

## AGENDA



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

**April 17, 2025 -- 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 March 20, 2025, Planning & Zoning Board Meeting Minutes (Deputy City Clerk)

**IV. Swearing in by City Attorney and Disclosure of Exparte Contacts**

**V. Public Hearings**

2. Resolution 2025-05; Variance - Reduced Side & Rear Yard Setbacks - 122 East Main Street, Tavares, FL

**VI. Other Business**

3. Alfred Street/Old 441 Horizon Team Presentation (Community Development)
4. SR19 Horizon Team Presentation (Community Development)

**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.



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

**BOARD MEMBERS' PRESENT**

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

**STAFF MEMBERS PRESENT**

Antonio Fabre – Community Development Director  
Anarquis Frias, City Planner  
Amanda Boggus, City Attorney  
Jillian Roberts, Deputy City Clerk  
Mike Willis, Fire Division Chief

**I. CALL TO ORDER**

Chairman Santoro called the meeting to order at 3:01 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 February 20, 2025, Planning & Zoning Board Meeting minutes.

**MOTION**

**Dara Treadwell moved to approve February 20, 2025, Planning and Zoning Meeting Minutes, seconded by Bruce Peterman.**

Board Member Matthews noted a correction in Section 8, to correct “Adjornment” to “Adjournment”. Chairman Santoro noted on Section 6, corrected from “notifying Mr. Fabre” to the board is to “notify Chairperson” for absences.

Chairman Santoro noted the minutes are approved as amended.

**The motion carried unanimously 6-0.**

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

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

**V. PUBLIC HEARING**

**VI. OTHER BUSINESS**

**1. Election of the Planning and zoning Board Officers for 2025**

Chairman Santoro stated the Election of officers is held in January and noted there are no conflicts.

Chairman Santoro opened the floor for nominations for Chairman.

**Deborah Murphy nominated Gary Santoro for the position of Chairman. There were no other nominations.**

**MOTION**

**Deborah Murphy moved to nominate Gary Santoro as Chairman of the Planning and Zoning Board, seconded by Dara Treadwell. The motion carried unanimously 6-0.**

Chairman Santoro opened the floor for nomination of Vice-Chairperson.

**Dara Treadwell nominated Deborah Murphy for the position of Vice-Chairperson. There were no other nominations.**

**MOTION**

**Dara Treadwell moved to nominate Deborah Murphy as Vice-Chairperson of the Planning and Zoning Board, seconded by Bruce Peterman. The motion carried unanimously 6-0.**

**2. Life Safety Code as it Pertains to New Developments**

Division Chief Willis gave a presentation highlighting the following:

- Protect life and property
- Florida Fire Prevention Code (FFPC) and Life Safety Code

- a. Construction, protection and occupancy features
- b. Egress in facilities, Life Safety Plan
- c. Fire alarm and suppression systems
- d. Fire-resistant materials

Brooke Matthews left the meeting at 3:12 PM.

- Authority of the jurisdiction
- Florida Administrative Codes – Rule 69A
- Life Safety Code (NFPA 101)
- Key considerations for new developments
  - a. Building Permits
  - b. DAS (Distributed Antenna System)
  - c. Fire-Resistant Materials
  - d. Stricter standards for walls, ceilings, fire-related doors and windows.
- DAS – Distributed Antenna System
- Public Safety DAS in Florida
- Role of Local Fire Officials
- Differences Based on Commercial Use

Division Chief Willis thanked the Board for their time and noted he is available for questions.

Board Member Treadwell asked how sprinklers are determined if there is no dedicated use for a building. Mr. Fabre stated the Building Department works closely with the Fire Department and noted the intended use must be stated when building a structure or the building would need to be retrofitted for sprinklers to meet building and fire codes.

Vice-Chairperson Murphy asked what the regulations pertaining to electric vehicles. Division Chief Willis stated it is a new portion of the code.

Attorney Boggus stated codes can be created in the Land Development Regulations pertaining to charging stations.

The Board thanked Division Chief Willis for the presentation.

Chief Keith thanked the Board for all their work and for allowing the Fire Department to be part of the meeting. He commended Division Chief Willis for the presentation.

**VII. AUDIENCE TO BE HEARD**

**VIII. ADJOURNMENT**

**MOTION**

**Deborah Murphy moved to adjourn the meeting at 3:52 p.m., seconded by Bruce Peterman. The motion carried unanimously 5-0.**

Respectfully submitted,

---

Jillian Roberts, Deputy City Clerk

**AGENDA SUMMARY  
TAVARES PLANNING & ZONING ADVISORY BOARD  
4/17/2025**

**AGENDA TAB NO.: 2.**

**SUBJECT TITLE: Resolution 2025-05; Variance - Reduced Side & Rear Yard Setbacks - 122 East Main Street, Tavares, FL**

---

**OBJECTIVE:**

To consider variances for a reduced side and rear yard setbacks for 122 East Main Street.

**SUMMARY:**

This is a variance application from Tavares Heritage Square LLC for a reduction of the required minimum side yard setback of 7.5 feet and rear yard setback of 10 feet for property located at 122 East Main Street. Specifically, the property owner desires to build to the historic zero (0') setbacks along Ruby Street and S. Rockingham Avenue. The owner of the property wishes to construct two (2) mixed-used (commercial on the first floor and residential on the top floors) multi-story building structures.

Furthermore, the property at 122 East Main Street is in the Commercial Downtown District (CD) and the Downtown Waterfront Entertainment District, both of which promote zero setbacks under certain conditions. Moreover, several existing buildings along Ruby Street (Puddle Jumpers Restaurant, Citrus Sky Bar/Key West Resort, Lakeview Inn West, Citrus on the Lake) and on Rockingham (O'Keefe's Irish Pub and City Hall) currently have historic zero (0') setbacks. Since the proposed zero (0') setbacks are consistent with the historical character of the area, staff is recommending approval of all presented variances.

**OPTIONS:**

1. That the Planning & Zoning Board moves to recommend approval of Resolution 2025-05.
2. That the Planning & Zoning Board moves to recommend denial of Resolution 2025-05.

**STAFF RECOMMENDATION:**

Staff recommend that the Planning & Zoning Board moves to recommend approval of Resolution 2020-05.

**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 2025-05
2. Aerial Map
3. Location Map

4. Newspaper Ad

**AGENDA SUMMARY  
TAVARES PLANNING & ZONING ADVISORY BOARD  
4/17/2025**

**AGENDA TAB NO.: 3.**

**SUBJECT TITLE: Alfred Street/Old 441 Horizon Team Presentation (Community Development)**

---

**OBJECTIVE:**

The Community Development Director will inform the Planning & Zoning Advisory Board about the Alfred Street/Old 441 "Horizon Team".

**SUMMARY:**

The Community Development Director will inform the Planning & Zoning Advisory Board about the Alfred Street/Old 441 Corridor "Horizon Team".

**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  
4/17/2025**

**AGENDA TAB NO.: 4.**

**SUBJECT TITLE: SR19 Horizon Team Presentation (Community Development)**

---

**OBJECTIVE:**

The Community Development Director will inform the Planning & Zoning Advisory Board about SR19 "Horizon Team".

**SUMMARY:**

The Community Development Director will inform the Planning & Zoning Advisory Board about the SR19 corridor "Horizon Team".

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

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