

**MINUTES OF THE SPECIAL MEETING  
OF THE LADY LAKE TOWN COMMISSION  
LADY LAKE, FLORIDA  
September 16, 2014**

The Special Meeting of the Lady Lake Town Commission was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida with Mayor Ruth Kussard presiding. The meeting convened at 3:00 p.m.

**1. CALL TO ORDER**

- 2. ROLL CALL:** Tony Holden, Commissioner Ward 2  
Dan Vincent, Commissioner Ward 3  
Jim Richards, Commissioner Ward 5  
Ruth Kussard, Mayor/Commissioner Ward 1

**ABSENT:** Paul Hannan, Commissioner Ward 4

**STAFF MEMBERS PRESENT:** Kris Kollgaard, Town Manager/Town Clerk; Thad Carroll, Growth Management Director; Wendy Then, Town Planner; and Nancy Slaton, Deputy Town Clerk

**Also Present:** Martin Dzuro of The Villages and Jeff Head of Farner-Bailey

**3. Public Comment**

Mayor Kussard asked if there were any comments or questions. There were no comments or questions.

**4. Conceptual Presentation of Citizen's First Bank Drive-Through Facility Major Site Plan – MJSP 07/14-001 – A Development Consisting of a 330 Sq. Ft. Financial Institution Building with the Provision a Three Service Lane Drive-Through Facility - Located at 1105 Caballero Court (within The Villages Downtown Center in Spanish Springs) (Thad Carroll)**

Thad Carroll, Growth Management Director, gave the background summary from the agenda item cover sheet which is on file in the Town Clerk's office. He stated that the applicant, Martin L. Dzuro, on behalf of The Villages Operating Company, has submitted an application for the construction of a new Citizen's First Bank drive-through facility to be located at 1105 Caballero Court, within The Villages Downtown Center in Spanish Springs (identified by Alternate Key No. 3840565). The applicant proposes the construction of a 330 sq. ft. financial institution building with the provision a three-lane service drive-through facility. The site plan was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs) including parking, setbacks, landscaping, engineering, environmental protection and commercial design standards.

Mr. Carroll stated that the subject property is approximately .30 +/- acres and is located within The Villages Center Planned Commercial Master Plan, also referenced as Spanish Springs. The

property is zoned “CP” Planned Commercial which permits development and construction of the proposed facility and is in accordance with the Memorandum of Agreement adopted by The Village Center and the Tri-County Villages Development of Regional Impact (DRI). The requested use is consistent with the directives of the Comprehensive Plan and adopted Land Development Regulations.

Mr. Carroll reviewed aerial views of the subject property as well as drawings depicting the building area and the proposed site plan. Area photos of the property at present were also shown.

Mr. Carroll noted that the applicant will be preserving an existing 40” historic oak tree and several Sabal Palms on the subject parcel, but will be removing three live oak trees that are not historic. A drawing of the landscaping plan was shown. He stated the landscape architect has provided comments of the key points of the landscape plan as follows:

- Preserves and enhances character of adjacent roads-Paige Place and Caballero Court.
- Reflects consistent landscape design quality and character of the Spanish Springs area of The Villages.
- Blends with scale and theme of setting.
- Uses customary Florida-Friendly design principals.

Mr. Carroll reviewed photos showing the proposed plant materials to be used in the landscape design for trees, shrubs and groundcover.

Tree Requirements: In accordance with Chapter 10-Landscape and Tree Protection, the site is required to provide 48 tree caliper inches based on its .30-acre area (160’x .30). The landscaping tree proposal breakdown is as follows:

Existing trees to remain	48 tree caliper inches
Proposed canopy & understory trees	21 tree caliper inches
Proposed palms	<u>13</u> tree caliper inches
Total tree caliper inches	82 tree caliper inches

It was noted that the applicant is providing significantly more than the required on-site tree caliper inches.

Mr. Carroll reviewed the following four waivers to the Landscaping Regulations that have been proposed by the applicant:

- I. Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for South Landscaping Buffer Minimum landscaping requirement (Buffer Class Requirement-Table 10-1): Class "A": 10' width minimum with two canopy trees, three understory trees and a continuous hedge.

