HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Thursday, January 19, 2023
9:00 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

1 MEETING CALLED TO ORDER: Invitation to fill out "COMMENTS BY THE PUBLIC" forms.
Please silence all cell phones and devices.

2 INVOCATION

3 PLEDGE OF ALLEGIANCE

4 ANNOUNCEMENTS

The Value Adjustment Board will hold an organizational meeting at 9:00 a.m., on January 24, 2023, in the Board Room, 600 S. Commerce Ave., Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *Recognition of Retirement for Joyce Stubbs, Parks & Facilities Custodial Supervisor.*
Sarah Albritton, Parks & Recreation Assistant Director
No fiscal impact

7 PUBLIC COMMENT

8 CONSENT AGENDA

8.A *Request for approval of the Memorandum of Understanding between Highlands County Board of County Commissioners and the Children's Home Society, renewing the partnership for Child Protection Team services.*
Julie Richardson, Children's Advocacy Center Manager
No Fiscal Impact
Agreement HIghlands County and Children's Home Society of FL.pdf
CHS MOU 2022.pdf

8.B *Request approval of the Tower Removal Agreement between Highlands County; the tower owner/operator, TowerCom VIII-B, LLC; and the landowner, B-4, Inc.; as submitted.*
Rachel Barry, Zoning Supervisor
There is no fiscal impact.
TRA - 269 Butler Dairy Rd, Lorida.pdf

8.C *Request approval of the final rendering for the centennial mural*
$5,000.00 raised by the sale of centennial t-shirts

Rendering..pdf

8.D *Request approval of the minutes from the November 15, 2022, Regular Meeting of the Board, the November 29, 2022, Special Meeting of the Board, and the December 6, 2022, Regular Meeting of the Board.*
111522REG.pdf
112922REG-Special.pdf
120622REG.pdf

8.E *Request approval to accept into the record the County Administrators Annual Report for Fiscal Year 2021-2022.*
Laurie Hurner, County Administrator
No fiscal impact
Annual Report 2021-2022_final.pdf

9 COMMITTEE ASSIGNMENTS:

9.A *Request to approve Mr. Noah Handley as the newest member of the Natural Resources Advisory Commission (NRAC) in a professional slot.*
Mike McMillian
Stephen Turner.pdf
Noah Handley.pdf

9.B *Request approval to appoint Benjamin Russell and Margaret Makupson to the Children's Services Council*
Julie Richardson, Children's Advocacy Center Manager and Children's Services Council Executive Director
There is no fiscal impact.
Benjamin Russell.pdf
M. Makupson.pdf

10 PUBLIC HEARING

10.A *Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-23-611SS, for two (2) parcels totaling an approximate 5.80 acres, from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM).*
Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager
There is no fiscal impact.
Staff Report CPA-23-611SS for BCC J & J Parker Enterprises, Inc.pdf
Application CPA-23-611SS J&J Parker.pdf
Ordinance CPA-23-611SS J&J Parker Enterprises.pdf

10.B *Public hearing to consider adoption of P&Z Hearing No. 2117, changing the Official Zoning Atlas for two parcels totaling an approximate 5.80 acres, from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD).*
Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager

There is no fiscal impact.
Staff Report P&Z 2117 for BCC J & J Parker Enterprises, Inc.pdf
Application P&Z 2117 J&J Parker.pdf
Resolution PZ 2117 J&J Parker.pdf

10.C *Request Approval of a Release of an Easement for properties within the Moss Hammock Subdivision.*
Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager
There is no fiscal impact.
Staff Report Release of Easement for BCC MDA-23-002 J & J Parker Enterprises, Inc.pdf
Application MDA-23-002 J&J Parker.pdf
Release of Easement J&J Parker.pdf

10.D *Public hearing to consider the adoption of modifications to the Five-Year Capital Improvement Schedule of the Highlands County 2030 Comprehensive Plan.*
Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager
There are numerous fiscal impacts to multiple funds outlined in the CIS report.
Staff Report for BCC CIS.pdf
Ord - 5 Year Capital Improvements Schedule 2023.pdf

11 ACTION AGENDA

12 COUNTY ADMINISTRATOR AND LEGAL

12.A *Commissioner's Priorities and the Project Status Report.*
Laurie Hurner, County Administrator
There is no fiscal impact.
Commissioner's Priorities (FINAL) 1-19-23.pdf
Project Updates (FINAL) 1-19-23.pdf

12.B *County Attorney Status Report.*
Sherry G. Sutphen, County Attorney
Legal_Long_Range_Log.docx

13 COMMISSIONERS

14 INFORMATIONAL

14.A *Board payables from January 5, 2023, to January 18, 2023*

15 ADJOURN

Any person who decides to appeal any decision made by this Board of County Commissioners of Highlands County, Florida, in public hearing or meeting is hereby advised that he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a

verbatim record of the proceedings is made, which record will include the testimony and evidence upon which such appeal is to be based.

The Board of County Commissioners of Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. "Anyone requiring reasonable accommodation as provided for in the Americans With Disabilities Act or Section 286.26 Florida Statutes should contact Human Resources, ADA Coordinator at: 863-402-6509 (voice), or via Florida Rely Service 711, or by e-mail: hrmanager@highlandsfl.gov." Requests for CART or interpreter services should be made as soon as possible but no later than 48 hours in advance to permit coordination of the service.

Please note our new website address: www.highlandsfl.gov/

Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER: **Sarah Albritton, Parks & Recreation Assistant Director**

SUBJECT/TITLE: **Recognition of Retirement for Joyce Stubbs, Parks & Facilities Custodial Supervisor.**

STATEMENT OF ISSUE

Joyce Stubbs' career with the County started January 23, 2006 as a Custodian II. Since then, she has worked her way up to the supervisory level and has been leading her team for the past 10 years. We honor her for the 17 years of excellent service to the County, and has left a good legacy of a commendable work ethic and excellent service. We know that you will continue to impact society with your great enthusiasm.

RECOMMENDED ACTION

Recognize Retirement for Joyce Stubbs Parks & Facilities Custodial Supervisor.

FISCAL IMPACT

No fiscal impact

Attachments:

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER:	**Julie Richardson, Children's Advocacy Center Manager**
SUBJECT/TITLE:	**Request for approval of the Memorandum of Understanding between Highlands County Board of County Commissioners and the Children's Home Society, renewing the partnership for Child Protection Team services.**

STATEMENT OF ISSUE

The Children's Advocacy Center (CAC) is nationally accredited and a member of the state chapter of the Florida Network of Children's Advocacy Centers and has the responsibility to provide direct services to investigate and treat victims of child abuse. Children's Home Society currently holds the Department of Health contract to provide direct services to victims in Highlands County. These services include forensic interviews, medical evaluations, case coordination, and a multidisciplinary team approach for continuation of care.

RECOMMENDED ACTION

Move to approve the Memorandum of Understanding between Highlands County Board of County Commissioners and the Children's Home Society, renewing the partnership for Child Protection Team services.

FISCAL IMPACT

No Fiscal Impact

Attachments: Agreement HIghlands County and Children's Home Society of FL.pdf
CHS MOU 2022.pdf

REVOCABLE PREMISES LICENSE AGREEMENT

THIS REVOCABLE PREMISE LICENSE AGREEMENT ("Agreement") is made and entered into by and between **Highlands County**, a political subdivision of the State of Florida, ("County") and **Children's Home Society of Florida**, a Florida not-for-profit corporation (the "Licensee").

RECITALS

WHEREAS, County and Licensee have entered into an Interagency Agreement with one another and various other local entities, including not-for-profit organizations, State of Florida agencies, and local law enforcement, to facilitate coordination of child abuse investigations and the provision of multi-disciplinary services to victims of child abuse and their non-offending caregivers;

WHEREAS, County and Licensee have entered into one or more Consulting Agreements whereby Licensee agrees to provide certain services to perfect its obligations under the Interagency Agreement or render services as required by law;

WHEREAS, County is a member of the Florida Network of Children's Advocacy Centers, Inc. and, pursuant to Florida Statute s. 39.3035, operates a neutral, child-focused facility known as the Children's Advocacy Center of Highlands County (the "CAC"); and

WHEREAS, in an effort to facilitate the provisions of the interagency agreement and efficiently address investigations and treatment needs of child abuse victims, the County wishes to permit, and the Licensee wishes to receive, the use of space within the CAC for Licensee's day-to-day operations related to Licensee's performance of services under the Consulting Agreements.

AGREEMENT

NOW THEREFORE, in consideration of the mutual terms, conditions, promises, and covenants hereinafter set forth, the parties agree as follows:

1. In this Agreement, the term "Licensee" means Licensee and its employees, agents, and contractors who Licensee shall ensure understand and agree to the terms of this Agreement.

2. Non-exclusive, Revocable License and Term: County hereby grants to Licensee a non-exclusive and revocable right, license, and privilege to use the property of County as described on Exhibit A ("Licensed Premises") and Exhibit B ("Licensed Furnishings") from _____ [*date*] to _____ [*date*] (the "License Term").

3. Description:

    a. The Licensed Premises includes common areas and dedicated office space at the CAC, as more specifically identified on Exhibit A. Common areas include spaces such as conference rooms, the front lobby, and the breakroom, all of which are also made available to other persons and entities with dedicated office space at the CAC.

    b. The CAC has a dedicated forensic interview room and medical examination room that shall be utilized only by properly credentialed or authorized persons to conduct interviews and examinations of victims of child abuse, and not for any other purpose or by any other person. Any use by Licensee of the forensic interview room or the medical examination room not consistent with this paragraph shall result in immediate revocation of the license provided

under this Agreement. Any questions concerning the appropriate use of the forensic interview room or medical examination room shall be directed to the CAC Manager.

c. The Licensed Furnishings includes the inventory of items listed in Exhibit B, as that list may change from time to time upon written agreement of Licensee and the CAC Manager or County Administrator. Modification of Exhibit B does not require an amendment to this Premises License Agreement, but shall be in writing executed in duplicate by the parties. One copy shall be retained by the Licensee, and one copy shall be retained by the CAC Manager.

4. Termination: The license granted under this Agreement is merely a right to use, and grants no estate in the premises or furnishings contemplated by this Agreement. The license may be revoked, cancelled, or terminated by the County through its County Administrator or Board of County Commissioners with or without cause at any time. The use of County property, both real and personal, by Licensee is specific consideration for County's revocation, cancellation, and termination for convenience. **It is expressly understood and agreed by the parties that Licensee is receiving from County a revocable license which may be revoked, cancelled, or terminated at any time by County for any or no cause whatsoever.**

5. Compensation: Licensee agrees to pay County, as total compensation for the privileges granted herein, ONE DOLLAR AND NO/100 ($1.00) and other good and valuable consideration, the sufficiency of which is hereby acknowledged. Licensee shall pay all applicable sales and use taxes levied or assessed under this License and all such payments shall be made payable to the Board of County Commissioners for Highlands County, Florida.

6. Licensee's Authorized Representatives: Licensee shall provide to the CAC Manager the names of Licensee's employees, agents, (sub)contractors, or other representative that will be, or are reasonably expected to be, on CAC premises utilizing the Licensed Premises and/or Licensed Furnishings ("Licensee's Authorized Representatives"). A list of Licensee's Authorized Representatives shall be maintained exclusively by the CAC Manager. Licensee has a continual obligation to immediately notify the CAC Manager, in writing, of actual or anticipated changes to the list, including persons who should be removed from or added to the list.

7. Licensee's Use of Premises:

a. Licensee shall use and occupy the premises to provide the services set forth in the Consulting Agreements by and between Licensee and County. All use and occupancy shall be pursuant to i) the Child Focused Setting and Facility Policies attached hereto as Exhibit C and ii) as provided in this Agreement. The premises shall not be used for any other purpose whatsoever without the written consent of County by and through its County Administrator or its Board of County Commissioners.

b. Licensee agrees that it will not permit the premises to be used or occupied by any person, firm, entity, or corporation other than Licensee and Licensee's Authorized Representatives. Licensee further agrees that no nuisance or hazardous trade or occupation shall be permitted or carried on, in or upon said premises, no act shall be permitted, and nothing shall be kept in or about said premises which will increase the risk of any hazard, fire or catastrophe, and no waste shall be permitted or committed upon or any damage done to said premises. Licensee shall not permit the Licensed Premises to be used or occupied in any manner which will i) violate any laws or regulations of any governmental authority or ii) be inconsistent with a neutral and child-

friendly environment as set forth in Exhibit C. The CAC Manager has sole discretion as to what does or does not qualify as a neutral and child-friendly environment.

8. Entrance and Exit. Licensee's Authorized Representatives shall enter and exit the CAC through the designated staff entrance(s). All other persons, including Licensee's clients, shall enter through the front doors of the CAC, register and/or sign-in at the front desk, be escorted through the CAC by Licensee's Authorized Representative(s), and thereafter exit through the front door of the CAC. This section does not apply in cases of emergency.

9. Utilities. The following utilities are available at the CAC: electric and phone. Licensee may utilize the foregoing utilities at the premises; however, County does not guarantee that the service and/or installation of such utilities will be adequate or continuous, and County has no continuing obligation to provide such services for Licensee, nor does County have any duty to Licensee with regard to the provision of utilities.

10. Maintenance, Repair, and Alternations to Premises.

    a. County will provide routine cleaning and maintenance to the premises. In providing routine cleaning and maintenance to the premises, County will use reasonable efforts to not disturb the day-to-day operations of Licensee. Licensee shall not restrict County's facilities or maintenance workers from access to the premises by County's facilities or maintenance workers.

    b. Licensee shall keep the premises clean, safe, sanitary, and free from trash and debris by prudent operations in its day-to-day activities. Licensee shall ensure that Licensee's furniture items, wall hangings, and any large decorative furnishings are adequately secured to the wall and/or floor to prevent any possible tipping or falling.

    c. Licensee shall not cause, by any act or inaction, negligent or intentional, damage to the premises or the Licensed Furnishings, normal wear and tear expected. Licensee shall immediately report maintenance and/or facilities-related concerns to the CAC Manager.

    d. Licensee shall not relocate or block access to fire extinguishing equipment or fire extinguishing systems in any manner. Licensee shall not block or obstruct access to emergency exit doors in any manner whatsoever. Violation of this provision may result in immediate revocation of the license provided under this Agreement.

    e. Licensee shall not make any alteration, adjustment, partition, addition, or improvement to the Licensed Premises or any part thereof without obtaining prior written consent of County. All requests by Licensee shall be in writing and shall contain all pertinent plans and specifications. All alterations, adjustments, partitions, additions, or improvements shall remain the exclusive property of County. If approved, all such alterations or improvements shall be made at the sole cost and expense of Licensee.

11. Risk of Loss and Protection of Persons and Property.

    a. Licensee agrees that all of Licensee's personal property placed upon the premises shall remain the property of Licensee, and shall be placed upon the premises at the risk of Licensee. Licensee shall give to County prompt written notice by certified mail of any occurrence, incident, or accident occurring on the premises. In the event any damages should occur to the Licensed Premises, Licensee shall promptly notify County. Licensee assumes all risk of loss

to its personal property kept at the premises. County shall not be responsible for any security or other safety measures to keep any of Licensee's property safe from theft, vandalism, or other damage, and County shall not be responsible for any damage caused to Licensee's property kept at the premises.

b. Licensee shall take all reasonable precautions for, and will be responsible for initiating, maintaining, and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of its operations at the premises. Licensee shall take all reasonable precautions to prevent damage, injury or loss to: (i) all persons who may be affected by the performance of its operations, including employees; (ii) all materials and equipment; and (iii) all property at or surrounding the premises. In an emergency affecting the safety of persons or property, Licensee shall act with reasonable care and discretion to prevent any threatened damage, injury, or loss. Licensee shall have policies in place for the handling and reporting of emergency situations involving its personnel on the premises and shall provide copies of such policies to the CAC Manager.

12. Licensee Personnel. Licensee shall immediately remove from the premises any of Licensee's employees, agents, volunteers, officers, or other personnel, including but not limited to Licensee's Authorized Representatives, whose continued presence on the premises is deemed to be contrary to the best interest of Highlands County. Any personnel of Licensee who is charged with or is being prosecuted for a felony will be considered reasonably objectionable. Licensee warrants and represents that it has the right and power to fulfill its obligations under this section.

13. Inspections. County, its employees, contractors, and agents, may enter upon said premises at all reasonable times and hours to examine same to determine if Licensee is properly maintaining the Licensed Premises according to this Agreement.

14. Prohibitions. County may immediately terminate this Agreement and revoke Licensee's license to the premises if Licensee violates any of the following provisions:

    a. Use, sale, and distribution of alcoholic beverages on the premises is prohibited.

    b. Use, sale, distribution, manufacture, or possession of illegal drugs on the premises is prohibited.

    c. Use, sale, and distribution of tobacco products on the premises is prohibited. For purpose of this section, "use" means consumption, ignition, inhalation, or other use of tobacco in any manner. For purpose of this section, "tobacco" means any lighted or unlighted cigarette, cigar, pip, hookah, bidi cigarette, clove cigarette, or any other smoking product; any smokeless tobacco product such as spit tobacco, dip, chew, or snuff in any form; and any e-cigarette or vaping device.

15. Surrender Upon Termination.

    a. Licensee shall peaceably surrender the Licensed Premises and Licensed Furnishings to County immediately upon expiration of the license term, and deliver to County all keys, badges, or other forms of access to the CAC.

    b. If the County revokes, cancels, or terminates the license, Licensee shall peaceably surrender the Licensed Premises and Licensed Furnishings to County within ten (10) calendar days from written notice by the County. Upon surrender, Licensee shall return to County all keys, badges, or other form of access to the CAC.

c. If this Agreement is terminated, Licensee shall immediately return all keys, badges, or other forms of access to the CAC on demand by the CAC Manager or County Administrator. The CAC Manager or County Administrator will provide Licensee with an opportunity to remove Licensee's items from the CAC at a date and time set forth by the CAC Manager or County Administrator.

d. Licensee agrees that it will leave the premises and furnishings in the condition existing at the commencement of this License. Licensee is not permitted to remove or exchange any furnishings. Licensee is responsible for damage caused to the premises or Licensed Furnishings by Licensee.

16. Assignment or Subletting. Licensee shall not assign all or any portion of the premises. Should Licensee attempt to assign this License, then the License shall be terminated forthwith, automatically, by operation of this clause, without separate notice to Licensee required.

17. Indemnification. Consultant shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the County, its elected officials, employees, contractors, agents, and volunteers from and against all claims, actions, liabilities, losses (including economic losses), costs, including attorneys' fees and all costs of litigation, and judgments of every name and description arising out of or incidental to the performance of this Agreement or work performed under or related to this Agreement, unless caused by the sole negligence of the County, its elected officials, employees, contractors, agents, or volunteers. Any cost or expenses, including attorneys' fees (including appellate, bankruptcy or patent counsel fees), incurred by the County to enforce this Indemnification shall be borne by the Consultant. This Indemnification shall also cover all claims brought against the County, its elected officials, employees, contractors, agents, or volunteers by any employee of the Consultant. The Consultant's obligation under this Indemnification shall not be limited in any way to the agreed upon contract price as shown in this Agreement or the Consultant's limit on or lack of sufficient insurance protection. Upon completion of all services, obligations, and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Indemnification shall survive indefinitely.

18. Insurance. Without limiting any of the other obligations or liabilities of Licensee, Licensee shall have and maintain in full force and effect the following insurance during the term of this Agreement, and shall furnish Certificates of Insurance to County documenting that insurance coverage has been obtained which meets the following requirements:

Workers' Compensation Insurance: Licensee shall have and maintain workers' compensation insurance for all employees who are residents of the State of Florida for statutory limits in compliance with Florida law and Federal law. Consultant will maintain applicable Workers' Compensation coverage for its employees who will be engaged in the performance of the Agreement that are residents of other states in accordance with such other states' applicable Workers' Compensation laws. The applicable policy must include Employer Liability with a limit of $100,000 each accident, $100,000 each employee, $500,000 policy limit for disease.

Commercial General Liability Insurance: Occurrence Form Required: Licensee shall have and maintain commercial general liability (CGL) insurance with a limit of not less than $1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the work performed pursuant to or under this Agreement in the amount of $1,000,000. Products and completed operations aggregate shall be $1,000,000. CGL insurance shall be written on an

occurrence form and shall include bodily injury and property damage liability for premises, operations, independent Consultants, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Fire damage liability shall be included at $100,000.

Commercial Automobile Liability Insurance: Licensee shall have and maintain commercial automobile liability insurance with a limit of not less than $1,000,000 combined single limit per occurrence for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.

Professional Liability / Errors and Omissions Insurance: Licensee shall have and maintain professional liability insurance with a limit of not less than $1,000,000 and an aggregate limit of not less than $1,000,000 per occurrence. If coverage is provided on a claims-made basis, the retroactive date shall be prior or equal to the effective date of this Agreement and encompass the Term. The coverage shall be renewed or include a "tail" or discovery, or continuance renewal of coverage for a period of three (3) years following the termination of this Agreement.

a. The Certificate(s) of Insurance shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by County before use of the premises. The formal insurance certificate shall name "Highlands County, a Political Subdivision of the State of Florida and its elected officials, its agents, employees, and volunteers" as an "Additional Insured" on all policies except Workers' Compensation and Professional Liability.

b. Licensee shall deliver written notice to County by overnight delivery return receipt requested, hand delivery or confirmed facsimile thirty (30) days prior to giving or within three (3) days after receiving notice of cancellation, modification, non-renewal, or any other lapse in coverage of any required insurance policies.

c. The policies of insurance shall be written on forms acceptable to County and placed with insurance carriers authorized by the Insurance Department in the State of Florida and meet a minimum financial AM Best company rating of no less than "A- Excellent: FSC VII".

d. All policies must include Waiver of subrogation; any liability aggregate limits shall apply "Per Jobsite/Per Job Aggregate". All liability insurance except Professional Liability shall be Primary and Non-Contributory. Certificate of Insurance shall confirm in writing that these provisions apply.

e. These insurance requirements constitute the minimum requirements and shall in no way lessen or limit the liability of Licensee.

19. Notices. Any notice required or permitted by this Agreement to be given shall be deemed to have been duly given if in writing and delivered personally or five (5) days after mailing by first class registered or certified mail, return receipt requested, postage prepaid, or by nationally recognized delivery service, with confirmation of delivery requested, and addressed as follows:

County: Highlands County Children's Advocacy Center
Attn: Julie Richardson, CAC Manager
1968 Sebring Parkway, Sebring, FL 33870

with copy to: Highlands County Attorney's Office
600 S. Commerce Ave, Sebring, FL 33870

Licensee: Children's Home Society of Florida
Attn: Jessica Davis
1010 E. Rose St. Lakeland, FL 33801

20. Assignment and Performance. Neither this Agreement nor any interest herein shall be assigned, transferred, or encumbered by Licensee without the written consent of the County. County may terminate this License, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by Licensee of this License or any right or interest herein without County's written consent.

21. Miscellaneous.

    a. Licensee certifies by signing this Agreement that no Commissioner, officer, or employee of the County has solicited or accepted gratuities, favors, or anything of monetary value from Licensee or parties to subcontracts. Licensee and Licensee's agents, officers, or employees shall not pay any gratuities, favors or anything of monetary value to any Commissioner, officer, or employee of the County.

    b. Neither Licensee nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Licensee's loyal and conscientious exercise of judgment and care related to its performance under this License. In the event Licensee is permitted pursuant to this License to utilize subcontractors to perform any services required by this License, Licensee agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as Licensee.

22. Waiver. No waiver by either Contractor or County with respect to any breach or default of or with respect to any provision or condition of this Contract shall be deemed to constitute a continuing waiver of any other breach or default of or with respect to the same or any other provision or condition of this Contract. No claim or right arising out of a breach of this Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved Party.

23. Laws and Regulations. Licensee shall comply with all federal, state, and local laws and regulations applicable to this Agreement.

24. Severance. In the event a portion of this License is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective.

25. Governing Law, Jurisdiction, Venue. This Agreement and all matters relating to the validity, interpretation, and performance of this Agreement (whether in contract, statute, tort or otherwise) shall be governed and construed in accordance with the laws of the State of Florida, except for principles of conflict of laws. Venue for any legal action shall lie in Highlands County, Florida, and any proceedings to enforce or interpret any provision of this Agreement shall be brought exclusively in a court of competent jurisdiction in Highlands County, Florida.

26. Amendments. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the County and Licensee or others delegated authority to or otherwise authorized to execute same on their behalf.

27. Representation of Authority. Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this License on behalf of such party and does so with full legal authority.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as set forth below.

Highlands County, a political subdivision of the State of Florida

By: _____

Name: _____

Title: Chairman

Date: _____

ATTEST:

By: _____
Name: Jerome Kaszubowski, Clerk of Court

Date: _____

Children's Home Society of Florida, Inc.

By: Jessica Davis

Name: Jessica Davis

Title: Regional Executive Director

Date: 10/7/22

State of Florida
County of Polk

Subscribed before me this 7th day of October, 2022 by Jessica Davis.

By: Bridget A. Gilmore

Name: Bridget A. Gilmore

X personally known
____ presented _____ as identification

NOTARY PUBLIC STATE OF FLORIDA
BRIDGET A GILMORE
Commission # GG 909599
Expires September 25, 2023
Bonded Thru Budget Notary Services

Exhibit A

Physical Location: Children's Advocacy Center

1968 Sebring Pkwy, Sebring, FL 33870

Dedicated Office Space:

- Therapy Room 1

Common Areas:

- Lobby
- Small Conference Room
- Large Conference Room
- Breakroom / Kitchen
- Waiting Room II

Exhibit B

Inventory of Licensed Furniture

This inventory may be modified from time to time upon written agreement by the parties.

Description / ID Number	Quantity	Estimated Value	Location
Desk with hutch and counter	1	$1,000.00	Therapy Room 1
Cisco Phone	1	$150.00	Therapy Room 1
Desk Chair	1	$10.00	Therapy Room 1
Sofa	1	$100.00	Therapy Room 1
Sofa Chair	1	$75.00	Therapy Room 1
Storage Unit	1	$150.00	Therapy Room 1

Additional Inventory of Licensed Furniture (made pursuant to section 3.c. of the Agreement):

Date Added	Description / ID Number	Quantity	Estimated Value	Location	County Signature	Licensee Signature

Exhibit C

CHILDREN'S ADVOCACY CENTER OF HIGHLANDS COUNTY
CHILD FOCUSED SETTING AND FACILITY POLICIES

OVERVIEW

Nationally, there are over 900 Children's Advocacy Centers who provide services to child abuse victims and their non-offending families, and do so in an individual and community-centered way. While every center may look and operate differently, the environment of a CAC provides for physical and psychological safety of the child and family. Below are the general rules put forth by the Champion for Children Advocacy Center of Highlands County ("CAC"), with respect to the co-location of most of the Multi-Disciplinary Team ("MDT") followed by the specific criteria set out by the National Children's Alliance ("NCA") and the strategies used by the Champion for Children Advocacy Center and the Multi-Disciplinary Team in Highlands County.

GENERAL RULES AND FACILITY POLICIES

A. Alleged offenders are not permitted to access the CAC facility through the designated CAC entrance. It is understood that Law Enforcement and the Department of Children and Families departments will likely have interaction with a variety of offenders at the facility. Therefore, it is imperative that when clients coming for appointments, services, or general consultation with these agencies they will be given express instructions to utilize the entrance designated to those agencies. As part of this edict, the staff of all agencies and professional visitors will use the large parking lot on the CAC side of the building to ensure there is ample parking for visitors to the investigative agencies.
B. In the event of a removal by the Department of Children and Families, there is a requirement for the Department to provide supervised visitation. Although the CAC facility is child friendly, the agencies understand the use of CAC space cannot be used for supervising a visit with a parent who has offended to the extent that a removal is warranted. The CAC may have recently served the child, or may serve the child in the future, and protecting the space for all children as safe and comfortable is not consistent with supervised visitation and removals.
C. Mental health counseling for child abuse victims are provided in the facility. During treatment, the family is often included in the process. Any parent(s) who have been identified as the offender are not to be brought through the facility where other children are located and CAC services are provided. The agencies have private meeting space available that can be used to meet with parents that will not impact CAC clients. It is noted that the parent may have been named an offender on a different maltreatment, and the CAC views this as a prevention effort in re-abuse to the child by strengthening the parent and child through therapeutic interventions. As part of the information sharing, the CAC requires notification if a new intake is received that would present any concern for a parent at the facility.

ESSENTIAL COMPONENTS OF THE NCA STANDARD: CHILD-FOCUSED SETTING

A. THE CAC IS A DESIGNATED, TASK APPROPRIATE FACILITY WHICH ALIGNS TO THE FOLLOWING CRITERIA:

A. THE CAC IS MAINTAINED IN A MANNER THAT IS PHYSICALLY AND PSYCHOLOGICALLY SAFE FOR CHILDREN AND FAMILIES.

B. THE CAC PROVIDES OBSERVATION OR SUPERVISION OF CLIENTS WITHIN SIGHT OR HEARING DISTANCE BY CAC STAFF, MDT MEMBERS OR VOLUNTEERS AT ALL TIMES.

C. THE CAC IS CONVENIENT AND ACCESSIBLE TO CLIENTS AND MDT MEMBERS.

D. AREAS WHERE CHILDREN MAY BE PRESENT AS WELL AS TOYS AND OTHER RESOURCES ARE "CHILDPROOFED", CLEANED, AND SANITIZED TO BE AS SAFE AS POSSIBLE.

STRATEGIES OF THE CAC AND MDT:

1. The CAC is located near the downtown area of Sebring, FL, which is the county seat, and is within reasonable walking distance of 4 public schools.
2. The CAC has all MDT members co-located, aside from the State Attorney's Office, however that office is located within two blocks of the CAC.
3. The CAC provides a joint response with the investigative team for clients of the CAC to supervise children and families at all times during their visit. Clients at the facility for appointments with other agencies are supervised at those times by those MDT members, and additional family members can wait in the waiting area with the CAC Human Services Specialist.
4. The CAC is child friendly in decoration and has agencies responsible for investigations separated from the CAC staff and advocates to provide safety for both the clients and the agency staff, and to support confidentiality and information protection.
5. All toys are childproofed and cleaned on a regular basis.

B. THE CAC HAS, AND ABIDES BY WRITTEN POLICIES THAT ENSURE THE SEPARATION OF VICTIMS AND ALLEGED OFFENDERS.

STRATEGIES OF THE CAC AND MDT: The CAC has put forth basic rules and acceptable use policies for the facility in this protocol, and additionally addresses facility policies, information sharing and conflict of interest disclosures when issuing a key to any member of the MDT.

C. THE CAC MAKES REASONABLE ACCOMMODATIONS TO MAKE THE FACILITY PHYSICALLY ACCESSIBLE.

STRATEGIES OF THE CAC AND MDT: The CAC is a County maintained facility that is ADA Compliant. The ADA Coordinator is Pamela Rogers, Human Resources Manager for Highlands County Board of County Commissioners.

D. THE FACILITY ALLOWS FOR LIVE OBSERVATION OF INTERVIEW BY MDT MEMBERS.

STRATEGIES OF THE CAC AND MDT:

1. The CAC and MDT have specific protocols that designate required parties to observe an interview live, those parties who can observe and additional parties who can request permission to observe under special circumstances. All protocols for live interviews are included in the CAC's Forensic Interview Protocol.

2. The CAC provides an observation room for the team to observe the interview in the facility, and has the ability to also observe from the Sheriff's Special Victims Unit through the iRecord system.

E. SPECIAL AND PRIVATE AREAS ARE AVAILABLE FOR CASE CONSULTATION AND DISCUSSION, FOR MEETINGS OR INTERVIEWS AND FOR CLIENTS AWAITING SERVICES.

STRATEGIES OF THE CAC AND THE MDT:

1. The CAC has designated areas for case consultation and discussion, currently providing three conference rooms at the facility for all MDT member use.
2. The CAC also provides private office space for the CAC Family Advocate, the Forensic Interviewer, Observation, Medical, and CAC Manager.
3. The CAC has a dedicated interview room that is not utilized under any other circumstances.
4. The CAC has a waiting area that is dedicated for clients receiving CAC services.
5. The CAC has plans to make building improvements to add more spaces designated for clients here for a variety of services and meeting areas for parents. The timeline for this project is not finalized, however there should not be significant impact to the MDT members and the space will increase the functionality of the facility with respect to this standard.

Memorandum of Understanding

WHEREAS, The Children's Home Society of Florida, a Florida not for profit corporation (hereinafter referred to as "CHS"), holds the Child Protection Team ("CPT") contract for the Tenth Judicial Circuit of the State of Florida, employing Case Coordinators, Medical Staff, and Forensic Interviewers who provide Child Protection Team services to child victims of abuse in Polk, Hardee, and Highlands Counties;

WHEREAS, the Highlands County, a political subdivision of the State of Florida (hereinafter referred to as the "County"), owns a building known as the Children's Advocacy Center (hereinafter referred to as "CAC"), which facilitates the multidisciplinary team ("MDT") coordination of child abuse investigations in Highlands County and provides space to various state, local, and nonprofit agencies that are members of the multidisciplinary team and provide services to victims of child abuse and neglect and their families;

WHEREAS, CHS and County desire to discuss terms and conditions for setting forth an agreement whereby CPT services for Highlands County residents; such as, Forensic Medical evaluations, Case Coordination, Specialized Interviews & Forensic Interviews, will be performed by CHS at the CAC as well as an agreement for the acceptable use of facilities;

WHEREAS, in the interim, CHS and County recognize the need to have a Memorandum of Understanding ("MOU") in place to memorialize their agreement for CHS to provide CPT services at the CAC; and

WHEREAS, this MOU will become effective as of _____ and will expire on _____.

NOW, THEREFORE, it is hereby agreed by and between the parties as follows:

CHS: The vision of CHS is to have a world where children realize their full potential, with a mission of building bridges to success for children.

Children's Advocacy Center: The mission of the Children's Advocacy Center is to provide a child-friendly, culturally competent multi-disciplinary response to child victims of abuse and their families, while advocating for all children in Highlands County.

1968 Sebring Parkway, Sebring, FL 33870
(863) 402-6845 Fax: (863) 402-6869

This MOU is intended to ease the availability of CPT services and responses to referrals for services for the victims of child abuse and neglect and their non-offending caregivers in Highlands County by organizing an interagency response process and ensuring that every victim is treated with compassion and respect and receives evidence-based treatment while protecting privacy and confidentiality. It is further intended that the services, collaboration, and cooperation listed in this MOU facilitate competent, coordinated and effective intervention for victims of child abuse and neglect.

County and CHS agree to collaborate in the following manner:

CHS shall:

1. Follow the guidelines and policies of the CAC regarding facility use and access, confidentiality requirements, case tracking, and case review;
2. Accept referrals from the CAC and other MDT Partners for victims of abuse and neglect and attempt to provide available services to those victims and their non-offending caregivers within one week of referral receipt;
3. Provide 24-hour on call personnel for after hour services needed by victims of sexual assault;
4. Maintain credentialing and continuing education requirements for services provided (Forensic Interviewing, Forensic Medicals) within the Champion for Children Advocacy Center consistent with the current National Children's Alliance Standards for Accreditation;
5. Work collaboratively with all other multi-disciplinary team agencies both in the facility and those located in the community to best serve the children and families, reduce duplication of effort and services, reduce additional trauma, and promote healing.
6. Maintain frequent contact with the CAC Family Advocate, CAC Manager, or Department of Children and Families Protective Investigator, as requested;
7. Participate in all MDT Case Reviews as facilitated by the CAC Manager; and
8. Provide CAC Manager with monthly service detail by the 5th of the month for all services performed in the prior month.

The County Will:

1. Ensure that the release of participant related information by the County's employees is in compliance with all applicable Florida Statutes;
2. Ensure that policies for the CAC are developed in concert with the multi-disciplinary agency policies and procedures of the agencies working at the CAC;
3. Provide office space and phone line for a co-located case coordinator/forensic interviewer;
4. Provide use of the facility's conference room and waiting room for use by on-site staff and center clients;

5. Provide & maintain a forensic interview room, medical evaluation room, and an observation room to include furniture and equipment maintenance in partnership with investigating agencies (Department of Children and Families and the Highlands County Sheriff's Office);
6. Collaborate to provide staff training on the dynamics of domestic violence, sexual assault, and support services; and
7. Provide referrals and distribute program information as appropriate.

Children's Home Society of Florida

By: Jessica Davis
Regional Executive Director, CEO

Date: 10/7/22

Highlands County, a political subdivision of the State of Florida

By: _____
_____, Chairman

Date: _____

Attest:
Jerome Kaszubowski, Clerk of Court
Date: _____

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER: **Rachel Barry, Zoning Supervisor**

SUBJECT/TITLE: **Request approval of the Tower Removal Agreement between Highlands County; the tower owner/operator, TowerCom VIII-B, LLC; and the landowner, B-4, Inc.; as submitted.**

STATEMENT OF ISSUE

On November 9, 2021, the Highlands County Zoning Board of Adjustment approved the request for a special exception to allow a wireless communication facility (cell tower) located at 269 Butler Dairy Road, Lorida, FL 33857. The tower owner/operator, TowerCom VIII-B, LLC, is required by Section 12.08.135.W. of the Code of Ordinances of Highlands County to execute and record a Tower Removal Agreement (TRA). This TRA is to ensure that, if abandoned, the tower is properly removed by the tower owner/operator or the owner of the property, or that sufficient security to cover the expense of having the tower removed is in place. The TRA template was provided to the Applicant on Nov. 10, 2021, and updates were intermittently requested through the following months. The site plan exemption was approved on Dec. 20, 2022, and the TRA was scheduled the following day to be heard by the BCC at the next available meeting.

Attached for your review and approval, please find the Tower Removal Agreement between Highlands County, TowerCom VIII-B, LLC, and B-4, Inc.

RECOMMENDED ACTION

Move to approve the Tower Removal Agreement between Highlands County; the tower owner/operator, TowerCom VIII-B, LLC; and the landowner, B-4, Inc.; as submitted.

FISCAL IMPACT

There is no fiscal impact.

Attachments: TRA - 269 Butler Dairy Rd, Lorida.pdf

TOWER REMOVAL AGREEMENT

THIS TOWER REMOVAL AGREEMENT ("Agreement") is made and entered into as of _____, 2022~~2~~3 by and between the **Board of County Commissioners** of Highlands County, a political subdivision of the State of Florida, whose address is 600 South Commerce Avenue, Sebring, Florida 33870 (the "County"), **B-4, Inc,** a Florida Corporation, whose address is 193 River Lane, Lorida Florida 33857 (the "Property Owner"), and **TowerCom VIII-B, LLC**, a Delaware limited liability company, whose address is 241 Atlantic Blvd, Suite 201, Neptune Beach Florida 32266 (the "Tower Owner/Operator"), (collectively, the "Parties" and each individually a "Party").

BACKGROUND

WHEREAS, a special exception, Hearing Number 1886, was granted to the Land Owner on November 9, 2021 for the Tower Owner to construct a communications tower on the Land Owner's property (the "Tower"); and

WHEREAS, a commercial site plan exemption verification was approved for the Land Owner on ~~September 2, 2022~~ December 20, 2022 to construct the Tower within Highlands County, Florida, located on land then leased to Tower Owner by Property Owner and more fully described in the legal description attached as Exhibit "A" (the "Land");

WHEREAS, the Parties make this Agreement for the purposes of satisfying the requirement of Section 12.08.135.W. of the Code of Ordinances, Highlands County, Florida (the "Code").

NOW THEREFORE, it is hereby agreed as follows:

1. **Transfer of Ownership of Tower**. Upon sale or other transaction in which ownership of the Tower is transferred to another entity, the Tower Owner/Operator shall provide Highlands County with a copy of documents that provide verification of the transfer of ownership of the Tower to the new entity. Failure to provide those documents to Highlands County might subject Tower/Operator to a determination that Tower/Operator has abandoned the Tower, in accordance with Section 12.08.135.U. of the Code.

2. **Tower Removal by Tower Owner/Operator and Property Owner.** Tower Owner/Operator and Property Owner agree that non-use of the Tower located on the real property described on attached Exhibit A is governed by the provisions of Section 12.08.135.U. of the Code, as it is amended from time to time, which is incorporated herein by reference and presently provides as follows:

    a. **Discontinuance of use**. In the event the use of any wireless communications facility is discontinued for a period of one hundred eighty (180) consecutive days, the facility shall be deemed to be abandoned. Determination of the date of abandonment shall be made by the county administrator who shall have the right to request documentation and/or affidavits from the transmission Tower Owner/Operator regarding the issue of tower usage. Except where the County has determined the non-use

constitutes an unsafe condition and a shorter response period is specified in the County's notice of abandonment, the transmission Tower Owner/Operator shall respond within sixty (60) calendar days to the above notice of abandonment.

b. **Failure or refusal to respond**. Failure or refusal by the transmission Tower Owner/Operator to respond for any reason shall constitute prima facie evidence that the transmission Tower has been abandoned.

c. **Consequence of abandonment**. Upon a determination of abandonment and notice thereof to the Property Owner and to the transmission Tower Owner/Operator, the Tower Owner/Operator or Property Owner shall have an additional ninety (90) calendar days within which to:

   i. Activate the use of the facility or transfer the tower to another Tower Owner/Operator who makes actual use of the tower within the ninety (90) calendar day period; or

   ii. At no cost to the County, dismantle and remove the wireless communication facility.

d. **Expiration of special exception or approval**. At the earlier, of ninety (90) calendar days from the date of abandonment without reactivation or upon completion of dismantling and removal, any previous special exception and/or approval for the facility shall automatically expire.

3. **Security**. As required by Section 12.08.135.W. of the Code, the Tower Owner/Operator has provided the County with a bond or other form of security, attached as Exhibit B (the "Security").

4. **Estimate**. As required by Section 12.08.135.W. of the Code, the dollar amount secured by the Security was determined based on the project engineer's cost estimate for removal of the Tower, a copy of which is attached hereto and incorporated herein as Exhibit C.

5. **Amount and Duration of Security**. The Security shall be in an amount of one hundred ten percent (110%) of the estimated cost of removing the Tower and shall be for the duration of the life of the Tower and the length of the respective building permit, or whichever is greater.

6. **Maintenance and Renewal of Security**. The Tower Owner/Operator shall maintain a current bond or other form of security acceptable to the County in full force and effect and on file with the County until thirty (30) days after the Tower has been removed. That security shall be in an amount of one hundred ten percent (110%) of the estimated cost of removing the Tower, shall be renewed as required by the County, and shall be adjusted for increases in removal costs. Further, the project engineer's cost estimate shall be renewed every ten (10) years and submitted to the County Engineer's Office.

7. **Use of Security**. The County may use the Security and complete the removal of the Tower if the Tower has not been removed within one hundred eighty (180) days of abandonment and in accordance with the provisions of the Code.

8. **Removal of Tower by County**. In the event that Tower Owner/Operator or Property Owner fail to remove the Tower within the one hundred eighty (180) days set forth in the Code or are otherwise subject to removal of the Tower, the County may have the Tower removed in accordance with the provisions of Section 12.08.135.U. of the Code, and Tower Owner/Operator and Property Owner shall be responsible for the County's reasonable direct cost of removal; and the County may record a lien against the real property described on attached Exhibit A and the personal property of the Property Owner and Tower Owner/Operator for costs of removal, if the costs of removal exceed the Security or if the Security is invalid or expired for any reason.

9. **Non-liability of County**. The County shall not be responsible to Property Owner or Tower Owner/Operator for damage to any structures or property caused by or related to removal of the Tower.

10. **Recordation**. This Agreement shall be recorded in the Public Records of Highlands County, Florida and shall run with the Land and be binding on any successors or assigns of Property Owner and Tower Owner/Operator.

11. **Consent of Jurisdiction and Venue**. In the event that any Party to this Agreement commences a lawsuit or other proceeding relating to or arising from this Agreement, the Parties hereto agree that the Circuit Court of the Tenth Judicial Circuit in and for Highlands County, Florida, shall have the sole and exclusive jurisdiction over any such proceeding. That court shall be proper venue for any such lawsuit or judicial proceeding, and the Parties hereto waive any objection to such venue. The Parties hereto consent to and agree to submit to the jurisdiction of the court specified herein, agree to accept the service of process, and agree that service of process shall vest personal jurisdiction over them by that court.

12. **Notices**. All notices and other communication hereunder shall be in writing and shall be deemed to have been validly served, given or delivered: (i) five (5) days after deposit in the United States mail, by certified mail with return receipt requested and postage prepaid, (ii) when delivered personally, (iii) one (1) day after the delivery to any overnight courier, or (iv) when transmitted by facsimile transmission upon confirmation of receipt, when addressed to the Party to be notified as follows:

If to the Tower Owner, to: TowerCom VIII-B, LLC
241 Atlantic Blvd, Suite 201
Neptune Beach, Florida 32266
Attention: George Davis
Email: gdavis@towercomenterprises.com
Ref: "Butler North"

If to the Property Owner, to: B-4, Inc
193 River Lane
Lorida, Florida 33857
Attention: Roger Butler

If to the County, to: Highlands County Board of County Commissioners
Attn: Clinton Howerton, P.E. County Engineer
505 S. Commerce Ave.
Sebring, Florida 33870
Phone: (863)402-6877
Fax: (863)402-6548

With a copy to: Highlands County Board of County Commissioners
Attn: Sherry Sutphen, County Attorney
600 S. Commerce Ave.
Sebring, Florida 33870
Phone: (863)402-6501
Fax: (863)402-6508

Or to such other address as each Party may designate for itself by like notice.

13. **Amendments or Waiver**. This Agreement may be changed, discharged, or terminated only by writing signed by all Parties hereto. No waiver of any provision of or performance, right, or obligation under this Agreement shall be valid except when delivered to the other Parties to this Agreement pursuant to paragraph 13 of this Agreement. No delay or omission by any part in exercising any right with respect hereto shall operate as waiver. A waiver on any one occasion shall not be construed as a bar to, or waiver of, any right or remedy on any further occasion.

14. **Severability**. To the extent any provision of this Agreement is prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition, or invalidity, without invalidating the remainder of such provision or the remaining provisions of the Agreement.

15. **Governing Law**. This Agreement shall be construed and interpreted in accordance with the internal laws of the state of Florida without giving effect to the conflict of laws principles thereof.

16. **Entire Agreement**. This Agreement constitutes the entire agreement between the Parties relating to Sections 12.08.133 and 12.08.135 of the Code, the Security, and removal of the Tower.

17. **Binding Effect**. All of the terms of this Agreement, as amended from time to time, shall be binding upon, inure to the benefit of, and be enforceable by the respective successors and assigns of the Tower Owner/Operator, Property Owner, and the County.

18. **Execution of Counterparts**. This Agreement and any written direction may be executed in counterparts, which, when so executed, shall constitute one and the same agreement or direction.

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals the day and year above set forth.

COUNTY:

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

By: _____
~~Kathleen G. Rapp~~, Chairperson
Chris Campbell,

(SEAL)

ATTEST: _____
Jerome Kaszubowski, Clerk

STATE OF FLORIDA
COUNTY OF HIGHLANDS

The foregoing Agreement was acknowledged before me by means of [ ] physical presence or [ ] online notarization this ___ day of _____, 2023 by ~~Kathleen G. Rapp~~ Chris Campbe, as Chairman of the Board of County Commissioners, and by Jerome Kaszubowski, Clerk of Court, who ☐ are personally known to me, or ☐ who have produced _____ and _____ as identification, and who did/did not take oaths.

_____
Print Name: _____

Notary Public, State of Florida
My Commission Expires: _____

TOWER OWNER/OPERATOR:

TOWERCOM VIII-B, LLC
a Delaware limited liability company

By: _____
George Davis, Vice President

STATE OF NORTH CAROLINA
COUNTY OF DURHAM

The foregoing Agreement was acknowledged before me by means of [X] physical presence or [ ] online notarization this 18 day of October, 2022, by George Davis, as Vice President of TowerCom VIII-B, LLC, who ☐ is personally known to me, or ☐ ~~who has produced~~ XXXX as identification, and who did/did not take an oath.

