



SUMMARY MINUTES OF THE REGULAR MEETING
OF THE PLANNING COMMISSION
VENETIAN CENTER
THURSDAY, JUNE 25TH, 2020 - 4:30 P.M.

The Planning Commission of the City of Leesburg held its regular meeting Thursday, June 25th, 2020, at Venetian Center.

Chairman Ted Bowersox called the meeting to order at 4:30 p.m.

The following Commission members were present:

Ted Bowersox – Chairman
Clell Coleman – Vic Chairman
Frazier Marshall
John O’Kelley
Michael Fitzpatrick
Alfred Haliday

The following Commission members were absent:

Chris Wood
Ze’Shieca Carter

City staff in attendance included Dan Miller, Planning & Zoning Manager, Kandi Harper, Senior Planner, Dianne Pacewicz, Planner, Sabrina Mitchell, Administrative Assistant II, Mike Andrews, Information Technology, Careylee Murray, Planner and City Attorney Fred Morrison was also present.

The meeting opened with an invocation given by Chairman 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.

DRAFT SUMMARY MINUTES OF THE PLANNING COMMISSION MEETING FOR THURSDAY, FEBRUARY 20TH, 2020

Commissioner Marshall moved to APPROVE the draft minutes from the FEBRUARY 20TH, 2020 meeting. Vice-Chair Coleman SECONDED the motion, which PASSED by a vote of 6 - 0.

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

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

NEW BUSINESS

1. PUBLIC HEARING CASE # SPUD-20-38 – JONES – SOUTH STREET – SMALL PLANNED UNIT DEVELOPMENT

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, REZONING APPROXIMATELY 2.0 +/- ACRES FROM CITY CIP (COMMERICAL INDUSTRIAL PLANNED) TO CITY SPUD (SMALL PLANNED UNIT DEVELOPMENT) TO ALLOW FOR THE DEVELOPMENT OF OFFICES AND STORAGE SPACE FOR A PROPERTY LOCATED SOUTH OF SOUTH STREET AND WEST OF GATOR POND LANE AS LEGALLY DESCRIBED IN SECTIONS 27, TOWNSHIP 19 SOUTH, RANGE 24 EAST, LAKE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE. **(CITY COMMISSION DATES ARE TENTATIVELY SCHEDULED FOR FIRST READING ON MONDAY, AUGUST 10, 2020 AND SECOND READING MONDAY, AUGUST 24, 2020)** (Jones – South Street)

Dan Miller introduced case number SPUD-20-38 – Jones – South Street - 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, departmental review summary, and staff recommendations.

Mr. Miller gave a background of the subject property, and current zoning.

Kandi Harper utilized a power point presentation to demonstrate the area of the proposed site.

Department Review Summary: This case was sent out to all the different departments for review. The Electric Department will require an easement along South Street and Public Works states that water and sewer are available. The City will require connection to water and wastewater; under Public responses there was one approval.

Mr. Miller explained the PUD (Planned Unit Development) conditions, reviewed change on page seven, added prevail; basic site plan, and read the Staff Recommendations into the record; Staff recommended approval.

Mr. Miller stated the representative has the conditions and they are in agreement with it.

Chairman Bowersox expressed concern about the retention area. Mr. Miller stated it was a retention pond on the south end.

Chairman Bowersox stated if the Commissioners had any questions or discussion.

Chairman Bowersox entertained a motion, and then the voting took place.

Commissioner O'Kelley made a MOTION for APPROVAL of case # SPUD-20-38 – JONES – SOUTH STREET - SMALLED PLANNED UNIT DEVELOPMENT
Commissioner Fitzpatrick SECONDED the MOTION which CARRIED UNANIMOUSLY by a vote of 6 - 0.

Chairman Bowersox called for the second case under new business be brought forward.

