



**CITY OF TAVARES  
PLANNING AND ZONING BOARD MEETING  
TAVARES CITY HALL COUNCIL CHAMBERS  
201 E. MAIN STREET, TAVARES, FLORIDA 32778  
NOVEMBER 20, 2025**

**BOARD MEMBERS PRESENT**

Gary Santoro, Chairman  
Deborah Murphy, Vice-Chairperson  
Bruce Peterman, Board Member  
Jay Cunningham, Board Member  
Brooke Matthews, Board Member - Absent  
Dara Treadwell, Board Member - Absent  
James Sweeza, Board Member

**STAFF MEMBERS PRESENT**

Antonio Fabre, Director, Community Development  
Amanda Boggus, City Attorney  
Michelle Winegard, Deputy City Clerk  
Chris McCormick, Code Enforcement Officer

**I. CALL TO ORDER**

Chairman Santoro called the meeting to order at 3:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

Chairman Santoro led those present in the Pledge of Allegiance.

**III. APPROVAL OF MINUTES**

**Tab 1. Approval of October 16, 2025, Planning and Zoning Board Meeting Minutes**

Chairman Santoro asked if there were any additions or corrections to the October 16, 2025, Planning & Zoning Board meeting minutes. There were none.

## **MOTION**

Deborah Murphy moved to accept the October 16, 2025, Planning and Zoning Meeting Minutes. Bruce Peterman seconded the motion. The motion passed unanimously 5-0.

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

Attorney Amanda Boggus stated there were no quasi-judicial matters on the agenda.

## **V. PUBLIC HEARING**

### **Tab 2. Ordinance 2025-10 – Amending Code of Ordinances, Article IV - Garage Sale Regulations, Section 10-15-152 and Section 10.5-156 (Police Department)**

Community Development Director Antonio Fabre read the staff report into the record:

*On July 2, 2025, the Police Department formally requested that City Council consider amending the existing Garage Sale regulations within the City's Code of Ordinances. The primary objective of the proposed amendment is to establish a permit requirement for garage sales and to define penalties for violations. This initiative addresses the ongoing challenge of monitoring the current limit of four (4) garage sales per property per calendar year. Under the proposed ordinance, residents would be required to obtain a no-cost permit prior to holding a garage sale, with a maximum of four permits allowed annually per property. Enforcement provisions include an initial warning for first-time violations, followed by a \$150 fine for a second offense and \$250 for any subsequent offenses. Following review, City Council directed staff to proceed with drafting the ordinance to incorporate these changes. Ordinance 2025-10, which amends Chapter 10.5, Article IV — Garage Sales Regulations, specifically Sections 10.5-152 and 10.5-156, is attached for your review and formal recommendation.*

## **CHAPTER 10.5 – LICENSES AND BUSINESS REGULATIONS**

### *Article IV. – Garage Sale Regulations*

#### **Section 10.5-152 ~~No~~ Permit Required.**

~~No~~ **A** permit shall be required by the city for a garage sale conducted within the city pursuant to this article. No more than four (4) garage sales may be conducted at any one residence or household during any calendar year. Garage

sales shall be limited in duration to no more than the daylight hours (not to exceed 7:00 p.m.) of three (3) consecutive days.

**Sec. 10.5-156. – Penalty.**

~~Any person who conducts or aids in conducting any garage sale not in accordance with the provisions of this article shall be in violation of this Code of Ordinances and shall be punished accordance with section 1-15 this section of this the Code. Any person who owns or controls a residential property not in accordance with the provisions of this article shall be in violation of this Code of Ordinances and shall by punished in accordance with section 1-15 of this Code or, in the alternative, may be subject to prosecution before the City Code Enforcement Board.~~

1. First Violation: Verbal Warning
2. Second Violation: \$150.00 fine
3. Third Violation: \$250.00 fine
4. All subsequent violations: \$250.00 fine

OPTIONS:

1. That the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2025-10.
2. That the Planning & Zoning Advisory Board moves to recommend denial of Ordinance 2025-10.

STAFF RECOMMENDATION:

Staff recommend that the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2025-10.

Chairman Santoro requested input from Code Enforcement Officer McCormick. Officer McCormick explained that he was required to issue warnings to violators and provide corrective action deadlines. He summarized the existing garage sale regulations and outlined the proposed amendments.

In response to questions from the Board, Officer McCormick stated that approximately two to three properties routinely violated the current ordinance. He noted that residents could apply for a garage sale permit online or in person, and that no fee was required. When applications were submitted online, residents were able to print the confirmation to post on the property, which would allow him to verify the permit from the street without contacting the resident. He also received automatic email notifications when permits were issued. He clarified that displaying the permit was not a requirement.

Board Member Sweeza stated that he preferred the permits to be required to be displayed. He expressed concern that parking associated with garage sales could sometimes block access for garbage collection. Officer McCormick explained the applicable parking regulations and noted that if vehicles were obstructing City work

vehicles or emergency access, the matter became a police issue and the resident should contact the Police Department to request that an officer respond and issue a citation. He then asked how the signs would be regulated. Officer McCormick explained that monitoring the signs fell under his responsibility.

Chairman Santoro inquired about garage sales organized by homeowners' associations. Officer McCormick explained that if sales occurred solely at a community clubhouse, only that parcel would require a permit; however, if individual parcels participated, each homeowner would be responsible for obtaining a permit. Chairman Santoro asked how the ordinance changes would be communicated to residents. Mr. Fabre stated that the information could be included in a newsletter, utility bill mailing, or distributed by the HOA. Chairman Santoro emphasized the importance of clearly informing residents that a permit is now required.

Board Member Peterman asked whether the ordinance covered estate sales. Officer McCormick stated they did not, and Attorney Boggus clarified that the ordinance applied to sales occurring outside the home; therefore, estate sales were not included.

### **MOTION**

**James Sweeza moved to approve the amended Code of Ordinances, Article IV – Garage Sale Regulations, Section 10-15-152 and Section 10.5-156, seconded by Jay Cunningham. The motion carried unanimously 5-0.**

### **Tab 3. Ordinance 2025-11 - Amending the Land Development Regulations, Chapter 21 Sign Regulations, Sections 21-17 Miscellaneous Signs (Community Development)**

Community Development Director Antonio Fabre read the staff report into the record:

*On September 17, 2025, during the Audience to be Heard portion of the City Council meeting (see attached), a resident from Lake Francis Estates submitted a request to allow six (6) flagpoles for a proposed Veterans Memorial. Following discussion, City Council directed staff to prepare a text amendment to the Land Development Regulations to allow up to seven (7) flagpoles on parcels of land that are designated, owned, and maintained by a HOA. The proposed amendment ordinance would allow for this kind of request. Attached for your review and formal recommendation is the revised language in Chapter 21 – Sign Regulations, specifically Section 21-17: Miscellaneous Signs.*

### **CHAPTER 21 – SIGN REGULATIONS**

#### **Section 21-17 Miscellaneous Signs**

*(A) Flags. Flags shall be permitted subject to the following regulations:*

- (1) *Number of Flags Permitted. Three (3) flags shall be permitted per parcel; however the display of flags within any multi-occupancy development shall be designed for the use of the entire development, rather than for use by any individual tenant for his/her tenant space. Parcels used for common purposes that do not contain a residential dwelling or commercial building, that are owned and maintained by a homeowners' association, property owners' association, community development district, or similar entity existing for common purposes, may be permitted to display up to seven (7) flags.*
- (2) *Maximum Size: Fifty (50) square feet.*
- (3) *Maximum Height: The maximum height of any flagpole shall be thirty-five (35) feet. In the absence of a flagpole the maximum height of a flag affixed to a structure shall be thirty-five (35) feet.*

OPTIONS:

1. *That the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2025-11.*
2. *That the Planning & Zoning Advisory Board moves to recommend denial of Ordinance 2025-11.*

STAFF RECOMMENDATION:

*Staff recommend that the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2025-11.*

Mr. Fabre summarized the ordinance provisions, noting that the City regulated the number and size of flags but not their content. He stated that a property could display up to three flags on a single pole and that the proposed amendments would allow an HOA-owned and managed parcel to display up to seven flags. He also noted that the permissible flag sizes were already defined in the ordinance.

Attorney Boggus requested clarification regarding the number of poles permitted, the applicable flag sizes, and the permit requirement. Officer McCormick confirmed that a permit would be required when installing a flagpole. Mr. Fabre stated that flag size standards were already addressed in the code.

Chairman Santoro asked whether banner-type flags were included. Mr. Fabre stated they were not, and Officer McCormick clarified that such flags were defined as wind flags and regulated separately.

Board Member Cunningham asked whether the ordinance should be amended to specify the number of permitted flagpoles rather than the number of flags. Mr. Fabre recommended leaving the amendment as drafted. Attorney Boggus noted that the provision applied only to HOA-owned and managed parcels, not residential lots. Mr. Fabre confirmed that individual residential properties were limited to a single flagpole.

MOTION

**James Sweeza moved to recommend approval of the amended Land Development Regulations, Chapter 21, Sign Regulations, Section 21-17: Miscellaneous Signs. Deborah Murphy seconded the motion.**

**Before the vote, Attorney Boggus sought clarification that the amendment would allow seven flagpoles – not just seven flags. Mr. Fabre corrected his earlier statement and clarified that the amendment would allow an HOA to install up to four flagpoles, with each pole permitted to display up to three flags, subject to building code and setback requirements.**

**Gary Santoro confirmed with James Sweeza and Deborah Murphy that they wished to proceed with their original motion and second. Both affirmed. The motion carried unanimously 5-0.**

#### **Tab 4. Community Development Director Report**

Mr. Fabre provided the following updates:

1. The next Planning and Zoning Board meeting would include the election of a Chairperson and Vice-Chairperson, as well as a presentation from the Legal Department, with Attorney Lindsay Holt providing a Sunshine Law review.
2. Construction Updates:
  - o AdventHealth Trail: Located behind Waterman Hospital and proposed to extend around Lake Etowah.
  - o Gray Whale Office Warehouse: Approximately 6,000 square feet of office and warehouse space planned at the corner of West Alfred Street and North Ingraham Avenue.

Chairman Santoro asked whether the Board would hold a meeting in December. Mr. Fabre stated that the decision was at the discretion of the Board. Following a brief discussion, the Board agreed not to meet in December and to reconvene in January 2026.

#### **VI. OTHER BUSINESS**

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

#### **VIII. ADJOURNMENT**

#### **MOTION**

James Sweeza moved to adjourn the meeting. Bruce Peterman seconded the motion. The motion carried unanimously 5-0. The meeting was adjourned at 3:34 p.m.

Respectfully submitted,



Michelle Winegard  
Deputy City Clerk