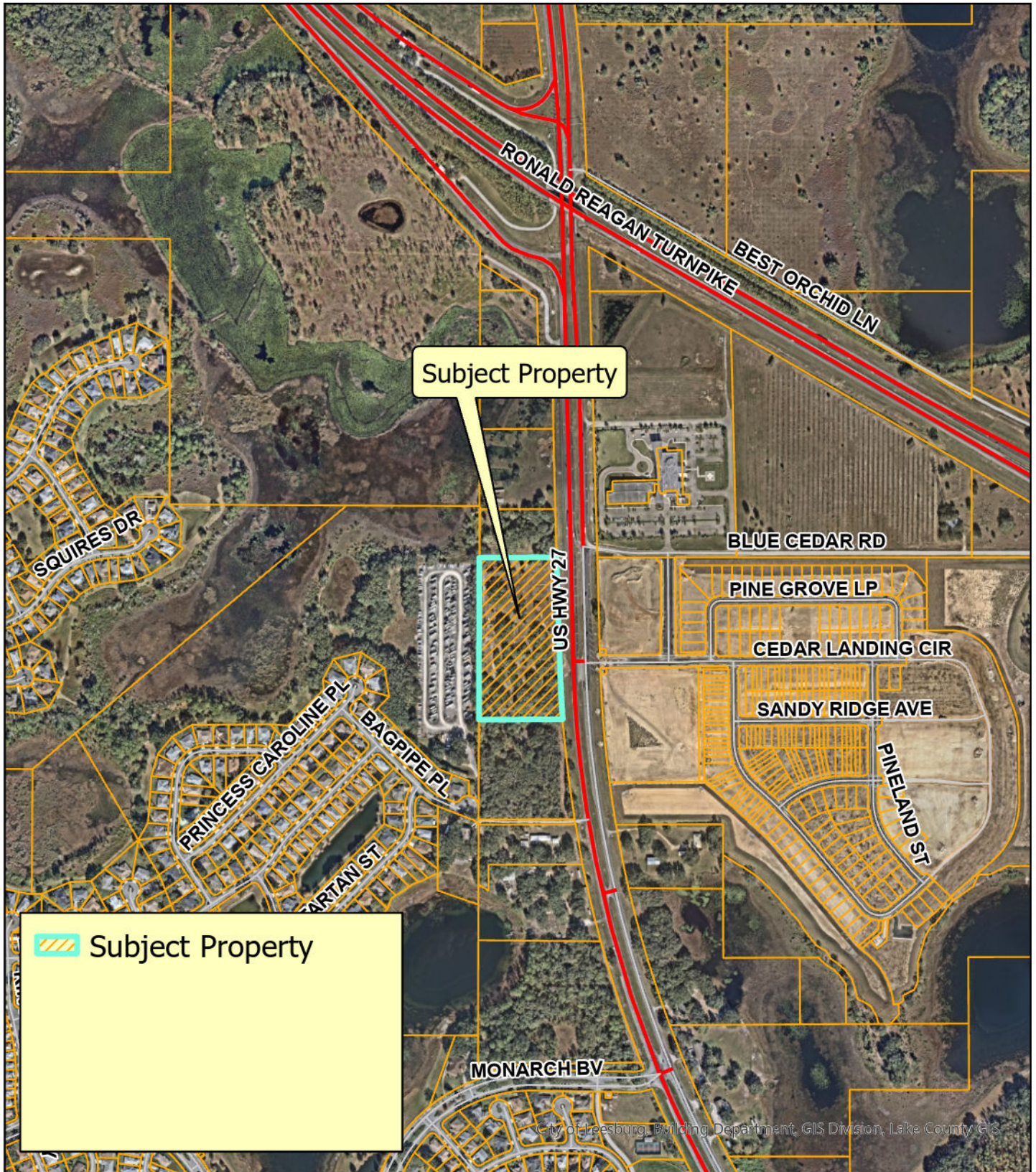


Figure 3 – Planted Divided Boulevard

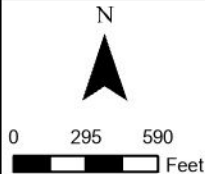
Example Source Courtesy of Joshua Zeunert via ResearchGate

https://www.researchgate.net/figure/Planted-central-median-swale-used-in-the-Lynbrook-development_fig1_329116840

