



**CITY COMMISSION AGENDA
REGULAR MEETING
JUNE 2, 2026 AT 7:00 P.M.**

- 1. INVOCATION AND PLEDGE OF ALLEGIANCE**
- 2. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF MAY 19, 2026**
- 3. PRESENTATION** Annual Comprehensive Financial Report for the Fiscal Year Ended September 30, 2025
- 4. INFORMAL COMMUNICATIONS FROM THE FLOOR FOR ANY ITEM THAT IS NOT A PUBLIC HEARING**
- 5. PUBLIC HEARING (1st Reading)** Ordinance No. 1841-26 – Amending the Land Development Code to Revise Guidelines for Developer’s Agreements
- 6. PUBLIC HEARING (1st Reading)** Ordinance No. 1842-26 – Land Development Code Amendment to Modify the Intensity Matrix Table by Adding the Mixed Office Commercial (MOC-1) Zoning District to the East Town Center Future Land Use Category and Mixed Office Industrial (MOI-2) to the Regional Business Center Future Land Use Category
- 7. PUBLIC HEARING** Resolution 1480 – Providing for the Use of Seminole County’s Publicly Accessible Website for Legal Advertisements and Public Notices
- 8. PUBLIC HEARING (1st Reading)** Ordinance No. 1843-26 – Amending the Code of Ordinances and the Land Development Code to update the Definitions and Rules of Construction to Provide for the Use of a Publicly Accessible Website for Legal Advertisements and Public Notices
- 9. PUBLIC HEARING (1st Reading)** Ordinance No. 1844-26 – Amending the Land Development Code to establish the City’s Qualified Contractor Certification Review Process for Development or Redevelopment Applications and to Revise the Subdivision Plat Approval Process
- 10. PUBLIC HEARING** Resolution 1477 – Amending the Administrative Fee Schedule

11. FINANCE ITEM Solicitation Award to Terracon Consultants, Inc., Professional Services Industries, Inc. d/b/a Intertek PSI, NOVA Engineering and Environmental, LLC and Ardaman & Associates, Inc. for Geotechnical and Environmental Engineering Services, RFP-26-053-GR

12. INFORMAL COMMUNICATIONS FROM THE FLOOR

13. REPORTS

The above meeting will be held at 225 Newburyport Avenue, Altamonte Springs, FL 32701 and is open to the public. Persons with disabilities needing assistance in participating in any of these proceedings must contact the City Clerk Department ADA Coordinator 72 hours in advance of the meeting at (407) 571-8122 (Voice) or 711 (TTY) or email cityclerk@altamonte.org.

Persons are advised if they wish to appeal any decision made at the hearing/meetings, they will need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. The City of Altamonte Springs does not provide this verbatim record.



Meeting Date: June 2, 2026
Submitted by: Tara J Culver, Chief Financial Officer
Approved: Franklin W. Martz, II, City Manager

Commission Action: _____

City Manager: _____
Franklin W. Martz, II

SUBJECT: Presentation of the Annual Comprehensive Financial Report for the Fiscal Year Ended September 30, 2025

SUMMARY EXPLANATION & BACKGROUND:

The Annual Comprehensive Financial Report for the year ended September 30, 2025, was completed and received an unmodified opinion, **which is the highest level of opinion a City can receive**. This result reflects the City's longstanding commitment to fiscal discipline and transparent stewardship of the public's money and continues a record that has made Altamonte Springs one of the most financially sound municipalities in the State of Florida. The City has submitted the 2025 Annual Comprehensive Financial Report to the Special Review Committee of the Government Finance Officers Association of the United States and Canada for evaluation in the Certificate of Achievement for Excellence in Financial Reporting Program. The City has received this Certificate of Achievement for the last 40 consecutive years. The City ended the year with assets and deferred outflows of approximately \$452 million, and liabilities and deferred inflows of \$45 million, yielding a net position of \$407 million. This is an increase of \$24 million from the prior year, which includes Enterprise Funds and the value of the City's facilities and infrastructure, which are included in the calculation of assets and net position. Relating to the Enterprise Funds, the Water and Sewer Fund ended the year with a net position of \$148 million, up \$5 million from the prior year, with reserves of 62% of next year's operating expenses. The Refuse Disposal Fund ended the year with a net position of approximately \$2.4 million, up \$70,000 from the prior year, with reserves of 27% of next year's operating expenses. The General Fund ended the year with a fund balance of \$19 million with reserves sufficient to cover 34% of next year's total General Fund expenses, including capital projects.

