

**MINUTES OF THE REGULAR MEETING  
OF THE TECHNICAL REVIEW COMMITTEE  
LADY LAKE, FLORIDA  
November 5, 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; Thomas (Butch) Goodman, Utilities Supervisor; Mark Jones, 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. Roll Call**

**2. Public Comments:**

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

**3. Approval of Minutes: September 15, 2013**

*Upon a motion by Mark Jones and seconded by Chief Chris McKinstry, the Technical Review Committee approved the minutes as presented for the September 15, 2013 meeting by a vote of 5-0.*

**4. Village Airport Van Campus-Major Site Plan 10/13-001 – A Development Consisting of Three (3) Phases with Three (3) Buildings Including 10,300 Sq. Ft. of Shop Space, 6,100 Sq. Ft. of Office Space, and 1,800 Sq. Ft. of Owner’s/Caretaker Residence for a Transportation Service Business and Ancillary Uses – Located at 121 West Hermosa Street (Wendy Then)**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated applicant, Andrew T. Logan with Logan Civil Engineering, on behalf of Hermosa Street LLC, property owner, has submitted a site plan for the construction of a development consisting of three phases with three buildings, including 4,300 sq. ft. of shop space, 12,100 sq. ft. of office space, and 1,800 sq. ft. of owner’s/caretaker residence, for a total of 18,200 sq. ft. of commercial development, for a Transportation Service Business and ancillary uses, located on a 4.21-acre parcel at 121 West Hermosa Street (Alternate Keys 1279518, 2747021, and 2561858). She stated 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.

Ms. Then stated 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 of Ordinance No. 2013-11 adopted for this property. 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.

The engineering plans submitted, consisting of nine sheets, are drawn on 24"x36" sheets and certified by Andrew T. Logan, P.E. with Logan Civil Engineering, dated October 8, 2013. The landscaping and irrigation plans submitted, consisting of one sheet, are drawn on 24"x36" and certified by L. R. Huffstetler III, Professional Landscape Architect with Green Consulting, Inc.

<b>The following table consists of Site Development Submittal Requirements in the Town of Lady Lake Land Development Regulations:</b>			
	<b>General Requirements</b>	<b>Meets Criteria</b>	<b>Outstanding Issues</b>
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.	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.	X	
M)	All existing and proposed building restriction lines (i.e., highway setback lines, easements, covenants, rights-of-way and building setback lines).	X	
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.	X	

G)	If restaurant, show number of seats and occupancy load.	N/A	
H)	Please see outstanding comments by Town Engineer regarding requirements of having all buildings numbered and identified		<b>1</b>
I)	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	
J)	Photograph or sketch of proposed sign with dimensions and material type.		<b>X</b>
K)	Compliance with Commercial Design Standards (Chapter 20).		<b>X</b>
	<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, retaining walls, sidewalks and driveways and other paved areas. <b>Note:</b> See comment Town Engineer comments		<b>1</b>
B)	All parking spaces delineated including bicycle.	X	
C)	Number of parking spaces.	X	
D)	Detail for Wheel Stops	X	
E)	Number and location of handicapped spaces. (See ADA Parking Detail comments by Town Engineer).		<b>1</b>
F)	Number of square feet of paved parking and driveway area.	1	
G)	Surface materials and cross-section of proposed paved areas.	1	
H)	Fire lanes per the Standard Fire Prevention Code adopted in the Building and Fire Codes chapter. (See Town Engineer's comments).		<b>1</b>
I)	Description/location of proposed driveway(s) and median cut(s).	1	
J)	Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow, as necessary. <b>Note:</b> See Town Engineer's comment		<b>1</b>
K)	Location of traffic-control signs and signalization devices, if required.		<b>1</b>
L)	Show the truck turning template for delivery and garbage trucks:" <b>Note:</b> Please address Truck turning template as it relates to service drive, generator pad, and dumpster and storage area (comments 1-4)		
M)	Loading Zone Area missing	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.	1	

B)	Size, material and location of storm water structures and pipes.	1	
C)	Indicate flood elevation for 100-year flood and any other information required in Environmental Regulations chapter.	1	
D)	Drainage ( Please see comments by Town Engineer)		<b>1</b>
	<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 mains, valves, services and fire hydrants.	1	
B)	Size, material, specifications and location of sanitary sewer lines and laterals with submittal of a profile, if necessary.	1	
C)	Size and location of septic tank and drainfield, if applicable.	1	
D)	Grease separation system, if applicable: Size, location and materials.	1	
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. (See Town Engineer's comments)		<b>1</b>
B)	Irrigation system plan. (See Town Engineer's comments)		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.	X	
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.	X	
	<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.	1	
3)	Fire flow calculations, if applicable.	1	
4)	Lift station calculations, where required.	N/A	

5)	Copy of Environmental permit, where required.		X
6)	A construction cost estimate prepared by the engineer of record, which shall delineate any proposed improvements to be maintained by the Town.	X	
7)	Environmental assessment per the requirements, if applicable.	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

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 the review comments for this application are as follows:

- 1) Town Engineer comments for the site plan dated October 30 & October 31, 2013.
- 2) Fire Review comments dated October 18, 2013.
- 3) Waste Management comments dated October 15, 2013.
- 4) Lady Lake Building Official comments dated October 22, 2013.
- 5) Lake County MPO Traffic Analysis review dated October 28, 2013.
- 6) Lady Lake Public Works comments dated October 25, 2013.

Ms. Then stated several outstanding comments for this project were made by the Town's engineer, and there seems to be a discrepancy with the plans submitted versus what was provided by the Town's engineer. She stated other comments are listed as follows:

I) Commercial Design Standards

The project exhibits features in accordance with the Craftsman/Bungalow design, one of the four (4) preferred architectural style designs as per Chapter 20- Commercial Design Standards. Waiver (not all requirements are met/exhibited on the exterior of the building):

- 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.

II) Landscaping and Tree Protection

The applicant is pursuing the following waiver(s) to the Landscaping Requirements:

- a) Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for North Landscaping Buffer Class "A":

Minimum landscaping requirement (Buffer Class Requirement-Table 10-1):  
Class "A": 10' minimum with 2 canopy tree, 3 understory trees and a continuous hedge.

Tree Requirement: 11 canopy, 17 understory, and 182 shrubs.

Existing canopy trees: 8 oak trees.

Proposal: To waive 3 canopy trees and 14 understory trees.

Justification: Presence of dense canopy from on-site and off-site trees and dense understory plants

b) Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for East Landscaping Buffer Class "A":

Tree Requirement: 15 canopy, 23 understory, and 239 shrubs.

Existing canopy trees: 3 oak trees.

Proposal: To waive 10 canopy trees and 33 shrubs.

Justification: Presence of dense canopy from on-site and off-site trees. Also applicant may propose to eliminate continuous hedge if 6" opaque chain link fence is installed.

c) Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for South Landscaping Buffer Class "B":

Minimum landscaping requirement (Buffer Class Requirement-Table 10-1):  
Class "B": 20' minimum with 4 canopy trees, 3 understory trees, and a continuous hedge or approved fence or wall.

Tree Requirement: 5 canopy, 4 understory, and 29 shrubs.

Existing canopy trees: 1 oak tree.

Proposal: To waive 4 canopy trees.

Justification: Presence of dense canopy from on-site trees.

d) Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for West Landscaping Buffer Class "A":

Tree Requirement: 13 canopy, 19 understory, and 212 shrubs.

Existing canopy trees: 2 oak trees.

Proposal: To waive 6 canopy trees.

Justification: Existing and future tree canopy shading from on-site and off-site trees.

- e) Waiver to LDRs- Chapter 10, Section 3.c).2) -Landscaping Island requirements-  
At the end of single parking rows, a landscaping area shall be provided with the following minimum: two hundred (200) hundred 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.

Proposal: To waive the three (3) understory trees for each landscaping island.

Justification: None submitted

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

- 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.
- ADA Parking Spaces layout should be closer to building as shown in the conceptual plan.
- Please correct Parking Calculations box to read “Motor Vehicle Service Center.” The “Motor Vehicle Repair” land use is a separate land use and it is not currently a permitted use within the Memorandum of Agreement for this property. Further, the Motor Vehicle Service Center requires 2 parking spaces/per service bay; for a total of (8) parking space for four (4) bays. Update parking spaces required to 71 (Office=61, Bays=8, and Residence= 2).
- As per adopted CP Memorandum of Agreement, the south landscaping buffer shall be Landscaping Buffer Class “B”.
- Proposed monument sign needs to show a minimum five ft. setback. Further, the sign shows interference with an existing 35” oak tree.
- Please provide a Photometric Site Lighting Plan for facility.
- Please provide detail of the 6’ vinyl fence to be installed along the northern boundary.
- DEP Permit for Construction of Water Main Extensions is still outstanding. This permit is needed before the application can go to Town Commission.
- DEP Permit for Wastewater Collection/Transmission System is still outstanding. This permit is needed before the application can go to Town Commission.
- Photometric Site Lighting Plan.

- A Sewer & Water Agreement with the Town for the provisions of Water, Sewer, and Reuse for Phase I can be modified to include Phase II allocated ERUs. It has been determined that seven ERUs for Sewer and Water will be allocated for this project

The site plan does not meet the requirements of the Land Development Regulations to be considered for approval by the Town Commission at this time. All outstanding comments can be addressed at the next available Technical Review Committee.

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

Mr. Carroll asked if there were any comments. He asked that justification for the waivers be supplemented with some pictures before forwarding to the Town Commission. He stated a lot of ground cover is currently present and staff needs to have exhibits of that to justify the waivers. Mr. Carroll asked the applicant if he had any questions for staff.

Andrew Logan, P.E. with Logan Civil Design, Inc., approached the podium. He stated he had a couple of questions about the comments Ms. Then had mentioned. He referred to comment two regarding ADA parking spaces. He stated in order to meet the ADA grading requirements, the ADA parking spaces layout was moved over three or four spaces. He also commented on the building as follows:

- Building #1 is a future building and they do not know where the primary entrance will be location on the final layout.
- Building #2 - There was a handicapped space on the conceptual plan about 40 ft. over on the south side of the main drive aisle that was moved further away because of grading issues.
- Building #3 - The handicapped spaces within 20 ft. of the accessible route into the building will be on the south side of the building.

Ms. Then asked that he elaborate on the reasoning of the relocation of the ADA parking spaces within the comments to Town staff.

Mr. Logan referred to comment three – Parking Calculations and stated on the second floor of building #3, some office square footage was calculated. He stated there will not be an office there, so the calculation could be revised to show only residents, and that will reduce the requirements.

Mr. Carroll stated there are some additional issues and permits that need to be submitted.

*Upon a motion by Butch Goodman and seconded by Chief Chris McKinstry, the members recommended that the Site Plan for Village Airport Van Campus – MJSP- 10/13-001 be brought back before the Technical Review Committee on November 19, 2013 for their consideration after the comments are addressed, by a vote of 5-0.*

**5. Ordinance No. 2013-15 – An Ordinance Adopting Corrections, Updates and Modifications to the Capital Improvements Schedule of The Town of Lady Lake Comprehensive Plan (Wendy Then)**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated this is a request to adopt the Town's annual update of the Capital Improvements Schedule which is part of the Town's Comprehensive Plan. The Capital Improvement Plan update process and the corresponding requirements are no longer required to be processed by a Comprehensive Plan Amendment, but may be adopted by local Ordinance. House Bill 7207 (2011) states: "*The CIE must be reviewed by the local government on an annual basis. Modification to update the 5-year capital improvement schedule may be accomplished by ordinance and may not be deemed to be amendments to the local Comprehensive Plan.*"

Ms. Then stated the Town must annually update the Five-Year Schedule of Capital Improvements pursuant to *Florida Statutes*. She stated the purpose of the Capital Improvements Element and the Improvement Schedules is to identify the capital improvements that are needed to implement the Comprehensive Plan and ensure that adopted Level of Service (LOS) standards are achieved and maintained for concurrency related facilities.

Ms. Then stated these facilities include: water, water supply, sewer, solid waste, drainage, parks and recreation, public schools, transportation and mass transit. While the Town does not have financial responsibility or accountability regarding some of these public facilities, there is still the requirement to incorporate the five year capital improvement schedules from other entities.

