

**MINUTES OF THE TOWN OF LADY LAKE
REGULAR PLANNING AND ZONING BOARD MEETING
LADY LAKE, FLORIDA**

**June 8, 2015
5:30 p.m.**

The Planning and Zoning Board Meeting was held in the Town Hall Commission Chambers, 409 Fennell Blvd., Lady Lake, Florida.

CALL TO ORDER: John Gauder, Chairperson

PLEDGE OF ALLEGIANCE: John Gauder, Chairperson

ROLL CALL Gil Pierson, Member
 Alfred Monteleone, Member
 William Sigurdson, Vice Chairperson/Member
 John Gauder, Chairperson

Members Absent: Mike McKenzie, Member

STAFF MEMBERS PRESENT: Thad Carroll, Growth Management Director; Wendy Then, Town Planner; Kris Kollgaard, Town Manager; and Julia Wolfe, Staff Assistant to Town Clerk

Also Present: Attorney Sasha Garcia, BRS Legal; Mayor Ruth Kussard and Commissioner Paul Hannan

OPEN FORUM:

Chairperson Gauder asked if anyone in the audience had any comments or questions. There were no comments or questions at this time.

NEW BUSINESS:

1. **Approval of Minutes** – April 13, 2015 Regular Meeting

Upon a motion by Member Monteleone and a second by Member Sigurdson, the Planning and Zoning Board approved the minutes of the Planning and Zoning Board Meeting of April 13, 2015 as presented by a vote of 4-0.

2. **Ordinance No. 2015-05 – Sawmill Holdings, LLC – Large Scale Future Land Use Amendment Application to Change Future Land Use from Single Family Medium Density (SF-MD) to Commercial Tourist (CT) to Establish an RV Park Facility – Located at 3105 Hartsock Sawmill Road, Approximately 1,500 Ft. East of Highway 27/441 (Wendy Then)**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Clerk's Office) and read the ordinance by title. She stated that the applicant, LPG Urban & Regional Planners, has filed an application on behalf of Sawmill Holdings, LLC to amend the Future Land Use designation of property (Alternate Key #1771358) located at 3105 Hartsock Sawmill Road, south of County Road 466 and west of Rolling Acres Road; which includes 53.14± acres currently in the

Town of Lady Lake, from Single Family Medium Density (SF-MD) to Commercial Tourist (CT). Ms. Then stated there are currently no structures on this property and the proposed use is for a 185 unit RV park site with amenities, and staff recommends approval of this ordinance.

Ms. Then reviewed aerial views of the site and the future land use map, and a photo of the posting of the property.

The conceptual bubble plan dated April 28, 2015, submitted by LPG Urban and Regional Planners, Inc., highlights a complete facility to include clubhouse, bath house, registration/office building, and park with a Frame Vernacular Architectural Style. The projected density for the plan is 3.56 units/acre with a typical RV lot size of 3,600 (40' x 90') sq. ft. The lots will be individually sold for fee-simple ownership.

Ms. Then reviewed the impact on Town services as follows:

Potable Water-

- ♦ Potable Water Systems – CUP allocation of 1.18 million gpd (2015)
- ♦ Current water systems usage – 687,016 gpd
- ♦ Demand Contingent on Occupants of Development (500,984 gdp available)

Sewer –

- ♦ 1,000 gpd is maximum capacity for sanitary sewer plant.
- ♦ Current sanitary sewer usage – 240,000 ± gpd.
- ♦ 480,000 gpd available for sanitary sewer.
- ♦ At build-out, the proposed RV Park would utilize 23,250 gpd for water and sewer.

Schools –

- ♦ Not factored for project – no foreseen impact of students.

Transportation –

- ♦ Traffic analysis indicates that the proposed Future Land Use designation of CT – RV Park Only, will generate 125 fewer a.m. peak hour trips and 125 fewer p.m. peak hour trips than the current SF-MD designation, assuming maximum potential under the Future Land Use classification.

Parks & Recreation –

- ♦ Addition in population will not cause P&R Level of Service to be exceeded.

Stormwater –

- ♦ Project will be required to adhere to SJRWMD guidelines.

The subject property involving approximately 53.14 ± acres lies in Section 27, Township 18, Range 24, in Lake County, Florida. The Future Land Use of the adjacent properties is as follows:

Future Land Use

Subject Property	Lady Lake – Single Family- Medium Density (SF-MD)-Up to 6 du/ac
Future Land Use of Adjacent Properties	
West	Lady Lake – Manufactured Home High Density (MH-HD)-Up to 9 du/ac & Lake County- Urban Medium Density
East	Lake County – Urban Low Density
North	Lady Lake – Single Family- Medium Density (SF-MD)-Up to 6 du/ac
South	Lake County – Urban Medium Density

Ms. Then reviewed the comments for this application as follows:

- 1) Rezoning and Special Exception Use Applications have been submitted concurrently with this Large Scale Future Land Use Amendment Application.
- 2) Applicant must submit a site plan for the proposed 185-Unit RV Park site if the Town Commission approves the comprehensive plan amendment, rezoning, and Special Exception Use applications to allow the RV Park.
- 3) Since the property to be developed is within a Special Flood Hazard Area - Flood Zone AE and Wetlands, a flood study will be required by the applicant establishing BFE during the site plan review and to mitigate compensation storage.
- 4) Town of Lady Lake Commercial Design Standards outlined in Chapter 20 of the LDRs must be adhered to prior to any design of site plans for the proposed buildings associated with this development.
- 5) Connection to Town Utilities will be required to service this RV Park Site.
- 6) Prior to the initiation of development activities, the applicant will need to conduct a coverboard survey to identify the existence of Sand Skink and mitigate with a FWC permit accordingly if found.
- 7) Mitigation may be necessary for site plan approval to address concurrency deficiencies associated with the impacts of this project.

Ms. Then stated that the Large Scale Future Land Use Map Amendment application was received on April 28, 2015, and has been reviewed and determined to be complete satisfying the necessary criteria as required to meet the requirements of the Land Development Regulations (LDRs), as well as the adopted Comprehensive Plan, and is ready for transmittal to the Town Commission.

Ms. Then reported that notices to inform the surrounding property owners (13) within 150’ of the property of the proposed amendment were mailed by certified mail return receipt on Thursday, May 21, 2015, and the property was also posted this same date. She stated that three of the 13 notices have been returned as received to date; and staff has received two phone inquiries and was approached by one resident who objects to the property.

Applications have been reviewed and 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 Town Commission. Additionally, the applications were

reviewed and determined to be in compliance with the directives of the adopted Comprehensive Plan in accordance with the sought designation. A justification statement has also been included as part of the Large Scale Comprehensive Plan Amendment Application, which the applicant submitted for justifying why the future land use should be amended for the development proposed.

Ms. Then stated the application materials were circulated to members of the Technical Review Committee (TRC) on Wednesday, May 27, 2015 and the members provided comments which determined that the application was ready for transmittal to the Planning and Zoning Board. She stated the Local Planning Agency is scheduled to hear Ordinance No. 2015-05 on Monday, July 6, 2015. She stated the Town Commission is tentatively scheduled to hear Ordinance No. 2015-05 for first reading at their regular meeting on Monday, July 6, 2015 at 6 p.m., and second/final reading will be held after the Florida Department of Economic Opportunity (DEO) has reviewed the transmitted amendment.

Ms. Then stated the applicant is present if there are any questions.

- Mariane Hartsock-Patten introduced herself as the resident who is opposed to this development. She stated that Lady Lake already has two RV parks, and that she was told at the February Town Commission meeting that they were planning on catering to the higher end RV people. She stated the Commission also suggested that the applicant set up a meeting with nearby residents to discuss the development, but she has not heard from him. Ms. Patten stated she called him on March 2, 2015, but was told he was going out of town and that he would call her the following week.

Ms. Patten stated that there is a 100 year flood plain and the proposal shows 185 units on 53 acres; however, approximately 27 of those acres cannot be used because of wetlands and this will result in a density of more than seven units per acre. She also stated the traffic study is not correct as the proposed development from ten years ago encompassed property north of 3105 Hartsock Sawmill Road and Edwards Road. Ms. Patten stated there is a 30' private easement on both the north and south end of Hartsock Sawmill Road from 3000 to 3105 Hartsock Sawmill Road, although the front part of the road is County owned.

Ms. Patten stated there are endangered animals in the area such as gopher turtles and black bears, and although the developer has stated they will build a wall, it is scheduled last. She asked that it be done first. She asked when the site plan will be available.

Growth Management Director Thad Carroll stated that Ms. Patten is not the person he met in the field with objections to this application, so there are two property owners with objections.

Greg Beliveau introduced himself as representing the applicant. He stated that in response to the objections, they have had two environmental assessments done by professionals; one in 2007 and one done in the last few months, and conditions have been documented. Another environmental assessment is required to be completed just prior to development and upon submittal to SJWMD for permits and these conclusions will be provided to the State of Florida and the Town of Lady Lake.

Mr. Beliveau stated the traffic analysis is signed off on by the MPO and is sent to the State of Florida and the Town. He stated that a comparison is given as to what is existing land use and zoning and for what is proposed; and the impact has been reported as half of existing, or is expected to generate less traffic.

Mr. Beliveau stated that they have met with Lake County Public Works in regard to access on

Hartsock Sawmill Road, and they will only be using their 30' easement and an additional 30' of their land which will be dedicated to Lake County and then will be a continuation of the County road and under County maintenance. He stated that the County designed the road on their property at the meeting, and the addendum and modified site plan reflecting this has been provided to the Town of Lady Lake. Mr. Beliveau stated the resident's other 30' easement is still in place and there will be a new County road; an extension of Hartsock Sawmill Road, that they will be able to use. He stated they have met all the requirements and have submitted all the documentation as required. Mr. Beliveau stated that Mr. Bates has met with some of the other property owners and apologized that he has not yet met with Ms. Patten. He stated he will have him coordinate with the other property owners before the Town Commission meeting.

- Ms. Patten asked if the traffic analysis report is public record. She asked if the company doing the report was aware that the previous subdivision development traffic was meant to come in from Edwards Road, not Hartsock Sawmill Road, as she feels there is a discrepancy there.

Mr. Carroll replied that the traffic analysis report is public record. He stated the evaluation for the traffic analysis is based on the generation of the acreage and land use, and is not based on accessibility, whether it is Edwards Road or Hartsock Sawmill Road.

Member Sigurdson asked if the Edwards Road access comes down into the northwest corner of the property.

Mr. Beliveau replied that their project does not have access to Edwards Road. He stated the previous applicant has a proposal where they were going to purchase parcels between this project property and Edwards Road, but it fell through and those parcels have a different owner.

Member Monteleone asked about the single family residences on Hartsock Sawmill Road. He also asked if the parcel right below the larger parcel shown on the aerial view also belongs to this applicant.

Mr. Beliveau replied that they are mobile homes, and that the applicant has both the parcels shown.

Member Monteleone asked what type of RV Park is proposed, whether it is for camping, etc. He asked who will take care of the lots when the RVs are not there and if there will be storage areas.

Mr. Beliveau replied that the site will include a caretaker's residence for 24/7 control, and the lots will be sold for Class A RVs. He stated these are normally used for seasonal residences for four to six months at a time, and the caretaker will take care of the sites when they are not in residence. He stated there will be no overnights or tents for camping, and there will be storage areas.

- Ms. Patten commented that not all the homes on Hartsock Sawmill Road are mobile homes; some are concrete block homes.

Member Monteleone asked Ms. Patten where her residence is located in reference to the project.

Ms. Patten replied from the audience that her residence is right next door to the bottom quadrant of the project and is accessible from Hartsock Sawmill Road.

Member Pierson asked if there will be restrictions prohibiting overnight camping, etc., so that buyers of the lots know they cannot sublease them out.

Mr. Beliveau replied that there will be restrictions.

Upon a motion by Member Sigurdson, and a second by Member Monteleone, the Planning and Zoning Board recommended transmittal and approval of Ordinance No. 2015-05 to the Town Commission for consideration by the following roll call vote:

MONTELEONE	YES
PIERSON	YES
SIGURDSON	YES
GAUDER	YES

3. Ordinance No. 2015-06 – Sawmill Holdings, LLC – Rezoning Application to Change Future Land Use from Single Family Medium Density (RS-6) to Commercial Tourist (CT) to Establish an RV Park Facility – Located at 3105 Hartsock Sawmill Road, Approximately 1,500 Ft. East of Highway 27/441 (Wendy Then)

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Clerk’s Office) and read the ordinance by title. She stated applicant, LPG Urban & Regional Planners, has filed an application on behalf of Sawmill Holdings, LLC to amend the Future Land Use designation of property (Alternate Key # 1771358) located at 3105 Hartsock Sawmill Road, which includes 53.14± acres within Town of Lady Lake limits, from Single Family Medium Density (RS-6) to Commercial Tourist (CT). She stated that this application is the rezoning part of the large scale application presented previously for the proposed 185 unit subdivision for Recreational Vehicles.

