

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

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

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| **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 |  |

 **MINUTES**

**TECHNICAL REVIEW COMMITTEE (TRC)**

**October 3, 2023**

 **10:00AM**

1. **MEETING START TIME: 10:04 am**
2. **MEMBERS PRESENT: Gary La Venia (City Manager), Brett Tobias (Halff Engineering), Robb Dicus (Public Works Director), Danny Bass (Building Official), Sharon Williams (Community Development Administrative Manager), Kelli Fielder (Certified Permit Tech), & Emily Church (Office Assistant).**
3. **MEETING NOTES FROM PREVIOUS MEETING:** Meeting minutes from September 5, 2023 included for review/comment.
4. **OLD BUSINESS:** NONE

**NEW BUSINESS:**

1. **Mirror Lake Phase II – Minor Site Plan (Alternate Key 3897102)**

Minor site plan submittal for approval of model home sales center and associated parking on lots 134, 135, and 136. Model homes will be constructed on lots 134 and 135 with temporary stabilized parking on lot 136. The project area acreage is 0.55 acres.

City Manager, City Engineer, and City Public Works had no issues. City Attorney had two comments relating to validity of school concurrency and a joinder agreement that is signed by the lender. School

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concurrency was deemed valid based on construction activity photos. Item can be administratively approved upon receipt of joinder agreement signed by the lender. Nick Louloudis was present on behalf of the development and agreed to forward the joinder agreement.

1. **Griffin Preserve – Annexation, Small Scale Comprehensive Plan Amendment, Rezoning, Planned Unit Development (Alternate Keys: 1287201 & 1287146)**

The applicant is requesting annexation, a small-scale comp plan amendment, and a rezoning to receive city services and develop a proposed 67-unit single family subdivision. Based on the proposed density limitation of 4 units/acre, the maximum allowable development is 67 units.

**Annexation**
The subject site is adjacent to the City limits along the northeastern and eastern property boundaries and is eligible for voluntary annexation. The proposed annexation would be considered infill development. The subject site is also within the City’s Utility Service Area.

**Small Scale Comprehensive Amendment**
The proposed small scale comprehensive plan amendment consists of 16.755 + acres and is located east of US Highway 27/441 and east of Register Road. The subject property is currently zoned Lake County Zoned Regional Office and the proposed is City Zoning Single-Family Medium Density.

**Rezoning/Planned Unit Development**
The subject property is currently zoned Agriculture and Light Manufacturing (LM) in Lake County and the proposed City zoning is Planned Unit Development (PUD) for the development of a 67-unit subdivision.

Applicant Steve Sloan was present for the meeting. The City Land Planner had two outstanding comments relating to perimeter landscape buffers and school concurrency reservation and City Attorney had comments related to possible edits to the Master Development Agreement relating to design standards.

Applicant is requesting that the school concurrency reservation wait until the property is annexed into the City and be submitted with Preliminary Plat. Applicant is asking if the landscape buffer can include the easement otherwise development is not feasible. City Manager and City Engineer agree those are reasonable requests, however, the Land Planner needs to review to determine their satisfaction.

City staff to disperse a copy of the Master Development Agreement to the applicant and to Public Works for review per City Attorney’s comments related to section 5 of their Master Development Agreement related to design standards.

City Manager inquired if utility plans were sent and as yet they have not. Applicant is requesting a copy of utility maps for the City of Fruitland Park.

 **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**: 10:22 am