



Interoffice Memorandum

AGENDA ITEM

DATE: June 5, 2020

TO: Mayor Jerry L. Demings  
-AND-  
Board of County Commissioners

FROM: Jon V. Weiss, P.E., Director  
Planning, Environmental, and Development Services  
Department

CONTACT PERSON: **Jennifer Moreau, AICP**  
**Manager, Zoning Division**  
**(407) 836-5856**

SUBJECT: July 7, 2020 - Consent Agenda  
Resolution of the Orange County Board of County  
Commissioners Regarding Delegation of Authority to the  
Manager of the Zoning Division to Approve and Execute Certain  
Hold Harmless and Indemnification Agreements

From time to time, the Board of County Commissioners approves a variance application to construct a structure or pool/pool deck, at a location closer to the normal high water elevation (NHWE) of a lake or waterbody than the required setback from the NHWE. The approval of these variances are typically conditioned in part on the property owner entering into a hold harmless and indemnification agreement with the County that is recorded in the Official Records of Orange County, Florida. These agreements are then placed on the Board's agenda as a consent item for approval after the Board has conditionally approved the variance application.

In order to expedite matters and avoid needless delay, the Zoning Division is seeking the Board's delegation of limited authority to the Manager of the Zoning Division to approve and execute the hold harmless and indemnification agreements so that these routine agreements can be entered into without being placed on the Board's agenda.

The form agreement, attached as Appendix "A" to the Resolution, has been reviewed by the County Attorney's Office and Risk Management. By approving this Resolution, the Board approves the form agreement for which the Manager of the Zoning Division is granted limited delegation of authority to execute hold harmless and indemnification agreements.

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Resolution of the Orange County Board of County Commissioners Regarding Delegation of Authority to the Manager of the Zoning Division to Execute Certain Hold Harmless and Indemnification Agreements

**ACTION REQUESTED: Approval and execution of Resolution of the Orange County Board of County Commissioners regarding delegation of authority to the manager of the Zoning Division to approve and execute certain Hold Harmless and Indemnification Agreements.**

Attachments

c: Byron Brooks, AICP, County Administrator  
Christopher Testerman, AICP, Deputy County Administrator  
Joel Prinsell, Deputy County Attorney  
Brandy Driggers, Assistant Zoning Manager  
Ted Kozak, BZA Chief Planner