Extended Aerial

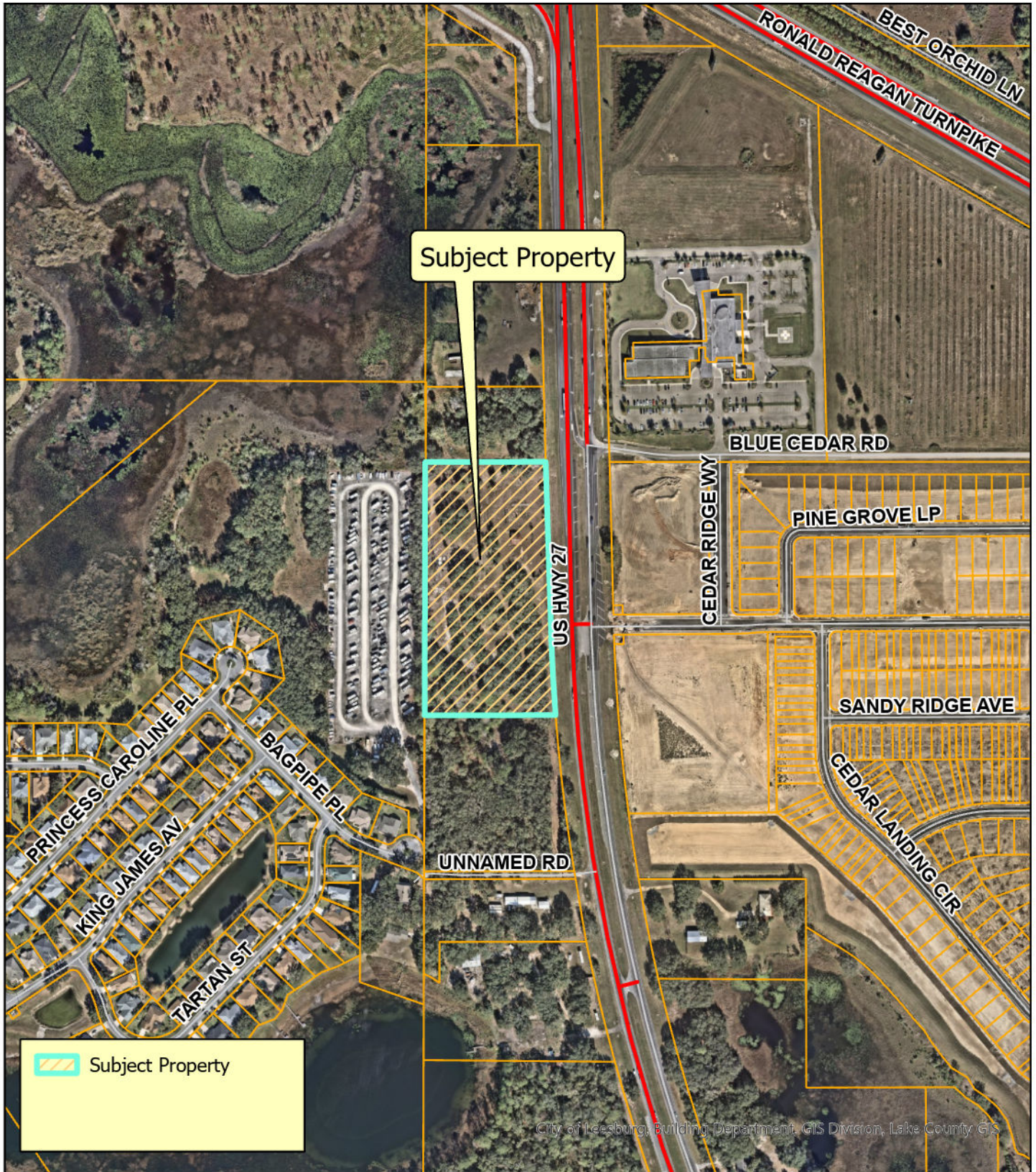


**Planning
& Zoning
Department**

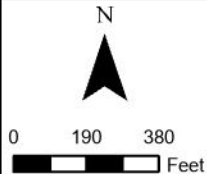


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Aerial

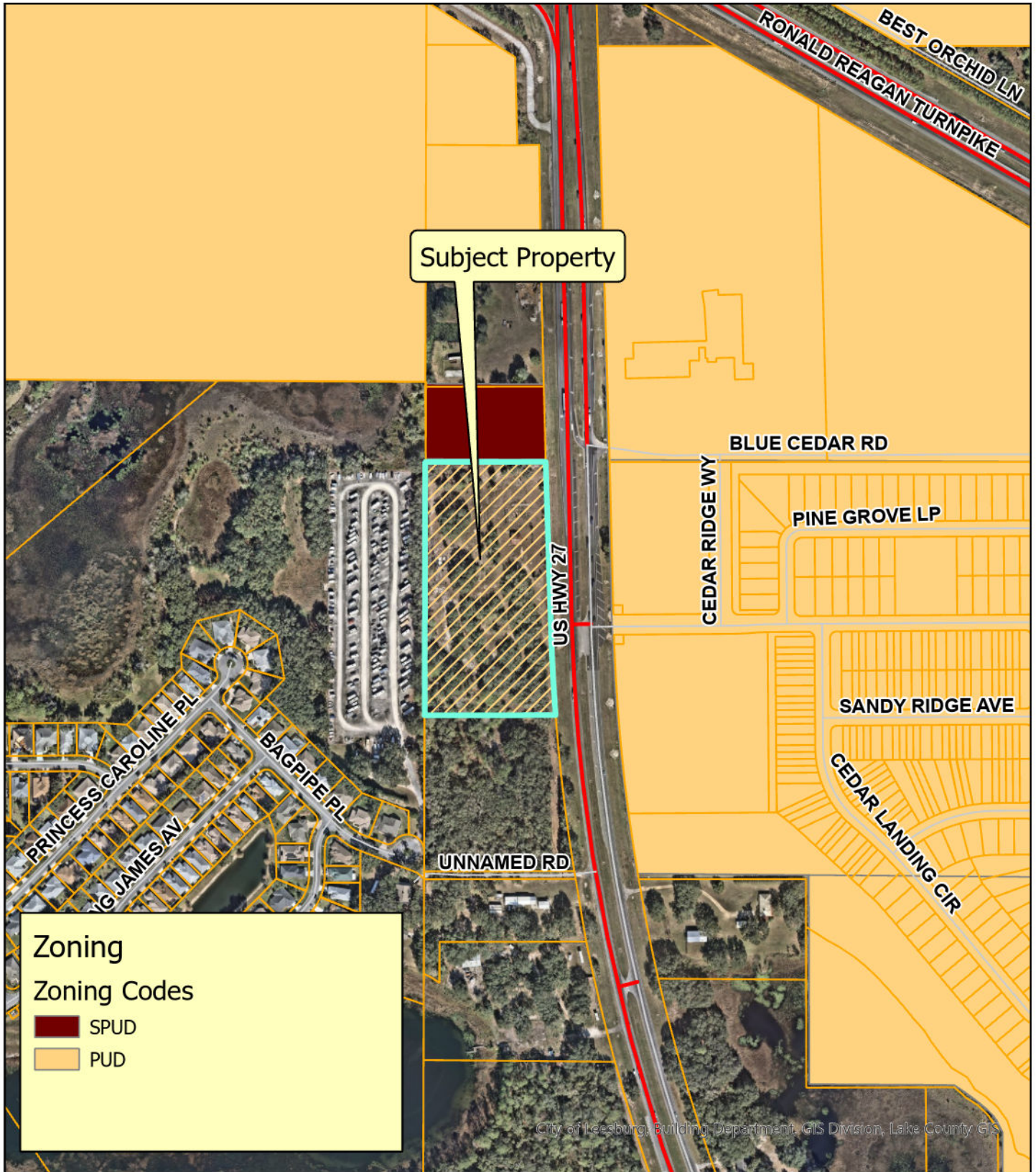


**Planning
& Zoning
Department**

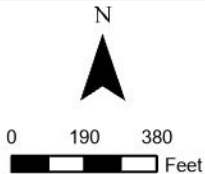


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Zoning

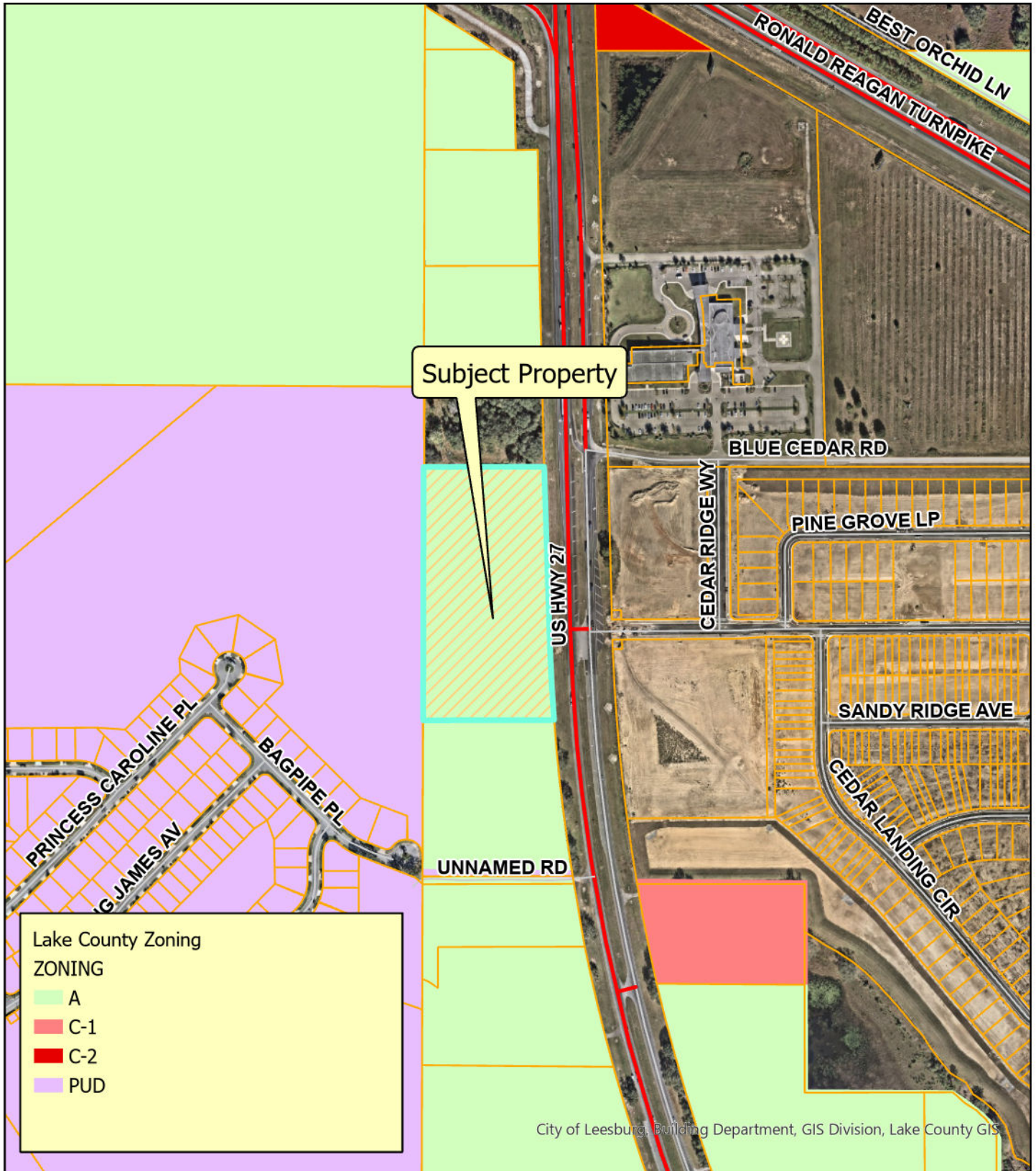


**Planning
& Zoning
Department**

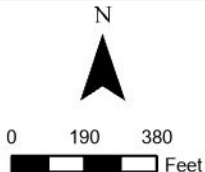


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Lake County Zoning

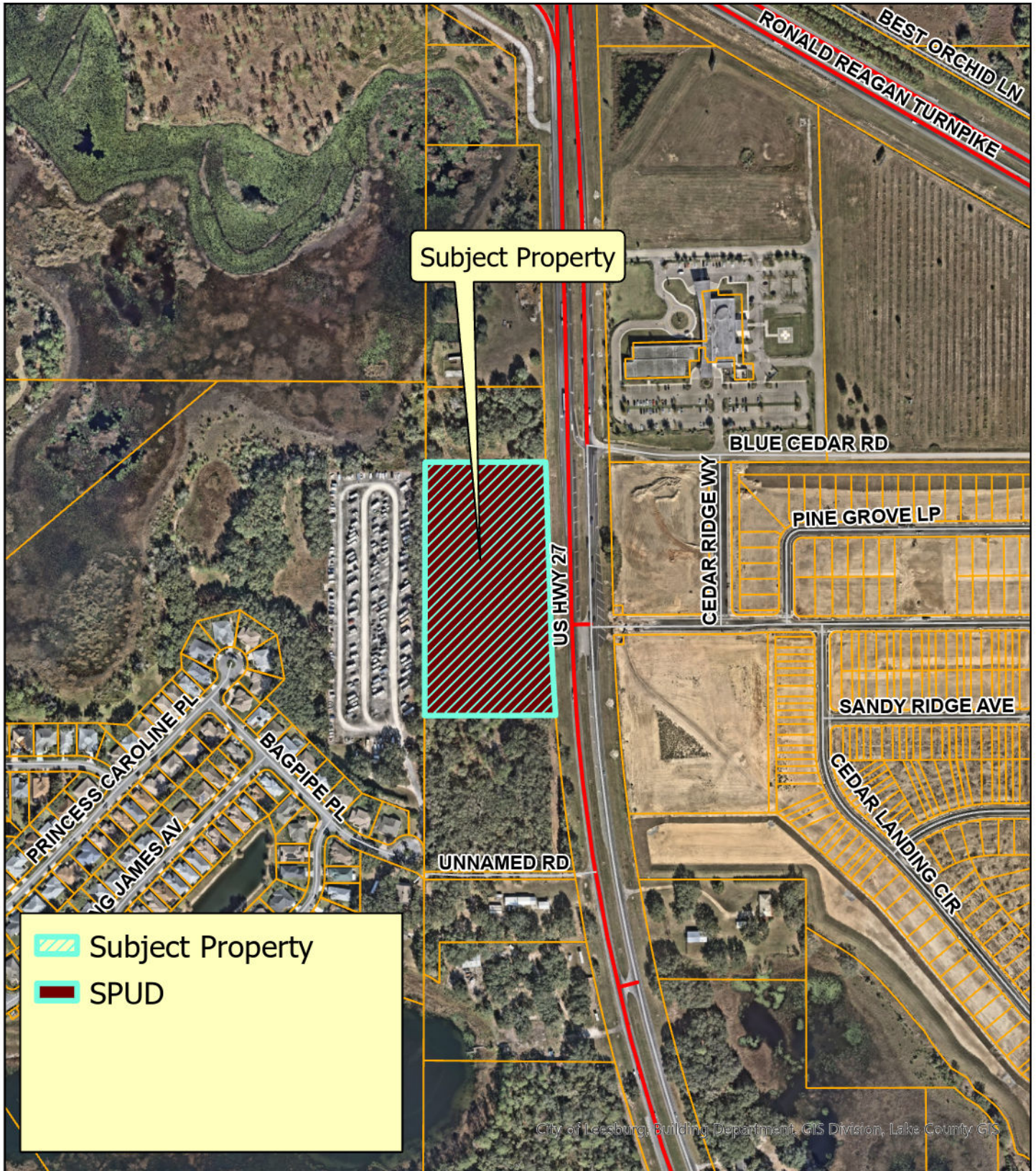


**Planning
& Zoning
Department**

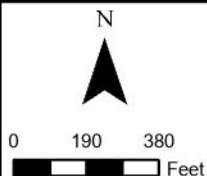


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Proposed Zoning

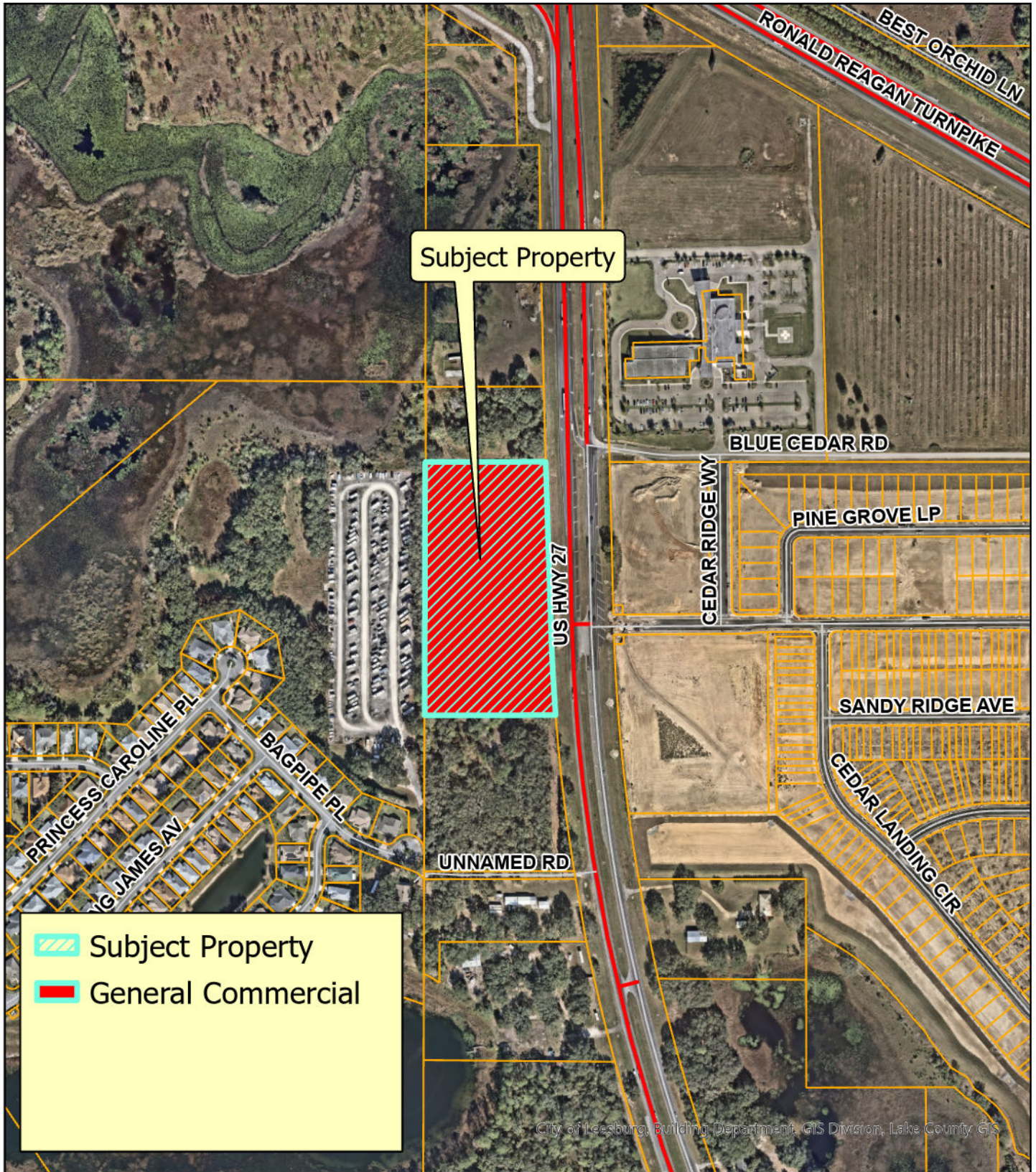


