

## AGENDA



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

**August 14, 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 July 17, 2025, Planning and Zoning Board Meeting Minutes (Deputy City Clerk)

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

**V. Public Hearings**

2. Ordinance 2025-08 – Amendments to the City’s Land Development Regulations, Chapter 4 – “Application Procedures and Permitting”, Table 4-B and Section 4-22 –Procedure for Consideration of a Final Plat, and Chapter 16 – “Subdivision Regulations”, Section 16-31 – Forms; and replacement of Form 16-13. (Community Development)
3. Ordinance 2025-09 – Palm Gardens Property - Rezoning of Approximately 20.83 acres located on the northwest intersection of US Hwy 441 and Dead River from City of Tavares Planned Development (PD) zoning to a Mixed Use (MU) zoning district. (Community Development)

**VI. Other Business**

4. Community Development Director Report

**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  
8/14/2025**

**AGENDA TAB NO.: 1.**

**SUBJECT TITLE: Approval of the July 17, 2025, Planning and Zoning Board Meeting Minutes  
(Deputy City Clerk)**

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**OBJECTIVE:**

For the Board to approve the July 17, 2025, Planning and Zoning meeting minutes.

**SUMMARY:**

Attached are the July 17, 2025 Planning and Zoning Board Meeting minutes as submitted by the Deputy City Clerk.

**OPTIONS:**

1. Approve the Planning and Zoning meeting minutes as submitted.
2. Approve the Planning and Zoning meeting minutes with corrections.

**STAFF RECOMMENDATION:**

For the Boards consideration.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Yes.

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

1. 07-17-2025 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 CITY HALL COUNCIL CHAMBERS  
201 E. MAIN STREET, TAVARES, FLORIDA 32778  
JULY 17, 2025**

**BOARD MEMBERS' PRESENT**

**Gary Santoro, Chairman  
Jay Cunningham, Board Member  
Deborah Murphy, Vice-Chairperson  
Brooke Matthews, Board Member - *Absent*  
Bruce Peterman, 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  
Michelle Winegard, Deputy City Clerk  
Michael Willis, Division Chief**

**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.

**II. PLEDGE OF ALLEGIANCE**

Chairman Santoro led those present in the Pledge of Allegiance.

Gary Santoro welcomed the newest Board Member, Jay Cunningham

### III. APPROVAL OF MINUTES

#### Tab 1. Approval of May 15, 2025, Planning and Zoning Board Meeting Minutes

Chairman Santoro asked if there were any additions or corrections to the May 15, 2025 minutes of the Planning & Zoning Board meeting minutes.

Board Member Treadwell stated there was one grammatical error on page 4. She noted that where Chairman Santoro asked for comments, it should be “there were none, not there was none”.

#### MOTION

**James Sweeza moved to approve May 15, 2025, Planning and Zoning meeting minutes with the correction, seconded by Bruce Peterman. The motion passed unanimously 6-0.**

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

Attorney Boggus said there were no quasi-judicial matters before the Board.

### V. PUBLIC HEARING

#### Tab 2. Amending Chapter 3 Alcoholic Beverages, Section 3-3, and Chapter 14 Parks and Recreation, Sections 14-1 to 14-3 and adding Sections 14-4 – 14-5 & 14-56 – 14-62, including Article IV, Sections 14-63 – 14-65 "Adopt-A-Park/Adopt-A-Trail Program" of the Code of Ordinances - Ordinance 2025-02 (Public Works)

Chairman Santoro asked Mr. Fabre to explain the proposed ordinance amendments. Mr. Fabre stated that the change was initiated by the Public Works Department Director, James Dillion, who was unable to attend. He further explained that Mr. Frias would present the staff report on Mr. Dillion’s behalf. Mr. Fabre emphasized that the ordinance was a collaborative effort among multiple departments, and the proposed changes were intended to update and clarify appropriate conduct within city parks.

Mr. Frias made the following presentation:

*Over the past thirty years, the city’s park system has evolved into an invaluable community asset, experiencing a substantial increase in both usage and enjoyment that is congruent with the growth of our community. The proposed amendments to the Code of Ordinances, particularly the implementation of the Adopt-A-Park/Adopt-A-Trail Program, aim to further enhance the public’s experience by improving safety and enjoyment within these spaces. The proposed amendments to the City of Tavares Code of Ordinances, specifically concerning Chapter 3 (Alcoholic Beverages) and Chapter 14 (Parks*

*and Recreation), along with the introduction of the Adopt-A-Park/Adopt-A-Trail Program, are intended to clarify regulations, enhance the usability of the affected areas, align with established local best practices, and ensure compliance with state and federal laws.*

*Furthermore, several Lake County Parks, including Lake Gem and Lake Idamere, are located within the City's Interlocal Service Boundary Agreement (ISBA) area. City staff conducted a comprehensive review of the Lake County Code of Ordinances, initiating a comparison with the City's documentation to ensure consistency and uniformity for all parks within the City's ISBA area.*

*All stakeholders affected by the proposed amendments—including the Tavares Police Department, Community Services, Economic Development, Community Development, Public Works, and the City Attorney—collaborated to review, update, and provide feedback on the proposed ordinance amendments based on their areas of expertise. A strong consensus has been reached that the proposed amendments will significantly contribute to the greater public good. Therefore, staff recommends the approval of all the presented ordinance amendments as depicted in Ordinance 2025-02.*

Chairman Santoro opened the floor for questions from the Board.

Board Member Peterman referenced Section 14-54 and inquired whether e-cigarettes should be included in the ordinance. Mr. Fabre stated that e-cigarettes were different from tobacco products and not specifically addressed in the draft. Mr. Fabre then stated that he would consult with legal counsel regarding their inclusion. Board Member Sweeza concurred that the ordinance should address e-cigarettes.

Chairman Santoro asked Attorney Boggus for her input. She offered to conduct research, if requested. Mr. Fabre stated he would follow up with Mr. Dillon and the City Attorney.

There was a consensus from the Board to include language regarding e-cigarettes and vaping.

