



**506 WEST BERCKMAN STREET
FRUITLAND PARK, FL 34731**

**PHONE: 352 360-6727
FAX: 352 360-6652**

TRC COFP Members:

City Manager Karen Manila, Chairman
Police Chief, Vice Chair
City Attorney
Building Official
Community Development Director
Code Enforcement Officer
Engineer – Halff
Fire Chief
Fire Inspector
Land Planner LPG
Public Works Director

TRC Members:

City of Leesburg Utilities
Lake County School Board
Lake County Public Works Department
Lake County Economic Development

**AGENDA
TECHNICAL REVIEW COMMITTEE (TRC)
August 4, 2026
10:00AM**

- I. MEETING START TIME:**
- II. MEMBERS PRESENT:**
- III. MEETING NOTES FROM PREVIOUS MEETING:** Meeting minutes from July 7, 2026 included for review/comment.
- IV. OLD BUSINESS: NONE**
- V. NEW BUSINESS:**
 - A. Gold Key Roofing Major Site Plan & Variance, Alternate Key 1248442**

The applicant has submitted a minor site plan application to construct a 2-story 4,200 sf office/warehouse. The site, currently utilized by Gold Key Roofing, has an existing 1,530 sf structure (residence/office) which will be demolished. Although the applicant is requesting approval of a minor site plan, Chapter 160, Section 160.040(D) of the city's LDRs states that new impervious surface areas more than 10% of the site/area of development would be classified as a major site plan. Also, the applicant has submitted a variance request to reduce the rear setback from 15' to 5' for the new building and allow the existing 1250 SF storage at 1' setback (Chapter 154, Section 154.030(b)(10)(G)(iii)(c)).

PUBLIC COMMENTS:

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Note: Pursuant to F.S. 286.0114 and the City of Fruitland Park's Public Participation Policy adopted by Resolution 2013-023, members of the public shall be given a reasonable opportunity to be heard on propositions before the Planning and Zoning Board. Pursuant to Resolution 2013-023, public comments are limited to three minutes.

ADJOURNMENT:



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Lake County Public Works Department
Lake County Economic Development

**DRAFT MINUTES
TECHNICAL REVIEW COMMITTEE (TRC)
July 7, 2026
10:00AM**

- I. MEETING START TIME: 10:01AM**
- II. MEMBERS/STAFF PRESENT:** Michael Rankin of LPG and the Interim Community Development Director; Anita Geraci-Carver, City Attorney; Robb Dicus, Public Works Director; Karen Manila, City Manager; Brad Bubnitz of Halff Engineering; Danny Bass, Building Official; Kelli Fielder, Certified Permit Tech; Emily Church, Administrative Assistant and Sharon Williams, Administrative Manager. On behalf of the developments: Addie Mentry of AMLU Consulting for Urick & Wilder ; Roger Strcula, Project Engineer of Upham, Inc. for HHRE Medical Center.
- III. MEETING NOTES FROM PREVIOUS MEETING:** The meeting minutes from June 2, 2026, included for review, were approved without comment or correction.
- IV. OLD BUSINESS: NONE**
- V. NEW BUSINESS:**
- A. Urick & Wilder Sign Variance, Alternate Key 1520690**
The applicant is requesting a sign variance for the recently approved Urick and Wilder (aka Urick Flats) 150 unit multi-family residential development. The maximum sign coverage, in accordance with the city's Land Development Regulation, limits signage to 32 square feet. The

applicant is requesting sign coverage of approximately 59.11 square feet to allow for the following: sign for an externally illuminated main wall; mail pavilion; leasing office; and directional ground sign. A justification letter was submitted along with the sign plan for approval consideration.

Michael Rankin, Interim Community Development Director, introduced the project and inquired whether there was anyone in attendance representing the project.

Addie Mentry stepped forward and introduced herself stating that the variance was primarily for a primary identification sign and some ancillary signs including a wayfinding sign, leasing office sign, and a 'mail' sign for the pavilion. She further explained that there were two options proposed for an illuminated sign; one was just a flat icon sign that would not be illuminated and the second option would be externally illuminated with gooseneck lighting that would be shone directly onto the sign (front-illuminated not outward into traffic or onto other properties).

The main identification sign is vertical and approximately 49.85+/- sf. The 'leasing' sign is approximately 5.68 sf. The small channel letter sign in the mail pavilion that just says 'mail' is approximately 3.58 sf. She stated that overall the total proposed signage is actually 59.78 sf. She stated that the R-15 zoning designation allows 32 sf of signage which is why she believes that the 32sf would not be adequate based on the scale of the residential property. Based on the rate of travel on the road and visibility studies, the goal is to maximize the visibility while also having a sign proportionate to the size of the building.

Mr. Rankin acknowledged that larger developments often require a combination of identification and wayfinding signage, similar to libraries, medical facilities, and other multifamily projects. The City Manager expressed concern regarding the amount of internal wayfinding signage and questioned whether the size of the primary identification sign was necessary for a residential development rather than a commercial property with highway frontage. In response, Ms. Mentry explained that the building's architectural features and window placement limited alternative sign locations and that the proposed sign size was the minimum needed to achieve adequate letter visibility for motorists traveling along the adjacent roadway. Ms. Mentry further noted that the sign would be front illuminated only, with lighting directed onto the face of the sign to avoid light spill.

City Attorney stated that the applicant resubmitted responses to her comments, however, she did not have a chance to review to ensure her comments were properly addressed. Additionally she stated that the resolution consistent with what the applicant was requesting had been submitted to staff. There were no further comments

B. HHRE Major Site Plan, Alternate Key 1699649

The applicant is seeking to develop property located at 305 CR 466A for 2.62 +/- acres for a pad site in front of the newly constructed Evolve at Grove Park 222 multi-family unit apartment complex. The property is zoned PUD via Ordinance 2022-024 (when the property was formally known as the Hawthorns at Fruitland Park) and is currently known as Evolve at Grove Park. HHRE (Harrod Healthcare Real Estate) is proposing to construct a 24,380 SF medical office/clinic. The proposed plan lists 9 tenants leasing space of various sizes within the one-story building (Tenant 1 space of 3,984 sf; Tenant 2 space of 2,030 sf; Tenant 3 space of 2,030 sf, Tenant 4 space of 2,660 sf; Tenant 5 space of 2,682; Tenant 6 space of 2,660 sf; Tenant 7 space of 2,030 sf; Tenant 8 space of 2,030 sf and Tenant 9 space of 4,014 sf). The proposed number of parking spaces is 134 (6 ADA compliant; 25 compact cars and 103 standard size car parking).

Medical office/clinic is listed as an approved/allowable use within the PUD.

Michael Rankin, Interim Community Development Director, introduced the project and invited the applicant's representatives, Roger Strcula and Johnathon Bishop to the table.

Roger Strcula of Upham Engineering, representing the applicant, provided an overview of the project and advised that revised plans addressing staff comments would be submitted. He noted that a traffic study determined the development would operate at an acceptable level of service and would not independently warrant a traffic signal. However, coordination has occurred with neighboring developments to accommodate a future signalized intersection if traffic volumes increase.

Robb Dicus commented that, because the development is proposed with nine tenant spaces, each tenant would require a separate water meter. He requested that the site be revised to include a dedicated utility easement for the meter installation and advised that a sketch and legal description of the easement would be required with the next submittal. Mr. Strcula confirmed the water service would be provided from the rear roadway and agreed to provide the required easement documentation. Mr. Dicus also requested that the plans clearly identify where city maintenance responsibilities would terminate within the easement.

Additionally, Mr. Dicus addressed the proposed loading area and future tenant flexibility. While Mr. Strcula indicated the development is intended for medical office and retail uses only, Mr. Dicus noted that if a restaurant or similar use were permitted in the future, the site would likely require a grease trap and a larger loading area capable of accommodating delivery vehicles. Mr. Strcula responded that a loading zone could be created by reconfiguring several parking spaces without reducing the overall parking count.

