



**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 Sweezea, 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,

Jillian Roberts, Deputy City Clerk