Board Member Peterman referred to Sec. 14-55, Line 251. He inquired whether e-bikes were included under the term "bicycles." Mr. Fabre agreed to research the matter further. Chairman Santoro noted that e-bikes have varying engine classifications and recommended that those differences be considered in any revisions. A discussion was held, and Mr. Fabre confirmed the Board preferred e-bikes not be allowed in parks, but they may be permitted on designated trails.

Board Member Cunningham inquired about the fee structure outlined in Section 14-60 and asked whether fees differed between recreational and passive parks. Attorney Boggus explained the distinction between recreational parks, which typically included active-use amenities, and passive parks, which were more natural and quiet in use. She

stated that she would provide revised language clearly defining both park classifications and would incorporate recommendations from the Planning and Zoning Board for City Council review.

Board Member Cunningham also addressed Section 14-62 concerning park advertising. He requested clarification on the program's intent. Mr. Fabre explained that the idea originated with Mr. Dillon and was modeled after similar initiatives in other municipalities. Attorney Boggus provided examples such as advertising banners at ball fields and noted that type of advertising would not be appropriate in nature parks. She stated that the City Administrator would be responsible for final decisions regarding advertising approvals. The Board agreed that keeping the decision-making authority with the City Administrator would allow for flexibility and reduce the need for recurring board involvement.

Board Member Treadwell inquired about the administration of the Adopt-A-Trail Program. Mr. Fabre responded that the City Administrator would have authority over appointments. Attorney Boggus added that the program could not officially begin until the ordinance was adopted.

Chairman Santoro then called on Vice-Chairperson Murphy, who stated she was comfortable with the information provided but supported the inclusion of the earlier-mentioned updates regarding e-cigarettes and e-bikes.

Chairman Santoro brought attention to Section 14-50 regarding animals and pets. He noted that the ordinance referenced guide dogs but made no mention of "service animals." Mr. Fabre acknowledged that a service animal exemption would need to be added. Board Member Treadwell remarked on the ease with which individuals could claim a pet as a service animal. Chairman Santoro clarified that, according to federal guidelines, only dogs and miniature ponies were recognized as service animals. Attorney Boggus stated she would research what questions the City is permitted to ask under federal law concerning service animals.

Chairman Santoro requested that Attorney Boggus complete the research and that all Planning and Zoning Board suggestions be incorporated into a revised draft. He directed Mr. Fabre to present the final ordinance to the City Council after legal review was completed.

The Board accepted the proposed ordinance as amended, pending legal review and final City Council approval.

## **MOTION**

**Deborah Murphy moved to approve Chapter 3 Alcoholic Beverages, Section 3-3, and Chapter 14 Parks and Recreation, Sections 14-1 to 14-3 and adding Sections 14-4 – 14-5 & 14-56 – 14-62, including Article IV, Sections 14-63 – 14-65 "Adopt-A-Park/Adopt-A-Trail Program" of the Code of Ordinances - Ordinance 2025-02**

(Public Works) as amended with Planning and Zoning Board suggestions regarding e-cigarettes, vaping, e-bikes, advertising fee structures for different type parks and services animals, pending legal updates/corrections. The motion was seconded by Dara Treadwell. The motion passed unanimously 6-0.

**Tab 3. Amending Chapter 8, Table 8-1 "Future Land Use/Zoning Matrix" and Table 8-3 "Development Standards" of the Land Development Regulations - Ordinance 2025-05 (Community Development)**

Chairman Santoro asked for comments from the Board.

Mr. Fabre proceeded to read the following section of the staff report into the record:

*On September 21, 2022, City Council approved a master revision to the Land Development Regulations in order to be consistent with the adopted 2040 "Taking Flight" Comprehensive Plan. Thereafter, city staff discovered errors in Chapter 8, Table 8-1 "Future Land Use/Zoning Matrix" of the Land Development Regulations. Attached is the revised Table 8-1 which allows for PD (Planned Development) in RE (Residential Estate) zoning district consistent with the City's adopted Comprehensive Plan.*

*On April 17, 2025, the P&Z Advisory Board recommended City Council to consider 0' setbacks without any conditions in the Downtown Waterfront Entertainment District. On May 7, 2025, the City Council directed staff to implement the recommended text amendment changes into the Land Development Regulations. Attached is the revised Chapter 8, Table 8-3 CD (Commercial Downtown), which permits 0' setbacks without any height conditions in the Downtown Waterfront Entertainment District.*

He also emphasized that one of the key changes included the elimination of specific setback requirements in the downtown area. He noted that this modification would simplify the development process.

Attorney Boggus added that removing the downtown area setback requirements would allow builders to better utilize available lot space without the need to apply for variances on a case-by-case basis. She stated that the change was expected to streamline the building process while maintaining appropriate design standards.

Division Chief Willis confirmed that the proposed changes would not impact emergency vehicle access or fire department operations related to the properties.

Chairman Santoro concluded the discussion by reiterating that the Planning and Zoning Board supported the changes as submitted by City Staff. The Board expressed agreement with the proposed amendments.

**MOTION**

Bruce Peterman moved for the Planning and Zoning Board to recommend to the City Council Ordinance 2025-05 as amended by City Staff, seconded by Dara Treadwell. The motion passed unanimously 6-0.

**Tab 4. Amending Chapter 16, Section 16-24 Fire Protection of the Land Development Regulations - Ordinance 2025-06 (Fire Department)**

Division Chief Willis made the following presentation:

*City staff is recommending incorporating the "Click-2-Enter" (C2E) system into the City's Land Development Regulations (LDRs) to replace the outdated Siren-Operated Sensor (SOS) system. The C2E system is designed to enhance emergency response by providing seamless access to automatic gates in residential communities. Unlike the SOS system, which relies on audible sirens, and a receiving microphone that is known to fail, the C2E system uses secure radio frequency through dispatch, offering a more reliable, quiet, and efficient method for first responders to gain entry during emergencies.*

*Adopting this standard will align the city with surrounding jurisdictions, promoting regional consistency and interoperability among public safety agencies. It will also reduce confusion, improve response times, and ensure all new gated developments are built with modern, effective emergency access in mind.*

Board Member Peterman asked whether the proposed amendment applied only to new construction. Division Chief Willis confirmed that it did; however, he added that if an existing fire protection system was outdated, out of service, or beyond repair, the Fire Department could require it to be upgraded to meet the new standards.