FISCAL INFORMATION: Sufficient funds were allocated for the auditor fee in the FY 2025-26 budget.

RECOMMENDED ACTION: Accept the Annual Comprehensive Financial Report for the fiscal year ended September 30, 2025, as presented.



Meeting Date: June 2, 2025

Submitted by: Dean Fathelbab, Growth Management Director

Approved: Franklin W. Martz, II, City Manager

Commission Action: _____

City Manager: _____
Franklin W. Martz, II

SUBJECT: Ordinance No. 1841-26 (1st Reading) – Amending the Land Development Code to Revise Guidelines for Developer’s Agreements

SUMMARY EXPLANATION & BACKGROUND:

The proposed ordinance amends the Land Development Code to clarify and define when a developer’s agreement is and is not required. By setting forth the types of development activities, project impacts and infrastructure obligations that do and do not require a developer’s agreement, the ordinance promotes transparency, predictability and procedural efficiency within the development review process. Clarifying when a developer’s agreement is required ensures that commitments from the owner/developer related to infrastructure, public improvements, transportation and related commitments, mitigation measures, long-term maintenance and future readiness are properly documented in a recordable format to enforce protection of public community interest, as well as setting expectations for project review timelines. The Planning Board recommended approval of the proposed Ordinance at its May 20, 2026 meeting.

FISCAL INFORMATION: Not applicable.

RECOMMENDED ACTION: Approve Ordinance No. 1841-26 on first reading and set second reading for June 16, 2026.

Initiated by: Jacob Lujan, Chief Planner



Meeting Date: June 2, 2026

Submitted by: Dean Fathelbab, Growth Management Director

Approved: Franklin W. Martz, II, City Manager

Commission Action: _____

City Manager: _____
Franklin W. Martz, II

SUBJECT: Ordinance No. 1842-26 (1st Reading) – Land Development Code Amendment to Modify the Intensity Matrix Table by Adding the Mixed Office Commercial (MOC-1) Zoning District to the East Town Center Future Land Use Category and Mixed Office Industrial (MOI-2) to the Regional Business Center Future Land Use Category

SUMMARY EXPLANATION & BACKGROUND:

The proposed ordinance amends the Land Development Code to align with the Comprehensive Plan Future Land Use Element by updating the Development Intensity Standards Table 30-1. It specifically adds the Mixed Office Commercial (MOC-1) district to the East Town Center and the Mixed Office Industrial (MOI-2) district to the Regional Business Center to correct an existing omission. These updates aim to implement the goals of the Comprehensive Plan Future Land Use Element by maintaining the City’s visions for flexibility in designated Activity Centers, supporting transit-oriented development, economic investment and improved access to employment opportunities. The East Town Center, located near the SunRail station, is designed to concentrate high-density, mixed-use development, with intensity decreasing gradually further from the station to ensure compatibility with surrounding neighborhoods. The Planning Board recommended approval of the proposed Ordinance at its May 20, 2026 meeting.

FISCAL INFORMATION: Not applicable.

RECOMMENDED ACTION: Approve Ordinance No. 1842-26 on first reading and set second reading for June 16, 2026.

Initiated by: Alisha Maraviglia, Division Director of Planning Services



Meeting Date: June 2, 2026
Submitted by: Angela M. Apperson, City Clerk
Approved: Franklin W. Martz, II, City Manager

Commission Action: _____

City Manager: _____
Franklin W. Martz, II

SUBJECT: Resolution 1480 – Providing for the Use of Seminole County’s Publicly Accessible Website for Legal Advertisements and Public Notices

SUMMARY EXPLANATION & BACKGROUND:
Section 50.0311, Florida Statutes, authorizes municipalities to publish legally required advertisements and public notices on a publicly accessible website, instead of publication in a newspaper of general circulation.
This Resolution:

- authorizes the use of a publicly accessible website for the publication of legally required advertisements and public notices;
- designates Seminole County’s “Column” as the platform to be used for the publication of legal advertisements and public notices;
- requires the City Clerk to annually publish a notice informing the public that they may receive legally required advertisements and public notices by First Class mail or email upon registering with the City in writing;
- outlines that the registry will include each registrant’s name, address, e-mail address (if applicable) and preferred method of delivery; and
- sets forth that a conspicuous link to the online public notices will be located on the homepage of the City’s official website, as required by section 50.0311(7), Florida Statutes.