Mr. Dicus questioned whether the proposed 20-foot driveway radii would adequately accommodate delivery vehicles over time and expressed concern that repeated truck movements could result in damage to curbs, sidewalks, and other infrastructure. While Mr. Strcula advised that the proposed radii match the adjacent Evolve development and that vehicle tracking had demonstrated adequate maneuverability for emergency vehicles, Brad Bublitz requested that the next submittal include additional turning movement analyses for larger delivery vehicles, including a standard WB-46 truck, to verify that the proposed design would function without creating future maintenance issues.

Brad Bublitz addressed landscaping within utility easements. Mr. Dicus requested that shade trees and other plantings be relocated away from existing water, reclaimed water, and sewer utilities to avoid conflicts with future maintenance. Mr. Strcula confirmed that the landscape plan had been revised by relocating trees closer to the parking areas while maintaining the required landscape buffers.

The applicant proposed using 18-foot parking spaces with a two-foot vehicle overhang along portions of the site. City Attorney noted that the Planned Development requires compliance with the City's parking standards unless specifically modified. Mr. Rankin advised that if the proposed parking layout does not meet the approved development standards, a variance may be required. Mr. Strcula explained that the reduced parking dimensions were intended to remain within the project's floor area ratio limitations while maintaining the required parking count.

Mr. Strcula agreed to address the outstanding Engineering and Public Works comments, submit

revised traffic and vehicle turning analyses, provide the required utility easement documentation, revise the landscape plan as discussed, and respond to the parking design comments with the next submittal. Staff advised that the application would proceed to the Planning and Zoning Board following review of the revised plans which are anticipated within a few weeks of this meeting.

PUBLIC COMMENTS:

Carl Yauk, 1123 Ritter Road, Villages of Pine Hills, questioned several aspects of the proposal, including the use of parking spaces with a two-foot vehicle overhang, the proposed 45-foot building height, and whether six ADA parking spaces would adequately serve a nine-tenant medical facility.

He also requested clarification regarding the proposed electric service provider, asking whether the development should be served by Leesburg Electric or SECO Energy under existing service agreements. Additionally, he raised questions about rear parking, dumpster capacity, accommodation of delivery and service vehicles, and whether the proposed signage was proportional to the building's height.

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Note: Pursuant to F.S. 286.0114 and the City of Fruitland Park's Public Participation Policy adopted by Resolution 2013-023, members of the public shall be given a reasonable opportunity to be heard on propositions before the Planning and Zoning Special Magistrate. Pursuant to Resolution 2013-023, public comments are limited to three minutes.

ADJOURNMENT: 10:39 AM



302 E Fountain St

Building

- 📍

Directions
- 🔖

Save
- 📍

Nearby
- 📱

Send to phone
- 🔗

Share

- 📍

302 E Fountain St, Fruitland Park, FL 34731
- ✎

Suggest an edit on 302 E Fountain St
- ➕

Add a missing place
- 🏢

Add your business
- 🏷️

Add a label
- 🕒

Your Maps history

Photos



At this place

🍴 Restaurants

🏨 Hotels

📷 Things to do

🚗 Transit

P Parking

🏪 Pharmacies

ATM ATMs

Cheshire's Hilltop Tavern

Little Caesars Pizza

Community United Methodist Church

ofing & Dryer Vent...