Ms. Then reviewed the aerial views of the property and the plat showing the zoning of the subject property and adjacent parcels. A photo of the posting was also shown.

Ms. Then reported that notices to inform the surrounding property owners (13) within 150’ of the property of the proposed amendment were mailed by certified mail return receipt on Thursday, May 21, 2015 and the property was also posted this same date.

The subject property lies in Section 27, Township 18, Range 24, in Lake County, Florida. Appropriate legal descriptions, a survey of the property, and conceptual plan have been included with the submitted application. Ms. Then reviewed the zoning designation of the subject property and adjacent properties as follows:

Zoning

Subject Property	Lady Lake– Single Family Medium Density (RS-6)- Up to 6 du per acre
Zoning of Adjacent Properties	
West	Lady Lake – Manufactured Home High Density (MH-HD) and Lake County – R-1
East	Lake County – R-1
North	Lady Lake– Single Family Medium Density (RS-6)- Up to 6 du per acre
South	Lake County – Agriculture

Ms. Then reviewed the highlights of the Memorandum of Agreement proposal (on file in the Clerk’s Office).

Ms. Then reported that the rezoning application was received on April 28, 2015, and has been reviewed and determined to be complete satisfying the necessary criteria as required to meet the requirements of the Land Development Regulations (LDRs) as well as the adopted Comprehensive Plan, and is ready for transmittal to the Town Commission.

Ms. Then stated the application materials were circulated to members of the Technical Review Committee (TRC) and provided comments on Wednesday, May 27, 2015 which determined the application to be ready for transmittal to the Planning and Zoning Board. She stated the Town Commission is tentatively scheduled to hear Ordinance No. 2015-06 for first reading at their regular meeting on Monday, July 6, 2015 at 6 p.m., and for second/final reading after the Florida Department of Economic Opportunity (DEO) has reviewed the transmitted amendment.

Ms. Then stated the applicant is here if there are any further questions.

Member Monteleone asked how this item is different than the previous item. He also asked for clarification on a rendering in the packet regarding the proposed RV sites.

Growth Management Director Thad Carroll replied that according to the Town's Comprehensive Plan, when a land use is reassigned, it must be assigned a complimentary zoning. He pointed out that the labeling on the rendering was for the detail above it, which cleared up the confusion.

Member Sigurdson clarified that each RV site will have a concrete pad on it. He asked about the park that was mentioned and a boardwalk over the wetlands.

Mr. Beliveau stated there will be a recreational use park where guests can walk their dogs, etc., located near the middle of the project and one on the island. He stated they will have to get a permit for the boardwalk in the wetlands.

- Ms. Patten asked if she could get a copy of the proposed site plan.

Mr. Carroll replied that he has copies available.

Member Sigurdson asked if the remainder of the road from the applicant's property to US Hwy 27/441 will also be improved.

Mr. Beliveau replied that it is a County road, and two projects are currently ahead of theirs that will work on that portion of Hartsock Sawmill Road. He stated they will have to wait and see how much of the road is improved by the spa and the other project when they are ready to proceed.

Upon a motion by Member Monteleone, and a second by Member Pierson, the Planning and Zoning Board recommended transmittal and approval of Ordinance No. 2015-06 to the Town Commission for consideration by the following roll call vote:

<i>MONTELEONE</i>	<i>YES</i>
<i>PIERSON</i>	<i>YES</i>
<i>SIGURDSON</i>	<i>YES</i>
<i>GAUDER</i>	<i>YES</i>

4. Preliminary Plat – Green Key Villages Phase II Partial Replat – Subdivision Recreation Center for the Green Key Village Single Family Residence Subdivision Proposing an 1,800 Sq. Ft. Pickle Ball Court, a 7,200 Sq. Ft. Tennis Court, a 2,350 Sq. Ft. Half Basketball Court, an

8,906 Sq. Ft. Area for a Subdivision Community Pool with Concrete Deck and Two Pavilions (480 Sq. Ft. Each) – Located at 1257 Fiesta Key Circle (Wendy Then)

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Clerk's Office). She stated applicant and owner, Greg Thomas of Mainsail Solutions, Inc., has submitted plans for Preliminary Plat Approval of a subdivision which proposes a recreation center for the Green Key Village single family residence subdivision consisting of an 1,800 sq. ft. pickle ball court, a 7,200 sq. ft. tennis court, a 2,350 sq. ft. half basketball court, an 8,906 sq. ft. area for a subdivision community pool with concrete deck and two pavilions consisting of 480 sq. ft. each; located at 1257 Fiesta Key Circle.

Ms. Then stated that the Preliminary Plat was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs). She reviewed the following items which were included in the packet:

1. Preliminary Plan Review completed by Public Works dated May 27, 2015.
2. Fire Review No. 2 for the Preliminary Plat completed by Kerry Barnett dated May 14, 2015 (Satisfied).
3. Review No. 3 for Preliminary Plat completed by Neel-Schaffer Engineering, dated June 2, 2015.
4. Lady Lake Building Official comments dated June 2, 2015.

Ms. Then reported that the property Future Land Use designation is Single Family Medium Density (SF-MD) and the Zoning designation is Single Family Medium Density, allowing up to six dwelling units per acre. She reviewed the aerial illustration of the current location of the subdivision as well as the zoning of the property and adjacent parcels. She stated that the subdivision was originally approved as the Nine Oaks Subdivision, and then Phase I of Green Key Village was eventually approved when Nine Oaks did not materialize. Ms. Then stated this is a replat for Phase II of the entire area to enable the applicant to align the recreation center in order to allocate those amenities. A rendering of the site showing the recreation center/community pool site and a photo of the subdivision entrance and an aerial view of the subdivision were reviewed.

The Preliminary Plan meets the design requirements of the Town of Lady Lake Land Development Regulations, Chapter 8 – Subdivision and Plats, and adheres to the requirements of the Comprehensive Plan of the Town of Lady Lake. The preliminary plat plans, consisting of nine sheets, are drawn in 24"x36" pages and have been certified by Charles Cecil Hiott, Professional Engineer with Booth Ern Straughan Hiott, Inc. dated June 2, 2015. All comments have been satisfied for the Preliminary Plat application.

To be submitted at the time of Improvement Plans Submittal:

- 1) In accordance with the provisions of Chapter 8, Section 8-6).e).1, the applicant shall submit copies of all jurisdictional agency approved permits and/or Exemption Letters (when applicable), including:
 - Florida Department of Environmental Protection Water Main Extensions permit and/or exemption.
 - Florida Department of Environmental Protection Wastewater Collection/ Transmission System and/or exemption.
 - St. John's River Water Management District ER Permit

- 2) The applicant will be required to submit the Street Lighting Plan for that portion of the recreation center at the time of Improvement Plans submittal.
- 3) All utilities (gas, water, sewer, electric, telephone, cable) for new construction shall be underground as per Chapter 9, Section 9-6).a).1).

Note: Preliminary Plat Approval does not permit the construction of any improvements. All permits from other agencies with jurisdiction must be completed before a development order may be issued.

Ms. Then reported that the Technical Review Committee members individually reviewed the application on Monday, June 1, 2015, and provided comments regarding the Preliminary Plat Plan application which have been satisfied. The Town Commission is scheduled to consider the Preliminary Plat for final consideration at their regular meeting on Monday, July 6, 2015.

Ms. Then stated the applicant is present if there are any questions.

Member Sigurdson asked for clarification on what Phase 1 consisted of, and if Phase III will finish off the rest of the homes. He mentioned he noticed that 42 parking spaces around the facility and wondered if that would sufficient.

Ms. Then replied that Phase 1 was a preliminary plat for 42 single family units, and only Phase II for the amenities has been proposed thus far. She stated that staff calculates the number of parking spaces necessary, and this was deemed acceptable for the amount of residents and for what was proposed, including ADA parking spaces.

Upon a motion by Member Pierson, and a second by Member Monteleone, the Planning and Zoning Board recommended transmittal and approval of Green Key Village Phase II Preliminary Plat to the Town Commission for consideration by the following roll call vote:

<i>MONTELEONE</i>	<i>YES</i>
<i>PIERSON</i>	<i>YES</i>
<i>SIGURDON</i>	<i>YES</i>
<i>GAUDER</i>	<i>YES</i>

CHAIRPERSON/MEMBERS' REPORT:

Chairperson Gauder asked if there was training for the Board coming up regarding disclosure of a public record. He stated he received something in the mail.

Mr. Carroll replied that he had no knowledge of it, but would check with the Town Manager.

ADJOURN: *With nothing further to discuss, the meeting was adjourned at 6:19 p.m.*

Julia Wolfe, Staff Assistant to Town Clerk

John Gauder, Chairperson