2. PUBLIC HEARING CASE # PUD-20-97 – DURDEN OFFICE – PLANNED DEVELOPMENT OVERLAY

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, AMENDING THE ZONING ON APPROXIMATELY 0.22 +/- ACRES TO ADD A PLANNED DEVELOPMENT OVERLAY TO ALLOW OFFICE USES IN AN R-3 (HIGH DENSITY RESIDENTIAL) ZONING DISTRICT FOR A PROPERTY GENERALLY LOCATED SOUTH OF EAST MAIN STREET AND WEST OF MIKE STREET, AS LEGALLY DESCRIBED IN SECTION 25, TOWNSHIP 19 SOUTH, RANGE 24 EAST, LAKE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE. **(CITY COMMISSION DATES ARE TENTATIVELY SCHEDULED FOR FIRST READING ON MONDAY, AUGUST 10, 2020 AND SECOND READING MONDAY, AUGUST 24, 2020)** (Durden)

Dan Miller introduced case number PUD-20-97 – Durden Office – Planned Development Overlay 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, departmental review summary, and staff recommendations.

Mr. Miller gave a background of the subject property, and current zoning. Mr. Miller explained the (PDO) Planned Development Overlay and (PUD) Planned Unit Development, the history of the subject property and requests.

Kandi Harper utilized a power point presentation to demonstrate the area of the proposed site.

Department Review Summary: This case was sent out to all the different departments for review, no comments received and utilities are available in the area.

Mr. Miller read the Staff Recommendations into the record; Staff in favor (no issues or concerns).

Commissioner Christian gave a presentation of the subject property.

Chairman Bowersox expressed concern regarding the two front entrances of the subject property. Commissioner Christian replied there will be an office on each side; waiting on approval.

Joyce Caudwell stated her property is located across the street from Historic Building and expressed concern about parking at the building, has property along Mike Street; inherited a rooming house.

Vice-Chairman Coleman stated that page six addressed the parking. Commissioner Christian addressed the parking concern behind the building.

Chairman Bowersox expressed concern about parking on Mike Street; narrow street, and asked applicant if he will be parking on Mike Street. Commissioner Christian stated yes and then gave a detailed explanation of parking at the subject property.

Chairman Bowersox stated if the Commissioners have any questions or discussion.

Chairman Bowersox entertained a motion, and then the voting took place.

Commissioner Marshall made a MOTION for APPROVAL of case # PUD-20-97 – DURDEN OFFICE – PLANNED UNIT DEVELOPMENT Commissioner Haliday SECONDED the MOTION which CARRIED UNANIMOUSLY by a vote of 6 - 0.

Chairman Bowersox called for the third case under new business be brought forward.

3. PUBLIC HEARING CASE # VAR-20-115 – MORDT – VARIANCE

REQUEST FOR A VARIANCE FROM SECTION 25-280 DISTRICT DEVELOPMENT STANDARDS OF THE CITY OF LEESBURG CODE OF ORDINANCES, TO ALLOW REDUCED REAR YARD BUILDING SETBACK, ON A PARCEL THAT IS APPROXIMATELY 0.14 +/- ACRES, GENERALLY LOCATED WEST OF U.S. HIGHWAY 27 AND NORTH OF TERRACE GREEN DRIVE AS LEGALLY DESCRIBED IN SECTION 34, TOWNSHIP 19 SOUTH, RANGE 24 EAST, LAKE COUNTY, FLORIDA. (FINAL DECISION BY PLANNING COMMISSION) (Mordt)

Dan Miller introduced case number VAR-20-115 – Mordt - Variance in 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, departmental review summary, and staff recommendations.

Mr. Miller read into the record the general location of the subject property, gave a background of the subject property, and current zoning.

Kandi Harper utilized a power point presentation to demonstrate the area of the proposed site.

Department Review Summary: This case was sent out to all the different departments for review; there were no substantive comments; under public comments there were three approvals.

Mr. Miller read the Staff Recommendations into the record and stated Staff did not find evidence of other variances, or Planned Development Overlays to indicate the ability to approve the building permit, recommended a request for a variance; could not recommend approval based on code. Staff is officially recommending Denial based on the code, but staff does not anticipate a negative impact on surrounding properties.

Commissioners discussed the precedence has been set in this neighborhood and didn't see a problem with the variance.

Chairman Bowersox stated if the Commissioners have any further discussion.

Chairman Bowersox entertained a motion, and then the voting took place.

Dorothy Floyd Everett stated her name for the record and wanted a point of clarification for case number PUD-20-97 Durden Office.

Dan Miller explained the PUD (Planned Unit Development) for further clarification.

Commissioner Fitzpatrick made a MOTION for APPROVAL of case # VAR-20-115 – MORDT– VARIANCE Commissioner O’Kelley SECONDED the MOTION which CARRIED UNANIMOUSLY by a vote of 6 - 0.

Chairman Bowersox called for the fourth case under new business be brought forward.

4. PUBLIC HEARING CASE # CUP-20-123 – LAKE PREPARATORY SCHOOL – CONDITIONAL USE PERMIT

REQUEST FOR A CONDITIONAL USE PERMIT IN THE C-2 (COMMUNITY COMMERCIAL) ZONING DISTRICT, PER SECTION 25-284 DISTRICT USE REGULATIONS, FOR A CONDITIONAL USE PERMIT FOR A PRIVATE SCHOOL, GENERALLY LOCATED AT THE CORNER OF MAIN STREET AND LEE STREET, AS LEGALLY DESCRIBED IN SECTION 26, TOWNSHIP 19 SOUTH, RANGE 24 EAST, LAKE COUNTY,

FLORIDA; AND PROVIDING AN EFFECTIVE DATE. **(FINAL DECISION IS BY THE PLANNING COMMISSION)**

Dan Miller introduced case number CUP-20-123 – Lake Preparatory School – Conditional Use Permit 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, departmental review summary, and staff recommendations.

Mr. Miller read into the record the general location of the subject property, and gave a background of the subject property.

Kandi Harper utilized a power point presentation to demonstrate the area of the proposed site.

Department Review Summary: This case was sent out to all the different departments for review; there were no substantive comments, and no public comments.

Mr. Miller read the Staff Recommendations into the record; Staff feels this building is more than adequate for the type of use and recommend approval.

Commissioner Haliday abstained from voting on the case, due to a conflict of interest.

Chairman Bowersox expressed concern about age group of school. Ms. Katrina Palmer spoke on behalf of Lake Preparatory School and replied the school is Pre-K through 8th grade and this is their 9th year in Leesburg; they were formerly on Sumter Street.

Vice-Chair Coleman expressed concern regarding compliance; fence and playground. Ms. Katrina Palmer replied that due to the CDC guidelines regarding COVID-19, there would be no playground at least for the next 18 months.

Dan Miller replied to the Vice-Chair Coleman we won't need to see this project again.

Commissioner Fitzpatrick expressed concern regarding pick-up, and drop-off at the rear of the building Ms. Katrina replied that's correct; pull in on back court and then drop off by door.

Chairman Bowersox asked if the Commissioners have any further questions.

Chairman Bowersox entertained a motion for the CUP-20-123 and then the voting took place.

Commissioner Marshall made a MOTION for APPROVAL of case # CUP-20-123 – LAKE PREPARATORY SCHOOL – CONDITIONAL USE PERMIT
Commissioner Fitzpatrick SECONDED the MOTION which CARRIED UNANIMOUSLY by a vote of 5 – 0 with one abstention.

DISCUSSION

Chairman Bowersox discussed Sunnyside issue coming back before the Board next month. Mr. Miller stated that Sunnyside Comprehensive Plan amendment was denied by the Planning Commission, but that the Commission still needs to hear the zoning case, then both cases would move to the City Commission agenda; Mr. Miller stated that the calendar is busy for the next couple of months. Commissioner Haliday expressed concern about plan for likely attendance of the meeting; Mr. Miller replied we will have to do the meeting in the larger room next month. Commissioner Haliday stated he will not be attending next month's meeting. Mr. Miller stated he expects that it will be quite crowded.

Commissioners and Fred Morrison discussed the Partnership funding results.

Commissioner O'Kelley discussed proof of the Sunnyside documents. Mr. Miller replied proof of documents were pulled by staff. Commissioner Fitzpatrick asked about the traffic.

ANNOUNCEMENTS

None

Chairman Bowersox entertained a motion for dismissal.

Motion made to adjourn meeting by Vice-Chair Coleman and seconded by Commissioner Marshall.

ADJOURNMENT

Approximately 5:24 p.m.


Ted W. Bowersox, Chairman


Sabrina Mitchell, Administrative Assistant II