

**MINUTES OF THE SPECIAL MEETING  
OF THE LADY LAKE TOWN COMMISSION  
LADY LAKE, FLORIDA  
October 21, 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 10:00 a.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 Operating Company, Jeff Head of Farner-Bailey, Michael Pape of Michael Pape & Associates, P.A., and Chris Zipperer of Senatore, Inc.

**3. Public Comment**

Mayor Kussard asked if there were any comments or questions.

- Dan Bard of 1021 Del Rio Drive in Mira Mesa, VHA Director for the Lady Lake portion of The Villages, commented that he would like at least five days notice before a public meeting, as he sends the notice out by e-mail to 20 different groups in the Lady Lake portion of The Villages; and they, in turn, share these e-mails with members of their groups. He stated that today's meeting was originally scheduled for 3 p.m. and that he did not receive the revised notice changing the meeting time to 10 a.m.

Town Manager Kris Kollgaard stated the revised agenda for this meeting time was sent out on Thursday, and that this is not the norm and usually only occurs if there will not be enough Commissioners to attend. She stated she will check with staff to be sure Mr. Bard is on the Committee Agenda mail list.

- Joe Quinn stated that Mr. Bard's comments have merit, and that perhaps standardization of the meetings needs to be considered, as all the boards and committees meet at different times. He stated the public might attend more if the meeting times were standardized.

Ms. Kollgaard replied that she understood his concerns, but that there are issues with the volunteer members of the different boards regarding meeting times that need to be considered.

**4. Conceptual Presentation of The Villages Golf Car Shop and Service Center Major Modification to Site Plan - MJM 10/14-001- A Development Consisting of a 2,102 Sq. Ft. Building Addition, a Two-Lane Golf Cart Fueling Area, Landscaping Upgrades, and Dumpster Enclosure Proposed at the Former Citizen's First Bank Site – Located at 903 Avenida Central (Thad Carroll)**

Growth Management Director Thad Carroll 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, John R. Grant, with The Villages Operating Company, on behalf of Citizen's First Bank, property owner, has submitted an application for the modification of the existing Citizen's First Bank Site located at 903 Avenida Central, within The Villages Downtown Center in Spanish Springs, identified by Alternate Key number 3451988. Mr. Carroll stated the applicant proposes a 2,102 sq. ft. addition to the existing two-story building to convert it into a golf cart shop/service facility. Additionally, the applicant seeks to incorporate a two-lane golf cart fueling area providing four fueling stations, improve landscaping, and will add a dumpster enclosure.

Mr. Carroll stated that the subject property is approximately .96 +/- 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 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. An aerial view of the property and a conceptual view of the site plan were shown.

Mr. Carroll stated the applicant will conform to the Commercial Design Standards. Attached are the site plan and façade elevations for The Villages Golf Cart Shop Facility. 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.

Mr. Carroll introduced Town Planner Wendy Then and stated she will review the landscaping waivers requested by the applicant.

Ms. Then reviewed the following information while pointing out the areas on the landscape plan shown on the overhead viewer:

Tree Requirements: In accordance with Chapter 10-Landscape and Tree Protection, the site is required to provide 152 tree caliper inches based on its .96-acre area (160'x .96). The landscaping tree proposal breakdown is as follows:

Existing trees to remain	299 tree caliper inches
Proposed canopy and understory trees	17 tree caliper inches
Proposed palms	48 tree caliper inches
Total tree caliper inches	364 tree caliper inches

The applicant is providing more than twice the required on-site tree caliper inches.

All landscaping buffers require minimum Class "A" Landscaping Buffer (Buffer Class Requirement-Table 10-1) in accordance with LDRs-Chapter 10, Section 10-3, b).B).1). Class "A": 10' width minimum with two canopy trees, three understory trees and a continuous hedge.

At the time, the applicant cannot accommodate all the required plant material within certain buffers, so the following four waivers to the Landscaping Regulations have been proposed by the applicant:

I. North Landscaping Buffer

Proposal: To waive three canopy trees.

Justification: Space limitation and constraints unique to the subject parcel that cannot be accommodated on site. The landscape design of shrub and low-level material will meet the specification requirements and aesthetic objectives of the code while maintaining a character consistent with the surrounding areas.

II. East Landscaping Buffer

Proposal: To waive two canopy trees and buffer width.

