

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

**January 11, 2016
5:30pm**

The Planning and Zoning Board Meeting was held in the Town Hall Commission Chambers at 409 Fennell Blvd., Lady Lake, Florida. The meeting convened at 5:30 p.m.

CALL TO ORDER: John Gauder, Chairperson

PLEDGE OF ALLEGIANCE: John Gauder, Chairperson

ROLL CALL Peter Chiasson, Member
 William Sigurdson, Vice Chair/Member
 John Gauder, Chairperson

Member Absent: Michael McKenzie, Member

STAFF MEMBERS PRESENT: Thad Carroll, Growth Management Director; and Beverly Lemay, Staff Assistant to Town Clerk

Also Present: Attorney Sasha Garcia, BRS Legal; Mayor Ruth Kussard; Commissioner Dan Vincent; Marty Dzuro of The Villages of Lake-Sumter, Inc.; and Lara Parker of Water Oak

OPEN FORUM:

Chairperson Gauder asked if there were any comments or questions from the audience. There were no comments or questions.

NEW BUSINESS:

1. Approval of Minutes – December 14, 2015 Regular Meeting

Upon a motion by Member Chiasson and a second by Vice Chair/Member Sigurdson, the Planning and Zoning Board approved the minutes of the Planning and Zoning Board Meeting of December 14, 2015 as presented by a vote of 3-0.

2. Ordinance No. 2016-01 – Annexation – The Villages of Lake-Sumter, Inc. - Annexing Property Being 0.95 +/- Acres of Land by Robert R. & Jerilyn K. Mowry – Referenced by Alternate Keys 1483077, 2524189, 1672775, 2575026, 2535385, 2669365, 3239474; 7 Lots - Located within Orange Blossom Gardens Units 2, 3, and 3.1b within Lake County, Florida (Thad Carroll)

Growth Management Director Thad Carroll presented the background summary for this agenda item (on file in the Clerk’s Office). He stated that the applicant, Martin L. Dzuro, on behalf of The Villages of Lake-Sumter, Inc./Robert R. & Jerilyn K. Mowry, has filed applications to annex properties consisting of seven lots located north of Griffin Avenue and northeast of North Highway

27/441 within the Orange Blossom Garden Subdivisions Units 2, 3, and 3.1B. The annexation application involves 0.95 +/- acres of property from unincorporated Lake County into the Town of Lady Lake.

Mr. Carroll stated the seven lots are spread out along different roads and include the following addresses:

- 822 Beechwood Avenue
- 916 Kim Lane
- 808 Roseapple Avenue
- 744 Royal Palm Avenue
- 822 Royal Palm Avenue
- 860 Silver Oak Avenue
- 743 Truman Avenue

Mr. Carroll stated that these lots are presently vacant with one exception; there is still one mobile home that has not been removed yet. He stated that staff's recommendation is for approval of Ordinance No. 2016-01.

A map of the properties, an aerial view, and photos of the postings were reviewed.

Mr. Carroll replied this is the third wave of applications the Town has received. He stated that the process includes The Villages buying these lots back from the homeowner, then constructing conventional homes on these properties. The first wave consisted of 11 lots, the second wave consisted of three lots, and this, the third, consists of seven.

The subject properties lie in Section 06, Township 18 South, Range 24 East, in Lake County, Florida. Appropriate legal descriptions, a location map, and a sketch of the property have been included with the submitted application. All lots will be served by the Village Center Community Development District Central Water and Sewer System, as well as the District's Fire Department.

In accordance with the provisions of Florida Statute 171.205, and the Interlocal Service Boundary Agreement executed September 4, 2013 between Lake County, Florida and the Town of Lady Lake, Florida, the Town may annex property into the Town which are non-contiguous to the existing municipal boundary. The proposed properties under this application exist as both contiguous and non-contiguous lots.

The annexation application was received on Wednesday, December 2, 2016, and has been reviewed and determined to be complete, satisfying the necessary criteria as required for annexation under statutory requirements. The application was found 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.

Mr. Carroll reported that notices to inform the surrounding property owners (122) within 150 feet of the properties proposed by annexation request were mailed Wednesday, December 23, 2015. The properties were posted Monday, December 28, 2015.

Mr. Carroll commented that no objections or letters of support from the surrounding property owners have been received to date. He stated that there were three phone inquiries about the annexation.

Mr. Carroll reported that the Technical Review Committee (TRC) members individually reviewed application for Ordinance No. 2016-01, provided comments on January 4, 2016, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. The Town Commission is scheduled to consider Ordinance No. 2016-01 for first reading on Wednesday, January 20, 2016 at 6:00 p.m. and for second/final reading on Monday, February 1, 2016 at 6:00 p.m.

Mr. Carroll stated that applicant Marty Dzuro on behalf of The Villages of Lake-Sumter, Inc. is present, if there are any questions.

Vice Chairperson Sigurdson inquired about the mobile home which has not yet been removed.

Mr. Carroll replied the picture was taken on December 20th, and that he has not been back yet to verify if the mobile home has been removed.

Chairperson Gauder asked if there were any comments or questions from the Board members or the audience.

Upon a motion by Vice Chair/Member Sigurdson and a second by Member Chiasson, the Planning and Zoning Board recommended transmittal and approval of Ordinance No. 2016-01 to the Town Commission for consideration by the following roll call vote:

<i>CHIASSON</i>	<i>YES</i>
<i>SIGURDSON</i>	<i>YES</i>
<i>GAUDER</i>	<i>YES</i>

3. Ordinance No. 2016-02 – Small Scale Future Land Use Comprehensive Plan Amendment –The Villages of Lake-Sumter, Inc. – Small Scale Future Land Use Comprehensive Plan Amendment from Lake County Medium Urban Density to Lady Lake Manufactured Home High Density for Seven Lots of Approximately 0.95 +/- Acres – Referenced by Alternate Keys 1483077, 2524189, 1672775, 2575026, 2535385, 2669365, 3239474; 7 Lots - Located within Orange Blossom Gardens Units 2, 3, and 3.1b within Lake County, Florida (Thad Carroll)

Growth Management Director Thad Carroll presented the background summary for this agenda item (on file in the Clerk’s Office). He stated that the applicant, Martin L. Dzuro, on behalf of The Villages of Lake-Sumter, Inc./Robert R. & Jerilyn K. Mowry, has filed applications to amend the future land use comprehensive plan for properties consisting of seven lots located north of Griffin Avenue and northeast of North Highway 27/441 within the Orange Blossom Garden Subdivisions Units 2, 3, and 3.1B. The application involves 0.95 +/- acres of property from unincorporated Lake County into the Town of Lady Lake.

Mr. Carroll reviewed the addresses of the subject properties as follows:

- 822 Beechwood Avenue

- 916 Kim Lane
- 808 Roseapple Avenue
- 744 Royal Palm Avenue
- 822 Royal Palm Avenue
- 860 Silver Oak Avenue
- 743 Truman Avenue

Mr. Carroll stated that staff's recommendation is for approval of Ordinance No. 2016-02. A map of the subject parcels and the Future Land Use map was reviewed.

Concurrency Determination Statement: The Villages has removed existing manufactured homes on six of the lots in a historic section of The Villages known as Orange Blossom Gardens to construct a similar size conventional built home on each lot (the home at 822 Royal Palm has yet to be removed). There will be no increase in utility services, traffic, population, or recreation use.

Impact on Town services:

- Potable Water - No impact, lots are served by the Village Center Community Development District Central Water System.
- Sewer - No impact, lots are served by the Village Center Community Development District Central Sewer System.
- Schools – Not factored for project – no foreseen impact of students as the project is located within an active adult retirement community.
- Transportation – No impact, the existing home will be replaced with a new home. There will be no change in average daily trip generation.
- Parks & Recreation – The annexation, small scale future land use amendment, and the rezoning applications will not cause P&R Level of Service to be exceeded since the project is for the replacement of existing homes. Additionally, the Villages provides its residents with all Park and Recreation Amenities.
- Stormwater – Project will be required to adhere to SJRWMD guidelines and the Town of Lady Lake Floodplain Management Ordinance for parcels within Special Flood Hazard Areas.

