

AGENDA



City of Tavares Planning & Zoning Advisory Board

October 17, 2024 -- 3:00 PM

TAVARES CITY HALL COUNCIL CHAMBERS

201 E MAIN STREET, TAVARES

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Minutes**
 - 1. Approval of the June 20, 2024 Planning & Zoning Board Meeting Minutes (Deputy City Clerk)
- IV. Swearing in by City Attorney and Disclosure of Exparte Contacts**
- V. Public Hearings**
 - 1. **Resolution 2024-22 – Ellrodt James D Trustee – Request to Vacate a 16-foot-wide Right-of Way Alleyway Located at 118 Ingraham Avenue (Community Development)**
- VI. Other Business**
 - 1. **Golden Triangle Regional Park – West Campus Project Discussion (Community Services)**
- VII. Audience to be Heard**
- VIII. Adjournment**

F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352) 742-6209.

**AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
10/17/2024**

AGENDA TAB NO.: 1.

**SUBJECT TITLE: Approval of the June 20, 2024 Planning & Zoning Board Meeting Minutes
(Deputy City Clerk)**

OBJECTIVE:

Attached are the June 20, 2024, Planning & Zoning Meeting Minutes for approval.

SUMMARY:

Attached are the June 20, 2024, Planning & Zoning Board meeting minutes for approval.

OPTIONS:

1. Approve meeting minutes as submitted by the Deputy City Clerk
2. Approve meeting minutes with corrections.

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 06-20-2024 PZ Minutes



**CITY OF TAVARES
PLANNING AND ZONING BOARD MEETING
TAVARES COUNCIL CHAMBERS
201 E. MAIN STREET, TAVARES
JUNE 20, 2024**

BOARD MEMBERS PRESENT

Gary Santoro, Chairman
Deborah Murphy, Vice-Chairman
Dian Joy, Board Member
Bruce Peterman, Board Member
Brooke Matthews, Board Member - Absent
James Sweezea, Board Member
Dara Treadwell, Board Member

LAKE COUNTY SCHOOL BOARD

Helen LaValley - Absent

STAFF MEMBERS PRESENT

Antonio Fabre – Community Development Director
Amanda Boggus, City Attorney
Erick Hernandez, Staff Assistant

I. CALL TO ORDER

Chairman Santoro called the meeting to order at 3:00 p.m. and asked those present to silence their cell phones. He led those present in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

Chairman Santoro asked if there are any additions or corrections to the April 18, 2024, Planning and Zoning Board Workshop Meeting minutes. Board Member Treadwell stated a typo on page 6, 2nd line, "Country Road 19" corrected to "County Road 19".

MOTION

James Sweezea moved to approve the minutes of the April 18, 2024, Planning and Zoning Board Workshop Meeting as amended, seconded by Deborah Murphy. The motion carried unanimously 6-0.

SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE COMMUNICATIONS

Attorney Boggus swore in those who were present and wished to provide testimony.

June 20, 2024 - Planning and Zoning Board Meeting

Attorney Boggus asked the Board Members if there were any ex-parte communications. There were none.

III. PUBLIC HEARING

1) Recommendation on Resolution 2024-11 – The request to vacate a portion of the unimproved Wood Avenue Right-of-Way located at 490 East Clifford of the P.W Harrington's Addition as recorded in Plat Book 1, Page 1 of the Public Records of Lake County Florida

Mr. Fabre gave the following presentation:

This is a request to vacate a platted right-of-way easement located at 490 Clifford of the P.W Harrington's Addition as recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida. This is a condition stipulated in the City's Fred Stover Sprouts Complex Purchase and Sale Agreement with the School Board of Lake County. This agreement stipulated that the City would make a good faith effort to vacate certain rights-of-way(s). and certain right-of-way dedications in order to clear title on the subject property.

City staff reviewed the vacate request and determined no conflicts in the vacation regarding drainage utilities, health, safety or welfare of the Public. As a result, this official vacation will remove the city's public land interest in this land.

STAFF RECOMMENDATION

Staff recommends that the Planning and Zoning Board moves to recommend approval of Resolution 2024-11 vacating a portion of unimproved Wood Avenue Right-of-Way located at 490 East Clifford of the P.W Harrington Addition as Recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida.

Chairman Santoro asked for public comment. There was none.

Chairman Santoro asked for comments from the Board.

Board Member Treadwell asked if at a previous date the property was residential in nature. Attorney Boggus stated it was the original plat of Tavares and eventually became a baseball field.

MOTION

James Sweeza moved to recommend approval of Resolution 2024-11, seconded by Bruce Peterman. The motion carried unanimously 6-0.