Chairman Santoro stated that he supported the Fire Department's and City's proposed changes, but he offered suggested revisions to improve clarity. He distributed a hard copy of his revised version to attendees and read the proposed language aloud:

***B. Gated Community Access.*** Every electronic roadway entrance gate shall be equipped with an approved public safety access gate opening system ("Public Safety Access System"). The Public Safety Access System shall be permitted, inspected, and approved by the City of Tavares prior to installation and operation. In the event an existing Public Safety Access System is found to be malfunctioning or inoperative, The City of Tavares or any authorized responding municipal emergency service, may order that the entrance gate remain in the locked-open position until such time as the system is repaired; replaced and inspected. Any electronic gate opening system being installed, that is either new or replacing the existing Public Safety Gate Opening System, shall be permitted and approved utilizing a specific and exclusive radio frequency channel for all public safety agencies utilizing the "Click-2-Enter®" public safety access technology.

Chairman Santoro pointed out that the proposed amended language did not address older communities. He also mentioned that he wanted to exclude “private” emergency services by adding the word “municipal”. Attorney Boggus noted that the term “municipal” might unintentionally exclude some valid government partners, such as county or interagency responders. She suggested using the term “government emergency services” instead to ensure inclusivity of all appropriate public agencies while still excluding private entities.

Division Chief Willis agreed with this recommendation and confirmed that “government” accurately encompassed the intended agencies, including City Police, EMS partners, County and interlocal responders.

Board Member Sweeza expressed support for the inclusion of “government” in the revised language, and the rest of the Board agreed.

Attorney Boggus then asked for clarification on the language related to repair, replacement, and inspection requirements. Division Chief Willis confirmed that both repaired and replaced systems would require reinspection through the City's permit process.

Board Member Peterman asked whether the Fire Department had encountered situations where property owners repaired their systems without securing the required permits. Division Chief Willis confirmed that such violations had been found during annual inspections and noted that this issue was one of the reasons the department was transitioning to the “Click-2-Enter®” system.

Chairman Santoro continued reviewing his proposed edits. Vice-Chairperson Murphy and Board Member Sweeza voiced support for the revised language. The Board further discussed the requirements for system repair versus replacement and concluded that either option would be acceptable, provided an inspection was conducted afterward.

Chairman Cunningham suggested that the ordinance specify that the system must receive an “approved” inspection, not just any inspection. Division Chief Willis responded that the word “approved” was unnecessary, as the inspection process inherently would require the system to be repaired or replaced until they received an approved inspection.

Chairman Treadwell asked about the origin of the “Click-2-Enter®” technology name and whether it had a scientific basis. Division Chief Willis explained that the system operates through secure radio frequencies triggered by emergency responders’ handheld devices, and that it was currently the most secure and reliable method for ensuring timely access to gated communities.

Board Member Peterman inquired about how often the Fire Department needed to physically breach gates. Division Chief Willis clarified that the Click-2-Enter® system keeps the gate open for five minutes, allowing enough time for all responding vehicles to enter without the gate opening and closing repeatedly.

After the discussion, Chairman Santoro confirmed with Division Chief Willis and Fire Chief Richard Keith that they were satisfied with his suggested edits, including the two key revisions: (1) replacing “municipal” with “government” emergency services, and (2) clarifying the permit and inspection requirements for both repairs and replacements.

## **MOTION**

**Deborah Murphy moved to approve Amending Chapter 16, Section 16-24 Fire Protection of the Land Development Regulations - Ordinance 2025-06 (Fire Department) with the suggested changes and the plan to forward the recommendations to City Council for adoption. The motion was seconded by James Sweeza. The motion passed unanimously 6-0.**

## **VI. OTHER BUSINESS**

### **Tab 5. Community Development Director Report**

Mr. Fabre provided the following updates to the Board.

- He reported that, to improve customer service, building officials and building inspectors had begun using iPads to expedite their work and provide faster responses.
- Regarding the Tavares Heritage Square development, Mr. Fabre stated that the site plan had been approved. He explained that the next step required the contractor to submit horizontal and vertical building elevations. When asked by Board Member Peterman about the project timeline, Mr. Fabre indicated that construction was expected to begin within one year. Mr. Frias added that, similar to the Starbucks development, builders often start enthusiastically but may face external delays. In such cases, developers can request extensions from the City.
- Chairman Santoro inquired about the timeframe for the signaled intersection at 561 and SR 19. Mr. Fabre explained that the State of Florida is overseeing the project, which is still in process and is expected to be completed by early 2026.
- Vice-Chairperson Murphy and Mr. Fabre discussed the distinction between the roles of Code Enforcement Officer and Building Inspectors.

To conclude the meeting, Chairman Santoro requested that all Planning & Zoning Board Members refrain from discussing upcoming projects with anyone before their formal presentation to the Board.

## **VII. AUDIENCE TO BE HEARD**

**VIII. ADJOURNMENT**

**MOTION**

**Gary Santoro moved to adjourn the meeting at 3:59 p.m., seconded by James Sweeza.**

Respectfully submitted,

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Michelle Winegard  
Deputy City Clerk

**AGENDA SUMMARY**  
**TAVARES PLANNING & ZONING ADVISORY BOARD**  
**8/14/2025**

**AGENDA TAB NO.: 2.**

**SUBJECT TITLE: Ordinance 2025-08 – Amendments to the City’s Land Development Regulations, Chapter 4 – “Application Procedures and Permitting”, Table 4-B and Section 4-22 – Procedure for Consideration of a Final Plat, and Chapter 16 – “Subdivision Regulations”, Section 16-31 –Forms; and replacement of Form 16-13. (Community Development)**

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**OBJECTIVE:**

To consider amendments to the City’s Land Development Regulations, Chapter 4 – “Application Procedures and Permitting”, Table 4-B and Section 4-22 –Procedure for Consideration of a Final Plat, and Chapter 16 – “Subdivision Regulations”, Section 16-31 –Forms; and replacement of Form 16-13.

