

**506 WEST BERCKMAN STREET PHONE: 352 360-6727**

**FRUITLAND PARK, FL 34731 FAX: 352 360-6652**

|  |  |
| --- | --- |
| **TRC COFP Members:** | **TRC Members:** |
| City Manager Gary La Venia, Chairman | City of Leesburg Utilities |
| Police Chief Eric Luce, Vice Chair | Lake County School Board |
| City Attorney | Lake County Public Works Department |
| Building Official | Lake County Economic Development |
| Community Development Director |  |
| Code Enforcement Officer |  |
| Engineer - Halff |  |
| Fire Chief |  |
| Fire Inspector |  |
| Land Planner LPG |  |
| Public Works Director |  |

**MEETING MINUTES**

**TECHNICAL REVIEW COMMITTEE (TRC)**

**July 11, 2023**

**10:00AM**

1. **MEETING START TIME:** 10:07 AM
2. **MEMBERS PRESENT:** All members present except LPG Land Planner/Acting Community Development Director, Fire Chief/Inspector, Code Enforcement officer and Police Chief. Present on behalf of the development were the following: Henry Chirinos and Billy Owens of Park Square Homes and Genevieve LaBuda of Poulos & Bennett. City of Fruitland Park staff: Emily Church, Kelli Fielder and Sharon Williams were also in attendance.
3. **MEETING NOTES FROM PREVIOUS MEETING:** Meeting minutes from June 6, 2023 included for review/comment. There were no comments.
4. **OLD BUSINESS:** NONE

**NEW BUSINESS:**

1. **Mirror Lake Phase 2 – Final Plat/ Easement (Alternate Key: 3897102)**

**Final Plat**

A final plat is requested to develop Phase 2 of a 166-lot subdivision. Phase 2 consists of 76 lots, while Phase 1 (existing) consists of 90 lots. It should be noted that the applicant has requested to build model homes within the development. As the model homes were not previously presented/addressed, Technical Review Committee Meeting

July 11, 2023

the city’s land planner has advised that a minor site plan is required. One lot (lot 135) will be designated as a sales office (in the garage) and five (5) lots will be allotted as models.

**Release of Utility Easement**

The applicant has requested the termination of a utility easement [outlined in Resolution 2006-032]. A termination of easement will need to be recorded in the public records once the city finds that retaining such easements are no longer necessary. A title opinion for the property will need to be updated with an effective date that is within 30 days of plat recording.

Additionally, the NOC recorded in O.R. Book 6115, page 555 must be terminated prior to the recording of the final plat. Note that the utility easement must be approved in conjunction with the final plat approval.

Ms. Geraci-Carver (city attorney) commented that an updated Title Opinion and a Notice of Commencement Termination would be required. The latter should be recorded with Lake County prior to Final Plat Approval at City Commission; as close as two days prior to commission meeting. Additionally, there were a couple of amendments [words] that should be changed in the performance bond. Sharon Williams responded that an updated version was provided with their Mylar submittal and was forwarded for review by city attorney this morning. Upon review, a determination of satisfaction will be made.

Mr. Bass, city building official, stated he received a complaint that concrete poured for new mailboxes was not in compliance with the ADA (Americans with Disabilities Act). Mr. Chirinos responded that the mailboxes would be made ADA-compliant before they go into use.

Ms. Fielder, city building permit technician, commented that the submitted Minor Site Plan depicted two model homes whereas, six model homes were submitted for permitting approval (clarification is required) . Model homes were not addressed in the PUD or during the preliminary plan submission and approval. Mr. Chirinos responded that improved communication within the Park Square Homes Development and Permitting Departments to better ascertain the specifics of what will be formally requested.

The Mylar submittal was missing witness signatures/notarization and requires completion prior to City Commission. The final plat will require one City Commission Meeting per city attorney. The final plat document recording will occur after signatures are affixed to the mylar.

**BOARD MEMBERS’ COMMENTS:**

**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**: 10:25 AM