

**MINUTES OF THE REGULAR MEETING  
OF THE TECHNICAL REVIEW COMMITTEE  
LADY LAKE, FLORIDA  
June 4, 2013**

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; Robert Barnes (sitting in for Butch Goodman), Public Works; Joe Crum, Building Official; and Police Chief Chris McKinstry

**STAFF PRESENT:** Julia Wolfe, Staff Assistant to Town Clerk

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

**1. Approval of Minutes: April 16, 2013**

*Upon a motion by Joe Crum and seconded by Chief Chris McKinstry, the Technical Review Committee approved the minutes as presented for the April 16, 2013 meeting, by a vote of 5-0.*

**2. Ordinance No. 2013-05 – J.T. Beahan, IV (Tayand Investments Group, LLC) – Small-Scale Comprehensive Plan Amendment – From Lady Lake Manufactured Home High Density to Lady Lake RET-Commercial General-Retail Sales & Services – Located Approximately 250 Lineal Feet North of the Northeast Corner of U.S. Hwy 27/441 & Hartsock Sawmill Road**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the agent, Greg Beliveau with LPG Urban & Regional Planners, Inc., has filed applications on behalf of J.T. Beahan, IV for property located on the northeast corner of the intersection of U.S. 27/441 and Hartsock Sawmill Road, (Alternate Keys 1771421 and 1699100) currently in the Town of Lady Lake. The applicant has filed the following applications for this property:

1. Small Scale Comprehensive Plan Amendment for 4.24± acres of the parent parcel to change from Future Land Use of Lady Lake Mobile Home High Density (MH-HD) to Lady Lake Commercial General (Retail Sales & Services) (RET)
2. Rezoning of 8.22± acres from Lady Lake MH-9 (Manufactured Homes High Density - 9 dwelling units per acre) & HC (Heavy Commercial) to Lady Lake Planned Commercial (CP)

Ms. Then stated the subject property involving approximately 8.22+/- acres lies in Section 28, Township 18, and Range 24 in Lake County, Florida. Appropriate legal descriptions and a survey of the property involved have been included with the submitted applications. She stated the subject property is located just 250 lineal feet on the northeast intersection of U.S. Highway

27/441 and Hartsock Sawmill Road. The Future Land Use and Zoning designations of the adjacent properties are as follows:

**Future Land Use**

<b>Subject Property</b>	Lady Lake – Manufactured Home High Density (MH-HD)
<b>Future Land Use of Adjacent Properties</b>	
<b>West</b>	ROW/Lady Lake General Commercial (Retail Sales & Services)(RET)
<b>East</b>	Lake County- Urban Medium Density (up to 7 du/acre)
<b>North</b>	Lady Lake – Manufactured Home High Density (MH-HD)
<b>South</b>	ROW/Lady Lake – General Commercial (Retail Sales & Services)(RET), Lake County – Urban Medium Density (up to 7 du/acre)

**Zoning**

<b>Subject Property</b>	Lady Lake –MH-9 Manufactured Homes(9 du/pa)
<b>Zoning of Adjacent Properties</b>	
<b>West</b>	ROW/HC (Heavy Commercial)
<b>East</b>	Lake County –R-1- Rural Residential
<b>North</b>	Lady Lake –MH-9 Manufactured Homes(9 du/pa)
<b>South</b>	ROW/Heavy Commercial, Lake County –R-1- Rural Residential

The applicant will be proposing that the 8.22-acre parcel be developed as an assisted living campus consisting of a 90 bed independent living facility (ILF), a 40 bed memory care facility, and 22,000 sq. ft. of commercial support uses. These uses will be conducted within the proposed Planned Commercial (CP) zoning district, as depicted by the memorandum of agreement shown as Exhibit “B” under Ordinance No. 2013-06. She stated a Bubble Plan depicted as Exhibit “C” has also been provided as a conceptual plan for the development.

The permitted land uses include the following: Adult Congregate Living Facilities/Skilled Nursing, offices, personal services, financial services, business services, multi-family dwelling units (gross density not to exceed nine units/acre), banks, medical office/clinic, retail sales and services, adult day care, office complex, office condominium, health/exercise club, massage parlor (therapeutic massage clinic), and café/deli (Wi-Fi café with deli).

Ms. Then stated the applicant has stated that the Town of Lady Lake is the focus of the proposed facility and the evaluation need is addressed to the residents of the Town and the surrounding communities; as there is great need in all forms of private congregate housing, specifically in the areas of Assisted Living (ALF) and Skilled Nursing Home (SNH) facilities.

Ms. Then stated as part of the application, Town staff has received a Trip Generation Analysis for the proposed development. Other concurrency management elements such as sanitary sewer and potable water will be evaluated with more detail at the Site Plan Review Process.

Ms. Then stated notices to inform the surrounding property owners within 150' of the property of the proposed rezoning were mailed by certified mail return receipt on Friday, May 24, 2013. The property was posted on Tuesday, May 28, 2013.

The applications meet the requirements of the Town of Lady Lake comprehensive plan amendment, and rezoning application requirements for transmission to the Planning and Zoning Board for review and recommendation to the Town Commission.

Ms. Then stated public hearings are scheduled as follows:

The applications (Ordinance No. 2013-05 and 2013-06) are scheduled to be presented at the June 10, 2013 Planning & Zoning Board meeting for a recommendation to the Town Commission.

The Local Planning Agency (LPA) meeting is scheduled to consider Ordinance No. 2013-05 (Small-Scale Amendment) on Monday, June 17, 2013 at 5:30 p.m.

The Town Commission is expected to consider both applications (Ordinance No. 2013-05 and 2013-06) for first reading at their regular scheduled meeting on Monday, June 17, 2013 at 6 p.m. The second reading is tentatively scheduled for Monday, July 1, 2013 at 6 p.m.

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

Mr. Carroll asked if there were any questions. There were no questions.

*Upon a motion by Joe Crum and seconded by Frank Barnes, the Technical Review Committee approved the transmittal of Ordinance No. 2013-05 to the Planning and Zoning Board for their consideration, by a vote of 5-0.*

**3. Ordinance No. 2013-06 – J.T. Beahan, IV – Rezoning – From MH-9 and HC (Heavy Commercial) to Lady Lake Planned Commercial (CP) – Located Approximately 250 Lineal Feet North of the Northeast Corner of U.S. Hwy 27/441 & Hartsock Sawmill Road**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the agent, Greg Beliveau with LPG Urban & Regional Planners, Inc., has filed applications on behalf of J.T. Beahan, IV for property located on the northeast corner of the intersection of U.S. 27/441 and Hartsock Sawmill Road, (Alternate Keys 1771421 and 1699100) is currently in the Town of Lady Lake. The applicant has filed the following applications for this property:

1. Small Scale Comprehensive Plan Amendment for 4.24± acres of the parent parcel to change from Future Land Use of Lady Lake Mobile Home High Density (MH-HD) to Lady Lake Commercial General (Retail Sales & Services) (RET).

2. Rezoning of 8.22± acres from Lady Lake MH-9 (Manufactured Homes High Density - 9 dwelling units per acre) & HC (Heavy Commercial) to Lady Lake Planned Commercial (CP)

The subject property involving approximately 8.22+/- acres lies in Section 28, Township 18, and Range 24 in Lake County, Florida. Appropriate legal descriptions, and a survey of the property involved, have been included with the submitted applications. Ms. Then stated the subject property is located just 250 lineal feet on the northeast intersection of U.S. Highway 441 and Hartsock Sawmill Road. The Future Land Use and Zoning designations of the adjacent properties are as follows:

**Future Land Use**

<b>Subject Property</b>	Lady Lake – Manufactured Home High Density (MH-HD)
<b>Future Land Use of Adjacent Properties</b>	
<b>West</b>	ROW/Lady Lake General Commercial (Retail Sales & Services)(RET)
<b>East</b>	Lake County- Urban Medium Density (up to 7 du/acre)
<b>North</b>	Lady Lake – Manufactured Home High Density (MH-HD)
<b>South</b>	ROW/Lady Lake – General Commercial (Retail Sales & Services)(RET), Lake County – Urban Medium Density (up to 7 du/acre)

**Zoning**

<b>Subject Property</b>	Lady Lake –MH-9 Manufactured Homes(9 du/pa)
<b>Zoning of Adjacent Properties</b>	
<b>West</b>	ROW/HC (Heavy Commercial)
<b>East</b>	Lake County –R-1- Rural Residential
<b>North</b>	Lady Lake –MH-9 Manufactured Homes(9 du/pa)
<b>South</b>	ROW/Heavy Commercial, Lake County –R-1- Rural Residential

Ms. Then stated the applicant will be proposing that the 8.22-acre parcel be developed as an assisted living campus consisting of a 90 bed independent living facility (ILF), a 40 bed memory care facility, and 22,000 sq. ft. of commercial support uses. These uses will be conducted within the proposed Planned Commercial (CP) zoning district, as depicted by the memorandum of agreement shown as Exhibit “B” under Ordinance No. 2013-06. She stated a Bubble Plan depicted as Exhibit “C” has also been provided as a conceptual plan for the development, to outline the areas in which the development will take place.

Ms. Then stated the permitted land uses include the following: Adult Congregate Living Facilities/Skilled Nursing, offices, personal services, financial services, business services, multi-family dwelling units (gross density not to exceed nine units/acre), banks, medical office/clinic, retail sales and services, adult day care, office complex, office condominium, health/exercise club, massage parlor (therapeutic massage clinic), and café/deli (Wi-Fi café with deli).

Ms. Then stated the application is part two of the change to the Small-Scale Amendment.

The applicant has stated that the Town of Lady Lake is the focus of the proposed facility and the evaluation need is addressed to the residents of the Town and the surrounding communities; as there is great need in all forms of private congregate housing, specifically in the areas of Assisted Living (ALF) and Skilled Nursing Home (SNH) facilities.

As part of the application, Town staff has received a Trip Generation Analysis for the proposed development. Other concurrency management elements such as sanitary sewer and potable water will be evaluated with more detail at the Site Plan Review Process.

Ms. Then stated notices to inform the surrounding property owners within 150' of the property of the proposed rezoning were mailed by certified mail return receipt on Friday, May 24, 2013. The property was posted on Tuesday, May 28, 2013.

The applications meet the requirements of the Town of Lady Lake comprehensive plan amendment, and rezoning application requirements for transmission to the Planning and Zoning Board for review and recommendation to the Town Commission.

Ms. Then stated public hearings are scheduled as follows:

The applications (Ordinance No. 2013-05 and 2013-06) are scheduled to be presented at the June 10, 2013 Planning & Zoning Board meeting for a recommendation to the Town Commission.

The Local Planning Agency (LPA) meeting is scheduled to consider Ordinance No. 2013-05 (Small-Scale Amendment) on Monday, June 17, 2013 at 5:30 p.m.

The Town Commission is expected to consider both applications (Ordinance No. 2013-05 and 2013-06) for first reading at their regular scheduled meeting on Monday, June 17, 2013 at 6 p.m. The second reading is tentatively scheduled for Monday, July 1, 2013 at 6 p.m.

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

There were no questions.

*Upon a motion by Chief Chris McKinstry and seconded by Joe Crum, the Technical Review Committee approved the transmittal of Ordinance No. 2013-06 to the Planning and Zoning Board for their consideration, by a vote of 5-0.*

**4. Ordinance No. 2013-07 – An Ordinance Amending the Town of Lady Lake Land Development Regulations (Ordinance No. 94-08) Chapter 8, Entitled Subdivisions and Plats**

Thad Carroll, Growth Management Director, presented the background summary for this agenda item (on file in the Town Clerk's office). It states in recent months, Growth Management staff has fielded a variety of inquiries regarding residential development, and have also received proposals for new subdivisions. In that process, Town Commission has directed Town staff to identify the need to review and update existing regulations to establish provisions for Activity

Based Recreation Areas within subdivision developments. While the Town is seeking to be recognized as a community that focuses on providing its residents with multiple recreation facilities opportunities, Town staff has aimed to maximize all resources to sustain the health, safety, and general welfare of persons residing in subdivision communities and have drafted guidelines under which a portion of the required Open Space Area within a subdivision shall be required to be set aside for an activity-based recreation area. As proposed by these changes, one-fifth (1/5) of the open space required to be dedicated would be specifically designated as Activity Based Recreation Area for the subdivision.

Another proposed change to Chapter 8 is an amendment to give authority to the Town Manager to approve a Lot Split. A lot split is a simple division of property resulting in the creation of two (2) lots from the original parcel. Given the minimum impacts that result due to the creation of one additional lot, approval of the lot split at the Town Commission level seems inappropriate for this type of application. At present, the Town Manager has administrative authority to approve Minor Modifications which are often more technical in nature than the lot split process. Further, in other jurisdictions, this type of application is often handled at the staff (department) or Town Administrator level. This change would streamline an application process with minimal impacts.

Mr. Carroll stated the following sections will be amended as a result of the proposed changes to Chapter 8:

Chapter 8, Section 8-4 – Compliance Required; Exemptions

- Lot Splits may be granted for parcels that result in an area less than one acre, as long as the resulting parcel dimensions meet or exceed the minimum requirements of the zoning designation.
- Lot splits may be approved by the Town Manager instead of the Town Commission.
- Language pertaining to the Family Homestead Exemption shall be omitted – (follows the lot split process).

Chapter 8, Section 8-5- General Design Guidelines

- Language has been added to allow boulevard entrances to satisfy the two points of access requirement (has been granted several times in the past for subdivisions abutting one roadway).
- New language requiring dedication of Activity Based Recreation Area in Open Space Requirement (some of it shall be designated as a playground specifically not just open space).

Chapter 8, Section 8-6- Submitting and Processing Subdivision Applications

- Development Phasing reduced from a forty (40) year period allowance to a twenty (20) year maximum.

The Town of Lady Lake has already established a dedicated land trust fund for the acquisition of Town-owned public parks via the collection of Lady Lake park impact fees as per Ordinance No. 2008-30.

Mr. Carroll stated public hearings are scheduled as follows: The Planning and Zoning Board is scheduled to review the Chapter 8 amendments at their regular meeting on Monday, June 10, 2013. The first reading before the Town Commission is scheduled for Monday, June 17, 2013, and second reading for Monday, July 1, 2013.

Mr. Carroll asked if there were any questions. There were no questions.

*Upon a motion by Joe Crum and seconded by Chief Chris McKinstry, the Technical Review Committee approved the transmittal of Ordinance No. 2013-07 to the Planning and Zoning Board for their consideration, by a vote of 5-0.*

**5. Resolution No. 2013-105 – Fred Schweitz #2 LLC – Variance Request for Parking Reduction in the Amount of 60 Parking Spaces – Located at 995 S Hwy 27/441, at the Northeast Corner of U.S. Hwy 27/441 & Hartsock Sawmill Road**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the applicant, Fred Schweitz #2 LLC, has filed an application for a variance to the Town of Lady Lake's Land Development Regulations, Chapter 7, Section 7-4, (b), (4), for a reduction of the minimum number of required parking spaces. The property is located at the corner of Hartsock Sawmill Road and S. Hwy 27/441 and includes 3 ± acres of property currently in the Town of Lady Lake. The applicant is requesting a net reduction of 60 parking spaces while the Land Development Regulations requires a minimum of 158 spaces for the proposed land use. At this time, the applicant is requesting to provide 98 spaces: 80 paved parking spaces and 18 grassed parking spaces.

Ms. Then stated the subject property is currently vacant and it is the intent of the applicant to develop the parcel as a health/exercise club complex, with the potential of two (2) additional phases to include condominiums and a health food store. She stated the applicant is concurrently seeking approval for the site plan application for a 15,824-square-foot health/exercise club building, thus the need for this variance.

Ms. Then stated a Justification Statement is required to be submitted as part of the application, outlining the reasons and unique challenges of the site that require such variance. Within the Justification Statement, the applicant stated that four other health/exercise club facilities in surrounding municipalities have been successfully completed with reduced parking to preserve more open area by diminishing impervious surface.

Ms. Then stated parking spaces counts have been provided for those facilities:

SPA 1	3643 NE 8 <sup>th</sup> PL	13,000 sq. ft.	56
SPA 2	2841 SW 20 <sup>th</sup> St	15,000 sq. ft.	64
SPA 3	5300 SE 110 <sup>th</sup> St	13,000 sq. ft.	46
SPA 4	2174 W. Dunnellon Rd	13,000 sq. ft.	52
SPA 5	441 at Hartsock Sawmill Rd	16,000 sq. ft.	100

In addition, the applicant contends that the proposal adequately addresses parking needs in that

many zoning codes often result in many empty spaces rarely used; and that the parking that will be provided for this project will accommodate the proposed uses on the property, as it has been demonstrated with similar developments in Marion County.

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 application has been reviewed and been determined to be complete. The applicant has submitted all appropriate material in compliance with the Land Development Regulations (LDRs) and the application is ready for transmittal to the Planning & Zoning Board.

Ms. Then stated the subject property, involving approximately 3 ± acres, lies in Section 28, Township 18, and Range 24 in Lake County, Florida. Appropriate legal descriptions, and a survey of the property involved along with supplementary material have been included with the submitted applications. The Future Land Use and Zoning designations of the adjacent properties are as follows:

**Future Land Use**

<b>Subject Property</b>	Lady Lake – RET-Commercial General-Retail Sales & Services
<b>Future Land Use of Adjacent Properties</b>	
<b>West</b>	ROW/Lady Lake General Commercial (Retail Sales & Services)(RET)
<b>East</b>	Lake County-Urban Low
<b>North</b>	Lady Lake – Manufactured Home High Density
<b>South</b>	ROW/Lady Lake – General Commercial (Retail Sales & Services)(RET), Lake County –Urban Low

**Zoning**

<b>Subject Property</b>	Lady Lake- HC- Heavy Commercial
<b>Zoning of Adjacent Properties</b>	
<b>West</b>	HC (Heavy Commercial)
<b>East</b>	Lake County –R-1 (Rural Residential)
<b>North</b>	Lady Lake –MH-9 Manufactured Homes(9 du/pa)
<b>South</b>	ROW/Heavy Commercial, Lake County –R-1 (Rural Residential)

Ms. Then stated the North zoning is the property going through the rezoning in the first two applications reviewed.

Ms. Then stated the comments for this application are as follows:

- 1.) The applicant will be dedicating fifteen (15) feet of right-of-way along Hartsock Sawmill Rd to Lake County.
- 2.) Notices to inform the surrounding property owners within 150' of the property of the proposed rezoning were mailed by certified mail return receipt on Friday, May 24, 2013. The property was posted also on Tuesday, May 28, 2013.

Ms. Then stated public hearings are scheduled as follows: The Planning & Zoning Board meeting is scheduled to review this application at the regular meeting on Monday, June 10, 2013 at 6 p.m. The Town Commission is expected to consider this application for final approval at their regular scheduled meeting on Monday, July 1, 2013 at 6 p.m.

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

Chris McKinstry, Police Chief questioned if 80 spaces would be adequate.

Fred Schweitz, the applicant, approached the podium and stated he has four other facilities; three in Marion County and one in Citrus County. He stated designing the parking spaces based on one per 200 square feet had never really created an issue. Mr. Schweitz stated fortunately there is a lot of land and the development will be done in phases. He stated there will be 80 paved parking spaces which is the equivalent of one space per 200 sq. ft., and an additional 20 unpaved parking spaces for a total of 100 parking spaces. He stated, based on the phases, there is an opportunity to develop more parking spaces if it is so demanded by the Town of Lady Lake. Mr. Schweitz stated the retention pond was designed to accommodate what may arise in the future because it was laid out based on the phases. Mr. Schweitz stated he would not have to go back to get a permit for retention expansion if more paving is needed because that has already been done in consideration of the phases to be done in the future.

Joe Crum, Building Official, commented that the Town could not reduce the number of handicapped spaces required based on the 100 spaces total.

Mr. Schweitz stated that has been done.

Thad Carroll, Growth Management Director, stated he was glad Chief McKinstry’s question was addressed. He stated it may come up in other meetings that phases two and three may be prohibited or be required to be modified if it is determined the parking is not sufficient in phase one.

Mr. Schweitz replied they are in the process of donating 15 feet of right-a-way to Lake County. He stated there is a lot of space in the front of the property that can be utilized and will not create any issues until it is decided how much more paved parking spaces they would require.

Mr. Carroll asked if there were any other comments or questions.

*Upon a motion by Chief Chris McKinstry and seconded by Joe Crum, the Technical Review Committee approved the transmittal of Resolution No. 2013-105 to the Planning and Zoning Board for their consideration, by a vote of 5-0.*

**6. Too Your Health Spa & Fitness Center (V) – MJSP 02/13-001 – Fred Schweitz #2 LLC – a 15,824 Sq. Ft. Health/Exercise Facility – Located at 995 S Hwy 27/441, at the Northeast Corner of U.S. Hwy 27/441 & Hartsock Sawmill Road**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the applicant and owner, Fred Schweitz #2 LLC, has submitted a site plan for the construction of a 15,824 sq. ft. health/exercise club complex, with the potential of two (2) additional phases to include condominiums and a health food store. The parcel is approximately 3.00 +/- acres of land located at 995 S. Hwy 27/441, at the northeast corner of Hartsock Sawmill Road and S. Hwy 27/441. The site plan was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs) for parking, setbacks, landscaping, engineering, environmental protection and commercial design standards.

Ms. Then stated the property is zoned “HC” Heavy Commercial, which permits the development and construction of the proposed project. The Future Land Use Map designation for the site is RET (Commercial General- Retail Sales & Services). The requested use is consistent with the directives of the Comprehensive Plan and adopted Land Development Regulations.

Ms. Then stated the engineering and landscaping plans submitted, consisting of ten sheets, are drawn on 24”x36” sheets and are certified by Julius A. Collins, P.E., dated May 25, 2013.

Ms Then stated there is a combined report of the comments within the packet submitted by the Town engineer, Neel Schaffer, and Town staff, which includes Public Works, Growth Management Department, Building Department and the Police Department.

	General Requirements	Meets Criteria	Outstanding Issues
A)	Name of project.	X	
B)	General statement of intended use of site.	X	
C)	Legal description of the property and size of parcel in acres or square feet.	X	

D)	Name and address of owner/developer	X	
E)	Name, address and phone number of owner's agent.	N/A	
F)	Name, address, signature and registration of the professionals preparing the plans.	X	
G)	Date, north arrow and scale shall be designated and where appropriate, the same scale shall be used on all sheets.	X	
H)	Vicinity map showing relationship of proposed development to the surrounding streets and thoroughfares, shall be at a scale no smaller than one inch equals five thousand two hundred eighty feet (1" = 5,280' or 1" = Mile).	X	
I)	Linear dimensions of the site.	X	
J)	Existing topography with a maximum of one (1) foot contour intervals for the proposed site.	X	
K)	Finished grading elevations.	X	
L)	Zoning of the site and of all adjacent parcels.		
M)	All existing and proposed building restriction lines (i.e., highway setback lines, easements, covenants, rights-of-way and building setback lines).		
N)	Percent of open space of site.	X	
O)	Location of proposed signs.	X	
	<b>Building and Structure Requirements</b>	<b>Meets Criteria</b>	<b>Outstanding Issues</b>
A)	Existing and proposed structures.	X	
B)	Intended use.	X	
C)	Number of stories.	X	
D)	Height of building(s).	X	
E)	Number of dwelling units and density.	X	
F)	Projected number of employees, if applicable.	N/A	
G)	If restaurant, show number of seats and occupancy load.	N/A	
H)	Square footage for proposed development, i.e., gross square footage, non-storage area, square footage of each story, gross square footage of sales area, etc.	X	
I)	Photograph or sketch of proposed sign with dimensions and material type.	X	
J)	Compliance with Commercial Design Standards (Chapter 20).	X	
	<b>Street, Sidewalks, Driveways, Parking Areas and Loading Spaces</b>	<b>Meets Criteria</b>	<b>Outstanding Issues</b>
A)	Engineering plans and specifications for streets, alleys, sidewalks and driveways to include soil borings, if necessary.	1	
B)	All parking spaces delineated including bicycle.	X	

	Number of parking spaces. <b>Notes:</b> <b>1) A variance will be submitted for required parking spaces.</b> <b>2) Please label width and depth of ADA parking spaces.</b> <b>3) Bicycle parking spaces required= (131x.20)= 26</b>	X	
C)			
D)	Number and location of handicapped spaces.	X	
E)	Number of square feet of paved parking and driveway area.	1	
	Surface materials and cross-section of proposed paved areas. <b>Notes:</b> <b>1) Provide ADA ramps with truncated dome for all sidewalks where matching pavements with no flush (where applicable).</b> <b>2) All parking spaces need wheel stops (add detail on plans)</b> <b>3) Also see Engineer's review comment 21 .</b>	1	
F)			
G)	Fire lanes per the Standard Fire Prevention Code adopted in the Building and Fire Codes chapter.	1	
H)	Description/location of proposed driveway(s) and median cut(s).	1	
I)	Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow, as necessary. <b>Note: Add stop signs and stop bars at the two (2) driveways.</b>	1	
J)	Location of traffic-control signs and signalization devices, if required.	1	
L	<b>Details for Typical Pavement Section – The asphalt pavement shall be <u>SP 9.5</u> or <u>SP 12.5</u>, not Type S1 asphalt</b>	1	
	<b>Drainage and Storm water</b>	<b>Meets Criteria</b>	<b>Outstanding Issues</b>
A)	Soil classifications, cross-sections and details of proposed retention/detention ponds, swales, berms, etc., as required by SJRWMD. <b>Note: Please see Drainage and Storm water engineer's comments- 31 &amp; 32.</b>	1	
B)	Size, material and location of storm water structures and pipes.	X	
C)	Indicate flood elevation for 100-year flood and any other information required in Environmental Regulations chapter. Note: Please update information with latest	X	
D)	<b>Drainage ( Please see comments outstanding for Sheets 3, 4, 5)</b> <b>Note: Please see engineer's comments- Drainage and Storm water- Comments 25-27)</b>	1	
	<b>Proposed Water, Sewer, and Solid Waste Facilities</b>	<b>Meets Criteria</b>	<b>Outstanding Issues</b>
A)	Size, material, specifications and location of water & reclaim mains, valves, services and fire hydrants. <b>Note: See engineer's comments 35 &amp; 40.</b>	1	

B)	Size, material, specifications and location of sanitary sewer lines and laterals with submittal of a profile, if necessary. <b>Note: See engineer's comment 36.</b>	1	
C)	Size and location of septic tank and drainfield, if applicable.	N/A	
D)	Grease separation system, if applicable: Size, location and materials.	N/A	
E)	Location(s) and access provisions for refuse service, including pad, screening, fencing and landscaping, if applicable.	1	
<b>Landscaping (Chapter 10)</b>		<b>Meets Criteria</b>	<b>Outstanding Issues</b>
A)	Landscaping plan and provisions for maintenance including size, type and location of all landscaping, screens, walls, fences and buffers per the requirements in the Landscaping and Tree Protection chapter. If water efficient landscaping is used, the information required in that chapter should be included.	1	
B)	Irrigation system plan.	1	
<b>Environmental Protection</b>		<b>Meets Criteria</b>	<b>Outstanding Issues</b>
A)	Natural features such as water bodies, wetlands, native vegetative communities, etc., as required in the Environmental Regulations chapter.	N/A	
B)	Conservation easements per the requirements.	X	
C)	Provisions for the adequate control of erosion and sediment, including the location and description of the methods to be utilized during and after all phases of clearing, grading and construction. <b>Note: Please see engineer's comments- Drainage and Storm water- Comments 23 &amp; 24)</b>	1	
<b>Additional Information</b>		<b>Meets Criteria</b>	<b>Outstanding Issues</b>
1)	A certificate of concurrency or evidence of application for a certificate.	X	
2)	Drainage calculations as required in the Storm water Management chapter. <b>Note: See engineer's comments 28-30</b>	1	
3)	Fire flow calculations, if applicable. <b>Note: See engineer's comment 38.</b>	1	
4)	Lift station calculations, where required. <b>Note: Please see engineer's comments 33 &amp; 39.</b>	1	
5)	Copy of HRS permit, where required. Note: FDEP Permits required for this project.		X

6)	A construction cost estimate prepared by the engineer of record, which shall delineate any proposed improvements to be maintained by the Town.	N/A	
7)	Environmental assessment per the requirements, if applicable. <b>Note: No environmental assessment required.</b>	1	
8)	Any additional data, maps, plans or statements, as may be required, which is commensurate with the intent and purpose of the Code.	X	

1= Review by Town Engineer  
 X=Review by Town Staff

Ms. Then stated the issues indicated as outstanding in the above table and below comments must be addressed prior to the Town determining that the applicant's Application for Site Plan Review is complete.

Ms. Then stated additional comments regarding this application are as follows:

- 1) Applicant must comply with all comments prepared and provided by Town engineer, Town staff, and Fire Review consultant, as well as Lake County and State representatives, when applicable.
- 2) DEP Permit Outstanding (to be released by Public Works after TRC).
- 3) Lake County Commercial Driveway Permits Required
- 4) FDOT Right-of-Way (for Jack & Bore) permit required
- 5) FDOT Drainage Connection Permit required.
- 6) Sewer & Water Agreement with the Town for the provisions of Sewer and Water have been drafted and will be provided. Reuse is not available at this time:
  - i. 5 Water ERUs (4 Water & 1 Irrigation)
  - ii. 4 Sewer ERUs

Ms. Then stated there are also Building Official comments in relation to accessibility, and the Building Official will collaborate on the comments more, if needed.

7) Other comments:

**WAIVER REQUESTS**

(Additional waivers that need to listed on the front page of Site Plan):

Chapter 10, Section 3.c).2)-

At the end of single parking rows shall provide a landscaping area with the following minimum: 200 sq. ft. with one (1) acceptable canopy tree or three (3) acceptable understory trees or palms, five (5) acceptable shrubs, and ground cover or grass.

Chapter 10, Section 3.c).3)-

At the end of double parking rows shall provide a landscaping area with the following minimum: 400 sq. ft. with two (2) acceptable canopy tree or five (5) acceptable understory trees or palms, ten (10) acceptable shrubs, and ground cover or grass.

Chapter 10, Section 3).g). –

To waive requirement that a landscape area be provided around the base of all buildings oriented toward public rights-of-way or public parking areas.

## COMMERCIAL DESIGN STANDARDS

Chapter 20 - Section 20-3C.4).C)

Building façades shall not exceed twenty (20) horizontal feet and ten (10) vertical feet without a minimum of three (3) architectural elements.

Ms. Then stated the site plan is expected to be considered for approval by the Town Commission tentatively on Monday, July 1, 2013, upon addressing all outstanding comments and receiving the required State and County permits as referenced under the additional comments section.

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

Mr. Carroll asked if there were any questions.

Joe Crum, Building Official, stated his comments are the same as the first review. He stated he had basically four comments on the accessibility requirements at the previous review, and as far as he could see, none of them were addressed during this submittal.

Fred Schweitz asked Mr. Crum if he was referring to the handicapped parking spaces.

Mr. Crum replied his comments were as follows:

- No floor plan was provided showing the exit/entrances to allow for checking compliance with accessible routes for the Florida Building Code Accessibility.
- There are no spot elevations at the landing outside the exit/entry doors to verify compliance with the maximum .04 elevations change at the threshold per the 2010 Florida Building Code Accessibility Chapter 3.
- Could not be determined if the accessible route would comply with the slopes and cross slopes requirement per the 2010 Florida Building Code Accessibility Section 403.
- Vertical accessibility shall be provided to all levels and stories per Florida Building Code Accessibility Section 206.2.

Mr. Schweitz replied the comments were worked on yesterday and believes the issues have been

addressed, and that he could leave a flash drive with the information after the meeting.

Mr. Crum stated he was unable to approve the application based on the information already received as they do not address his comments.

Mr. Schweitz reiterated again the comments were addressed yesterday and he has all the floor elevations, elevations of the sidewalks immediately outside the building, and the slopes of the sidewalks going to the curbs and the parking lots.

Thad Carroll, Growth Management Director, stated there are some other items that need to be corrected. He stated there is a Technical Review Committee meeting on June 18, 2013. Mr. Carroll stated if Mr. Schweitz attended that meeting, it would allow him to satisfy the comments; and advance to the subsequent Town Commission meeting on schedule.

Mr. Schweitz replied that is what he is hoping to do. He stated he understands what needs to be completed from this stage forward and would make sure it gets done. Mr. Schweitz stated he believes the focus needs to be on making sure they have the permits, and he believes the waivers for the landscape will be taken care of with single and double lane landscape islands. He stated he felt the comments were addressed, but maybe not in a manner acceptable to staff, but it would be corrected and exactly the way the code requires. Mr. Schweitz stated the only problem they have is the area in the front, because of the 15 feet dedication, so they only have a small area. He stated they would landscape the area any way staff deems appropriate, but it is only about four feet from the new boundary line and where the parking starts.

Mr. Carroll asked if there were any other comments or questions.

*Upon a motion by Wendy Then and seconded by Chief Chris McKinstry, the members recommended that the Site Plan for Too Your Health Spa and Fitness Center (V) – MJSP-02/13-001 be brought back before the Technical Review Committee on June 18, 2013 for their consideration after the comments are addressed, by a vote of 5-0.*

Mr. Schweitz clarified that his understanding is the issue of egress and handicap, and make sure the applications for permitting are completed.

Mr. Carroll advised Mr. Schweitz they could meet after the meeting and clarify exactly what will be needed to get the application sufficient for the meeting on June 18<sup>th</sup>.

## **7. Chairperson/Members' Report:**

Growth Management Director Thad Carroll asked if there were any comments or reports. Mr. Carroll asked Ms. Then to update the board on the William and Kathleen Boseski application.

Ms. Then stated Mr. Boseski contacted the Building Department and decided the contractor would scale down the project so it would not effect any easements. Engineering was re-submitted for the smaller project, and a building permit was issued. She stated the project was completed in May; therefore the application was withdrawn for the easement vacation, and a

building permit was issued for what the LDR's allowed for construction without interfering with the special 30 foot utility easement in the rear.

**8. Adjourn:**

*With nothing further to discuss or report, the meeting was adjourned at 10:28a.m.*

---

Julia Wolfe  
Staff Assistant to the Town Clerk

---

Thad Carroll  
Growth Management Director

Minutes transcribed by Julia Wolfe, Staff Assistant to Town Clerk