E Fountain St

E Berckman St

E Catawba St

W Miller St

W Fruitland St

Seagle St

Stavros and Sons Fruitland Park

Carol's Clip-N-Carry

Attorney Patrick Smith

Mirror Lake Manor Apartments

Fruitland Park Skatepark

Epic Water Boat Tours

iBarbque Express

Cheshire's Hilltop Tavern

Seagle St

Stavros and Sons Fruitland Park

Carol's Clip-N-Carry

Attorney Patrick Smith

Mirror Lake Manor Apartments

Fruitland Park Skatepark

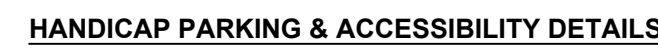
Epic Water Boat Tours

iBarbque Express

Layers

Google Maps

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PARKING SPACE CALCULATIONS

BUILDING SF = 80' X 35' = 2800 SF
1400 SF WAREHOUSE
2800 SF OFFICE
1250 SF EXIST WAREHOUSE

PARKING SPACES REQUIRED OFFICE AREA
= BUILDING SF/300 SF
2800 SF/300 SF = 9.33 OR 10 PARKING SPACES REQUIRED

PARKING SPACES REQUIRED WAREHOUSE AREA
= BUILDING SF/1000 SF
1400 + 1250 SF/1000 SF = 2.65 OR 3 PARKING SPACES
REQUIRED

TOTAL NUMBER OF PARKING SPACES REQUIRED = 13
TOTAL NUMBER OF PARKING SPACES PROVIDED = 14

SITE DATA

LOT AREA	=	20500.00	SF
PROPOSED IA	=	14131.39	SF
PROPOSED PA	=	6368.61	SF

VOLUME REQUIRED

LOT AREA = 20500 SF
PROPOSED IA = 14131.39 SF (68.93%)
PROPOSED PA = 6368.61 SF (31.07%)

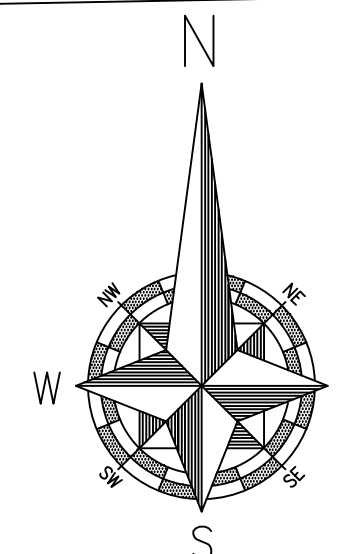
REQUIRED STORMWATER
1.25" (SJRWMD)/12 X 14131.39 SF = 1472.02 CF

VOLUME PROVIDED

RETENTION
TOP ELEVATION 105.0 = 1000 CF
NEXT ELEVATION 104.0 = 864 CF
NEXT ELEVATION 103.0 = 736 CF
NEXT ELEVATION 102.0 = 616 CF
BOTTOM ELEVATION 101.0 = 504 SF
VOLUME PROVIDED = 3720 CF

REMAINDER OF
BLOCK 14
(NOT INCLUDED)

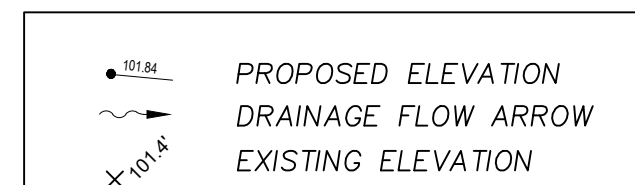
REMAINDER OF
BLOCK 14
(NOT INCLUDED)



SITE PLAN

SCALE: 1"=20'

LEGEND

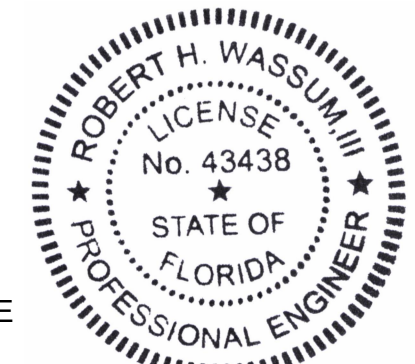


Robert H Wassum III

Digitally signed by Robert H Wassum III
Date: 2026.05.07 18:30:37 -04'00'

THIS ITEM HAS BEEN DIGITALLY SIGNED
AND SEALED BY ROBERT HOWE WASSUM III
ON THE DATE ADJACENT TO THE SEAL.

PRINTED COPIES OF THIS DOCUMENT ARE NOT
CONSIDERED SIGNED AND SEALED AND THE SIGNATURE
MUST BE VERIFIED ON ALL ELECTRONIC COPIES.

[illegible]

LC.

R3

Associates, LLC

Civil Engineering
Architectural Design
Land Development
Water Resources

2875 N. HORIZON CIR.
OVIEDO, FL 32765
321.246.0595
rwassum@r3allc.com

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DESCRIPTION

DATE

SEY-S-ONS

J&H PROPERTIES, LLC

NEW OFFICE BUILDING
302 E. FONTAIN ST., FRUITLAND PARK, FL

SITE PLAN

SCALE: AS-NOTED	
DATE: 05/07/26	
DESIGN:	RW
DRAWN:	FW
CHECKED:	RW
ADD:	C-1.DWG
OB NO.	SHEET
25090	C-1 1 of X

June 8, 2026

City of Fruitland Park
Planning and Zoning Department
506 W. Berckman Street
Fruitland Park, FL 34731

RE: Variance Request – Side Setback Reduction from 15 Feet to 5 Feet

To Whom It May Concern:

On behalf of the property owner, we respectfully request approval of a variance to reduce the required side setback from fifteen (15) feet to five (5) feet for the proposed building located at the subject property.

The requested variance will allow for a more efficient and practical use of the property while improving the overall functionality and appearance of the site. By reducing the side setback, additional space can be allocated to the parking area, improving vehicle circulation, accessibility, and site safety.

The five-foot setback area will not remain unused. Rather, it will serve several important site functions, including the installation of a perimeter fence, placement of decorative rock ground cover for ease of maintenance and aesthetics, and construction of a drainage swale to properly manage stormwater runoff. These improvements will create an attractive and functional buffer along the property line while enhancing drainage performance for the site.

Additionally, the revised site layout will allow for the installation of a three-foot-wide landscaped planter along the building frontage facing the side street. This landscaped area will enhance the streetscape, soften the appearance of the building, and provide an attractive visual feature for the surrounding community.

If the required fifteen-foot side setback is maintained, the resulting area would become largely unusable and inefficient, providing little practical benefit to the property while unnecessarily limiting the functionality of the site. The requested reduction to five feet allows the property to be developed in a manner that maximizes usable space while still maintaining adequate separation from adjacent properties and accommodating necessary drainage, fencing, and landscaping improvements.

The requested variance will not adversely impact neighboring properties, public safety, access, or utilities. Instead, it will promote a well-designed development that is both functional and aesthetically pleasing while remaining compatible with the surrounding area.

We respectfully request the City's consideration and approval of this variance application. Thank you for your time and consideration. Should you require any additional information, please do not hesitate to contact us.

Sincerely,



Jeffrey Hewitt
J&H Properties of Orlando LLC



**DEVELOPMENT REVIEW LETTER
GOLD KEY ROOFING
VARIANCE AND MINOR SITE PLAN
7/1/2026**

Property Owner(s): J& H Properties of Orlando LLC

Applicant: Jessica Sweet

Email: jeff@goldkeyroofing.com (**owner**) / jessica@goldkeyroofing.com (applicant)

Owner/Applicant Mailing Address: 4874 S Orange Ave
Orlando, FL 32806

Project Name: Gold Key Roofing Variance & Site Plan

Alt Key(s): 1248442

Project Address: 302 E Fountain St

Dear Ms. Sweet,

Contained herein are the comments following informal TRC review.

City Attorney Review:

No comment at time of review letter.

City Engineer Review:

See enclosed review letter.

City Land Planner Review:

See enclosed Staff Report.

City Traffic Engineer Review:

Site Plan (R3 Associates, LLC, dated 5/7/26, 1 page total)

1. Please include stop bar and stop sign locations on the Site Plan.

If there are any questions or further discussion desired, please let us know.

City Building Review:

No comment at time of review letter.

City Code Enforcement Review:

No comment at time of review letter.

City Fire Review:

No comment at time of review letter.

City Floodplain Review:

I do not have any comments on the subject application as the property (identified by alternate key no. 1248442) is located wholly within Zone X (area of minimal flood hazard).

City Manager Review:

No comment at time of review letter.

City Police Review:

No comment at time of review letter.

City Public Works Department Review:

Please use attached detail to meet minimum dumpster pad requirements as indicated by Scott.

Waste Management Review:

Please modify the enclosure dimensions to meet the requirements below. 10'x10' is not adequate.

The enclosures should be 12'x12' with the interior clearance being 12' and not the exterior dimensions. The doors for the enclosure should swing to a full 180 degrees and not stop at 90 degrees. They should have drop pins and holes drilled to secure the pins in the closed and open position for the doors. The main thing to consider here is ensuring the hinges are installed on the posts so they allow the doors to open and do not become trapped on the posts so to speak. If curbing is being installed to the side of the enclosure, just ensure the opening on the bottom of the door will clear it when opening the door. The caveat would be if a 2nd dumpster is desired for trash or even recycle, that the enclosure is built 24' wide instead.

City of Leesburg Electric Review:

Leesburg will reject the site plan. Leesburg will require 10' easement along Fountain St, as well as along Citrus Bv/441. The existing poles will need to be removed due to the retaining wall going in. We will need to know where the new service will be located and how it will be fed. The best option would be for them to install an underground electric service out to the property line. They can contact me at 352-728-9822, or by email at Steve.Davis@LeesburgFlorida.gov to discuss the easement and service size, voltage and location.

City of Leesburg Gas Review:

"No Comments" from the gas department.

SECO Energy Review:

This project area is not located in SECO Energy's service territory. Therefore, we have no comments or objections to the submittal.

Lake County Economic Development Review:

No comment at time of review letter.

Lake County Fire Review:

No comment at time of review letter.

Lake County Public Schools Review:

No comment for the variance and minor site plan.

Lake County Public Works Review:

No comment at time of review letter.

Enc (3)

CITY OF FRUITLAND PARK
STAFF REVIEW REPORT BY LPG URBAN & REGIONAL PLANNERS, LLC

VARIANCE & MINOR SITE PLAN

Owner: J & H Properties of Orlando, LLC

Applicant: Jessica Sweet

General Location: North of Fountain St. and west of US 27/441

Number of Acres: 0.47 ±

Existing Zoning: Commercial (C-2)

Existing Future Land Use: Commercial

Date: June 22, 2026

Description of Project

The applicant has submitted a variance request to reduce the rear setback from 15' to 5' for the new building which appears to be a 2-story office/warehouse (4,200 SF), and allow the existing 1250 SF storage at 1' setback (Chapter 154, Section 154.030(b)(10)(G)(iii)(c)). The existing residence/office building (1530 SF) will be demolished. The applicant has also submitted for minor site plan approval; however, based on Chapter 160, Section 160.040(D) a major site plan appears to be required as the new impervious surface area more than 10% of the site/area of development. The site is currently utilized by Gold Key Roofing.

	Surrounding Zoning	Surrounding Land Use
North	General Commercial (C-2)	Commercial
South	C-2	Central Business District
East	Public Facilities District (PFD)	Recreation
West	Residential Professional (RP)	Transitional

Assessment

The proposed 2-story office/warehouse building consists of 2,800 SF of office with 1,400 SF of warehouse for a total of 4,200 SF. The existing 1,250 SF storage building is to remain.

The LDRs require that existing sites being redeveloped to meet the current development requirements which include buffers, setbacks, open space, maximum ISR and FAR ratios, etc. pursuant to Chapter 164, Section 164.100 which indicates that compliance is required when the activity requires the submission of a site development plan and involves more than 10% of the land. The applicant is proposing new construction of a 4,200 SF office/warehouse and expanded parking area which is more than 10% of the land. Staff understands that redevelopment of existing sites can be challenging, provides economic vitality, and variances may be required due to existing conditions or site constraints.

The setbacks in the C-2 zoning category pursuant to Section 154.030(10)(G)(iii) are as follows:

Front – 50'

Side – 10'. A zero-lot line is allowed on one side setback only with a minimum of ten feet on the opposite side.

Rear – 15'

It appears that when the existing storage building was constructed in 2006, the city may have considered the front as the property line along US 27/441 and considered the north and south property lines as sides and western property line as the rear. Section 154.030(10)(G)(iii)(b) allows for a side yard setback of 10'; however, a zero-lot line is allowed on one side setback only with a minimum of ten feet on the opposite side. If this is the case the existing storage building would need a rear setback variance from 15' to 13.6' as shown on the site plan. No variance would be needed for the side setbacks for the existing storage building and proposed office/warehouse. Based on the site plan submitted the proposed setbacks are as follows:

Front – 50' (US 27/441)

Northern Side – 1.2'

Southern Side – 60'

Western Rear – 13.6'

Per Chapter 164, Section 164.030(a) landscaping is required at the end of all parking rows of a minimum of 200 SF and contain a minimum of 1 canopy tree, five shrubs and ground cover or grass. The site plan does not indicate any proposed landscaping at the end of all parking rows.

Section 164.030(b) requires the following buffers:

Western boundary adjacent to the RP zoning – 10' with 2 canopy trees and 8 shrubs per 100 linear feet. The submittal letter indicates that the western setback/buffer area would be 5' and a fence with placement of decorative rock and a drainage swale would be constructed. The applicant is advised that per Chapter 154, Section 154.060 buffer areas are not be utilized for stormwater management unless approved by the community development director due to severe constraints of the site. There does not appear to be severe constraints of the site associated with the western boundary (i.e. topo). There appears to be sufficient area to provide for the required buffer. A variance would be required to have a fence in lieu of the

landscape buffer. The site plan should be revised to show a proposed 13.6' setback and a proposed 5' buffer with a solid fence. Parking spaces are allowed within the setback; however, they are not allowed within buffer areas.

Per Chapter 154, Section 154.060(a) – A 25' landscape buffer is required from the right of way. The subject site has right of way adjacent to the eastern and southern boundaries. The 25' buffer requires 5 canopy trees, 4 understory trees, and 30 shrubs per 100 linear feet. A 5' sidewalk is required within the established buffer unless a sidewalk already exists. The site plan does not indicate any proposed buffers. The site plan indicates that there is an existing concrete walk adjacent to the eastern boundary and no sidewalk is proposed adjacent to East Fountain Street. Review of the topo and google maps indicate that there is a severe slope adjacent to the northern and eastern boundary. Review of the site plan indicates a retaining wall is proposed adjacent to the eastern and southern property boundary. A variance would be required to allow for no buffers or reduced buffers or architectural planters. Please clarify all variances that are being requested.

It should be noted that the proposed new building is setback from the northern property line of 15'. Based on the northern property boundary being a side setback, a lesser setback meeting Section 154.030(10)(G)(iii) would allow the building to be built closer thus providing additional room in order to provide a buffer adjacent to East Fountain Street.

Per Chapter 154, Section 154.060(a) no buffer is required adjacent to the northern property boundary.

Per Chapter 154, Section 154.070 the proposed building will need to meet the building design and architectural standards. The applicant should be aware that this section requires that metal buildings are to be faced with other materials to break up the purely metal façade. The applicant did not submit the color renderings of the proposed elevations or material list to assure compliance with these standards. Does the applicant intend to utilize the color elevation renderings submitted at the pre-application meeting?

The site plan indicates building landscaping area of 3' adjacent to the proposed office/warehouse. However, there are no landscaping plans indicating the proposed planting. No building landscaping is proposed adjacent to the existing storage building.

Bicycle parking is required for the office use at 0.10 per required parking space. Based on the number of required office parking, 1 bicycle parking space is required. The site plan shows a bike rack figure; however, it does not appear the site plan indicates the placement of the bike rack.

The existing storage building was constructed as an accessory use and thus required no additional parking. It appears it is still utilized as an accessory use to the principal business use and as such no additional parking for this structure would be required, thus parking could be reduced by 1 space.

The site plan should include the dumpster detail and location of dumpster on the site plan. Please also advise if any tree removal is proposed.

It does not appear that the vehicle use area provides for a fire truck turnaround (i.e. T-turn). Planning staff defers to city engineer and/or fire reviewer.

The applicant did submit written justification for the proposed variance (please see attached).

Conclusions

Please revise the site plan as indicated above and submit landscaping plans. Please clarify all variances requested and any proposed tree removal.

The LDRs require that existing sites being redeveloped to meet the current development requirements which include buffers, setbacks, open space, maximum ISR and FAR ratios, etc. Redevelopment of existing sites can be challenging and variances may be required. Should the variances be approved, the following conditions are recommended:

Building Perimeter Landscaping. A minimum three (3) foot wide landscape area, with an average of five (5) feet or more, around a minimum of fifty (50) percent of the total building perimeter and within twenty-five (25) feet of the building walls. The minimum planting requirement shall be one (1) canopy tree or three (3) understory trees, and twenty-eight (28) shrubs shall be required for every three hundred and fifty (350) square feet of planting area.

Retention Pond Landscaping. Three (3) canopy trees for every 150 linear feet of retention pond bank shall be required as measured at the top of pond bank. Trees shall be planted within forty (40) feet from the top of bank line and include a ten (10) foot clear zone for maintenance. A minimum of three (3) canopy trees shall be required at retention ponds.

Architectural Planters. The use of permanent or moveable architectural planters may be utilized within the 5' buffer area along the western property boundary. The planters shall be adequately sized for palms, understory trees, and shrubs, shall not cause the roots to bind and shall permit water to drain through the base of the planter. Required canopy trees are prohibited from being planted in moveable planters. The required canopy trees may be substituted with understory trees at a ratio of 2:1 (i.e. 2 understory trees=1 canopy tree).

The applicant has submitted a justification statement for the variances (see attached).

The following review is provided based on the current requested variances and is subject to change based on clarification of all requested variances.

When reviewing an application for variance, the Planning and Zoning Board and the City Commission shall consider the following requirements and criteria.

- 1) Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district;

RESPONSE: In staff's review it appears that in 2006 the city utilized the area adjacent to the US 27/441 right of way as the frontage and designated the western property boundary as the rear which would require a 15' setback; however, when the storage building was constructed, it was constructed at 13.6' from the property line. The storage building did meet the side setback requirements based on the western property boundary designated the rear. Reducing the rear setback to 13.6' equates to a 1.4' reduction and would correct an existing condition. It should also be noted that the proposed new building construction has the front facing US Hwy. 27/441.

The applicant is also requesting that in lieu of the required 10' buffer along the western property line adjacent to Residential Professional (RP) zoning that it be replaced by a solid fence with a 5' area consisting of decorative rock and allow for a drainage swale. Pursuant to Chapter 154, Section 154.060 buffer areas are not to be utilized for stormwater management unless approved by the community development director due to severe constraints of the site. There does not appear to be severe constraints of the site associated with the western boundary (i.e. topo). Planning staff understands that redevelopment of existing sites can be challenging. The purpose of the landscape code is to improve the appearance of the community, to provide shade for ground surfaces, buffer adjacent land uses, screen vehicular movement from pedestrian and public view and provide for the protection and preservation of trees and vegetation within the city. The RP district was established for managing transitional areas where existing residential structures can be utilized for personal and professional services and not adversely affect adjacent property. It should be noted that office/warehouse facilities may be allowed in the RP district with a Special Exception. Review of goggle maps and site photos indicates that there is an existing 6' solid vinyl fence along the western property boundary. Based on the proposed development as shown on the site plan, there is not sufficient area for a 10' buffer due to the vehicular use area (i.e. parking lot).

- 2) The special conditions and circumstances are not the results of actions of the applicant and/or registered property owner;

RESPONSE: Special conditions and circumstances exist regarding the rear building setback adjacent to the western property boundary which were not the results of actions by the applicant and registered property owner.

- 3) Literal interpretation and enforcement of the Land Development Code regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Land Development Code, and would work unnecessary undue hardship on the applicant;

RESPONSE: The applicant indicates that strict adherence to the code would restrict development and create an unnecessary hardship.

- 4) Granting of the variance request will not confer on the applicant any special privilege that is denied by the Land Development Code to other lands, buildings or structures in the same zoning district; and

RESPONSE: The applicant indicates that the variance if requested would not confer on the applicant any special privilege.

- 5) The granting of the variance will be in harmony with the general intent and purpose of the Land Development Code, and will not be injurious to the surrounding properties or detrimental to the public welfare.

RESPONSE: The setback variance and proposed conditions would be in harmony with the general intent and purpose of the LDRs, will not be injurious to surrounding properties or detrimental to the public welfare.

The reduced buffer width along the western property boundary and solid fence with architectural planters and proposed conditions would be in harmony with the general intent and purpose of the LDRs, will not be injurious to surrounding properties or detrimental to the public welfare.