Ms. Then stated corrections, updates, and modifications concerning costs, revenues, or the dates of construction of any facility or project identified in the Comprehensive Plan/Capital Improvement Program are not considered amendments and may be accomplished by local ordinance.

Staff recommends forwarding Ordinance No. 2013-15 to the Planning and Zoning Board for their consideration and recommendation. This ordinance serves to update the Capital Improvements Schedule as required under F.S. 163.3177(3)(b). The attached "Exhibit A" reflects the proposed improvements for the Five Year Planning Period 2013/14 – 2017/18.

Ms. Then stated the tentative public hearing dates are scheduled as follows: The Planning and Zoning Board meeting is tentatively scheduled to be held at their special meeting on Wednesday, November 13, 2013 at 6:00 p.m. The Town Commission is scheduled to hear Ordinance No. 2013-15 for first reading on Monday, December 2, 2013 at 6:00 p.m., and for second/final reading at the regular meeting to be held on Monday, December 16, 2013 at 6:00 p.m.

Chief McKinstry asked if the Board's only action is recommending forwarding to the Planning and Zoning Board.

Mr. Carroll replied that was correct. He asked for a motion.

*Upon a motion by Chief Chris McKinstry and seconded by Mark Jones, the Technical Review Committee approved the transmittal of Ordinance No. 2013-15 to the Planning & Zoning Board for their consideration by a vote of 5-0.*

**6. Resolution No. 2013-109 – The Village Center Community Development District – Variance Request to Authorize the Removal of One 36" Historic Tree to Accommodate Improvements to the Orange Blossom Hills Golf Maintenance Facility – 1025 Lindsey Lane Court (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 has submitted an application for a variance in accordance with Chapter 10, Section 4 f) of the Land Development Regulations (LDRs) which states: on all properties, the removal of historic trees shall require a variance from the Planning and Zoning Board and then the Town Commission.

Ms. Then stated the applicant, Village Center Community Development District, proposes the removal of a 36" historic live oak tree to accommodate construction replacement of the existing 6,160 sq. ft. building on the same footprint as their Orange Blossom Hills maintenance facility. She stated due to the tree proximity to the existing building, removing the old building slab and pouring a new one will damage existing roots and make the tree unstable as the base of the tree is 19" from the foundation of the maintenance building.

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 06, Township 18, and Range 24, in Lady Lake Florida. She stated the Future Land Use Map designation for the site is Manufactured Home High Density (MH – HD) and is zoned "MX-8" Mixed-Residential up to 8 (eight) dwelling units/acre. The subject property is located at 1425 Lindsey Lane Court within Orange Blossom Gardens Unit 13 (Tracts A & A-1), in the vicinity surrounding an 8-hole golf course located southwest of Water Tower Circle (Alternate Key 3452399); within the town limits of the Town of Lady Lake, Florida.

The application is complete and ready to be transmitted to the Planning & Zoning Board and Town Commission.

Ms. Then stated notices to inform the surrounding property owners within 150' of the property of the proposed variance were mailed by certified mail return receipt on Wednesday, October 30, 2013. The property was also posted on Wednesday, October 30, 2013, and to date, ten return receipts have been received, and one inquiry requesting general information.

Upon approval of this variance resolution, the applicant will continue the Minor Modification to Site Plan application process for the improvements proposed at the Orange Blossom Hills maintenance facility.

Ms. Then stated public hearings are scheduled as follows: The Planning and Zoning Board meeting is scheduled to review this application at the special meeting on Wednesday, November 13, 2013 at 6 p.m. The Town Commission is expected to consider this application for final approval at their regular scheduled meeting on Monday, December 2, 2013 at 6 p.m.

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

Mr. Carroll asked if there were any comments.

Chief McKinstry asked if the tree was in the way of rebuilding the new structure.

Mr. Carroll and Ms. Then both replied that was correct. He asked for a motion.

*Upon a motion by Chief Chris McKinstry and seconded by Butch Goodman, the Technical Review Committee approved the transmittal of Resolution No. 2013-109 to the Planning & Zoning Board for their consideration by a vote of 5-0.*

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

Growth Management Director Thad Carroll asked if there were any comments or reports. There were none.

**8. Adjourn:**

*With nothing further to discuss or report, the meeting was adjourned at 10:17 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