Proposal: To waive two understory trees.

Justification: Space limitation and constrains unique to the subject parcel that cannot be accommodated on site. The south elevation will exhibit the commercial driveway entrance

directing traffic to the service lane. Additionally, adjacent mature canopy trees lie alongside this elevation.

II. Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for East Landscaping Buffer Minimum landscaping requirement (Buffer Class Requirement-Table 10-1): Class "A": 10' width minimum with two canopy trees, three understory trees and a continuous hedge.

Proposal: To waive two canopy trees and one understory trees.

Justification: Space limitation and constrains unique to the subject parcel that cannot be accommodated on site. The preservation of the 40" oak tree on this elevation, combined with the proposed trees, will be sufficient to create the landscaping environment and look desired for this small site.

III. Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for West Landscaping Buffer Minimum landscaping requirement (Buffer Class Requirement-Table 10-1): Class "A": 10' width minimum with two canopy trees, three understory trees and a continuous hedge.

Proposal: To waive three understory trees.

Justification: The proposed trees will be sufficient to create the landscaping environment and look desired for this small site. Also, a reduction of overcrowding plant material is necessary due to the presence of an existing off-site canopy tree on the west elevation.

IV. Waiver to submit Irrigation Plans as required per Land Development Regulations Chapter 10, Section 10-3)k)2)

Proposal: Applicant will modify the existing irrigation system during construction since there are no as-built plans for the current system. An automatic system design will be constructed to meet The Villages specifications.

Justification: The accurate preparation of the irrigation system is not possible and will not be discernible until the time of construction, therefore the applicant requests a deferral for this submittal item at this time.

Commercial Design Standard: In accordance with the Land Development Regulations, Chapter 20, Section 20-3C).3).A)., new buildings should adopt one of the four recommended architectural styles: Frame Vernacular, Craftsman/Bungalow, Mediterranean, or Mission. The site plan and façade elevations for the Citizen's First Bank drive-through facility were included in the packet.

Mr. Carroll stated that the Citizen's First Bank drive-through facility building features the Mission Architectural Style Design, which is consistent with other development in this area. The building exhibits:

- ✓ Shaped Mission roof parapet
- ✓ Drive-through facility supported by large square piers
- ✓ Symmetrical façade

- ✓ Spanish tile roof
- ✓ Stucco finish on building exterior walls
- ✓ Mission style sconce (light fixtures) on facades
- ✓ Wide overhanging eaves
- ✓ Mission-style doors and faux windows

Mr. Carroll reported that the application was received on July 22, 2014. The Technical Review Committee members individually reviewed the application on Thursday, August 28, 2014, and provided outstanding comments regarding the Site Plan application. He stated that the applicant has also proposed two variance applications to go concurrent with the Citizen's First Bank drive-through facility site plan, and they went before the Planning and Zoning Board on September 8, 2014, where recommendations were made for denial of both variances.

Mr. Carroll disclosed that since that meeting, Resolution No. 2014-114 has been deemed not to be applicable to this site plan. He stated the adjacent streets of Caballero Court and Paige Place are local roads, and the referenced section of the code that merited the variance was for arterial and collector roadways, and since these are local streets, the separation requirement does not need to be 100 feet.

Town Manager Kris Kollgaard asked if staff has checked with the Town's land use attorney on this issue.

Mr. Carroll stated that Town Attorney Derek Schroth verified that because the code specifically states it is for collectors and arterials and this is deemed a local street, it is not applicable.

Commissioner Richards asked what the code states for residential areas as far as placement of driveways in relation to the corner.

Mr. Carroll replied that you must keep the line of sight free and clear and that is all that is needed, along with the engineer's comments to make sure that the turn radiuses are satisfied to insure a safe provision of access into the property for purposes of commercial, but residential code will have to be referenced. He stated the local street is a slower design speed and that it why the 100 ft. separation is not required, but staff recognizes that it is advisable to put a separation distance in the code for commercial on the local streets.

Mr. Carroll stated the second variance request regarding stacking is still in play.