**Planning
& Zoning
Department**

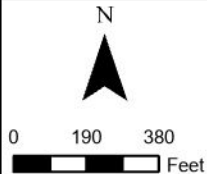


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Proposed Future Land Use

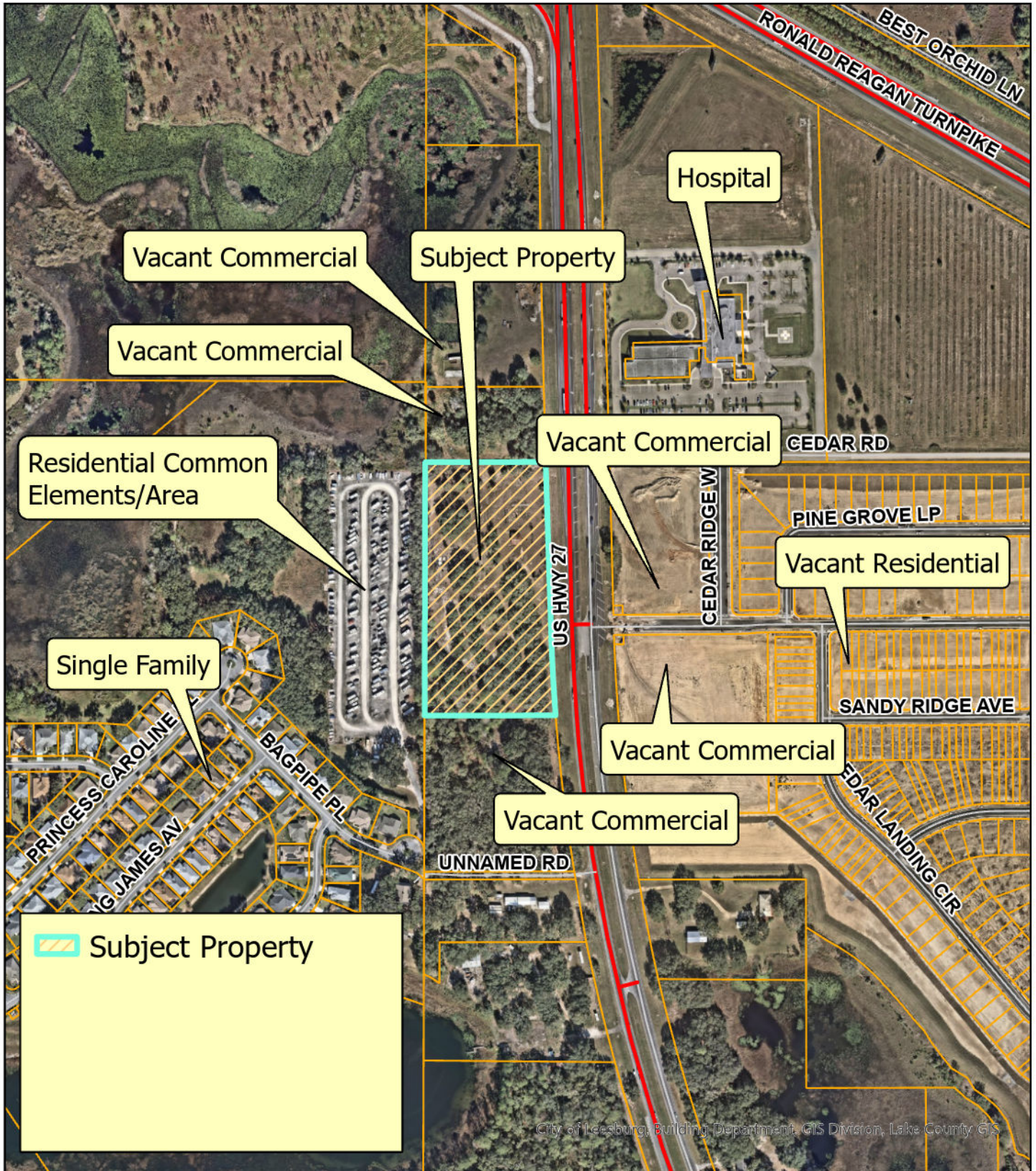


Planning
& Zoning
Department

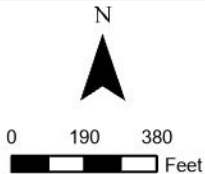


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Surrounding Land Uses

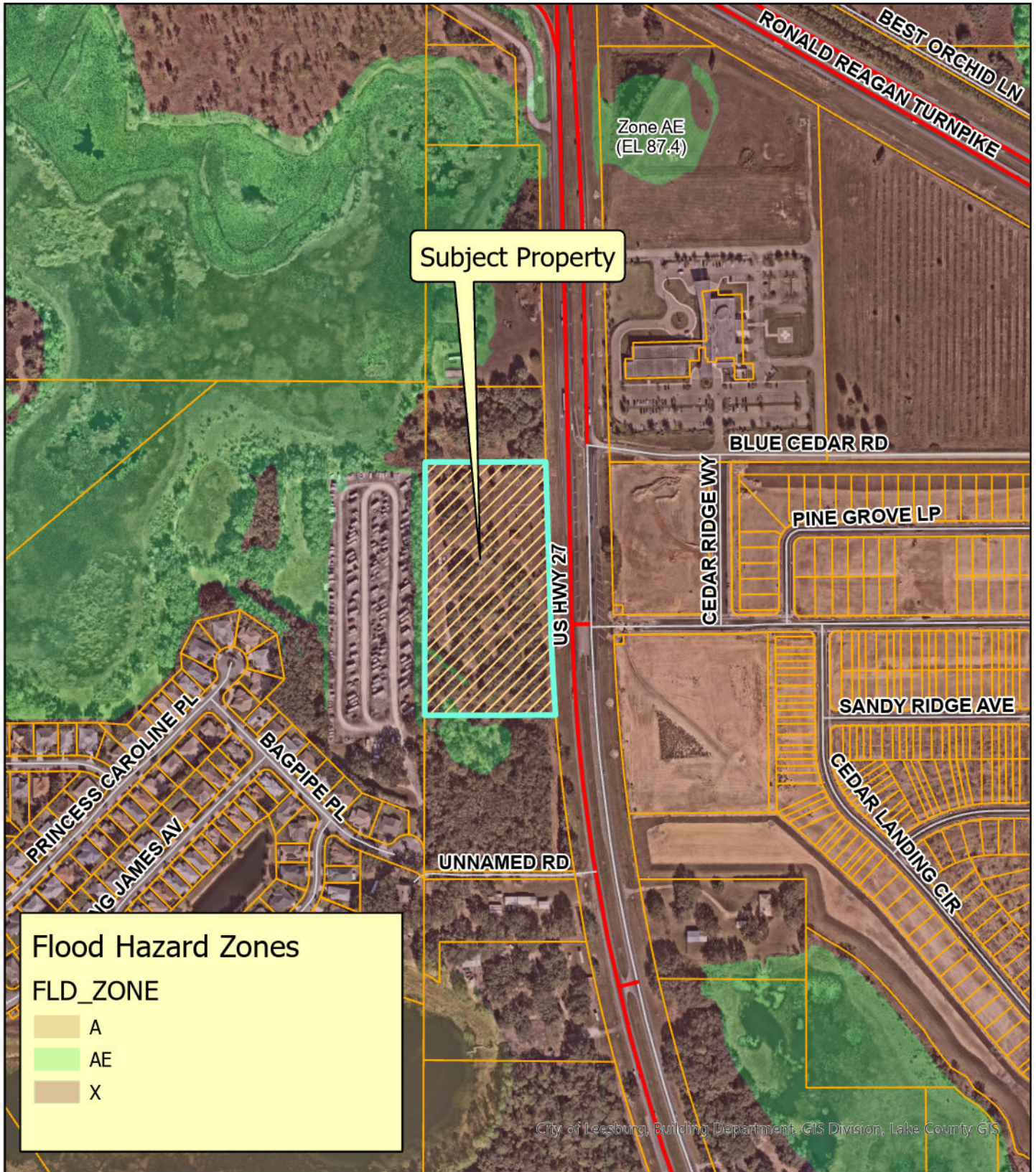


**Planning
& Zoning
Department**

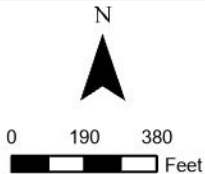


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Flood Hazard Zone

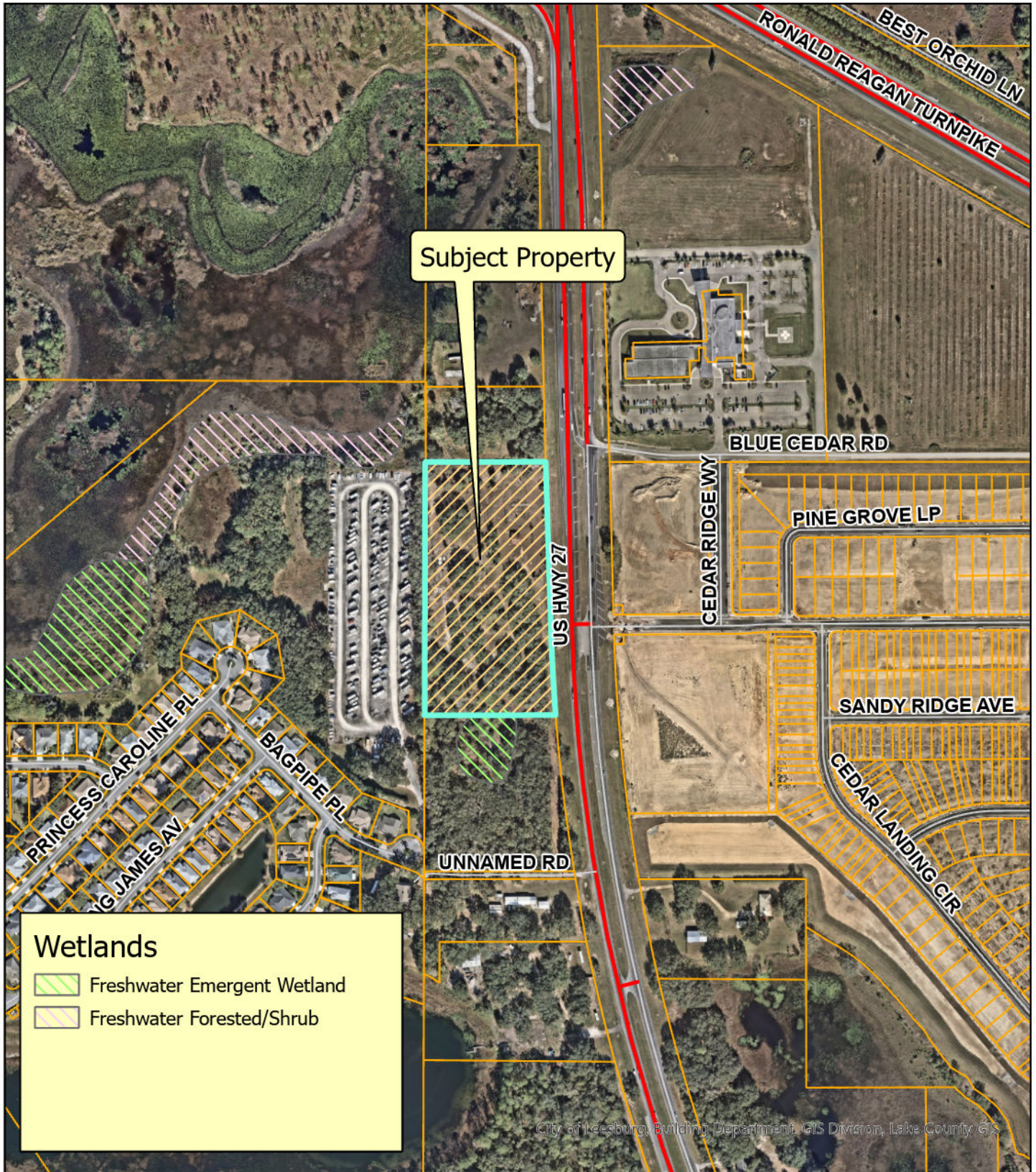


Planning
& Zoning
Department

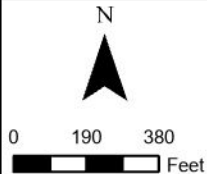


Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026

Wetlands



Planning
& Zoning
Department



Perry-Smith
ANNX-26-877, SSCP-26-878, SPUD-26-879