Justification: Space limitation and constraints unique to the subject parcel that cannot be accommodated on site. Existing site curb improvements are right at property line fronting Bichara Blvd., thus limiting expansion. The request of this waiver pertains strictly to maintaining a high level of landscaping consistent with the established character of the Spanish Springs area.

III. West Landscaping Buffer

Proposal: To waive two canopy trees.

Justification: There is a significant amount of existing palms along the west elevation. Also, a reduction of overcrowding plant material is necessary to preserve infrastructure. A high level of quality landscaping that achieves aesthetic character without being dependent upon regimented linear buffers is a signature aspect of the established urban design of the Spanish Springs Town Center.

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

Proposal: Applicant will modify 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.

Ms. Then turned the presentation over to Michael Pape.

Michael Pape of Michael Pape & Associates of Ocala introduced himself and stated that his firm has been the landscape architects and land planners for The Villages for the past 28 years. He stated the building on this site was originally built in 1991 and was one of the first commercial properties on this side of US Hwy 27/441. He reviewed photos of the site and the plant materials that will be used on the site, in addition to what will be preserved; noting that the applicant will be preserving three existing historic oak trees (40", 44", and 50" respectively) along the south elevation of the subject parcel, and most of the other existing trees with the exception of some crape myrtles to be replaced and an existing non-viable Laurel/Water oak to be removed. Mr. Pape reiterated that the applicant will be preserving almost twice the required tree caliper inches, and adding more, to total 364 tree caliper inches.

Ms. Then reported that The Villages Golf Cart Shop Facility building features the Mission Architectural Style Design in accordance with the existing and proposed building exterior elevations. The building exhibits:

- ✓ Shaped Mission roof parapet for the building and the fuel station canopy
- ✓ Symmetrical façade
- ✓ Stucco finish on building exterior walls for addition
- ✓ Mission style medallions on exterior walls
- ✓ Mission-style doors, window encasement, and outside gates

A photo of the existing building was shown, as well as renderings of the proposed additions on the major modification to site plan.

Ms. Then reported that the application was received on September 25, 2014 and the Technical Review Committee members will individually review the application and provide comments regarding the Site Plan application by Thursday, October 23, 2014. The Parks, Recreation, and Tree Advisory Committee is scheduled to review this application at their regular meeting on Wednesday, November 12, 2014. The Town Commission is tentatively scheduled to consider the Site Plan application on Monday, December 1, 2014 at 6:00 p.m.

Commissioner Richards asked what type of fuel will be used at the fueling stations and how it will be stored. He also asked what size truck will be used to deliver the fuel.

Marty Dzuro replied that the fuel will be gasoline, and he does not know the size of the truck, but that it should not be as large as one that delivers to a normal service station. He stated he will find out and get that information to staff.

Commissioner Vincent commented it was his understanding that the fuel would be non-ethanol gasoline. He asked if the fueling station would pay road taxes on gasoline sold.

Mr. Dzuro agreed, stating that the non-ethanol is working well in the new station at Pinellas Plaza for small engines that require it. He stated that it is his understanding that all gas stations are required to pay all required taxes. Mr. Dzuro reported that fueling stations for golf carts are being added at all of the town centers, and it is all part of The Villages' revitalization of the this area after finishing up the new center at Brownwood.

Mayor Kussard complimented the applicant for all the beautiful landscaping of this site and others in The Villages; however, she asked Mr. Dzuro why this bank site was picked for this service center.

Mr. Dzuro replied that he did not know and that it was the bank's business decision and the Operating Company's decision to take this site over and do something with it, and they must have good business reasons for it.

*It was the consensus of the Commission that they were in favor of advancement of The Villages Golf Car Shop and Service Center Major Modification to Site Plan as presented.*

**5. Conceptual Presentation of the Church of God - MJSP 07/07-021 - Construction of a 5,000 Sq. Ft. Building Originally Approved with the Main 14,500 Sq. Ft. Sanctuary Building and Three Other Future Proposed Buildings with Ancillary Uses to the Church Campus – Located at 216 Oak Hill Road (Thad Carroll)**

Growth Management Director Thad Carroll gave the background summary from the agenda item cover sheet which is on file in the Town Clerk's office. He stated that the Church of God of Lady Lake is the property owner of a 7.05 +/- acre parcel located on 216 Oak Hill Road, at the intersection of South US Hwy 27/441 and Oak Hill Road. Mr. Carroll stated that the church site received Major Site Plan approval by the Town Commission on December 6, 2007, and was erected as a result of the tornados that came through the Town. Additionally, Lady Lake Church of God entered in a Memorandum of Agreement to establish permitted uses and design standards for the property on December 18, 2007. The property has a PFD-Public Facilities District zoning designation; which allows for the use of Church/Worship, together with ancillary uses such as education/daycare school, youth and children activities facility, a food pantry, and a community building. The property owner appointed Senatore Inc. as the applicant for the site plan application and the building contractor for the project. He stated that the church received a permanent Certificate of Occupancy in 2009.

