

## AGENDA



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

**January 15, 2026 -- 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 November 20, 2025, Planning and Zoning Board Meeting Minutes (Deputy City Clerk)
- IV. Swearing in by City Attorney and Disclosure of Exparte Contacts**
- V. Public Hearings**
- VI. Other Business**
  - 2. Election of the Planning and Zoning Board Officers
  - 3. City Attorney Presentation
  - 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  
1/15/2026**

**AGENDA TAB NO.: 1.**

**SUBJECT TITLE: Approval of November 20, 2025, Planning and Zoning Board Meeting Minutes (Deputy City Clerk)**

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**OBJECTIVE:**

For the Board to approve the November 20, 2025, Planning and Zoning meeting minutes.

**SUMMARY:**

Attached are the November 20, 2025, Planning and Zoning Board Meeting minutes as submitted by the Deputy City Clerk.

**OPTIONS:**

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

**STAFF RECOMMENDATION:**

For the Board's consideration.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Yes.

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

1. 11-20-2025 PZ Minutes Working Draft

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

**AGENDA SUMMARY  
TAVARES PLANNING & ZONING ADVISORY BOARD  
1/15/2026**

**AGENDA TAB NO.: 2.**

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

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**OBJECTIVE:**

Election of the Planning and Zoning Board Officers for 2026.

**SUMMARY:**

Section 2-10 - Organization; election of officers

(A) The Planning and Zoning Board officers shall consist of a chairman, vice chairman and such officers as the Board shall deem necessary.

(B) Officers of the Planning and Zoning Board shall be elected by a majority vote of the membership at the Board's second regularly scheduled monthly meeting following the city-wide officers election.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends to Elect Officers (chairperson and vice-person) as required per LDR, Chapter 2, Section 2-10.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

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

**AGENDA SUMMARY  
TAVARES PLANNING & ZONING ADVISORY BOARD  
1/15/2026**

**AGENDA TAB NO.: 3.**

**SUBJECT TITLE: City Attorney Presentation**

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**OBJECTIVE:**

Legal presentation as it relates to the Planning & Zoning Advisory Board duties.

**SUMMARY:**

Legal presentation as it relates to the Planning & Zoning Advisory Board. Presentation may or may not include:

- Sunshine Laws
- Duties of the P&Z Board
- Exparte Communications
- Arbitrary & Capricious
- Quasi-Judicial Process

**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  
1/15/2026**

**AGENDA TAB NO.: 4.**

**SUBJECT TITLE: Community Development Director Report**

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**OBJECTIVE:**

The Community Development Director will inform the Planning & Zoning Advisory Board on development-related matters.

**SUMMARY:**

The Community Development Director will inform the Planning & Zoning Advisory Board on development-related matters.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

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