(SEAL)

KATHERINE M POST
Notary Public, North Carolina
Wake County
My Commission Expires
July 10, 2027

_____
Print Name: Katherine M. Post

Notary Public, State of North Carolina
My Commission Expires: 7/20/2027

PROPERTY OWNER:

B-4, Inc
a Florida Corporation
By: _____
Roger Butler, Pres. (title)

STATE OF Florida
COUNTY OF Okeechobee

The foregoing Agreement was acknowledged before me by means of [X] physical presence or [ ] online notarization this 1st day of November, 2022, by Roger Butler, as President (title) of B-4 Inc. (corporation), who ☐ is personally known to me, or ☒ who has produced FL Drivers License as identification, and who did/did not take an oath.

(SEAL)

JEFFREY S. LINDSTROM
MY COMMISSION # HH 020496
EXPIRES: August 27, 2024
Bonded Thru Notary Public Underwriters

_____
Print Name: Jeffrey S Lindstrom
Notary Public, State of Florida
My Commission Expires: 8/27/2024

EXHIBIT "A"

Legal Description of the Leased Land

DESCRIPTION OF PARENT TRACT

PER OFFICIAL RECORDS BOOK 1427, PAGE 1061:

All of Section 32, including Government Lots 1 and 2, Township 36 South, Range 33 East (less a 3.6 acre tract in the Northeast corner thereof) subject to the following:

A) Less the South 30 feet thereof deeded to Highlands County, Florida for road right-of-way.

B) Subject to an access road easement over the North 40 feet of the West 3/4 of said Section 32, granted to Central and Southern Florida Flood Control District.

ADDITIONAL LESS & EXCEPT PARCELS NOT ON DEED:

Less & except lands described in Official Records Book 2644, Page 1445, Highlands County Florida public records.

Less & except lands described in Official Records Book 2644, Page 1459, Highlands County Florida public records.

DESCRIPTION OF PROPOSED TOWERCOM VIII-B LEASE PARCEL

A parcel of land lying in the Northeast 1/4 of, Section 32, Township 36 South, Range 33 East, Highlands County, Florida, said parcel more particularly described as follows:

COMMENCING at the Southwest corner of said Section 32, proceed South 89°57'03" East along the South line of said Section 32 a distance of 2675.10 feet to the South 1/4 corner of said Section 32; thence continue along the South line of said Section 32, South 89°57'31" East a distance of 660.05 feet; thence North 00°06'30" East a distance of 2668.81 feet to a 5/8" iron rod with cap stamped "Mixon LS 3335" on the quarter section line of said Section 32; thence North 89°59'09" West along said quarter section line a distance of 348.34 feet; thence North 00°00'00" East a distance of 164.01 feet to the POINT OF BEGINNING; thence South 90°00'00" West a distance of 100.00 feet; thence North 00°00'00" East a distance of 100.00 feet; thence North 90°00'00" East a distance of 100.00 feet; thence South 00°00'00" West a distance of 100.00 feet to the POINT OF BEGINNING.

Containing an area of 10,000 square feet.

EXHIBIT "A"

(Continued)

DESCRIPTION OF PROPOSED TOWERCOM VIII-B 30' ACCESS & UTILITY EASEMENT

A 30.00 foot wide strip of land lying in the Northeast 1/4 of, Section 32, Township 36 South, Range 33 East, Highlands County, Florida, the sidelines of said strip lying 15.00 feet on each side of the following described centerline:

COMMENCING at the Southwest corner of said Section 32, proceed South 89°57'03" East along the South line of said Section 32 a distance of 2675.10 feet to the South 1/4 corner of said Section 32; thence continue along the South line of said Section 32, South 89°57'31" East a distance of 660.05 feet; thence North 00°06'30" East a distance of 2668.81 feet to a 5/8" iron rod with cap stamped "Mixon LS 3335" on the quarter section line of said Section 32; thence North 89°59'09" West along said quarter section line and North right-of-way (r/w) line of Butler Dairy Road (50' wide public r/w per resolution recorded in Official Records Book 336, page 15, Highlands County, Florida Public Records) a distance of 348.34 feet; thence departing said r/w line, North 00°00'00" East a distance of 164.01 feet; thence South 90°00'00" West a distance of 50.00 feet to the POINT OF BEGINNING of the herein described centerline; thence South 00°00'00" West a distance of 164.00 feet to a point on said North r/w line of Butler Dairy Road, said point being the to the POINT OF TERMINATION of the herein described centerline.

The sidelines of said strip to be extended or trimmed as necessary to form one contiguous shape and to meet the North r/w line of Butler Dairy Road at the point of termination.

Containing an area of 4920 square feet, more or less.

DESCRIPTION OF PROPOSED VERIZON WIRELESS LEASE PARCEL

A parcel of land lying in the Northeast 1/4 of, Section 32, Township 36 South, Range 33 East, Highlands County, Florida, said parcel more particularly described as follows:

COMMENCING at the Southwest corner of said Section 32, proceed South 89°57'03" East along the South line of said Section 32 a distance of 2675.10 feet to the South 1/4 corner of said Section 32; thence continue along the South line of said Section 32, South 89°57'31" East a distance of 660.05 feet; thence North 00°06'30" East a distance of 2668.81 feet to a 5/8" iron rod with cap stamped "Mixon LS 3335" on the quarter section line of said Section 32; thence North 89°59'09" West along said quarter section line a distance of 348.34 feet; thence North 00°00'00" East a distance of 164.01 feet; thence South 90°00'00" West a distance of 67.00 feet; thence North 00°00'00" East a distance of 18.00 feet to the POINT OF BEGINNING; thence South 90°00'00" West a distance of 15.00 feet; thence North 00°00'00" East a distance of 30.00 feet; thence North 90°00'00" East a distance of 15.00 feet; thence South 00°00'00" West a distance of 30.00 feet to the POINT OF BEGINNING.

Containing an area of 450 square feet.

EXHIBIT "B"

Security Bond

Bond Number: SU1180539

Tower Removal Bond

KNOW ALL PERSONS BY THESE PRESENTS: That we Towercom VIII - B, LLC Of 241 Atlantic Blvd., Ste 201, Neptune Beach, FL 32266, a corporation duly organized under the laws of the State of DE, as principal and Arch Insurance Company, as Surety are held and firmly bound unto BOCC of Highlands County, FL 600 S Commerce Ave, Sebring, FL 33870 as Obligee, in the amount of Fifty Five Thousand and No/100 Dollars ($55,000.00), for the payment of which, well and truly to made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, the liability of the Surety being limited to the penal sum of this bond regardless of the number of years the bond is in effect.

Whereas, the Principal has obtained written approval from the Obligee for the construction and erection of a wireless communication tower located at 269 Butler Dairy Rd, Lorida, FL 33857 – Butler North.

Now, therefore, if the principal well and truly complies with the maintenance, replacement, removal, relocation of the tower from the aforementioned address within 30 days upon receipt of written notice from the Obligee, to remove, replace, modify, or relocate the tower from said premises then this obligation is void, otherwise to remain in full force and effect unless cancelled as set forth below:

1. It shall be a condition precedent to any right of recover hereunder that, in the event of any default on the part of the Principal, a written statement of the particular facts of such default shall be, within Thirty (30) days, delivered to Surety at its Home Office located at:

   Arch Insurance Company
   3286 N Mount Juliet Road
   Mount Juliet, TN 37122
   Phone: 770-519-5827
   E-mail: lhenderson@archinsurance.com
   by registered mail to the Surety and the Surety shall not be obligated to perform Principal's obligation until sixty (60) days after Surety's receipt of such statement.

2. The Surety may cancel this bond at any time by giving Thirty (30) days' notice, by registered mail or overnight courier service to BOCC of Highlands County, FL (Obligee). Such termination shall not affect liability under this obligation prior to the effective date of such termination.
3. No action, suit, or proceeding shall be maintained against the Surety on this bond unless the action is brought within twelve (12) months of the cancellation date of this bond.
4. Regardless of the number of years this bond may be renewed; in no event shall the liability of the Surety exceed the penal sum of this bond.
5. It is understood that the non-renewal of the bond by the Surety, or failure or inability of the Principal to file a replacement bond shall not constitute a loss recoverable by the Obligee under this bond.

Signed, sealed, and witnessed this 10th day of February, 20 22.

Witness

Towercom VIII - B, LLC

Witness

Arch Insurance Company

Brad Quiri, Attorney-In-Fact

AIC 0000360081

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for Note, Loan, Letter of Credit, Currency Rate, Interest Rate or Residential Value Guarantees.

POWER OF ATTORNEY

Know All Persons By These Presents:
That the Arch Insurance Company, a corporation organized and existing under the laws of the State of Missouri, having its principal administrative office in Jersey City, New Jersey (hereinafter referred to as the "Company") does hereby appoint:

Allison Lemke, Brad Quiri and Jeremy Crawford of Golden Valley, MN (EACH)

its true and lawful Attorney(s)in-Fact, to make, execute, seal, and deliver from the date of issuance of this power for and on its behalf as surety, and as its act and deed: Any and all bonds, undertakings, recognizances and other surety obligations, in the penal sum not exceeding Ninety Million Dollars ($90,000,000.00).
This authority does not permit the same obligation to be split into two or more bonds In order to bring each such bond within the dollar limit of authority as set forth herein.

The execution of such bonds, undertakings, recognizances and other surety obligations in pursuance of these presents shall be as binding upon the said Company as fully and amply to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal administrative office in Jersey City, New Jersey.

This Power of Attorney is executed by authority of resolutions adopted by unanimous consent of the Board of Directors of the Company on December 10, 2020, true and accurate copies of which are hereinafter set forth and are hereby certified to by the undersigned Secretary as being in full force and effect:
"**VOTED**, That the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, or the Secretary shall have the power and authority to appoint agents and attorneys-in-fact, and to authorize them subject to the limitations set forth in their respective powers of attorney, to execute on behalf of the Company, and attach the seal of the Company thereto, bonds, undertakings, recognizances and other surety obligations obligatory in the nature thereof, and any such officers of the Company may appoint agents for acceptance of process."

This Power of Attorney is signed, sealed and certified by facsimile under and by authority of the following resolution adopted by the unanimous consent of the Board of Directors of the Company on December 10, 2020:

VOTED, That the signature of the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, and the signature of the Secretary, the seal of the Company, and certifications by the Secretary, may be affixed by facsimile on any power of attorney or bond executed pursuant to the resolution adopted by the Board of Directors on December 10, 2020, and any such power so executed, sealed and certified with respect to any bond or undertaking to which it is attached, shall continue to be valid and binding upon the Company. **In Testimony Whereof**, the Company has caused this instrument to be signed and its corporate seal to be affixed by their authorized officers, this **27th day of December, 2021**.

Attested and Certified

Regan A. Shulman, Secretary

Arch Insurance Company — CORPORATE SEAL 1971 — Missouri

Arch Insurance Company

Stephen C. Ruschak, Executive Vice President

STATE OF PENNSYLVANIA SS
COUNTY OF PHILADELPHIA SS

I, **Michele Tripodi**, a Notary Public, do hereby certify that Regan A. Shulman and Stephen C. Ruschak personally known to me to be the same persons whose names are respectively as Secretary and Executive Vice President of the Arch Insurance Company, a Corporation organized and existing under the laws of the State of Missouri, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary acts for the uses and purposes therein set forth.

Commonwealth of Pennsylvania - Notary Seal
MICHELE TRIPODI, Notary Public
Philadelphia County
My Commission Expires July 31, 2025
Commission Number 1168622

Michele Tripodi, Notary Public
My commission expires 07/31/2025

CERTIFICATION
I, **Regan A. Shulman**, Secretary of the Arch Insurance Company, do hereby certify that the attached **Power of Attorney dated December 27, 2021** on behalf of the person(s) as listed above is a true and correct copy and that the same has been in full force and effect since the date thereof and is in full force and effect on the date of this certificate; and I do further certify that the said Stephen C. Ruschak, who executed the Power of Attorney as Executive Vice President, was on the date of execution of the attached Power of Attorney the duly elected Executive Vice President of the Arch Insurance Company.
IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the Arch Insurance Company on this 10th **day of** February **20**22.

Regan A. Shulman, Secretary

This Power of Attorney limits the acts of those named therein to the bonds and undertakings specifically named therein and they have no authority to bind the Company except in the manner and to the extent herein stated.

PLEASE SEND ALL CLAIM INQUIRIES RELATING TO THIS BOND TO THE FOLLOWING ADDRESS:
Arch Insurance – Surety Division
3 Parkway, Suite 1500
Philadelphia, PA 19102

Arch Insurance Company — CORPORATE SEAL 1971 — Missouri

To verify the authenticity of this Power of Attorney, please contact Arch Insurance Company at SuretyAuthentic@archinsurance.com
Please refer to the above named Attorney-in-Fact and the details of the bond to which the power is attached.

EXHIBIT "C"

Project Engineer's Cost Estimate for Removal of the Tower

CBVR
TELECOM DESIGN GROUP

February 17, 2022

Towercom VIII - B, LLC
241 Atlantic Blvd, Suite 201
Neptune Beach, FL

RE: Professional Engineer Opinion Letter for Tower Removal Cost
Towercom VIII – B, LLC Site Name / Number: Butler North / 62404
Site Address: 269 Butler Dairy Rd, Lorida, FL 33857
CBVR Project #: TC.100.21

Dear Mr. Moody:

Based in our experience in the field of cellular telecommunications, I hereby attest to the best of my knowledge, belief, and professional judgment, that the cost of removing the 260' high self-support telecommunication tower, demo (3) existing caissons below grade and to restore the site to same or better condition prior of the tower installation has a cost estimate of **$50,000.00.** This cost estimate ranges on prices within the average industry for a typical cellular telecommunications tower removal. Due to the ongoing fluctuation of construction costs, a licensed contractor experienced in the telecommunications field should be consulted for an exact removal quote, if needed.

CBVR Telecom Design Group makes no warranties, expressed or implied, in connection with this opinion letter, and disclaims any liability arising from its use. CBVR Telecom Design Group's scope of services does not include construction phase services nor the completion or review of any tower removal construction documents. Furthermore, this opinion letter shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures.

We appreciate and thank you for the opportunity to provide this professional service. If you have any further questions on this opinion letter, please do not hesitate to contact us.

Sincerely,

CBVR Telecom Design Group
Hugh O. Reilly, PE
FL PE #72410

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER:

SUBJECT/TITLE: Request approval of the final rendering for the centennial mural

---

STATEMENT OF ISSUE

During 2021 it was proposed as part of the commemoration of the County centennial that a mural be made. The Public Information Office created a centennial t-shirt that was sold to the public to raise funds for the mural. The PIO office worked with the Historic Preservation Commission to sell the t-shirts and was able to raise $5000.00. An RFP was advertised, and Keith Goodson was selected and graciously accepted to do our centennial mural. Attached for your approval is a rendering that captures the elements requested by the Historic Preservation Commission and a panel of County employees.

RECOMMENDED ACTION

Move to approve the rendering as presented

FISCAL IMPACT

$5,000.00 raised by the sale of centennial t-shirts

Attachments: Rendering..pdf

SEBRING
FLORIDA
100 YEARS
HIGHLANDS COUNTY
1921-2021
14

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER:

SUBJECT/TITLE: **Request approval of the minutes from the November 15, 2022, Regular Meeting of the Board, the November 29, 2022, Special Meeting of the Board, and the December 6, 2022, Regular Meeting of the Board.**

RECOMMENDED ACTION

Move approval of the minutes from the November 15, 2022, Regular Meeting of the Board, the November 29, 2022, Special Meeting of the Board, and the December 6, 2022, Regular Meeting of the Board.

Attachments: 111522REG.pdf
112922REG-Special.pdf
120622REG.pdf

REGULAR MEETING OF THE BOARD, NOVEMBER 15, 2022

1. The meeting was called to order at 9:01 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Chris Campbell	**Commissioner Arlene Tuck**
Commissioner Kevin J. Roberts	**Commissioner Don Elwell**
Commissioner Scott A. Kirouac	

Also, present: Laurie Hurner, Interim County Administrator; Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

2. INVOCATION
The meeting opened with a prayer led by Pastor Ed Sager, with the Grace Reformed Church.

3. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Michelle Rigterink, US Navy, with the Highlands County Veteran Services Office.

4. SWEARING-IN CEREMONY

A. Swearing-in of Commissioner Don Elwell by Reverend Richard Norris of Trinity Lutheran.
Commissioner Don Elwell was sworn in by Reverend Richard Norris of Trinity Lutheran. ***See SMB 150 Page 52.***

B. Swearing-in of Commissioner Arlene Tuck by the Honorable Judge Peter Estrada.
Commissioner Arlene Tuck was sworn in by the Honorable Judge Peter Estrada. ***See SMB 150 Page 53.***

5. ELECTION OF CHAIR AND VICE-CHAIR

A. Request by presiding Chair Campbell to open nominations for Chairperson.
The gavel was passed to Commissioner Campbell as presiding chair. Commissioner Campbell opened nominations for election of a new chairman.

Commissioner Roberts nominated Commissioner Chris Campbell as chairman. Commissioner Elwell seconded the nomination.

Hearing no further nominations, Commissioner Campbell called for a vote.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 54.***

The gavel remained with the newly elected chairman, Commissioner Campbell.

B. Request by the Chairperson to open nominations for Vice-Chairperson.
Chairman Campbell opened nominations for vice-chairperson.

Commissioner Kirouac nominated Commissioner Kevin J. Roberts as vice-chair.

Commissioner Elwell nominated Commissioner Arlene Tuck as vice-chair.

Hearing no further nominations, Chairman Campbell called for a vote for the nomination of Commissioner Kevin J. Roberts as vice-chair.

Upon roll call, all Commissioners voted aye, except for Commissioner Tuck and Commissioner Elwell, who voted nay. The motion carried. ***See SMB 150 Page 55.***

Chairman Campbell congratulated Commissioner Roberts as vice-chair.

6. ANNOUNCEMENTS

The Affordable Housing Advisory Committee will meet on Wednesday, November 16, 2022, at 3:30 p.m., in the Engineering Training Room, 505 S. Commerce Ave., Sebring, FL.

The Highlands County Hospital District Board will hold a regular meeting on Thursday, November 17, 2022, at 1:30 p.m., in the Boardroom of the Government Center, 600 S. Commerce Ave., Sebring, FL.

The Recreation & Parks Advisory Committee will hold a regular meeting on Thursday, November 17, 2022, at 2:00 p.m., at the Highlands County Multi-Sports Complex, 2016 Sheriff's Tower Road, Sebring, FL.

The Veterans Advisory Board will hold a regular meeting on Thursday, December 1, 2022, at 3:30 p.m., at the Veteran Services Office, 7209 S. George Blvd., Sebring, FL.

The Lake Istokpoga Management Committee will hold a meeting on Monday, December 5, 2022, at 9:00 a.m., in Conference Room #3 of the Bert J. Harris, Jr. Agricultural Center, 4509 George Blvd., Sebring, FL.

7. CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

No report.

8. RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

A. Recognition of Robin Souder, Parks & Facilities Custodian, on her retirement.

Lance Marine, Parks & Facilities Director, presented Robin Souder with a plaque in recognition of her 17+ years of dedicated service (and longest standing custodian the county has had) to the citizens of Highlands County and wished her well on her retirement. ***See SMB 150 Page 56.***

B. Request approval of a Proclamation recognizing November 16th, 2022 as "GIS Day" in Highlands County, Florida.

Carley Fitzgerald, GIS Manager, provided a brief presentation and read the Proclamation into the record.

Commissioner Tuck moved approval to adopt the Proclamation recognizing November 16, 2022 as "GIS Day" in Highlands County, Florida. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 19 & SMB 150 Page 57.***

The Commission thanked Ms. Fitzgerald for her presentation and the extraordinary work she has done for the county.

9. PUBLIC COMMENT

Ms. Michelle Gresham came before the Commission to address her concerns with representation for Avon Park and having a park for children. Commissioner Roberts, Commissioner Tuck and Interim County Administrator Laurie

Hurner addressed concerns raised by Ms. Gresham.

Mr. Rick Motsinger came before the Commission to address his concerns with flooding on Hammock Road and provided photographs of flooded areas. The photographs were provided to the Clerk to become part of the permanent record. ***See Citizens not on the Agenda file.***

Chairman Campbell and Commissioner Kirouac addressed concerns raised by Mr. Motsinger.

Mr. Joe DeCerbo, representing the citizens of Avon Park, Sebring, Lake Placid, and Sun 'N Lakes, came before the Commission to address concerns with the county administrator vacancy. Mr. DeCerbo addressed questions raised by Commissioner Tuck. Chairman Campbell addressed Mr. DeCerbo's concerns regarding the county administrator vacancy.

10. CONSENT AGENDA

Commissioner Tuck moved to approve the consent agenda as presented. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried.

Commissioner Elwell requested additional information to go along with the backup presented with agenda item 10D going forward. Laurie Hurner, Interim County Administrator, stated additional information for this item will be provided.

A. Request approval of letters of support for Avon Park, Sebring, and Lake Placid for Enterprise Florida's Rural Development grants. *See Enterprise Florida, Inc. file.*

B. Request adoption of Resolution 22-23-21 for Budget Amendment 22-23-019 to realign funds for Project 12054 (Memorial Dr Pipe Replacement & Extension) and re-appropriating said funds into Project 22031 (Schumacher Rd Pipe Lining) and rolling Project 21093 and 21094 from FY 21/22 into FY 22/23. *See Res. Book 34 Page 20 & SMB 150 Page 58.*

C. Request approval of the minutes from the September 20, 2022 Budget Public Hearing, the September 20, 2022 Special Meeting, the September 26, 2022 and October 3, 2022 Emergency Meetings, and the October 4, 2022 and October 18, 2022 Regular Meetings of the Board. *See Clerk of Courts website.*

D. Request approval of Budget Amendment 22-23-020 and associated Resolution 22-23-25 to appropriate grant funds to Project 22032 for LATCF-Employee Development Funds from the U.S. Treasury. *See Res. Book 34 Page 21 & SMB 150 Page 59.*

E. Request adoption of Resolution 22-23-24 to establish a public hearing date of December 6, 2022, to discuss and consider closing a platted 20-foot alley at 91 Atherton Ave NW. *See Res. Book 34 Page 22 & SMB 150 Page 60.*

F. Request approval of Consultant Service Authorization (CSA) No. 1-2 with Jones Edmunds & Associates, Inc. for Additional Engineering Services to Evaluate Systems Operations and Additional Temporary Operation at the Highlands County Solid Waste Management Center and Closed Desoto City Landfill. *See Jones Edmunds & Associates, Inc. file.*

G. Request adoption of Resolution 22-23-19 for Budget Amendment 22-23-016 to appropriate Insurance Proceeds in the amount of $107,415.81 for the repair of Landfill JD 850 Dozer, LF320. *See Res. Book 34 Page 23 & SMB 150 Page 61.*

H. Request approval of insurance premium write-off of uncollectible funds. *See SMB 150 Page 62.*

I. PFM Financial Advisors, LLC request approval of renewal agreement. *See Public Financial Management file.*

J. Request approval of a High Impact Signature Event Tourist Development Tax Grant in the amount up to $65,000 per year for the GFNY Florida Sebring Cycling for years 2023 through 2025. *See Tourist Development Council file.*

K. Request approval of Budget Amendment 21-22-141 for 4th quarter FY 22 reemployment charges. *See SMB 150 Page 63.*

L. Request authorization to submit a formal request to FDOT pertaining to that grant funding Agreement, Financial Project No. 436642-1-54-01/02, Project No. 18008, for a requested increase in compensation, in the amount of $230,673.28, on behalf of Cobb Site Development, Inc., related to the W. Stryker Road Project, from North Olivia Drive to US 27, with the understanding that any increase in funding to be provided to Cobb Site Development, Inc., by the County shall be limited by any amount approved by FDOT and that to the extent FDOT authorizes an increase in funding, the increase shall be provided only through written Amendment to the Agreement approved by Highlands County through separate agenda item. *See SMB 150 Page 64.*

11. BOARD APPOINTMENTS

A. Request reappointment of two regular members and appointment of two new regular members to the Historic Preservation Commission.

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented the request.

Commissioner Roberts moved approval to reappoint David Schmidt and Gaylin Thomas to the Historic Preservation Commission as regular voting members, with their terms expiring on June 23, 2026; and appoint Barbara Belli and Robert Robinson to the Historic Preservation Commission as regular voting members, with their terms expiring on June 23, 2026, and June 30, 2023, respectively. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 65.***

12. PUBLIC HEARING

A. Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-22-607SS, for an approximate 3-acre parcel to remove a previously assigned condition.

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented the request. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Culpepper read the caption of the proposed ordinance into the record and questioned if any of the commissioners held ex parte communications concerning this hearing. All commissioners stated no.

The applicant's representative Leo Baranes addressed the Commission.

Chairman Campbell opened the floor for public comment. Input was not provided.

Ms. Culpepper read into the record the recommended motion for **CPA-22-607SS.**

Commissioner Kirouac moved approval of the motion as read into the record. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Ord. Book 20 (Ord. No. 22-23-09) & Comprehensive Plan Amendment file.***

B. Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-22-608SS, for an approximate 4.62-acre parcel, from Existing Designation Category (E) to Agriculture (AG).

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented the request. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Culpepper read the caption of the proposed ordinance into the record and questioned if any of the commissioners held ex parte communications concerning this hearing. All commissioners stated no.

Chairman Campbell opened the floor for public comment. Input was not provided.

Ms. Culpepper read into the record the recommended motion for **CPA-22-608SS.**

Commissioner Kirouac moved approval of the motion as read into the record. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Ord. Book 20 (Ord. No. 22-23-10) & Comprehensive Plan Amendment file.***

C. Public hearing to consider adoption of P&Z Hearing No. 2112, changing the Official Zoning Atlas for an approximate 13.12-acre parcel, from Agricultural District (AU) to Multiple-Family Dwelling Planned Development District (R-3 PD).

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented the request. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Culpepper questioned if any of the commissioners held ex parte communications concerning this hearing. Commissioner Elwell stated he has had frequent conversations with the developers, but not specifically related to approval of this item. All other commissioners stated no.

Ms. Culpepper and the applicant Helmut Wyzisk, III addressed questions raised by the Commission.

Chairman Campbell opened the floor for public comment. Input was not provided.

Ms. Culpepper read into the record the recommended motion for **P&Z Hearing No. 2112.**

Commissioner Elwell moved approval of the motion as presented and read. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 24 (Resolution No. 22-23-22) & Zoning Changes file.***

D. Public hearing to consider adoption of P&Z Hearing No. 2113, changing the Official Zoning Atlas for an approximate 28.48-acre portion of a 49.88-acre parcel, from Agricultural District (AU) to Multiple-Family Dwelling Planned Development District (R-3 PD).

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented the request. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Culpepper questioned if any of the commissioners held ex parte communications concerning this hearing. Commissioner Tuck stated she had discussions with the applicants a couple of years ago, but no recent discussion. Commissioner Elwell stated he has had recent discussions, not necessarily related to this particular development or this plan, but more so for the entire development going on in the area. All other commissioners stated no.

The applicant Helmut Wyzisk, III provided a brief presentation on the proposed site plan and future development and addressed questions raised by Commissioner Roberts.

Chairman Campbell opened the floor for public comment. Input was received by Sonya Rasmussen, Reverend George Miller, and Chantel Parris. Mr. Wyzisk addressed questions raised by Ms. Rasmussen, Reverend Miller and Ms. Parris. Commissioner Kirouac addressed the county's process of new development site plans.

Ms. Culpepper read into the record the recommended motion for **P&Z Hearing No. 2113.**

Commissioner Kirouac moved approval of the motion as read. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 25 (Resolution No. 22-23-23) & Zoning Changes file.***

E. Public hearing to consider text amendments to Article 5 of the Highlands County Land Development Regulations, pertaining to multiple sections.

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented the request. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Culpepper read the caption of the proposed ordinance into the record and addressed questions raised by the Commission.

Chairman Campbell opened the floor for public comment. Input was not provided.

Ms. Culpepper read the recommended motion into the record.

Commissioner Roberts moved approval of the motion as read. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Ord. Book 20 (Ord. No. 22-23-08) & Land Development Regulations file.***

13. ACTION AGENDA

County Attorney Sherry Sutphen requested items 14C and 14D be recognized as action items but will still be presented after item 14B.

Commissioner Kirouac moved approval to set the action agenda as presented, with the additions of adding items 14C and 14D to the action agenda. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried.

A. Request adoption of Resolution 22-23-20 for Budget Amendment 22-23-017 to appropriate grant revenue and CFS funds into Project 21104 – Spring Lake Airport Station 20 to perform a study.

Sarah Albritton, Capital Projects Manager, presented the request.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Kirouac moved approval to adopt by Resolution 22-23-20 for Budget Amendment 22-23-017 to appropriate grant revenue and CFS funds into Project 21104 – Spring Lake Airport Station 20 to perform a study. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 26 & SMB 150 Page 66.***

Commissioner Roberts left the Boardroom and was not present during the above roll call.

B. Lake Letta Water Level Discussion.

Clinton Howerton, Jr., County Engineer, provided a presentation on the Lake Letta water levels with Cindy Rodriguez, Senior Government Affairs Regional Manager, and Taylor Lankford, Professional Engineer and Watershed Management Specialist, both with the Southwest Florida Water Management District. ***See SMB 150 Page 67.***

Mr. Howerton, Ms. Rodriguez, and Mr. Lankford addressed questions raised by the Commission.

Chairman Campbell opened the floor for public input. Input was received by Dennis Powell, Phil Rasmussen, Greg Shebosky, Sr., Jimmy Wohl, Barbara Powell, and Steve Peffley. Mr. Powell and Mr. Wohl presented photographs regarding Lake Letta that were made part of the permanent record. ***See SMB 150 Page 67A.***

County Attorney Sherry Sutphen and Interim County Administrator Laurie Hurner addressed questions raised by Commissioner Elwell. Commissioner Kirouac thanked the public for bringing this awareness to the Board's attention, as well as the attention of the Southwest Florida Water Management District and assured they will continue to work through this issue. Chairman Campbell stated a status update will come before the Board in the future.

C. Temporary placement of RVs for living purposes following natural disasters.

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented.

Sherry Sutphen, County Attorney, recommended that an appropriate approach is for staff to bring back a resolution with parameters set specific to Hurricane Ian, which would make it easier for staff to enforce.

Ms. Sutphen addressed questions raised by Commissioner Kirouac.

Chairman Campbell opened the floor for public input. Input was received by Terrie and Charles Detore. Commissioner Roberts, Commissioner Kirouac, County Attorney Sherry Sutphen, and Ms. Culpepper addressed concerns raised by Mr. and Mrs. Detore.

Ms. Sutphen, Ms. Culpepper and Interim County Administrator Laurie Hurner addressed concerns raised by the Commission. It was a consensus of the Commission for staff to proceed with a resolution. ***See SMB 150 Page 68.***

14. COUNTY ADMINISTRATOR & LEGAL

A. Commissioner's Priorities and the Project Status Report.

Laurie Hurner, Interim County Administrator, presented the Commissioner's Priorities and Project Status Report

and reminded the Commission of the November 29, 2022 Special Board Meeting at 9:00 a.m., and wished everyone a Happy Thanksgiving. ***See SMB 150 Page 69.***

B. County Attorney Status Report.

Sherry G. Sutphen, County Attorney, presented the County Attorney Status Report as of November 7, 2022 and stated there are no new claims to report. ***See SMB 150 Page 70***.

Assistant County Attorney Matt Raulerson addressed questions raised by Commissioner Kirouac regarding the status on the Lincoln Heights Park.

Leah Sauls, Development Services Director, addressed questions raised by Commissioner Elwell regarding the Impact Fee Committee (Future Growth Fund Advisory Committee) and stated the committee meets on the 4th Tuesday of each month at 1:30 p.m. in the Engineering Training Room. In December, due to the holidays, the committee will meet on December 20, 2022.

C. Temporary appointment of County Administrator pursuant to Highlands County Code of Ordinances CHAPTER 2, ARTICLE IV, SECTION 2-56.

In accordance with the Highlands County Code of Ordinances, County Attorney Sherry Sutphen stated the county administrator is to attend every board meeting and because Laurie Hurner, Interim County Administrator, is one of the semifinalists, Ms. Sutphen stated Ms. Hurner has excused herself from this meeting. Ms. Sutphen requested the Commission temporarily appoint Tanya Cannady as the acting county administrator for the purposes of this meeting only and such appointment will expire at the close of the meeting.

Commissioner Tuck moved to approve Tanya Cannady as the temporary county administrator at this time until the end of this meeting. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 71.***

D. Review of Semifinalists with SGR (Lissa Barker) and direction related to finalist.

Lissa Barker (via TEAMS), Senior Vice President, Executive Recruitment, SGR, presented the list of semifinalists alphabetically by their first name, requesting the Commission indicate if there is interest in moving them forward to final interview. Sherry Sutphen, County Attorney, addressed the process and questions raised by the Commission.

The Commission discussed each candidate and expressed their concerns.

County Attorney Sherry Sutphen formed the recommended motion to appoint Laurie Hurner as the County Administrator with direction to the County Attorney to negotiate an agreement between the County Administrator, Chairperson and County Attorney.

Commissioner Tuck moved approval of the motion as recommended. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 72.***

15. COMMISSIONERS

Commissioner Kirouac: Commissioner Kirouac stated the number one goal of Highlands County is to be able to move forward in a positive manner and continue to make this county a great place to live. Commissioner Kirouac congratulated Commissioner Tuck on her re-election and Commissioner Elwell on his return as a commissioner and wished everyone a Happy Thanksgiving.

Commissioner Tuck: Commissioner Tuck stated all Commissioners are available to help Laurie Hurner in her new role and welcomed Commissioner Don Elwell. Commissioner Tuck announced to the public if anyone would like to help with the Ag-Venture event, to please meet at the Alan Jay Center this Wednesday, November 16, 2022, and Thursday, November 17, 2022, from 8:00 a.m. to 12:00 p.m.

Commissioner Roberts: Commissioner Roberts congratulated Commissioner Tuck on her re-election and Commissioner Elwell on his election.

Commissioner Roberts read the invitation he received from Col. Mike Borders on the groundbreaking ceremony for the Florida Medal of Honor Park, stating it will take place on November 29, 2022, at 2:00 p.m., in front of the old Girl Scout House, and encouraged the public to attend.

Commissioner Elwell: Commissioner Elwell expressed his gratitude to the Board on making this adjustment as smooth as possible and is looking forward to working together with all of them for the betterment of Highlands County going forward.

Commissioner Campbell: Commissioner Campbell congratulated Commissioner Tuck and Commissioner Elwell on their elections and wished everyone a Happy Thanksgiving.

16. INFORMATIONAL

A. Board payables from November 1, 2022 to November 14, 2022. *See Check Reports 2022 file.*

17. ADJOURN

Commissioner Kirouac moved to adjourn the Regular Meeting of the Board. Commissioner Elwell seconded the motion.

The ayes have it and the motion is carried.

The meeting was adjourned at 1:57 p.m.

SPECIAL MEETING OF THE BOARD, NOVEMBER 29, 2022

1. The meeting was called to order at 9:01 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Chris Campbell	**Commissioner Arlene Tuck**
Commissioner Kevin J. Roberts	**Commissioner Don Elwell**
Commissioner Scott A. Kirouac	

Also, present: Laurie Hurner, County Administrator; Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. ***See Proof of Publication file.***

2. INVOCATION
The meeting opened with a prayer led by Commissioner Kevin J. Roberts.

3. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Jerome Kaszubowski, Clerk of Courts.

Chairman Campbell opened the floor for public comment. Input was not provided.

4. CONSENT AGENDA
Before presenting the consent agenda, County Administrator Laurie Hurner stated action agenda items 5F and 5G have been updated and provided to the Board with the correct backup for each.

Commissioner Kirouac moved to approve the consent agenda as presented. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried.

A. Request adoption of Resolution 22-23-29 for Budget Amendment 22-23-023 to appropriate Project 22033 VOCA (SO) Grant funds. *See Res. Book 34 Page 27 & SMB 150 Page 73.*

B. Request approval of a letter of support for Glades Electric Cooperative and Conexon Connect's proposal to the Florida Broadband Opportunity Program Grant. *See Glades Electric Cooperative, Inc. file.*

C. Request adoption of Resolution 22-23-34 for Budget Amendment 21-22-142 to realign budgets for the Supervisor of Elections' yearend cleanup and post additional revenue received. *See Res. Book 34 Page 28 & SMB 150 Page 74.*

5. ACTION AGENDA
Commissioner Kirouac moved approval to set the action agenda as presented. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried.

A. Request adoption of Resolution 22-23-27 for Budget Amendment 22-23-021 to rollover encumbrances from FY 21/22 into FY 22/23.

David Nitz, OMB Manager, and Tanya Cannady, Business Services Director, presented the request and addressed questions raised by Commissioner Elwell.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Kirouac moved approval to adopt Resolution 22-23-27 for Budget Amendment 22-23-021 to rollover encumbrances from FY 21/22 into FY 22/23. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 29 & SMB 150 Page 75.***

B. Request adoption of Resolution 22-23-31, establishing a temporary residential motor home (RV) accommodation permit program relating to structural damage resulting from Hurricane Ian or Hurricane Nicole.

Sherry G. Sutphen, County Attorney, presented the request and addressed questions raised by the Commission.

Chairman Campbell opened the floor for public comment. Input was received from Mr. Charles Detore.

Commissioner Kirouac moved approval to adopt Resolution 22-23-31, establishing a temporary residential motor home (RV) accommodation permit program relating to structural damage resulting from Hurricane Ian or Hurricane Nicole. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 30 & SMB 150 Page 76.***

C. Request approval of Budget Amendment 21-22-144 for Projects item to item transfers between capital project accounts to assist with GASB 34 reporting with a net fiscal impact of $0.00.

David Nitz, OMB Manager, and Angie Bollinger, Senior Budget Analyst, presented the request.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Tuck moved approval of Budget Amendment 21-22-144 for projects item to item transfers between capital project accounts to assist with GASB 34 reporting, with a net fiscal impact of $0.00. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 77.***

D. Request adoption of Resolution 22-23-35 for Budget Amendment 21-22-143 for the Clerk of Courts FY 21-22 year-end cleanup and post additional revenue received.

David Nitz, OMB Manager, presented the request.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Elwell moved approval to adopt Resolution 22-23-35 for Budget Amendment 21-22-143 to align the Clerk's Board-funded budget as of September 30, 2022, and post additional revenue received. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 31 & SMB 150 Page 78.***

E. Request adoption of Resolution 22-23-36 for Budget Amendment 21-22-146 to reorganize the ARPA project funds to follow the revised grant reporting guidelines with a fiscal impact of a net decrease in the amount of $859,435.00.

David Nitz, OMB Manager, Angie Bollinger, Senior Budget Analyst, and Tanya Cannady, Business Services Director, presented the request and addressed questions raised by Commissioner Kirouac.

County Administrator Laurie Hurner and Business Services Director Tanya Cannady addressed questions raised by Commissioner Roberts.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Kirouac moved approval to adopt Resolution 22-23-36 for Budget Amendment 21-22-146 to reorganize the ARPA project funds to follow the revised grant reporting guidelines with a fiscal impact of a net decrease in the amount of $859,435.00. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 32 & SMB 150 Page 79.***

F. Request adoption of Resolution 22-23-38 for Budget Amendment 21-22-148 for FY 21/22 end-of-year cost center cleanup for budgets exceeded.

David Nitz, OMB Manager, Angie Bollinger, Senior Budget Analyst, and Tanya Cannady, Business Services Director, presented the request.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Tuck moved approval to adopt Resolution 22-23-38 for Budget Amendment 21-22-148. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 33 & SMB 150 Page 80.***

G. Request adoption of Resolution 22-23-37 for Budget Amendment 21-22-147 for FY 21/22 fiscal-year-end project budgets exceeded, closures and adjustments.

David Nitz, OMB Manager, Angie Bollinger, Senior Budget Analyst, and Tanya Cannady, Business Services Director, presented the request and addressed questions raised by the Commission.

Jerome Kaszubowski, Clerk of Courts, provided an update on the Clerk's internal auditing and recognized his Accounting and Finance staff and the Board's OMB staff for their hard work and preparation to come before the Commission. Commissioner Roberts expressed his gratitude for the Clerk and Board's staff.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Roberts moved approval to adopt Resolution 22-23-37 for Budget Amendment 21-22-147. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 34 & SMB 150 Page 81.***

6. ADJOURN

Commissioner Kirouac thanked staff who worked hard over the weekend preparing for the meeting today.

Commissioner Tuck concurred with Commissioner Kirouac's comments and reminded the public the Lake Placid

Christmas parade is on Saturday, December 10, 2022.

Commissioner Roberts encouraged the public to attend the Florida Medal of Honor Memorial groundbreaking ceremony this afternoon at 2:00 p.m., at the corner of Commerce Avenue and Eucalyptus Street.

Commissioner Elwell thanked the Clerk's staff, as well as the OMB staff, for their presentations and questioned the County Administrator if the second pass has started on the debris cleanup and what can citizens do if their debris has not been picked up from the first pass. Commissioner Elwell commented on the county's Christmas parades.

County Administrator Laurie Hurner provided an update on the debris cleanup and stated citizens may call (863) 402-6500 and ask to speak with someone regarding debris pickup.

Commissioner Elwell moved to adjourn the Regular Meeting of the Board. Commissioner Kirouac seconded the motion.

The ayes have it and the motion is carried.

The meeting was adjourned at 9:44 a.m.

REGULAR MEETING OF THE BOARD, DECEMBER 06, 2022

1. The meeting was called to order at 9:00 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Chris Campbell	**Commissioner Arlene Tuck**
Commissioner Kevin J. Roberts	**Commissioner Don Elwell**
Commissioner Scott A. Kirouac	

Also, present: Laurie Hurner, County Administrator; Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

2. INVOCATION
The meeting opened with a prayer led by Pastor Thoresen, with the Atonement Lutheran Church.

3. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Denise Williams, Ret. US Army, County Veteran Services Officer.

4. ANNOUNCEMENTS
The Highlands County Construction Licensing, Enforcement and Appeals Board will hold a regular meeting on Tuesday, December 6, 2022, at 7:00 p.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Highlands County Industrial Development Authority and Highlands County Economic Development Commission will hold a general board meeting on Wednesday, December 7, 2022, at 7:30 a.m., at the Jack Stroup Civic Center, 355 W. Center Ave., Sebring, FL.

The Highlands County Code Enforcement Special Magistrate Thomas S. Dolney will hold a hearing at 1:30 p.m., on Wednesday, December 7, 2022, in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Healthy Families Highlands Advisory Board Subcommittee of Children's Services Council will hold an advisory board meeting at 9:00 a.m., on Tuesday, December 13, 2022, at 7205 S. George Blvd., Sebring, FL.

The Children's Services Council will hold a general body meeting on Wednesday, December 14, 2022, at 8:00 a.m., in the Commissioners Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Highlands County Purchasing Department will hold a Non-Mandatory Pre-Bid meeting to discuss RFP No.: 22-024-LLK County-wide Broadband Highlands County Project 20072 on Thursday, December 15, 2022, at 1:30 p.m., in the Engineering Training Room, 505 S. Commerce Ave., 2nd Floor, Sebring, FL.

The Board of Commissioners of the Highlands County Hospital District will hold a special meeting on Thursday, December 15, 2022, at 1:30 p.m., in the Highlands County Board of County Commission Chambers, 600 S. Commerce Ave., Sebring, FL.

5. CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:
Jerome Kaszubowski, Clerk of Courts, provided a report on the Official Records count for fiscal year 2022-2023.

6. RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

A. Presentation and Update on Federal Funding Plan.

Liz Barber, Legislative Affairs & Grants Coordinator, presented a memorandum from consultant Merchant McIntyre & Associates, LLC, and an update on the federal funding plan. ***See SMB 150 Page 85.***

Ms. Barber and County Administrator Laurie Hurner addressed questions raised by Commissioner Roberts and Commissioner Elwell.

7. PUBLIC COMMENT

Mr. Alan Hyman, chair of the liaison committee with Sun 'N Lakes of Lake Placid Recreation District, came before the Commission to inquire about modifying the District's ordinance pertaining to the enforcement of rules and regulations.

County Attorney Sherry G. Sutphen and Commissioner Kirouac addressed concerns raised by Mr. Hyman. Ms. Sutphen addressed concerns raised by the Commission.

After further discussion, Chairman Campbell stated it was a consensus of the Commission to have the County Attorney draw up a modification of the ordinance for the Board's review.

Mr. Mike Zarzano came before the Commission to address his concerns with government integrity.

8. CONSENT AGENDA

Commissioner Kirouac moved approval to accept the consent agenda as presented. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried.

A. Request approval of a New Event Tourist Development Grant in the amount of $6,000.00 per year for years 2022 and 2023 for the Citrus Golf Trail Ladies Invitational per the recommendation of the Tourism Development Council. *See Tourist Development Council file.*

B. Request approval of the Spartan Race & Spartan Kids World Championship – Florida Sports Foundation Grant Agreement between the Florida Sports Foundation Board of Directors and the Highlands County Board of County Commissioners for and on behalf of the Tourist Development FY 22-23. *See Tourist Development Council file.*

C. Request approval of the GFNY Florida Sebring-Florida Sports Foundation Grant Agreement between the Florida Sports Foundation Board of Directors and the Highlands County Board of County Commissioners for and on behalf of the Tourist Development FY 22-23. *See Tourist Development Council file.*

D. Request acceptance of the Sebring Regional Airport and Industrial Park Community Redevelopment Agency (CRA) FY 2021/2022 Resolution 22-03 and Budget Amendment C22-02. *See Sebring Airport Authority file.*

E. Request approval of the Highlands County federally funded subaward and grant agreement for Hurricane Ian under Federal Emergency Management Agency (FEMA) passed-through the Florida Division of Emergency Management. *See Emergency Management Grant & Agreement file.*

F. Job description and pay grade changes for Public Information Officer/Records Manager. *See SMB 150 Page 86.*

G. Request adoption of Resolution 22-23-025R for Budget Amendment 22-23-025 to allocate Florida Department of Transportation (FDOT) revenue to Project 22011–Highway Lighting. *See Res. Book 34 Page 37 & SMB 150 Page 87.*

H. Request adoption of Budget Amendment 22-23-026 to realign funds from the TDC internal Reserves for Contingency (59900) to Promotional Activities (54800) within the 5305 Cost Center for Tourist Development – Marketing & Promotion for Digital Marketing and Content Storytelling agreement. *See SMB 150 Page 88.*

I. Request approval to convert one full-time custodial position to a full-time Parks and Facilities Administrative Secretary position and approve the associated job description (Fund 005, Cost Center 2672). *See SMB 150 Page 89.*

J. Request approval of Resolution 22-23-30 for Budget Amendment 22-23-024 to realign and appropriate Sheriff budgeted funds within the General Fund to accomplish the grant/project program goals. *See Res. Book 34 Page 38 & SMB 150 Page 90.*

9. COMMITTEE ASSIGNMENTS:

A. Request to remove Robert Farabee as a member of the Veterans Advisory Board.

Denise Williams, County Veteran Services Officer, presented the request and addressed questions raised by Commissioner Roberts and Commissioner Elwell.

Commissioner Tuck moved approval to remove Robert Farabee as a Veterans Advisory Board appointed member. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 91.***

B. Request to appoint Robert Brooks to the Veterans Advisory Board.

Denise Williams, County Veteran Services Officer, presented the request and addressed questions raised by Commissioner Kirouac and Commissioner Roberts.

Commissioner Roberts moved approval to appoint Robert Brooks representing Lake Placid District 1 to a three (3) year term beginning December 6, 2022. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 92.***

10. PUBLIC HEARING

A. Public hearing to consider text amendments to the Highlands County Land Development Regulations, Florida pertaining to Agricultural Worker Housing.

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented the proposed text amendments and read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

Ms. Culpepper addressed concerns raised by the Commission.

Chairman Campbell opened the floor for public comment. Input was received by Mr. Ray Royce. County Attorney Sherry G. Sutphen addressed concerns raised by Mr. Royce.

Commissioner Elwell moved approval on first reading Ordinance 22-23-11, proposed text amendments to the Land Development Regulations, with change to LDR Section 12.08.124.E.(1.), the deletion of the phrase, *"at the facility"*, pertaining to Agricultural Worker Housing, and schedule the second hearing for December 20, 2022, at 9:00 a.m. or soon thereafter as possible. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Proof of Publication file & Land Development Regulations file.***

B. Request adoption of Resolution 22-23-33 to close a platted unnamed 20-foot alley at 91 Atherton Ave., NW, as described in the attached resolution to be vacated, abandoned, discontinued, closed, and all rights of the county and the public in and to the section of the road and any lands in connection therewith be and they are hereby renounced and disclaimed.