Alternate Key Number: 3343131
Section 7, Township 21 South, Range 25 East
March 9, 2026



Closeup of Sign on Subject Property on US Highway 27.



Looking North along US Highway 27 from Subject Property



Looking East across US Highway 27 from Subject Property



Looking South along US Highway 27 from Subject Property



Looking West onto Subject Property from US Highway 27

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 6.C.1.

Meeting Date: June 8, 2026

From: Paul Austin, (Finance Director)

Subject: Resolution of the City Commission of the City of Leesburg, Florida, relating to the provision of Fire Protection Services, Facilities and Programs in the City of Leesburg, Florida; Imposing Fire Protection Assessments against assessed property located within the City for the Fiscal Year beginning October 1, 2026; Approving the Rate of Assessment; Approving the Assessment Roll; and providing for an effective date.

Staff Recommendation:

Approve the resolution relating to the provision of Fire Protection Services for the Fiscal Year beginning October 1, 2026.

Analysis:

In 2015, the City Commission established a Fire Protection Assessment for fire protection services, facilities, and programs against Assessed Property located within the City. In 2020, the City updated the fire assessment program. The attached resolution implements the rates for the Fiscal Year beginning October 1, 2026. The estimated amount to be collected in Fiscal Year 2026-27 is approximately \$4,698,000 before any buy-downs (i.e., Church properties, hardship exemptions). By adopting this resolution, all fire assement fees will increase by 3%. Below is the Fire Protection Rate Schedule:

Residential Property Use	
<u>Categories</u>	<u>Rate Per Dwelling Unit</u>
Residential	\$176.00

Non-Residential Property Use	
<u>Categories</u>	<u>Rate Per Square Foot</u>
Commercial	\$0.09
Industrial/Warehouse	\$0.05
Institutional	\$0.30
Church	\$0.06

The Fire Protection Assessment Ordinance provides for certain exemptions for the following categories of property:

1. Homesteaded, owner-occupied residential parcels owned by Low Income Persons as defined in the Ordinance;
2. Mobile Home Park and Recreational Vehicle Park properties, in accordance with an occupancy formula specified in the Ordinance; and
3. Wholly tax-exempt Church property used primarily for religious purposes.

