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**Date:** September 9, 2024  
**To:** Mayor and Town Council  
**From:** Sean O’Keefe, Town Manager  
**Re:** Discussion: **N. Citrus Ave. Reconstruction Project**

**Summary:**

April - August 2023: Working with Town staff, County Staff did discovery work and prepared the documentation for the right-of-way donation request. At the end of August, the Lake County Board of County Commissioners approved the execution of a County Deed and Resolution donating right-of-way to Howey-in-the-Hills.

October 2023: Easement documents obtained from Lake County, allowing for Town to begin surveying work.

October-December 2023: Discussions with Town Engineer, staff, and property owners for the four properties north of Citrus/Camellia were held in order to prepare surveying request.

January - April 2024: Rogers Surveying did initial work for Griffey Engineering.

May 2024: Griffey Engineering submitted initial design for Citrus Ave. to Public Works for review.

June 2024: After review of engineer’s design with Town staff, further meetings with property owners were held. Revised engineering designs were created.

July 2024: George F. Young Surveying met with Town Engineer and Staff. Town Attorney’s office researched Owner’s and Encumbrance Report Title Orders for surveyor. Follow-up meetings with property owners were held.

**Current and Next Steps**

Town Engineer Don Griffey has submitted access permit applications to the Florida Department of Transportation (FDOT) for Highway 19. Griffey has also submitted for a permit from DEP for water main abandonment and replacement. Griffey expects to receive approval for these no later than early October. (The Town does not need a SJRWMD permit for stormwater because it is an existing road.)

The surveying company of George F. Young is actively working on replatting four parcels on the north side of Citrus/Camellia intersection. In addition to the Mylars, the surveyor needs to submit sketches and descriptions for the three lots on the east side of Citrus. Fieldwork is completed, with expected delivery of work Sept. 16-20. Revisions based on property owners’ input at this point may be necessary, and could be three or four rounds of revisions with the surveyor.

Subsequently, Town legal review of the final plat is needed, and the plat will require Town Council approval after the Development Review Committee (DRC) review. Per code, “the Town Attorney shall submit a report to the Town Council outlining the recommendations of the DRC, the Town surveyor, and the Town Attorney.” (Planning & Zoning board review is not required.)

Once all Right-of-Way (ROW) is legally obtained, the proposed contractor, Pacquette, can be scheduled to begin work. (The Public Works Director has solicited bids and confirmed Pacquette as the most cost-efficient contractor, but still requires Town Council approval.)