Clinton Howerton, Jr., County Engineer, presented the request and read the legal description for the platted unnamed 20-foot alley into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Mr. Howerton addressed concerns raised by Commissioner Roberts.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Tuck moved approval to adopt Resolution 22-23-33 to close a platted unnamed 20-foot alley at 91 Atherton Avenue NW, as described in the attached resolution to be vacated, abandoned, discontinued, closed, and all rights of the county and the public in and to the section of the road and any lands in connection therewith be and they are hereby renounced and disclaimed. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 34 Page 39 & SMB 150 Page 93.***

11. ACTION AGENDA

County Administrator Laurie Hurner stated there is one (1) additional action item that has been presented to the Commission as an addendum to the agenda and requested this item to be added to the action agenda as item 11E.

Commissioner Kirouac moved to set the action agenda with the addition of item 11E. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried.

A. Request approval of financial commitment in the amount of $340,000 to be considered Local Government Areas of Opportunity Funding for the proposed Avon Park Apartments, an affordable 80-unit multi-family rental development, located at 911 W. State Street, Avon Park, FL.

Ingra Gardner, Director of Community Programs, and Lucy Castillo, Housing Coordinator, presented the request. Tim Morgan, president of Jonesboro Investments Corp., and developer of the proposed apartments, addressed the Commission. Mr. Morgan, Ms. Gardner and Ms. Castillo addressed concerns raised by the Commission.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Roberts moved approval to authorize the Chair to execute Florida Housing Finance Corporations Local Government Verification of Contribution-Loan form, providing local government financial commitment of $340,000 for the proposed Avon Park Apartments, an affordable 80-unit multi-family rental development, located at 911 W. State Street, Avon Park, FL. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See State Housing Initiatives Partnership Program (SHIP) file.***

B. Request approval of revisions to the bylaws of the Highlands County Board of County Commissioners Veterans Advisory Board (VAB).

Denise Williams, County Veteran Services Officer, presented the request and addressed questions raised by Commissioner Kirouac and Commissioner Roberts.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Kirouac moved approval of the revisions to the bylaws of the Highlands County Board of County Commissioners Veterans Advisory Board (VAB). Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Veterans Services file.***

Commissioner Elwell left the Boardroom and was not present during the above roll call.

C. Transfer of $125,000 from the General Fund to the Health Fund for fiscal year ended September 30, 2022.

Tanya Cannady, Business Services Director, presented the request and addressed questions raised by Commissioner Kirouac.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Elwell moved approval of the transfer of $125,000 from the General Fund to the Health Fund for fiscal year ended September 30, 2022. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 94.***

D. Request approval of the County Administrator Agreement between Laurie Hurner and Highlands County.

Sherry G. Sutphen, County Attorney, presented the request and addressed concerns raised by the Commission.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Kirouac moved approval of the County Administrator Agreement between Laurie Hurner and Highlands County. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See County Administrator file.***

E. Request approval of Commissioner appointments to the Value Adjustment Board, Career Source Board, the 10-County Coalition for Lake Okeechobee and the Small County Coalition for 2023.

Laurie Hurner, County Administrator, presented the request, and addressed one minor change to the list of committee appointments: Commissioner Kirouac is erroneously listed as the liaison for the Affordable Housing Advisory Committee instead of Commissioner Roberts. Ms. Hurner stated the last four committees listed are those that require Board approval and are in the recommended motion.

Chairman Campbell opened the floor for public comment. Input was not provided.

Commissioner Roberts moved approval of the appointments of Commissioner Scott Kirouac and Commissioner Chris Campbell to the Value Adjustment Board, Commissioner Kevin Roberts to the Career Source Board, Commissioner Arlene Tuck to the 10-County Coalition for Lake Okeechobee and Commissioner Don Elwell and Commissioner Arlene Tuck to the Small County Coalition for 2023. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 95.***

12. COUNTY ADMINISTRATOR & LEGAL

A. Commissioner's Priorities and the Project Status Report.

Laurie Hurner, County Administrator, presented the Commissioners' Priorities and the Project Status Report as of November 22, 2022. ***See SMB 150 Page 96.***

Ms. Hurner also provided an update on the mid-year meeting she attended last week for the Florida Association of County Managers and on the search for a deputy county administrator.

B. County Attorney Status Report.

Sherry G. Sutphen, County Attorney, presented the County Attorney Status Report as of December 1, 2022. ***See SMB 150 Page 97.***

Ms. Sutphen stated it has been brought to her attention that a couple of counties have sent a resolution to legislative representatives, the surgeon general, and other individuals in Tallahassee urging an amendment to the legislation to either, deal with noise and odor complaints on their own, or allow a carved-out exemption for local governments to be able to regulate the odor and the noise when these facilities are being constructed and located close to residential areas. Ms. Sutphen addressed questions raised by the Commission and requested direction should the Board wish to review a possible resolution that will help put a mechanism in place for Highlands County.

There was a consensus from the Commission for County Attorney Sherry G. Sutphen to bring a resolution back to the Board.

13. COMMISSIONERS

Commissioner Elwell commented on the Christmas parades and stated he may be late for the next Board meeting as he will need to attend a holiday party for the students at Fred Wild Elementary.

Commissioner Tuck commented on the legislative conference she attended with County Administrator Laurie Hurner and Legislative Affairs & Grants Coordinator Liz Barber and shared that Highlands County was selected to be part of the Florida Association of Counties 2022-2023 Calendar.

Commissioner Kirouac and Commissioner Campbell expressed their concerns regarding the misinformation given to buyers that county roads are going to be paved in a short period of time and questioned the County Attorney if the county has the ability to create a form and require that an affidavit be signed at closing stating the purchaser is aware the property is located on a non-county-maintained road and certain county services will be unavailable. Commissioner Tuck questioned if certain language could be added to deeds.

The County Attorney stated perhaps during the recording process when a deed transfers ownership, an affidavit that accompanies the deed can be recorded stating the new owner is aware the property may not be located on a county-maintained road and acknowledge responsibility of certain services if it is not. Ms. Sutphen stated she will research whether the county can require a document to be recorded in addition to the deed itself and will discuss further with the Clerk. Provided the county cannot set such condition, Ms. Sutphen stated the Board can look into

adopting an ordinance that would require every real estate transaction to have such an affidavit on file before the deed is recorded.

Commissioner Roberts stated he is glad Laurie Hurner was hired as County Administrator and a contract in place and questioned if a Board meeting calendar for 2023 would be provided to the Commission. Ms. Hurner stated a calendar will be presented at the next meeting and pointed out four (4) meetings have been moved from Tuesday to Thursday as those dates follow a holiday.

Commissioner Campbell commented on the Sebring and Avon Park Christmas parades and recognized commissioners and staff who attended, and the Road & Bridge Department for providing the truck and drivers. Commissioner Campbell stated the Lake Placid parade is scheduled for this Saturday, December 10, 2022.

14. INFORMATIONAL

A. Request approval of the proposed Amendment 1 following Change Order 1 for the Fall Prep Lacrosse Showcase amending the date of the event to October 15-16, 2022 to December 17-18, 2022.

B. Board payables from November 15, 2022 to December 5, 2022. *See Check Reports (2022) file.*

15. ADJOURN

Commissioner Kirouac moved to adjourn the Regular Meeting of the Board. Commissioner Roberts seconded the motion.

Chairman Campbell called for those in favor. The ayes have it and the motion carries.

The meeting was adjourned at 11:38 a.m.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER: **Laurie Hurner, County Administrator**

SUBJECT/TITLE: **Request approval to accept into the record the County Administrators Annual Report for Fiscal Year 2021-2022.**

STATEMENT OF ISSUE

The County Administrator is required to present to the Board of County Commissioners an annual report reflecting achievements during the preceding year. Florida Statutes, section 125.74 (b), states that it is the responsibility of the County Administrator to: "provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents."

Please find the attached FY 2021-2022 Annual Report. The Annual Report will be posted to the County's Official website and can be accessed at www.highlandsfl.gov

RECOMMENDED ACTION

Move to accept into the record the County Administrators Annual Report for Fiscal Year 2021-2022.

FISCAL IMPACT

No fiscal impact

Attachments: Annual Report 2021-2022_final.pdf

HIGHLANDS COUNTY
Board of County Commissioners
ANNUAL REPORT
Fiscal Year 2021-2022

TABLE OF CONTENTS

THE BOARD **3**
SNAPSHOTS OF OUR YEAR IN HIGHLANDS COUNTY **4**
INTERIM COUNTY ADMINISTRATOR LAURIE HURNER **5**
AG EXTENSION **6**
BUSINESS SERVICES **7**
EMS Billing 7
Human Resources and Risk Management 7
Non Ad-Valorem Assessment 7
Office of Management and Budget 8
Purchasing 8
COMMUNITY PROGRAMS **9**
Children's Advocacy Center 9
Countywide Library System 9
Healthy Families Highlands 10
Housing 11
Human Services 11
Veteran Services 11
COUNTY ATTORNEY **12**
DEVELOPMENT SERVICES **13**
Building 13
Code Enforcement, and Planning and Zoning 14
Economic Development 15
Tourist Development Council 16
ENGINEERING **17**
GIS 18
Solid Waste 18
Traffic Operations 18
LEGISLATIVE AFFAIRS & GRANTS **19**
PARKS & FACILITIES **20**
Facilities 20
Parks and Recreation 21
PUBLIC INFORMATION & PUBLIC RECORDS **22**
PUBLIC SAFETY **24**
Emergency Management 24
Fire Rescue 24
ROAD & BRIDGE **26**
Bridge and Concrete 27
Fleet Maintenance Shop 27
Natural Resources 28
Warehouse 28

The Board

Highlands County is one of 67 counties in Florida and was established by an Act of the Florida Legislature. By the authority of the Constitution of the State of Florida, the Board of County Commissioners share the functions of government with the Constitutional Officers.

Highlands County's five commissioners are each elected to serve a four-year term. These terms are staggered and each member is elected at-large but represents a geographic district within the County. The chairperson of the Board is elected annually by the other Board members and presides over all board meetings. The Board meets on the first and third Tuesday of each month and all meetings are open to the public. On meeting weeks when a nationally recognized holiday falls on a Monday, the regular meeting will be held on Thursday instead of Tuesday. For a current Board meeting schedule, please visit www.highlandsfl.gov.

The Board of County Commissioners is a policymaking board. They have responsibility for the provisions of general government services, the development of infrastructure and establishment of regulations regarding zoning and land use provisions. The Board approves the County's operating and capital budgets, passes ordinances and takes actions that provide for the health, safety and welfare of the citizens of Highlands County.

The Board is also responsible for setting the millage rate (tax on real property) to fund most functions of County government.

Snapshots of our year in Highlands County!

Interim County Administrator Laurie Hurner

I am privileged to serve as your interim County Administrator. This annual report looks back at the progress of the past year and highlights the accomplishments that demonstrate the Board's continued commitment to sustainable growth, economic development, investment in infrastructure, and fiscal responsibility. Our Board has worked hard this past year, with four of the five commissioners completing the second year of their service. Many projects have moved forward, and some new programs are underway.

The Highlands County residential solid waste collection program has revised the way residential recycling materials are collected. The solid waste collection contractor no longer collects recycling materials curbside. Three recycling drop-off centers have been set up across the county and all three are seeing traffic on the days they are open. The recycling effort has provided cleaner loads since each site is monitored during the hours of operation, thus saving room in the landfill.

The effort to provide a balanced budget for FY 22/23 was one that included all departments. The Board set the FY 22/23 budget while lowering the millage rate to 8.1000 mils, the lowest it has been in over 14 years. Some will argue that property values are still on the rise so lowering the millage did not do any good. We feel differently. Our citizens would have suffered a double whammy if their property values increased and the millage increased as well. Saving money for citizens is even more important today since our national economy is uncertain and many remain without jobs or enough income to live comfortably. We demonstrated our continued commitment to responsible fiscal stewardship and focus on this effort often.

The last quarter of FY 21/22 brought a major blow to Highlands County, with localized flooding in the northern part of the county due to heavy rainfall over a short period of time immediately followed by the arrival of Hurricane Ian on Sept. 27. Ian's winds blew over Highlands County for many hours and the eye of the storm traveled directly over the county. Luckily, our county suffered no loss of life. We saw tremendous amounts of rain across the county with flooding in many areas. Power restoration was a success, with over 90% of the county lit within 4.5 days. Emergency Management staff performed like a well-oiled machine, and we have many partners to thank for that. County employees worked side by side with representatives from Duke Energy, Highlands County Sheriff's Office, Highlands County health department, Federal Emergency Management Agency, Florida Division of Emergency Management, and the Highlands County Clerk IT department. As we work together to build a new normal, we learn and grow and find ourselves much better prepared for next time.

As we move into FY 22/23, we encourage you to get involved with your County government. Join a committee, pick up a part time job or attend a Commission meeting or two. You are always welcome We thank our employees, elected officials, municipalities, districts, and community partners for everything they do, for the programs and services they provide, and for making Highlands County an amazing place to visit and live. Come spend some time with us. You will be glad you did.

Ag Extension

The Cooperative Extension Service is a partnership between the land grant institutions in each state and local county government. In Florida, the University of Florida along with Florida A&M University work together to oversee the extension programming.

The goal of the extension service is to provide science-based information from the university to the public. An extension office is located in each of the 67 counties in Florida. Each county office houses faculty members in program areas that focus on needs identified in the community.

The University of Florida / IFAS Extension office in Highlands County is at the Bert J. Harris Jr. Agricultural Center, 4509 George Blvd., in Sebring. It has four faculty members in the areas of 4-H youth development, horticulture, agriculture and natural resources, and livestock. The office houses an administrative specialist and 4-H program specialist to support extension programs.

UF IFAS UNIVERSITY of FLORIDA

BY THE NUMBERS

227
Volunteers

8,040
Group learning participants

In 2021, UF/ IFAS Extension Highlands County successfully:

- Worked with 227 volunteers for a total of 5,776 hours
- Conducted 254 educational programs and activities with 8,040 group learning participants
- Had 5,586 youth registered for 4-H community and school clubs, day and residential camping programs, special interest programs, and short-term programs
- Received $225,032 through monetary contributions, grants, and in-kind donations to support program efforts. These funds directly impact agent programs and do not reflect operating costs funded by the County.

Business Services

EMS BILLING

17,405 patient trips were performed in FY 21/22, with an average of 1,450 trips per month using 13 EMS vehicles countywide. Over $5.4 million in fees were collected, an increase of $900,000 from the previous fiscal year. The division has two employees.

HUMAN RESOURCES & RISK MANAGEMENT

The divisions of Human Resources and Risk Management assist the Board of County Commissioners and its employees by focusing on recruiting, staffing, compensation, benefits, training and development, insurance, and workforce safety.

During FY 21/22, interviews were held for 109 positions, with 2-10 candidates in each position. 131 new full-time employees were hired, and the County had three retirements, 80 resignations, and 23 terminations.

The County hired Evergreen Solutions to conduct a salary study of all County positions except Public Safety. This was done to ensure the County will meet all state requirements for the new minimum wage and to confirm that salaries are in line with the market. All salary changes were effective Oct. 10, 2022.

The following claims were processed by Risk Management in FY 21/22: seven auto liability; eight auto property damage; 16 general liability; 1 inland marine; and 29 Workers Compensation. 131 special events policies were written for events in County facilities.

NON AD-VALOREM ASSESSMENT

The Non-Ad Valorem Assessment division continued to work with the Tax Collector's staff, Property Appraiser's staff and consultants to manage assessments and generate assessment rolls. Staff conducted mailings for the Sun 'N Lakes of Lake Placid Recreation District, Bonnet Creek Acres Special Benefit District, Hickory Hills Special Benefit District, Sebring Manor Special Benefit District, Somervale Downs Special Benefit District, and Vantage Point Special Benefit District. These varied from notifying property owners of public hearings for potential assessment increases and/or changes of boundaries or dissolving inactive districts. The Fire and Solid Waste assessment increased and a new assessment was created for the Sun 'N Lakes of Lake Placid Recreation District, which required various departments to assist with implementation. 16 separate assessment rolls were certified and billed by the Tax Collector.

BY THE NUMBERS

EMS BILLING
17,405
Patient trips

$5.4 million
Fees collected

HUMAN RESOURCES
109
Positions advertised

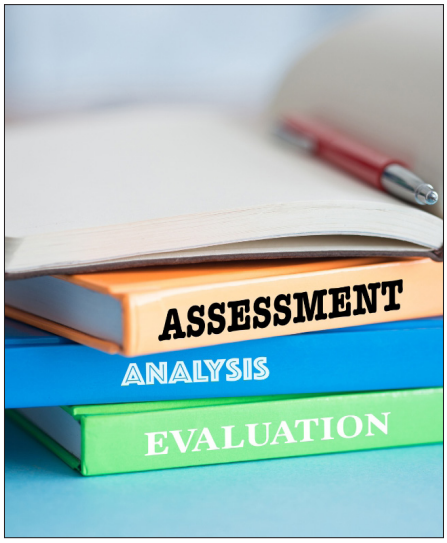
131
Employees hired

3
Retirements

RISK MANAGEMENT
76
Claims processed

29
Workers Comp claims processed

131
Special events policies processed



Business Services (continued)

OFFICE OF MANAGEMENT AND BUDGET

Budget review meetings were held with Administration and individual departments in May, and public workshops were held in July and August to arrive at a Proposed Budget. The required public hearings were held in September, culminating with OMB successfully completing another budget season. During the budget process, the Capital Financial Strategy (CFS) as well as the Fee Schedule were prepared and presented by OMB to the Board for consideration and adoption during the final public hearing.

Staff worked with the Clerk of Court's Accounting department in the setting up and recording of budgets, revenues, expenditures and other entries necessary for the tracking and spending of funds.

OMB also monitored the expenditures of the major funds and communicated with Administration as to any unusual variances when compared to the budget. The original adopted budget for FY 21/22 was $157,374,201. OMB tracked and monitored all currently open projects, approximately 200-250 at any given time, working with the project managers to update their project control records as needed, adding new projects and closing those that have been completed.

Staff also prepared or assisted departments with approximately 150 budget amendments during the year to transfer/realign budgeted funds.

PURCHASING

Purchasing has had a busy year with the continuation of COVID-19, implementation of the Cobblestone Contract management system and the added American Rescue Plan Act (ARPA) funding, which is funding approximately 26 additional procurements.

In March, Purchasing Month, a Vendor Open House was organized by staff with nine other Highlands County entities participating to educate and encourage local, minority- and women-owned businesses on how to do business with each government entity.

Purchasing has worked to streamline many processes such as online bid/proposal submissions, and use of Cobblestone software to track contracts and certificates of insurance. Staff continues to work with legal and all departments to implement efficient and standardized work methods.

In FY 21/22, Purchasing reviewed and processed 725 Change Orders, 4,241 payables, 1,676 Purchase Orders, and 5,259 P-card transactions; an approximate rebate of $19,559 is expected from the P-card program.

Staff met its goal to have 3,000 vendors registered in Vendor Registry by October 2022. Enrollment increased 13% over the prior year.

BY THE NUMBERS

PURCHASING

81
Solicitations

15
Invitations to Bid

51
Formal written quotes

10
Requests for Proposals

1,676
Purchase Orders issued totaling $20,416,959

5,259
P-Card transactions totaling $1,326,935

408
Surplus property sales totaling $2,233,033 in revenue

Community Programs

CHILDREN'S ADVOCACY CENTER

As an accredited member of the National Children's Alliance, The Ruth E. Handley Children's Advocacy Center serves as the site for coordination of the multidisciplinary team response to child abuse in Highlands County. The CAC is a child-focused, facility-based program where representatives from many disciplines collaborate to make decisions about investigation, treatment, intervention, and prosecution of child abuse cases. Within our building, law enforcement, the Department of Children and Families, the child protection team, mental health providers, victim advocates, and other agencies collaborate to fight for the justice and healing of child victims of abuse in our community.

Throughout FY 21/22, CAC staff logged over 3,700 client encounters and services, which included providing direct service to, communicating directly with, or advocating on behalf of clients and their families. Staff continued to attend and provide trainings for the community. Four staff members attended the Krimes Against Kids Conference in July. Our mental health therapist facilitated Compassion Fatigue training, became a certified Clinical Trauma Professional, and addressed suicide prevention. Both the CAC manager and the coordinator facilitated the Darkness to Light training, hosting 20 different sessions. Another highlight was having the ability to add a new position to the CAC, which is the Victim Services Specialist (VSS). Our VSS focuses on the cultural and spiritual needs of clients. The CAC will continue to advocate for all children and to promote child abuse prevention.

BY THE NUMBERS

CAC

150
New clients

116
Forensic interviews

3,790
Victim advocate encounters

1,471
Direct therapy services

12
Multi-Disciplinary Team case reviews

COUNTYWIDE LIBRARY SYSTEM

FY 21/22 was one of new ideas and creativity for the Highlands County Library System.

Our focus has been outreach, and connecting with our communities in new and different ways.

Through grants acquired by the Heartland Library Cooperative (HCLS is a member), our libraries were able to distribute books, backpacks and goodies into the community, set up a Mobile Library stop, create video programming and provide hundreds of new e-titles for the Axis 360 platform.

Between May and September 2022, libraries distributed 1,714 books and approximately 250 backpacks.

All three libraries added a seed library and Wonderbooks to their collections. Wonderbooks have an added audio feature that allows

BY THE NUMBERS

LIBRARIES

260,542
Annual circulation transactions

14,842
Patron computer uses

2,411
Summer Reading program total participation

4,774
Total youth program attendees

Community Programs (continued)

borrowers to read along as they listen to the story being read to them. Also, through the Emergency Connectivity Fund and the Heartland Library Cooperative, libraries are now able to loan hotspots to patrons.

Across our three different lesson- or access-based platforms (Mometrix, Universal Class, and Heritage Quest), there were 12,169 sessions, an increase of 2,089 from FY 20/21. Across our two different e-book and e-audiobook platforms we saw a total circulation of 62,751 uses.

The 2022 Summer Reading Program saw new heights this year as 437 youth-aged patrons registered to participate in the weekly reading goal challenge, an increase of 214 from last year. There were 681 attendees across our 30 summer reading programs at the three branches, which is an increase of 496 attendees from the previous year. A total of 1,052 craft kits across four age demographics (pre-k, elementary, teen and adult) were shared with patrons and community organizations, and staff produced eight videos with a total of 241 online views.

Thank you to the County Commission, Administrative staff, the Community Programs director, and the Heartland Library Cooperative Governing Board and librarians for their support to the libraries. We look forward to new ideas and creative programming in the coming year.

HEALTHY FAMILIES HIGHLANDS

Healthy Families is an accredited home-visiting program for expectant parents or parents of newborns experiencing stressful life situations. The program works to improve childhood outcomes and increase family self-sufficiency by empowering parents through individualized parent coaching and support.

During FY 21/22, 18 families successfully completed the program, having received evidence-based curriculum via our home-visiting services between 3 to 5 years, depending on the need of the family.

In June, the program hosted a Healthy Families Expo, which included different vendors sharing information and resources along with celebrating the program graduates.

Program staff worked with a program participant to present the proclamation declaring April as Child Abuse Prevention Month to the Highlands County Board of County Commissioners while sharing the positive impact the program has had on her family.

BY THE NUMBERS

97 families & 221 children
Enrolled in program

1,258
Home visits completed

3,360
Individual contacts

318
Collateral contacts to partner agencies

183
Referrals to community resources

Community Programs (continued)

HOUSING

Distributed $502,201.62 in SHIP funds this fiscal year. SHIP is a state-funded program that provides loans for down payment assistance, home repair, and foreclosure intervention. The division provided $225,111.34 in purchase assistance to 20 families; $252,661.11 in owner-occupied rehabilitation assistance to 15 families; $14,871.67 in emergency home repair assistance to 15 families; $3,779.81 in disaster assistance to three families; and $2,777.36 in foreclosure prevention assistance to one family.

HUMAN SERVICES

Human Services strives to provide support and assistance to Highlands County residents by connecting them to available services within the community as well as providing direct services when available.

The division has three primary functions:

(1) Covers indigent cremations for those without another means by which to cover final expenses. Indigent cremation services are provided by a network of partnering funeral homes within the county.

(2) Provides prescription assistance for life-sustaining medication to uninsured and low-income county residents. The program cost is covered by the Coast2Coast Rx discount prescription program. To learn more and to print a card, visit www.coast2coastrx.com. This program is a great benefit to participants and funds to Human Services for the Prescription Assistance Program.

(3) Facilitates the county's Health Care Responsibility Act, which places the ultimate financial obligation for an indigent patient's out-of-county emergency care on the county in which the indigent patient resides.

VETERAN SERVICES

The Veteran Services Office serves veterans, and their dependents and family members, by aiding in the application claims process for compensable benefits, including disability compensation, non-service-connected pensions, information regarding home loan certification, funeral or burial reimbursements and VA medical enrollment through the Department of Veterans Affairs. Staff also assist with benefits offered by Highlands County and state or federal governments.

During FY/21-22, staff had 2,222 face-to-face interactions, including 1,279 veterans, and 282 dependents, family members, and guests. Because of the investment in client management and client claims filing software in FY 20-21, the VSO now provides a streamlined experience, reducing duplication of data and increasing efficiency, making it possible to serve more veterans. The new client management process decreases appointment time by ensuring the veteran has the proper documentation with them, which is then uploaded directly to the VA during the appointment.

The VSO successfully launched a countywide outreach program by holding office hours at all three local libraries and partnering with Hands for Homeless to reach veterans who would not otherwise be able to travel to the office in south Sebring, completing 27 events for a total of 82 outreach hours.

In conjunction with the Highlands County Veterans Council, the VSO operates two assistance programs that provide food (food pantry), gas cards, and grocery cards to needy veterans, and the VSO and the Veterans Council continue to help at-risk veterans with the well-established Veterans Assistance Fund.

County Attorney

Over the past year, the County Attorney's Office has continued to propose significant changes in the policies and procedures of Highlands County government. We have also continued to develop our working relationship with the county administrator and staff to ensure efficient and effective operations in meeting the objectives of the Board.

Meet our Office

Sherry G. Sutphen is the County Attorney. Sherry is a Certified Specialist in City, County and Local Government law and has focused her practice in the area of local government general counsel work for over 20 years.

D. Matt Raulerson is the Assistant County Attorney. Matt has three years of experience in local government law, and practiced law for seven years in the private sector and brings a variety of experience to the County Attorney's Office, which enable him to facilitate interactions among County residents, business citizens, community partners and the various County departments.

Chantel Brutus is our Legal Assistant. Chantel provides knowledge and understanding of County processes as well as professional relationships, which strengthens our objective of serving both the County departments and the Board of County Commissioners in the most efficient and effective manner possible.

Objectives accomplished in FY 20/21

- Collective bargaining agreement with fire union
- Assist with establishing Future Growth Funding Advisory Committee for infrastructure funding mechanisms
- Established a legal intern program
- Assisted in enhancing government efficiency and effectiveness in:
  1. Housing
  2. Code Enforcement
  3. Tax Deed property sales
  4. County form standardization

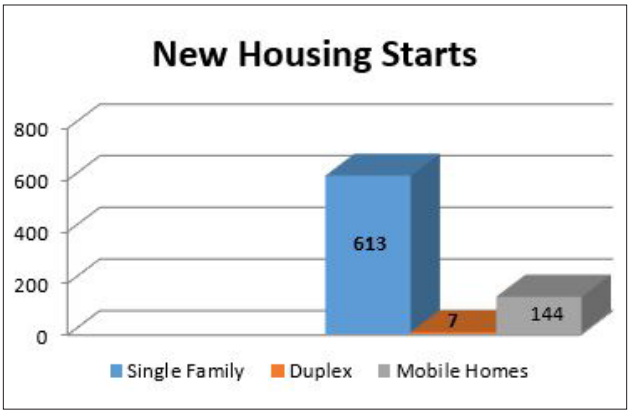
Long-range goals for the future

- Employee manual revisions
- Purchasing policy revisions
- Revisions to Planning & Zoning Commission membership
- Lake Placid fire station
- Hospital legislation and sale issues
- Annexation issues with all cities (enclaves and roads)
- Revisions to organization of advisory boards and committees
- Joint planning agreements with cities
- Consistency of boards and committees

Development Services

BUILDING

Housing starts increased this fiscal year, with total starts of 620, increasing 23% compared to the prior fiscal year. This increase is due to new site built one- and two-family homes.
Mobile home activity rose this fiscal year with an increase of 63% and 144 mobile home permits issued.
A total of 13,847 permits were issued this fiscal year, an increase of 52%.



The following projects were valued over $500,000:
Huston Motors Building - Expansion project
Cano Health doctor's office - Interior renovation
Rum Runner – Clubhouse
Steel Blue Fabrication – Storage building
Real Life Commercial Cannabis Dispensary – Tenant build out
Discount Mini Storage Avon Park – Alteration of existing structure
Cancer Institute-Sebring Linac Replacement – Interior Alteration

BY THE NUMBERS

BUILDING
13,847
Permits issued

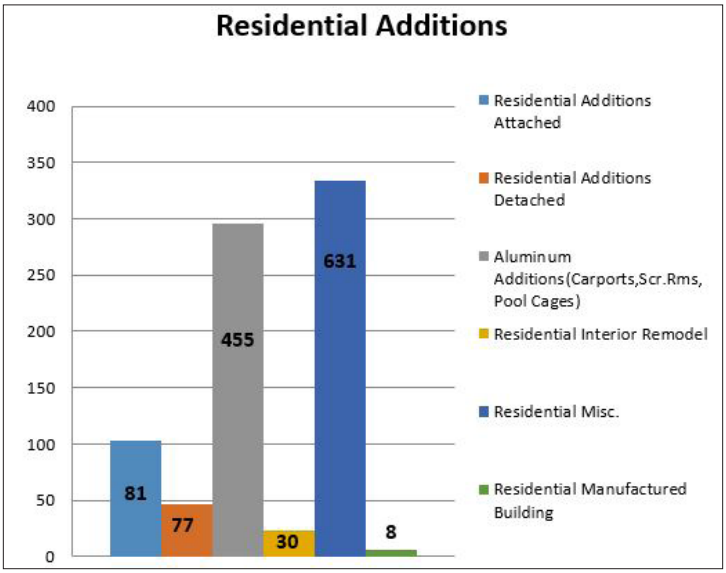
27,793
Inspections conducted

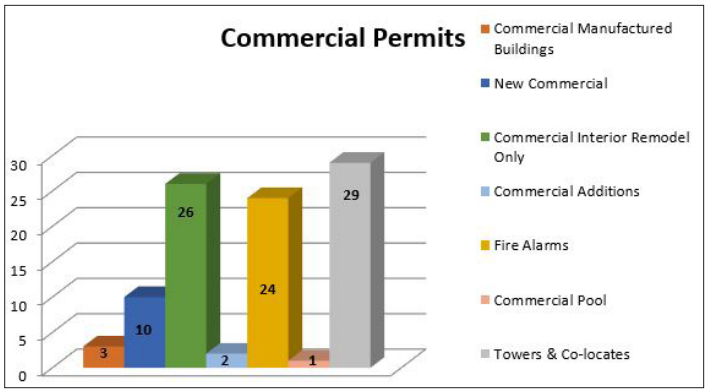
228
Complaints inspected

$1,959,346.21
Revenue from permits

$255,001.59
Revenue from building plan reviews

$27,750
Revenue from red tags





Development Services (continued)

CODE ENFORCEMENT

Initial inspections: 2,144
Re-inspections: 1,680
Total inspections: 3,824
Violations: 1,899
Notice of violations: 127
Warning citations: 271
Citations: 63
Complied cases: 1,697
Case notes: 1,720
Special Magistrate cases: 114
$97,142.22 was collected in code enforcement payments, and $37,440 was collected in title searches, for a total of $134,582.22.

PLANNING & ZONING

County

Zoning changes: 23
Board of Adjustment (BOA) cases: 20 (9 special exceptions, 11 variances)
Staff reports prepared: 47 for Zoning, 33 for Future Land Use (FLU), and 20 for BOA, for a total of 100
Plan/plat reviews, including pre-app, preliminary and final: 37
Land development amendments: 28
Environmental clearance permits: 298
Land clearing permits: 945
Future land use amendments: 14 (2 large scale and 11 small scale, 1 withdrawn).
Comprehensive Plan text amendments: 1

Town of Lake Placid

Board of Adjustment cases: 1
Rezoning: 2 (both withdrawn)
Comprehensive Plan amendment: 3
Parking waiver: 1
Landscaping waiver: 2
Code text amendments: 2
Staff reports: 15
Sign permits: 8
Alcoholic beverage permits: 6
Commercial site plan review to include pre-app: 6

BY THE NUMBERS

ZONING

5,445
Phone calls

1,255
In-person inquiries

3,403
Permitting approvals

28
Zoning changes

11
Variances

9
Special exceptions

17
Site plan reviews

7
Plat reviews

$238,702.89
Revenue collected

Development Services (continued)

ECONOMIC DEVELOPMENT

Economic Development is a coordinated approach to leveraging the county's assets and resources, as well as the strengths of its stakeholder partners to facilitate the expansion, development and attraction of businesses and associated job creation to position the economy for positive, sustained growth raising quality of life for all.

HIGHLANDS COUNTY, FL
ECONOMIC DEVELOPMENT

Economic benchmarks

The U.S. Census Bureau's July 1, 2020, population was revised down from estimates of 106,346 to 101,220 in the official census count. 2021 census estimates now have Highlands County at 103,305, an increase of 4.6% from April 1, 2010.

In August 2022, the unemployment rate in Highlands County was 4.4% compared to 6.7% October 2021.

Average annual wages in Highlands County across all total private industries increased from $36,525 to $36,853.

The 2021 annual number of private establishments in Highlands County was 2,391. The preliminary Q1 2022 establishment count is at 2,489, an increase of 98.

Grants

In FY 21/22, ED applied for (or assisted partner applications) and was awarded nearly $100,000 in grants for county projects and initiatives.

Business development & projects

In January 2021 Nucor Steel Florida celebrated its first anniversary of being open. They have had a tremendous impact on community support, hiring 70+ from Highlands County, and being involved in local boards and issues. Compost USA celebrated its first anniversary in Lake Placid and already has plans to expand. The county has seen three businesses move from Miami and Fort Lauderdale to our area, taking advantage of our central location and lack of congestion to help further their respective businesses. One automotive and two construction-related firms are expected to add more than 100 jobs combined in the next couple of years.

Commissioner priority

ED is leading the utility expansion priority with an ongoing task order through Kimley-Horn and has partnered with water and wastewater utility representatives countywide to develop a comprehensive map of existing lines in GIS. Efforts continue to gather information on flow tests, capacity, and hydraulic modeling of water and wastewater systems. The goal is to facilitate growth and development countywide through strategic planning for utility extensions in partnership with various utility partners to expand the pace of economic development opportunities by making sites more competitive.

Development Services (continued)

TOURIST DEVELOPMENT

The division's mission is to contribute to a positive quality of life for Highlands County residents through destination promotion, tourism development, advocacy, and resource management, all foundation pieces for future economic growth. The division is funded by a 4% Tourist Development Tax on overnight stays by visitors six months or less. From Oct. 1, 2021 to Sept. 30, 2022, record high collections were set in most months, with total collections of $1,538,921, a 33.7% increase over the previous year.

Office and outreach activities

Monthly e-newsletters for both tourists and local partners were issued, as well as monthly activity reports and an annual update presentation to the Board. The internal communications plan includes community presentations, a monthly column in the local paper and frequent news releases to update community leaders and the public on TDC initiatives. Staff hold regular stakeholder meetings and hosted an Agritoursim Forum in fall 2022.

Sports tourism

Since leisure travel decreased due to COVID-19, the Sports Event Marketing & Recruitment Campaign was launched to recruit new sporting events to the area. TDC targeted sports event planners and our targeted need period to bring these new events to Highlands County when visitation was lower, based on historical data for tourist tax collections, with 10 new sporting events recruited to the county. Estimates from the Florida Sports Foundation show the 10 events had an approximate $3.6 million economic impact to the area and accounted for a 36% increase in bed tax revenue over the same months in 2020 and a 32% increase in bed tax revenue over the same months in 2019 (pre-pandemic).

Media

Staff secured pre-event TV coverage for Sebring Soda Festival and the Caladium Festival on both FOX 13 and Channel 8/Daytime TV. Both Prowatercross and Motosurf were televised on a 30-minute CBS Sports show that also highlighted the Sebring and Avon Park areas. TDC hosted a Media FAM Trip during the Sebring Soda Festival and toured members of the press throughout the county. Staff work closely with VISIT FLORIDA to host media visits, submit requested editorial content to the state agency and ensure Highlands County is properly promoted on a state level.

Awards

TDC won its third "Henry" award for excellence in tourism marketing during VISIT FLORIDA's Flagler Awards. This award recognized the TDC's Sports Tourism Marketing Campaign.
TDC, along with GFNY, won a Champion of Economic Impact Award for GFNY's cycling event.
TDC, along with Sun 'N Lake Golf Club, was awarded the Preview Event of the Year from the American Junior Golf Association for the Visit Sebring Preview golf tournament.

Engineering

BY THE NUMBERS

30
Grant applications submitted, totaling $40,274,476.55

DEVELOPMENT SERVICES
128
Applications received

190
Utility permits reviewed

156
Utility permits issued

ENGINEERING

For FY 21/22, The Engineering department submitted 30 grant applications, totaling $40,274,476.55, for various transportation-related grant programs, including the Florida Department of Transportation's 5-Year Work Program, which consists of the following: Small County Outreach Program, Small County Road Assistance Program, Transportation Operation and Safety Improvement Program, Transportation Enhancements Program, County Incentive Grant Program, and Transportation Regional Incentive Program.

Engineering projects

- Sebring Parkway Phase IIA
- Sebring Parkway Phase IIB
- Memorial Drive (Pompano Drive to Sebring Parkway) Sidewalk
- Arbuckle Creek Road Turn Lane
- Youth Care Sidewalk Improvements
- ADA Transition Plan – County Road 721 (State Road 70 to State Road 98)
- Heron Street
- West Stryker Roadway Improvement
- CR 623 (Kenilworth Boulevard)
- New Traffic Operations Building
- Sun N Lake Sidewalk Improvements
- Placid Lakes Sidewalk Improvements

Engineering (continued)

GIS

During FY 21/22, the Geographic Information Systems division created the Highlands Heart application to engage the public in GIS and performed community outreach with GIS Day. Staff provided support for Hurricane Ian with multiple dashboards, damage assessment, and maps/apps. The division applied for and became the first government organization to be designated a GISCI Endorsing Employer. Staff developed and taught two Story Maps training classes for over 22 county staff.

SOLID WASTE

The Board approved the increase of the solid waste assessment from $210 to $216.30 per dwelling unit in July for the upcoming fiscal year, in line with the waste collection hauler's contracted annual increase; this will allow the same level of funding needed to fund the new landfill cell; the current cell is nearing the end of its life cycle and estimated construction costs for a new cell have increased significantly in the last five years.

The County opened three recycling drop-off centers over the summer. The Lake Placid site opened June 1, and the Sebring and Avon Park sites opened the first week in August. Residents can bring items to the recycling centers only during the posted hours of operation. All drop-off centers collect plastic bottles, jugs, and jars, steel and aluminum cans, clean flattened cardboard, newspaper, junk mail, office paper (not shredded) and other non-coated paper. A separate bin is available for glass.

TRAFFIC OPERATIONS

The division has 13 employees and a supervisor. It is responsible for fabricating traffic signs; maintaining traffic signals and street lighting along most of the State road system within Highlands County; and installing, maintaining, repairing and inspecting all traffic control devices – signs, signals, pavement markings and devices – placed on, over, or adjacent to County-maintained streets or highways to regulate, warn and guide traffic. Crews maintain 44 out of 45 traffic signals in Highlands County, 775 street lights and about 70 school zone flashers. They also maintain approximately 40,000 signs – from stop signs, street signs, warning signs and regulatory signs to information signs, school signs, object markers and recreational markers.

BY THE NUMBERS

GIS

1,058
Roadways verified, corrected or edited

1,861
Address points verified and corrected

SOLID WASTE

168,878
Tons of solid waste collected

146.69
Tons of recycling collected

38,367
Households serviced by Waste Connections

TRAFFIC OPS

14,364
Signs fabricated, installed or repaired

1,741
Traffic signal and streetlight repairs/replacements

1,259,182
Linear feet of roadway striping

21,404
Thermal plastic messages and raised pavement markers installed

Legislative Affairs & Grants

LEGISLATIVE AFFAIRS

This division tracks the County's legislative priorities as they move from the Board of County Commissioners to the Florida Legislature, while building relationships with the Highlands County legislative delegation, other lawmakers, and stakeholders on both a state and federal level. Additionally, it serves as the point of contact for legislators and their staffers.

In January, division staff along with personnel from Public Information and Economic Development went to Tallahassee to represent Highlands County at the 2022 Rural Counties Day event.

GRANTS

Staff coordinates with the Office of Management and Budget as well as the Highlands County Clerk of Courts' Accounting office to assemble quarterly grant reports and keep a database of the county grants and projects. Staff also serves as a liaison to grant and project managers.

BY THE NUMBERS

41
Active state and federal grants

$45,660,119
Grants dollars

At the close of FY 21/22, Highlands County has 41 active state and federal grants, for total of $45,660,119. This is significant, since this frees up over $45 million in general funds to be used elsewhere in the budget.

Some of the most noteworthy grants include a $3 million legislative appropriation that was allocated in the Florida state budget for the Spring Lake / Sebring Airport Fire Rescue station. Another is the State and Local Fiscal Recovery Fund as appropriated through the American Rescue Plan Act (ARPA) in the amount of $20,632,184. Funds from this grant were individually vetted through the Board of County Commissioners, as well as a consulting agency, and have been allocated to complete important projects, including the expansion of the Emergency Operations Center, countywide high-speed broadband expansion, necessary election equipment upgrades, and dispatch console tower upgrades, to name just a few.

The division also worked closely with the Engineering department to apply for the State Revolving Fund from the Florida Department of Environmental Protection to obtain no-to-low interest loans for re-mediating countywide drainage issues. The county was successful in receiving $1.75 million in funds to complete a drainage study of seven target areas. This study will qualify the County for implementation funding through FDEP in the future.

Parks & Facilities

The Parks and Facilities department saw a significant change in leadership this year. Former Parks and Facilities Director Ric Fleeger retired April 1, and Lance Marine, the Highlands County ARPA Project Manager, was promoted as the new Parks & Facilities director. With this promotion, the ARPA project manager position also rolled under the Parks and Facilities department.

Sarah Albritton, the Capital Projects manager, also received additional duties and was promoted to the Parks and Facilities assistant director. She has been instrumental in the leadership of the growing department while also managing 14 projects with a total value of $15 million.

Brandon Gunn joined the team and assumed the role as the new ARPA project manager. He is currently overseeing 19 projects with a total value of $24.8 million.

The department is in a period of transition with a significant growth in responsibility not only with the added project management responsibilities but also with the addition of maintenance responsibilities across the County. With this growth came an increase in workload for the front office. Ana Vazquez was hired as an OPS administrative secretary, and she has done a fabulous job easing the administrative burden across all divisions of the department.

Staff began the long-awaited implementation of the Tyler Technologies building asset management and work order management software system. This will help with scheduling, preventative maintenance, major and minor repairs, maintenance work orders and a consolidated asset management information repository on all county-owned buildings.

FACILITIES

As the pandemic moves into its third year, custodians found themselves adapting to a new normal. In more than 40 county facilities, custodians continue to diligently work to provide a clean, safe, and productive environment for those who work and visit those facilities.

The facilities maintenance team performed a renovation of the historical Kelly Courtroom, adding an ADA restroom to the jury deliberation room and ADA-compliant seating for the jury box. This task included modifying and matching the

Parks & Facilities (continued)

antique railings and door trims to preserve the historical appearance and allowed the courtroom to be put back in service.
The department assisted in preparing the Kenilworth Building, awnings, and signage for its renaming to the Penny Ogg Operations Center.
The last chiller at the Courthouse was replaced this year, and the Sebring Library got a new roof.

PARKS AND RECREATION

The Parks & Recreation supervisor also retired this year, and his assistant, Bob Keefe, was promoted to fill that position with Chuck Best being named as his assistant.
The County received a $199,460 Florida Recreation Development Assistance Program grant for the Memorial Trailhead Park Phase Two.
Dock improvements were done at Istokpoga Park, Lake Wolfe and Windy Point boat ramps, and dock replacements were completed at Lake Huntley (Anderson Street), Boggy Branch (Istokpoga) and Lake Viola boat ramps. H.L. Bishop Park received a new playground with rubber matting.
We are excited to have a new sport played at the Multi-Use Sports Complex – lacrosse and are hopeful more events will be scheduled next year. Commissioners accepted five new scoreboards for the five softball fields, which were installed during the summer. New bleachers were added to the football field, and a new playground system was installed with fencing to protect children from fly balls. The concession area received new appliances such as a new refrigerator, griddle, burners, and an ice machine.
The following activities took place this year.

- 14 one-day softball tournaments
- 5 two-day softball tournament
- 1 three-day lacrosse event
- Special Stars Tournament
- The Crossings Addition Service plays year-round soccer practice and games weekly.
- Lake Placid Youth Football season from May through November.
- Sebring High School Cross Country team practice and games June through November.
- Sebring High School boys and girls soccer teams practice from October through January.

Sports Complex total revenues were $48,390, and fees waived totaled $6,500, while 70 facility rentals brought in revenues totaling $9,990. Facilities include H.L. Bishop park, Lorida, Desoto, and Venus community centers, Agricultural Center auditorium and three conference rooms.

Public Information

The Public Information and Records teams continue to stay busy. During FY 21/22, staff started the process of recuperating from the COVID-19 activation and getting back to our normal processes.

The Public Information team is staffed by the Public Information Officer, who also served as the Records Manager, and a Public Information assistant, while the Records team includes a part-time Records clerk.

PUBLIC INFORMATION

The PIO team manages social media accounts for both the County and Fire Rescue across several platforms, including Facebook, Nextdoor, Instagram, LinkedIn, Twitter, and YouTube. Growth and engagement on all platforms have increased from the previous year: 17% on Facebook for the County page and 15% for the HCFR page; 32% on Nextdoor; 15% on Instagram; 27% on Twitter for the County account and 10% for the HCFR account; and 51% on YouTube.

Throughout FY 21/22, a monthly newsletter dedicated to property owners and tenants along the Sebring Parkway Phase IIA and IIB construction area went out to those affected by the construction. Frequent updates were also provided to stakeholders and the public as needed. The

Public Information (continued)

BY THE NUMBERS

BCC FACEBOOK
19,245
Followers as of Sept. 30

BCC NEXTDOOR
20,899
Verified residents in September

BCC INSTAGRAM
1,327
Followers as of Sept. 30

BCC TWITTER
145
Followers as of Sept. 30

BCC YOUTUBE
130
Subscribers as of Sept. 30

HCFR FACEBOOK
9,527
Followers as of Sept. 30

HCFR TWITTER
358
Followers as of Sept. 30

project ended in August.
A quarterly commissioners' newsletter was introduced in July, providing residents information from commissioners about projects happening in each district. It is distributed electronically via the website. Residents can subscribe via https://www.highlandsfl.gov/enotify/index.php to be notified once the publication is available. Currently, 153 individuals have subscribed.
In July, a quarterly newsletter dedicated to Fire Rescue was also introduced. The PIO team has been able to secure a steady increase in the number of followers on the Fire Rescue Facebook page. Regular updates are provided on incidents while also informing the community about training and other activities. Staff also continues to produce its monthly newsletter for employees, the County Connection.
Staff organized and participated in many events including Career Day, the County fair, and the Hurricane Expo. The team went to Tallahassee in January and attended the state's Rural County Day events, and attended their annual conference in August in Clearwater.
Staff applied for and received a $15,000 grant from Duke Energy to be used in emergency preparedness educational campaigns. With the funds,

educational materials were purchased, the All-Hazard Guide was published in Spanish, and staff launched the Citizens Preparedness Academy with excellent results from its first class. A second class is planned for FY 22/23.

