



506 WEST BERCKMAN STREET  
FRUITLAND PARK, FL 34731

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<b>Board Members:</b> Connie Bame, Chairwoman Colin Crews Daniel Dicus Philip Purlee Tom Bradley	<b>Others:</b> Greg Beliveau, LPG Tracy Kelley, CDD Kelly Turner, Administrative Assistant
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**MINUTES**  
**PLANNING & ZONING BOARD**  
**JUNE 21, 2018**  
**6:00PM**

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- I. **INVOCATION:** Chairwoman Bame called the meeting to order at 6:00 P.M. and led the Pledge of Allegiance. Board member Tom Bradley gave the invocation.
- II. **ROLL CALL:** All Board members present. Present LPG Beliveau, CDD Kelley and Assistant Turner.
- III. **MINUTES FROM PREVIOUS MEETING:** (Approve meeting minutes from May 17, 2018.) Motion to approve May 17, 2018 minutes by Board member Philip Purlee. Second by Board member Colin Crews. Approved 5-0.
- IV. **OLD BUSINESS:** None
- V. **NEW BUSINESS:**
- A. **2018-006 An Ordinance Correcting a Scrivener's Error** (James Phillips ALT Key #2515490)
- a. Correcting the legal description of Ordinance 2016-023

Chairwoman Connie Bame introduced Ordinance as being previously approved; however it did not meet City Commission advertising requirements whereas it comes back to P&Z Board. Motion to approve Ordinance correcting the Scrivener's error on the legal description by Board member Daniel Dicus. Second by Board member Philip Purlee. Approved 5-0.

**B. 2018-007 An Ordinance Correcting a Scrivener's Error**

a. Correcting the legal description of Ordinance 2016-025

Chairwoman Connie Bame introduced Ordinance as being previously approved; however it did not meet City Commission advertising requirements whereas it comes back to P&Z Board. Motion to approve Ordinance correcting the Scrivener's error on the legal description by Board member Philip Purlee. Second by Board member Colin Crews. Approved 5-0.

**C. Resolution 2018-026 Granting a Variance to the LDR's Rule of Rear Setback**

a. Applicant Karen Crispin seeking rear setback variance for accessory storage building from 10' to 5'

Applicant Karen Crispin in attendance.

LPG Beliveau gave introduction for the variance application as this is an existing business on Berckman Street which was platted in 1921. The structure was constructed in 1990. The property is 8,001 sqft in size and the applicant would like to add a storage shed in a secure enclosed area behind the current building for security purposes. City code requires a 10' setback and for the applicant to place the storage shed she needs to seek a rear setback variance of 5'. The City does not have an issue recommending approval as there is a protective fence around the area and it is not viewed by the public. Approval would not diminish any required parking spaces. Approval is recommended.

Chairwoman Connie Bame inquired if there were any questions for the Board or the applicant. Board member Philip Purlee inquired if notices were sent to surrounding properties. CDD Kelley stated yes, and made reference to the project folder. LPG Beliveau stated that eighteen (18) letters were mailed out, including the property owner, and notices returned; both were unopposed.

Board member Daniel Dicus made a motion to approve Resolution 2018-026 granting a variance to the LDR's rule of rear setback to 5'. Second by Board member Philip Purlee. Approved 5-0.

**D. Village Park Campus of First Baptist Church of Leesburg Major Site Plan**

- a. Application for Phases 1 & 2 with associated parking and storm management system to include a variance from Section 162.060 – a.3.C.ii – the 2 foot grass overhang requirement for the 163 vehicle parking spaces that adjoin the sidewalk

LPG Beliveau gave introduction to Major Site Plan Application.

Chairwoman Connie Bame stated that Item D on the Agenda is not applicable, as all is in the scope of the LDR's and is covered in the Major Site Plan. LPG Beliveau stated the variance for the parking spaces is not required as the LDR's allow the parking spaces to be less than eighteen feet (18') as long as the spaces abut a sidewalk that is greater than five feet (5') in width. In this case the sidewalk is seven feet (7') in width and according to the LDR's the parking space may overhang the sidewalk by two feet (2') which makes up the difference; therefore the variance is not required.

CDD Kelley stated a formal vote is required to approve the Site Plan. The PUD and Mass Grading were previously approved. Farner Barley, Engineer of record, is coming to the Board to address the Site Plan application for the First Baptist Church portion of the property only: PH 1. Chairwoman Connie Bame clarified the variance was being proposed in addition to the Site Plan, not as a stand-alone item. LPG Beliveau stated the approval of the variance was proposed with the Site Plan, but is not required. LPG Beliveau recommended approval of the Site Plan as it is in compliance with the LDR's. No other issues have come up other than the parking space width. The number of parking spaces exceeds Land Development Regulations requirements. All Phases of development are shown within the site plan though access is not shown. The other application has been submitted by Westminster Properties, who is providing access from 466A to the site. There have been preliminary comments sent for the second portion (PH 2). As far as this portion (PH 1), the City recommends approval. CDD Kelley inquired if design standards were viewed as well. LPG Beliveau responded with yes. Board member Daniel Dicus inquired if the access plan is firm or if it is able to be altered. LPG Beliveau stated the only current negotiation is with the four-lane road. They were not required to extend the four-lane road past the entrance; going from a four-lane road to a two-lane road will not support the anticipated traffic. The road is shown going through the commercial parcels and the four-way intersection is coming from the circle and feeding into the church. LPG Beliveau recommends keeping the four lanes throughout due to anticipated traffic flow.

No further discussion or comments.

Motion to approve the Major Site Plan for the Village Park Campus First Baptist Church of Leesburg by Board member Colin Crews. Second by Board Member Daniel Dicus. Approved 5-0.

**E. The Glen – Modification of Developer’s Agreement for The Glen with PH 10 Final Plat**

- a. Applicant Michel Moukhtara – A.A. Moukhtara Company is requesting approval of Modification of Developer’s Agreement for The Glen with final plat approval for PH 10 of The Glen Subdivision currently under construction

LPG Beliveau gave introduction to the Modification of Developer’s Agreement for The Glen with PH 10 final plat.

Chairwoman Connie Bame stated that the Agreement was previously executed but the process was not completed. LPG Beliveau stated that it was executed under previous direction without being heard before City Commission.

CDD Kelley stated that Board Members were only hearing the Modification of Developer’s Agreement, as the Plat is only in the heading because that is how the application came in. LPG Beliveau stated the agreement was modified last October by previous staff and it has been executed without going through the formal process. The applicant was unaware that the process was left incomplete. Now that PH 10 has been submitted, the Modification of the Developer’s Agreement will be approved prior to the approval of the Final Plat. The Modification of the Developer’s Agreement does have negotiations for playground equipment. Almost all of the roads are already in. The Board will need to move forward with executing the Agreement so the legal process is followed. CDD Kelley stated Item four (4) of the Agreement has been modified. Chairwoman Bame asked if there were any questions.

No further discussion or comments.

Motion to approve the Modification of the Developer’s Agreement for The Glen by Board member Philip Purlee. Second by Board member Tom Bradley. Approved 5-0.

**BOARD MEMBERS’ COMMENTS:** No further comments.

**ADJOURNMENT:** Meeting adjourned at 6:26 P.M.