2) Recommendation on Ordinance 2024-12 – The request to vacate an unnamed unimproved 16-foot-wide alleyway located at 490 East Clifford Street of the P.W

Harrington's Addition as recorded in Plat Book 1 Page 1 of the Public Records of Lake County, Florida

Mr. Fabre gave the following presentation:

This is a request to vacate a platted right-of-way easement located at 490 East Clifford of the P.W Harrington's Addition as recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida. This is a condition stipulated in the City's Fred Stover Complex Purchase and Sale Agreement with the School Board of Lake County. This agreement stipulates that the City would make a good faith effort to vacate certain right-of-way(s) and certain right-of-way dedications in order to clear title on the property.

City staff reviewed the vacate request and determined no conflicts in the vacation regarding drainage, utilities, health, safety, or welfare of the Public. As a result, this official vacation will remove the city's public interest in this land.

STAFF RECOMMENDATION

Staff recommends that the Planning and Zoning Board moves to recommend approval of Resolution 2024-12 vacate unnamed unimproved 13-foot-wide alleyway located at 490 East Clifford Street if the P.W. Harrington's Addition as recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida.

Chairman Santoro asked for public comment. There was none.

Chairman Santoro asked for comments from the Board. There was none.

MOTION

Deborah Murphy moved to recommend approval of Resolution 2024-12, seconded by James Sweeza. The motion carried unanimously 6-0.

3) Recommendation on Resolution 2024-13 – Dedication of certain City owned property as public Right-of-Way known as East Clifford Street, North Disston Avenue and East Givens Street

Mr. Fabre gave the following presentation:

This is to dedicate certain city owned property as public Right-of-Way known as East Clifford Street, North Disston Avenue and East Givens Street. This is a condition stipulated in the City's Fred Stover Sports Complex Purchase and Sale Agreement with the School Board of Lake County. This agreement stipulates that the city would make a good faith effort to vacate certain rights-of-way(s) and certain right-of-way dedications to clear title of the subject property.

City staff has determined that the city can maintain and regulate the proposed right-of-way. Moreover, the dedication of said property is consistent with the transportation and mobility goals, objectives, and policies of the City's Comprehensive Plan.

STAFF RECOMMENDATION

Staff recommends that the Planning and Zoning Board moves to recommend approval of Resolution 24-13 dedication of certain city owned property as public Right-of-Way known as East Clifford Street, North Disston Avenue and East Givens Street.

Mr. Fabre stated the advertising and posting was more than the actual property size. The section that is being dedicated is smaller than the advertised segment. He noted that he confirmed with the City Attorney to confirm it is legally sufficient.

Chairman Santoro asked Attorney Boggus since the Board received the changes at the meeting, if it confirmed the validity of the Resolution because of the changes. Attorney Boggus stated what was advertised was a larger area, the portion pertaining to the Resolution was contained in the advertised area. After review, only a small section was needed to confirm the right-of-way so if the fields are moved or changed the City can bring the roads into compliance.

Chairman Santoro asked for public comment. There was none.

Chairman Murphy asked what the benefit of the right-of-way was. Attorney Boggus stated it is guaranteeing public access after the property is sold to Lake County School Board.

MOTION

Dian Joy moved to recommend approval of Resolution 2024-13, seconded by Dara Treadwell. The motion carried unanimously 6-0.

4) Recommendation on Resolution 2024-14 – Avalon Park Group, LLC request to Vacate Right-of-Way located at the northeasterly end of Avalon Park Boulevard of the Avalon Park Tavares Phase 1 subdivision

Mr. Fabre gave the following presentation:

This is a request to vacate a platted right-of-way easement approximately 1,234 square feet in size and located at the northeasterly end of Avalon Park Boulevard of the Avalon Park Tavares Phase 1 Subdivision, as recorded in Plat Book 75, Page 48-53, of the Public Records of Lake County, Florida. The Applicant is petitioning to vacate the subject right-of-way property since it was included in the design of Avalon Park Tavares Phase 2 townhomes. During the title and platting review process for Phase 2, a redesign of the r-o-w easement was incorporated, and the section petitioned is no longer needed.

City staff reviewed the vacate request and determined no conflicts in the vacation regarding drainage, utilities, health, safety, or welfare of the Public. As a result, this vacation will remove the city's public interest in this land.

STAFF RECOMMENDATION

Staff recommends that the Planning and Zoning Board move to recommend approval of Resolution 2024-14 vacation of right-of-way easement located at the end of the northeasterly end of Avalon Park Boulevard of the Avalon Park Tavares Phase 1

Subdivision, as recorded in Plat Book 75, Page 48-23, of the Public Records of Lake County, Florida.