RECORDS

On the records side of the operation, records requests increased approximately 20% from the previous year. The team provided records and Sunshine Law training to many departments and to Board-appointed committees.

Public Safety

Highlands County Public Safety is comprised of Emergency Management (EM) and the Fire Rescue (HCFR) divisions. The past year was a challenging one for our divisions, with significant fires, EMS incidents, and a declared emergency that took center stage at the end of the fiscal year.

EMERGENCY MANAGEMENT

As COVID-19 continued to deescalate during 2022 and the CARES project management and reimbursement process for the County winds down, EM shifted gears back to disaster preparedness and mitigation of hazards countywide.

This fiscal year, EM completed the process of updating the County Emergency Management Plan – CEMP, which has been approved by the Board and submitted to the Florida Division of Emergency Management.

Staff once again participated in the 2022 Hurricane Expo at Lakeshore Mall, and the event was well attended. Staff also participated in the first Citizens Preparedness Academy, and will partner with Public Information for the second annual event in FY 22/23. During hurricane season, EM actively monitored several tropical systems and activated for one declared emergency – Hurricane Ian – which had a significant impact on our community.

FIRE RESCUE

Highlands County Fire Rescue was formed Oct. 2, 2018, by resolution of the Highlands County Board of County Commissioners. The newly formed combination paid/volunteer department consolidated operations of the previous 10 independent volunteer fire companies, under the County system. Also, Highlands County EMS was consolidated into FR.

This past fiscal year, Public Safety completed the consolidation process of the combined volunteer and paid fire department. Many members continue to obtain dual firefighter and EMS cross-credentialed certification. Fire Rescue promoted new deputy chiefs in Administration and Operations, and the rank structure has been reorganized, creating new district chief and division chief positions while assigning chief officers to response zones for accountability throughout the County.

New apparatus continue to arrive and with the support of County Administration and the Board, the aging fleet will continue to be replaced over the next five years.

Logistics, with the assistance of all Fire Rescue members, have collected loose equipment throughout the County. This allowed for three engines to be re-purposed into reserve status with little cost to the

Public Safety (continued)

County. Staff is currently clearing the department's large storage warehouse to create the space needed to implement a true daily Logistics section at headquarters, which will allow staff to keep pace with member needs without members having to wait months for necessary supplies. The computerized inventory system is being revamped to meet the needs of the current organization at no cost to the County.

FR received one new engine and an air/light unit this fiscal year. Three replacement ambulances are expected in early 2023. The department is still in the process of building the new Station 36 on property in Lake Placid. Also, a $3 million state appropriation was received for building a new station, Station 20, out by the Sebring Regional Airport.

Members of the Special Operations team have taken on the project of renovating the 20-year-old HazMat and Technical Rescue response trailers and retrofitting them to provide services for incidents. Work on several other facility and apparatus projects continue.

Looking ahead, several staff committees formed to meet the demands of a growing community. Committee members are researching innovative strategies like community paramedicine and making decisions on bunker gear, uniforms, SCBAs, apparatus, equipment, policies and procedures, computer programs, and more.

The department is preparing for its next ISO rating in 2024. Currently, the rating is a 5 and 5x on a 1-10 scale, 1 being best, 10 being worst. The new target is to move to a rating of 3 and 3x, which will provide residents with a lower insurance rating and lead toward lower insurance premiums.

Chief Ellison "Laney" Stearns II began as the County's Public Safety director in October 2021. He is impressed with how staff has pulled together to move the department forward and thanks all members for their hard work and dedication in the last year.

Road & Bridge

BY THE NUMBERS

25
Total miles of county roads resurfaced

1,136
Total work requests for road and right-of-way maintenance

25,860
Tons of asphalt used for resurfacing

34,500
Tons of asphalt produced at asphalt plant

Shell material was added to approximately 97 different unpaved road segments throughout the County. In addition to resurfacing and road reconstruct projects, routine right-of-way maintenance operations, including mowing, repairing potholes, cleaning maintained right-of-way drainage ditches and tree trimming, were performed.

Annual excavation and mitigation monitoring reports for the County Shell Pit and the County Marl Pit were submitted to the appropriate regulatory agencies. Annual excavation of shell was approximately 86,636 tons.

Road & Bridge staff received 1,136 work requests in FY 21/22 for road and right-of-way maintenance.

Road & Bridge (continued)

BRIDGE & CONCRETE

The Bridge and Concrete Crew provided routine maintenance for 36 bridges, which includes mowing and minor guardrail repairs and over 35 miles of sidewalks and multi-use paths were maintained in various locations throughout the County. Staff assisted with culvert and catch basin maintenance, culvert inspection for drainage improvements and installation of drainage grates. Numerous headwalls and mitered end sections were reconstructed by this crew throughout the County.

The Construction Crew assisted with the cleanup of approximately nine reported illegal dump sites with a fiscal impact of $1,557.11. All illegal dump debris was taken to the County landfill for disposal. Staff also gathered GPS information for illegal dump sites to be input into the Cartegraph Asset Management software system. This GPS information provides County Administration with a better understanding of where to focus law enforcement efforts to combat illegal dumping. In coordination with other R&B personnel, staff completed 12 projects consisting of approximately 4,185 tons of asphalt and 3.62 miles of road construction and an FDOT grant project consisting of approximately 2,737 tons of asphalt and 1.04 miles of road construction on South Heron Street.

BY THE NUMBERS

36
Bridges maintained

35
Miles of sidewalks and multi-use paths maintained

9
Illegal dump sites cleaned up

$1,557.50
Fiscal impact of illegal dump site cleanups

25,012
Acres of right-of-way maintained

4,066
Miles of county-maintained shell/dirt road segments graded

Road and Bridge right-of-way mowing crews maintained 25,012 acres along County maintained rights-of-way with tractor and batwing equipment. All three units graded a total of 4,066 miles of County-maintained shell/dirt road segments. All units worked together to transport fill material to ongoing jobs and projects.

FLEET MAINTENANCE SHOP

The Road & Bridge Fleet Maintenance Shop completed 970 work request repairs and performed preventative maintenance on 600 different fleet units. Preventative maintenance is performed on all R&B fleet units as well as vehicles from Highlands County Sheriff's Office, all fleet units from Highlands County Fire Rescue and fire districts, the State Attorney's Office, and fleet units

BY THE NUMBERS

907
Work request repairs performed

600
Vehicles provided preventative maintenance

Road & Bridge (continued)

from various other county departments. Fleet Maintenance welding staff also repaired aluminum handrail damaged along county rights-of-way after vehicle accidents.
R&B continues to offer several training opportunities such as Commercial Driver License training and reimbursements to employees, Florida Department of Transportation MOT certification classes, Gencor Asphalt Plant training programs, and Mining Safety and Health Administration certification classes. One R&B employee has FDOT Asphalt Plant Level 2 certification and at least three other employees have FDOT Paving Level I and/or Level 2 certifications. One Fleet Maintenance Shop employee currently possesses the Emergency Vehicle Technician certification training that permits him to work on various components of ambulances, fire trucks and other Public Safety fleet equipment.

NATURAL RESOURCES

The Natural Resources division manages the Istokpoga Marsh Watershed Improvement District (IMWID) Phase 2 project and continues the maintenance of the IMWID Phase 1 with the support of Road & Bridge. Collaboration projects with the Engineering department include the Jack Creek Watershed Management Plan Study, the Carter Creek Watershed Management Plan Study, and the Sebring Drainage Study.
The Lake June-in-Winter Best Management Practice (BMP) project, with the support of Southwest Florida Water Management District, is being implemented based on the Lake June-in-Winter study results. The division maintains two properties for conservation and future mitigation purposes – the 55-acre Grassy Lake Scrub and the 1,350-acres Sun-N-Lake Preserve.
The Invasive Plant Management division sprays canals and ditches as well as completes the Florida Fish and Wildlife Conservation Commissioner's State Work Plan Invasive Plant Management spraying per state guidelines.

WAREHOUSE

County warehouse personnel obtained vehicle and equipment titles and tags, managed the parts warehouse facility, and maintained all three county fueling sites. Surplus sales continue through Gov. Deal's internet auction site and Insight Auctioneers, with an annual total of $47,488 for FY 21/22
Computer records generated from all three county operated fuel sites, the Highlands County Asphalt Plant and County Shell Pit show a total of 720,843 gallons of diesel and gasoline dispensed, which was captured by 40,449 transactions. The chart below reflects the cost for both gas and diesel, transactions (Issues), and the number of gallons used during FY 20/21 and FY 21/22.

September	Unleaded/Issues	Usage/GL	Diesel/Issues	Usage/GL
FY 21/22	$2.50/26,868	331,120.80	$2.50/13,581	389,721.90
FY 20/21	$2.50/27,687	337,996.10	$2.50/13,135	376,469.00

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: 1/19/2023

PRESENTER: **Mike McMillian**

SUBJECT/TITLE: **Request to approve Mr. Noah Handley as the newest member of the Natural Resources Advisory Commission (NRAC) in a professional slot.**

STATEMENT OF ISSUE

NRAC received two new applications and each applicant is highly qualified (see attachments). Mr. Handley was present at the November NRAC meeting while Mr. Turner could not make it. After meeting Mr. Handley, the members of NRAC moved to recommend to the BOCC that Mr. Handley fill a professional slot on NRAC. NRAC has three slot types: professional, environmental and agricultural. Mr. Handley would serve a four-year term on NRAC.

RECOMMENDED ACTION

Move to approve Mr. Noah Handley as the newest member of the Natural Resources Advisory Commission (NRAC) in a professional slot.

Attachments: Stephen Turner.pdf
Noah Handley.pdf

Name = Stephen Turner
Address = 505 Lakesedge Dr
City = Lake Placid
State = FL
Zip_Postal_Code = 33852
Phone = 305 815 6249
Email = scturner160@gmail.com
Request = Natural Resources Advisory Commission
Membership Type = Regular Member
Current Employment Experience: = retired
Previous Employment Experience: = National Oceanic and Atmospheric Administration, National Marine Fisheries Service 1974-2018NMFS Southeast Fisheries Science Center 1984-20181984-2006 Population biologists: Advice to managers on status of fisheries resources and impact of proposed management actions2006-2018: Fisheries statistics. 2010-2018 Chief of Fisheries Statistics. Responsibility for coordination of collection commercial and recreational data collection among 15 national and international agencies and offices
High School = Holderness School, New Hampshire 1967
College = Antioch College, Ohio 1972
Special Training: = PhD in Ecology, Rutgers University 1986
Activities & Interest: = maintaining ecosystem health and functioning volunteer with FWC Ridge Rangers: 1) invasive species control, environmental cleanup 2018-present, 2) Kestrel Nest box Survey of reproductive success of endemic population of kestrels 2018-2019 (halted due to covid 2020-2021) 3) currently helping with hurricane relief in Highlands and Polk Counties, 4) vegetable gardening and composting, 5) bible study
Current positions on boards, committees, elected offices, law enforcement positions: = Highlands County Audubon Society, Board Member 2021-present
Relation = No
Relative Name: =
Relationship: =
Conviction = No
Gender = Male
Disabled = No
Age = 73
Race: = White
Signature Certification: = Checked indicating Electronically Signed

Name = Noah Handley
Address = 106 SW County Road 721
City = Okeechobee
State = FL
Zip_Postal_Code = 34974
Phone = 863-763-3041
Email = noah.handley@lykes.com
Request = Natural Resources Advisory Commission
Membership Type = Regular Member
Current Employment Experience: = 2011-Current: Lykes Bros. Inc. - Director of Engineering and Land Management
Previous Employment Experience: = 2004-2011: LBFH, Inc., BOYLE, Inc., AECOM, Inc., Arlington Environmental, Inc., Various Consulting Engineering Positions
High School = Avon Park High School
College = University of Florida, BS Engineering & BS Ag Operations Management
Special Training: = Licensed Professional Engineer
Activities & Interest: = Please consider me for the Professional Slot on the Committee.
Current positions on boards, committees, elected offices, law enforcement positions: = None
Relation = No
Relative Name: =
Relationship: =
Conviction = No
Gender = Male
Disabled = No
Age = 44
Race: = White
Signature Certification: = Checked indicating Electronically Signed

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER:	**Julie Richardson, Children's Advocacy Center Manager and Children's Services Council Executive Director**
SUBJECT/TITLE:	**Request approval to appoint Benjamin Russell and Margaret Makupson to the Children's Services Council**

STATEMENT OF ISSUE

During the December 2022 meeting, the Children's Services Council voted to approve Benjamin Russell and Margaret Makupson as voting members.

RECOMMENDED ACTION

Move to approve Benjamin Russell and Margaret Makupson to the Children's Services Council to fill vacant positions.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Benjamin Russell.pdf
M. Makupson.pdf

Name = Benjamin Russell
Address = 4441 Loquat Road
City = Sebring
State = Florida
Zip_Postal_Code = 33875
Phone = 863-273-5240
Email = bjrussell93@gmail.com
Request = Children's Service Council
Membership Type = Regular Member
Current Employment Experience: = I serve as lead pastor at Neighborhood Church Sebring. I have served in my present role since January 2020, and before that in various other capacities since January 2013
Previous Employment Experience: = 2013-14 - Barista at Brewster's Coffee House2012-2013 - Barista at Books-A-Million2012-2014 - Lawncare at 2M Lawncare
High School = High School - Home Schooled
College = College - West Coast Bible College and Seminary
Special Training: = Special Training - Great Commission Bible Institute
Activities & Interest: = Fitness, camping and hiking, photography
Current positions on boards, committees, elected offices, law enforcement positions: = None, besides serving on the elder board of Neighborhood Church as part of my role there.
Relation = No
Relative Name: =
Relationship: =
Conviction = No
Gender = Male
Disabled = No
Age = 29
Race: = White
Signature Certification: = Checked indicating Electronically Signed
Client IP = 73.27.95.193

Name = Margaret Makupson
Address = 6023 N. Carolina Dr.
City = Sebring
State = Florida
Zip_Postal_Code = 33870
Phone = 9372601555
Email = makupsonm@yahoo.com
Request = Children's Service Council
Request = Highlands County Citizen Advisory Task Force
Request = Tourist Development Council
Membership Type = Regular Member
Current Employment Experience: = Educator Sebring High School
Previous Employment Experience: = Educator Los Angeles California
Educator Houston Texas
Educator Dayton Ohio
High School = High School Dayton Ohio
College = College Masters Degree in Education
Special Training: = Special Training Volunteer 10 years Houston County Jail
Activities & Interest: = Biking, swimming, hiking, traveling
Current positions on boards, committees, elected offices, law enforcement positions: = None
Relation = No
Relative Name: =
Relationship: =
Conviction = No
Gender = Female
Disabled = Yes
Age = 71
Race: = Black or African American
Signature Certification: = Checked indicating Electronically Signed
Client IP = 174.211.114.226

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER:	**Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager**
SUBJECT/TITLE:	**Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-23-611SS, for two (2) parcels totaling an approximate 5.80 acres, from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM).**

STATEMENT OF ISSUE

The Applicant is requesting a small-scale comprehensive plan amendment for two parcels totaling an approximate 5.80 acres to change the Future Land Use Map from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM).

The parcel is vacant of structures and native vegetation and contains drainage ponds. The Applicant is proposing to utilize the property for a 20-unit multi-family development.

There are two companion requests: (1) a zoning change from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), P&Z 2117, and (2) a Release of Easement, MDA-23-002.

The Planning and Zoning Commission recommended approval of CPA-23-611SS as presented.

RECOMMENDED ACTION

Move to approve and adopt by Ordinance 22-23-13, CPA-23-611SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 5.80 acres from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM), and transmit CPA-23-611SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Staff Report CPA-23-611SS for BCC J & J Parker Enterprises, Inc.pdf
Application CPA-23-611SS J&J Parker.pdf
Ordinance CPA-23-611SS J&J Parker Enterprises.pdf

HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT

Type: Small Scale Comprehensive Plan Amendment	**BCC Hearing Date:** 1/19/2023
Case Number: CPA-23-611SS	**Case Name:** J & J Parker Enterprises Multi-Family Development
Agent: Rick Whidden	**Property Owners:** J & J Parker Enterprises, Inc.
Public Hearing: BCC	**Case Staff Member:** Melony Culpepper

Request: Change the Future Land Use Map (FLUM) for two (2) tracts totaling an approximate 5.80 acres, from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM)

General Location: Two (2) tracts totaling an approximate 5.80 acres located within the Moss Hammock subdivision on the north side of Hammock Road, east of CR 635, and approximately 4.24 miles west of US 27 S; the addresses being 4600 and 4700 Hammock Road, Sebring, Florida

PARCEL ID: C-34-34-28-100-00A0-0000

Staff Recommendation:

1. **Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to approve and adopt by Ordinance, CPA-23-611SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 5.80 acres from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM), and transmit CPA-23-611SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

2. **Staff Recommendation to the P&Z:** Recommend to the Board of County Commissioners to approve and adopt by Ordinance, CPA-23-611SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 5.80 acres from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM), and transmit CPA-23-611SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

3. **Excerpt from the December 13, 2022, DRAFT P&Z Minutes and Recommendation to the BCC: "HEARING NUMBER CPA-23-611SS – J + J PARKER ENTERPRISES, INC., C/O RICK WHIDDEN** Two (2) Tracts totaling an approximate 5.80 acres located within the Moss Hammock subdivision on the north

side of Hammock Road, east of CR 635, and approximately 4.24 miles west of US 27 S; the addresses being 4600 and 4700 Hammock Road, Sebring; and legally described as follows: Tracts A and B, Moss Hammock subdivision, according to the Plat thereof as recorded in Plat Book 16, Page 88 of the Public Records of Highlands County, Florida.

The Applicant is requesting a small-scale comprehensive plan amendment, to change the future land use map designation from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM). Mrs. Hunnicutt read the request and Mrs. Culpepper, Mr. Whidden, Mr. Parker, and Mr. Jeff Kennedy presented the request. Mr. Boring noted that he had ex-parte communication with a resident of Moss Hammock subdivision, Mrs. Sharp, regarding the meeting date and providing information to the Members. Mr. Whidden provided a full size (24”x36”) copy of the proposed site plan to the Members; a copy is in the file as well. There were three (3) letters received in objection to the request, one (1) with concerns and suggestions, and no letters received in favor of the request. One (1) member of the audience, Mrs. Sharp, spoke regarding concerns of increased traffic, roadway maintenance, and landscaping, and requested the Members mandate this project join into Moss Hammock’s existing HOA. Mr. Raulerson noted that this Board is not authorized to make such mandates. A second member of the audience, Mrs. Sheasley, spoke in favor of the request.

Motion by Mr. Boring and seconded by Mrs. Ezell to recommend to the Board of County Commissioners to approve and adopt by Ordinance, CPA-23-611SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 5.80 acres from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM), and transmit CPA-23-611SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

Upon roll call, all members voted yes. **Motion carried 4-0.”**

Supplemental Material/Issue Analysis Report:

1. **Request:** The matter for consideration is for a change to the Future Land Use Map of two (2) tracts totaling an approximate 5.80 acres, from AG and C to RM.

The parcel is vacant of structures and native vegetation and contains drainage ponds. The Applicant is proposing to utilize the property for a 20-unit multi-family development.

There are two companion requests: (1) a zoning change from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), P&Z 2117, and (2) a Release of Easement, MDA-23-002.

2. Existing Use Analysis:

LOCATION	EXISTING USE	LAND USE CATEGORY	ZONING
Subject Property	Vacant/Drainage Area	AG/C	AU/B-2
Adjacent Property to the North	Single-Family Residence (SFR)/ Vacant	Medium Density Residential (RM)	Residential District (R-1)
Adjacent Property to the South	Highlands Hammock	Conservation/ Management Lands (CM)	Conservation/ Management Lands District (CM)
Adjacent Property to the East	Cell Tower	Public/Quasi-Public Facility and Institutional Lands (P)	Public and Quasi-Public Lands District (P)
Adjacent Property to the West	Duke Energy Easement/Highlands Hammock	AG/CM	AU/CM

3. Applicable References:

Planning…§163.3194(1)(a) - (b), F.S.; Highlands County 2030 Comprehensive Plan: Future Land Use Policies: 1.1, General Growth Management Strategy; Policy 1.2.D.1, Agriculture (AG) and Policy 1.2.D.7, Commercial (C).

Zoning…Highlands County Land Development Regulations (LDRs): Section 12.05.200: Agricultural District (AU), Section 12.05.213: Multiple Family Dwelling including Motel and Hotel District (R-3), Section 12.05.241: Limited Business District (B-2), and Section 12.05.291: Flexible Unit Development District (FUD).

4. Supporting Goals, Objectives, and/or Policies from Comprehensive Plan:

Future Land Use Element

Objective 1: Growth Management Strategy:

Policy 1.1, General Growth Management Strategy:

A.1. Encourage compatible future growth, including infill, in the planning period of 2010 to 2030;

A.2. Allow and encourage compatible infill development wherever properties are already served by public infrastructure, but not utilized at the most suitable density and/or intensity or type of land use in relation to surrounding development;

B. In general, the outward expansion of urban land uses from the municipal limits of Avon Park, Sebring, and Lake Placid shall connect to the existing and planned infrastructures and centralized services that support the communities, municipalities and many of the employment centers of

Highlands County. In most instances, development decisions should recognize this as a fundamental principle of policies governing future development within Highlands County…

Infrastructure Element

Objective 6: Provide Sufficient Potable Water to Residential and Nonresidential Users Within Water Service Areas Consistent with the Water Supply Facilities Work Plan:

Policy 6.5, Mandatory Connection to Central Water System:

C. Commercial and industrial uses, utilizing potable water, shall connect to an existing public water system if within ¼ mile of an available system.

Department Comments and Analysis of Petitioner's Proposal:

1. The Departments, Divisions, and Agencies listed below provided comments as follows:

Zoning Division: The staff has no objection to this request.

Engineering Department: Approved with conditions. At the time of development, the applicant shall undergo the commercial development review process and additional requirements may be identified at that time.

Natural Resources: Despite the [selected natural] resources […] showing cutthroat and xeric upland, these two parcels were altered long ago through clearing and the addition of two large retention ponds. There is no habitat left on this property. No comment.

Florida Department of Health: No objection. Any buildings proposed must have the lot size to show authorized daily sewage flow is greater than estimated daily sewage flow for any proposed septic systems.

2. The following Departments, Divisions, and Agencies offered no comment: Florida Department of Environmental Protection and Florida Department of Transportation.

3. The following Departments, Divisions, and Agencies did not respond: City of Sebring, Highlands County Emergency Management, Highlands County Emergency Medical Services, and Highlands County Fire Rescue.

4. Planning Division: The following analysis and findings of fact describe the physical, legal and cultural characteristics of the Applicant's property:

A. Natural Features Analysis:

1. **Topography:** The topographic map depicts the subject property as mostly level with an elevation of 140 feet.
2. **Soils:** The soil underlying the site is *Myakka Fine Sand.* The available water capacity is very low, with a moderate permeability. Limitations for

urban uses can be overcome with proper drainage, mounding, and backfilling.

3. **Surface Waters:** The subject parcel has two drainage ponds.
4. **Vegetative Cover:** The site has been cleared of native vegetation.

B. Land Use Analysis:

1. **Current Use of Land:** The current use of the land is for drainage and is vacant of structures.
2. **Vesting Rights:** None.
3. **Current Future Land Use Map (FLUM) Designation:** The site has a FLUM designation of Agriculture and Commercial.
4. **Proposed FLUM Designation:** The proposed FLUM designation is Medium Density Residential.
5. **Current FLUM Population Yield and Intensity:** The current FLUM allows up to 1 dwelling unit per 5 acres in the area designated as AG and a Maximum Floor Area Ratio of 0.70 for office uses and 0.80 for all other commercial uses in the area designated as C. The parcel would currently not allow any population as the portion of the property that is designated AG does not meet the minimum 5-acre requirement.
6. **Proposed FLUM Population Yield:** The proposed FLUM would allow a maximum of 8 dwelling units per acre and carry a potential population yield of 120 persons; 8 dwelling units x 5.8 acres would equal 46.4 dwelling units; however, the Applicant is proposing to construct 20-units/6-person occupancy per unit pursuant to the Flexible Unit Development; 20 dwelling units x 6 persons = 120 persons.
7. **The Applicant's proposed development program:** The Applicant is proposing to use the site for a 20-unit multi-family development.

C. Special Designated Areas:

1. **Environmental Protection:** The Conservation Overlay Map series of the Comprehensive Plan indicates that the site contains Xeric Upland, Cutthroat Grass Seep, and Wetland habitats. The site was part of a plat that received an Environmental Resource Permit (ERP) through the Southwest Florida Water Management District (SWFWMD) in 2006. Pursuant to Natural Resource Element Policy 3.3. of the Comprehensive Plan, the Applicant **is not required** to obtain additional Environmental Clearance at the time of development. However, an ERP or modification to the existing ERP will likely be required from SWFWMD and the Highlands County Engineering Department will require a copy.
2. **Historic Resources:** The Florida Master Site File (FMSF) indicates that there are no known historic resources on the property.
3. **Archaeological Resources:** The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the FMSF indicate no known archaeological resources on the site.
4. **Floodplains (FEMA designation):** The property has a flood zone designation of X, for areas located outside the Special Flood Hazard Areas, and a flood zone designation of A for the drainage ponds as

depicted on the Flood Insurance Rate Map Community Panel Number **12055C0207C**, effective November 18, 2015.

5. **Military Airport Zones (MAZ):** The property is not located within a MAZ as designated by Section 12.12.800 of the Highlands County LDRs.
6. **Wellhead Protection Zones:** The property is not located within any of the defined protection zones as defined by Infrastructure Policy 6.6. of the Comprehensive Plan.
7. **Airport Surface Areas:** The property is not located within any of the defined surface areas as designated by Chapter 2.1 of the Highlands County Code of Ordinances.

D. Public Facilities and Services:

1. **Potable Water:** The property will be served by an off-site central potable water system provided by the City of Sebring.
2. **Central Wastewater:** The property will be served by an on-site wastewater treatment system that will be designed to connect to a central wastewater treatment system when it becomes available.
3. **Solid Waste:** The property will be serviced by a county-approved refuse collection company.
4. **Vehicular Access and Traffic Circulation:** The access to the site will be required to connect on Moss Hammock Trail; no connection to Hammock Road will be permitted.
5. **Railroad Access:** The site is not located adjacent to railroad tracks or a rail spur.
6. **Recreation:** The existing drainage ponds will serve as the recreation for the proposed development.
7. **Drainage:** The Applicant will be required to comply with Section 12.13.104.F. of the Highlands County LDRs and the applicable water management district regulations.

E. **Traffic Impacts:** Pursuant to the Comprehensive Plan: Technical Support Section, a traffic analysis **is** required at the time of development.

F. **Schools:** The project development may generate student impacts to the school district; school concurrency **is** required.

G. **Airports:** The subject property is located approximately 8.2 miles south of the Avon Park Executive Airport and 10 miles northwest of the Sebring Regional Airport.

H. **Fundamental Planning Analysis ref. Comprehensive Plan:**
Technical Support Section II. 3.b. (1-8) for the Future Land Use Element: Sprawl Rule Indicators:

(1) *Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems:* The site is located in an area with residential uses and was impacted when the Moss Hammock Subdivision was constructed. The proposed

use will not adversely impact the natural resources or ecosystems. All required permits from appropriate agencies will need to be obtained prior to development.

(2) *Promotes the efficient and cost-effective provision or extension of public infrastructure and services:* The future development will be able to connect to existing central potable water systems. Fire services and law enforcement are already available.

(3) *Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit, if available:* The property is located across from an existing multi-use path on Hammock Road, which connects to US 27 and Highlands Hammock. This multi-use path provides walkability to citizens to nearby recreation and commercial activities along US 27.

(4) *Promotes conservation of water and energy:* The property is located in an existing urban area that is near recreation and commercial activities. Locating in this area will conserve water and energy.

(5) *Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils:* This indicator is not applicable.

(6) *Preserves open space and natural lands and provides for public open space and recreation needs:* The future development will locate on already disturbed natural lands; hence, the development preserves other open space and natural lands.

(7) *Creates a balance of land uses based upon demands of the residential population for the nonresidential needs of an area:* This indicator is not applicable.

(8) *Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it provides for an innovative development pattern such as transit-oriented developments or new towns as defined in s. 163.3164:* This indicator is not applicable.

Mandatory Findings of Fact:

Use Consistency Finding: The proposed Small Scale Comprehensive Plan Amendment **is consistent** with the patterns of existing development within this area and compatible with the surrounding land uses.

Plan Consistency Finding: The proposed Small Scale Comprehensive Plan Amendment **is consistent** with the goals, objectives, and policies of the adopted Comprehensive Plan.

Environmental Clearance Finding: Environmental Clearance, pursuant to Natural Resources Element Policy 3.3 of the Comprehensive Plan, **is not required** for the proposed Small Scale Comprehensive Plan Amendment.

Historical and Archaeological Clearance: The proposed Small Scale Comprehensive Plan Amendment **is not required** to obtain Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Comprehensive Plan. The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the Florida Master Site File indicate that there are no known cultural resources on the property.

Conformity Finding: If approved, all future development actions for the property shall be made to conform to applicable Comprehensive Plan policies and to LDRs in effect at the time the applicable development order becomes effective as provided by law.

The Planning Division, based on the Mandatory Findings of Fact and Consistency with the Comprehensive Plan, recommends the Board of County Commissioners to approve and adopt by Ordinance, CPA-23-611SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 5.80 acres from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM), and transmit CPA-23-611SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

Attachments:

Exhibit 1: Location Map
Exhibit 2: Aerial Map
Exhibit 3: Future Land Use Map
Exhibit 4: Proposed Future Land Use Map

Exhibit 1:

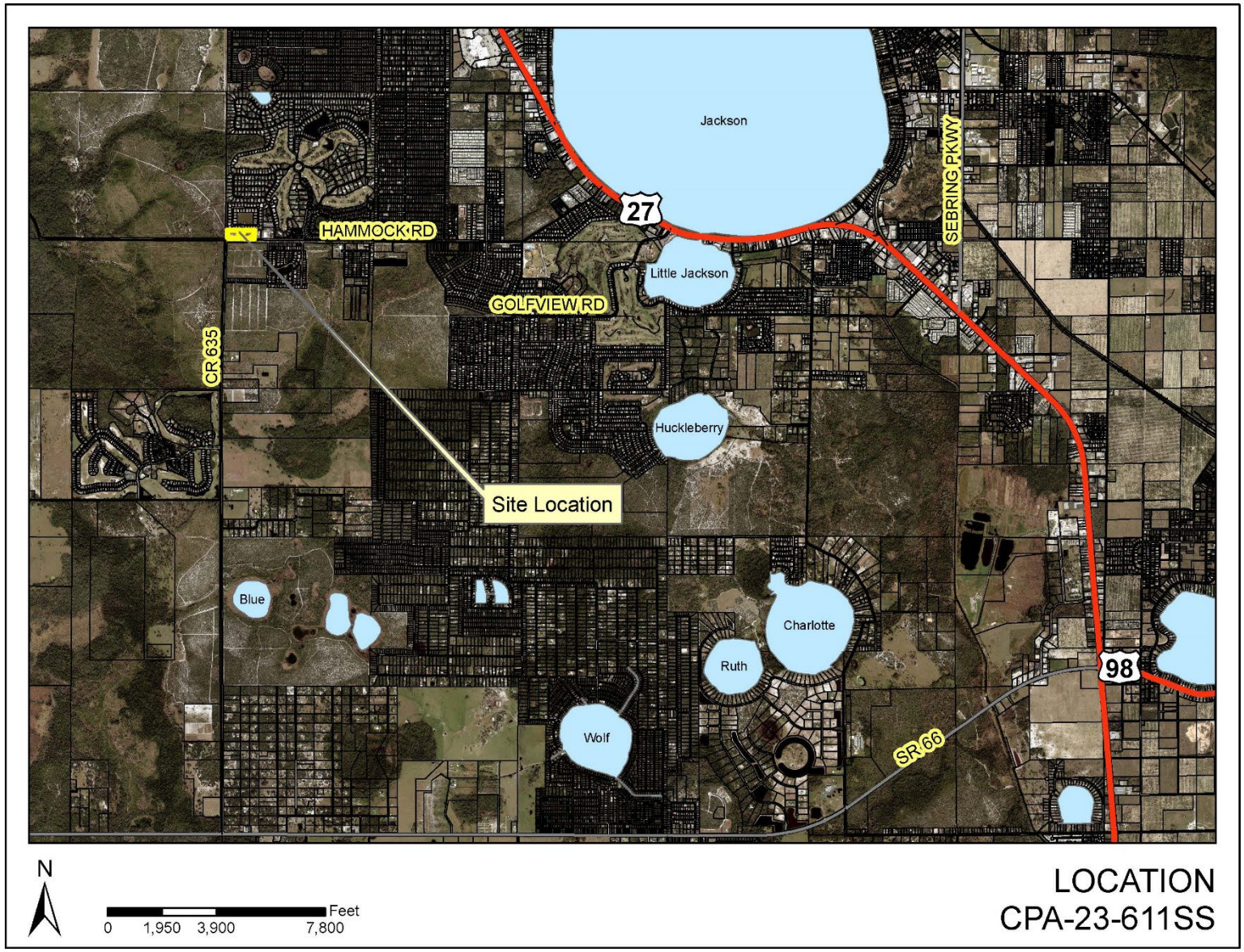

Jackson
27
SEBRING PKWY
HAMMOCK RD
Little Jackson
GOLFVIEW RD
CR 635
Huckleberry
Site Location
Blue
Charlotte
Ruth
98
Wolf
SR 66
N
0
1,950
3,900
7,800
Feet
LOCATION
CPA-23-611SS

Exhibit 2:

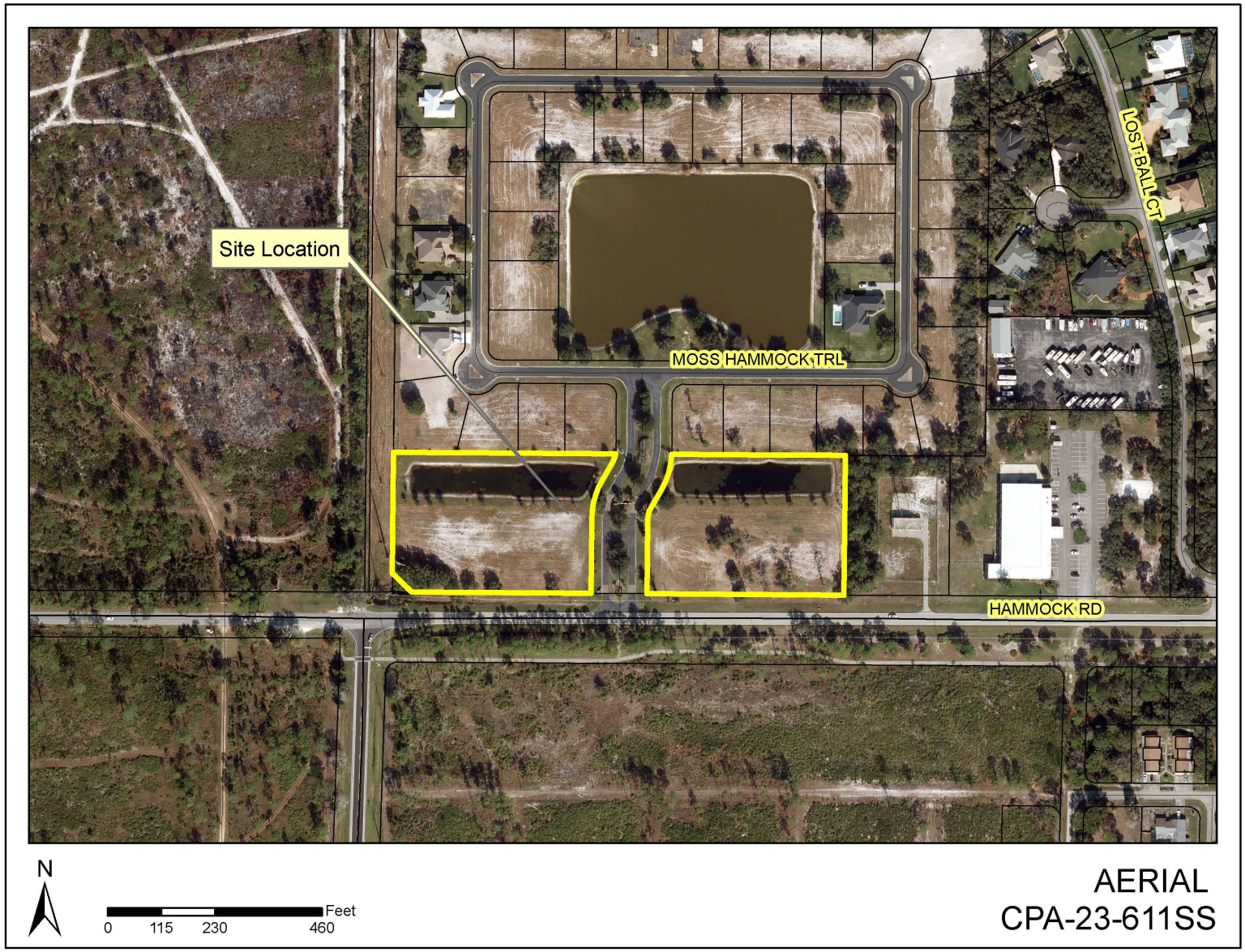

Site Location
MOSS HAMMOCK TRL
LOSTBALL CT
HAMMOCK RD
N
0
115
230
460
Feet
AERIAL
CPA-23-611SS

Exhibit 3:

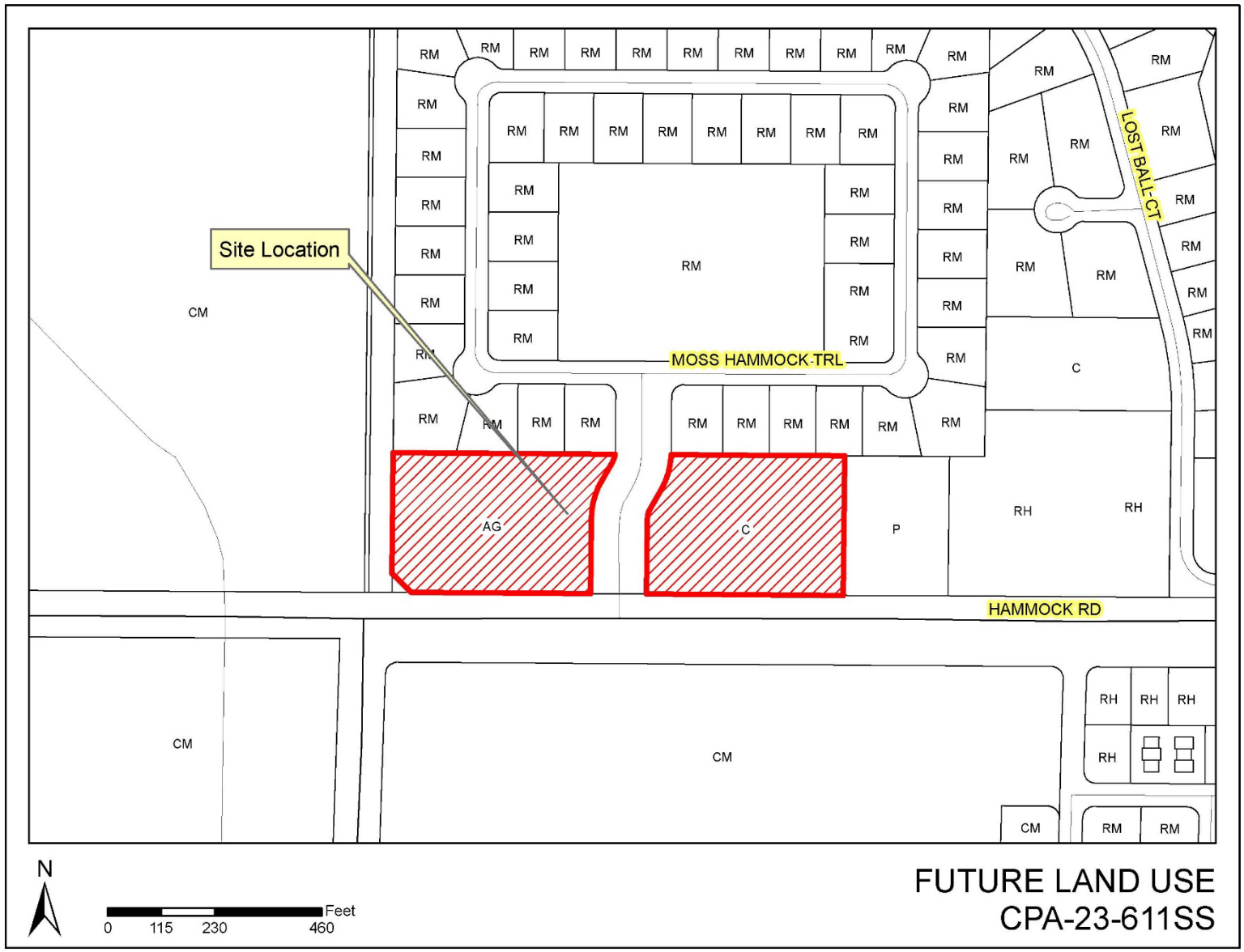
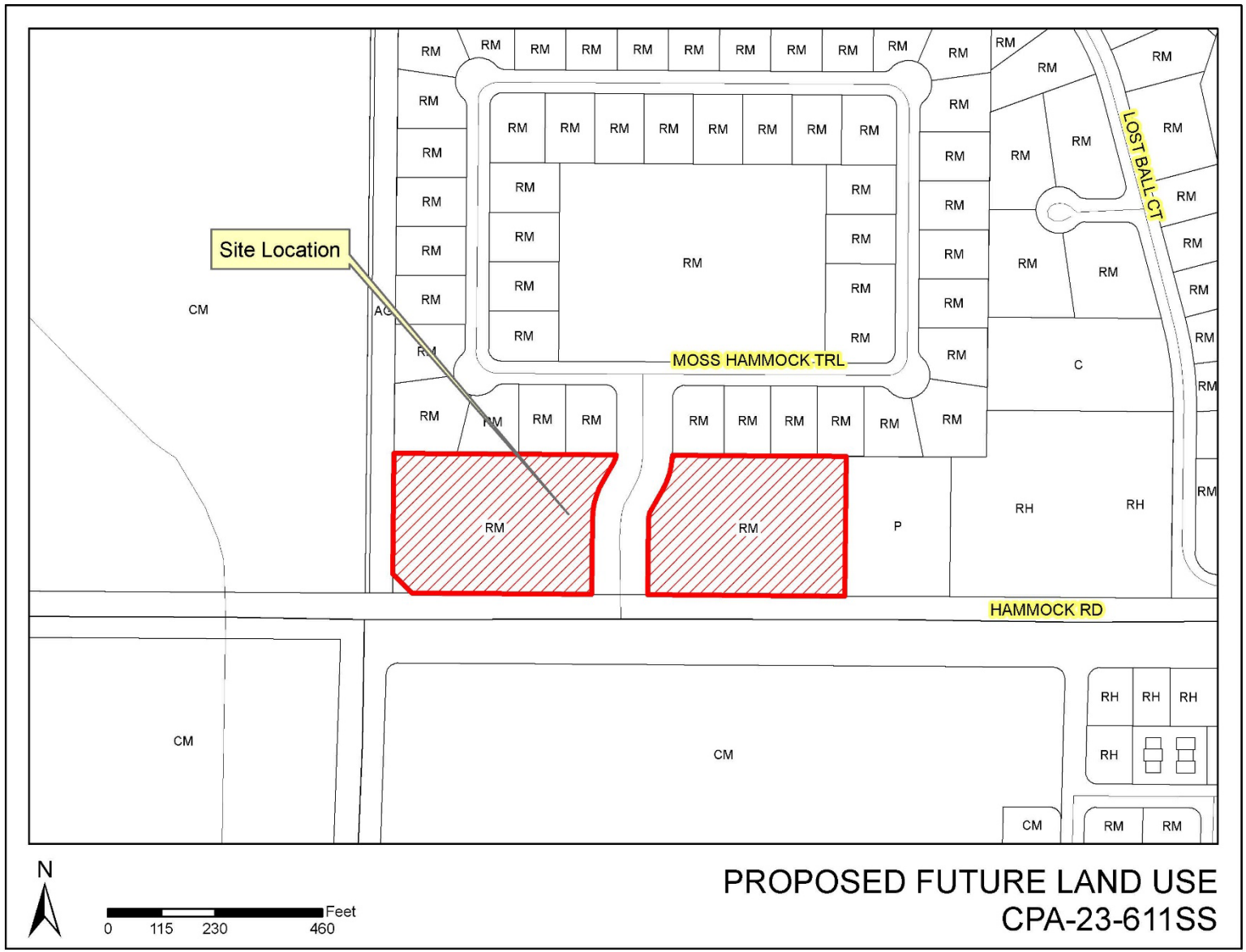

Site Location
MOSS HAMMOCK TRL
LOST BALL CT
HAMMOCK RD
AG
C
P
RH
CM
RM
N
0
115
230
460
Feet
FUTURE LAND USE
CPA-23-611SS

Exhibit 4:


Site Location
MOSS HAMMOCK TRL
LOST BALL CT
HAMMOCK RD
RM
CM
RH
C
P
N
0
115
230
460
Feet
PROPOSED FUTURE LAND USE
CPA-23-611SS

Highlands County, Florida
Comprehensive Plan Amendment Application

☑ Small Scale Comprehensive Plan Map Amendment (100 acres or less)
☐ Large Scale Comprehensive Plan Map Amendment (more than 100 acres)

Change from: AG & C Change to: RM

Note: Do not leave any blank lines; if something does not apply, indicate that it is not applicable.

STAFF USE ONLY:

Case Number: CPA- 23 - 11 (SS/LS) **Date of Application:** 10/19/2022

Amount of Fee: $1,500.00 **Tax Map No.:** 27-D

Hearing Dates: P&Z 12 / 13 / 2022 BOCC 01 / 17 / 2023

This application has been reviewed for completeness and determined sufficient.

Melanie Pepper
Signed: Planning and Zoning Manager

10/24/2022
Date

Property Identification Number(s) / Strap(s) of Property Covered by Application:

STRAP No. C-34-34-28-100-00A0-0000 **STRAP No. C-**___-___-___-___-___-___

STRAP No. C-___-___-___-___-___-___ **STRAP No. C-**___-___-___-___-___-___

APPLICANT INFORMATION:

1. **Name of Property Owner(s):** Owner(s) must sign the **Owner's Affidavit** (attached), which must accompany the application.

   Print Name(s): J & J PARKER ENTERPRISES, INC.

   Mailing Address: P.O. BOX 9396 SEBRING, FLA. 33872

   Daytime Telephone No. (863) 381-9314 **E-Mail Address:** JJPARKER1986@GMAIL.COM

2. **Name of Agent:** Complete the **Agent's Affidavit** (attached) from Property Owner, giving the Agent authority to represent this application. Attach completed affidavit to the application.

   Print Name: RICK WHIDDEN

   Mailing Address: 4108 MULLIGAN CT. W. SEBRING, FLA. 33872

   Daytime Telephone No. (863) 381-1516 **E-Mail Address:** rickwhiddendrafting@gmail.com

NOTARIZED AUTHORIZATION:

☐ If the Applicant is not the Owner of the property, a written, notarized authorization from each Owner must be provided with this application – use Form A, attached. Property Owner authorization is required. If the Property Owner withdraws permission at any point during the review and approval process, the application is considered null and void.

☑ If an Agent is submitting the application for the Owner/Applicant – authorization from the Owner/Applicant is required – use Form B, attached.

PLAN AMENDMENT REQUEST INFORMATION:

3. Please provide a brief description of the proposed plan amendment, including the reason(s) the amendment should be approved:
   AMENDING EXISTING AG & C LAND USE TO RH TO ACCOMMODATE NEW DEVELOPMENT

4. Based upon the Highlands County Comprehensive Plan, please provide the goal(s), objective(s), and/or policy number(s) that support your proposed plan amendment.

   a. Goal(s) FLU ELEMENT
   b. Objective(s) OBJECT 1 GROSS MANAGEMENT
   c. Policy(ies) POLICY 1.2.D.2

PROPERTY INFORMATION:

5. **Legal Description(s) of Property Covered by Application:** If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description: complete description including section, township and range.
   SEE ATTACHED LEGAL

6. **Street Address(es) of Property Covered by the Application**:
   HAMMOCK ROAD (NO ADDRESS ASSIGNED FOR THESE PARCELS)

7. **Name of Project, Subdivision, or Overall Project or part of a larger project, if applicable**: HAMMOCK WALK TOWN HOMES

8. **Existing Zoning District:** AU & B2~~C~~ **Existing Future Land Use Classification:** AG & C

9. **Current Use of the Property:** Number of existing dwelling units, type of commercial or industrial, etc.
   VACANT

10. **Are there existing structures on the property?** ☐ **Yes** ☑ **No** **If yes,** what type? (Dwelling, Mobile Home, Accessory Structure, Commercial Building, Other)

_____

_____

If multiple units, the number of dwellings per building: _____

11. **Existing Property Information:** Size of Property (width) 807+/- feet, (depth) 300+/- feet, road frontage 1,429+/- feet, water frontage -0- feet, **Total acres:** 5.80+/-

If different from the total acreage, the developable portion is 3.54 +/- acres.

12. **Is the property located within the Lake Placid Regional Plan area?** ☐ **Yes** ☑ **No**

13. **Vesting:** Is the property vested for specific property rights? ☐ **Yes** ☑ **No** **If yes,** explain:

_____

14. **Current Uses on the Adjacent Properties:**

	Current Use(s)	FLUM Designation(s)	Zoning District(s)
North	SINGLE FAMILY	RM	R-1
South	VACANT	CM	CM
East	CELL PHONE TOWER	P	I-1
West	STATE PARK & ESMT	AG & CM	AU & CM

INFORMATION ABOUT THE PROPOSED USE:

15. **Proposed Number of Dwelling Units and/or Square Feet of Commercial space:** 20 UNITS

16. **Residential Density:** The proposed density is 3.44 units per acre.

17. **Intensity:** The proposed intensity is 51,720 square feet at 20.5 % Floor Area Ratio (FAR).

ADDITIONAL INFORMATION REQUIRED PERTAINING TO PUBLIC FACILITIES:

18. **Potable Water:** The proposed development will be served by an off-site central potable water system. ☑ **Yes** ☐ **No**
If yes, the potable water system requirements will be accommodated by the CITY OF SEBRING water system. PLEASE ATTACH A LETTER FROM THE SERVICE PROVIDER ACKNOWLEDGING CAPACITY. *(See the attached sample letter requesting this information from the service provider.)*

If No, the proposed development will be served by an on-site potable water (well) system that will be designed to connect to a central water system when it becomes available.

19. **Wastewater Treatment:** The proposed development will be served by an off-site central wastewater treatment system. ☐ **Yes** ☑ **No**
If Yes, the wastewater treatment system requirements will be accommodated by the _____ _____ system. PLEASE ATTACH A LETTER FROM THE SERVICE

PROVIDER ACKNOWLEDGING CAPACITY. (See the attached sample letter requesting this information from the service provider.)

If No, the proposed development will be served by an on-site wastewater treatment system that will be designed to connect to a central wastewater treatment system when it becomes available.

20. **Schools:** Every application requesting a land use change that will generate new residential dwelling units and a permanent population shall secure from the Highlands County School District **a letter** that will certify information pertaining to the following concerns based upon the location of the Applicant's property: IF APPLICABLE, PLEASE ATTACH A LETTER TO THIS APPLICATION. (*See the attached sample letter requesting this information from the School District.)*

ADDITIONAL COMPREHENSIVE PLAN INFORMATION NEEDED AT THE TIME OF DEVELOPMENT:

A. **Environmental Clearance:** If the property contains Wetlands, Xeric Uplands and/or Cutthroatgrass Seeps.

B. **Flood Hazard Areas:** There may be Special Flood Hazard areas on the property.

C. **Historic Properties:** There may be historic resources on the property.

D. **Archaeological Resources:** There may be archaeological resources on the property.

E. **Military Airport Zones (MAZ):** The property may be located in a MAZ.

F. **Surface Drainage:** Storm water management must comply with the requirements of Section 12.13.104.F of the Highlands County Land Development Regulations (See County Engineer) and the applicable water management district regulations.

G. **Solid Waste Disposal:** The proposed development must be served by a County approved refuse collection company.

H. **Recreation and Open Space:** The recreation and open space LOS adopted by Highlands County must be met at the time of development.

I. **Preliminary Concurrency Evaluation:** Completion of a Comprehensive Plan Amendment Traffic Study and approval of the Plan Amendment by the BCC does not provide Concurrency Approval. A separate application for Concurrency Determination is provided and administered by the County Engineer at time of development.

END OF APPLICATION

ATTACHMENTS:

1. Preliminary Concurrency Evaluation
2. Owner's Affidavit(s) or Corporate Affidavit
3. Agent's Affidavit(s)
4. Notarized authorization from each owner, as applicable (Form A)

5. Notarized authorization for agent to submit petition, as applicable (Form B)
6. Public Utility Information Request Sample Letter
7. Public School Information Request Sample Letter
8. Application Due Dates
9. Fee Schedule

J & J PARKER ENTERPRISES, INC – LEGAL DESCRIPTION

ALL OF TRACTS A & B MOSS HAMMOCK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 16, AT PAGE 88, OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA.

PRELIMINARY CONCURRENCY EVALUATION

ENGINEERING INFORMATION ON THIS PAGE IS TO BE SECURED BY THE APPLICANT.

Traffic Levels of Service: Roadway Level of Service Standards are established by TE Policy 8.2. THE APPLICANT IS RESPONSIBLE FOR SECURING FROM THE COUNTY ENGINEER OR DESIGNEE A DETERMINATION AS TO WHETHER A COMPREHENSIVE PLAN TRAFFIC STUDY IS REQUIRED FOR THIS AMENDMENT. If a Land Development Traffic Assessment (LDTA) or Comprehensive Plan Amendment Impact Study (TIS) is not required, this application is to be endorsed confirming clearance: (to be circled by Reviewer)

A. Small Project: No Traffic Impact Study Required.

B. Minor Land Development Traffic Assessment or Comprehensive Plan Amendment Traffic Impact Study: A development which generates 150 but less than or equal to 1,000 average daily trips.

   1. Required with this application.

   2. Required at the time of development

C. Major Land Development Traffic Assessment or a Comprehensive Plan Amendment Traffic Impact Study: A development which generates more than 1,000 average daily trips.

   1. Required with this application

   2. Required at the time of development

(D.) TRAFFIC STUDY REQUIRED AT THE TIME OF DEVELOPMENT

Kenya A. Anderson 10-18-22
Reviewer's Signature Date

[signature] 10-20-22
County Engineer's Signature Date

Highlands County, Florida
Development Services Department Application

OWNER'S (CORPORATION) AFFIDAVIT

I, J. PARKER ENTERPRISES, INC., being first duly sworn, depose and say that I am the **OWNER/CORPORATION** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

I authorize County staff to enter the property during the application process to complete its evaluation.

Please initial the appropriate line.
No contact is required. _____
An appointment is required before entering the property. _____

Signed, Sealed and Delivered
In Our Presence:

_____
Print Name: Brittany Townsend

_____
Print Name: Jerry T. Whidden

J. PARKER ENTERPRISES,
a FLORIDA corporation

By: _____
Print Name: JEFFREY PARKER
Title: PRESIDENT

STATE OF FLORIDA
COUNTY OF HIGHLANDS
The foregoing instrument was acknowledged before me this 18th day of October 2022, by Jeffrey Parker, President, of _____, a _____ corporation, who is personally known to me or who has produced _____ as identification and who did take an oath.

Jerry T. Whidden
Notary Public, State Of Florida
Commission No. HH 78882
My Commission Expires: 2/25/25

_____
Signature

_____
Print Name
Notary Public, State of Florida

My Commission Expires: _____

Parcel No. _____

Highlands County, Florida
Development Services Department Application

AGENT'S AFFIDAVIT

I, RICK WHIDDEN (AGENT), being first duly sworn, depose and say that I am the **ATTORNEY-IN-FACT, AGENT or LESSEE** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

RICK WHIDDEN
Print Name of Agent

Signature of Agent

4108 MULLIGAN CT. W.
Address: Number and Street (P.O. Box)

SEBRING, FLA. 33872
City and State (Zip Code)

STATE OF FLORIDA
HIGHLANDS COUNTY

The foregoing instrument was acknowledged before me this 17th day of October 2022, by Rick Whidden who is personally known by me or who has produced _____, as identification and who did take an oath:

Physical presence

Thalia Espinoza
Notary Public, State Of Florida
Commission No. GG 319963
My Commission Expires: 05/28/23

Signature

Thalia Espinoza
Print Name

Notary Public, State of Florida

My Commission Expires: _____

FORM B. APPLICANT AUTHORIZATION TO AGENT

I, the undersigned, being first duly sworn, depose and say that I am the applicant for the FUTURE LAND USE CHANGE of the property described and which is the subject matter of the proposed hearing.

I give authorization for RICK WHIDDEN to be my agent for this application.

JEFFREY PARKER
Print Name of Owner

Signature of Owner

P.O. BOX 9396
Address: Number and Street (P.O. Box)

SEBRING, FLA. 33872
City and State (Zip Code)

STATE OF FLORIDA, HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me this 18th day of October, 2022 by Jeffrey Parker who is personally known by me ☐ or who has produced _____, as identification and who did (did not) take an oath.

Jerry T. Whidden
Notary Public, State Of Florida
Commission No. HH 78882
My Commission Expires: 2/25/25

Signature

Print Name

Notary Public, State of Florida

My Commission Expires: _____

JOHN SHOOP MAYOR

COUNCIL:
TOM DETTMAN, PRESIDENT
LENARD CARLISLE, PRO-TEMPORE
ROLAND BISHOP
TERRY MENDEL
MARK STEWART

SEBRING
CITY ON THE CIRCLE
UTILITIES DEPARTMENT
321 N MANGO ST.
SEBRING, FL 33870
(863) 471-5112
(863) 471-5148 (FAX)

KATHY HALEY, CMC
CITY CLERK/TREASURER

SCOTT NOETHLICH
CITY ADMINISTRATOR

BOB BOGGUS
UTILITIES DIRECTOR

October 28, 2022

Jeff Kennedy
7045 County Road 17 S
Sebring, FL 33876

Reference: Service Availability for Parcel Number# C-34-34-28-100-00A0-0000

Listed below is the water capacity data you requested for the above referenced project.

Potable Water

Designed capacity: 14,789,600 GPD
Permitted capacity: 5,811,000 GPD
Committed capacity: 3,933,000 GPD
Excess capacity: 1,878,000 GPD
This development demand: 7000 GPD

Per your request, this letter will serve as official notification from the City of Sebring confirming adequate availability of water service for the above referenced location.

Upon receipt of payment then an account will be started for this address.

Please let me know if you have any questions or if I may be of any further assistance.

Sincerely,

Kim Shands

Kim Shands
Administrative Coordinator

cc: Bob Boggus, Utilities Director

The School Board of Highlands County
Transforming Today's Learners into Tomorrow's Leaders

Department
Michael Averyt, Business/Operations

426 School Street
Sebring, FL 33870
(863) 471-5626
averytm@highlands.k12.fl.us

School Board of Highlands County
School Capacity Planning Tool for Comprehensive Plan Amendments

October 18, 2022

Jeff Kennedy
7045 County Road 17 S.
Sebring, FL 33876

School Year of Analysis: **2022/2023**

Proposed Development:
Applicant: Jeff Kennedy
Location (map attached): Address not assigned, but is located west of 4520 Hammock Road, Sebring
C-34-34-28-100-00A0-0000

School Attendance Zones:
Elementary: **Sun N Lake Elementary**
Middle: **Hill Gustat Middle**
High: **Sebring High**

Maximum Proposed Dwelling Units: _____Single Family _____Mobile Home **20** Multi-Family
Propose build out year:
Proposed Phasing if applicable:

2021/2022 Student Generation Rates by Dwelling Unit Type

Dwelling unit Type	Elementary (K-5)	Middle (6-8)	High (9-12)
Single Family	0.129	0.061	0.074
Mobile Home	0.086	0.041	0.049
Multi-Family	0.080	0.038	0.046

Dr. Brenda Longshore, Superintendent
Isaac Durrance, Chairperson · Jill Compton-Twist Vice Chairperson
Bill Brantley · Donna Howerton · Jan Shoop

A fully accredited school system of the Southern Association of Colleges and Schools
Equal Opportunity Employment and Veteran's Preference Employer

The School Board of Highlands County
Transforming Today's Learners into Tomorrow's Leaders

Department
Michael Averyt, Business/Operations

426 School Street
Sebring, FL 33870
(863) 471-5626
averytm@highlands.k12.fl.us

School	Capacity	5-Year Work Program Added Capacity	Available Planning Capacity	Proposed Development Student Generation	Available Capacity including Proposed Development (+/-)
Sun N Lake Elementary	232.36	0	232.36	.80	231.56
Hill-Gustat Middle	233.40	0	233.40	.38	233.02
Sebring High	527.98	0	527.98	.46	527.52

This information is provided as a planning tool to assist in the evaluation of a proposed land use amendment. This information does not reserve school capacity nor does it establish school concurrency requirements. School concurrency requirements will be established pursuant to F.S. 163.3177 and F.S.163.3180 at time of development.

Sincerely,

Michael Averyt
Assistant Superintendent of Business/Operations

MA/cp

Dr. Brenda Longshore, Superintendent
Isaac Durrance, Chairperson · Jill Compton-Twist Vice Chairperson
Bill Brantley · Donna Howerton · Jan Shoop

A fully accredited school system of the Southern Association of Colleges and Schools
Equal Opportunity Employment and Veteran's Preference Employer

ORDINANCE NO. 22-23-13

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE FUTURE LAND USE MAP OF THE HIGHLANDS COUNTY 2030 COMPREHENSIVE PLAN AND THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID# C-34-34-28-100-00A0-0000; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF LAND USE DESIGNATION CHANGE AND FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 163.3167 empowers the Highlands County Board of County Commissioners to adopt and amend the Highlands County 2030 Comprehensive Plan (Plan); and

WHEREAS, the Property Owner of that property identified by the Highlands County Property Appraiser through Parcel ID# C-34-34-28-100-00A0-0000 (Property), has requested a change to the Property which requires an amendment to the Future Land Use Map of the Plan; and

WHEREAS, the Highlands County Planning and Zoning Commission, held a duly noticed public hearing on December 13, 2022, to review the small-scale amendment to the Property, identified by CPA-23-611SS, which proposes a change to the Future Land Use Map of the Plan; and

WHEREAS, the Highlands County Planning and Zoning Commission recommended approval of CPA-23-611SS and adoption of the subject Future Land Use Map amendment; and

WHEREAS, the County has determined that the proposed Future Land Use Map amendment, CPA-23-611SS, is consistent with the patterns of existing development within this area of the County and is compatible with the surrounding land uses; and

WHEREAS, the County has determined that the proposed Future Land Use Map amendment, CPA-23-611SS, is consistent with the goals, objectives, and policies of the Plan; and

WHEREAS, the County has determined that Environmental clearance, pursuant to NRE Policy 3.3 of the Plan, is not required for the proposed Future Land Use Map amendment, CPA-23-611SS; and

WHEREAS, the County has determined that the Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Plan and the Florida Master Site File indicate that there are no known cultural resources on the Property and the proposed Future Land Use Map amendment, CPA-23-611SS, does not require Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Plan; and

WHEREAS, the County has determined that the Property that is the subject of CPA-23-611SS is not located within an area of critical state concern; and

WHEREAS, all future development actions for the Property shall be made to conform to applicable Plan policies and to the County's Land Development Regulations in effect at the time of development.

NOW THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Highlands County, Florida, after due notice and public hearing, as follows:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT. The Board of County Commissioners for Highlands County has complied with all requirements and procedures of Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. APPROVAL OF LAND USE DESIGNATION CHANGE AND FUTURE LAND USE MAP AMENDMENT.

A. The land use designation for that Property identified by the Highlands County Property Appraiser through Parcel ID# C-34-34-28-100-00A0-0000 and more particularly described as:

> Tracts A and B, Moss Hammock subdivision, according to the Plat thereof as recorded in Plat Book 16, Page 88 of the Public Records of Highlands County, Florida.

is hereby changed from "Agriculture" and "Commercial" to "Medium Density Residential".

B. The Future Land Use Map of the Plan is hereby amended to reflect that the land use for the Property is Medium Density Residential.

SECTION 3. IMPLEMENTING ADMINISTRATIVE ACTIONS. The County Administrator is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 4. SAVINGS CLAUSE. All prior actions of Highlands County pertaining to CPA-23-611SS, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

SECTION 5. **NON-CODIFICATION AND SCRIVENER'S ERRORS.** The provisions of this Ordinance shall not be codified in the Board of County Commissioners of Highlands County Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 6. CONFLICTS. All Ordinances or parts of Ordinances in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. SEVERABILITY. If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

SECTION 8. EFFECTIVE DATE. This Ordinance shall be effective immediately upon adoption; however, pursuant to Florida Statutes, Section 163.3187, the subject small-scale Future Land Use Map amendment shall become effective 31 days after adoption of this Ordinance by the County, unless otherwise challenged within 30 days after said adoption. In the event of a timely challenge, the subject small-scale Future Land Use Map amendment shall become effective once the Florida Department of Economic Opportunity or the Administration Commission issues a final order determining that the adopted small-scale Future Land Use Map amendment is in compliance with the Plan.

DONE AND ADOPTED this 19th day of January 2023.

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY, FLORIDA

(SEAL)

By:_____
Chris Campbell, Chairperson

ATTEST_____
Jerome Kaszubowski, Clerk

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER:	**Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager**
SUBJECT/TITLE:	**Public hearing to consider adoption of P&Z Hearing No. 2117, changing the Official Zoning Atlas for two parcels totaling an approximate 5.80 acres, from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD).**

STATEMENT OF ISSUE

The Applicant is requesting to change the Official Zoning Atlas for two parcels totaling an approximate 5.80 acres, from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD).

The parcel is vacant of structures and native vegetation and contains drainage ponds. The Applicant is proposing to utilize the property for a 20-unit multi-family development.

There are two companion requests: (1) a Future Land Use Map Amendment from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM), CPA-23-611SS, and (2) a Release of Easement, MDA-23-002.

The Planning and Zoning Commission recommended approval of P&Z Hearing No. 2117 as presented.

RECOMMENDED ACTION

Move to approve and adopt by Resolution 22-23-57, P&Z 2117, changing the Official Zoning Atlas for approximately 5.80 acres from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), referencing the mandatory findings of fact and becoming effective as provided by law.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Staff Report P&Z 2117 for BCC J & J Parker Enterprises, Inc.pdf
Application P&Z 2117 J&J Parker.pdf
Resolution PZ 2117 J&J Parker.pdf

HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT

Type: Rezone	**BCC Hearing Date:** 1/19/2023
Case Number: P&Z 2117	**Case Name:** J & J Parker Enterprises Multi-Family Development
Agent: Rick Whidden	**Property Owners:** J & J Parker Enterprises, Inc.
Public Hearing: BCC	**Case Staff Member:** Melony Culpepper

Request: Rezone two (2) tracts totaling an approximate 5.80 acres, from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD)

General Location: Two (2) tracts totaling an approximate 5.80 acres located within the Moss Hammock subdivision on the north side of Hammock Road, east of CR 635, and approximately 4.24 miles west of US 27 S; the addresses being 4600 and 4700 Hammock Road, Sebring, Florida

PARCEL ID: C-34-34-28-100-00A0-0000

Staff Recommendation:

1. **Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to approve and adopt by Resolution, P&Z 2117, changing the Official Zoning Atlas for approximately 5.80 acres from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), referencing the mandatory findings of fact and becoming effective as provided by law.

2. **Staff Recommendation to the P&Z:** Recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2117, changing the Official Zoning Atlas for approximately 5.80 acres from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), referencing the mandatory findings of fact and becoming effective as provided by law.

3. **Excerpt from the December 13, 2022, DRAFT P&Z Minutes and Recommendation to the BCC: "HEARING NUMBER P&Z 2117 – J + J PARKER ENTERPRISES, INC., C/O RICK WHIDDEN** Two (2) Tracts totaling an approximate 5.80 acres located within the Moss Hammock subdivision on the north side of Hammock Road, east of CR 635, and approximately 4.24 miles west of US

27 S; the addresses being 4600 and 4700 Hammock Road, Sebring; and legally described as follows: Tracts A and B, Moss Hammock subdivision, according to the Plat thereof as recorded in Plat Book 16, Page 88 of the Public Records of Highlands County, Florida.

The applicant is requesting a zoning change from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD). Mrs. Hunnicutt read the request and Mrs. Culpepper, Mr. Whidden, Mr. Parker, and Mr. Jeff Kennedy presented the request. Mr. Boring noted that he had ex-parte communication with a resident of Moss Hammock subdivision, Mrs. Sharp, regarding the meeting date and providing information to the Members. Mr. Whidden provided a full size (24"x36") copy of the proposed site plan to the Members; a copy is in the file as well. There were three (3) letters received in objection to the request, one (1) with concerns and suggestions, and no letters received in favor of the request. One (1) member of the audience, Mrs. Sharp, spoke regarding concerns of increased traffic, roadway maintenance, and landscaping, and requested the Members mandate this project join into Moss Hammock's existing HOA. Mr. Raulerson noted that this Board is not authorized to make such mandates. A second member of the audience, Mrs. Sheasley, spoke in favor of the request.

Motion by Mr. Boring and seconded by Mrs. Ezell to recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2117, changing the Official Zoning Atlas for approximately 5.80 acres from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), referencing the mandatory findings of fact and becoming effective as provided by law.

Upon roll call, all members voted yes. **Motion carried 4-0."**

4. Conditions of approval are included in the adopting resolution and are as follows:

1. The underlying or base zoning regulations for this FUD District shall be the R-3 District and any use or allowance not specified herein will be as defined in the R-3 District as provided in Section 12.05.213 of the Code of Ordinances, Highlands County, Florida.

2. The Property Owner shall request a Lot Split through the Property Appraiser's office to assign Tract C its own Parcel ID number separate from Tracts A and B which are subject to this zoning change request.

3. The minimum living area shall be 1,500 square feet of living space per unit, with a maximum of six (6) persons per unit.

4. Minimum required setbacks shall be as follows:

a. The minimum front setback shall be 22 feet, measured from the edge of pavement of the proposed 24-foot-wide private drive aisle;

b. The minimum rear setback shall be 50 feet to the current Hammock Road right-of-way line;

c. The minimum corner setback to Moss Hammock Trail right-of-way line shall be 15 feet;

d. The minimum building separation shall be 15 feet;

e. The minimum side yard setbacks shall be 35 feet from the side property lines.

5. A Homeowners Association shall be created to maintain all common areas of the development. Individual units may be sold as townhomes by metes and bounds description.

6. All internal roadways shall be constructed as no less than 24-foot-wide paved private drives and shall not be dedicated to Highlands County for maintenance.

7. The conceptual site plan for this R-3 FUD, pursuant to the requirements set forth in Section 12.05.291 of the Code, is attached hereto. The property shall be subject to the County Code for final site plan approval.

Supplemental Material/Issue Analysis Report:

1. Request: The matter for consideration is for a change to the Official Zoning Atlas of two (2) tracts totaling an approximate 5.80 acres, from AU and B-2 to R-3 FUD.

The parcel is vacant of structures and native vegetation and contains drainage ponds. The Applicant is proposing to utilize the property for a 20-unit multi-family development.

There are two companion requests: (1) a Future Land Use Map Amendment from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM), CPA-23-611SS, and (2) a Release of Easement, MDA-23-002.

2. Notices to Surrounding Property Owners.

On November 9, 2022, notices were mailed to 23 property owners notifying them of the public hearings for the Planning and Zoning Commission and the Board of County Commissioners.

3. Existing Use Analysis:

LOCATION	EXISTING USE	LAND USE CATEGORY	ZONING
Subject Property	Vacant/Drainage Area	AG/C	AU/B-2
Adjacent Property to the North	Single-Family Residence (SFR)/ Vacant	Medium Density Residential (RM)	Residential District (R-1)
Adjacent Property to the South	Highlands Hammock	Conservation/ Management Lands (CM)	Conservation/ Management Lands District (CM)
Adjacent Property to the East	Cell Tower	Public/Quasi-Public Facility and Institutional Lands (P)	Public and Quasi-Public Lands District (P)
Adjacent Property to the West	Duke Energy Easement/Highlands Hammock	AG/CM	AU/CM

4. Applicable References:

Planning…§163.3194(1)(a) - (b), F.S.; Highlands County 2030 Comprehensive Plan: Future Land Use Policies: 1.1, General Growth Management Strategy; Policy 1.2.D.1, Agriculture (AG) and Policy 1.2.D.7, Commercial (C).

Zoning…Highlands County Land Development Regulations (LDRs): Section 12.05.200: Agricultural District (AU), Section 12.05.213: Multiple Family Dwelling including Motel and Hotel District (R-3), Section 12.05.241: Limited Business District (B-2), and Section 12.05.291: Flexible Unit Development District (FUD).

Department Comments and Analysis of Petitioner's Proposal:

1. The Departments, Divisions, and Agencies listed below provided comments as follows:

Zoning Division: The staff has no objection to this request.

Engineering Department: Approved with conditions. At the time of development, the applicant shall undergo the commercial development review process and additional requirements may be identified at that time.

Natural Resources: Despite the [selected natural] resources […] showing cutthroat and xeric upland, these two parcels were altered long ago through clearing and the addition of two large retention ponds. There is no habitat left on this property. No comment.

Florida Department of Health: No objection. Any buildings proposed must have the lot size to show authorized daily sewage flow is greater than estimated daily sewage flow for any proposed septic systems.

2. **The following Departments, Divisions, and Agencies offered no comment:** Florida Department of Environmental Protection and Florida Department of Transportation.

3. **The following Departments, Divisions, and Agencies did not respond:** City of Sebring, Highlands County Emergency Management, Highlands County Emergency Medical Services, and Highlands County Fire Rescue.

4. **Planning Division:** The following analysis and findings of fact describe the physical, legal and cultural characteristics of the Applicant's property:

A. Natural Features Analysis:

1. **Topography:** The topographic map depicts the subject property as mostly level with an elevation of 140 feet.
2. **Soils:** The soil underlying the site is *Myakka Fine Sand.* The available water capacity is very low, with a moderate permeability. Limitations for urban uses can be overcome with proper drainage, mounding, and backfilling.
3. **Surface Waters:** The subject parcel has two drainage ponds.
4. **Vegetative Cover:** The site has been cleared of native vegetation.

B. Zoning Analysis:

1. **Current Use of Land:** The current use of the land is for drainage and is vacant of structures.
2. **Vesting Rights:** None.
3. **Current Zoning Designation:** The site has a zoning designation of Agricultural District (AU) and Limited Business District (B-2).
4. **Proposed Zoning Designation:** The proposed zoning designation is Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD).
5. **Current Zoning Population Yield and Intensity:** The current zoning allows up to 1 dwelling unit per 5 acres in the area designated as AU and a Maximum Floor Area Ratio of 0.70 for office uses and 0.80 for all other commercial uses in the area designated as B-2. The parcel would currently not allow any population as the portion of the property that is designated AU does not meet the minimum 5-acre requirement.
6. **Proposed Zoning Population Yield:** The proposed zoning would allow 20 units/6-person occupancy per unit and carry a potential population yield of 120 persons; 20 dwelling units x 6 persons = 120 persons.
7. **The Applicant's proposed development program:** The Applicant is proposing to use the site for a 20-unit multi-family development.

C. Special Designated Areas:

1. **Environmental Protection:** The Conservation Overlay Map series of the Comprehensive Plan indicates that the site contains Xeric Upland, Cutthroat Grass Seep, and Wetland habitats. The site was part of a plat that received an Environmental Resource Permit (ERP) through the Southwest Florida Water Management District (SWFWMD) in 2006. Pursuant to Natural Resource Element Policy 3.3. of the Comprehensive Plan, the Applicant **is not required** to obtain additional Environmental Clearance at the time of development. However, an ERP or modification to the existing ERP will likely be required from SWFWMD and the Highlands County Engineering Department will require a copy.
2. **Historic Resources:** The Florida Master Site File (FMSF) indicates that there are no known historic resources on the property.
3. **Archaeological Resources:** The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the FMSF indicate no known archaeological resources on the site.
4. **Floodplains (FEMA designation):** The property has a flood zone designation of X, for areas located outside the Special Flood Hazard Areas, and a flood zone designation of A for the drainage ponds as depicted on the Flood Insurance Rate Map Community Panel Number **12055C0207C**, effective November 18, 2015.
5. **Military Airport Zones (MAZ):** The property is not located within a MAZ as designated by Section 12.12.800 of the Highlands County LDRs.
6. **Wellhead Protection Zones:** The property is not located within any of the defined protection zones as defined by Infrastructure Policy 6.6. of the Comprehensive Plan.
7. **Airport Surface Areas:** The property is not located within any of the defined surface areas as designated by Chapter 2.1 of the Highlands County Code of Ordinances.

D. Public Facilities and Services:

1. **Potable Water:** The property will be served by an off-site central potable water system provided by the City of Sebring.
2. **Central Wastewater:** The property will be served by an on-site wastewater treatment system that will be designed to connect to a central wastewater treatment system when it becomes available.
3. **Solid Waste:** The property will be serviced by a county-approved refuse collection company.
4. **Vehicular Access and Traffic Circulation:** The access to the site will be required to connect on Moss Hammock Trail; no connection to Hammock Road will be permitted.
5. **Railroad Access:** The site is not located adjacent to railroad tracks or a rail spur.
6. **Recreation:** The existing drainage ponds will serve as the recreation for the proposed development.

7. **Drainage:** The Applicant will be required to comply with Section 12.13.104.F. of the Highlands County LDRs and the applicable water management district regulations.

E. **Traffic Impacts:** Pursuant to the Comprehensive Plan: Technical Support Section, a traffic analysis **is** required at the time of development.

F. **Schools:** The project development may generate student impacts to the school district; school concurrency **is** required.

G. **Airports:** The subject property is located approximately 8.2 miles south of the Avon Park Executive Airport and 10 miles northwest of the Sebring Regional Airport.

Mandatory Findings of Fact:

Use Consistency Finding: The proposed zoning change **is consistent** with the patterns of existing development within this area and compatible with the surrounding land uses.

Plan Consistency Finding: The proposed zoning change **is consistent** with the goals, objectives, and policies of the adopted Comprehensive Plan.

Environmental Clearance Finding: Environmental Clearance, pursuant to Natural Resources Element Policy 3.3 of the Comprehensive Plan, **is not required** for the proposed zoning change.

Historical and Archaeological Clearance: The proposed zoning change **is not required** to obtain Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Comprehensive Plan. The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the Florida Master Site File indicate that there are no known cultural resources on the property.

Conformity Finding: If approved, all future development actions for the property shall be made to conform to applicable Comprehensive Plan policies and to LDRs in effect at the time the applicable development order becomes effective as provided by law.

The Planning Division, based on the Mandatory Findings of Fact and Consistency with the Comprehensive Plan, recommends the Board of County Commissioners to approve and adopt by Resolution, P&Z 2117, changing the Official Zoning Atlas for approximately 5.80 acres from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), referencing the mandatory findings of fact and becoming effective as provided by law with the following conditions of approval:

Conditions of approval are included in the adopting resolution and are as follows:

1. **The underlying or base zoning regulations for this FUD District shall be the R-3 District and any use or allowance not specified herein will be as defined in the R-3 District as provided in Section 12.05.213 of the Code of Ordinances, Highlands County, Florida.**

2. **The Property Owner shall request a Lot Split through the Property Appraiser's office to assign Tract C its own Parcel ID number separate from Tracts A and B which are subject to this zoning change request.**

3. **The minimum living area shall be 1,500 square feet of living space per unit, with a maximum of six (6) persons per unit.**

4. **Minimum required setbacks shall be as follows:**

    a. **The minimum front setback shall be 22 feet, measured from the edge of pavement of the proposed 24-foot-wide private drive aisle;**

    b. **The minimum rear setback shall be 50 feet to the current Hammock Road right-of-way line;**

    c. **The minimum corner setback to Moss Hammock Trail right-of-way line shall be 15 feet;**

    d. **The minimum building separation shall be 15 feet;**

    e. **The minimum side yard setbacks shall be 35 feet from the side property lines.**

5. **A Homeowners Association shall be created to maintain all common areas of the development. Individual units may be sold as townhomes by metes and bounds description.**

6. **All internal roadways shall be constructed as no less than 24-foot-wide paved private drives and shall not be dedicated to Highlands County for maintenance.**

7. **The conceptual site plan for this R-3 FUD, pursuant to the requirements set forth in Section 12.05.291 of the Code, is attached hereto. The property shall be subject to the County Code for final site plan approval.**

Attachments:

Exhibit 1: Location Map
Exhibit 2: Aerial Map
Exhibit 3: Zoning Map
Exhibit 4: Proposed Zoning Map
Exhibit 5: Conceptual Site Plan

Exhibit 1:

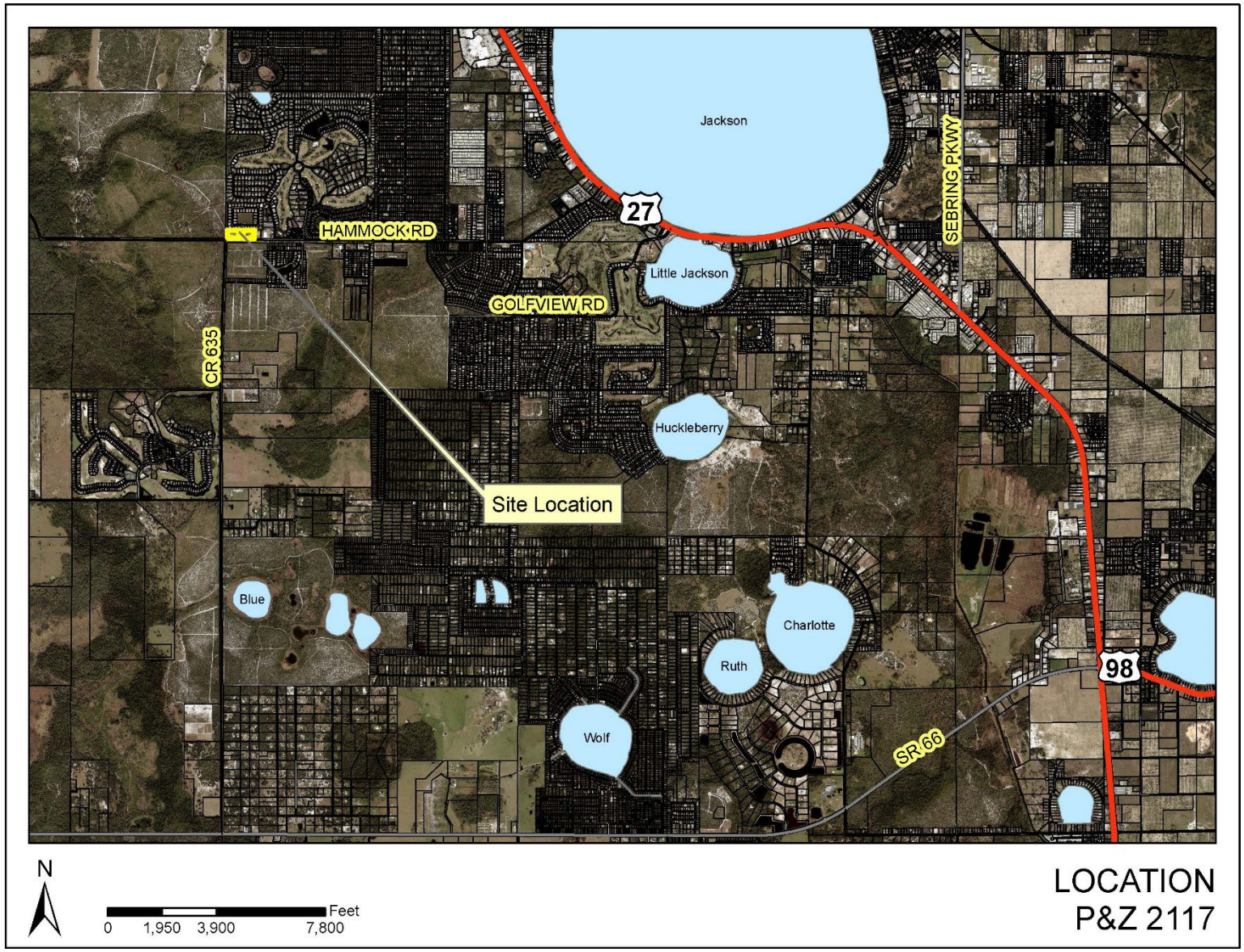

Jackson
27
HAMMOCK RD
SEBRING PKWY
Little Jackson
GOLFVIEW RD
CR 635
Huckleberry
Site Location
Blue
Charlotte
Ruth
98
Wolf
SR 66
N
Feet
0
1,950
3,900
7,800
LOCATION
P&Z 2117

Exhibit 2:

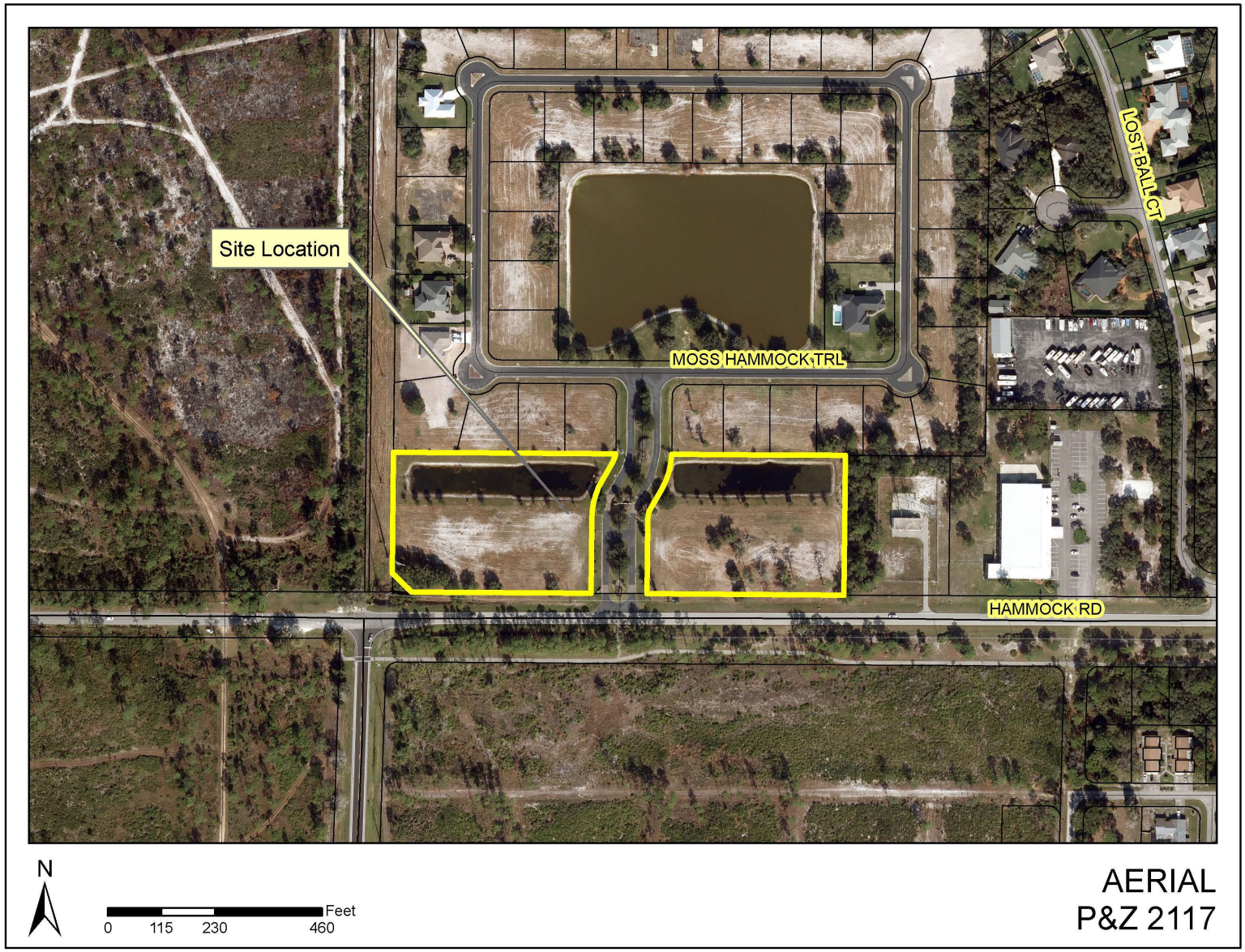

Site Location
MOSS HAMMOCK TRL
LOSTBALL CT
HAMMOCK RD
N
0
115
230
460
Feet
AERIAL
P&Z 2117

Exhibit 3:

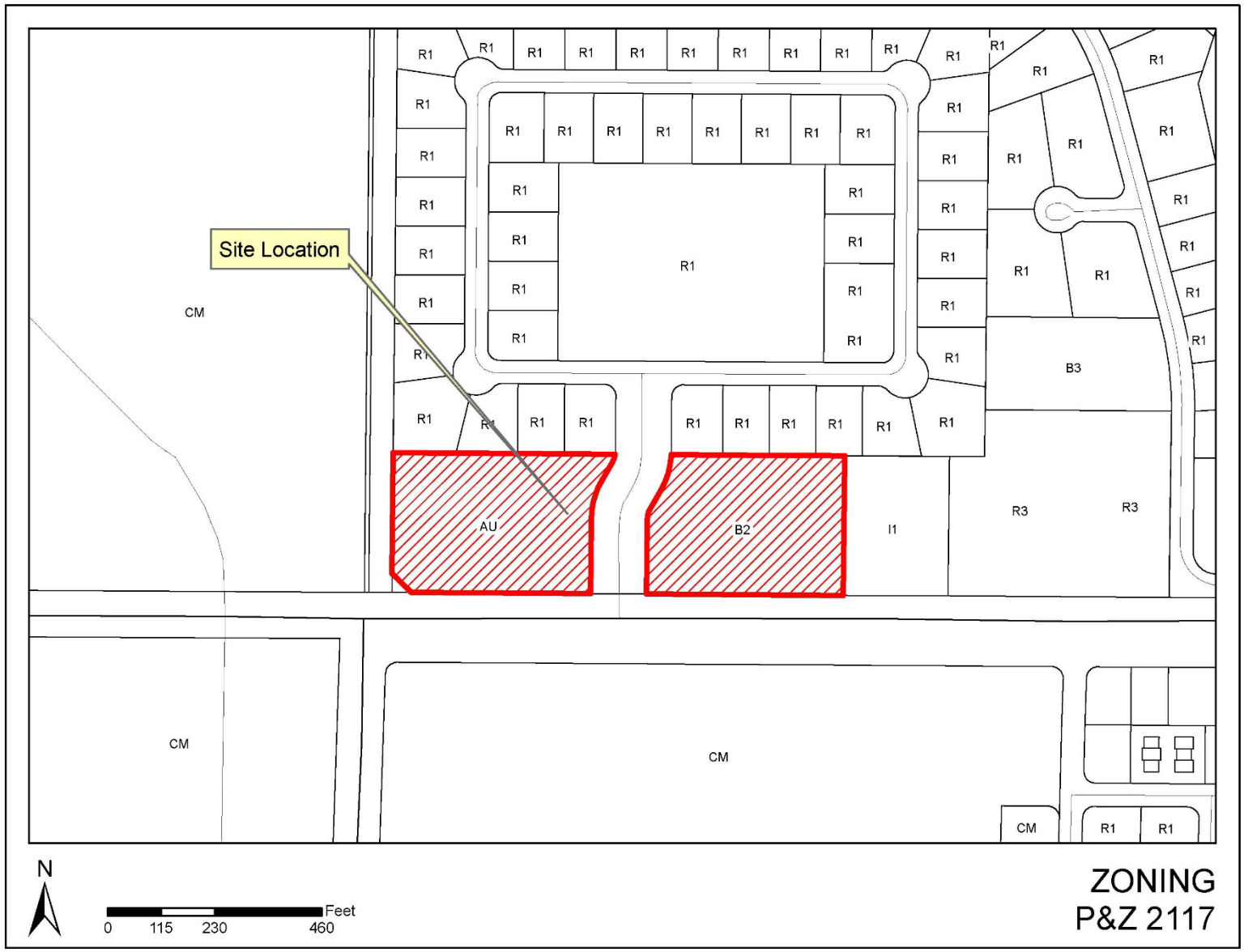

Site Location
R1
CM
AU
B2
I1
B3
R3
N
0
115
230
460
Feet
ZONING
P&Z 2117

Exhibit 4:

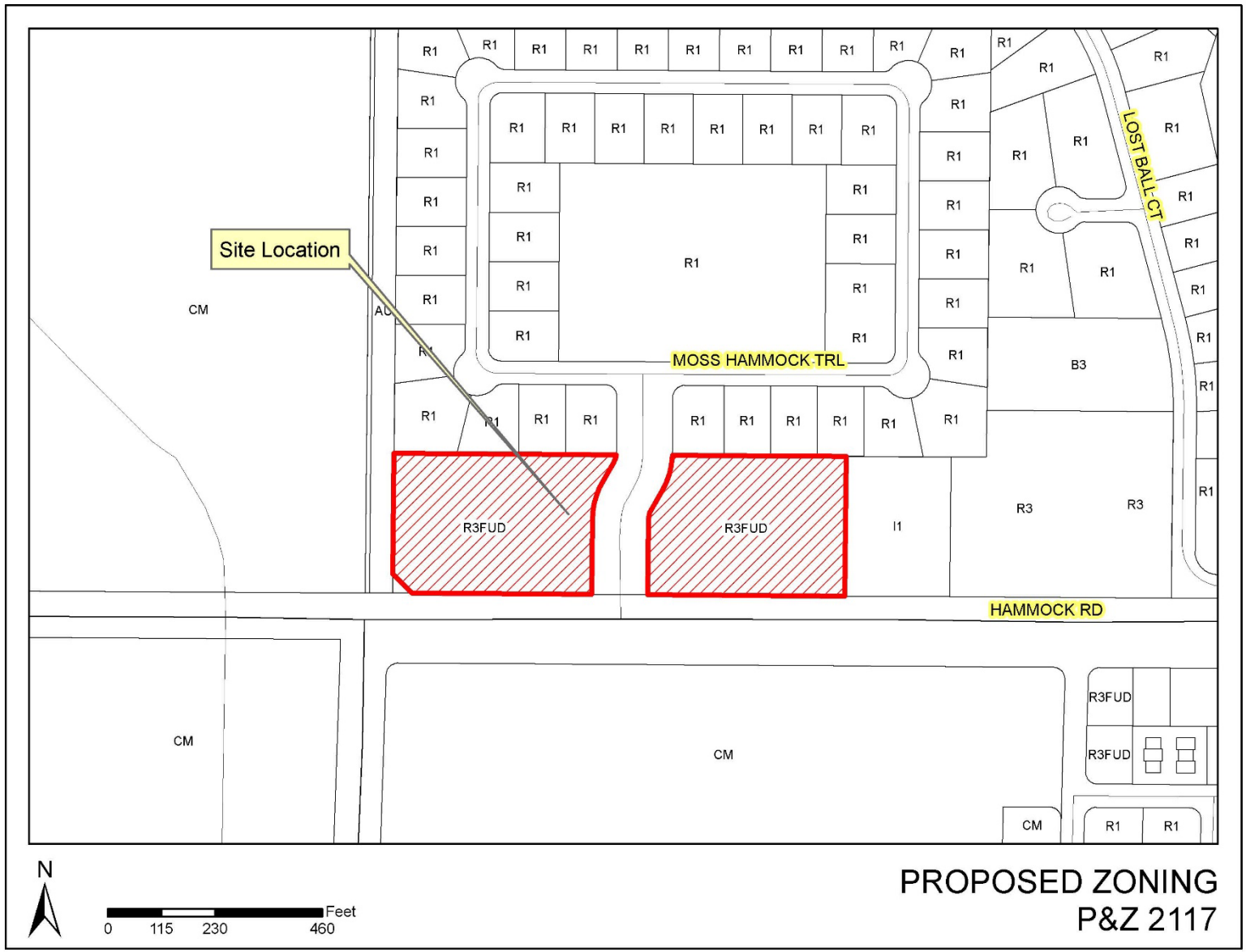
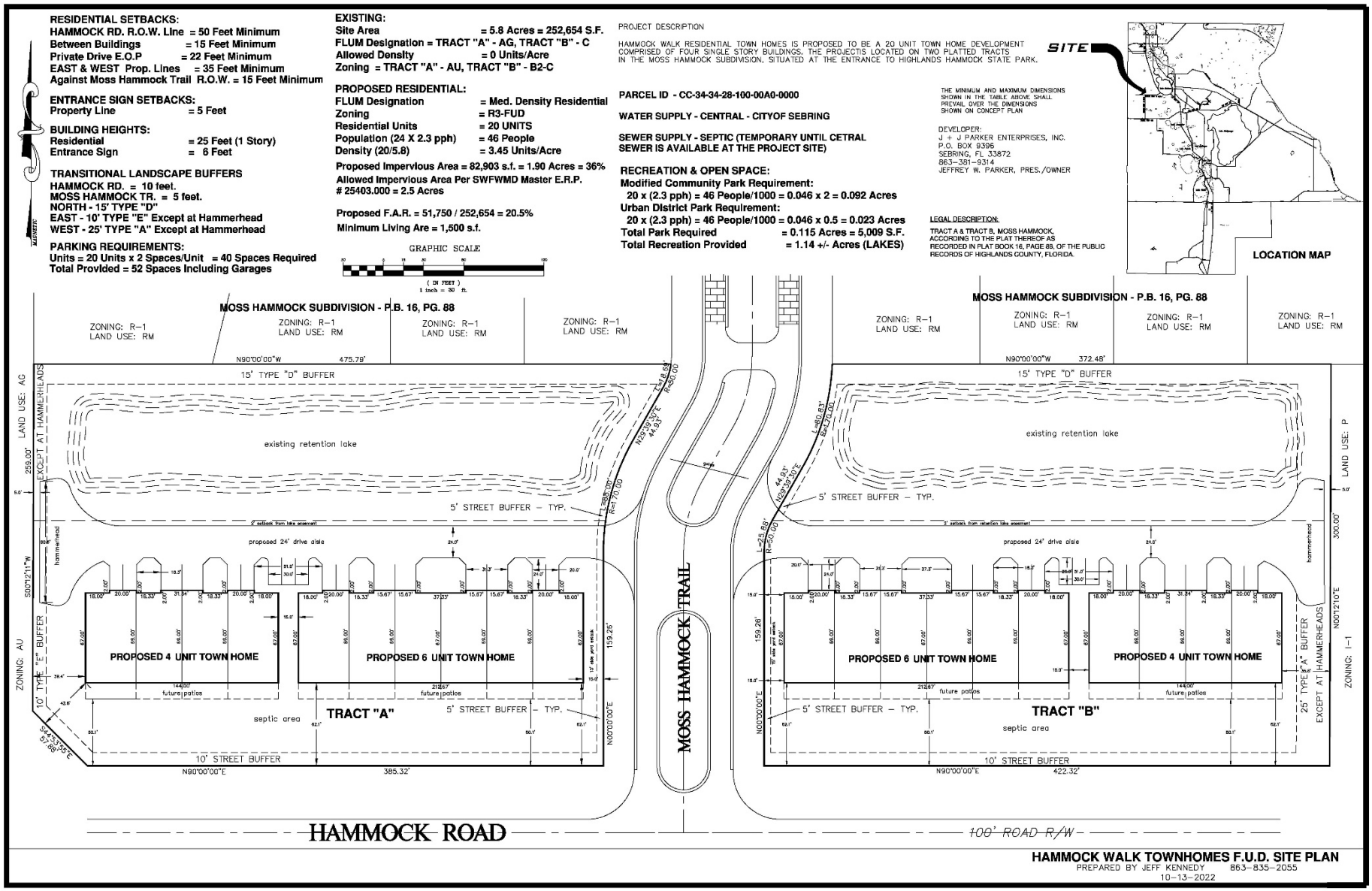

Site Location
MOSS HAMMOCK TRL
LOST BALL CT
HAMMOCK RD
R1
R3FUD
CM
B3
R3
I1
N
0
115
230
460
Feet
PROPOSED ZONING
P&Z 2117

Exhibit 5:


RESIDENTIAL SETBACKS:
HAMMOCK RD. R.O.W. Line = 50 Feet Minimum
Between Buildings = 15 Feet Minimum
Private Drive E.O.P = 22 Feet Minimum
EAST & WEST Prop. Lines = 35 Feet Minimum
Against Moss Hammock Trail R.O.W. = 15 Feet Minimum
ENTRANCE SIGN SETBACKS:
Property Line = 5 Feet
BUILDING HEIGHTS:
Residential = 25 Feet (1 Story)
Entrance Sign = 6 Feet
TRANSITIONAL LANDSCAPE BUFFERS
HAMMOCK RD. = 10 feet.
MOSS HAMMOCK TR. = 5 feet.
NORTH - 15' TYPE "D"
EAST - 10' TYPE "E" Except at Hammerhead
WEST - 25' TYPE "A" Except at Hammerhead
PARKING REQUIREMENTS:
Units = 20 Units x 2 Spaces/Unit = 40 Spaces Required
Total Provided = 52 Spaces Including Garages
EXISTING:
Site Area = 5.8 Acres = 252,654 S.F.
FLUM Designation = TRACT "A" - AG, TRACT "B" - C
Allowed Density = 0 Units/Acre
Zoning = TRACT "A" - AU, TRACT "B" - B2-C
PROPOSED RESIDENTIAL:
FLUM Designation = Med. Density Residential
Zoning = R3-FUD
Residential Units = 20 UNITS
Population (24 X 2.3 pph) = 46 People
Density (20/5.8) = 3.45 Units/Acre
Proposed Impervious Area = 82,903 s.f. = 1.90 Acres = 36%
Allowed Impervious Area Per SWFWMD Master E.R.P. # 25403.000 = 2.5 Acres
Proposed F.A.R. = 51,750 / 252,654 = 20.5%
Minimum Living Are = 1,500 s.f.
GRAPHIC SCALE
(IN FEET)
1 inch = 50 ft
PROJECT DESCRIPTION
HAMMOCK WALK RESIDENTIAL TOWN HOMES IS PROPOSED TO BE A 20 UNIT TOWN HOME DEVELOPMENT COMPRISED OF FOUR SINGLE STORY BUILDINGS. THE PROJECTIS LOCATED ON TWO PLATTED TRACTS IN THE MOSS HAMMOCK SUBDIVISION, SITUATED AT THE ENTRANCE TO HIGHLANDS HAMMOCK STATE PARK.
PARCEL ID - CC-34-34-28-100-00A0-0000
WATER SUPPLY - CENTRAL - CITYOF SEBRING
SEWER SUPPLY - SEPTIC (TEMPORARY UNTIL CETRAL SEWER IS AVAILABLE AT THE PROJECT SITE)
RECREATION & OPEN SPACE:
Modified Community Park Requirement:
20 x (2.3 pph) = 46 People/1000 = 0.046 x 2 = 0.092 Acres
Urban District Park Requirement:
20 x (2.3 pph) = 46 People/1000 = 0.046 x 0.5 = 0.023 Acres
Total Park Required = 0.115 Acres = 5,009 S.F.
Total Recreation Provided = 1.14 +/- Acres (LAKES)
THE MINIMUM AND MAXIMUM DIMENSIONS SHOWN IN THE TABLE ABOVE SHALL PREVAIL OVER THE DIMENSIONS SHOWN ON CONCEPT PLAN
DEVELOPER:
J + J PARKER ENTERPRISES, INC.
P.O. BOX 9396
SEBRING, FL 33872
863-381-9314
JEFFREY W. PARKER, PRES./OWNER
LEGAL DESCRIPTION:
TRACT A & TRACT B, MOSS HAMMOCK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 16, PAGE 88, OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA.
SITE
LOCATION MAP
MOSS HAMMOCK SUBDIVISION - P.B. 16, PG. 88
ZONING: R-1
LAND USE: RM
N90°00'00"W 475.79'
15' TYPE "D" BUFFER
existing retention lake
5' STREET BUFFER - TYP.
proposed 24' drive aisle
PROPOSED 4 UNIT TOWN HOME
PROPOSED 6 UNIT TOWN HOME
future patios
septic area
TRACT "A"
10' STREET BUFFER
N90°00'00"E 385.32'
10' TYPE "E" BUFFER
ZONING: AU
LAND USE: AG
EXCEPT AT HAMMERHEADS
259.00'
S00°12'11"W
N00°00'00"E 159.26'
MOSS HAMMOCK TRAIL
N90°00'00"W 372.48'
TRACT "B"
422.32'
25' TYPE "A" BUFFER
ZONING: I-1
LAND USE: P
300.00'
N00°12'10"E
HAMMOCK ROAD
100' ROAD R/W
HAMMOCK WALK TOWNHOMES F.U.D. SITE PLAN
PREPARED BY JEFF KENNEDY 863-835-2055
10-13-2022

Highlands County, Florida
Zoning Change Application

Zoning change from: AU & B-2, CU
Zoning change to: R-3 FUD

Note: *Do not leave any blank lines; if something does not apply, indicate that it is not applicable by using N/A*

****

SECTION I: STAFF USE ONLY:

P&Z Hearing Number: P32 2117 **Date of Application:** 10/19/2022
Amount of Fee: $1,950.00 **Receipt No.:** _____ **Tax Map No.:** 27-D
Hearing Dates: LP: _____ **P&Z:** 12/13/2022 **BCC:** 01/17/2023

****

This application has been reviewed for completeness and determined sufficient:

Zoning Supervisor — Date: 10/24/2022

****

SECTION II: APPLICANT & PROPERTY INFORMATION:

1. **Name of Property Owner(s):** If more than one, all owners must sign the Owner's Affidavit (attached), which must accompany the application.
   Print Name: J. & J. PARKER ENTERPRISES, INC.
   Mailing Address: P.O. BOX 9396 SEBRING, FLA. 33872
   Telephone No.: 863-381-9314 **E-Mail Address:** jjparker1986@gmail.com

2. **Name of Agent:** Complete the Agent's Affidavit (attached) from property owner, which must accompany application, giving agent authority to represent this application.
   Print Name: RICK WHIDDEN
   Mailing Address: 4108 MULLIGAN CT. W. SEBRING, FLA. 33872
   Telephone No.: 863-381-1516 **E-Mail Address:** rickwhiddendrafting@gmail.com

NOTARIZED AUTHORIZATION:

- ☐ If the applicant is not the owner of the property, a written, notarized authorization from each owner must be provided with this application – use Form A, attached. Property owner authorization is required. If the property owner withdraws permission at any point during the review and approval process, the application is considered null and void.
- ☐ If an agent is submitting the application for the owner/applicant – authorization from the owner/applicant is required – use Form B, attached.

3. **Legal Description Covered by Application:** If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description, complete description, including section, township and range. SEE ATTACHED LEGAL

4. **Strap No.(s) of Property Covered by Application:**
   STRAP #:C-34-34-28-100-00A0-0000 **STRAP #:**C-_____
   STRAP #:C-_____ **STRAP #:**C-_____

5. **Street Address(es) of Property Covered by the Application:** HAMMOCK ROAD (NO ADDRESS IS ASSIGNED FOR THIS PARCEL)

****

SECTION III: INFORMATION ABOUT EXISTING USES:

6. **Existing Zoning District**: AU & B-2, CU **Existing Land Use Classification**: AG & C
   Are the Zoning and Comprehensive Plan Consistent? ■Consistent ☐Not Consistent

7. **Existing Property Information:** Size of Property (width) 807 +/- feet, (depth) 300 +/- feet, street frontage 1,429 +/- feet, water frontage -0- feet, **Total acres** 5.80 +/-
   If different from the total acreage, the upland, or developable portion is 3.54 +/- acres.

8. **Are there existing structures on the property?** ☐Yes ■No **If Yes**, what type (CBS, Frame, Stucco, Other Multiple Units, Number of Dwellings per Building), and what are they used for? _____

   If multiple units, the number of dwellings per building/number of buildings: _____

9. **Is the property located within the Lake Placid Regional Plan (LPRP) area?** ☐Yes ■No **If yes,** please submit a draft PD Resolution and site plan as part of the application. A separate application meeting should be arranged with the Town of Lake Placid. Please ask the Town staff (County Planning Department) for assistance.

10. **Vesting:** Is the property vested for specific property rights? ☐Yes ■No **If Yes,** list the Vesting Action or Order Number or the method used to grant vested rights (state binding letter, legal lot of record, etc).: _____

11. **Has a public hearing been held on this property within the last 12 months?** ☐Yes ■No **If Yes,** in whose name and when? _____

12. **Is this hearing being requested as a result of a code violation notice?** ☐Yes ■No **If Yes,** explain. _____

13. **Information on the Adjacent Properties:**

	Existing Uses	FLUM Designations	Zoning Districts
North	SINGLE FAMILY	RM	R-1
South	VACANT	CM	CM
East	CELL PHONE TOWER	P	I-1
West	STATE PARK & POWER ESMT	AG & CM	AU & CM

****

SECTION IV: INFORMATION ABOUT THE PROPOSED CHANGE:

14. **Reason for Proposed Change(s) (DO NOT INCLUDE SPECIFIC USES):** TO AMEND EXISTING AU & B-2, CU ZONING AND EXISTING AG & COMM. LAND USE TO ACCOMMODATE NEW DEVELOPMENT.

15. **Proposed Number of Dwelling Units Desired or Number of Square Feet of Commercial Space (if applicable):** 20 TOWN HOMES

16. **Proposed Development Standards (if applicable):**

    A. Proposed parcel size (if increasing area with this application) 5.80 +/- ACRES square feet/acre
    B. Proposed Floor Area Ratio (FAR): Gross floor area of existing building 51,720 divided by Parcel size 252,654 = FAR 20.5 %

****

SECTION V: ADDITIONAL INFORMATION REQUIRED: 16 & 17 – NOT APPLICABLE FOR EXISTING DEVELOPMENT THAT IS NOT INCREASING IN SIZE; INDICATE N/A.

17. **Potable Water:** The proposed development will be served by an off-site central potable water system. ■Yes ☐No **If Yes,** the potable water system requirements will be accommodated by the CITY OF SEBRING water system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the water system that will be used (gallons per capita per day or gpcd):

a. The facility has the designed capacity for pumping and treating _____ gpcd.
b. The facility has a permitted capacity for _____ gpcd.
c. The facility has an average demand or committed capacity for _____ gpcd.
d. The facility has an excess capacity of _____ gpcd.
e. This proposed development will require approximately _____ gpcd.

Note: The required level of service (LOS) for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site potable water (well) system that will be designed to connect to a central water system when it becomes available. _____ **Applicant's Initial**

18. **Wastewater Treatment:** The proposed development will be served by an off-site central wastewater treatment system. ☐Yes ■No

If Yes, the wastewater treatment system requirements will be accommodated by the N/A system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the wastewater treatment system that will be used:

a. The facility has the designed capacity for pumping and treating _____ gpcd.
b. The facility has a permitted capacity for _____ gpcd.
c. The facility has an average demand or committed capacity for _____ gpcd.
d. The facility has an excess capacity of _____ gpcd.
e. This proposed development will require approximately _____ gpcd.

Note: The required LOS for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site wastewater tank system that will be designed to connect to a central wastewater treatment system when it becomes available. _____ **Applicant's Initial**

19. **Surface Drainage:** I (we) certify that storm water management will comply with the requirements of Section 12.13.104.F of the Highlands County Land Development Regulations (See County Engineer) and the applicable water management district regulations: ■Yes ☐No _____ **Applicant's Initial**

Note: The required LOS for the County is premised upon the applicable water management district standards.

SFWMD:25-year/24-hour storm event (peak discharge, 25-year/36-hour)
SWFWMD:25-year/24-hour storm event (peak discharge, 25-year/24-hour)

*Applicants must utilize the appropriate water management district standards for drainage procedures and methods to assure that post-development run-off will not exceed pre-development run-off for a minimum of 24-year/24-hour storm event, and that Best Management Practices shall be utilized to meet or exceed state water quality standards. Direct discharge into designated outstanding Florida waters requires a treatment area 1.5 times standard area.

20. **Solid Waste Disposal:** The proposed development will be served by the WASTE CONNECTIONS refuse collection company.

Note: The required LOS for the County is based upon the landfill capacity to accommodate at least 5.21 pounds/person/day.

21. **Recreation and Green Space:** The recreation and green space LOS adopted by Highlands County will be met at the time of development which will include, in part, the following facilities, if any: OPEN SPACE WITHIN PROJECT

Note: The required LOS for the County is to provide adequate facilities to maintain a County-wide standard of 10 acres/1,000 population.

22. **Military Airport Zones (MAZ):** Is this property located in an MAZ? ☐Yes ■No
If Yes, please indicate the area as MAZ I, MAZ II, or MAZ III _____.

****

SECTION VI: ADDITIONAL ZONING AMENDMENT INFORMATION:

23. **Owner's Affidavit:** Owner's Affidavit(s) must be completed and submitted as part of **all** applications.

24. **Agent's Affidavit:** Agent's Affidavit(s), if applicable, must be completed and submitted as part of **all** applications.

25. **Map Properties within 500 Feet:** Submit a map which delineates the boundary of the proposed development site and its location on the map. Include each parcel of land within **500 feet** of the property being considered in the application.

26. **List of Property Owners:** List all current property owners within a 500-foot radius of the property being considered for a rezone, including names, mailing and site addresses, and STRAP numbers of their properties. **If** the property being considered for a rezone is an area currently zoned Agriculture, the list must contain a minimum of 6 different property owners adjacent to or in the vicinity of the rezoning being requested (Attach separate sheets to this application).

27. **Land Survey:** A copy of the survey, showing all dedications or easements within the property that is the subject of the application, prepared by a Florida registered land surveyor may be required and attached to the application.

28. **Proposed Flexible Unit Development (FUD) or Planned Development (PD) – Site Plan, Resolution, and Letter of Intent:** A site plan, a draft resolution, and a letter of intent are required which indicate uses, density, building locations, streets, site access, off-street parking, water courses or bodies, buffers, setbacks (dimensions), and environmentally sensitive areas. (See Section 12.05.291 of the Code of Ordinances for FUD requirements and Section 12.05.290 for PD requirements.)

29. **Surrounding Property Owners:** Have you discussed this rezoning request with the surrounding property owners? ■**Yes** ☐**No**

30. **Contract to Sell:** Is this property under contract to sell contingent on the rezoning? ☐**Yes** ■**No**

****

END OF APPLICATION

ATTACHMENTS:

1) Owner's Affidavit(s) or Corporation Affidavit
2) Agent's Affidavit(s)
3) Notarized authorization from each owner, as applicable (Form A)
4) Notarized authorization for agent to submit petition, as applicable (Form B)
5) Public Utility Information Request Format
6) Application Due Dates
7) Fee Schedule

J & J PARKER ENTERPRISES, INC – LEGAL DESCRIPTION

ALL OF TRACTS A & B MOSS HAMMOCK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 16, AT PAGE 88, OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA.

JOHN SHOOP MAYOR

COUNCIL:
TOM DETTMAN, PRESIDENT
LENARD CARLISLE, PRO-TEMPORE
ROLAND BISHOP
TERRY MENDEL
MARK STEWART

SEBRING
CITY ON THE CIRCLE
UTILITIES DEPARTMENT
321 N MANGO ST.
SEBRING, FL 33870
(863) 471-5112
(863) 471-5148 (FAX)

KATHY HALEY, CMC
CITY CLERK/TREASURER

SCOTT NOETHLICH
CITY ADMINISTRATOR

BOB BOGGUS
UTILITIES DIRECTOR

October 28, 2022

Jeff Kennedy
7045 County Road 17 S
Sebring, FL 33876

Reference: Service Availability for Parcel Number# C-34-34-28-100-00A0-0000

Listed below is the water capacity data you requested for the above referenced project.

Potable Water

Designed capacity: 14,789,600 GPD
Permitted capacity: 5,811,000 GPD
Committed capacity: 3,933,000 GPD
Excess capacity: 1,878,000 GPD
This development demand: 7000 GPD

Per your request, this letter will serve as official notification from the City of Sebring confirming adequate availability of water service for the above referenced location.

Upon receipt of payment then an account will be started for this address.

Please let me know if you have any questions or if I may be of any further assistance.

Sincerely,

Kim Shands

Kim Shands
Administrative Coordinator

cc: Bob Boggus, Utilities Director

The School Board of Highlands County
Transforming Today's Learners into Tomorrow's Leaders

Department
Michael Averyt, Business/Operations

426 School Street
Sebring, FL 33870
(863) 471-5626
averytm@highlands.k12.fl.us

School Board of Highlands County
School Capacity Planning Tool for Comprehensive Plan Amendments

October 18, 2022

Jeff Kennedy
7045 County Road 17 S.
Sebring, FL 33876

School Year of Analysis: **2022/2023**

Proposed Development:
Applicant: Jeff Kennedy
Location (map attached): Address not assigned, but is located west of 4520 Hammock Road, Sebring
C-34-34-28-100-00A0-0000

School Attendance Zones:
Elementary: **Sun N Lake Elementary**
Middle: **Hill Gustat Middle**
High: **Sebring High**

Maximum Proposed Dwelling Units: _____Single Family _____Mobile Home **20** Multi-Family
Propose build out year:
Proposed Phasing if applicable:

2021/2022 Student Generation Rates by Dwelling Unit Type

Dwelling unit Type	Elementary (K-5)	Middle (6-8)	High (9-12)
Single Family	0.129	0.061	0.074
Mobile Home	0.086	0.041	0.049
Multi-Family	0.080	0.038	0.046

Dr. Brenda Longshore, Superintendent
Isaac Durrance, Chairperson · Jill Compton-Twist Vice Chairperson
Bill Brantley · Donna Howerton · Jan Shoop

A fully accredited school system of the Southern Association of Colleges and Schools
Equal Opportunity Employment and Veteran's Preference Employer

The School Board of Highlands County
Transforming Today's Learners into Tomorrow's Leaders

Department
Michael Averyt, Business/Operations

426 School Street
Sebring, FL 33870
(863) 471-5626
averytm@highlands.k12.fl.us

School	Capacity	5-Year Work Program Added Capacity	Available Planning Capacity	Proposed Development Student Generation	Available Capacity including Proposed Development (+/-)
Sun N Lake Elementary	232.36	0	232.36	.80	231.56
Hill-Gustat Middle	233.40	0	233.40	.38	233.02
Sebring High	527.98	0	527.98	.46	527.52

This information is provided as a planning tool to assist in the evaluation of a proposed land use amendment. This information does not reserve school capacity nor does it establish school concurrency requirements. School concurrency requirements will be established pursuant to F.S. 163.3177 and F.S.163.3180 at time of development.

Sincerely,

Michael Averyt
Assistant Superintendent of Business/Operations

MA/cp

Dr. Brenda Longshore, Superintendent
Isaac Durrance, Chairperson · Jill Compton-Twist Vice Chairperson
Bill Brantley · Donna Howerton · Jan Shoop

A fully accredited school system of the Southern Association of Colleges and Schools
Equal Opportunity Employment and Veteran's Preference Employer

Highlands County, Florida
Development Services Department Application

OWNER'S AFFIDAVIT (Corporation)

I, J. PARKER ENTERPRISES, INC., being first duly sworn, depose and say that I am the **OWNER/CORPORATION** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

I authorize County staff to enter the property during the application process to complete its evaluation.

Please initial the appropriate line:

No contact is required. _____

An appointment is required before entering the property. _____

J. PARKER ENTERPRISES, INC.

a FLORIDA corporation.

By: _____

Print Name: JEFFREY PARKER

Title: PRESIDENT

Signed, Sealed and Delivered
in our presence:

_____

Print Name: Brittany Townsend

_____

Print Name: Jerry T. Whidden

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization, this 18th day of October, 2022, by Jeffrey Parker who is personally known by me [ ] or who has produced _____, as identification and who did take an oath:

_____
Signature

Jerry T. Whidden
Notary Public, State Of Florida
Commission No. HH 78882
My Commission Expires: 2/25/25

_____
Print Name

Notary Public, State of Florida
My Commission Expires: _____

DIVISION OF CORPORATIONS

Sunbiz.org Division of CORPORATIONS an official State of Florida website

Detail by Entity Name

Florida Profit Corporation
J. & J. PARKER ENTERPRISES, INC.

Filing Information

Document Number	J44138
FEI/EIN Number	59-2742959
Date Filed	11/25/1986
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	11/28/2016

Principal Address

2519 Dog Leg Dr
Sebring, FL 33872

Changed: 02/20/2019

Mailing Address

PO Box 9396
SEBRING, FL 33872

Changed: 01/06/2022

Registered Agent Name & Address

Parker, Jeffrey
2519 DOGLEG DR.
SEBRING, FL 33872

Name Changed: 11/28/2016

Address Changed: 02/17/2002

Officer/Director Detail

Name & Address

Title President, Secretary

Parker, William Jeffrey
2519 Dog Leg Dr.
SEBRING, FL 33872

Annual Reports

Report Year	Filed Date
2020	01/17/2020
2021	02/11/2021
2022	01/06/2022

Document Images

01/06/2022 -- ANNUAL REPORT	View image in PDF format
02/11/2021 -- ANNUAL REPORT	View image in PDF format
01/17/2020 -- ANNUAL REPORT	View image in PDF format
02/20/2019 -- ANNUAL REPORT	View image in PDF format
01/12/2018 -- ANNUAL REPORT	View image in PDF format
01/07/2017 -- ANNUAL REPORT	View image in PDF format
11/28/2016 -- REINSTATEMENT	View image in PDF format
01/29/2014 -- ANNUAL REPORT	View image in PDF format
01/29/2013 -- ANNUAL REPORT	View image in PDF format
01/07/2012 -- ANNUAL REPORT	View image in PDF format
01/06/2011 -- ANNUAL REPORT	View image in PDF format
01/05/2010 -- ANNUAL REPORT	View image in PDF format
03/12/2009 -- ANNUAL REPORT	View image in PDF format
02/26/2008 -- ANNUAL REPORT	View image in PDF format
01/09/2007 -- ANNUAL REPORT	View image in PDF format
01/26/2006 -- ANNUAL REPORT	View image in PDF format
02/17/2005 -- ANNUAL REPORT	View image in PDF format
01/20/2004 -- ANNUAL REPORT	View image in PDF format
03/17/2003 -- ANNUAL REPORT	View image in PDF format
02/17/2002 -- ANNUAL REPORT	View image in PDF format
02/01/2001 -- ANNUAL REPORT	View image in PDF format
02/28/2000 -- ANNUAL REPORT	View image in PDF format
02/10/1999 -- ANNUAL REPORT	View image in PDF format
01/20/1998 -- ANNUAL REPORT	View image in PDF format
03/07/1997 -- ANNUAL REPORT	View image in PDF format
04/17/1996 -- ANNUAL REPORT	View image in PDF format
04/19/1995 -- ANNUAL REPORT	View image in PDF format

Highlands County, Florida
Development Services Department Application

FORM B. Applicant Authorization to Agent

I, the undersigned, being first duly sworn, depose and say that I am the applicant for the REZONING of the property described and which is the subject matter of the proposed hearing.

I give authorization for RICK WHIDDEN to be my agent for this application.

JEFFREY PARKER
Print Name of Applicant

Signature of Applicant

P.O. BOX 9396
Address: Number and Street (P.O. Box)

SEBRING, FLA. 33872
City and State (Zip Code)

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 18th day of October, 2022, by Jeffrey Parker who is personally known by me ☐ or who has produced _____, as identification and who did take an oath:

Signature

Jerry T. Whidden
Notary Public, State Of Florida
Commission No. HH 78882
My Commission Expires: 2/25/25

Print Name

Notary Public, State of Florida
My Commission Expires: _____

Highlands County, Florida
Development Services Department Application

AGENT'S AFFIDAVIT

I, RICK WHIDDEN (AGENT), being first duly sworn, depose and say that I am the **ATTORNEY-IN-FACT, AGENT or LESSEE** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

RICK WHIDDEN
Print Name of Agent

Signature of Agent

4108 MULLIGAN CT. W.
Address: Number and Street (P.O. Box)

SEBRING, FLA. 33872
City and State (Zip Code)

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 17th day of October, 2023 by Rick Whidden who is personally known by me ☐ or who has produced _____, as identification and who did take an oath:

Signature

Thalia Espinoza
Notary Public, State Of Florida
Commission No. GG 319963
My Commission Expires: 05/28/23

Thalia Espinoza
Print Name

Notary Public, State of Florida
My Commission Expires: _____

RESOLUTION NO. 22-23-57

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE ZONING CHANGE FOR THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID# C-34-34-28-100-00A0-0000; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF ZONING CHANGE AND ZONING ATLAS AMENDMENT; PROVIDING FOR GENERAL CONDITIONS, RESTRICTIONS AND LIMITATIONS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Highlands County Code of Ordinances, Section 12.03.401, the Property Owner of that property identified by the Highlands County Property Appraiser through Parcel ID# C-34-34-28-100-00A0-0000 (Property), has requested a change to the existing zoning classification on the Property for the specific purposes of furthering residential objectives; and

WHEREAS, the County has determined that the proposed zoning change is consistent with FLU Policy 1.1.A., which states that the Future Land Use Element shall be used as a common framework to govern land use decisions by the public sector and to guide the development activities of the private sector; and

WHEREAS, the County has determined that the proposed zoning change is consistent with the goals, objectives and policies of the Highlands County 2030 Comprehensive Plan (Plan); and

WHEREAS, the County has determined that Environmental Clearance, pursuant to NRE Policy 3.3 of the Plan, is not required for the proposed zoning change; and

WHEREAS, the County has determined that the Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Plan and the Florida Master Site File indicate that there are no known cultural resources on the Property and the proposed zoning change does not require Historical and Archaeological clearance, pursuant to FLU Policy 7.1 of the Plan, NRE Policy 1.3 of the Plan and the Highlands County Land Development Regulations; and

WHEREAS, all future development actions for the Property shall be made to conform to applicable Plan policies and to the County's Land Development Regulations in effect at the time of any development.

NOW, **THEREFORE BE IT RESOLVED**, by the County, after public hearing and comment that:

SECTION 1. Legislative Findings and Intent. Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Approval of Zoning Change and Zoning Atlas Amendment. .

A. The zoning designation for that Property identified by the Highlands County Property Appraiser through Parcel ID# C-34-34-28-100-00A0-0000 and more particularly described as:

> Tracts A and B, Moss Hammock subdivision, according to the Plat thereof as recorded in Plat Book 16, Page 88 of the Public Records of Highlands County, Florida.

is hereby changed from Agricultural District, AU, (Tract A) and Limited Business District, B-2, (Tract B) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD).

B. The official Zoning Atlas of the County is hereby amended to reflect that the zoning for the Property is Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD).

SECTION 3. General Conditions, Restrictions and Limitations. This R-3 FUD shall be subject to the conditions, restrictions, and limitations stated in Sections 12.05.213 and 12.05.291 of the Code of Ordinances, Highlands County, Florida ("Code") except as expressly modified as follows:

1. The underlying or base zoning regulations for this FUD District shall be the R-3 District and any use or allowance not specified herein will be as defined in the R-3 District, Section 12.05.213 of the Code.
2. The minimum living area shall be 1,500 square feet of living space per unit, with a maximum of six (6) unrelated persons per unit.
3. Minimum required setbacks shall be as follows:
    a. The minimum front setback shall be 22 feet, measured from the edge of pavement of the proposed 24-foot-wide private drive aisle;
    b. The minimum rear setback shall be 50 feet to the current Hammock Road right-of-way line;
    c. The minimum corner setback from Moss Hammock Trail right-of-way line shall be 15 feet;
    d. The minimum building separation shall be 15 feet;
    e. The minimum side yard setbacks shall be 35 feet from each side property lines.
4. A Homeowners Association shall be created to maintain all common areas of the development. Individual units may be sold as townhomes by metes and bounds description.
5. All internal roadways shall be privately owned and maintained and shall be constructed of no less than 24-foot-wide paved surface.

6. The conceptual site plan for this R-3 FUD, pursuant to the requirements set forth in Section 12.05.291 of the Code, is attached hereto as **"Exhibit A"**. The property shall be subject to the County Code for final site plan approval.

SECTION 4. Implementation of Administrative Actions. The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 5. Savings Clause. All prior actions of Highlands County pertaining to P&Z 2117, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 6. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 7. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 8. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 9. Effective Date. This Resolution shall take effect immediately after Highlands County Ordinance 22-23-13, adopting a small-scale comprehensive plan amendment, CPA-23-611SS, changing the land use designation on the Property from Agriculture, AG, and Commercial, C, to Medium Density Residential, RM.

DONE AND ADOPTED, this 19th day of January 2023.

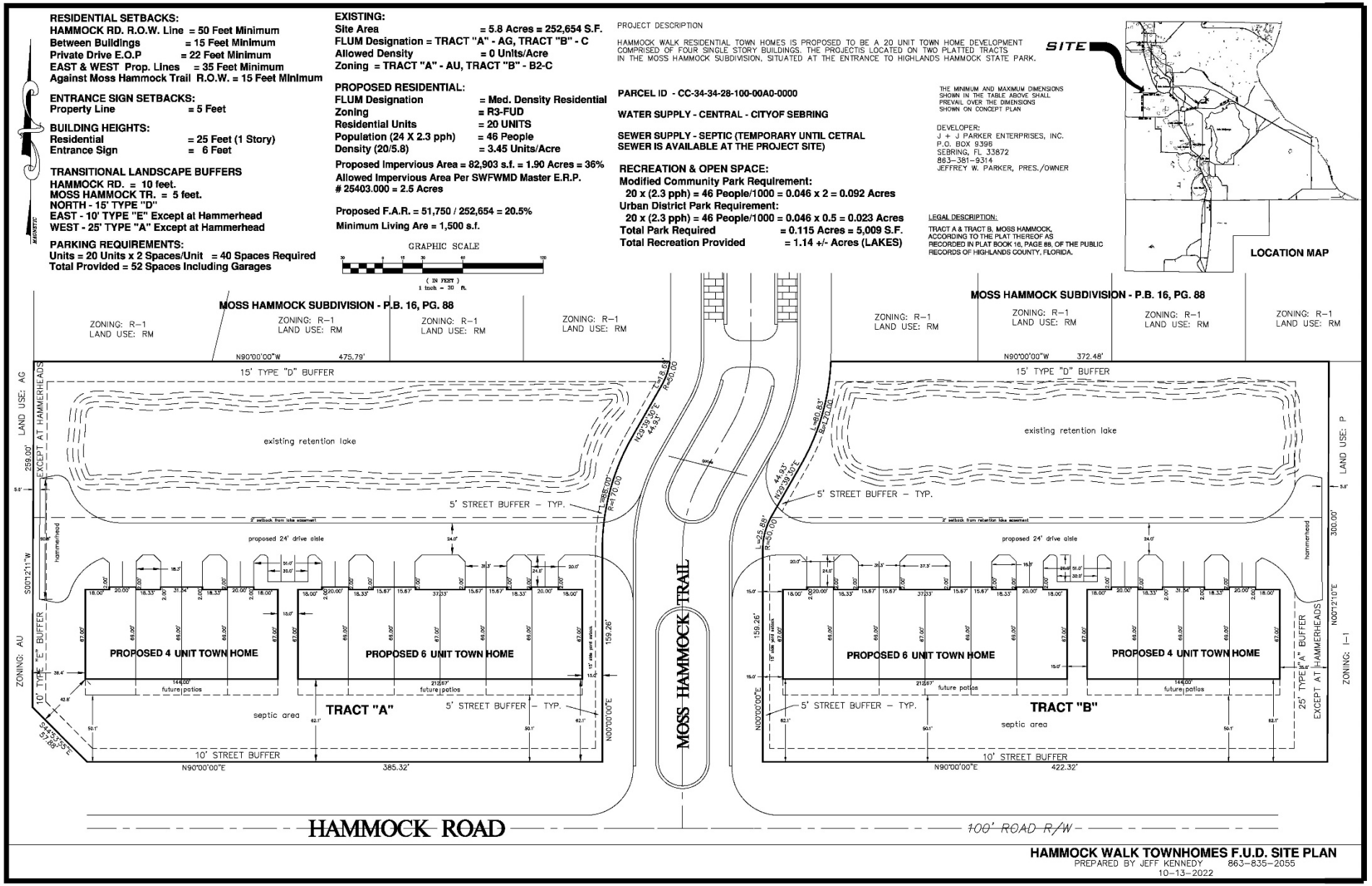
BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

By: _____
Chris Campbell, Chairman

(SEAL)

ATTEST: _____
Jerome Kaszubowski, Clerk

“Exhibit A” – FUD Conceptual Site Plan



HAMMOCK WALK TOWNHOMES F.U.D. SITE PLAN
PREPARED BY JEFF KENNEDY 863-835-2055
10-13-2022

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER:	**Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager**
SUBJECT/TITLE:	**Request Approval of a Release of an Easement for properties within the Moss Hammock Subdivision.**

STATEMENT OF ISSUE

On February 18, 2003, Moss Hammock, Inc., developers of the Moss Hammock Subdivision, executed an Easement to and in favor of the Highlands County Board of County Commissioners. This Easement was established to restrict the commercial uses of the property to only allow a real estate sales office, building contractors office, or convenience store with no gasoline or diesel fuel sales, and any use authorized by the Neighborhood Business District (B-1), as amended from time to time.

The Applicant is proposing to construct a 20-unit multi-family development, with 10 of the units being constructed on the site containing the Easement.

There are companion requests for a small scale comprehensive plan amendment, from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM), CPA-23-611SS, and a zoning change from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), P&Z 2117. If the proposed future land use amendment and zoning change are approved, the Easement will be inconsistent with the uses allowed on the property and will prohibit the proposed development.

RECOMMENDED ACTION

Move to approve the Release of Easement for properties within the Moss Hammock Subdivision.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Staff Report Release of Easement for BCC MDA-23-002 J & J Parker Enterprises, Inc.pdf
Application MDA-23-002 J&J Parker.pdf
Release of Easement J&J Parker.pdf

HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT

Type: Release of Easement	**BCC Hearing Date:** 1/19/2023
Case Number: MDA-23-002	**Case Name:** J & J Parker Enterprises Multi-Family Development
Agent: Rick Whidden	**Property Owner:** J & J Parker Enterprises, Inc.
Public Hearing: BCC	**Case Staff Member:** Melony Culpepper

Request: Release of Easement that restricts the property to certain uses

General Location: An approximate 2.82-acre parcel located within the Moss Hammock subdivision on the north side of Hammock Road, east of CR 635, and approximately 4.24 miles west of US 27 S at the northeast intersection of Moss Hammock Trail and Hammock Road; the address being 4600 Hammock Road, Sebring, Florida.

PARCEL ID: C-34-34-28-100-00A0-0000

Staff Recommendation:

1. **Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to approve the Release of Easement.

2. **Staff Recommendation to the P&Z:** Recommend to the Board of County Commissioners to approve the Release of Easement.

3. **Excerpt from the December 13, 2022, DRAFT P&Z Minutes and Recommendation to the BCC: "HEARING NUMBER MDA-23-002 – J + J PARKER ENTERPRISES, INC., C/O RICK WHIDDEN** An approximate 2.82-acre parcel located within the Moss Hammock subdivision on the north side of Hammock Road, east of CR 635, and approximately 4.24 miles west of US 27 S at the northeast intersection of Moss Hammock Trail and Hammock Road; and legally described as follows: Tract B, Moss Hammock subdivision, according to the Plat thereof as recorded in Plat Book 16, Page 88 of the Public Records of Highlands County, Florida.

   The applicant is requesting to release the restrictive covenants found in Official Records Book 1657, Page 399 of the Public Records of Highlands County, Florida. Mrs. Hunnicutt read the request and Mrs. Culpepper and Mr. Whidden presented the request. There were no letters received pertaining to the release of the restrictive covenants, and no one spoke in favor of or against the request. Mr. Whidden noted for clarification, in the event the zoning and land use change

applications are not approved, the applicant would like the restrictive covenants to remain in place.

Motion by Mr. Boring and seconded by Mr. Youngman to recommend to the Board of County Commissioners to approve the Release of Easement.

Upon roll call, all members voted yes. **Motion carried 4-0."**

Supplemental Material/Issue Analysis Report:

Request: The matter for consideration is for a Release of Easement (Easement). As a condition of a zoning change to Limited Business District (B-2) in 2004 when the Moss Hammock Subdivision was approved, the Easement was established to restrict the commercial uses of the property to only allow a real estate sales office, building contractors office, or convenience store with no gasoline or diesel fuel sales, and any use authorized by the Neighborhood Business District (B-1), as amended from time to time.

The Applicant is proposing to construct a 20-unit multi-family development, with 10 of the units being constructed on this site.

There are companion requests for a small scale comprehensive plan amendment, from Agriculture (AG) and Commercial (C) to Medium Density Residential (RM), CPA-23-611SS, and a zoning change from Agricultural District (AU) and Limited Business District (B-2) to Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), P&Z 2117. If the proposed future land use amendment and zoning change are approved, the Easement will be inconsistent with the uses allowed on the property and will prohibit the proposed development.

Attachments:
Exhibit 1: Easement; OR Book 1657 PGS 399-401
Exhibit 2: Location Map

Exhibit 1:

FEB. 17. 2003 10:42AM RHOADES & KARLSON NO. 094 P. 2/4

15,00
,70

OFFICIAL RECORDS
BK 1657 PG 399

1180315

DEED DOC STAMPS .70 D.C. ca

This instrument prepared by:
Clifford R. Rhoades, Esquire
RHOADES & KARLSON, P.A.
227 North Ridgewood Drive
Sebring, FL 33870
(863) 385-0346

RETURN TO

EASEMENT

In consideration of ten dollars ($10.00) and other valuable consideration, the adequacy and receipt of which is hereby acknowledged, **MOSS HAMMOCK, INC.**, a Florida corporation, whose mailing address is 4665 U.S. 27 So., Sebring, FL 33870, ("**GRANTOR**") hereby grants and conveys unto **THE BOARD OF COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA** whose mailing address is P. O. Box 1926, Sebring, FL 33871-1926, ("**GRANTEE**"), its successors and assigns, a perpetual restrictive easement over the property described upon the attached Exhibit "A" ("**the Property**") so that the Property shall be used for the following stated purposes and for no other purpose:

> Real estate sales office, building contractors office or convenience store with no retail gasoline or diesel fuel sales and any use authorized by Sec. 12-94. B-1 Neighborhood Business District, of the Code of Ordinances, Highlands County, Florida, as amended from time to time.

Further, **GRANTOR**, for itself and its successors and assigns, agrees that any structure constructed upon the Property shall be constructed not less than 100 feet set back from the existing Hammock Road right-of-way with the appearance of a "Cracker style" building with metal roofing, siding of vinyl or brick, or hardy board material, and with a front porch.

IN WITNESS WHEREOF, the undersigned has executed and sealed this instrument this 18th day of February, 2002.

Signed in the presence of:

MOSS HAMMOCK, INC.,
a Florida corporation

Michael E. Mahone
Printed Name: Michael E. Mahone

By:
Its: President

Karin Stewart
Printed Name: KARIN STEWART

(CORPORATE SEAL)

FEB. 17. 2003 10:43AM RHOADES & KARLSON NO. 094 P. 3/4

OFFICIAL RECORDS
BK 1657 PG 400

1180315

STATE OF FLORIDA
COUNTY OF HIGHLANDS

On February 18, 2003, before me, the undersigned authority, personally appeared Jeff Parker, the President of MOSS HAMMOCK, INC., to me well known and who executed the foregoing instrument on behalf of said corporation, with full authority to do so.

LINDA KENT
MY COMMISSION # DD 005656
EXPIRES: May 7, 2005
1-800-3-NOTARY FL Notary Service & Bonding, Inc.

(Notary Seal)

Linda Kent
Notary Public
Printed Name: LINDA KENT
My Commission Expires: May 7, 2005

FEB. 17. 2003 10:44AM RHOADES & KARLSON NO. 094 P. 4/4

OFFICIAL RECORDS
BK 1657 PG 401

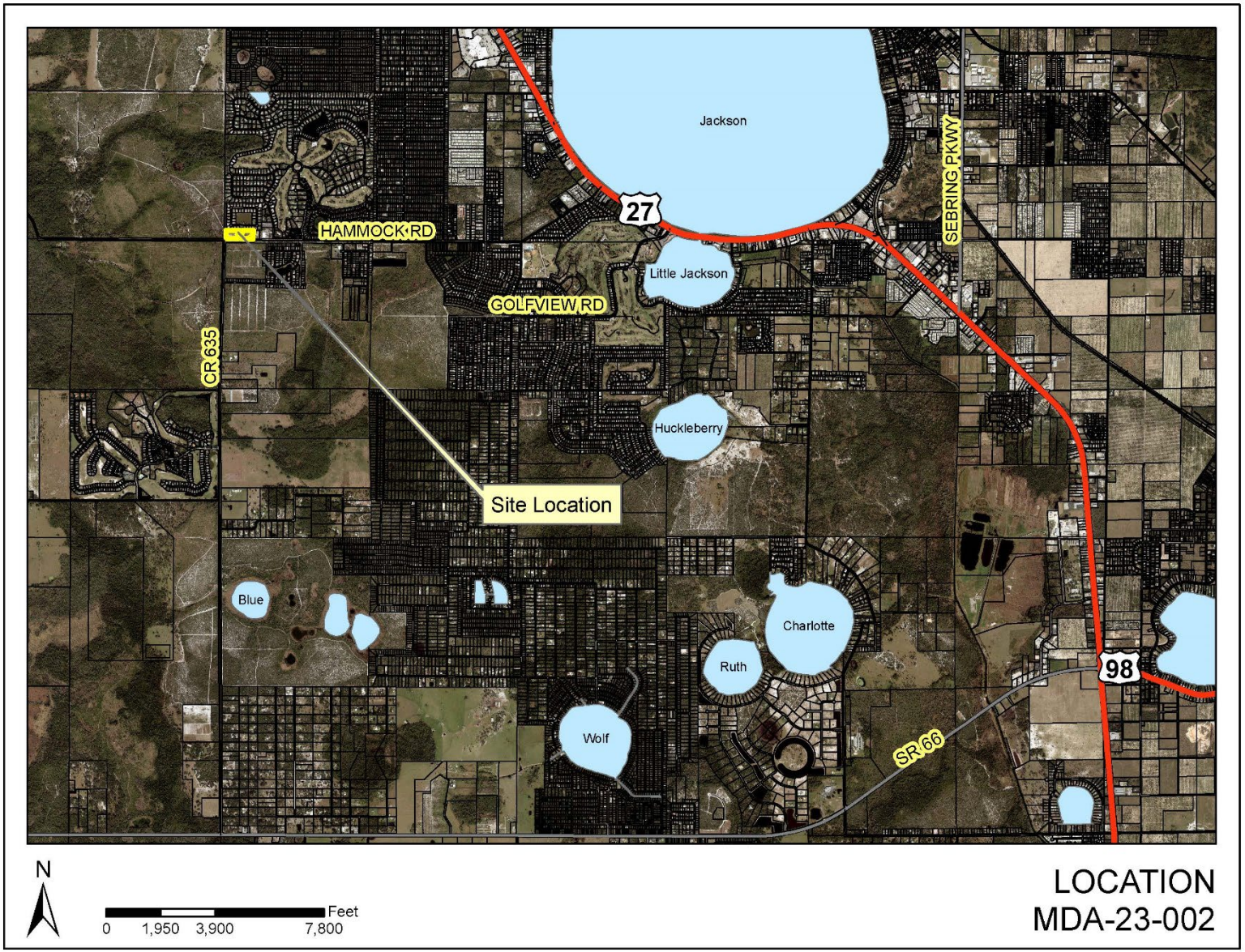
1180315

EXHIBIT "A"

The West 424.00 feet of the East 724.00 feet of the South 300.00 feet of the Southwest 1/4 of the Southwest 1/4 of Section 34, Township 34 South, Range 28 East, Highlands County, Florida.

FILE# 1180315 RCD:Feb 24 2003 @ 4:29 PM
L.E. "Luke" Brooker Clerk Highlands Co

Exhibit 2:


Jackson
27
SEBRING PKWY
HAMMOCK RD
Little Jackson
GOLFVIEW RD
CR 635
Huckleberry
Site Location
Blue
Charlotte
Ruth
98
Wolf
SR 66
N
Feet
0
1,950
3,900
7,800
LOCATION
MDA-23-002

Highlands County, Florida
Development Services Department
Miscellaneous Development Application

****

SECTION I: STAFF USE ONLY:

Case Number: MDA 23-002 **Date of Application:** 10/19/2022

BCC Hearing Date: 01/17/2023 **Date Adopted:** _____

****

SECTION II: APPLICANT & PROPERTY INFORMATION:

This application shall be utilized for any development related request processed by the Development Services Department which requires a public hearing in front of the Highlands County Board of County Commissioners where there is no other official application relevant to the request. This application and all required supplemental information must be properly completed according to the instructions. All information and exhibits submitted in connection with this application will become a permanent part of the public records of Highlands County. Please submit the application to the Zoning Division to be checked for completeness by staff before the applicable deadline. The Division accepts no responsibility for the completeness and accuracy of the application and will not advertise the application for public hearing until all required information is deemed to be accurate and complete. It is recommended that the applicant, agent, or representatives be present at the public hearing.

Request: PETITION IS TO REMOVE THE "EASEMENT" RECORDED IN O.R. BOOK 1657, PAGE 399, PUBLIC RECORDS OF HIGHLANDS COUNTY, FLA. WHICH RESTRICTS THE ALLOWED USES ON TRACT "B" TO CERTAIN LIMITED COMMERCIAL USES. SINCE WE ARE REQUESTING RESIDENTIAL ZONING FOR THIS TRACT, THIS EASEMENT IS NO LONGER RELEVANT.

****

This application has been reviewed for completeness and determined sufficient:

Rachel Berry
Zoning Supervisor

10/24/2022
Date

****

1. **Name of Applicant:**
   Print Name: J. & J. PARKER ENTERPRISES, INC.
   Mailing Address: P.O. POX 9396 SEBRING FLA. 33872
   Telephone No.: 863-381-9314 **E-Mail Address:** jjparker1986@gmail.com
2. **Name of Property Owner(s):** If more than one, all owners must sign the Owner's Affidavit (attached), which must accompany the application.
   Print Name: SAME
   Mailing Address: _____
   Telephone No.: _____ **E-Mail Address:** _____
3. **Name of Agent:** Complete the Agent's Affidavit (attached) from property owner, which must accompany application, giving agent authority to represent this application.
   Print Name: RICK WHIDDEN
   Mailing Address: 4108 MULLIGAN CT. W. SEBRING, FLA. 33872
   Telephone No.: 863-381-1516 **E-Mail Address:** rickwhiddendrafting@gmail.com
4. **Legal Description Covered by Application:** If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description, complete description, including section, township and range. *(Please also provide an electronic version of the legal description for advertising purposes.)*

   SEE ATTACHED LEGAL

5. **Strap No.(s) of Property Covered by Application:**
STRAP #:C-34-34-28-100-00A0-0000 **STRAP #:**C-____-____-____-____-____-____-____
STRAP #:C-____-____-____-____-____-____-____ **STRAP #:**C-____-____-____-____-____-____-____

6. **Street Address(es) of Property Covered by the Application:**
HAMMOCK ROAD (NO ADDRESS IS ASSIGNED FOR THIS PARCEL

****

SECTION III: INFORMATION ABOUT EXISTING PROPERTY:

7. **Existing Zoning District:** B-2, C **Existing Land Use Classification:** COMM
Are the Zoning and Future Land Use designations consistent? ☑Consistent ☐Not Consistent

8. **Is the property located within the Lake Placid Regional Plan (LPRP) area?** ☐Yes ☑No **If yes,** a separate application meeting should be arranged with the Town of Lake Placid. Please ask the Town staff (County Planning Division) for assistance.

9. **Is the property located within a Municipality?** ☐Yes ☑No Municipality: _____
If yes, additional information, such as but not limited to letter(s) of support from the applicable Municipality, shall be submitted with this application.

10. **Vesting:** Is the property vested for specific property rights? ☐Yes ☑No **If Yes,** list the Vesting Action or Order Number or the method used to grant vested rights (state binding letter, legal lot of record, etc).: _____

****

SECTION IV: INFORMATION ABOUT THE PROPOSED CHANGE:

11. **If necessary, please give additional information not included on page one (1) about what the Request is for:**
SEE ATTACHED COPY OF RESTRICTIVE EASEMENT
THAT IS REQUESTED TO BE VOIDED.

****

SECTION VI: BURDEN OF PROOF INFORMATION:

12. Burden of Proof: The burden of proof and persuasion remains at all times on the applicant. The application for a Special Use Permit shall state fully the grounds on which it is requested and show compliance with the following standards:

A. Please provide information, if possible, that the request, if approved, will comply with all requirements of all applicable Ordinances and development regulations for Highlands County or the applicable Municipality, and Florida law (Use additional sheet, if required). RESTRICTIVE EASEMENT WILL BE NOT APPLICABLE IF ZONING IS CHANGED TO RESIDENTIAL.

B. Please provide information, if possible, that the request, if approved, will probably not materially endanger the public health or safety (Use additional sheet, if required).
REQUEST IF APPROVED, WILL ALLOW THE PROPERTY TO BE DEVELOPED AS RESIDENTIAL.

C. Please provide information, if possible, that the request, if approved, will probably not substantially injure the value of adjoining or abutting property (Use additional sheet, if required).
ADJOINING PROPERTIES ARE SUBSTANTIALLY RESIDENTIAL USES.

D. Please provide information, if possible, that the request, if approved, will probably be in harmony with the area in which it is to be located (Use additional sheet, if required).
SAME AS "C" ABOVE

13. **Are there any appropriate conditions and safeguards**, in conformity with this section, that can be applied and should be mandated as a condition for the approval of this Special Use Permit? (Use separate additional sheet, if required)
NO

****

SECTION VII: ADDITIONAL INFORMATION:

14. **Owner's Affidavit:** Owner's Affidavit(s) must be completed and submitted as part of **all** applications. If more than one owner, all owners must sign an Owner's Affidavit.

15. **Agent's Affidavit:** Agent's Affidavit(s), if applicable, must be completed and submitted as part of **all** applications.

****

END OF APPLICATION

ATTACHMENTS:

1) Owner's Affidavit(s) or Corporation Affidavit
2) Agent's Affidavit(s)
3) Application Due Dates

J & J PARKER ENTERPRISES, INC – LEGAL DESCRIPTION

TRACT B MOSS HAMMOCK, ACCORDING TO THE PLAT THEREOF
AS RECORDED IN PLAT BOOK 16, AT PAGE 88, OF THE PUBLIC RECORDS OF
HIGHLANDS COUNTY, FLORIDA.

Highlands County, Florida
Development Services Department Application

OWNER'S AFFIDAVIT (Corporation)

I, J.J. PARKER ENTERPRISES, INC., being first duly sworn, depose and say that I am the **OWNER/CORPORATION** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

I authorize County staff to enter the property during the application process to complete its evaluation.

Please initial the appropriate line:

No contact is required _____

An appointment is required before entering the property. _____

Signed, Sealed and Delivered
in our presence:

Print Name: Brittany Townsend

Print Name: Jerry T. Whidden

J.J. PARKER ENTERPRISES, INC.
a FLORIDA corporation.
By: _____
Print Name: JEFFREY PARKER
Title: PRESIDENT

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization, this 18th day of October, 2022 by Jeffrey Parker who is personally known by me [ ] or who has produced _____, as identification and who did take an oath:

Signature

Jerry T. Whidden
Notary Public, State Of Florida
Commission No. HH 78882
My Commission Expires: 2/25/25

Print Name

Notary Public, State of Florida
My Commission Expires: _____

Highlands County, Florida
Development Services Department Application

AGENT'S AFFIDAVIT

I, RICK WHIDDEN, being first duly sworn, depose and say that I am the **ATTORNEY-IN-FACT, AGENT or LESSEE** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

RICK WHIDDEN
Print Name of Agent

Signature of Agent

4108 MULLIGAN CT. W.
Address: Number and Street (P.O. Box)

SEBRING, FLA. 33872
City and State (Zip Code)

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization, this 17th day of October, 2022 by Rick Whidden who is personally known by me ☐ or who has produced _____, as identification and who did take an oath:

Thalia Espinoza
Notary Public, State Of Florida
Commission No. GG 319963
My Commission Expires: 05/28/23

Signature

Thalia Espinoza
Print Name

Notary Public, State of Florida
My Commission Expires: _____

RELEASE OF EASEMENT

This Release of Easement is made this 19th day of January, 2023, by Highlands County, a political subdivision of the State of Florida, whose address is 600 South Commerce Avenue, Sebring, Florida 33870.

WHEREAS, J & J Parker Enterprises, Inc. ("Owner"), is the Owner of the real property described in **Exhibit "A"** attached hereto (hereinafter referred to as the "Property") which is encumbered by that easement, recorded February 24, 2003, in Official Records Book 1657, Pages 399-401, of the Public Records of Highlands County, Florida, ("Easement"); and

WHEREAS, the Owner has requested that the County release the Easement because the same was granted to Highlands County for the purpose of restricting the commercial uses on the Property related to a prior rezoning request of a former owner of the Property, as approved by Resolution 01-02-133, which provided for the rezoning of the Property (Tract B) from Agricultural District (AU) to Limited Business District (B-2); and

WHEREAS, development of the Property (Tract B) under the B-2 zoning never occurred and the Property has remained without development since the rezone on July 23, 2002; and

WHEREAS, the Owner has requested a small-scale comprehensive plan future land use amendment from Commercial (C) to Medium Density Residential (RM) and a zoning change from (B-2) to Multiple-Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD) which will cause the Easement restrictions on commercial uses to be obsolete.

NOW THEREFORE, after due notice and public hearing, following the approval of the small-scale comprehensive plan future land use amendment from Commercial (C) to Medium Density Residential (RM) and a zoning change from (B-2) to Multiple-Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD), the County does hereby release and forever discharge the Easement recorded in Official Records Book 1657, Pages 399-401, of the Public Records of Highlands County, Florida.

Witnesses:

BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, a political subdivision of the State of Florida

_____

Printed Name:_____

By_____

Chris Campbell, Chairperson

_____ Attest:

Printed Name:_____

By_____
Jerome Kaszubowski, Clerk

STATE OF FLORIDA
COUNTY OF HIGHLANDS

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization of Chris Campbell, as Chairman, of the Highlands County Board of County Commissioners, who personally swore or affirmed that he/she is authorized to execute this Release of Easement who is personally known to me or who produced _____ as identification, and who did/did not take an oath this 19th day of January, 2023.

(stamp)

_____
NOTARY PUBLIC, State of Florida

Exhibit A

Tract B, Moss Hammock subdivision, according to the Plat thereof as recorded in Plat Book 16, Page 88 of the Public Records of Highlands County, Florida and more particularly described as follows:

The west 424.00 feet of the east 724.00 feet of the south 300.00 feet of the southwest 1/4 of the southwest 1/4 of Section 34, Township 34 South, Range 28 East, Highlands County, Florida.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER:	**Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager**
SUBJECT/TITLE:	**Public hearing to consider the adoption of modifications to the Five-Year Capital Improvement Schedule of the Highlands County 2030 Comprehensive Plan.**

STATEMENT OF ISSUE

This proposed ordinance provides for modifications to the Five-Year Capital Improvement Schedule (CIS) in the Capital Improvements Element (CIE) of the County's Comprehensive Plan for FY 2022/23 to FY 2026/27. Florida Statutes require an annual review of the update to the Five-Year CIS. Modifications may be done by ordinance and are not considered amendments to the Comprehensive Plan. The update must include any needed capital improvements and identify the listed projects' funding as well as a level of priority.

The purpose of the Five-Year CIS is to identify the timing and funding of capital projects that are: 1) needed to implement the Goals, Objectives, and Policies of the Highlands County Comprehensive Plan, and/or 2) capital projects required to ensure that adopted level-of-service standards are achieved and maintained for concurrency related facilities (i.e., central wastewater, potable water, solid waste, drainage, parks and recreation, public school facilities, and transportation facilities).

RECOMMENDED ACTION

Move to adopt by Ordinance No. 22-23-14, modifying the Five-Year Capital Improvement Schedule of the Highlands County 2030 Comprehensive Plan and forward the adopting ordinance to the Florida Department of Economic Opportunity for notification.

FISCAL IMPACT

There are numerous fiscal impacts to multiple funds outlined in the CIS report.

Attachments: Staff Report for BCC CIS.pdf
Ord - 5 Year Capital Improvements Schedule 2023.pdf

HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT

Type: Modification to the Five-Year Capital Improvement Schedule	**BCC Hearing Date:** 1/19/2023
Case Number: 2022/2023 CIS	**Case Name:** 2022/2023 CIS
Public Hearing: BCC	**Case Staff Member:** Melony Culpepper

Request: To consider adoption of the modified Five-Year Capital Improvement Schedule in the Capital Improvements Element of the Highlands County 2030 Comprehensive Plan for 2022/2023.

Area Covered by Amendment: County-wide.

Staff Recommendation:

1. **Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to adopt by ordinance, modifications to the Five-Year Capital Improvement Schedule in the Capital Improvements Element of the Highlands County 2030 Comprehensive Plan and forward the adopting ordinance to the Florida Department of Economic Opportunity for notification.

2. **Staff Recommendation to the P&Z:** Recommend to the Board of County Commissioners (BCC) to adopt by ordinance, modifications to the Five-Year Capital Improvement Schedule in the Capital Improvements Element of the Highlands County 2030 Comprehensive Plan and forward the adopting ordinance to the Florida Department of Economic Opportunity for notification.

3. **Excerpt from the December 13, 2022, DRAFT P&Z Minutes and Recommendation to the BCC: "2022/2023 CAPITAL IMPROVEMENT SCHEDULE (CIS) ORDINANCE NO. 22-23- , MODIFYING THE FIVE-YEAR CIS IN THE CAPITAL IMPROVEMENTS ELEMENT OF THE HIGHLANDS COUNTY 2030 COMPREHENSIVE PLAN, C/O MELONY CULPEPPER, ASSISTANT DEVELOPMENT SERVICES DIRECTOR/PLANNING AND ZONING MANAGER** Mrs. Hunnicutt read the request and Mrs. Culpepper presented the proposed text amendment modifying the Five-Year Capital Improvements Schedule in the Capital Improvements Element of the Highlands County 2030 Comprehensive Plan. There were no letters received, and no one spoke in favor of or against the request.

Motion by Mrs. Ezell and seconded by Mr. Boring to adopt by ordinance, modifications to the Five-Year Capital Improvement Schedule in the Capital Improvements Element of the Highlands County 2030 Comprehensive Plan and forward the adopting ordinance to the Florida Department of Economic Opportunity for notification.

Upon roll call, all members voted yes. **Motion carried 4-0."**

Supplemental Material/Issue Analysis Report:

1. Findings of Fact:

The purpose of the Capital Improvements Element of the Highlands County Comprehensive Plan is to evaluate the need for public facilities pursuant to Section 163.3177(3)(a), Florida Statutes, and to adopt policies that guide the funding of these improvements. It provides a schedule for the funding and construction of improvements.

The Capital Improvements Element (CIE) and the Five-Year Capital Improvement Schedule identify the timing, funding, and level of priority of capital projects that are needed to ensure that adopted level-of-service standards are achieved and maintained for concurrency related facilities (i.e., central wastewater, solid waste, drainage, potable water, parks and recreation, public school facilities, and transportation facilities).

The modifications to the Five-Year Capital Improvement Schedule (CIS) directly correspond to the 2022/2023 CIS adopted BCC Budget.

2. Five-Year Work Programs adopted by Reference:

The Capital Improvements Element adopts by reference the Florida Department of Transportation's (FDOT's) Five-Year Work Program and the School District's Five-Year District Work Program for Highlands County in CIE Policy 3.6 and CIE Policy 5.1, respectively.

3. Recommendation:

The Planning Division recommends the Board of County Commissioners to adopt by ordinance, modifications to the Capital Improvement Schedule in the Capital Improvements Element of the Highlands County 2030 Comprehensive Plan and forward the adopting ordinance to the Florida Department of Economic Opportunity for notification.

Attachments:

Five-Year Capital Improvement Schedule
FDOT's Five-Year Work Program
School District Five-Year District Facilities Work Program

FIVE-YEAR CAPITAL IMPROVEMENT SCHEDULE
EXPENSES FY 22/23 THRU FY 26/27

Project Name	Description	LOS Purpose	Funding Source	Location	Ranking	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-YR TOTAL
LOS: PARKS AND RECREATION											
RPAC Improvements	Funding is needed to provide recreational improvements and recreational facilities for County residents.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 306,000	$ 312,120	$ 318,362	$ 324,730	$ 331,224	$ 1,592,436
RPAC Cost Sharing	Funding is needed to continue to provide needed recreational facilities for County residents. Funding will be used for cost sharing projects approved by the RPAC committee.	IMPROVEMENTS	Infrastructure Surtax	County-wide	Medium	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
Parks and Facilities Equipment	Replacement of Parks and Recreation equipment necessary for the continued maintenance of the parks inventory.	MAINTENANCE	Infrastructure Surtax	County-wide	High	$ 100,000	$ 110,000	$ -	$ -	$ -	$ 210,000
Panther Trailhead Park	Improve lands to create Panther Trailhead Park adjacent to Panther Parkway	QUALITY OF LIFE	State Grants (FRDAP)	Avon Park	Medium	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
Windy Point Park	Improve recreation lands to create amenities on Lake Istokpoga adjacent to the pavilion at 161 Windy Point Road.	QUALITY OF LIFE	State Grants (FRDAP)	Lake Placid	Medium	$ -	$ 210,000	$ -	$ -	$ -	$ 210,000
Adelaide Park	Improve recreation lands to create amenities on Lake Adelaide adjacent to the boat ramp at 2124 NW Shore Dr.	QUALITY OF LIFE	State Grants (FRDAP)	Avon Park	Medium	$ -	$ -	$ 210,000	$ -	$ -	$ 210,000
Sports Complex Metal Storage Building	Storage building is needed at the Sports Complex to provide storage options to renters. Some tournaments are multiday events and most travel from other counties. Having storage onsite will make the Sports Complex more attractive to potential renters.	IMPROVEMENTS	Infrastructure Surtax	Sebring	Low	$ 149,000	$ -	$ -	$ -	$ -	$ 149,000
Total						$ 805,000	$ 682,120	$ 578,362	$ 374,730	$ 381,224	$ 2,821,436
LOS: POTABLE WATER											
LOS: POTABLE WATER											
Total											
LOS: TRANSPORTATION/PUBLIC WORKS											
Engineering Traffic Ops Equipment	Replace aging equipment.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 150,000	$ 153,000	$ 156,060	$ 159,181	$ 162,365	$ 780,606
Road and Bridge Equipment	Replace aging equipment.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 1,200,000	$ 1,224,000	$ 1,248,480	$ 1,273,450	$ 1,298,919	$ 6,244,849
Road Resurfacing	Resurfacing projects for 'poor' roads within the County reduce the need to reconstruct and substantially reduce maintenance cost.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 1,900,000	$ 2,754,000	$ 2,809,080	$ 2,865,262	$ 2,922,567	$ 13,250,909
Road Reconstruction	Reconstruction projects for repair of roads in the County return the roadways to satisfactory condition reducing maintenance cost.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 150,000	$ 714,000	$ 728,280	$ 742,846	$ 757,703	$ 3,092,829
Sebring Parkway Maintenance	Fund 110 (Transportation Trust) accounts for funds provided from the City of Sebring and County per IA, Fund 151 (Infrastructure Surtax) was created to maintain the Sebring Parkway.	CONSTRUCTION/ MAINTENANCE	Infrastructure Surtax; Other (Fund 110)-City of Sebring Maintenance %	Sebring Area	High	$ 234,526	$ 239,216	$ 244,000	$ 248,880	$ 253,858	$ 1,220,480
ADA Transition Plan (Exterior)	Annual funding to address specific improvements to facilities in order to meet the accessibility requirements of the Americans with Disabilities Act.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 34,500	$ 35,190	$ 35,894	$ 36,612	$ 37,345	$ 179,541

FIVE-YEAR CAPITAL IMPROVEMENT SCHEDULE
EXPENSES FY 22/23 THRU FY 26/27

Project Name	Description	LOS Purpose	Funding Source	Location	Ranking	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-YR TOTAL
TOSIP (Signals/Signs)	Refresh roadway pavement markings on a rotational basis to meet retroreflectivity requirements.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 84,500	$ 86,190	$ 87,914	$ 89,672	$ 91,466	$ 439,742
Right of Way Land Acquisition	Right-of-way acquistion funding for the purpose of obtaining additional right-of-way width along County Maintained roadway for the purpose of installing proper drainage to alleviating flooding concerns and shoulder stabilization.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 600,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 1,000,000
Daffodil Extension Project	Construct an extension of 5,550' of Daffodil Street from Lake Crews Ave south and connect to Catfish Creek Road for emergency services and residents.	IMPROVEMENTS	State Grants	Lake Placid	Medium	$ -	$ -	$ -	$ -	$ 300,000	$ 300,000
ADA Hammock Road Multi-Use Path	A retrofit is needed for the entire Hammock Road Mult-Use Path to bring it into ADA compliance standards that have changed from over two (2) decades ago when it was originally built.	IMPROVEMENTS	Infrastructure Surtax	Sebring Area	High	$ 250,000	$ 250,000	$ -	$ -	$ -	$ 500,000
Road & Bridge Main Building Expansion	Funding for the purpose of an additional 4,000 sq ft of office space for Road & Bridge personnel, as well as minor remodeling of a small portion of the current building. The current office building has reached max capacity.	IMPROVEMENTS	Infrastructure Surtax	Sebring Area	Medium	$ 385,000	$ 1,088,500	$ 1,075,000	$ -	$ -	$ 2,548,500
Total						$ 4,988,526	$ 6,644,096	$ 6,484,708	$ 5,515,903	$ 5,924,223	$ 29,557,456
LOS: SCHOOLS											
See School District Work Program											
Total											
LOS: SOLID WASTE											
Landfill JD 750L LGP Type Dozer	Purchase one (1) John Deere 750L LGP type D6 size landfill crawler dozer for landfill operations to ensure compliance and operation of the landfill in accordance with FL Dept of Environmental Protection Permit conditions.	IMPROVEMENTS	Other	Landfill	High	$ 87,000	$ -	$ -	$ -	$ -	$ 87,000
Construction of Landfill Cell No. 5	Construction of the next 18 acres cell expansion into Cell No. 5 of the Class I Landfill, should provide enough landfill volume to meet the needs for the next 10-15 years.	IMPROVEMENTS	Other	Landfill	High	$ 6,000,000	$ -	$ -	$ -	$ -	$ 6,000,000
Purchase of Ford Explorer 4x4 for Solid Waste	Purchase one (1) new 2023 Ford Explorer 4x4 SUV to replace aging equipment.	IMPROVEMENTS	Other	Landfill	Medium	$ 34,000	$ -	$ -	$ -	$ -	$ 34,000
Total						$ 6,121,000	$ -	$ -	$ -	$ -	$ 6,121,000
LOS: STORMWATER/DRAINAGE											
Drainage Improvements Project	Drainage improvements as needed	IMPROVEMENTS	Infrastructure Surtax	County-wide	Medium	$ 300,000	$ 400,000	$ 500,000	$ 600,000	$ 600,000	$ 2,400,000
Total						$ 300,000	$ 400,000	$ 500,000	$ 600,000	$ 600,000	$ 2,400,000
LOS: WASTEWATER											
LOS: WASTEWATER											
Total											
TOTAL LOS EXPENSES						**$ 12,214,526**	**$ 7,726,216**	**$ 7,563,070**	**$ 6,490,633**	**$ 6,905,447**	**$ 40,899,892**

FIVE-YEAR CAPITAL IMPROVEMENT SCHEDULE
REVENUE FY 22/23 THRU FY 26/27

Project Name	Description	LOS Purpose	Funding Source	Location	Ranking	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-YR TOTAL
INFRASTRUCTURE SURTAX/LOCAL OPTION SALES TAX											
RPAC Improvements	Funding is needed to provide recreational improvements and recreational facilities for County residents.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 306,000	$ 312,120	$ 318,362	$ 324,730	$ 331,224	$ 1,592,436
RPAC Cost Sharing	Funding is needed to continue to provide needed recreational facilities for County residents. Funding will be used for cost sharing projects approved by the RPAC committee.	IMPROVEMENTS	Infrastructure Surtax	County-wide	Medium	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
Parks and Facilities Equipment	Replacement of Parks and Recreation equipment necessary for the continued maintenance of the parks inventory.	MAINTENANCE	Infrastructure Surtax	County-wide	High	$ 100,000	$ 110,000	$ -	$ -	$ -	$ 210,000
Sports Complex Metal Storage Building	Storage building is needed at the Sports Complex to provide storage options to renters. Some tournaments are multiday events and most travel from other counties. Having storage onsite will make the Sports Complex more attractive to potential renters.	IMPROVEMENTS	Infrastructure Surtax	Sebring	Low	$ 149,000	$ -	$ -	$ -	$ -	$ 149,000
Engineering Traffic Ops Equipment	Replace aging equipment.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 150,000	$ 153,000	$ 156,060	$ 159,181	$ 162,365	$ 780,606
Road and Bridge Equipment	Replace aging equipment.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 1,200,000	$ 1,224,000	$ 1,248,480	$ 1,273,450	$ 1,298,919	$ 6,244,849
Road Resurfacing	Resurfacing projects for 'poor' roads within the County reduce the need to reconstruct and substantially reduce maintenance cost.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 1,900,000	$ 2,754,000	$ 2,809,080	$ 2,865,262	$ 2,922,567	$ 13,250,909
Road Reconstruction	Reconstruction projects for repair of roads in the County return the roadways to satisfactory condition reducing maintenance cost.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 150,000	$ 714,000	$ 728,280	$ 742,846	$ 757,703	$ 3,092,829
Sebring Parkway Maintenance	Fund 110 (Transportation Trust) accounts for funds provided from the City of Sebring and County per IA, Fund 151 (Infrastructure Surtax) was created to maintain the Sebring Parkway.	CONSTRUCTION/ MAINTENANCE	Infrastructure Surtax	Sebring Area	High	$ 81,474	$ 81,474	$ 81,474	$ 81,474	$ 81,474	$ 407,370
ADA Transition Plan (Exterior)	Annual funding to address specific improvements to facilities in order to meet the accessibility requirements of the Americans with Disabilities Act.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 34,500	$ 35,190	$ 35,894	$ 36,612	$ 37,345	$ 179,541
TOSIP (Signals/Signs)	Refresh roadway pavement markings on a rotational basis to meet retroreflectivity requirements.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 84,500	$ 86,190	$ 87,914	$ 89,672	$ 91,466	$ 439,742
Right of Way Land Acquisition	Right-of-way acquistion funding for the purpose of obtaining additional right-of-way width along County Maintained roadway for the purpose of installing proper drainage to alleviating flooding concerns and shoulder stabilization.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 600,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 1,000,000
ADA Hammock Road Multi-Use Path	A retrofit is needed for the entire Hammock Road Mult-Use Path to bring it into ADA compliance standards that have changed from over two (2) decades ago when it was originally built.	IMPROVEMENTS	Infrastructure Surtax	Sebring Area	High	$ 250,000	$ 250,000	$ -	$ -	$ -	$ 500,000
Road & Bridge Main Building Expansion	Funding for the purpose of an additional 4,000 sq ft of office space for Road & Bridge personnel, as well as minor remodeling of a small portion of the current building. The current office building has reached max capacity.	IMPROVEMENTS	Infrastructure Surtax	Sebring Area	Medium	$ 385,000	$ 1,088,500	$ 1,075,000	$ -	$ -	$ 2,548,500

FIVE-YEAR CAPITAL IMPROVEMENT SCHEDULE
REVENUE FY 22/23 THRU FY 26/27

Project Name	Description	LOS Purpose	Funding Source	Location	Ranking	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-YR TOTAL
Drainage Improvements Project	Drainage improvements as needed	IMPROVEMENTS	Infrastructure Surtax	County-wide	Medium	$ 300,000	$ 400,000	$ 500,000	$ 600,000	$ 600,000	$ 2,400,000
Total						$ 5,740,474	$ 7,358,474	$ 7,190,544	$ 6,323,227	$ 6,433,063	$ 33,045,782
OTHER COUNTY FUNDING											
Landfill JD 750L LGP Type Dozer	Purchase one (1) John Deere 750L LGP type D6 size landfill crawler dozer for landfill operations to ensure compliance and operation of the landfill in accordance with FL Dept of Environmental Protection Permit conditions.	IMPROVEMENTS	Other	Landfill	High	$ 87,000	$ -	$ -	$ -	$ -	$ 87,000
Construction of Landfill Cell No. 5	Construction of the next 18 acres cell expansion into Cell No. 5 of the Class I Landfillll, should provide enough landfill volume to meet the needs for the next 10-15 years.	IMPROVEMENTS	Other	Landfill	High	$ 6,000,000	$ -	$ -	$ -	$ -	$ 6,000,000
Purchase of Ford Explorer 4x4 for Solid Waste	Purchase one (1) new 2023 Ford Explorer 4x4 SUV to replace aging equipment.	IMPROVEMENTS	Other	Landfill	Medium	$ 34,000	$ -	$ -	$ -	$ -	$ 34,000
Sebring Parkway Maintenance	Fund 110 (Transportation Trust) accounts for funds provided from the City of Sebring and County per IA, Fund 151 (Infrastructure Surtax) was created to maintain the Sebring Parkway.	CONSTRUCTION/ MAINTENANCE	Infrastructure Surtax; Other (Fund 110)-City of Sebring Maintenance %	Sebring Area	High	$ 76,526	$ 78,871	$ 81,263	$ 83,703	$ 86,192	$ 406,555
Total						$ 6,197,526	$ 78,871	$ 81,263	$ 83,703	$ 86,192	$ 6,527,555
OTHER OUTSIDE FUNDING											
Sebring Parkway Maintenance	Fund 110 (Transportation Trust) accounts for funds provided from the City of Sebring and County per IA, Fund 151 (Infrastructure Surtax) was created to maintain the Sebring Parkway.	CONSTRUCTION/ MAINTENANCE	Infrastructure Surtax; Other (Fund 110)-City of Sebring Maintenance %	Sebring Area	High	$ 76,526	$ 78,871	$ 81,263	$ 83,703	$ 86,192	$ 406,555
Total						$ 76,526	$ 78,871	$ 81,263	$ 83,703	$ 86,192	$ 406,555
GRANTS (STATE GRANTS)											
Panther Trailhead Park	Improve lands to create Panther Trailhead Park adjacent to Panther Parkway	QUALITY OF LIFE	State Grants (FRDAP)	Avon Park	Medium	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
Windy Point Park	Improve recreation lands to create amenities on Lake Istokpoga adjacent to the pavilion at 161 Windy Point Road.	QUALITY OF LIFE	State Grants (FRDAP)	Lake Placid	Medium	$ -	$ 210,000	$ -	$ -	$ -	$ 210,000
Adelaide Park	Improve recreation lands to create amenities on Lake Adelaide adjacent to the boat ramp at 2124 NW Shore Dr.	QUALITY OF LIFE	State Grants (FRDAP)	Avon Park	Medium	$ -	$ -	$ 210,000	$ -	$ -	$ 210,000
Daffodil Extension Project	Construct an extension of 5,550' of Daffodil Street from Lake Crews Ave south and connect to Catfish Creek Road for emergency services and residents.	IMPROVEMENTS	State Grants	Lake Placid	Medium	$ -	$ -	$ -	$ -	$ 300,000	$ 300,000
Total						$ 200,000	$ 210,000	$ 210,000	$ -	$ 300,000	$ 920,000
TOTAL FUNDING SOURCES						**$ 12,214,526**	**$ 7,726,216**	**$ 7,563,070**	**$ 6,490,633**	**$ 6,905,447**	**$ 40,899,892**

FDOT FY23-27 ADOPTED WORK PROGRAM as of 7/1/2022

Excludes Department Building & Grounds Projects, as well as Debt Service / Includes Budgeted & Non-Budgeted Items

BD	Name	Item Description	Item	Work Mix Description	Phase	Phase Description	BE	Category	Category Description	Funding Source	2023	2024	2025	2026	2027	Grand Total
01	HIGHLANDS	ARBUCKLE CREEK RD BRIDGE MAINTENANCE	448767-1	ROAD RECONSTRUCTION - 2 LANE	54	CONST GRANT	55150200	085576	SM COUNTY OUTREACH PROGRAM	State 100%				515,680		515,680
		ARBUCKLE CREEK RD FROM ARBUCKLE CREEK BRIDGE TO RIVERDALE RD	445063-1	RESURFACING	54	CONST GRANT	55150200	085575	SM CTY RESURFACE ASSIST PG	State 100%		1,733,626				1,733,626
		ARBUCKLE CREEK RD FROM BISHOP DAIRY RD TO US 98	450324-1	RESURFACING	54	CONST GRANT	55150200	085576	SM COUNTY OUTREACH PROGRAM	State 100%					706,517	706,517
		ARBUCKLE CREEK RD FROM MLK BLVD TO RIVERDALE RD	448766-1	RESURFACING	54	CONST GRANT	55150200	085575	SM CTY RESURFACE ASSIST PG	State 100%				1,364,470		1,364,470
								085576	SM COUNTY OUTREACH PROGRAM	State 100%				148,242		148,242
		AVON PARK EXECUTIVE ARPT APRON REHABILITATION	448711-1	AVIATION CAPACITY PROJECT	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%	140,042					140,042
								NSB	NOT STATE BUDGET	Federal	1,260,376					1,260,376
		AVON PARK EXECUTIVE ARPT EW TXWY TO RWY 10-28	448718-1	AVIATION PRESERVATION PROJECT	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%		15,203	189,001			204,204
								NSB	NOT STATE BUDGET	Federal		273,657	3,402,019			3,675,676
										Local		15,203	189,001			204,204
		AVON PARK EXECUTIVE ARPT HANGARS	446316-1	AVIATION REVENUE/OPERATIONAL	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%			2,000,000			2,000,000
		AVON PARK EXECUTIVE ARPT RUNWAY 10-28 REHAB	448723-1	AVIATION PRESERVATION PROJECT	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%				39,225	398,327	437,552
								NSB	NOT STATE BUDGET	Federal				353,021	3,584,944	3,937,965
		AVON PARK EXECUTIVE ARPT TAXIWAY E REHAB	448712-1	AVIATION PRESERVATION PROJECT	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%	27,071	295,377				322,448
								NSB	NOT STATE BUDGET	Federal	243,639	2,658,391				2,902,030
		AVON PARK HIGHWAY LIGHTING	413545-1	ROUTINE MAINTENANCE	78	MAINT OTHER AGENCY	55150200	088712	HIGHWAY MAINTENANCE CONTR	State 100%	95,511	72,012				167,523
		AVON PARK RD ASSISTANCE	449669-1	RESURFACING	54	CONST GRANT	55150200	085576	SM COUNTY OUTREACH PROGRAM	State 100%	69,196					69,196
		CATFISH CREEK RD FROM TUOMEY CT TO CATFISH CREEK RD BRIDGE	449647-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					80,000	80,000
		CATFISH CREEK RD FROM TUOMEY CT TO WEST INTERLAKE BLVD	448421-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal				120,000		120,000
		CATFISH CREEK ROAD OVER CATFISH CREEK BRIDGE REHABILITATION	446394-1	BRIDGE-REPAIR/REHABILITATION	54	CONST GRANT	55150200	085576	SM COUNTY OUTREACH PROGRAM	State 100%	390,438					390,438
		CEMETERY RD FROM MLK JR BLVD TO SCHOOL ST	448422-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal				65,000		65,000
		CEN FL REGNL PLAN COUNCIL FTA SECTION 5311 OPERATING ASST	410124-1	OPERATING/ADMIN. ASSISTANCE	84	OPERATIONS GRANT	55100100	088774	PUBLIC TRANSIT DEV/GRANTS	Federal	400,000	588,759	750,733	660,000	656,000	3,055,492
								NSB	NOT STATE BUDGET	Local	400,000	588,759	750,733	660,000	656,000	3,055,492
		CR 29 FROM E OF US 27 TO CR 619	450322-1	RESURFACING	54	CONST GRANT	55150200	085576	SM COUNTY OUTREACH PROGRAM	State 100%				1,820,495		1,820,495
		CR 623 FROM MINI RANCH RD TO PETERS RD	448746-1	ROAD RECONSTRUCTION - 2 LANE	54	CONST GRANT	55150200	085575	SM CTY RESURFACE ASSIST PG	State 100%			1,698,770			1,698,770
								085576	SM COUNTY OUTREACH PROGRAM	State 100%			2,226,357			2,226,357
		CR 64 FROM S ANGELO LAKE RD TO E BUTLER RD	442469-1	RESURFACING	54	CONST GRANT	55150200	085575	SM CTY RESURFACE ASSIST PG	State 100%	1,182,628					1,182,628
		CR 731 FROM CLUBHOUSE RD TO BAPTIST CHURCH	450323-1	RESURFACING	54	CONST GRANT	55150200	085576	SM COUNTY OUTREACH PROGRAM	State 100%				967,054		967,054
		DESOTO RD FROM PHIL LANE TO DESOTO CITY RD	448423-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal				65,000		65,000
		E O DOUGLAS AVE FROM MLK JR BLVD TO SCHOOL ST	446306-1	BIKE PATH/TRAIL	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal			45,000			45,000
		HIGHLANDS COUNTY HIGHWAY LIGHTING	412579-1	ROUTINE MAINTENANCE	78	MAINT OTHER AGENCY	55150200	088712	HIGHWAY MAINTENANCE CONTR	State 100%	234,002	217,215				451,217
		HIGHLANDS COUNTY TSMCA	412671-1	TRAFFIC CONTROL DEVICES/SYSTEM	88	OPERATIONS OTHR AGCY	55150200	088866	TRAFFIC ENGR CONSULTANTS	State 100%	173,348	218,255	224,802			616,405
		HIGHLANDS/HEARTLAND REGIONAL TPO - FY 2022/2023-2023/2024 UPWP	439317-4	TRANSPORTATION PLANNING	14	PLANNING GRANT	55100100	088854	TRANSPORT PLANNING GRANTS	Federal	478,428	462,355				940,783
		HIGHLANDS/HEARTLAND REGIONAL TPO - FY 2024/2025-2025/2026 UPWP	439317-5	TRANSPORTATION PLANNING	14	PLANNING GRANT	55100100	088854	TRANSPORT PLANNING GRANTS	Federal			464,356	466,398		930,754
		HIGHLANDS/HEARTLAND REGIONAL TPO - FY 2026/2027-2027/2028 UPWP	439317-6	TRANSPORTATION PLANNING	14	PLANNING GRANT	55100100	088854	TRANSPORT PLANNING GRANTS	Federal					466,398	466,398
		HOME AVE FROM SEBRING PKWY TO SAGE CREST DR	449550-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					80,000	80,000
		LAKE JOSEPHINE DR FROM ORANGE BLOSSOM BLVD TO E OF SENTINEL POINT	445073-1	WIDEN/RESURFACE EXIST LANES	54	CONST GRANT	55150200	085575	SM CTY RESURFACE ASSIST PG	State 100%		1,747,280				1,747,280
								085576	SM COUNTY OUTREACH PROGRAM	State 100%		908,849				908,849
		LAKE PLACID HIGHWAY LIGHTING	413546-1	ROUTINE MAINTENANCE	78	MAINT OTHER AGENCY	55150200	088712	HIGHWAY MAINTENANCE CONTR	State 100%	16,556	13,576				30,132
		MANATEE DR FROM SR 17 TO SEBRING PARKWAY PHASE III	445071-1	WIDEN/RESURFACE EXIST LANES	54	CONST GRANT	55150200	085576	SM COUNTY OUTREACH PROGRAM	State 100%	1,496,161					1,496,161
		MEMORIAL DRIVE FROM POMPANO DR TO SEBRING PARKWAY	435067-1	SIDEWALK	58	CONST OTHER AGENCY	55150200	088717	ARTERIAL HIGHWAY CONSTR	Federal	1,810,633					1,810,633
					68	CONST SUP OTHER AGCY	55150200	088718	CONSTRUCT INSPECT CONSULT	Federal	285,000					285,000
		N RIDGEWOOD DR (SR 17) INTERSECTION LIGHTING RETROFIT	441055-1	LIGHTING	62	CONST SUP CONSULTANT	55150200	088718	CONSTRUCT INSPECT CONSULT	Federal	8,208					8,208
		RPM REPLACEMENT BDI CONTRACT - HEARTLAND (SEBRING) OPERATIONS	445842-1	ROUTINE MAINTENANCE	72	MAINT CONSULTANT	55150200	088712	HIGHWAY MAINTENANCE CONTR	State 100%	38,250					38,250
		S SUN 'N LAKES BLVD FROM US 27 TO MOON GLOW AVE	449672-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					25,000	25,000
		SCENIC HIGHWAY PHASE I FROM SEBRING PKWY TO SUMMIT RD	449579-1	BIKE PATH/TRAIL	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					100,000	100,000
		SCENIC HIGHWAY PHASE II FROM SUMMIT RD TO PANTHER PKWY	449579-2	BIKE PATH/TRAIL	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					100,000	100,000
		SCENIC HIGHWAY SIDEWALK FROM LAKEVIEW DR TO SEBRING PKWY	449582-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					25,000	25,000
		SCHOOL ST FROM EO DOUGLAS AVE TO CEMETERY RD	448424-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal				65,000		65,000
		SEBRING HIGHWAY LIGHTING	413547-1	ROUTINE MAINTENANCE	78	MAINT OTHER AGENCY	55150200	088712	HIGHWAY MAINTENANCE CONTR	State 100%	60,172	55,780				115,952
		SEBRING PKWY FROM 90 DEGREE CURVE TO N RIDGEWOOD DRIVE	446319-1	RESURFACING	54	CONST GRANT	55150200	088572	COUNTY TRANSPORTATION PROGRAMS	State 100%		1,332,378				1,332,378
								NSB	NOT STATE BUDGET	Local		1,332,378				1,332,378
		SEBRING PKWY FROM SCENIC HIGHWAY TO 90 DEGREE CURVE	446319-2	RESURFACING	54	CONST GRANT	55150200	088572	COUNTY TRANSPORTATION PROGRAMS	State 100%			829,789			829,789
								NSB	NOT STATE BUDGET	Local			829,789			829,789
		SEBRING PKWY FROM SR 25 (US 27) TO SCENIC HIGHWAY	445042-1	PAVEMENT ONLY RESURFACE (FLEX)	54	CONST GRANT	55150200	088572	COUNTY TRANSPORTATION PROGRAMS	State 100%		694,725				694,725
								NSB	NOT STATE BUDGET	Local		694,725				694,725
		SEBRING PKWY PHASE IV FROM SEBRING ROUNDABOUT TO ARBUCKLE CREEK RD	449676-1	NEW ROAD CONSTRUCTION	54	CONST GRANT	55150200	088572	COUNTY TRANSPORTATION PROGRAMS	State 100%				1,881,396		1,881,396
								NSB	NOT STATE BUDGET	Local				2,891,497		2,891,497
		SEBRING REG APT CONST PARALLEL TW BRAVO (B)	431878-1	AVIATION PRESERVATION PROJECT	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%	45,680					45,680
								NSB	NOT STATE BUDGET	Federal	1,735,790					1,735,790
										Local	45,680					45,680
		SEBRING REGIONAL ARPT DESIGN/CONSTRUCT TAXIWAY A4 REALIGNMENT	448709-1	AVIATION PRESERVATION PROJECT	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%	34,010					34,010
								NSB	NOT STATE BUDGET	Federal	612,180					612,180
										Local	34,010					34,010
		SEBRING REGIONAL ARPT PARTIAL PARRALLEL TAXIWAY D	448710-1	AVIATION PRESERVATION PROJECT	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%		13,000	150,000			163,000
								NSB	NOT STATE BUDGET	Federal		234,000	2,700,000			2,934,000
										Local		13,000	150,000			163,000
		SEBRING REGIONAL ARPT TAXIWAY A REHAB	446384-1	AVIATION PRESERVATION PROJECT	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%			40,000	375,000		415,000
								NSB	NOT STATE BUDGET	Federal			360,000	3,375,000		3,735,000
		SEBRING REGIONAL ARPT TERMINAL APRON REHABILITATION	446383-1	AVIATION PRESERVATION PROJECT	94	CAPITAL GRANT	55100100	088719	AVIATION DEV/GRANTS	State 100%					6,600,000	6,600,000
		SR 17 FROM EVANGELINE AVENUE TO RIALTO AVENUE	438055-1	SIDEWALK	32	PE CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	169,946					169,946
					C2	ENVIRO CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	20,000					20,000
		SR 17 FROM HOME AVE TO ARBUCKLE CREEK RD	449674-1	SIDEWALK	32	PE CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					563,000	563,000
		SR 17/CORNELL ST FROM CR 17A TRUCK ROUTE TO MEMORIAL DRIVE	438054-1	SIDEWALK	C2	ENVIRO CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	20,000	50,000				70,000
		SR 25 (US 27) AT LAKE MIRROR	442122-1	INTERSECTION IMPROVEMENT	62	CONST SUP CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	413					413
					C2	ENVIRO CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	50,000					50,000
		SR 25 (US 27) AT NORTHWOOD	442124-1	INTERSECTION IMPROVEMENT	62	CONST SUP CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	413					413
							55150200	088718	CONSTRUCT INSPECT CONSULT	Federal	1,792					1,792
		SR 25 (US 27) AT S LAKEVIEW ROAD	444213-1	INTERSECTION IMPROVEMENT	62	CONST SUP CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	575					575
		SR 25 (US 27) FROM GLADES COUNTY LINE TO S OF HORN RD	441519-1	RESURFACING	52	CONST CONTRACT	55150200	088797	RESURFACING	Federal	18,277					18,277
		SR 25 (US 27) FROM HIGHLANDS AVE TO SPARROW AVE	437732-1	LIGHTING	C2	ENVIRO CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	30,000	50,000				80,000
		SR 25 (US 27) FROM S OF HORN RD TO S OF SHORELINE DR	448937-1	RESURFACING	32	PE CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	State 100%	1,982,897					1,982,897
					52	CONST CONTRACT	55150200	088797	RESURFACING	Federal			12,715,100			12,715,100
										State 100%			2,490,526			2,490,526
					62	CONST SUP CONSULTANT	55150200	088718	CONSTRUCT INSPECT CONSULT	Federal			1,928,961			1,928,961
		SR 25 (US 27) FROM S OF SR 70 TO N OF SR 70	439827-1	INTERSECTION IMPROVEMENT	62	CONST SUP CONSULTANT	55150200	088718	CONSTRUCT INSPECT CONSULT	Federal	101					101
		SR 25 (US 27) FROM S OF TOWER ST TO N OF TOWER ST	442765-1	RIGID PAVEMENT RECONSTRUCTION	52	CONST CONTRACT	55150200	088797	RESURFACING	Federal		3,261,303				3,261,303
										State 100%		847,425				847,425
					62	CONST SUP CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	State 100%		105,600				105,600
							55150200	088718	CONSTRUCT INSPECT CONSULT	State 100%		414,462				414,462
					C2	ENVIRO CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal		100,000				100,000
		SR 25 (US 27) FROM SHORELINE DR TO DAVIS & GAINES RD	446207-1	RESURFACING	32	PE CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	51,572					51,572
					52	CONST CONTRACT	55150200	088716	INTRASTATE HIGHWAY CONSTR	State 100%		433,526				433,526
								088797	RESURFACING	Federal		16,105,716				16,105,716
										State 100%		350,266				350,266
					57	CONST RAILROAD	55150200	088716	INTRASTATE HIGHWAY CONSTR	State 100%	30,000					30,000
					62	CONST SUP CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	State 100%		21,120				21,120
							55150200	088718	CONSTRUCT INSPECT CONSULT	Federal		327,738				327,738
										State 100%		1,699,004				1,699,004
					C2	ENVIRO CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	50,000	100,000				150,000
		SR 25 (US 27) FROM SOUTH OF SR 66 TO NORTH OF SR 66	439750-2	INTERSECTION IMPROVEMENT	52	CONST CONTRACT	55150200	088797	RESURFACING	Federal					8,800,000	8,800,000
										State 100%					3,240,438	3,240,438
					62	CONST SUP CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	State 100%					28,850	28,850
							55150200	088718	CONSTRUCT INSPECT CONSULT	State 100%					1,493,321	1,493,321

BD	Name	Item Description	Item	Work Mix Description	Phase	Phase Description	BE	Category	Category Description	Funding Source	2023	2024	2025	2026	2027	Grand Total
01	HIGHLANDS	SR 25 (US 27) FROM SOUTH OF SUN 'N LAKE TO NORTH OF SUN 'N LAKE	442403-1	ADD LEFT TURN LANE(S)	32	PE CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	190,000					190,000
		SR 70 FROM LONESOME ISLAND RD TO SOUTHERN LEG OF CR 721	449851-1	PD&E/EMO STUDY	22	PD&E CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	1,999,000					1,999,000
		SR 700 (US 98) FROM E OF CR 621 TO BRIDGE #090016	446208-1	PAVEMENT ONLY RESURFACE (FLEX)	52	CONST CONTRACT	55150200	088797	RESURFACING	State 100%	10,124,250					10,124,250
					62	CONST SUP CONSULTANT	55150200	088718	CONSTRUCT INSPECT CONSULT	State 100%	482,141					482,141
		SR 700 (US 98) FROM E OF FLORAL DR TO E OF CR 621 EAST	448936-1	RESURFACING	32	PE CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	State 100%	1,450,469					1,450,469
					52	CONST CONTRACT	55150200	088797	RESURFACING	State 100%			8,315,082			8,315,082
					62	CONST SUP CONSULTANT	55150200	088718	CONSTRUCT INSPECT CONSULT	Federal			829,539			829,539
										State 100%			168,271			168,271
		SR 700 (US 98) FROM US 27 TO AIRPORT ROAD	414511-2	ADD LANES & RECONSTRUCT	32	PE CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	2,000,000					2,000,000
		SR 700 (US 98) OVER KISSIMMEE RIVER BRIDGE REPLACEMENT BR # 090016	445408-2	BRIDGE REPLACEMENT	32	PE CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal			900,000			900,000
					52	CONST CONTRACT	55150200	088799	BRIDGE CONSTRUCTION	Federal					13,351,988	13,351,988
					62	CONST SUP CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					207,720	207,720
							55150200	088718	CONSTRUCT INSPECT CONSULT	Federal					2,001,911	2,001,911
		SUN-N-LAKE BLVD FROM W OF COLUMBUS BLVD TO E OF COLUMBUS BLVD	441739-1	SIDEWALK	58	CONST OTHER AGENCY	55150200	088717	ARTERIAL HIGHWAY CONSTR	Federal	180,896					180,896
					68	CONST SUP OTHER AGCY	55150200	088718	CONSTRUCT INSPECT CONSULT	Federal	59,357					59,357
		US 27 AT SR 64	434986-1	INTERSECTION IMPROVEMENT	52	CONST CONTRACT	55150200	088716	INTRASTATE HIGHWAY CONSTR	Federal	91,604					91,604
		VAUGHN ROAD OVER LITTLE CHARLIE BOWLEGS BRIDGE #094034	447240-1	BRIDGE REPLACEMENT	32	PE CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal		45,003				45,003
					52	CONST CONTRACT	55150200	088799	BRIDGE CONSTRUCTION	Federal				489,053		489,053
					62	CONST SUP CONSULTANT	55100100	088849	PRELIMINARY ENGR CONSULT	Federal				22,890		22,890
							55150200	088718	CONSTRUCT INSPECT CONSULT	Federal				73,358		73,358
		W COLLEGE DR FROM MEMORIAL DR TO SFSC ENTRANCES PHASE I	446322-1	ADD LANES & RECONSTRUCT	54	CONST GRANT	55150200	088572	COUNTY TRANSPORTATION PROGRAMS	State 100%			1,827,385			1,827,385
								NSB	NOT STATE BUDGET	Local			1,827,385			1,827,385
		W COLLEGE DR FROM US 27 TO SFSC ENTRANCES PHASE II	446322-2	ADD LANES & RECONSTRUCT	54	CONST GRANT	55150200	088572	COUNTY TRANSPORTATION PROGRAMS	Local			2,098,167			2,098,167
										State 100%			2,098,167			2,098,167
		W INTERLAKE BLVD FROM CATFISH CREEK ROAD TO S TANGERINE DRIVE	441923-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal	27,051					27,051
					58	CONST OTHER AGENCY	55150200	088717	ARTERIAL HIGHWAY CONSTR	Federal			164,355			164,355
					68	CONST SUP OTHER AGCY	55150200	088718	CONSTRUCT INSPECT CONSULT	Federal			18,034			18,034
		W STRYKER RD PHASE I FROM MORNINGSIDE RD TO US 27	449544-1	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					120,000	120,000
		W STRYKER RD PHASE II FROM HARTMAN RD TO MORNINGSIDE RD	449544-2	SIDEWALK	38	PE OTHER AGENCY	55100100	088849	PRELIMINARY ENGR CONSULT	Federal					120,000	120,000
		WEBSTER TURN DR FROM HAYWOOD TAYLOR BLVD TO BOEING AVE	446366-1	RESURFACING	54	CONST GRANT	55150200	085576	SM COUNTY OUTREACH PROGRAM	State 100%	495,308					495,308
Grand Total											30,843,071	38,089,666	52,381,322	16,417,779	43,405,414	181,137,252

INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.
If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.
If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	Five Year Tota
Total Revenues	$434,413	$434,413	$434,413	$434,413	$434,413	$2,172,065
Total Project Costs	$434,413	$434,413	$434,413	$434,413	$434,413	$2,172,065
Difference (Remaining Funds)	$0	$0	$0	$0	$0	$0

District HIGHLANDS COUNTY SCHOOL DISTRICT

Fiscal Year Range

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption

Work Plan Submittal Date

DISTRICT SUPERINTENDENT

CHIEF FINANCIAL OFFICER

DISTRICT POINT-OF-CONTACT PERSON

JOB TITLE

PHONE NUMBER

E-MAIL ADDRESS

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
HVAC	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Flooring	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Roofing	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Safety to Life	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Fencing	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Parking	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Electrical	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Fire Alarm	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Telephone/Intercom System	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Closed Circuit Television	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Paint	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Maintenance/Repair	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Sub Total:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

PECO Maintenance Expenditures	$0	$0	$0	$0	$0	$0
1.50 Mill Sub Total:	$0	$0	$0	$0	$0	$0

No items have been specified.