**SUMMARY:**

On July 1, 2025, the State of Florida has amended s. 177.071, F.S. (see attached 2025-164 Laws of Florida); requiring that certain plat or replat submittals be administratively approved with no further action by City Council authority. The subject Ordinance proposes amendments to the City’s Land Development Regulations to revise and streamline the approval process for plat and replat submittals. Specifically, the ordinance:

- Amends Table 4-B and Section 4-22 within Chapter 4 to reflect changes to the final plat approval process;
- Amends Chapter 16, Section 16-31 regarding forms associated with subdivision regulations;
- Repeals and replaces Form 16-13 in its entirety;

These amendments will allow for administrative approval of plats and replats, where appropriate, in a manner consistent with applicable Florida law.

**OPTIONS:**

1. That the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2025-08.
2. That the Planning & Zoning Advisory Board moves to recommend denial of Ordinance 2025-08.

**STAFF RECOMMENDATION:**

Staff recommends that the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2025-08.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

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

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

1. Ordinance 2025-08
2. Chapter 2025-164 Laws of Florida
3. Newspaper Ad

**ORDINANCE 2025-08**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS CHAPTER 4 APPLICATION PROCEDURES AND PERMITTING, TABLE 4-B AND SECTION 4-22 PROCEDURE FOR CONSIDERATION OF A FINAL PLAT, AND CHAPTER 16 SUBDIVISION REGULATIONS, SECTION 16-31 FORMS AND REPLACING FORM 16-13 IN ITS ENTIRETY; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on June 20, 2025, the State of Florida has amended s. 177.071, F.S.; requiring that certain plat or replat submittals be administratively approved with no further action by City Council authority; and

**WHEREAS**, requiring the City Council authority to designate an administrative authority to receive, review, and process plat or replat submittals; and

**WHEREAS**, requiring the administrative authority to approve, approve with conditions, or deny a plat or replat submittal in accordance with the timeframe in the initial written notice to the applicant;

**WHEREAS**, the City of Tavares Planning and Zoning Board, and City Council held duly noticed public hearings providing opportunity for individuals to hear and be heard regarding the adoption of the proposed ordinance; and,

**WHEREAS**, the Tavares City Council desires to amend the City's Land Development Regulations Chapter 4 Application Procedures and Permitting, Table 4-B and Section 4-22, and Chapter 16 Subdivision Regulations, Section 16-31 Forms & Form 16-13 in its entirety in order to be consistent with F.S. 177.071; therefore

**BE IT ORDAINED** by the City Council of the City of Tavares, Florida, as follows:

**Section 1. Text Amendments.**

That the City of Tavares Code of Ordinances be hereby amended as shown by ~~strikethrough~~ and **underline** as follows:

**CHAPTER 4 - APPLICATION PROCEDURES AND PERMITTING**

**Table 4-B  
Permit Application Review Process**

<b>Permit Application</b>	<b>Staff Review</b>	<b>P&amp;Z</b>	<b>LPA</b>	<b>CC (1<sup>st</sup>hearing)</b>	<b>CC (2<sup>nd</sup> Hearing)</b>
Annexation	X	X		X	X
Comprehensive Plan Amendment	X	X	X	X	X
Rezoning	X	X		X	X
Special Use	X	X		X	
Preliminary Subdivision Plan	X			X	
Final Plat	X			X	
Minor Subdivision	X			X	
Lot Split	X				
Subdivision Construction Plans	X				
Site Plan	X				
Minor Site Plan	X				
Variance	X	X		X	
Vacate	X	X		X	

Table Definitions: P&Z — Planning and Zoning Board  
 LPA — Local Planning Agency  
 CC — City Council

**Chapter 4, Section 4-22 Procedure for Consideration of a Final Plat**

- (A) Pursuant to Florida Statutes. Final plat procedures shall be pursuant to Chapter 177 Florida Statutes.
- (B) Application for final plat approval. Prior to the approval and recordation of a final plat which effects the subdivision of any commercial, industrial or residential property within the City limits, the developer of such property must submit an application for final plat with the Planning, Zoning and Development Department in accordance section 4-11.
- (C) Staff Review. Once the application is determined to be complete by the Community Development Director the application will be reviewed by City Staff for compliance with all applicable City regulations.
- (D) ~~City Council. Staff shall prepare a report of findings for presentation at a public hearing by the City Council. The City Council shall consider the application, all supporting documentation and evidence, the staff report of findings and shall approve, approve with conditions or deny the application.~~ **Approval by administration. If the Final Plat meets all requirements of the land development regulations, the City Administrator or designee shall administratively approve said Final Plat.**