Mr. Carroll reported that at this time, the Church is ready to move forward with the construction of their second building; however, they are proposing to increase the square footage in the amount of 1,000 sq. ft., for a total of 5,000 sq. ft. The applicant is proposing to reduce the square footage of Building 2 and increase it for Building 1; which is designated to be the Youth and Children Activities Facility. Prior to submitting the minor site plan application, the applicant would like to showcase the Church of God site plan proposal and exterior building elevations, bring forth updates regarding landscaping along the retention pond, and get the Town Commission's feedback. The following items were included in the packets:

- Approved Site Plan
- New Proposed Site Plan
- Elevations and Floor Plan

The applicant is seeking to submit the Minor Modification to Site Plan application within the next few weeks to proceed with a development order for the construction of the building.

Mayor Kussard clarified that the applicant is only looking at the addition of Building 1 at this time, with the other buildings to be completed at a later date.

Mr. Carroll confirmed this, as did Mr. Zipperer. He stated everything has been in place for some time, including all permits, and the church is ready to proceed with this second building.

Commissioner Richards stated that the summary for this agenda item has an error in that the church is located near US Hwy 27/441 and Oak Hill Road, not Hwy 466. He commented that the building elevation is really blank and looks like a big box and asked if the church needs to meet Commercial Design Standards.

Mr. Carroll replied that religious facilities are exempt from adhering to Commercial Design Standards, although the church did work with the Town by adding some elements such as a stucco façade with their first building.

Commissioner Holden stated that the church received a temporary waiver due to a lack of funds after the original building of the church for some items such as a retention wall on the south side. He asked if any of these items on the original site plan have since been brought up to par.

Chris Zipperer of Senatore, Inc. stated his firm is representing the church and he replied that they are currently in the process of getting a bid for the additional retaining wall required on the south side and additional hedges have been installed with a sprinkler system on the western side of the retention pond next to US Hwy 27/441, with funds received by the church. He stated they are in the process of getting bids for additional sidewalks that were part of the conditional temporary C.O. in the five year plan to be completed.

Mr. Zipperer stated that with the landscaping, sidewalks and retaining wall completed, he believes that will satisfy the conditions of the temporary C.O. He stated they are also painting the front of the church façade around the cross and completing additional maintenance needed to keep it up, and all this is due to a large donation to this building. Mr. Zipperer stated they were trying to keep the façade of the new building to be designated for youth activities simple to be cost effective, but that they can apply a stucco arch every so often in between the rigid frames between the downspouts to enhance the elevation if the Commission so desires. He stated all the other elements of the building such as roof style, wall panels and downspouts will match the existing building in color and shape.

Mayor Kussard agreed with Commissioner Richards' concerns about the proposed building, and stated there are no windows for light and access, only a front and back door.

Mr. Zipperer stated they are aware of this and the pastor was concerned about security with the proximity to Oak Hill Road, although he will mention the Commission's concern to him about this.

Commissioner Holden asked what the expected legal occupancy rate for the building will be.

Mr. Zipperer estimated the occupancy rate to be approximately 250, and stated the number of people estimated to fit in each room is noted on the floor plans provided in the packet and that they are below the 300 occupant requirement for fire sprinkler. He further commented that the

building was positioned on the site to be in close proximity to the lift station to be cost effective for a short lateral run to connect to sewer. Mr. Zipperer also commented that they applied for a letter modification approving the redistribution of the square footage and received approval from St. John's Water Management District.

Mayor Kussard asked what the church plans for Building 2 since the 1,000 sq. ft. was taken from it for Building 1.

Mr. Zipperer replied that they do not have an intended use for Building 2 at this time, but it will be for an ancillary use that was approved.

***It was the consensus of the Commission that they were in favor of advancement of the Church of God - MJSP 07/07-021 - Major Site Plan with concerns as noted above presented.***

**6. ADJOURN:** There being no further discussion; the meeting was adjourned at 10:39 a.m.

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Kristen Kollgaard, Town Clerk

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Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk