



SUMMARY MINUTES OF THE REGULAR MEETING
OF THE PLANNING COMMISSION
CITY HALL
THURSDAY, SEPTEMBER 21ST, 2023 - 4:30 P.M.

The Planning Commission of the City of Leesburg held its regular meeting Thursday, September 21st, 2023, at City Hall.

Chairman Tim Sennett called the meeting to order at p.m.

The following Commission members were present:

Tim Sennett - Chairman
Nathaniel Sanders – Vice-Chairman
Ted Bowersox
Frazier Marshall
John O’Kelley
Stewart Kaplan
Ken Simeone
Rosalind Peeples-Johnson

The following Commission members were absent:

Ze’ Shieca Carter

City staff that was present included Dan Miller, Planning & Zoning Director, Sabrina Mitchell, Executive Assistant I, Christine Rock, Senior Planner, Dianne Yekel, Senior Planner, Max Van Allen, Planner, and Melissa Medders, Planner. City Attorney Grant Watson was also present.

The meeting opened with an invocation given by Commissioner Bowersox, followed by the Pledge of Allegiance to the Flag.

Dan Miller informed the audience of the rules of participation and the need to sign the speaker’s registry. He also informed Commissioners and the audience that the City Commission meeting dates are tentatively scheduled.

MINUTES OF THE PLANNING COMMISSION MEETING FOR THURSDAY, AUGUST 24TH, 2023.

Commissioner Kaplan moved to APPROVE the minutes from the August 24TH, 2023 meeting. Vice-Chairman Sanders SECONDED the motion.

The roll call vote was:

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| Commissioner Marshall | Yes |
| Commissioner Sanders | Yes |
| Commissioner Sennett | Yes |
| Commissioner Bowersox | Yes |
| Chairman O'Kelley | Yes |
| Commissioner Kaplan | Yes |

Six yeas, no nays, the Planning Commission approved the minutes from the August 24, 2023 meeting.

Sabrina Mitchell swore in staff as well as anyone wishing to speak.

Chairman Sennett called for the first case under new business be brought forward.

NEW BUSINESS

1) PUBLIC HEARING CASE # SSCP-23-344 – ELECTRICAL WORKS – SMALL SCALE COMPREHENSIVE PLAN

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF LEESBURG, FLORIDA, CHANGING THE FUTURE LAND USE DESIGNATION OF CERTAIN PROPERTY CONTAINING APPROXIMATELY 4.9 +/- ACRES FROM LAKE COUNTY URBAN LOW DENSITY TO CITY OF LEESBURG GENERAL COMMERCIAL, FOR A PROPERTY GENERALLY LOCATED SOUTHWEST OF PROFESSIONAL DRIVE AND SOUTH OF US HIGHWAY 441, AS LEGALLY DESCRIBED IN SECTION 21, TOWNSHIP 19 SOUTH, RANGE 25 EAST, LAKE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE. **(CITY COMMISSION DATES ARE TENTATIVELY SCHEDULED FOR FIRST READING ON MONDAY, OCTOBER 23RD, 2023 AND SECOND READING IS TENTATIVELY SCHEDULED FOR MONDAY, NOVEMBER 27TH, 2023)** (Electrical Works)

Dan Miller stated if we could discuss the first two cases together, and then have the votes taken at the end of discussion for each case.

Dan Miller introduced case number #SSCP-23-344 – Electrical Works – Small Scale Comprehensive Plan and case number #SPUD-23-345 Small Planned Unit Development into the record and entered the exhibits into the record with maps and photo exhibits including aerial, zoning, future and surrounding land use, wetlands/flood zone maps, CRA maps, staff summary, and staff recommendations.

Grant Watson, City Attorney stated for the record to discuss both cases together and vote taken separate for each case.

Dan Miller gave a background and explanation of the subject property, location, zoning, requests, and went over SPUD (Small Planned Unit Development) conditions and stated the permitted uses include commercial uses such as office, to include general and medical offices, daycare uses, personal services (hair/nails), light industrial uses such as the current use for Electrical Works, storage and warehouse uses; prohibited uses include internet cafes, tattoo parlor, check cashing stores, adult uses, etc., development standards will be drawn from the C-3 zoning district, all other requirements of the PUD are the standard PUD language.

Christine Rock, Senior Planner utilized a power point presentation to demonstrate the area of the proposed site for both cases.

