

**MINUTES OF THE REGULAR MEETING  
OF THE TECHNICAL REVIEW COMMITTEE  
LADY LAKE, FLORIDA  
March 4, 2014**

The Technical Review Committee meeting was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida at 10:00 a.m.

**MEMBERS PRESENT:** Thad Carroll, Growth Management Director; Wendy Then, Town Planner; Thomas (Butch) Goodman, Utilities Supervisor; Mark Jones, Building Official and Lt. Vernon Wherry, Police Department for Chief McKinstry

**Members Absent:** Chief Chris McKinstry

**STAFF PRESENT:** Nancy Slaton, Deputy Town Clerk

The meeting was called to order by Thad Carroll, Growth Management Director.

**1. Roll Call**

**2. Public Comments:**

Chairperson Carroll asked if there were any comments from the audience. There were no comments.

**3. Approval of Minutes: February 18, 2014**

*Upon a motion by Mark Jones and seconded by Lt. Wherry, the Technical Review Committee approved the minutes as presented for the February 18, 2014 meeting by a vote of 5-0.*

**4. Resolution No. 2014-104 – Grand Oaks Holding, LLC – Variance for Off-Site Premises Sign – Proposed New Freestanding Sign to be Located at the Southeast Corner of County Road 25 and Marion County Road (Wendy Then)**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the applicant, Greg Beliveau with LPG Urban and Regional Planners, Inc, on behalf of Grand Oaks Holding, LLC, has submitted an application for a variance from Chapter 17, Section 17-7).a).16) which prohibits off-premises signs. She stated the applicant is requesting to allow an off-premise freestanding sign to be erected on the property owned by Grand Oaks Holding, LLC, located at the southeast corner of County Road 25 and Marion County Road (Alternate Key 1237530), within the town limits of the Town of Lady Lake, Florida. The proposed monument sign is designed to be 8' high by 15' wide with a five foot setback along County Road 25, and a 58 foot setback along Marion County Road, which meets sign code requirements.

Ms. Then stated as part of the application, a Justification Statement has to be submitted. She stated the Grand Oaks Resort is home to one of the most exquisite carriage museums in the Country, with over 175 carriages, open to the public seven days a week. The applicant has indicated within the Justification Statement that the main purpose for the sign is to notify the public of the museum and special events held at Grand Oaks. She stated many of these events are in sponsorship of non-profit organizations as Grand Oaks coordinates with numerous non-profit

organizations by allowing them to utilize the museum facilities to hold fund raisers at no cost. The applicant has stated that the museum and associated facilities are located on parcels with rural land use due to the equestrian and agricultural nature, which also poses a disadvantage in regards to signage. Ms. Then stated for identification and exposure purposes, erecting a sign along County Road 25 would make it easier for attendants to find the facility, whose main entrance is located off of Marion County Road. Lastly, the applicant pointed out that the off-premises sign should be considered temporary in that when the site is developed, the sign would become an on-premises sign for the development.

Ms. Then stated the applicant would like to incorporate an electronic message board on the proposed freestanding sign, so a Special Permit Use application has been submitted concurrently with the variance application.

When reviewing an application for a variance, the Planning and Zoning Board and the Town Commission shall consider the following requirements and criteria according to Chapter 3, Section 14 f) – Review criteria for variances in the Land Development Regulations:

1. No diminution in value of surrounding properties would be suffered.
2. Granting the permit would be of benefit to the public interest.
3. Denial of the permit would result in unnecessary hardship to the owner seeking it.
4. The use must not be contrary to the spirit of this Code.
5. Financial disadvantages and/or inconveniences to the applicant shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be grounds to justify granting of a variance.
6. Physical hardships such as disabilities of any applicant may be considered grounds to justify granting of a variance at the discretion of the Town Commission.

Ms. Then stated the subject property lies in Section 05, Township 18, Range 24, in Lady Lake, Florida. The Future Land Use Map designation for the site is Commercial General-Retail Sales & Services (RET) and is zoned Mixed-Used Planned Unit Development (PUD). The application is complete and ready to be transmitted to the Planning and Zoning Board for their recommendation.

Ms. Then stated notices to inform the surrounding (14) property owners within 150' of the subject property of the proposed variance were mailed by certified mail return receipt on Monday, February 24, 2014, and the property was posted on the same day.

Ms. Then stated public hearings are scheduled as follows: The Planning and Zoning Board meeting is scheduled to be held on Monday, March 10, 2014 at 6:00 p.m. The Town Commission is scheduled to hear Resolution No. 2014-104 for final approval on Monday, April 7, 2014 at 6:00 p.m.

Ms. Then stated the applicant is present to answer any questions.

Greg Beliveau with LPG Urban and Regional Planners, Inc., on behalf of Grand Oaks Holding, LLC, introduced himself and stated he was present to answer any questions.

As there were no questions, Chairperson Carroll asked for a motion.

***Upon a motion by Mark Jones and seconded by Butch Goodman, the Technical Review Committee approved the transmittal of the Resolution 2014-104 to the Planning and Zoning***

*Board for their consideration, by a vote of 5-0.*

**5. Resolution No. 2014-105 – Grand Oaks Holding LLC – Special Permit Use Request for an Electronic Message Board/Marquee Sign to be Located at the Southeast Corner of County Road 25 and Marion County Road (Wendy Then)**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the applicant, Greg Beliveau with LPG Urban & Regional Planners, Inc, on behalf of Grand Oaks Holding, LLC, has submitted a Special Permit Use application proposing the installation of an electronic message board/marquee sign on a proposed monument sign to be erected on the property owned by Grand Oaks Holding, LLC, located at the southeast corner of County Road 25 and Marion County Road (Alternate Key 1237530).

Ms. Then stated the proposed monument sign is designed to be 8’ high by 15’ wide with a five foot setback along County Road 25, and a 58 foot setback along Marion County Road, which meets sign code requirements (please see sign renderings attached). She stated a statement of adherence to the guidelines of the electronic message board/marquee sign has been submitted indicating that the applicant will follow all standards outlined under the provisions of Town of Lady Lake Land Development Regulation, Chapter 17, Section 17-3).e).(4)., including diming features and capabilities for the LED sign.

Ms. Then stated the electronic message board/marquee sign is proposed to be placed on an approved freestanding sign and will display a copy area of 14 sq. ft. The future land use and zoning designations of the adjacent properties are:

**Future Land Use**

<b>Subject Property</b>	Lady Lake- Commercial Retail Sales & Services (RET)
<b>Future Land Use of Adjacent Properties</b>	
<b>West</b>	ROW/Lady Lake Single Family – Low Density (up to 3 du/acre)
<b>East</b>	Lake County – Urban (up to 7 du/acre)
<b>North</b>	Lake County – Urban (up to 7 du/acre)
<b>South</b>	Lake County – Urban (up to 7 du/acre)

**Zoning**

<b>Subject Property</b>	Lady Lake-Mixed Use Planned Unit Development (PUD)
<b>Zoning of Adjacent Properties</b>	
<b>West</b>	Lady Lake Agricultural Residential (1 du/acre)
<b>East</b>	Lake County – Agriculture (1 du per 5 acres)
<b>North</b>	Lake County - Rural Residential (R-1), Lake County – Agriculture (1 du per 5 acres)
<b>South</b>	Lake County – Agriculture (1 du per 5 acres)

The zoning of the subject site allows for development and construction of freestanding signs on which the applicant can install an electronic message boards/marquee sign upon Town Commission approval; therefore, the requested permit is consistent with the directives of the Land Development Regulations and Comprehensive Plan.

Ms. Then stated that applications for Special Permit Use (SPU) must be made to the Town in accordance with the procedures established for Electronic Message Boards pursuant to Chapter 17, Section 17-3,(e).(4). She read the following criteria:

**Chapter 17, Section 17-3, (e), (4) Review Criteria.** When reviewing an application for a special permit use for Electronic Message Boards, the Town Commission shall consider the following:

Electronic Message Boards must adhere to the following guidelines:

- a. Shall only be placed on approved freestanding signs.
- b. Maximum copy area shall not exceed fourteen (14) square feet per each side.
- c. Flashing, scintillating, beacon or running lights or movement or which gives the visual impression of such flashing, scintillation, or movement shall not be allowed.
- d. Shall only display text. The text shall be amber-colored or similar lettering with black background.
- e. All electronic message boards/marquee signs are required to incorporate dimming features and capabilities. These features will be reviewed concurrent with the permitting process.

Ms. Then stated the applicant submitted an off-premises sign variance application concurrently with this Special Permit Use application, and notices to inform the surrounding property owners (14) within 150' of the subject property of the proposed variance were also mailed concurrently by certified mail return receipt on Monday, February 24, 2014, and the property was posted on the same day.

Ms. Then noted that the Planning and Zoning Board does not review Special Permit Use applications, and the first/final reading of Resolution No. 2014-105 is scheduled to go before the Town Commission on Monday, April 7, 2014.

Ms. Then stated the applicant is present to answer any questions.

Chairperson Carroll asked if there were any comments or questions, and hearing none, asked for a motion.

***Upon a motion by Mark Jones and seconded by Butch Goodman, the Technical Review Committee approved the transmittal of Resolution No. 2014-105 to the Town Commission for their consideration by a vote of 5-0.***

**6. Chairperson/Members' Report:**

Chairperson Carroll asked if there were any comments or reports. There were none.

**7. Adjourn:**

*With nothing further to discuss or report, the meeting was adjourned at 10:10 a.m.*

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Julia Wolfe  
Staff Assistant to the Town Clerk

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Thad Carroll  
Growth Management Director

Minutes transcribed by Julia Wolfe, Staff Assistant to Town Clerk