Total:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
Remaining Maint and Repair from 1.5 Mills	$0	$0	$0	$0	$0	$0
Maintenance/Repair Salaries	$4,065,374	$4,000,000	$4,000,000	$4,000,000	$4,000,000	$20,065,374
School Bus Purchases	$720,345	$800,000	$800,000	$1,200,000	$1,300,000	$4,820,345
Other Vehicle Purchases	$544,655	$400,000	$400,000	$400,000	$400,000	$2,144,655
Capital Outlay Equipment	$1,265,000	$1,533,199	$2,097,026	$2,287,732	$2,806,974	$9,989,931
Rent/Lease Payments	$145,000	$145,000	$145,000	$145,000	$145,000	$725,000
COP Debt Service	$3,725,376	$4,073,338	$4,072,088	$4,072,088	$4,073,087	$20,015,977
Rent/Lease Relocatables	$250,000	$300,000	$300,000	$300,000	$300,000	$1,450,000
Environmental Problems	$0	$0	$0	$0	$0	$0
s.1011.14 Debt Service	$0	$0	$0	$0	$0	$0
Special Facilities Construction Account	$0	$0	$0	$0	$0	$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	$0	$0	$0	$0	$0	$0
Qualified School Construction Bonds (QSCB)	$0	$0	$0	$0	$0	$0
Qualified Zone Academy Bonds (QZAB)	$0	$0	$0	$0	$0	$0
Local Expenditure Totals:	**$10,715,750**	**$11,251,537**	**$11,814,114**	**$12,404,820**	**$13,025,061**	**$59,211,282**

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2022 - 2023 Actual Value	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
(1) Non-exempt property assessed valuation		$7,441,492,775	$7,813,567,414	$8,204,245,784	$8,614,458,074	$9,045,180,977	$41,118,945,024
(2) The Millage projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		$12,501,708	$13,126,793	$13,783,133	$14,472,290	$15,195,904	$69,079,828
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	$10,715,750	$11,251,537	$11,814,114	$12,404,820	$13,025,061	$59,211,282
(5) Difference of lines (3) and (4)		$1,785,958	$1,875,256	$1,969,019	$2,067,470	$2,170,843	$9,868,546

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
PECO New Construction	340	$0	$0	$0	$0	$0	$0
PECO Maintenance Expenditures		$0	$0	$0	$0	$0	$0
		$0	**$0**	**$0**	**$0**	**$0**	**$0**

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
CO & DS Cash Flow-through Distributed	360	$431,749	$431,749	$431,749	$431,749	$431,749	$2,158,745
CO & DS Interest on Undistributed CO	360	$2,664	$2,664	$2,664	$2,664	$2,664	$13,320
		$434,413	**$434,413**	**$434,413**	**$434,413**	**$434,413**	**$2,172,065**

Fair Share Revenue Source

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Nothing reported for this section.

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2021 - 2022? No

Additional Revenue Source

Any additional revenue sources

Item	2022 - 2023 Actual Value	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	$0	$0	$0	$0	$0	$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	$0	$0	$0	$0	$0	$0
Proceeds from Special Act Bonds	$0	$0	$0	$0	$0	$0
Estimated Revenue from CO & DS Bond Sale	$0	$0	$0	$0	$0	$0
Proceeds from Voted Capital Improvements millage	$0	$0	$0	$0	$0	$0
Other Revenue for Other Capital Projects	$0	$0	$0	$0	$0	$0
Proceeds from 1/2 cent sales surtax authorized by school board	$0	$0	$0	$0	$0	$0
Proceeds from local governmental infrastructure sales surtax	$0	$0	$0	$0	$0	$0
Proceeds from Certificates of Participation (COP's) Sale	$0	$0	$0	$0	$0	$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	$0	$0	$0	$0	$0	$0
Classrooms for Kids	$0	$0	$0	$0	$0	$0
District Equity Recognition	$0	$0	$0	$0	$0	$0
Federal Grants	$0	$0	$0	$0	$0	$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	$0	$0	$0	$0	$0	$0
Impact fees received	$0	$0	$0	$0	$0	$0
Private donations	$0	$0	$0	$0	$0	$0
Grants from local governments or not-for-profit organizations	$0	$0	$0	$0	$0	$0
Interest, Including Profit On Investment	$0	$0	$0	$0	$0	$0
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	$0	$0	$0	$0	$0	$0
Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Special Facilities Construction Account	$0	$0	$0	$0	$0	$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Subtotal	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Total Revenue Summary

Item Name	2022 - 2023 Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	$10,715,750	$11,251,537	$11,814,114	$12,404,820	$13,025,061	$59,211,282
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	($10,715,750)	($11,251,537)	($11,814,114)	($12,404,820)	($13,025,061)	($59,211,282)
PECO Maintenance Revenue	$0	$0	$0	$0	$0	$0
Available 1.50 Mill for New Construction	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Item Name	2022 - 2023 Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Five Year Total
CO & DS Revenue	$434,413	$434,413	$434,413	$434,413	$434,413	$2,172,065
PECO New Construction Revenue	$0	$0	$0	$0	$0	$0
Other/Additional Revenue	$0	$0	$0	$0	$0	$0
Total Additional Revenue	**$434,413**	**$434,413**	**$434,413**	**$434,413**	**$434,413**	**$2,172,065**
Total Available Revenue	**$434,413**	**$434,413**	**$434,413**	**$434,413**	**$434,413**	**$2,172,065**

Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Nothing reported for this section.

Nothing reported for this section.

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total	Funded
Retrofit For Technology	Location not specified	$434,413	$434,413	$434,413	$434,413	$434,413	$2,172,065	Yes
Project description not specified	Location not specified	$0	$0	$0	$0	$0	$0	No
		$434,413	**$434,413**	**$434,413**	**$434,413**	**$434,413**	**$2,172,065**	

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

Location	2022 - 2023 Satis. Stu. Sta.	Actual 2022 - 2023 FISH Capacity	Actual 2021 - 2022 COFTE	# Class Rooms	Actual Average 2022 - 2023 Class Size	Actual 2022 - 2023 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2026 - 2027 COFTE	Projected 2026 - 2027 Utilization	Projected 2026 - 2027 Class Size
SEBRING MIDDLE	969	872	806	41	20	92.00 %	0	0	777	89.00 %	19
LAKE COUNTRY ELEMENTARY	811	811	590	43	14	73.00 %	0	0	595	73.00 %	14
LAKE PLACID MIDDLE	1,034	930	665	45	15	71.00 %	0	0	601	65.00 %	13
WOODLAWN ELEMENTARY	849	849	676	46	15	80.00 %	0	0	723	85.00 %	16
PARK ELEMENTARY	684	684	488	38	13	71.00 %	0	0	460	67.00 %	12

CRACKER TRAIL ELEMENTARY	823	823	635	45	14	77.00 %	0	0	639	78.00 %	14
FRED WILD ELEMENTARY	699	699	456	39	12	65.00 %	0	0	517	74.00 %	13
AVON ELEMENTARY	738	738	503	39	13	68.00 %	0	0	462	63.00 %	12
AVON PARK MIDDLE	1,011	909	665	44	15	73.00 %	0	0	615	68.00 %	14
LAKE PLACID ELEMENTARY	839	839	585	46	13	70.00 %	0	0	521	62.00 %	11
SEBRING SENIOR HIGH	2,036	1,934	1,513	87	17	78.00 %	0	0	1,395	72.00 %	16
AVON PARK SENIOR HIGH	1,412	1,270	810	58	14	64.00 %	0	0	733	58.00 %	13
LAKE PLACID SENIOR HIGH	1,076	914	773	44	18	85.00 %	0	0	682	75.00 %	16
YOUTH CARE LANE SCHOOL	66	66	41	3	14	62.00 %	0	0	32	48.00 %	11
SUN & LAKE ELEMENTARY	799	799	639	43	15	80.00 %	0	0	571	71.00 %	13
HILL-GUSTAT MIDDLE	1,004	903	682	43	16	76.00 %	0	0	670	74.00 %	16
THE KINDERGARTEN LEARNING CENTER	414	414	364	23	16	88.00 %	0	0	51	12.00 %	2
MEMORIAL ELEMENTARY SCHOOL	831	831	546	46	12	66.00 %	0	0	485	58.00 %	11
	16,095	**15,285**	**11,437**	**773**	**15**	**74.82 %**	**0**	**0**	**10,529**	**68.88 %**	**14**

The COFTE Projected Total (10,529) for 2026 - 2027 must match the Official Forecasted COFTE Total (10,528) for 2026 - 2027 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2026 - 2027	
Elementary (PK-3)	3,288
Middle (4-8)	4,400
High (9-12)	2,841
	10,528

Grade Level Type	Balanced Projected COFTE for 2026 - 2027
Elementary (PK-3)	0
Middle (4-8)	0
High (9-12)	0
	10,529

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	Year 5 Total
Total Relocatable Replacements:	**0**	**0**	**0**	**0**	**0**	**0**

Charter Schools Tracking

Information regarding the use of charter schools.

Nothing reported for this section.

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Educational Classrooms:		**0**	**0**	**0**	**0**	**0**	**0**

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Co-Teaching Classrooms:		**0**	**0**	**0**	**0**	**0**	**0**

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

Not Specified

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

Not Specified

Consistent with Comp Plan? No

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2021 - 2022 fiscal year.	List the net new classrooms to be added in the 2022 - 2023 fiscal year.
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.	Totals for fiscal year 2022 - 2023 should match totals in Section 15A.

Location	2021 - 2022 # Permanent	2021 - 2022 # Modular	2021 - 2022 # Relocatable	2021 - 2022 Total	2022 - 2023 # Permanent	2022 - 2023 # Modular	2022 - 2023 # Relocatable	2022 - 2023 Total
Elementary (PK-3)	0	0	0	0	0	0	0	0
Middle (4-8)	0	0	0	0	0	0	0	0
High (9-12)	0	0	0	0	0	0	0	0
	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	5 Year Average
CRACKER TRAIL ELEMENTARY	76	110	110	110	110	103
FRED WILD ELEMENTARY	62	88	88	88	88	83
AVON ELEMENTARY	36	66	66	66	66	60
AVON PARK MIDDLE	0	0	0	0	0	0
LAKE PLACID ELEMENTARY	27	88	88	88	88	76
SEBRING SENIOR HIGH	75	75	75	75	75	75
AVON PARK SENIOR HIGH	0	0	0	0	0	0
LAKE PLACID SENIOR HIGH	25	25	25	25	25	25
YOUTH CARE LANE SCHOOL	66	66	66	66	66	66
SUN & LAKE ELEMENTARY	58	66	66	66	66	64
HILL-GUSTAT MIDDLE	0	0	0	0	0	0
THE KINDERGARTEN LEARNING CENTER	0	0	0	0	0	0
SEBRING MIDDLE	91	91	91	91	91	91
LAKE COUNTRY ELEMENTARY	192	242	242	242	242	232
LAKE PLACID MIDDLE	108	20	20	20	20	38
WOODLAWN ELEMENTARY	184	242	242	242	242	230
PARK ELEMENTARY	82	176	176	176	176	157
MEMORIAL ELEMENTARY SCHOOL	0	0	0	0	0	0

Totals for HIGHLANDS COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	**1,082**	**1,355**	**1,355**	**1,355**	**1,355**	**1,300**
Total number of COFTE students projected by year.	**11,441**	**11,221**	**11,067**	**10,785**	**10,528**	**11,008**
Percent in relocatables by year.	**9 %**	**12 %**	**12 %**	**13 %**	**13 %**	**12 %**

Leased Facilities Tracking

Exising leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2022 - 2023	FISH Student Stations	Owner	# of Leased Classrooms 2026 - 2027	FISH Student Stations
SEBRING MIDDLE	0	0		0	0
LAKE COUNTRY ELEMENTARY	2	36	Mobile Modular Management	3	54

LAKE PLACID MIDDLE	0	0		0	0
WOODLAWN ELEMENTARY	7	126	Mobile Modular Management	3	66
PARK ELEMENTARY	0	0		0	0
CRACKER TRAIL ELEMENTARY	4	76	Mobile Modular Management	3	66
FRED WILD ELEMENTARY	3	62	Mobile Modular Management	3	66
AVON ELEMENTARY	0	0		0	0
AVON PARK MIDDLE	0	0	Mobile Modular Management	0	0
SEBRING SENIOR HIGH	0	0		0	0
AVON PARK SENIOR HIGH	0	0		0	0
LAKE PLACID SENIOR HIGH	0	0	Mobile Modular Management	0	0
YOUTH CARE LANE SCHOOL	0	0		0	0
SUN & LAKE ELEMENTARY	1	22	Mobile Modular Management	1	22
HILL-GUSTAT MIDDLE	0	0		0	0
THE KINDERGARTEN LEARNING CENTER	0	0		0	0
MEMORIAL ELEMENTARY SCHOOL	0	0		0	0
LAKE PLACID ELEMENTARY	0	0	Mobile Modular Management	0	0
	17	**322**		**13**	**274**

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

None

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

Long Range Planning

Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Ten-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2021 - 2022 FISH Capacity	Actual 2021 - 2022 COFTE	Actual 2021 - 2022 Utilization	Actual 2022 - 2023 / 2031 - 2032 new Student Capacity to be added/removed	Projected 2031 - 2032 COFTE	Projected 2031 - 2032 Utilization
Elementary - District Totals	7,487	7,487	5,480.66	73.21 %	0	5,481	73.21 %
Middle - District Totals	4,018	3,614	2,818.41	77.97 %	0	2,818	77.97 %

High - District Totals	4,524	4,118	3,096.61	75.21 %	0	3,097	75.21 %
Other - ESE, etc	240	66	40.98	62.12 %	0	41	62.12 %
	16,269	**15,285**	**11,436.66**	**74.82 %**	**0**	**11,437**	**74.82 %**

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Ten-Year Infrastructure Planning

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 06 thru 10 out years (Section 28).

Nothing reported for this section.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 06 thru 10 out years (Section 29).

Nothing reported for this section.

Twenty-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Twenty-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Twenty-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2021 - 2022 FISH Capacity	Actual 2021 - 2022 COFTE	Actual 2021 - 2022 Utilization	Actual 2022 - 2023 / 2041 - 2042 new Student Capacity to be added/removed	Projected 2041 - 2042 COFTE	Projected 2041 - 2042 Utilization
Elementary - District Totals	7,487	7,487	5,480.66	73.21 %	0	5,481	73.21 %
Middle - District Totals	4,018	3,614	2,818.41	77.97 %	0	2,818	77.97 %
High - District Totals	4,524	4,118	3,096.61	75.21 %	0	3,097	75.21 %
Other - ESE, etc	240	66	40.98	62.12 %	0	41	62.12 %
	16,269	**15,285**	**11,436.66**	**74.82 %**	**0**	**11,437**	**74.82 %**

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Twenty-Year Infrastructure Planning

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 11 thru 20 out years (Section 28).

Nothing reported for this section.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 thru 20 out years (Section 29).

Nothing reported for this section.

ORDINANCE NO. 22-23-14

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE FIVE-YEAR CAPITAL IMPROVEMENTS SCHEDULE, A COMPONENT OF THE CAPITAL IMPROVEMENTS ELEMENT OF THE HIGHLANDS COUNTY 2030 COMPREHENSIVE PLAN; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR REPEAL OF PRIOR ORDINANCE; PROVIDING FOR APPROVAL OF FIVE-YEAR CAPITAL IMPROVEMENT SCHEDULE; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 163.3177(3)(b), requires that the County conduct an annual review of the Capital Improvements Element of the Highlands County 2030 Comprehensive Plan; and

WHEREAS, the County has conducted the annual review of the Capital Improvements Element of its 2030 Comprehensive Plan and has fully considered the need for and location of public facilities in order to encourage the efficient use of such facilities; and

WHEREAS, the Highlands County Planning and Zoning Commission, acting as the Local Planning Agency, held a duly noticed public hearing on December 13, 2022, to review the Capital Improvements Element and proposed modifications to the Five-year Capital Improvement Schedule, and recommended that the County approve the Five-year Capital Improvement Schedule as amended; and

WHEREAS, the County held a duly noticed public hearing on January 19, 2023, related to the proposed revisions to the County's Five-year Capital Improvements Schedule; and

WHEREAS, the County has determined that based on the needs of Highlands County, it is necessary for certain revisions to be made to the County's Five-year Capital Improvements Schedule.

NOW THEREFORE, BE IT ORDAINED BY HIGHLANDS COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT. Highlands County has complied with all requirements and procedures of Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. REPEAL OF PRIOR ORDINANCE. Ordinance 21-22-06 which adopted the County's updated Five-year Capital Improvement Schedule, a component of the Capital Improvements Element of the Highlands County 2030 Comprehensive Plan, is hereby repealed in its entirety.

SECTION 3. APPROVAL OF FIVE-YEAR CAPITAL IMPROVEMENT SCHEDULE. The updated Highlands County Five-year Capital Improvement Schedule, attached hereto as **Exhibit "A"** is hereby adopted as a component of the Capital Improvements Element of the Highlands County 2030 Comprehensive Plan.

SECTION 4. IMPLEMENTING ADMINISTRATIVE ACTIONS. The County Administrator is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 5. SAVINGS CLAUSE. All prior actions of Highlands County pertaining to the updated Five-year Capital Improvement Schedule, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

SECTION 6. NON-CODIFICATION AND SCRIVENER'S ERRORS. The provisions of this Ordinance shall not be codified in Highlands County Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 7. CONFLICTS. All Ordinances or parts of Ordinances in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 8. SEVERABILITY. If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

SECTION 9. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and adoption.

Signatures on Following Page

DONE AND ADOPTED this 19th day of January, 2023.

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

(SEAL)

By: _____
Chris Campbell, Chairperson

ATTEST:

By: _____
Jerome Kaszubowski, Clerk

EXHIBIT “A”

Project Name	Description	LOS Purpose	Funding Source	Location	Ranking	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-YR TOTAL
LOS: PARKS AND RECREATION											
RPAC Improvements	Funding is needed to provide recreational improvements and recreational facilities for County residents.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 306,000	$ 312,120	$ 318,362	$ 324,730	$ 331,224	$ 1,592,436
RPAC Cost Sharing	Funding is needed to continue to provide needed recreational facilities for County residents. Funding will be used for cost sharing projects approved by the RPAC committee.	IMPROVEMENTS	Infrastructure Surtax	County-wide	Medium	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
Parks and Facilities Equipment	Replacement of Parks and Recreation equipment necessary for the continued maintenance of the parks inventory.	MAINTENANCE	Infrastructure Surtax	County-wide	High	$ 100,000	$ 110,000	$ -	$ -	$ -	$ 210,000
Panther Trailhead Park	Improve lands to create Panther Trailhead Park adjacent to Panther Parkway	QUALITY OF LIFE	State Grants (FRDAP)	Avon Park	Medium	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
Windy Point Park	Improve recreation lands to create amenities on Lake Istokpoga adjacent to the pavilion at 161 Windy Point Road.	QUALITY OF LIFE	State Grants (FRDAP)	Lake Placid	Medium	$ -	$ 210,000	$ -	$ -	$ -	$ 210,000
Adelaide Park	Improve recreation lands to create amenities on Lake Adelaide adjacent to the boat ramp at 2124 NW Shore Dr.	QUALITY OF LIFE	State Grants (FRDAP)	Avon Park	Medium	$ -	$ -	$ 210,000	$ -	$ -	$ 210,000
Sports Complex Metal Storage Building	Storage building is needed at the Sports Complex to provide storage options to renters. Some tournaments are multiday events and most travel from other counties. Having storage onsite will make the Sports Complex more attractive to potential renters.	IMPROVEMENTS	Infrastructure Surtax	Sebring	Low	$ 149,000	$ -	$ -	$ -	$ -	$ 149,000
Total						$ 805,000	$ 682,120	$ 578,362	$ 374,730	$ 381,224	$ 2,821,436
LOS: POTABLE WATER											
LOS: POTABLE WATER											
Total											
LOS: TRANSPORTATION/PUBLIC WORKS											
Engineering Traffic Ops Equipment	Replace aging equipment.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 150,000	$ 153,000	$ 156,060	$ 159,181	$ 162,365	$ 780,606
Road and Bridge Equipment	Replace aging equipment.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 1,200,000	$ 1,224,000	$ 1,248,480	$ 1,273,450	$ 1,298,919	$ 6,244,849
Road Resurfacing	Resurfacing projects for 'poor' roads within the County reduce the need to reconstruct and substantially reduce maintenance cost.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 1,900,000	$ 2,754,000	$ 2,809,080	$ 2,865,262	$ 2,922,567	$ 13,250,909
Road Reconstruction	Reconstruction projects for repair of roads in the County return the roadways to satisfactory condition reducing maintenance cost.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 150,000	$ 714,000	$ 728,280	$ 742,846	$ 757,703	$ 3,092,829
Sebring Parkway Maintenance	Fund 110 (Transportation Trust) accounts for funds provided from the City of Sebring and County per IA, Fund 151 (Infrastructure Surtax) was created to maintain the Sebring Parkway.	CONSTRUCTION/ MAINTENANCE	Infrastructure Surtax; Other (Fund 110)-City of Sebring Maintenance %	Sebring Area	High	$ 234,526	$ 239,216	$ 244,000	$ 248,880	$ 253,858	$ 1,220,480
ADA Transition Plan (Exterior)	Annual funding to address specific improvements to facilities in order to meet the accessibility requirements of the Americans with Disabilities Act.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 34,500	$ 35,190	$ 35,894	$ 36,612	$ 37,345	$ 179,541

Project Name	Description	LOS Purpose	Funding Source	Location	Ranking	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-YR TOTAL
TOSIP (Signals/Signs)	Refresh roadway pavement markings on a rotational basis to meet retroreflectivity requirements.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 84,500	$ 86,190	$ 87,914	$ 89,672	$ 91,466	$ 439,742
Right of Way Land Acquisition	Right-of-way acquistion funding for the purpose of obtaining additional right-of-way width along County Maintained roadway for the purpose of installing proper drainage to alleviating flooding concerns and shoulder stabilization.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 600,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 1,000,000
Daffodil Extension Project	Construct an extension of 5,550' of Daffodil Street from Lake Crews Ave south and connect to Catfish Creek Road for emergency services and residents.	IMPROVEMENTS	State Grants	Lake Placid	Medium	$ -	$ -	$ -	$ -	$ 300,000	$ 300,000
ADA Hammock Road Multi-Use Path	A retrofit is needed for the entire Hammock Road Mult-Use Path to bring it into ADA compliance standards that have changed from over two (2) decades ago when it was originally built.	IMPROVEMENTS	Infrastructure Surtax	Sebring Area	High	$ 250,000	$ 250,000	$ -	$ -	$ -	$ 500,000
Road & Bridge Main Building Expansion	Funding for the purpose of an additional 4,000 sq ft of office space for Road & Bridge personnel, as well as minor remodeling of a small portion of the current building. The current office building has reached max capacity.	IMPROVEMENTS	Infrastructure Surtax	Sebring Area	Medium	$ 385,000	$ 1,088,500	$ 1,075,000	$ -	$ -	$ 2,548,500
Total						$ 4,988,526	$ 6,644,096	$ 6,484,708	$ 5,515,903	$ 5,924,223	$ 29,557,456
LOS: SCHOOLS											
See School District Work Program											
Total											
LOS: SOLID WASTE											
Landfill JD 750L LGP Type Dozer	Purchase one (1) John Deere 750L LGP type D6 size landfill crawler dozer for landfill operations to ensure compliance and operation of the landfill in accordance with FL Dept of Environmental Protection Permit conditions.	IMPROVEMENTS	Other	Landfill	High	$ 87,000	$ -	$ -	$ -	$ -	$ 87,000
Construction of Landfill Cell No. 5	Construction of the next 18 acres cell expansion into Cell No. 5 of the Class I Landfillll, should provide enough landfill volume to meet the needs for the next 10-15 years.	IMPROVEMENTS	Other	Landfill	High	$ 6,000,000	$ -	$ -	$ -	$ -	$ 6,000,000
Purchase of Ford Explorer 4x4 for Solid Waste	Purchase one (1) new 2023 Ford Explorer 4x4 SUV to replace aging equipment.	IMPROVEMENTS	Other	Landfill	Medium	$ 34,000	$ -	$ -	$ -	$ -	$ 34,000
Total						$ 6,121,000	$ -	$ -	$ -	$ -	$ 6,121,000
LOS: STORMWATER/DRAINAGE											
Drainage Improvements Project	Drainage improvements as needed	IMPROVEMENTS	Infrastructure Surtax	County-wide	Medium	$ 300,000	$ 400,000	$ 500,000	$ 600,000	$ 600,000	$ 2,400,000
Total						$ 300,000	$ 400,000	$ 500,000	$ 600,000	$ 600,000	$ 2,400,000
LOS: WASTEWATER											
LOS: WASTEWATER											
Total											
TOTAL LOS EXPENSES						**$ 12,214,526**	**$ 7,726,216**	**$ 7,563,070**	**$ 6,490,633**	**$ 6,905,447**	**$ 40,899,892**

Project Name	Description	LOS Purpose	Funding Source	Location	Ranking	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-YR TOTAL
INFRASTRUCTURE SURTAX/LOCAL OPTION SALES TAX											
RPAC Improvements	Funding is needed to provide recreational improvements and recreational facilities for County residents.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 306,000	$ 312,120	$ 318,362	$ 324,730	$ 331,224	$ 1,592,436
RPAC Cost Sharing	Funding is needed to continue to provide needed recreational facilities for County residents. Funding will be used for cost sharing projects approved by the RPAC committee.	IMPROVEMENTS	Infrastructure Surtax	County-wide	Medium	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
Parks and Facilities Equipment	Replacement of Parks and Recreation equipment necessary for the continued maintenance of the parks inventory.	MAINTENANCE	Infrastructure Surtax	County-wide	High	$ 100,000	$ 110,000	$ -	$ -	$ -	$ 210,000
Sports Complex Metal Storage Building	Storage building is needed at the Sports Complex to provide storage options to renters. Some tournaments are multiday events and most travel from other counties. Having storage onsite will make the Sports Complex more attractive to potential renters.	IMPROVEMENTS	Infrastructure Surtax	Sebring	Low	$ 149,000	$ -	$ -	$ -	$ -	$ 149,000
Engineering Traffic Ops Equipment	Replace aging equipment.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 150,000	$ 153,000	$ 156,060	$ 159,181	$ 162,365	$ 780,606
Road and Bridge Equipment	Replace aging equipment.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 1,200,000	$ 1,224,000	$ 1,248,480	$ 1,273,450	$ 1,298,919	$ 6,244,849
Road Resurfacing	Resurfacing projects for 'poor' roads within the County reduce the need to reconstruct and substantially reduce maintenance cost.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 1,900,000	$ 2,754,000	$ 2,809,080	$ 2,865,262	$ 2,922,567	$ 13,250,909
Road Reconstruction	Reconstruction projects for repair of roads in the County return the roadways to satisfactory condition reducing maintenance cost.	CRITICAL REPAIRS	Infrastructure Surtax	County-wide	High	$ 150,000	$ 714,000	$ 728,280	$ 742,846	$ 757,703	$ 3,092,829
Sebring Parkway Maintenance	Fund 110 (Transportation Trust) accounts for funds provided from the City of Sebring and County per IA, Fund 151 (Infrastructure Surtax) was created to maintain the Sebring Parkway.	CONSTRUCTION/ MAINTENANCE	Infrastructure Surtax	Sebring Area	High	$ 81,474	$ 81,474	$ 81,474	$ 81,474	$ 81,474	$ 407,370
ADA Transition Plan (Exterior)	Annual funding to address specific improvements to facilities in order to meet the accessibility requirements of the Americans with Disabilities Act.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 34,500	$ 35,190	$ 35,894	$ 36,612	$ 37,345	$ 179,541
TOSIP (Signals/Signs)	Refresh roadway pavement markings on a rotational basis to meet retroreflectivity requirements.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 84,500	$ 86,190	$ 87,914	$ 89,672	$ 91,466	$ 439,742
Right of Way Land Acquisition	Right-of-way acquistion funding for the purpose of obtaining additional right-of-way width along County Maintained roadway for the purpose of installing proper drainage to alleviating flooding concerns and shoulder stabilization.	IMPROVEMENTS	Infrastructure Surtax	County-wide	High	$ 600,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 1,000,000
ADA Hammock Road Multi-Use Path	A retrofit is needed for the entire Hammock Road Mult-Use Path to bring it into ADA compliance standards that have changed from over two (2) decades ago when it was originally built.	IMPROVEMENTS	Infrastructure Surtax	Sebring Area	High	$ 250,000	$ 250,000	$ -	$ -	$ -	$ 500,000
Road & Bridge Main Building Expansion	Funding for the purpose of an additional 4,000 sq ft of office space for Road & Bridge personnel, as well as minor remodeling of a small portion of the current building. The current office building has reached max capacity.	IMPROVEMENTS	Infrastructure Surtax	Sebring Area	Medium	$ 385,000	$ 1,088,500	$ 1,075,000	$ -	$ -	$ 2,548,500

Project Name	Description	LOS Purpose	Funding Source	Location	Ranking	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-YR TOTAL
Drainage Improvements Project	Drainage improvements as needed	IMPROVEMENTS	Infrastructure Surtax	County-wide	Medium	$ 300,000	$ 400,000	$ 500,000	$ 600,000	$ 600,000	$ 2,400,000
Total						$ 5,740,474	$ 7,358,474	$ 7,190,544	$ 6,323,227	$ 6,433,063	$ 33,045,782
OTHER COUNTY FUNDING											
Landfill JD 750L LGP Type Dozer	Purchase one (1) John Deere 750L LGP type D6 size landfill crawler dozer for landfill operations to ensure compliance and operation of the landfill in accordance with FL Dept of Environmental Protection Permit conditions.	IMPROVEMENTS	Other	Landfill	High	$ 87,000	$ -	$ -	$ -	$ -	$ 87,000
Construction of Landfill Cell No. 5	Construction of the next 18 acres cell expansion into Cell No. 5 of the Class I Landfilll, should provide enough landfill volume to meet the needs for the next 10-15 years.	IMPROVEMENTS	Other	Landfill	High	$ 6,000,000	$ -	$ -	$ -	$ -	$ 6,000,000
Purchase of Ford Explorer 4x4 for Solid Waste	Purchase one (1) new 2023 Ford Explorer 4x4 SUV to replace aging equipment.	IMPROVEMENTS	Other	Landfill	Medium	$ 34,000	$ -	$ -	$ -	$ -	$ 34,000
Sebring Parkway Maintenance	Fund 110 (Transportation Trust) accounts for funds provided from the City of Sebring and County per IA, Fund 151 (Infrastructure Surtax) was created to maintain the Sebring Parkway.	CONSTRUCTION/ MAINTENANCE	Infrastructure Surtax; Other (Fund 110)-City of Sebring Maintenance %	Sebring Area	High	$ 76,526	$ 78,871	$ 81,263	$ 83,703	$ 86,192	$ 406,555
Total						$ 6,197,526	$ 78,871	$ 81,263	$ 83,703	$ 86,192	$ 6,527,555
OTHER OUTSIDE FUNDING											
Sebring Parkway Maintenance	Fund 110 (Transportation Trust) accounts for funds provided from the City of Sebring and County per IA, Fund 151 (Infrastructure Surtax) was created to maintain the Sebring Parkway.	CONSTRUCTION/ MAINTENANCE	Infrastructure Surtax; Other (Fund 110)-City of Sebring Maintenance %	Sebring Area	High	$ 76,526	$ 78,871	$ 81,263	$ 83,703	$ 86,192	$ 406,555
Total						$ 76,526	$ 78,871	$ 81,263	$ 83,703	$ 86,192	$ 406,555
GRANTS (STATE GRANTS)											
Panther Trailhead Park	Improve lands to create Panther Trailhead Park adjacent to Panther Parkway	QUALITY OF LIFE	State Grants (FRDAP)	Avon Park	Medium	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
Windy Point Park	Improve recreation lands to create amenities on Lake Istokpoga adjacent to the pavilion at 161 Windy Point Road.	QUALITY OF LIFE	State Grants (FRDAP)	Lake Placid	Medium	$ -	$ 210,000	$ -	$ -	$ -	$ 210,000
Adelaide Park	Improve recreation lands to create amenities on Lake Adelaide adjacent to the boat ramp at 2124 NW Shore Dr.	QUALITY OF LIFE	State Grants (FRDAP)	Avon Park	Medium	$ -	$ -	$ 210,000	$ -	$ -	$ 210,000
Daffodil Extension Project	Construct an extension of 5,550' of Daffodil Street from Lake Crews Ave south and connect to Catfish Creek Road for emergency services and residents.	IMPROVEMENTS	State Grants	Lake Placid	Medium	$ -	$ -	$ -	$ -	$ 300,000	$ 300,000
Total						$ 200,000	$ 210,000	$ 210,000	$ -	$ 300,000	$ 920,000
TOTAL FUNDING SOURCES						**$ 12,214,526**	**$ 7,726,216**	**$ 7,563,070**	**$ 6,490,633**	**$ 6,905,447**	**$ 40,899,892**

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER: **Laurie Hurner, County Administrator**

SUBJECT/TITLE: **Commissioner's Priorities and the Project Status Report.**

STATEMENT OF ISSUE

Attached are the copies of the Commissioner's Priorities and Project Status Report as of January 4, 2023.

RECOMMENDED ACTION

This information is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Commissioner's Priorities (FINAL) 1-19-23.pdf
Project Updates (FINAL) 1-19-23.pdf

TOP (THREE HOLE PUNCH)

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 1	Leah Sauls	Sell Highlands Regional & use funds for endowment for non-profits	The requested changes to FS155.40 did not make it through the legislature process. Rep. Tuck said she will take it through the next cycle as a single county item vs. a statewide change.	Met with the new CEO of Highlands Regional, and brought him up to speed. Follow the progress of the bill through the State Session. Intend to find a specialized appraiser to just represent HCBOCC. Map a plan for funds after the sale of the facility.	TBD
Priority 2	Leah Sauls	Develop a plan of action for utility extensions	Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team. Testing and hydraulic modeling completed for all locations, except City of Sebring, which has started and should finish by 2022. City staff is short handed so having trouble completing their portions.	All testing and hydraulic modeling for Lake Placid, Spring Lake, and Sun N' Lake have been completed. Sebring hydraulic modeling is the last part to be completed by 2022. The entire project is 90% complete with some issues remaining gathering the necessary hardware data from the city to generate an quality hydraulic model. Hope they have the time to complete the ask.	Fall 2022
Priority 3	Tanya Cannady	Build reserves to 3.5 Months and plan for a millage reduction	The General Fund unassigned fund balance at September 30, 2021 is 4.26 months	OMB will be presenting a plan for millage reduction in the upcoming budget process	Complete
Priority 4	Leah Sauls	Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities	1st draft submitted to County Administrator for review and comment.	Review with County Administrator.	TBD
Priority 5	Clinton Howerton	Recycling Program	Program modified to shift to residential collection centers to be staffed when open to reduce contamination. Sites approved for Lake Placid, Sebring, and Avon Park.	Lake Placid, Sebring and Avon Park sites are all open full schedule to the public.	Complete
Priority 6	Clinton Howerton	Septage Processing	Staff working with potential treatment providers in the area to identify improvements needed to have additional disposal options. AP seeking treatment plant upgrades to improve reliability and increase treatment volume.	Updates will be provided to Board as they become available.	Ongoing
Priority 7	TBD	Annexation/ Interlocal with Municipalities	To approve an agreement with municipalities to combine maintenance of pedestrian pathways and thoroughfares with annexations so there is a clear responsibility for future repairs and improvements. To bring roadways that are annexed by state on both sides of the street to Board to remove from Countywide Maintenance list	TBD	Ongoing
Priority 8	Clinton Howerton/ Jonathan Harrison	Countywide Drainage Issues	Engineering and Road and Bridge Department working together to identify needs and goals.	Generate a list of areas with concerns and estimated costs. SRF Loan Application approved. RFP for consultant to perform study in process.	Ongoing

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
1	Engineering - Road & Bridge	Lacey Hills Improvement Projects	No change	Included in Carter Creek Watershed Study area. Awaiting results from study.	Pending funding
2	Engineering - Road & Bridge	Evaluation of Sebring Falls drainage issues	No change	Included in Sebring Watershed Study. Awaiting results from study.	Pending funding
3	Engineering - Road & Bridge	Memorial Drive Culvert Replacement and Extension PROJECT	FINISHED	Project Completed	Completed
4	Engineering	Sebring Parkway Phase IIA	Construction Complete	Final Closeout	Ongoing
5	Engineering	Sebring Parkway Phase IIB	Construction Complete	Final Closeout	Ongoing
6	Engineering	Heron St. Roadway Improvements - Project #18007	Construction Complete	Final Closeout	Ongoing
7	Engineering	W. Stryker Rd. Roadway Improvements - Project #18008	Construction began 08/25/2022 - On Schedule	Phase 2 construction began on 12-14-2022	Ongoing
8	Engineering	CR 623 Improvements - Project #18009 (Kenilworth Blvd)	Initial phase of construction is complete and final walk-through is done.	Board approval of Change Order to treat the edge of pavement.	01/06/23
9	Engineering	19016 Sun N Lake Sidewalk -LAP project	Legal is reviewing BID documents	Advertise sometime in December	Ongoing
10	Engineering	Arbuckle Creek Road Turn Lane - Project #16002	Construction began 4/11/22 - On Schedule	All Work completed except thermo plastic striping and electrician installation for light poles. Due to manufactures delays in delivery of light poles an additional Change Order will be needed extending the project Substantial Completion Date of 10/17/22 and Final Completion Date of 11/16/22 to a further date.	Ongoing
11	Engineering	17034 Memorial Drive MUP -LAP project	Staff is reviewing plans to determine if easements are necessary. Possible redesign.	Determination of next steps through a series of meetings with staff, consultant and other stakeholders.	Ongoing
12	Solid Waste	New Cell Expansion - Project No. 21078	Design NTP issued 9/14/22	The consultant is working on preliminary assessment of design and review of existing drawings. Geological testing of the cell site is being planned and will be conducted in the next 2-3 weeks.	Ongoing
13	Solid Waste	Arbuckle Landfill Borrow Pit - Project No. 20045	Responses to Requests for additional information submitted to SFWMD and FDEP.	Additional RAI comments will be submitted to SFWMD by 10/28/22 for water use permit.	Ongoing
14	Community Programs	Homeless Roundtable Update	Samaritan's Touch Care Center has identified a building for the resource center and overnight shelter. Funding will need to be raised to lease the building and perform the remodel.	Homeless Taskforce Meeting	Ongoing

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
15	Economic Development	Econ. Dev. Strategic Plan Progress Update	Implementing Strategic Plan Initiatives	Working with multiple industrial prospects doing due diligence on property acquisition and project viability. Also working with marketing firm to implement marketing/communications plan. As part of the ARPA funding allocation $4.5M will be put toward broadband infrastructure. An RFP will be out soon and open for 2-months. In the meantime we have started on a marketing campaign to push the mapping and speed test from DEO's Office of Broadband. This will be critical in defining the eligible areas where we are allowed to spend the APRA funds and being able to apply for future funding.	Ongoing
16	Economic Development	Broadband/ Highspeed Internet	RFP has been posted and will be open for 60 days. Spring Lake returned the ARPA Funds as other funding became available.	To monitor Office of Broadband and State initiatives. Once the RFP closes a firm will be selected and design on the new phases can begin. Our coverage area has thankfully shrunk to those not in the Glades Electric Co-op territory.	Ongoing
17	Public Safety Director	Progress on development of Fire/EMS Department	Highlands County Fire Rescue continues to evolve , 3 new rescue units (chassis have been delivered to the vendor in Ocala). 1 rescue remount is still waiting on a chassis. Construction and planning continues on Fire Stations 20/36. We are still moving along with several construction projects at existing stations	Continuing project management and follow up.	Ongoing
18	Capital Project Manager	Hurricane shelter upgrades including a Pet-Friendly shelter	Animal Control Remodel scope changed to include animal only shelter	Animal shelter layout is complete. Still pending septic design. Haywood Taylor Blvd property was purchased (July 2021) for future campus complex to include human/animal shelter.	TBD
19	Casey Hartt	Planning for family-oriented tourism assets utilizing 3rd penny tourism tax	Staff held a community round table on the topic of what kind of facility is needed in the County. Groups from around the County are encouraged to submit their suggestions via email, if they were not in attendance.	Staff is looking to meet with leadership to establish goals and objectives in a post-Covid environment.	Ongoing

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: Jan 5, 2022

PRESENTER: **Sherry G. Sutphen, County Attorney**

SUBJECT/TITLE: **County Attorney Status Report.**

STATEMENT OF ISSUE

Attached is a copy of the pending items on the County Attorney File Log as of January 9, 2023.

RECOMMENDED ACTION

None. This is being provided for informational purposes.

Attachments: Legal_Long_Range_Log.docx

Legal Department
Long-range Log

Priority	Matter	Notes
N/A	Employee Manual revisions	
N/A	Purchasing Policy revisions	
N/A	Revisions to Planning & Zoning Commission membership	
N/A	Lake Placid Fire Station	
N/A	Fire Union matters	
1	Hospital Legislation and sale issues	
N/A	Numbers of dogs/cats in residential areas	
2, 7	Annexation issues with all cities (enclaves and roads)	
3, 8	Future Growth Funding Advisory Committee and objectives of same	
N/A	Revisions to organization of Advisory Boards and Committees	
2, 7	Joint Planning Agreements with cities	
N/A	Lincoln Heights Park	
N/A	Sheriffs Tower Capacity Issue	
N/A	Board and Committee Updates	

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: January 19, 2023

PRESENTER:

SUBJECT/TITLE: Board payables from January 5, 2023, to January 18, 2023

Attachments: