

## AGENDA



### **City of Tavares Planning & Zoning Advisory Board**

**March 20, 2025 -- 3:00 PM**

**TAVARES CITY HALL COUNCIL CHAMBERS  
201 E MAIN STREET, TAVARES**

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- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Minutes**
  - 1. Approval of the February 20, 2025 Planning & Zoning Board Meeting Minutes (Deputy City Clerk)
- IV. Swearing in by City Attorney and Disclosure of Exparte Contacts**
- V. Public Hearings**
- VI. Other Business**
  - 1. Election of the Planning and Zoning Board Officers for 2025
  - 2. Life Safety Code as it pertains to new Developments (Fire Department)
- 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  
3/20/2025**

**AGENDA TAB NO.: 1.**

**SUBJECT TITLE: Approval of the February 20, 2025 Planning & Zoning Board Meeting Minutes  
(Deputy City Clerk)**

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**OBJECTIVE:**

Attached are the February 20, 2025, Planning & Zoning Board Meeting Minutes for approval.

**SUMMARY:**

Attached are the February 20, 2025, 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. 02-20-2025 PZ Minutes

*Attachments not provided are available to the public upon request to the City Clerk.*



**CITY OF TAVARES  
PLANNING AND ZONING BOARD MEETING  
TAVARES COUNCIL CHAMBERS  
201 E. MAIN STREET, TAVARES  
FEBRUARY 20, 2025**

**BOARD MEMBERS' PRESENT**

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

**STAFF MEMBERS PRESENT**

Antonio Fabre – Community Development Director  
Anarquis Frias, City Planner  
Lindsay Holt, City Attorney  
Erick Hernandez, Staff Assistant

**I. CALL TO ORDER**

Chairman Santoro called the meeting to order at 3:05 p.m. and asked those present to silence their cell phones.

**II. PLEDGE OF ALLEGIANCE**

Chairman Santoro led those present in the Pledge of Allegiance.

**III. APPROVAL OF MINUTES**

Chairman Santoro asked if there were any additions or corrections to the May 16, 2024, Planning & Zoning Board Meeting minutes. Board Member Treadwell noted on Page 4, “compatible” changed to “comparable”; page 6 change “he” to “she”; page 7 second paragraph change “8PM” to “6PM”.

**MOTION**

**Brooke Matthews moved to approve the Minutes as amended, seconded by Bruce Peterman. The motion carried unanimously 5-0.**

Chairman Santoro asked if there were any additions or corrections to the October 17, 2024, Planning & Zoning Board Meeting minutes. There were none.

## **MOTION**

Deborah Muphy moved to approve the Minutes, seconded by Dara Treadwell. The motion carried unanimously 5-0.

## **IV. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE COMMUNICATIONS**

Attorney Holt stated the hearing is information only and there is no need to swear persons in.

## **V. PUBLIC HEARING**

## **VI. OTHER BUSINESS**

### **1. Remarks from the Chairperson**

Chairman Santoro thanked Mr. Drury and Mr. Fabre for their meeting. He noted when there are no items before the Board, occasionally an informational meeting will be held and stated the Planning & Zoning Board is an advisory board. He stated the election of Chairperson will be held at the following meeting and asked Board Members to notify Mr. Fabre of attendance.

### **2. Information Tools for Permitting, Zoning & Land Use Inquiries**

Mr. Fabre gave a presentation highlighting the following:

- Required Meetings
- Upcoming Presentations
  - Metropolitan Traffic Initiatives
  - SR 19 Widening Update
  - Update of the Tavares to Mount Dora Trail
  - Consumption Use Permit Status
  - Update on YMCA and other City Parks
  - Strategic Growth Plan
- Department Director Contact Information
- Community Development website overview
  - Permitting
  - Land Use
  - Zoning
- Hearing Notices

There were no comments from the Board.

### **3. Intro to GIS (Geographic Information System)**

Mr. Frias gave an overview of the Lake County Property Appraiser and Lake County Clerk of the Circuit Court websites detailing the following:

- Property Record Card – Lake County Property Appraiser Website

- Map of property
- Property Description
- Alternate Key
- Map Search
- Book and Page Number
- Record Search – Lake County Clerk of the Circuit Court Website
  - Book and Page Number

Board Member Peterman asked who oversees the Lake County Property Appraiser website. Mr. Fias stated the Lake County Property Appraiser oversees their own website.

Chairman Santoro noted his concern of narrow roads and asked Attorney Holt if the roads that are owned by Lake County can influence their decision making.

Attorney Holt stated often there are capacity and concurrence aspects that pertain to the streets and if there are county roads that are affected, collaborate with the county to see a level of service for the project. She noted the County has an “Order of Priority” list of roads with their conditions.

Board Member Treadwell asked pertaining to staff reports, what it means when it says, “staff recommendation”. Mr. Fabre gave an overview of the process for Staff Recommendation in the staff report.

**VII. AUDIENCE TO BE HEARD**

**VIII. ADJORNMENT**

**MOTION**

**Bruce Peterman moved to adjourn the meeting at 4:00 p.m., seconded by Deborah Murphy. The motion carried unanimously 6-0.**

Respectfully submitted,

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Jillian Roberts, Deputy City Clerk

**AGENDA SUMMARY  
TAVARES PLANNING & ZONING ADVISORY BOARD  
3/20/2025**

**AGENDA TAB NO.: 1.**

**SUBJECT TITLE: Election of the Planning and Zoning Board Officers for 2025**

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**OBJECTIVE:**

Election of the Chairperson and Vice-Chairperson.

**SUMMARY:**

Election of the Chairperson and Vice-Chairperson.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

**AGENDA SUMMARY  
TAVARES PLANNING & ZONING ADVISORY BOARD  
3/20/2025**

**AGENDA TAB NO.: 2.**

**SUBJECT TITLE: Life Safety Code as it pertains to new Developments (Fire Department)**

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**OBJECTIVE:**

The Fire Department will present an educational item on the Life Safety Code as it pertains to new developments (Fire Department).

**SUMMARY:**

The Fire Department will present an educational item on the Life Safety Code as it pertains to new developments in the City (Fire Department).

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**