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 Concurrency Determination Statement has also been included as part of the Small Scale Comprehensive Plan Amendment Application, which the applicant submitted to explain expected impacts on Town Services.

The subject properties involve approximately 0.95 ± acres lies in Section 06, Township 18 South, Range 24 East, in Lake County, Florida. The Future Land Use of the adjacent properties is as follows:

Future Land Use

Subject Properties	Lake County Medium Urban Density
Future Land Use of Adjacent Properties	
West	Lake County – Medium Urban Density & Lady Lake- Manufactured Home High Density (MH-HD)
East	Lake County – Medium Urban Density
North	Lake County – Medium Urban Density & Lady Lake- Manufactured Home High Density (MH-HD)
South	Lake County – Medium Urban Density & Lady Lake- Manufactured Home High Density (MH-HD)

Comments:

- 1) Annexation and Rezoning Applications have been submitted concurrently with this Small Scale Future Land Use Amendment Application.
- 2) In accordance to the Interlocal Agreement for Building Permits & Inspections Section 2).A)., executed on June 23, 2015, if The Villages has applied for annexation, then the Town can issue building permits located within the unincorporated area.
- 3) Project will be required to adhere to St. John’s River Water Management District guidelines and the Town of Lady Lake Floodplain Management Ordinance for parcels within Special Flood Hazard Areas.

Mr. Carroll reported that notices to inform the surrounding property owners (122) within 150’ of the property of the proposed annexation were mailed on Wednesday, December 23, 2015. The properties were posted Monday, December 28, 2015. He stated there were no objections or letters of support for these applications.

Mr. Carroll stated that the Technical Review Committee (TRC) members individually reviewed application for Ordinance No. 2016-02, provided comments on January 4, 2016, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. The Local Planning Agency is scheduled to consider Ordinance No. 2016-02 on Wednesday, January 20, 2016, at 5:45 p.m. The Town Commission is scheduled to consider Ordinance No. 2016-02 for first reading on Wednesday, January 20, 2016 at 6:00 p.m., and for second/final reading on Monday, February 1, 2016 at 6:00 p.m.

Mr. Carroll stated that applicant Marty Dzuro on behalf of The Villages of Lake-Sumter, Inc. is present if there are any questions.

Chairperson Gauder asked if there were any comments or questions from the Board members or the audience, and hearing none, asked for a motion.

Upon a motion by Member Chiasson and a second by Vice Chair/Member Sigurdson, the Planning and Zoning Board recommended transmittal and approval of Ordinance No. 2016-02 to the Town Commission for consideration by the following roll call vote:

<i>CHIASSON</i>	<i>YES</i>
<i>SIGURDSON</i>	<i>YES</i>
<i>GAUDER</i>	<i>YES</i>

4. Ordinance No. 2016-03 – Rezoning – The Villages of Lake-Sumter, Inc. – Rezoning from Lake County Residential Medium (RM) to Lady Lake Mixed Residential Medium Density (MX-8) for 7 Lots Consisting of Approximately 0.95 +/- Acres of Land – Referenced by Alternate Keys 1483077, 2524189, 1672775, 2575026, 2535385, 2669365, 3239474; 7 Lots - Located within Orange Blossom Gardens Units 2, 3, and 3.1b within Lake County, Florida (Thad Carroll)

Growth Management Director Thad Carroll presented the background summary for this agenda item (on file in the Clerk’s Office). He stated that the applicant, Martin L. Dzuro, on behalf of The Villages of Lake-Sumter, Inc./Robert R. & Jerilyn K. Mowry, has filed an application to rezone properties consisting of seven lots located north of Griffin Avenue and northeast of North Highway 27/441 within the Orange Blossom Garden Subdivisions Units 2, 3, and 3.1B. The application involves rezoning 0.95 +/- acres of property from Lake County Residential Medium (RM) to Lady Lake Mixed Residential Medium Density (MX-8). The MX-8 designation is consistent with the other lots in The Villages which are presently in the Town of Lady Lake’s jurisdiction. The proposed properties are as follows:

- 822 Beechwood Avenue
- 916 Kim Lane
- 808 Roseapple Avenue
- 744 Royal Palm Avenue
- 822 Royal Palm Avenue
- 860 Silver Oak Avenue
- 743 Truman Avenue

Mr. Carroll stated that staff’s recommendation is for approval of Ordinance No. 2016-03. He reviewed a map of the subject parcels and a zoning map of the area.

The subject properties lie in Section 06, Township 18 South, Range 24 East, in Lake County, Florida. Appropriate legal descriptions and survey information have been included with the submitted application. The zoning designation of the subject properties and adjacent properties are as follows:

Zoning

Subject Property	Lake County Residential Medium (RM)
Zoning of Adjacent Properties	
West	Lake County Residential Medium (RM) Lady Lake- Mixed Residential Medium Density (MX-8)
East	Lake County Residential Medium (RM)
North	Lake County Residential Medium (RM) Lady Lake- Mixed Residential Medium Density (MX-8)
South	Lake County Residential Medium (RM) Lady Lake- Mixed Residential Medium Density (MX-8)

Mr. Carroll reported that the Rezoning application was received on Wednesday, December 2, 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. He stated that notices to inform the surrounding property owners (122) within 150' of the property of the proposed annexation were mailed on Wednesday, December 23, 2015. The properties were posted Monday, December 28, 2015. No objections or letters of support have been received.

Mr. Carroll stated that the Technical Review Committee (TRC) members individually reviewed application for Ordinance No. 2016-03, provided comments on January 4, 2016, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. The Town Commission is scheduled to consider Ordinance No. 2016-03 for first reading on Wednesday, January 20, 2016 at 6:00 p.m. and for second/final reading on Monday, February 1, 2016 at 6:00 p.m.

Mr. Carroll stated that applicant Marty Dzuro on behalf of The Villages of Lake-Sumter, Inc. is present if there are any questions.

Chairperson Gauder asked if there were any comments or questions from the Board members or the audience, and hearing none, asked for a motion.

Upon a motion by Vice Chair/Member Sigurdson, and a second by Member Chiasson, the Planning and Zoning Board recommended transmittal and approval of Ordinance No. 2016-03 to the Town Commission for consideration by the following roll call vote:

<i>CHIASSON</i>	<i>YES</i>
<i>SIGURDSON</i>	<i>YES</i>
<i>GAUDER</i>	<i>YES</i>

5. Ordinance No. 2016-05 – Small Scale Future Land Use Comprehensive Plan Amendment – Sun Communities Operating, LP – Small Scale Future Land Use Comprehensive Plan Amendment from Lady Lake Rural High Density (RHD) to Lady Lake Manufactured Home High Density (MH-HD) for Two Lots of Approximately 2.6 +/- Acres – Located within Water Oak Country Club Estates within Lake County, Florida (Alternate Keys 1279496 and 1279216) (Thad Carroll)

Growth Management Director Thad Carroll presented the background summary for this agenda item (on file in the Clerk's Office). He stated that on December 22, 2015, applications have been filed with the Town of Lady Lake, by Daniel R. Gibbs with Atwell, LLC, on behalf of Sun Communities Operating LP, to rezone and amend the future land use designation of two lots located within the Water Oak Country Club, approximately 1,150 lineal feet east of the intersection North Highway 27/441 and County Road 25, within Lake County, Florida.

Mr. Carroll advised this street is referenced as Water Oak Blvd. and present use of the property is Lady Lake Rural High Density; with the requested use to be changed to Lady Lake Manufactured Home High Density. He stated that staff's recommendation is for approval of Ordinance No. 2016-05.

Mr. Carroll referenced a map of the property indicating this is already incorporated into the Town of Lady Lake, and that this is not considered an Annexation request. He stated the applicant is requesting to change the designation under the future land use map in order to carry out their plans for this property. He stated that this particular piece of property was a homestead initially, and since that time, Sun Communities has acquired this property and intends to develop the property with ten +/- lots. A Future Land Use map was also reviewed.