- (E) Approval by affirmative vote. Approval of a final plat shall be by affirmative vote of the City Council. The effective date of the approval shall be the date of the public hearing at which the application is considered, however lots may not be sold, nor building permits issued unless and until the official plat documents are successfully recorded in the public records of Lake County. Written Notice. Within 7 business days after receipt of a plat or replat submittal, the administrative authority shall provide written notice to the applicant acknowledging receipt of the plat or replat submittal and identifying any missing documents or information necessary to process the plat or replat submittal for compliance with s. 177.091. The written notice must also provide information regarding the plat or replat approval process, including requirements regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the plat or replat submittal.
- (F) Denial of application.
- (1) ~~If the City Council does not act on the petition within six (6) months of the date of receipt of the Staff recommendations, the application shall be deemed to have been denied.~~
  - (2) ~~Whenever the City Council has taken action to deny an application for approval of a final plat on a particular property, the City shall not consider the same application for all or any part of the same property for a period of six (6) months from the date of that action.~~
  - (3) ~~Notwithstanding subsection [(F)](2) above, the City Council at any time may consider a new application affecting the same property as an application that was previously denied provided that the application differs in some substantial way from the one previously considered.~~
- Application Process. Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the plat or replat submittal within the timeframe identified in the written notice provided to the applicant under subsection (E). If the administrative authority does not approve the plat or replat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the plat or replat submittal fails to meet. The administrative authority, or an official, an employee, an agent, or a designee of the governing body, may not request or require the applicant to file a written extension of time.
- (G) Notification of approval. Upon approval of the final plat the Community Development Director shall notify the applicant of such approval, and shall inform the applicant that, upon payment of associated fees, and subject to the submittal and acceptance of associated performance guarantees as discussed in Chapter 16 Subdivision Regulations, subsection 16-7 the plat may be recorded in the Lake County Public Records.
- (H) Expiration of approved final plat. Once a final plat is approved by the City Council Administrator or designee and recorded in the Lake County Public Records, the effect of the approval shall not expire.

**CHAPTER 16 - SUBDIVISIONS REGULATIONS**

**Division III - Forms Section 16-31 Forms.**

Requirements of the subdivision process may necessitate the use of one or more of the following forms. Use of these forms will facilitate review. Other similar forms may be submitted, however all forms shall be subject to review and approval of the City Attorney.

- Form 16-1 Title Opinion
- Form 16-2 Cost of Improvements Estimate
- Form 16-3 Surveyor's Affidavit
- Form 16-4 Certificate of Consent To Plat and Dedication By Mortgage Holder, Consent To Dedication
- Form 16-5 Certificate of Surveyor
- Form 16-6 Certificate of Ownership and Dedication (For Individual Owners; with no Private Streets)
- Form 16-7 Certificate of Ownership and Private Dedication (For Individual Ownership)
- Form 16-8 Certificate of Ownership and Dedication (For Limited Partnerships; with no Private Streets)
- Form 16-9 Certificate of Ownership and Private Dedication (For Limited Partnership)
- Form 16-10 Certificate of Ownership and Dedication (For Corporations; with no Private Streets)
- Form 16-11 Certificate of Ownership and Dedication (For Corporations; with Private Streets)
- Form 16-12 Certificate of Approval of County Clerk
- Form 16-13 Certificate of Approval of The City of Tavares City Council
- Form 16-14 Miscellaneous Plat Notes

**Form 16-13** CERTIFICATE OF APPROVAL OF THE TAVARES CITY COUNCIL

STATE OF FLORIDA )  
 COUNTY OF LAKE ) SS

It is hereby certified that this plat has been officially approved for record by the City Council of Tavares, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 19\_\_\_/

Approved:

\_\_\_\_\_  
 Planning Director

\_\_\_\_\_  
 Tavares Chairman, City Council of

\_\_\_\_\_  
 City Engineer

\_\_\_\_\_  
 City Attorney

**CERTIFICATE OF APPROVAL BY**  
**THE CITY OF TAVARES**

I have reviewed this plat and find it complies with the City's Land Development Regulations and hereby authorize approval per Chapter 177.071, Florida Statutes.

**APPROVED:**

\_\_\_\_\_

City Administrator Date

**ATTEST:**

\_\_\_\_\_

City Clerk Date

**Section 2. Severability and Conflicts**

The provisions of this ordinance are severable and it is the intention of the City Council in Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the decision of such court shall not impair any remaining provisions of this ordinance.

**Section 3. Effective Date.**

This Ordinance shall take effect immediately upon its final adoption by the Tavares City Council.

**PASSED AND ORDAINED** this \_\_\_\_\_ of \_\_\_\_\_, 2025, by the City Council of the City of Tavares, Florida.

\_\_\_\_\_  
Walter B. Price, Sr., Mayor  
Tavares City Council

First Reading: \_\_\_\_\_

Passed Second Reading: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Lindsay C. T. Holt, City Attorney

## CHAPTER 2025-164

### Committee Substitute for Committee Substitute for Committee Substitute for Senate Bill No. 784

An act relating to platting; amending s. 177.071, F.S.; requiring that certain plat or replat submittals be administratively approved with no further action by certain entities under certain circumstances; requiring the governing body of such county or municipality to designate an administrative authority to receive, review, and process plat or replat submittals; providing requirements for such designation; defining the term “administrative authority”; requiring the administrative authority to submit a certain notice to an applicant; providing requirements for such notice; requiring the administrative authority to approve, approve with conditions, or deny a plat or replat submittal in accordance with the timeframe in the initial written notice to the applicant; requiring the administrative authority to notify the applicant in writing if it declines to approve a plat or replat submittal; requiring that the written notification contain the reasons for denial and other information; prohibiting the administrative authority or other official, employee, agent, or designee from requesting or requiring that the applicant request an extension of time; amending s. 177.111, F.S.; conforming provisions to changes made by the act; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 177.071, Florida Statutes, is amended to read:

177.071 Administrative approval of plats ~~plat~~ by designated county or municipal official governing bodies.—

(1)(a) A plat or replat submitted under this part must be administratively approved and no further action or approval by the governing body of a county or municipality is required if the plat or replat complies with the requirements of s. 177.091. The governing body of the county or municipality shall designate, by ordinance or resolution, an administrative authority to receive, review, and process the plat or replat submittal, including designating an administrative official responsible for approving, approving with conditions, or denying the proposed plat or replat.

(b) As used in this section, the term “administrative authority” means a department, division, or other agency of the county or municipality. For purposes of issuing a final administrative approval of a plat or replat submittal, the term also includes an administrative officer or employee designated by the governing body of a county or municipality, including but not limited to, a county administrator or manager, a city manager, a deputy county administrator or manager, a deputy city manager, an assistant county administrator or manager, an assistant city manager, or other high-ranking county or city department or division director with direct or indirect

oversight responsibility for the county's or municipality's land development, housing, utilities, or public works programs.

(2) Within 7 business days after receipt of a plat or replat submittal, the administrative authority shall provide written notice to the applicant acknowledging receipt of the plat or replat submittal and identifying any missing documents or information necessary to process the plat or replat submittal for compliance with s. 177.091. The written notice must also provide information regarding the plat or replat approval process, including requirements regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the plat or replat submittal.

(3) Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the plat or replat submittal within the timeframe identified in the written notice provided to the applicant under subsection (2). If the administrative authority does not approve the plat or replat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the plat or replat submittal fails to meet. The administrative authority, or an official, an employee, an agent, or a designee of the governing body, may not request or require the applicant to file a written extension of time.

(4)(1) Before a plat or replat is offered for recording, it must be administratively approved as required by this section by the appropriate governing body, and evidence of such approval must be placed on the plat or replat. If not approved, the governing body must return the plat or replat to the professional surveyor and mapper or the legal entity offering the plat or replat for recordation. For the purposes of this part:

(a) When the plat or replat to be submitted for approval is located wholly within the boundaries of a municipality, the governing body of the municipality has exclusive jurisdiction to approve the plat or replat.

(b) When a plat or replat lies wholly within the unincorporated areas of a county, the governing body of the county has exclusive jurisdiction to approve the plat or replat.

(c) When a plat or replat lies within the boundaries of more than one county, municipality, or both governing body, two plats or replats must be prepared and each county or municipality governing body has exclusive jurisdiction to approve the plat or replat within its boundaries, unless each county or municipality with jurisdiction over the plat or replat agrees the governing bodies having said jurisdiction agree that one plat is mutually acceptable.

(5)(2) Any provision in a county charter, or in an ordinance of any charter county or consolidated government chartered under s. 6(e), Art. VIII of the

State Constitution, which provision is inconsistent with anything contained in this section shall prevail in such charter county or consolidated government to the extent of any such inconsistency.

Section 2. Section 177.111, Florida Statutes, is amended to read:

177.111 Instructions for filing plats ~~plat~~.—After the approval by the appropriate administrative authority governing body required by s. 177.071, the plat or replat must ~~shall~~ be recorded by the circuit court clerk or other recording officer upon submission thereto of such approved plat or replat. The circuit court clerk or other recording officer shall maintain in his or her office a book of the proper size for such papers so that they will ~~shall~~ not be folded, to be kept in the vault. A print or photographic copy must be filed in a similar book and kept in his or her office for the use of the public. The clerk shall make available to the public a full size copy of the record plat or replat at a reasonable fee.

Section 3. This act shall take effect July 1, 2025.

Approved by the Governor June 20, 2025.

Filed in Office Secretary of State June 20, 2025.

Order ID: 7849840

## PACKAGE NAME: Public Hearing/Bid/Misc\_Legal

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### THE CITY OF TAVARES NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Tavares will consider at the public hearings set forth below enactment of proposed Ordinance 2025-08 titled as follows: ORDINANCE 2025-08

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS CHAPTER 4 APPLICATION PROCEDURES AND PERMITTING, TABLE 4-B AND SECTION 4-22 PROCEDURE FOR CONSIDERATION OF A FINAL PLAT, AND CHAPTER 16 SUBDIVISION REGULATIONS, SECTION 16-31 FORMS AND REPLACING FORM 16-13 IN ITS ENTIRETY; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Proposed Ordinance 2025-08 will be considered at the following public meetings: 1. Tavares Planning & Zoning Board meeting on August 14, 2025, at 3 p.m.; and 2. Tavares City Council meeting on September 3, 2025, at 4 p.m. (Introduction and First Reading by Title Only); and 3. Tavares City Council meeting on September 17, 2025, at 4 p.m. (Second Reading) All meetings will be conducted in the Tavares City Council Chambers in City Hall at 201 East Main St., Tavares, Florida. Proposed Ordinance 2025-08 may be inspected by the public between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday of each week at City Hall.

Interested parties may appear at the meetings and, at the Planning & Zoning Board meeting and City Council Second Reading, be heard with respect to the proposed ordinances. It is City Council policy to limit public discussion of proposed ordinances to the Planning & Zoning Board meeting and City Council Second Reading. Any persons wishing to appeal a decision of the public body should ensure himself a verbatim record of the proceedings is made. If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk: City of Tavares, 201 East Main Street, Tavares, Florida 32778, Telephone: (352) 742-6279, at least 2 (two) working days prior to the date of the Public Hearing; if you are hearing or voice impaired, call (352) 742-6433. Please direct any questions on this proposed ordinance to Antonio Fabre, Community Development Director, at (352) 742-6416. August 3, 2025 7849840

**AGENDA SUMMARY**  
**TAVARES PLANNING & ZONING ADVISORY BOARD**  
**8/14/2025**

**AGENDA TAB NO.: 3.**

**SUBJECT TITLE: Ordinance 2025-09 – Palm Gardens Property - Rezoning of Approximately 20.83 acres located on the northwest intersection of US Hwy 441 and Dead River from City of Tavares Planned Development (PD) zoning to a Mixed Use (MU) zoning district. (Community Development)**

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**OBJECTIVE:**

To consider the rezoning of approximately 20.83 acres located on the northwest intersection of US Hwy 441 and Dead River from Planned Development (PD) to a Mixed Use (MU) zoning district - Ordinance 2025-09

**SUMMARY:**

The applicant is requesting a rezoning of the subject property from the expired Planned Development (PD Ordinance 2007-24) to the Mixed Use (MU) zoning district. The proposed MU zoning is intended to bring the site into consistency with the City's adopted Future Land Use Map designation of Mixed Use (MU) as outlined in the 2040 "Taking Flight" Comprehensive Plan.

The subject property is located at the northwest intersection of U.S. Highway 441 and Dead River, commonly known as Palm Gardens (AKA: Florida Lakefront RV Park). The parcel is approximately 20.83 acres in size. The property is bounded by the Dead River and associated wetlands to the east, U.S. Hwy 441 to the south, jurisdictional wetlands to the north, and a commercial land use (shed sales and storage facility) to the west. Demolition of the former manufactured home park on the site was completed in early 2024. The property is currently vacant, though some structures remain on-site, including a former restaurant, associated structures and boat dock.

A traffic study analysis was conducted by the applicant and accepted by the City's traffic consultant. Environmental and wetlands assessments were conducted for the site and provided to the city. Accordingly, any future development on the site will be required to comply with all applicable provisions of the City's Land Development Regulations.

At this time, the applicant does not have a specific proposed use or project for the site. Therefore, the applicant elects to defer concurrency determination until such time as a final development order. Staff finds the rezoning request to be consistent with the City's Comprehensive Plan and Land Development Regulations.

**OPTIONS:**

1. That the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2025-09.
2. That the Planning & Zoning Advisory Board moves to recommend denial of Ordinance 2025-09.

**STAFF RECOMMENDATION:**

Staff recommends that the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2025-09.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

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

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

1. Ordinance 2025-09
2. Aerial Map
3. Zoning Map
4. Environmental & Wetlands Assessment
5. Traffic Impact Analysis Report
6. City Traffic Consultant Review Letter
7. School Impact Analysis
8. Newspaper Ad

**ORDINANCE 2025-09**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING APPROXIMATELY 20.83 ± ACRES OF PROPERTY LOCATED ON THE NORTH SIDE OF US HWY 441, APPROXIMATELY 1.5 MILES WEST OF THE INTERSECTION OF US HWY 441 AND LAKE SHORE BLVD. AND 1.5 MILES EAST OF THE INTERSECTION OF US HWY 441 AND RADIO RD.; REZONING FROM PLANNED DEVELOPMENT (PD) TO MIXED USE (MU) DISTRICT; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the owners of the property legally described in “Exhibit A” of this Ordinance have applied for the rezoning of this land from Planned Development (PD) to Mixed Use District (MU); and

**WHEREAS**, the City of Tavares held these duly noticed public hearings before the Planning and Zoning Board and the City of Tavares City Council, providing opportunity for individuals to hear and to be heard regarding the proposed amended zoning; and

**WHEREAS**, the City Council has reviewed and considered all relevant evidence, information and testimony presented by witnesses, the public, and City staff; and

**WHEREAS**, the City Council deems it in the best interest of the City to accept said petition and to amend the zoning on said property; and;

**WHEREAS**, the City Council finds this amendment in compliance with the City of Tavares Comprehensive Plan and Land Development Regulations; now therefore,

**BE IT ORDAINED** by the City Council of the City of Tavares, Florida, as follows:

**Section 1. Rezoning**

The said properties, as legally defined in Exhibit “A”, attached hereto and made a part herewith, are hereby rezoned from Planned Development District (PD) to Mixed Use (MU) District.

**Section 2. Severability.**

Upon a determination by a court of competent jurisdiction that a portion of this ordinance is void, unconstitutional, or unenforceable, all remaining portions shall remain in full force and effect.

**Section 3. Effective Date.**

This Ordinance shall take effect immediately upon its final adoption by the Tavares City Council.

**PASSED AND ORDAINED** this \_\_\_\_\_ of \_\_\_\_\_, 2025, by the City Council of the City of Tavares, Florida.

\_\_\_\_\_  
Walter B. Price, Sr., Mayor  
Tavares City Council

First Reading: \_\_\_\_\_

Passed Second Reading: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Lindsay C. T. Holt, City Attorney

**Exhibit "A"**

**Parcel ID: 24-19-25-0004-000-13700**

**Alt. Key: 1703867**

**BEG AT INTERSECTION OF E LINE OF GOV LOT 3 WITH N LINE OF HWY R/W AS IN 1960, RUN N 74DEG W ALONG R/W 626.13 FT N 16 DEG E 208.71 FT FOR POB, CONT N 16DEG E TO N LINE OF S 1/2 OF GOV LOT 3, E TO NE COR OF S 1/2 OF GOV LOT 3, BEG AGAIN AT POB RUN S 74DEG E TO E LINE OF GOV LOT 3, N TO INTERSECT FIRST LINE--LESS THAT PART LYING IN NEW R/W LINE OF HWY 441--W 1/2 OF GOV LOT 5, N OF R/W OF HWY 441--LESS DEAD RIVER-- ORB 5379 PG 1555 1559 1563 ORB 5421 PG 618**

**Parcel ID: 24-19-25-0004-000-13600**

**Alt. Key: 1586577**

**BEG AT INTERSECTION OF E LINE OF GOV LOT 3 WITH N LINE OF HWY R/W AS IN 1960, RUN N 74DEG W ALONG R/W 156.71 FT, N 16DEG E 208.71 FT, S 74DEG E TO E LINE OF SW 1/4 OF SE 1/4, S TO POB--LESS THAT PART LYING IN NEW R/W LINE OF HWY 441-- ORB 5379 PG 1555 1559 1563 ORB 5421 PG 618**

**Parcel ID: 24-19-25-0004-000-13500**

**Alt. Key: 1586615**

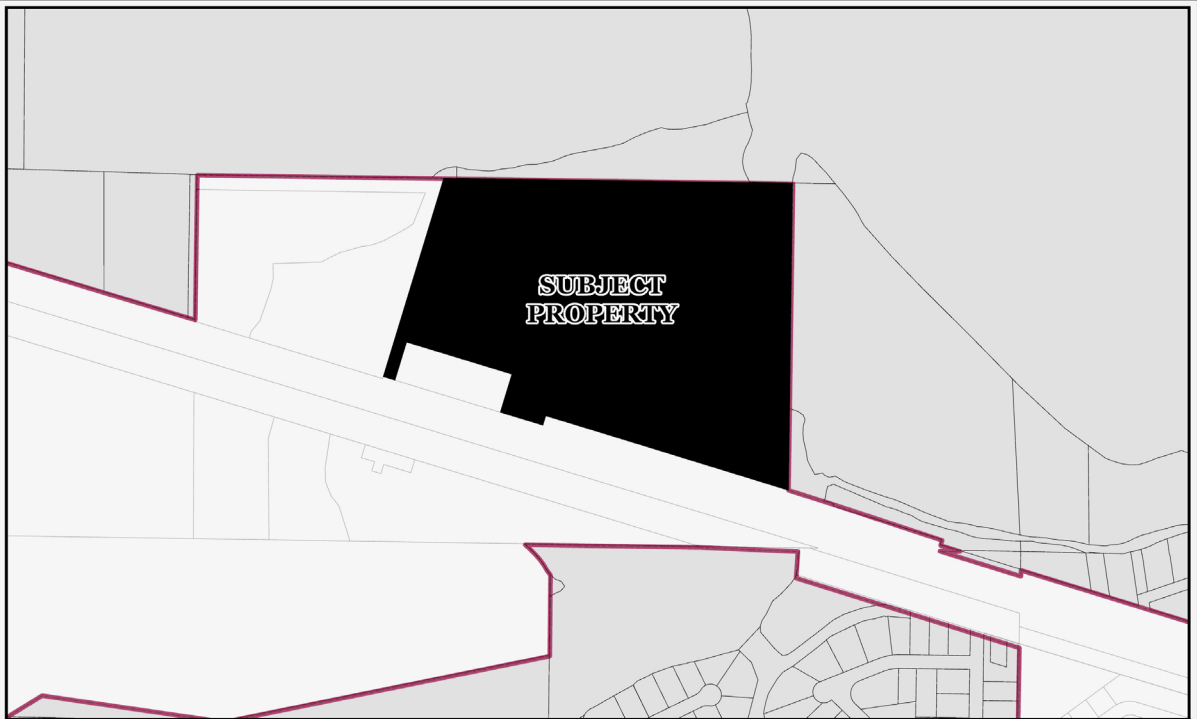
**BEG AT INTERSECTION OF E LINE OF GOV LOT 3 WITH N LINE OF HWY R/W AS IN 1960, RUN N 74DEG W ALONG R/W 156.71 FT TO POB, N 74DEG W ALONG R/W 52FT, N 16DEG E 208.71 FT, S 74DEG E 52 FT, S 16DEG W TO POB--LESS THAT PART LYING IN NEW R/W LINE OF HWY 441-- ORB 5379 PG 1555 1559 1563 ORB 5421 PG 618**

**Parcel ID: 24-19-25-0004-000-13300**

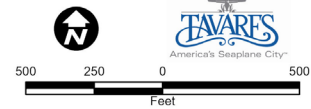
**Alt. Key: 1586542**

**BEG AT INTERSECTION OF E LINE OF GOV LOT 3 WITH N LINE OF HWY R/W AS IN 1960 RUN N 74-0-0 W ALONG R/W 671.13 FT TO POB, N 16-0-0 E TO N LINE OF S 1/2 OF GOV LOT 3, BEG AGAIN AT POB, RUN S 74-0-0 E 45 FT, N 16-0-0 E TO N LINE OF S 1/2 OF GOV LOT 3, W TO INTERSECT FIRST LINE-- ORB 5379 PG 1555 1559 1563 ORB 5421 PG 618**

**CITY OF TAVARES - PROPERTY LOCATION MAP**



**PROPERTY LOCATION MAP  
PALM GARDENS PROPERTY**



DRAFTED BY: CITY OF TAVARES GIS

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MAP CREATED ON 07/18/25

# THE CITY OF TAVARES

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Tavares will consider at the public hearings set forth below enactment of proposed Ordinance 2025-09 titled as follows:

### ORDINANCE 2025-09

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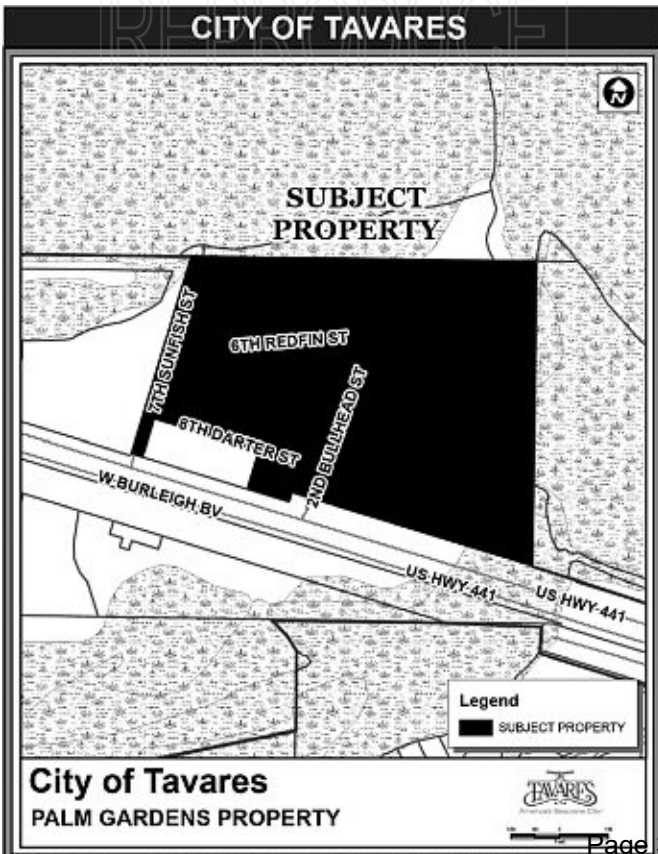
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Please direct any questions on this proposed ordinance to Antonio Fabre, Community Development Director, at (352) 742-6416.



**AGENDA SUMMARY  
TAVARES PLANNING & ZONING ADVISORY BOARD  
8/14/2025**

**AGENDA TAB NO.: 4.**

**SUBJECT TITLE: Community Development Director Report**

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**OBJECTIVE:**

The Community Development Director will report on city development activities to the Planning & Zoning Advisory Board.

**SUMMARY:**

The Community Development Director will report on city development activities to the Planning & Zoning Advisory Board.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

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