This shift offers faster publication, cost savings, increased accessibility and improved transparency.

FISCAL INFORMATION: This is anticipated to reduce the costs of compliance for required advertisements and public notices by one-half.

RECOMMENDED ACTION: Approve Resolution 1480.

Initiated by: Angie Apperson



Meeting Date: June 2, 2026
Submitted by: Angela M. Apperson, City Clerk
Approved: Franklin W. Martz, II, City Manager

Commission Action: _____

City Manager: _____
Franklin W. Martz, II

SUBJECT: Ordinance No. 1843-26 (1st Reading) – Amending the Code of Ordinances and the Land Development Code to Update the Definitions and Rules of Construction to Provide for the Use of a Publicly Accessible Website for Legal Advertisements and Public Notices

SUMMARY EXPLANATION & BACKGROUND:

Section 50.0311, Florida Statutes, authorizes municipalities to publish legally required advertisements and public notices on a publicly accessible website, instead of publication in a newspaper of general circulation. The City’s Code of Ordinances and Land Development Code currently set forth public notice and legal advertisement requirements. These documents only allow for publication in a newspaper of general circulation.

This ordinance will update the definitions and rules of construction in the City’s Code of Ordinances and Land Development Code to provide that a legal advertisement or public notice may also be published on Seminole County’s publicly accessible website.

This shift offers faster publication, cost savings, increased accessibility and improved transparency. The City website will contain a link to the County’s public notice platform. An annual notice in the newspaper will inform residents of the policy and offer them an opportunity to receive advertisements and public notices via mail or email.

At its May 20, 2026, meeting, the Planning Board recommended approval of the proposed ordinance.

FISCAL INFORMATION: This is anticipated to reduce the costs of compliance for required advertisements and public notices by one-half.

RECOMMENDED ACTION: Approve Ordinance No. 1843-26 on first reading and set second reading for June 16, 2026.



Meeting Date: June 2, 2026

Submitted by: Dean Fathelbab, Growth Management Director

Approved: Franklin W. Martz, II, City Manager

Commission Action: _____

City Manager: _____
Franklin W. Martz, II

SUBJECT: Ordinance No. 1844-26 (1st Reading) – Amending the Land Development Code to Establish the City’s Qualified Contractor Certification Review Process for Development or Redevelopment Applications and to Revise the Subdivision Plat Approval Process

SUMMARY EXPLANATION & BACKGROUND:

On May 6, 2026, House Bill 927 was signed into law by Governor DeSantis. This new law mandates local governments implement an optional development review and certification program through which an applicant may decide to use a qualified contractor to perform completeness and compliance reviews of site plans, development/subdivision plans and plats. This proposed Ordinance amends the City’s Land Development Code (LDC) to establish a qualified contractor review program and removes plat procedures from the LDC that are no longer compliant with this new state law. To address the requirements of House Bill 927, the City will establish and maintain a registry of qualified contractors. Developers may select a contractor from this registry to conduct a review of site plans, subdivision development plans and plats instead of review by the City as has been the case for decades. By establishing the City’s own qualified contractor certification review process before July 1, 2026, the City can also establish a process substantially similar to that which is required in House Bill 927 and incorporate that process into existing City procedures while at the same time ensuring qualified contractor reviews are conducted by professionals familiar with City development requirements, and have track records of successful project completion in the City. This approach conforms to the new law, adds protections for developers, and provides the best possible protection to our community. The Planning Board recommended approval of the proposed Ordinance at its May 20, 2026 meeting.

FISCAL INFORMATION: Not applicable.