The proposed small-scale comprehensive plan amendment is to change the future land use designation from Lady Lake Rural High Density (RHD) to Lady Lake Manufactured Home High Density (MH-HD). The applicant is requesting the rezoning of these properties to add new home sites and a 3,500 +/- sq. ft. administrative/sales building with associated parking.

The parcels are identified by Alternate Key #1279496 and #1279216. The applications were reviewed to determine if they are in compliance with the Land Development Regulations (LDRs) and the Lady Lake Comprehensive Plan. It was found that the requested use is consistent with the directives of the Comprehensive Plan and satisfies the necessary criteria as required to meet the requirements of the adopted Town of Lady Lake Land Development Regulations (LDRs). A Concurrency Determination Statement has also been included as part of the Small Scale Comprehensive Plan Amendment Application, which the applicant submitted to explain expected impacts on Town services.

Concurrency Determination Statement: Water Oak Estates (Sun Communities, Inc.) is proposing to develop the area that was previously an old homestead site. Sun purchased the property in 2004 and it is currently undeveloped. We are proposing to add new home sites (some of which will be used as model homes initially) and a 3,500+/- sq. ft. administrative/sales building with associated parking.

Mr. Carroll reviewed the impact on Town services as follows:

- Potable Water - There is an existing water line along Willow Way. During development, the line will be extended into the proposed site to serve the new homes and the Administrative/Sales building. We will acquire all necessary permits from both the Town and State prior to development.
- Sewer - There is existing sewer along Willow Way. During development, the lines will be extended into the proposed site to serve the new homes and the Administrative/Sales building. We will acquire all necessary permits from both the Town and State prior to development.
- Schools - Not factored for project. No foreseen impact of students as the project is located within an active adult retirement community.
- Transportation - No Impact. The Water Oak Estates Site was originally designed for 1,484 home sites (from Town DRI). The current developed number of home sites is just over 1,100.
- Parks and Recreation - The small scale future land use amendment and the rezoning application will not cause P&R Level of Service to be exceeded since, as mentioned above, the development is still well under the original DRI count. Additionally, Water Oak Estates provides its residents with all Park and Recreation Amenities.

- Stormwater - Project will be required to adhere to SJRWMD guidelines and the Town of Lady Lake Floodplain Management Ordinance for parcels within Special Flood Hazard Areas.

The subject properties involve approximately 2.6 ± acres lies in Sections 16 and 17, Township 18 South, Range 24 East in Lake County, Florida. The Future Land Use of the adjacent properties is as follows:

Future Land Use

Subject Properties	Lady Lake Rural High Density (RHD)
Future Land Use of Adjacent Properties	
West	Lady Lake- Manufactured Home High Density (MH-HD)
East	Lady Lake- Manufactured Home High Density (MH-HD)
North	Lady Lake- Manufactured Home High Density (MH-HD)
South	Lady Lake- Manufactured Home High Density (MH-HD)

Comments:

- 1) A rezoning application has been submitted concurrently with this Small Scale Future Land Use Amendment Application.
- 2) If approved, a Site Plan application will need to be submitted and approved before the Town Commission for the 3,500 sq. ft. Administrative/Sales Building and parking lot since this improvement qualifies as a Major Development due to meeting the threshold of 2,000 or more square feet of non-residential floor space.
- 3) Trees to be removed as a result of the proposed improvements must adhere to the tree removal processes pursuant to the appropriate sections of Chapter 10- Landscaping and Tree Protection of the Town of Lady Lake Land Development Regulations.

Mr. Carroll reported that notices to inform the surrounding property owners were not necessary because the property owner of the two subject parcels and adjacent parcels is the same entity: Sun Communities. He stated that on December 28, 2015, a letter was hand-delivered to the Water Oak Administrative Office to provide to Water Oak residents in the event they inquire about the proposed small scale FLU amendment application, and the properties were also posted this same date.

Mr. Carroll reported that the Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2016-05, provided comments on Monday, January 4, 2016, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. The Local Planning Agency is scheduled to consider Ordinance No. 2016-05 on Monday, February 1, 2016 at 5:45 p.m. The Town Commission is scheduled to consider Ordinance No. 2016-05 for first reading on Monday, February 1, 2016 at 6:00 p.m. and for second/final reading on Wednesday, February 17, 2016 at 6:00 p.m.

Mr. Carroll stated that Lara Parker, on behalf of Water Oak, is present if there are any questions.

Member Chiasson asked if this change will make the use of this land consistent with the rest of the land that surrounds it.

Mr. Carroll replied that was correct. He further explained this property is currently an enclave and is vacant and the applicant intends to bring forth a site plan subsequently to incorporate a couple of more lots. He stated that the applicant plans to change the Future Land Use designation of the property and rezone it to add new home sites and a 3,500 +/- sq. ft. administrative sales building with associated parking.

Chairperson Gauder asked if any trees are going to be cut down in this area.

Mr. Carroll replied that staff has not yet received site plan applications and those will outline any trees to be removed, with subsequent permits or arborist reports to be included. He stated that no trees have been removed in this area to date.

Lara Parker of Water Oak stated that the only time they will request to take a tree down is if it is in the footprint of the home, or if it is dead.

Chairperson Gauder asked if there were any comments or questions from the audience, and hearing none, asked for a motion.

Upon a motion by Member Chiasson, and a second by Vice Chair/Member Sigurdson, the Planning and Zoning Board recommended transmittal and approval of Ordinance No. 2016-05 to the Town Commission for consideration by the following roll call vote:

<i>CHIASSON</i>	<i>YES</i>
<i>SIGURDSON</i>	<i>YES</i>
<i>GAUDER</i>	<i>YES</i>

6. Ordinance No. 2016-06 – Rezoning – Sun Communities Operating, LP – Rezoning from Lady Lake Agriculture Residential (AG-1) to Lady Lake Manufactured Home High Density (MH-9) for Two Lots of Approximately 2.6 +/- Acres – Located within Water Oak Country Club Estates within Lake County, Florida (Alternate Keys 1279496 and 1279216) (Thad Carroll)

Growth Management Director Thad Carroll presented the background summary for this agenda item (on file in the Clerk’s Office). He stated that on December 22, 2015, applications have been filed with the Town of Lady Lake, by Daniel R. Gibbs with Atwell, LLC, on behalf of Sun Communities Operating LP, to rezone and amend the future land use designation of two lots located within the Water Oak Country Club, approximately 1,150 lineal feet east of the intersection North Highway 27/441 and County Road 25, within Lake County, Florida.

Mr. Carroll stated the rezoning application involves approximately 2.6+/- acres, and the applicant is seeking to rezone the property from Lady Lake Agriculture Residential (AG-1) to Town of Lady Lake Manufactured Home High Density (MH-9). He stated the applicant is requesting to rezone these properties to MH-9 to add approximately +/- ten new home sites (of which three to five will be used as model homes initially) and a 3,500+/- sq. ft. administrative/sales building with associated parking. The parcels are identified by Alternate Key #279496 and #1279216. Mr. Carroll stated that staff’s recommendation is to approve Ordinance No. 2016-06.

The applications were reviewed to determine if they are in compliance with the Land Development Regulations (LDRs) and the Lady Lake Comprehensive Plan. It was found that the requested use is

consistent with the directives of the Comprehensive Plan and satisfies the necessary criteria as required to meet the requirements of the adopted Town of Lady Lake Land Development Regulations (LDRs).

The subject properties lie in Sections 16 and 17, Township 18 South, Range 24 East, in Lake County, Florida. Appropriate legal descriptions and survey information have been included with the submitted application.

Mr. Carroll reviewed a map of the property, a map showing the zoning of the subject properties and adjacent properties, and photos of the posting of the properties. The zoning designation of the subject properties and adjacent properties are as follows:

Zoning

Subject Property	Lady Lake Agriculture Residential (AG-1)
Zoning of Adjacent Properties	
West	Lady Lake- Manufactured Home High Density (MH-9)
East	Lady Lake- Manufactured Home High Density (MH-9)
North	Lady Lake- Manufactured Home High Density (MH-9)
South	Lady Lake- Manufactured Home High Density (MH-9)

Mr. Carroll reported that notices to inform the surrounding property owners were not necessary because the property owner of the two subject parcels and adjacent parcels is the same entity: Sun Communities. On December 28, 2015, a letter was hand-delivered to the Water Oak Administrative Office to provide to Water Oak residents in the event they inquire about the proposed rezoning application, and the properties were also posted this same date.

Mr. Carroll reported that the Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2016-06, provided comments on Monday, January 4, 2016, and determined the application to be complete and ready for transmittal to the Planning and Zoning Board. The Local Planning Agency does not review rezoning applications; only Future Land Use Comprehensive Plan Amendment applications. The Town Commission is scheduled to consider Ordinance No. 2016-06 for first reading on Monday, February 1, 2016 at 6:00 p.m. and for second/final reading on Wednesday, February 17, 2016 at 6:00 p.m.

Mr. Carroll stated that Lara Parker, on behalf of Water Oak, is present if there are any questions.

Chairperson Gauder asked if there were any comments or questions from the board or the audience, and hearing none, asked for a motion.

Upon a motion by Vice Chair/Member Sigurdson, and a second by Member Chiasson, the Planning and Zoning Board recommended transmittal and approval of Ordinance No. 2016-06 to the Town Commission for consideration by the following roll call vote:

CHIASSON	YES
SIGURDSON	YES
GAUDER	YES

7. Ordinance No. 2016-07 – Amending The Town of Lady Lake Land Development Regulations Chapter 9, Miscellaneous Regulations; Adding Section 9-10, Entitled Façade Improvement Program (Thad Carroll)

Growth Management Director Thad Carroll presented the background summary for this agenda item (on file in the Clerk’s Office). He stated that this draft ordinance is for consideration by the Planning and Zoning Board pertaining to an amendment to the Town of Lady Lake Land Development Regulations Chapter 9, Miscellaneous Regulations; adding Section 9-10, entitled Façade Improvement Program.

Staff previously prepared a draft "Façade Improvement Program" document for consideration by the Economic Development Advisory Committee (EDAC) at the April 29, 2014 meeting. The draft outlined the qualifications for the program, procedures, and eligibility for the committee's consideration. Since that time, the draft ordinance was submitted to the Town Attorney for review and has been approved. At this time, the ordinance has been prepared in its final form and is ready for consideration for approval by the Town Commission to implement the program; pending a recommendation from the Planning and Zoning Board, as well as the Economic Development Advisory Committee.

This fiscal year, the budget for EDAC activities has been established at \$7,500. The intent is to allocate funds for two grants this fiscal year, leaving \$2,500 for other operational expenses. Staff is seeking a recommendation of approval from the committee for Ordinance No. 2016–07 so that it may be advanced to the Town Commission for their consideration.

Mr. Carroll reviewed some of the highlights of the ordinance as follows:

Eligibility Requirements. To participate in the Façade Improvement Program, the structure must be:

1. located within the Downtown Redevelopment Area Boundary (see Figure A below). (Applicants within the Downtown Redevelopment Area will be given priority to the grant award; however, the Town Commission may award the grant to applicants outside of the Downtown Redevelopment Area on a case-by-case basis, provided they meet all other eligibility requirements); and
2. used for a business operating at minimum 20 hours a week; and
3. have a commercial zoning designation (HC, LC, CP, CT).

Mr. Carroll further explained that the idea of the Façade Improvement Program is to take the downtown redevelopment area and offer an incentive for business owners to dress up the façade, and preserve property values by making improvements.

Eligible Façade Improvements: The Façade Improvement Program is limited to reimbursement for improvements made only to the exterior of commercial structures. Eligible improvements are those on the building elevations that front rights-of-way and are visible to the passers-by on the street. Signs and sign improvements are not eligible for this program. Routine maintenance such as painting, pressure washing, and minor repairs to existing materials alone will not be eligible for reimbursement, but may be an element of the scope of the project. Project components that may qualify for a Façade Grant include, but are not necessarily limited to:

Exterior improvement, restoration, including removal of decayed materials.

Repair, replacement, or installation of new:

- a) exterior windows
- b) exterior doors
- c) awnings
- d) exterior lighting
- e) painting (only if entire façade is repainted)
- f) roofing materials

Application Submittals: Required application submittals shall include:

1. Completed application form
2. Valid Business Tax Receipt for the Town of Lady Lake
3. Documentation that property taxes are current
4. Documentation of no outstanding liens or active Code Enforcement cases within the Town of Lady Lake.
5. Detailed budget including three written estimates from licensed contractors to verify costs are within reasonable parameters. Invoice of project costs will have to be submitted.
6. Photo of current Façade; a photo of the completed façade showing all improvements will be required to close the project, as well.
7. Scaled drawings clearly illustrating proposed improvements.

Mr. Carroll reviewed the map showing the Downtown Redevelopment Area Boundary.

Mr. Carroll reported that the Economic Development Advisory Committee reviewed Ordinance No. 2016-07 at their regular meeting on Tuesday, January 5, 2016 and recommended approval by a vote of 3-0. The Town Commission is scheduled to consider Ordinance No. 2016-07 for first reading on Wednesday, January 20, 2016 at 6:00 p.m., and for second/final reading on Monday, February 1, 2016 at 6:00 p.m.

Member Chiasson stated he is struggling with the concept of the program, and why it is the Town's responsibility to do this, and what they expect to get from this type of expenditure. He stated that if improvement to a physical structure is a good thing for a business, it should stand alone that it is something the business needs to do and it would see some kind of return for improving their property and getting more people coming in and generating more revenue.

Mr. Carroll replied that the Town expects to get momentum from these types of improvements. He stated this is targeted toward the smaller businesses on the south side of the bridge that have been here for years; prior to the Town's implementation of Commercial Design Standards. He stated he administered a grant program similar to this for the City of Tavares for façade improvements in the historic district, and it built momentum for improvements by other business owners as well. Mr. Carroll stated this program is at the discretion of this board and the Commission.

Vice Chair/Member Sigurdsson asked if the improvements will be made before applying for the grant.

Mr. Carroll replied that the business owner must apply for the grant and include the scope of the work and estimates for the work, and then the application would go before the Town Commission

for approval. If approved, and once the improvements are complete, the business owner must submit the invoices for improvements and photos showing the completed improvements, and then receive reimbursement from the Town for the approved scope of the work up to \$2,500.

Chairperson Gauder asked where these funds will come from.

Mr. Carroll replied that the funds are already budgeted in the amount of \$5,000 in the general fund for these two grants (under Economic Development Advisory Committee).

Member Chiasson stated he is having an issue with this philosophically, and asked how the Town will advertise this program. He commented that it appears the Town is advertising to have people come in and get money from the Town. He stated he is not sure they would have a glimmer of a thought of whether windows would have a positive ROI on their business or not.

Mr. Carroll replied that if this program is adopted, it will be promoted on the website.

Chairperson Gauder asked if there were any comments or questions from the audience, and hearing none, asked for a motion.

Upon a motion by Vice Chair/Member Sigurdson, and a second by Member Chiasson, the Planning and Zoning Board recommended transmittal and approval of Ordinance No. 2016-07 to the Town Commission for consideration by the following roll call vote:

<i>CHIASSON</i>	<i>NO</i>
<i>SIGURDSON</i>	<i>YES</i>
<i>GAUDER</i>	<i>YES</i>

Attorney Sasha Garcia clarified that the above motion is legal with Member Chiasson seconding the motion to allow for a vote, and then voting against it; and the motion passes with a majority approval of the quorum present.

CHAIRPERSON/MEMBERS' REPORT:

Chairperson Gauder asked if the members had any comments. There were no comments.

ADJOURN: *With nothing further to discuss, the meeting was adjourned at 6:40 p.m.*

Nancy Slaton, Deputy Town Clerk

John Gauder, Chairperson

Minutes transcribed by Nancy Slaton, Deputy Town Clerk