Chairman Santoro asked for public comment. There was none.

Chairman Murphy asked for clarification.

Erick Wills, Avalon Park Group, 3801 Avalon Park East Blvd, Suite 400, Florida, stated this squares off the property boundaries which will be incorporated into one of the lots.

Attorney Boggus stated the property is navigating legal procedures to clarify the purpose and ownership.

MOTION

James Sweeza moved to recommend approval of Ordinance 2024-03 seconded by Dian Joy. The motion carried unanimously 6-0.

IV. OTHER BUSINESS

Discussion was held expressing concern of the Planning & Zoning Boards recommendations not being relayed thoroughly or accepted by City Council.

Board Member Joy asked how Channel 6 obtained footage of the council meeting. Attorney Boggus stated that once the meeting is online, Channel 6 can access the footage.

Discussion was held pertaining to the Noise Ordinance hours. Mr. Fabre clarified the noise ordinance was to reflect other ordinances pertaining to noise such as construction. To be consistent with the other codes, the hours would be from 7AM to 7PM.

Attorney Boggus provided clarification pertaining to how City Council comes to their conclusion.

V. PUBLIC COMMENT

None.

VI. ADJOURNMENT

MOTION

James Sweeza moved to adjourn the meeting at 3:38 p.m., seconded by Dian Joy. The motion carried unanimously 6-0.

Respectfully submitted,

Jillian Roberts, Deputy City Clerk

June 20, 2024 - Planning and Zoning Board Meeting

**AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
10/17/2024**

AGENDA TAB NO.: 1.

SUBJECT TITLE: Resolution 2024-22 – Ellrodt James D Trustee – Request to Vacate a 16-foot-wide Right-of Way Alleyway Located at 118 Ingraham Avenue (Community Development)

OBJECTIVE:

To consider the vacation of an unnamed unimproved 16-foot-wide alleyway located at 118 Ingraham Avenue more particularly described as, lying between Lots D, E, F, L, M and N in Block 70 of Tavares Improvement Company's Subdivision, as recorded in Plat Book 4, Page 39, Public Records of Lake County.

SUMMARY:

This is a request to vacate a platted undeveloped alleyway lying adjacent to the property located at 118 Ingraham Avenue, Tavares, Florida 32778. The current adjacent property owner is petitioning to vacate an existing alleyway since it is undeveloped and not practical as a future right-of-way.

City staff reviewed the vacate request and determined no conflicts in the vacation regarding drainage, utilities, health, safety, or welfare of the Public. As a result, this official vacation will remove the city's public interest in this land.

OPTIONS:

1. That the Planning & Zoning Board moves to recommend approval of Resolution 2024-22 vacation of right-of-way located at 118 Ingraham Avenue more particularly described as, lying between Lots D, E, F, L, M and N in Block 70 of Tavares Improvement Company's Subdivision, as recorded in Plat Book 4, Page 39, Public Records of Lake County.
2. That the Planning & Zoning Board moves to recommend denial of Resolution 2024-22.

STAFF RECOMMENDATION:

Staff recommends that the Planning & Zoning Board moves to recommend approval of Resolution 2024-22 vacation of an undeveloped alleyway located at 118 Ingraham Avenue more particularly described as, lying between Lots D, E, F, L, M and N in Block 70 of Tavares Improvement Company's Subdivision, as recorded in Plat Book 4, Page 39, Public Records of Lake County.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

This Resolution has been reviewed by the City Attorney and approved for legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2024-22

2. Location Map
3. Aerial Map
4. Newspaper Ad

RESOLUTION 2024-22

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, TO VACATE A PORTION OF A 16.00-FOOT WIDE ALLEY RIGHT-OF-WAY LOCATED AT 118 INGRAHAM AVENUE TAVARES, FL 32778, LYING BETWEEN LOTS D, E, F, L, M AND N BLOCK 70 OF TAVARES IMPROVEMENT COMPANY AS RECORDED IN PLAT BOOK 4, PAGE 39, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, SUBJECT TO THE RULES AND REGULATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of property located at 118 Ingraham Avenue, 111 S. Lake Avenue and 117 S. Lake Avenue has petitioned for a vacation of said alley right-of-way; and,

WHEREAS the portion of the alley right-of-way described in Exhibit "A" is no longer practical as right-of-way; and,

WHEREAS this proposed vacate will remove the City's public interest in this property; and,

WHEREAS the petition to vacate said alley right-of-way has been duly noticed as required by law; and,

WHEREAS the abutting property owners have been notified per the requirements of the City of Tavares Land Development Regulations; and,

WHEREAS, the City of Tavares has reviewed the vacate request and determined no conflicts in the vacation with regard to drainage, utilities, health, safety, or welfare.