RECOMMENDED ACTION: Approve Ordinance No. 1844-26 on first reading and set second reading for June 16, 2026.

Initiated by: Jacob Lujan, Chief Planner



Meeting Date: June 2, 2026

Submitted by: Anthony C. Apfelbeck, Director of Building and Fire Safety

Approved: Franklin W. Martz, II, City Manager

Commission Action: _____

City Manager: _____
Franklin W. Martz, II

SUBJECT: Resolution 1477 – Amending the Administrative Fee Schedule

SUMMARY EXPLANATION & BACKGROUND:

During the 2026 Legislative Session, CS/CS/HB 803 was enacted, which mandates that municipalities and counties adjust the methodology utilized to assess building permit fees under Florida Statute Section 553.79. This Resolution brings the City into compliance with the new provision of Florida Statute Section 553.79. The adjustments in this Resolution are intended to maintain the current gross fees paid for by the customer and revenue received by the City for services provided. In addition, during the 2026 Legislative Session, CS/CS/CS/HB 927 was enacted, which mandates that municipalities must provide a process for developers to bypass the local jurisdiction’s land development review process by retaining a qualified contractor licensed under Chapter 471, Florida Statutes, as a Florida Registered Professional Engineer. The Governor has signed both CS/CS/HB 803 and CS/CS/CS/HB 927 into law. Proposed Resolution 1477 allows the City to charge for staff time related to the processing of development applications submitted under this alternative development approval process. A twenty-dollar charge for temporary sound amplification permits is also implemented with this Resolution to partially recover City staff time for reviewing and issuing these permits. This Resolution also makes editorial changes to the current fee schedule for clarity. Florida Statute Section 166.201 authorizes a municipality to charge fees necessary for the conduct of municipal government. Section 2-107 of the City of Altamonte Springs Code of Ordinances authorizes the adoption of administrative fees for various municipal services, documents and other items. These administrative fees may be amended by resolution of the City Commission. Resolution 1477 amends selective fees within the current administrative fee schedule. The effective date of this Resolution is established as July 1, 2026, to correspond to the effective date of the applicable legislation.

FISCAL INFORMATION: Not applicable.

RECOMMENDED ACTION: Approve Resolution 1477.

Initiated by: Anthony C. Apfelbeck, Building and Fire Safety Director



Meeting Date: June 2, 2026

Submitted by: Tara J. Culver, Chief Financial Officer

Approved: Franklin W. Martz, II, City Manager

Commission Action: _____

City Manager: _____

Franklin W. Martz, II

SUBJECT: Solicitation Award to Terracon Consultants, Inc., Professional Services Industries, Inc. d/b/a Intertek PSI, NOVA Engineering and Environmental, LLC and Ardaman & Associates, Inc. for Geotechnical and Environmental Engineering Services, RFP-26-053-GR

SUMMARY EXPLANATION & BACKGROUND:

On March 16, 2026, a Request for Proposal (RFP) was issued for experienced and well-qualified consultants to provide professional services for geotechnical and environmental engineering services.

On April 20, 2026, the Procurement Division received and opened 7 proposals. All the proposals were deemed complete and responsive.

An evaluation committee consisting of members from the Public Works & Utilities Department and Leisure Services Department independently ranked the firms based on the criteria established in the solicitation document. Committee members recommended awarding the subject solicitation to the top four firms; Terracon Consultants, Inc., Professional Services Industries, Inc. d/b/a Intertek PSI, NOVA Engineering and Environmental, LLC and Ardaman & Associates, Inc. The City may utilize any of the awarded firms for projects on an as-needed basis.

The term of the non-exclusive contracts resulting from this solicitation will be for an initial period of two years, with the option to extend the contract for two additional two-year terms, not-to-exceed a total of six years, upon mutual agreement of the parties.

FISCAL INFORMATION: Sufficient funds are available in the budget.

RECOMMENDED ACTION: Award solicitation RFP-26-053-GR to Terracon Consultants, Inc., Professional Services Industries, Inc. d/b/a Intertek PSI, NOVA Engineering and Environmental, LLC and Ardaman & Associates, Inc. for Geotechnical and Environmental Engineering Services, and authorize the Mayor to execute the master contracts.