Those seeking an exemption under categories (a) and (b) above must file an annual written application on the form provided by the City, with such information as is required by the Ordinance, no later than May 1 of each year. Failure to file an application by the deadline shall be a complete waiver of the exemption for that Fiscal Year. Any new churches seeking an exemption under category (c) above must file a written application the first year the exemption is sought, after which the exemption will continue unless there is a change in the use of the property. City administrators shall apply eligibility for an exemption based on the information provided by the applicant.

Both the fire protection service non-ad valorem assessment and the ad valorem taxes will be collected on the ad valorem tax bill mailed each November. Failure to pay the assessments will cause a tax certificate to be issued against the property which may result in a loss of title.

Procurement Analysis:

None

Options:

1. Approve as presented; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

This resolution will generate up to approximately \$4,256,000 after buy-downs (i.e., Church properties, Hardship exemptions).

Account No. 001-0000-325-2xxx

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA, RELATING TO THE PROVISION OF
FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS
IN THE CITY OF LEESBURG, FLORIDA; IMPOSING FIRE
PROTECTION ASSESSMENTS AGAINST ASSESSED PROPERTY
LOCATED WITHIN THE CITY FOR THE FISCAL YEAR
BEGINNING OCTOBER 1, 2026; APPROVING THE RATE OF
ASSESSMENT; APPROVING THE ASSESSMENT ROLL; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, The City Commission of Leesburg, Florida (the “City Commission”), has enacted Ordinance No. 2015-10 (the “Ordinance”), which authorizes the imposition of Fire Protection Assessments for fire protection services, facilities, and programs against Assessed Property located within the City;

WHEREAS, the imposition of a Fire Protection Assessment for fire protection services, facilities, and programs each fiscal year is an equitable and efficient method of allocating and apportioning the Fire Protection Assessed Cost among parcels of Assessed Property;

WHEREAS, the City Commission desires to implement a fire protection assessment program in the City using the procedures provided by the Ordinance, including the tax bill collection method for the Fiscal Year beginning on October 1, 2026;

WHEREAS, the City Commission, on June 8, 2020, adopted an Amended and Restated Initial Resolution No. 10,660, (the “Initial Assessment Resolution”);

WHEREAS, the City Commission on September 14, 2020, adopted an Amended and Restated Final Assessment Resolution, Resolution No. 10,714, (the “Final Assessment Resolution”);

WHEREAS, the Initial Assessment Resolution contains and references a brief and general description of the fire protection services, facilities, and programs to be provided to Assessed Property; describes the method of apportioning the Fire Protection Assessed Cost to compute the Fire Protection Assessment for fire protection services, facilities, and programs against Assessed Property; estimates rates of assessment; and directs the updating and preparation of the Assessment Roll and provision of the notice required by the Ordinance;

WHEREAS, in order to impose Fire Protection Assessments for the Fiscal Year beginning October 1, 2026, the Ordinance requires the City Commission to adopt a Preliminary Assessment Resolution, commencing the process of updating the assessment roll, and re-imposing Fire Protection Assessments for the Fiscal Year beginning October 1, 2026.

WHEREAS, notice of a public hearing has been given as required by Florida law and the terms of the Ordinance, which provides notice to all interested persons of an opportunity to be heard; and

WHEREAS, a public hearing was scheduled for, and held on, June 8, 2026, and comments and objections of all interested persons have been heard and considered as required by law and the terms of the Ordinance.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

SECTION 1. **AUTHORITY.** This resolution is adopted pursuant to Ordinance No. 2015-10; Resolution Nos. 10,660 and 10714; Article VIII, Section 2, Florida Constitution; Sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

SECTION 2. **DEFINITIONS AND INTERPRETATION.** This Resolution constitutes the Preliminary Assessment Resolution as defined in the Ordinance. All capitalized terms in this Resolution shall have the meanings defined in the Ordinance and the Initial Assessment Resolution.

SECTION 3. **IMPOSITION OF FIRE PROTECTION ASSESSMENTS.**

(A) The parcels of Assessed Property described in the Assessment Roll, which the City Manager is directed to prepare or cause to be prepared for the fiscal year beginning October 1, 2026, are found to be specially benefited by the provision of the fire protection services, facilities, and programs described or referenced in the Initial Assessment Resolution, in the amount of the Fire Protection Assessment to be set forth in the Assessment Roll and approved by subsequent Resolution. It is hereby ascertained, determined and declared that each parcel of Assessed Property within the City will be specially benefited by the City's provision of fire protection services, facilities, and programs in an amount not less than the Fire Protection Assessment for such parcel, computed in the manner set forth in the Initial Assessment Resolution. Adoption of an Annual Assessment Resolution will constitute a legislative determination that all parcels assessed derive a special benefit in a manner consistent with the legislative declarations, determinations and findings as set forth in the Ordinance, the Initial Assessment Resolution, and the Final Assessment Resolution from the fire protection services, facilities, or programs to be provided and a legislative determination that the Fire Protection Assessments are fairly and reasonably apportioned among the properties that receive the special benefit as set forth in this Preliminary Assessment Resolution.

(B) The method for computing Fire Protection Assessments described and referenced in the Initial Assessment Resolution, and the Parcel Apportionment methodology described in Appendix E of the Initial Assessment Resolution and adopted in Section 9 of the Initial Assessment Resolution, are hereby approved for use in the fiscal year beginning October 1, 2026.

(C) For the Fiscal Year beginning October 1, 2026, the estimated Fire Protection Assessed Cost to be assessed is \$4,698,000. The Fire Protection Assessments to be assessed and apportioned among benefited parcels pursuant to the Cost Apportionment and Parcel Apportionment to generate the estimated Fire Protection Assessed Cost for the Fiscal Year commencing October 1, 2026, are hereby established as follows:

Residential Property Use Categories

Rate Per Dwelling Unit

Residential

\$176.00

**Non-Residential Property Use
Categories**

Rate Per Square Foot

Commercial

\$0.09

Industrial/Warehouse

\$0.05

Institutional

\$0.30

Church

\$0.06

(D) The above rates of assessment are hereby approved. Fire Protection Assessments for fire protection services, facilities, and programs in the amounts set forth in the Assessment Roll to be approved by subsequent Resolution, are levied and imposed on all parcels of Assessed Property to be described in such Assessment Roll for the Fiscal Year beginning October 1, 2026.

(E) Exemptions shall be afforded certain classifications of property as provided in Section 10-45 of the Ordinance. All property not specifically exempted, in whole or in part, shall be liable for payment of Fire Protection Assessments.

(F) As authorized in Section 10-46 of the Ordinance, interim Fire Protection Assessments are also levied and imposed against all property for which a Certificate of Occupancy is issued after adoption of a Final Assessment Resolution, based upon the rates of assessment approved herein.

(G) Any shortfall in the expected Fire Protection Assessment proceeds due to any reduction or exemption from payment of the Fire Protection Assessments required by law, or authorized by Section 10-45 of the Ordinance, shall be supplemented by any legally available funds, or combinations of such funds, and shall not be paid for by proceeds or funds derived from the Fire Protection Assessments.

(H) Fire Protection Assessments shall constitute a lien upon the Assessed Property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid.

(I) The Assessment Roll, once approved, together with any delinquent assessments and the correction of any errors or omissions as provided for in Ordinance 2015-10, shall be delivered to the Tax Collector for collection using the tax bill collection method in the manner prescribed by the Ordinance. The Assessment Roll, as delivered to the Tax Collector, shall be accompanied by a Certificate to Non-Ad Valorem Assessment Roll.

SECTION 4. PUBLIC HEARING ON FINAL ASSESSMENT RESOLUTION.
Consistent with this Resolution, the Ordinance, and the Initial Rate Resolution, the City Manager shall schedule a public hearing for consideration of adoption of an Annual Assessment Resolution for the fiscal year beginning October 1, 2026. The City Manager shall cause due notice, and notice to all owners of the Assessed Property, to be given and published as to such public hearing, in the

manner required by Florida law, the Ordinance, and the Initial Rate Resolution. The public hearing is tentatively scheduled for September 14, 2026, at 5:30 p.m., at the Leesburg City Hall, 501 W. Meadow St., Leesburg, Florida 34748. At that time, the City Commission will hear comments from the public and affected property owners, and consider adoption of the Annual Assessment Resolution to re-impose Fire Protection Assessments on all non-exempt Assessed Property, to be collected on the same tax bill as ad valorem taxes.

SECTION 5. **NOTICE BY PUBLICATION.** The City Manager shall publish a notice of public hearing authorized by Section 4 hereof in the manner and time provided in the Ordinance. The notice shall be published no later than August 21, 2026, in substantially the form attached hereto as Appendix A.

SECTION 6. **NOTICE BY MAIL.** The City Manager shall also provide notice by first class mail to the owner of each parcel of assessed property in the event circumstances described in the Ordinance so require. Such notices shall be mailed no later than August 21, 2026. If the City determines that the truth-in-millage ("TRIM") notice that is mailed by the Property Appraiser under Section 200.069, Florida Statutes, also fulfills the requirements of this section, then the separate mailing requirement will be deemed to be fulfilled by the TRIM notice.

SECTION 7. **EFFECT OF ADOPTION OF RESOLUTION.** The adoption of an Annual Assessment Resolution shall constitute final adjudication of the issues presented (including, but not limited to, the determination of special benefit and fair apportionment to the Assessed Property, the method of apportionment and assessment, the rate of assessment, the Assessment Roll and the levy and lien of the Fire Protection Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the adopted Annual Assessment Resolution.

SECTION 8. **SEVERABILITY.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way effecting the validity of the other provisions of this Resolution.

SECTION 9. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage and adoption in accordance with law.

PASSED AND ADOPTED at the regular meeting of the Leesburg City Commission held on the 8th day of June 2026.

THE CITY OF LEESBURG, FLORIDA

BY: _____
ALLYSON BERRY, Mayor

Attest: _____
ANDI PURVIS, City Clerk

**NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION
OF FIRE PROTECTION SPECIAL ASSESSMENTS**

Notice is hereby given that the City Commission of the City of Leesburg will conduct a public hearing to consider the imposition of annual fire protection special assessments for the provision of fire protection services within the municipal boundaries of the City of Leesburg.

The hearing will be held at 5:30 p.m. on September 14, 2026 at Leesburg City Hall, 501 W. Meadow St., Leesburg, Florida, 34748 for the purpose of receiving public comment on the proposed assessments. All affected property owners have a right to appear at the hearing and to file written objections with the City Commission within 20 days of this notice. If a person decides to appeal any decision made by the City Commission with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact Mrs. J. Andi Purvis, City Clerk, at (352) 728 – 9786, at least seven days prior to the date of the hearing.

The assessment for each parcel of property will be based upon each parcel's classification and the total number of billing units attributed to that parcel. The following table reflects the proposed fire protection assessment rate schedule:

Residential Property Use Categories	Rate per Dwelling Unit
Residential	\$176.00
Non-Residential Property Use Categories	Rate Per Square Foot
Commercial	\$0.09
Industrial/Warehouse	\$0.05
Institutional	\$0.30
Church	\$0.06

The Fire Protection Assessment Ordinance provides for certain exemptions for the following categories of property:

- a. Homesteaded, owner occupied residential parcels owned by Low Income Persons as defined in the Ordinance;
- b. Mobile Home Park and Recreational Vehicle Park properties, in accordance with an occupancy formula specified in the Ordinance.
- c. Wholly tax-exempt Church property used primarily for religious purposes.
- d. Exemptions are available only to property owners who timely filed a written application for exemption or who are otherwise entitled to an exemption under the Fire Protection Assessment Ordinance. Failure to file an application by the deadline shall be a complete waiver of the exemption for fiscal year 2026 – 2027. Those seeking an exemption under category (c) above must file

the referenced application in the first year the exemption is sought, after which the exemption will continue unless there is a change in the use of the property. The City Administrator determines eligibility for an exemption based on the information provided by the applicant.

Copies of the Fire Protection Assessment Ordinance, the Initial Assessment Resolution and the preliminary Assessment Roll are available for inspection at the City Clerks Office, City Hall, located at 501 West Meadow Street, Leesburg, Florida 34748.

The fire protection service non-ad valorem assessment will be collected on the ad valorem tax bill to be mailed in November, 2026. Failure to pay the assessments will cause a tax certificate to be issued against the property which may result in a loss of title.

If you have any questions, please contact the City at (352) 728-9783, Monday through Friday between 9:00 a.m. and 4:30 p.m.

{PLEASE INSERT CITY OF LEESBURG MAP HERE}

CITY COMMISSION
CITY OF LEESBURG, FLORIDA