NOW, THEREFORE, be it resolved by the City Council of the City of Tavares, Florida as follows:

The City of Tavares hereby vacates any and all interest in the aforesaid alley right-of-way, as described in Exhibit "A", attached hereto and made part of this resolution.

PASSED AND RESOLVED this ____ day of ____, 2024 by the Tavares City Council.

Bob Grenier, Mayor
Tavares City Council

ATTEST

Susie Novack, City Clerk

Approved as to form and legality:

Lindsay C. T. Holt, City Attorney

Exhibit "A"
(Legal Description)

LEGAL DESCRIPTION:

THE ENTIRE ALLY LYING BETWEEN LOTS D, E, F, L, M AND N BLOCK 70 IN THE CITY OF TAVARES, FLORIDA, ACCODING TO THE PLAT OF THE TAVARES IMPROVEMENT COMPANY'S SUBDIVISION, RECORDED IN PLAT BOOK 4, PAGE 39, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

BOUNDARY SURVEY

GRAPHIC SCALE

(IN FEET)
1 inch = 20 ft.

NOTES:

- 1) SURVEY WAS COMPLETED IN THE FIELD JULY 16, 2024
- 2) BEARINGS ARE BASED ON THE WEST RIGHT OF WAY OF INGRAHAM AVENUE, AS BEING N01°31'23"E
- 3) UNLESS IT BEARS THE SIGNATURE AND ORIGINAL RAISED SEAL OF FLORIDA LICENSED SURVEYOR AND MAPPER, THIS SURVEY IS FOR INFORMATIONAL PURPOSE ONLY AND IS NOT VALID.
- 4) LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR EASEMENTS, RIGHT OF WAY, OWNERSHIP OR OTHER MATTERS OF RECORD BY THIS FIRM.

LEGEND:

ID = IDENTIFICATION
LS = LAND SURVEYOR
F = FIELD MEASUREMENT
P = PLAT DIMENSION
C = CONCRETE

DESCRIPTION:

THE ENTIRE ALLEY LYING BETWEEN LOTS D, E, F, L, M AND N IN BLOCK 70 IN THE CITY OF TAVARES, FLORIDA, ACCORDING TO THE PLAT OF THE TAVARES IMPROVEMENT COMPANY, RECORDED IN PLAT BOOK 4, PAGE 39, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

SURVEYORS CERTIFICATION: I HEREBY CERTIFY TO:

JAMES D. ELLROD

THAT THE BOUNDARY SURVEY, AS REFLECTED HEREON, WAS PERFORMED UNDER MY RESPONSIBLE SUPERVISION AND DIRECTION, AND MEETS THE MINIMUM TECHNICAL STANDARDS RULE SJ-17.052.

STEVEN B. WILEY DATE 08/02/24
FLORIDA PROFESSIONAL SURVEYOR & MAPPER
CERTIFICATE NUMBER 5951

18400 BAKER ROAD
UMATILLA, FLORIDA 32704
PHONE: (352) 355-9827
EASTLAKE SURVEY@GMAIL.COM

PROFESSIONAL SURVEYORS AND MAPPERS

DRAWN 07-29-24 BY 33W FILED 24123

**AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
10/17/2024**

AGENDA TAB NO.: 1.

**SUBJECT TITLE: Golden Triangle Regional Park – West Campus Project Discussion
(Community Services)**

OBJECTIVE:

For advisory board to discuss and offer a chance for public participation in the future development plans of the Golden Triangle Regional Park – West Campus.

SUMMARY:

The Golden Triangle Regional Park – West Campus is a partnership between the City of Tavares and Lake County to build a county regional park in Tavares. The West Campus will consist of additional baseball/softball fields and extra park amenities at the Woodlea Sports Complex.

Staff is seeking grant opportunities through the Land and Water Conservation Fund Program to help supplement funding for this project in a phased approach. As a grant requirement, the project must be discussed at a regularly scheduled advisory board meeting of the applying municipality.

OPTIONS:

1. For the Advisory Board to hear the presentation and provide an opportunity for public input on the development plans.
2. Do not hear the presentation.

STAFF RECOMMENDATION:

Option 1: For the Advisory Board to hear the presentation and provide an opportunity for public input on the development plans.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Concept Plan