Department Review Summary: This case was sent out to all the different City departments, and Lake County Public Works there were no substantive comments from the City Departments or the County. Public responses – no comments were received from the State of Florida and City of Leesburg notice requirements, posted signs, and newspaper.

Dan Miller read the Staff Recommendations into the record for the case; Staff supports both cases; recommended approval.

Brett Jones, of Brett Jones P.A. introduced himself for the record and stated to the Commission he is here to answer any questions they may have.

Chairman Sennett stated if the Commission have any questions of the applicant.

Commissioners' and Dan Miller discussed adding veterinary to the permitted uses under the PUD conditions with the motion.

Chairman Sennett closes discussion from the Public, entertained a motion, and then the voting took place.

Commissioner O’Kelley made a motion to APPROVE case # SSCP-23-344 – ELECTRICAL WORKS – SMALL SCALE COMPREHENSIVE PLAN
Commissioner Bowersox SECONDED the motion.

The roll call vote was:

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| Commissioner Kaplan | Yes |
| Commissioner Peeples-Johnson | Yes |
| Commissioner Marshall | Yes |
| Commissioner Sanders | Yes |
| Commissioner Sennett | Yes |
| Chairman Bowersox | Yes |
| Commissioner O’Kelley | Yes |

Seven yeas, no nays, the Planning Commission approved case # SSCP-23-344 – ELECTRICAL WORKS – SMALL SCALE COMPREHENSIVE PLAN.

Chairman Sennett called for a vote on the second case.

2) PUBLIC HEARING CASE # RZ-23-345 – ELECTRICAL WORKS – SMALL PLANNED UNIT DEVELOPMENT

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, CHANGING THE ZONING OF APPROXIMATELY 4.9 +/- ACRES FROM LAKE COUNTY LM (LIGHT INDUSTRIAL) TO CITY OF LEESBURG SPUD (SMALL PLANNED UNIT DEVELOPMENT), FOR A PROPERTY GENERALLY LOCATED SOUTHWEST OF PROFESSIONAL DRIVE AND SOUTH OF US HIGHWAY 441, AS LEGALLY DESCRIBED IN SECTION 21, TOWNSHIP 19 SOUTH, RANGE 25 EAST, LAKE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE. **(CITY COMMISSION DATES ARE TENTATIVELY SCHEDULED FOR FIRST READING ON MONDAY, OCTOBER 23RD, 2023 AND SECOND READING IS TENTATIVELY SCHEDULED FOR MONDAY, NOVEMBER 27TH, 2023)**
(Electrical Works)

Commissioner Kaplan made a motion to APPROVE case # RZ-23-345 – ELECTRICAL WORKS and add veterinary to the permitted uses under the PUD conditions – SMALL PLANNED UNIT DEVELOPMENT with the amendment. Commissioner Bowersox SECONDED the motion.

The roll call vote was:

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| Commissioner O’Kelley | Yes |
| Commissioner Bowersox | Yes |
| Chairman Sennett | Yes |
| Commissioner Sanders | Yes |
| Commissioner Marshall | Yes |
| Commissioner Peoples-Johnson | Yes |
| Commissioner Kaplan | Yes |

Seven yeas, no nays, the Planning Commission approved case # RZ-23-345 – ELECTRICAL WORKS – SMALL PLANNED UNIT DEVELOPMENT.

DISCUSSION ITEMS

ANNOUNCEMENTS

Dan Miller announced to the Commission that the Leesburg Planning Commission is a 9-member board, with 7 regular members, depending on the date of appointment, we generally have 2-3 Planning Commissioners’ terms expiring each September 30. This year we have three slots with expiring terms; each year, the City Clerk’s office advertises through the newspaper, city website and social media, and the City Clerk’s office received a total of 11 applicants for the three seats on the Planning Commission, and 1 other Board. This year the terms of Chairman Sennett, and our two alternate members, Commissioner Rosalind Peoples-Johnson, and Commissioner Ken Simeone will expire on September 30 and all three have re-applied for the job; he encouraged each member to attend the City Commission meeting on Monday night, and be prepared with a brief statement to indicate their continued interest in the Planning Commission, applications are submitted; City Commission choice to replace/remove. Staff can’t offer any recommendations; Staff is very pleased with how this group work together; and wish each member the best and hope that we can see you all again next month.

Chairman Sennett entertained a motion to adjourn.

ADJOURNMENT

Meeting was adjourned at 4:55 p.m.

Tim H. Sennett, Chairman

Sabrina Mitchell, Executive Assistant I