The variance resolutions were presented as follows:

- 1) Resolution No. 2014-114 - Variance application is in accordance with the provisions of Chapter 15, Article II, Section 15-52).a).2).C). which requires that no commercial driveway shall be permitted with its nearest edge closer than 100 feet from the right-of-way edge line. The applicant is requesting to allow the driveway to be constructed 23 feet from the right-of-way edge line.
- 2) Resolution No. 2014-115 - Variance application is in accordance with the provisions of Chapter 7, Section 7-7).b). which states that the stacking area for financial institutions drive-through facilities be five spaces per each service lane provided. The applicant is requesting

the reduction of two spaces per each service lane of the drive-through stacking area.

Mr. Carroll reported that the Parks, Recreation, and Tree Advisory Committee met on Wednesday, September 10, 2014, to review the landscaping waivers for the Citizen's First Bank Site Plan application, and they voted 5-0 to approve the plan. He stated the Town Commission is tentatively scheduled to consider the Site Plan application on Monday, October 6, 2014 at 6:00 p.m.

Mr. Carroll turned the presentation over to Martin Dzuro, stating staff is also available if there are any other questions.

Martin Dzuro of The Villages Operating Company stated that the stacking variance request that the Planning and Zoning Board recommended denial of calls for a stacking space of 22 ft. per Town code. He stated the applicant could not accommodate five 22 ft. spaces on the site with three drive-through lanes, for a total of 15 vehicles. Instead, the applicant has requested a variance for three stacking spaces, and proposes that at least seventeen mixed type vehicles could use them when you consider a mix of different sized vehicles such as SUV's, standard size autos, and golf carts.

Mr. Dzuro stated other comments by the Planning and Zoning Board members were regarding the removal of the three live oak trees, and although it was not mentioned at that meeting, all three of those trees are diseased.

Commissioner Richards stated his concern was from a traffic engineering standpoint; whether there is criteria for deciding where a driveway can be in relation to a corner.

Mr. Carroll stated that the code does not address the driveway specifically, but reads residential as one foot from the property line, and seven and a half feet from the property line for collectors.

Commissioner Holden stated the site seems extremely tight.

Mayor Kussard stated she has some concerns and that she has received a number of calls and emails in opposition to this plan. Some of the reasons given are that there is already a drive-through at Avenida Central, and since they have closed the main bank building there, people have to use the one on Main Street or an inconvenient one at the Spanish Plains shopping area. She stated another concern is that the traffic in that area is very busy even though Caballero Court is a short street.

Mr. Dzuro stated they do not have the space for five 22 ft. long stacking spaces, and that is why they are requesting three. He stated the average length of vehicles is 18 to 19 ft. long, and they considered that three spaces would be enough considering golf cart use as well.

Mayor Kussard stated that she has been the fourth or fifth vehicle in a drive-through, and she is concerned there will be a back-up in traffic considering the busy traffic on the area streets and those going in and out of the drive-through.

Mr. Dzuro stated he does not believe there will be a back-up. He stated that the applicant flipped the plan after a preliminary meeting with staff because they suggested that the entrance was too

close to the intersection with the traffic signal. Mr. Dzuro also commented that he understands that the closing of the interior of the Avenida Central branch is inconvenient, but that the drive-through lanes will be closing sometime in the future as well. He stated this project is an effort to continue drive-through services to compliment the Main Street branch and is a business decision by the bank.

Mayor Kussard asked when the drive-through lanes on Avenida Central will close.

Mr. Dzuro replied that he has been told they will close, but not when.

Commissioner Richards stated that he will not be voting for this as he has traffic and safety concerns. He stated there is a four-way stop there which was put in because of problems at that intersection, and it is not as good as a traffic light. He stated he has no objections to the plan in regard to flora and fauna, just traffic and safety concerns.

Commissioner Holden agreed with Commissioner Richards, stating there seems to be other sites that could better accommodate this facility in the area, as this is very tight.

Commissioner Vincent also agreed the site is too congested with traffic for this type of facility, and seems too tight.

***It was the consensus of the Commission that they were not in favor of the variance requested for the Citizen's First Bank Drive-Through Facility Major Site Plan as presented.***

**6. ADJOURN:** There being no further discussion; the meeting was adjourned at 3:22 p.m.

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Kristen Kollgaard, Town Clerk

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Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk