

AGENDA



City of Tavares Planning & Zoning Advisory Board

February 19, 2026 -- 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 January 15, 2026, 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 2026-01 — Amending Chapter 8 Zoning Regulations, Section 8-12 Supplemental Regulations of the Land Development Regulations to allow for Request of Reasonable Accommodation of Certified Recovery Residences consistent with both Florida SB 954 (2025) and Section 397.487 of the Florida Statutes (Community Development)
3. Resolution 2026-03 — Request to Vacate a section of a 50-foot wide platted right-of-way located adjacent to 510 Ridge Place (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
2/19/2026

AGENDA TAB NO.: 1.

SUBJECT TITLE: Approval of January 15, 2026, Planning and Zoning Board Meeting Minutes (Deputy City Clerk)

OBJECTIVE:

For the Board to approve the January 15, 2026 Planning and Zoning meeting minutes.

SUMMARY:

Attached are the January 15, 2026 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 Board's consideration.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 01-15-2026 PZ Minutes Working Draft 2

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
JANUARY 15, 2026**

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

**Antonio Fabre, Director, Community Development
Lindsay Holt, City Attorney
Michelle Winegard, Deputy City Clerk**

I. CALL TO ORDER

Vice-Chairperson Murphy called the meeting to order at 3:00 p.m. and asked those present to silence their cell phones.

II. PLEDGE OF ALLEGIANCE

Vice-Chairperson Murphy led those present in the Pledge of Allegiance.

III. APPROVAL OF MINUTES

Tab 1. Approval of November 19, 2025, Planning and Zoning Board Meeting Minutes

Vice-Chairperson Murphy asked if there were any additions or corrections to the November 19, 2025, Planning & Zoning Board meeting minutes. There were none.

MOTION

Bruce Peterman moved to accept the November 19, 2025, Planning and Zoning Meeting Minutes. James Sweeza seconded the motion. With no objections, the minutes were approved.

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

Attorney Lindsay Holt stated there were no quasi-judicial matters on the agenda.

V. PUBLIC HEARING

VI. OTHER BUSINESS

Tab 2. Election of the Planning and Zoning Board Officers

Vice-Chairperson Murphy opened the floor for nominations for Chairperson.

MOTION

James Sweeza nominated the current Chairman, Gary Santoro. Bruce Peterman seconded the nomination. There were no other nominations. The motion carried unanimously 5-0.

Vice-Chairperson Murphy opened the floor for nominations for Vice-Chairperson.

Board Member Bruce Peterman asked Vice-Chairperson Murphy if she would consider staying on as Vice-Chairperson. She agreed to do so.

MOTION

Bruce Peterman nominated the current Vice-Chairperson, Deborah Murphy. Brooke Matthews seconded the nomination. There were no other nominations. The motion carried unanimously 5-0.

Tab 3. City Attorney Presentation

Attorney Holt provided an orientation and legal refresher for the Planning and Zoning Board, including the newly appointed member, Board Member Jay Cunningham. She explained that the presentation was intended as a general overview of the Board's duties and applicable legal requirements, rather than an exhaustive review.

Attorney Holt reviewed the Board's responsibilities under the City Charter, including attendance requirements and the types of matters the Board reviews, such as rezoning applications, variances, special use permits, amendments to the Land Development Regulations and the Comprehensive Plan, and historic preservation matters. She explained that the Board reviews these items and makes recommendations to the City Council.

Attorney Holt discussed conflicts of interest under Florida law, advising Board members to disclose any personal, financial, or familial interests in matters before the Board and to abstain from voting when required.

She reviewed the distinction between legislative and quasi-judicial matters, explaining that quasi-judicial items require sworn testimony and must be decided based on competent, substantial evidence contained in the record. Attorney Holt outlined the quasi-judicial hearing process, including the requirement that all testimony be sworn, that all parties be given a fair opportunity to be heard, and that decisions be based on the City's adopted codes and Comprehensive Plan rather than personal preference or public pressure.

Attorney Holt reviewed common legal errors, including reliance on information outside the public hearing, inconsistent application of standards, and private discussions related to City business. She also addressed ex parte communications and emphasized the importance of disclosing any communications outside the public hearing before deliberation.

Attorney Holt provided an overview of Florida's Sunshine Law and Public Records Law, reminding Board members that City business must be conducted in publicly noticed meetings and that communications related to City business may be subject to public records requirements. She advised that public records requests from citizens should be directed to the City Clerk's Office.

Attorney Holt concluded by reviewing general ethics requirements, including the prohibition on accepting gifts or favors from applicants or interested parties, and encouraged Board members to reach out to her when questions arise.

Vice-Chairperson Murphy asked whether Board members may contact City staff for clarification on items. Attorney Holt advised that such communication is permitted and recommended that any such contact be disclosed on the record.

There were no further questions.

Tab 4. Community Development Director Report

Community Development Director Antonio Fabre advised that the next Planning and Zoning Board meeting is anticipated to include additional items, including a Land

Development Regulations (LDR) amendment required by the State, and potentially a variance request and a right-of-way vacation, making it a more substantial agenda.

Mr. Fabre also provided the following updates:

- He stated that construction had begun on an approximately 11,000-square-foot office/warehouse building located on the west side of County Road 561, north of the State Road 448 intersection. He stated that site work has begun and that a pre-construction meeting was recently completed. This will be a custom closet business.
- Additionally, Mr. Fabre advised that the City's residential and commercial future land use maps have been updated and are available for public viewing on the City's website.

Vice-Chairperson Murphy inquired about the land-clearing activity occurring along State Route 19, across from Dollar General. Mr. Fabre advised that the property was being cleared of excess brush, which was permitted. Board Member Sweezea noted that crews appeared to have been working full-time to clear the site. Mr. Fabre stated that no pre-application or pre-construction meetings had been held for the property and advised that Code Enforcement could review the activity to ensure no unpermitted work was occurring.

Board Member Sweezea inquired whether Code Enforcement could provide an update regarding the property with multiple uninhabited trailers located on Mansfield. Mr. Fabre stated that Code Enforcement was aware of the issue.

Vice-Chairperson Murphy requested that the City's new Planner, Mr. James Frye, be introduced to the Board. Mr. Fabre invited Mr. Frye to the podium, where Mr. Frye introduced himself, stated that he had formerly been employed by Lake County, and expressed his enthusiasm for joining the City of Tavares.

Vice-Chairperson Murphy inquired whether there had been any further progress on the rush rezoning request for the former marina property on Dead River Road. Mr. Fabre confirmed that the property had received mixed-use zoning; however, no pre-application meetings had occurred to date.

There were no further questions.

VII. AUDIENCE TO BE HEARD

Vance Jochim, unincorporated Lake County, addressed the Board regarding Lake County's ongoing Comprehensive Plan update hearings, noting that he had attended multiple public meetings and observed significant public concern and frustration, particularly related to traffic impacts associated with continued development. He questioned the methodology and results of a public survey used in the County's presentation, stating that conservation ranked low compared to traffic concerns, which he believed did not accurately reflect public sentiment.

Mr. Jochim discussed limitations on local government authority to manage growth and referenced recent state legislation, including laws affecting development rights and housing, that he stated restrict cities' and counties' ability to slow or pause development. He referenced a guidance document prepared by Lake County staff outlining constraints on local government authority and suggested that similar research could be beneficial for municipalities.

Mr. Jochim further expressed concerns regarding the impact of development on quality of life, including increased traffic, and questioned how development rights should be balanced against the broader public interest. He stated that citizen groups are actively researching these issues and engaging state representatives to seek legislative changes.

VIII. ADJOURNMENT

MOTION

Bruce Peterman moved to adjourn the meeting. Brooke Matthews seconded the motion. The meeting was adjourned at 3:31 p.m.

Respectfully submitted,

Michelle Winegard
Deputy City Clerk

AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
2/19/2026

AGENDA TAB NO.: 2.

SUBJECT TITLE: Ordinance 2026-01 — Amending Chapter 8 Zoning Regulations, Section 8-12 Supplemental Regulations of the Land Development Regulations to allow for Request of Reasonable Accommodation of Certified Recovery Residences consistent with both Florida SB 954 (2025) and Section 397.487 of the Florida Statutes (Community Development)

OBJECTIVE:

To amend Chapter 8 Zoning Regulations, Section 8-12 Supplemental Regulations of the Land Development Regulations to allow for the Requests for Reasonable Accommodation of Certified Recovery Residences consistent with both Florida SB 954 (2025) and Section 397.487 of the Florida Statutes.

SUMMARY:

The Florida Legislature requires local governments to adopt objectives and procedures for processing requests related to Certified Recovery Residences per SB 954 (See Attached). Florida law establishes a statewide framework for the certification and oversight of recovery residences that provide housing to individuals recovering from substance-use disorders (Section 397.487, Florida Statutes). The proposed ordinance amends Chapter 8 of the Land Development Regulations to implement a narrowly tailored review process applicable only to Certified Recovery Residences according to section 397.487, Florida Statutes.

Furthermore, the proposed ordinance establishes a written application process, defined review timelines, and objective standards for approval or denial, while ensuring consistency with the Fair Housing Amendments Act of 1988 and the Americans with Disabilities Act.

Adoption of the proposed ordinance will bring the City into compliance with state law while preserving the City's authority to enforce generally applicable land development, health, and safety regulations.

OPTIONS:

1. That the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2026-01.
2. That the Planning & Zoning Advisory Board moves to recommend denial of Ordinance 2026-01.

STAFF RECOMMENDATION:

City Staff recommends that the Planning & Zoning Advisory Board moves to recommend approval of Ordinance 2026-01.

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 2026-01
2. SB 954 Certified Recovery Residences
3. Newspaper Ad

**AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
2/19/2026**

AGENDA TAB NO.: 3.

SUBJECT TITLE: Resolution 2026-03 — Request to Vacate a section of a 50-foot wide platted right-of-way located adjacent to 510 Ridge Place (Community Development)

OBJECTIVE:

To consider the vacation of a 50-foot-wide platted/unimproved right-of-way located at 510 Ridge Place more particularly described as, part of Terrace Street lying North of Lot 36, South of Lot 37 and East of Ridge Place in Koch Terrace, as recorded in Plat Book 8, Page 26, Public Records of Lake County.

SUMMARY:

This is a request to vacate a platted undeveloped right-of-way lying adjacent to the property located at 510 Ridge Place, Tavares, Florida 32778. The current adjacent property owner is petitioning to vacate an existing right-of-way since it is undeveloped and not practical as a future right-of-way. City staff reviewed the vacate request and determined no conflicts in the vacation regarding drainage, utilities, health, safety, or welfare of the Public. As a result, this official vacation will remove the city's public interest in this land.

OPTIONS:

1. That the Planning & Zoning Board moves to recommend approval of Resolution 2026-03 vacation of right-of-way located adjacent to 510 Ridge Place more particularly described as, part of Terrace Street lying North of Lot 36, South of Lot 37 and East of Ridge Place in Koch Terrace, as recorded in Plat Book 8, Page 26, Public Records of Lake County.
2. That the Planning & Zoning Board moves to recommend denial of Resolution 2026-03.

STAFF RECOMMENDATION:

Staff recommends that the Planning & Zoning Board moves to recommend approval of Resolution 2026-03 vacation of an undeveloped right-of-way located adjacent to 510 Ridge Place more particularly described as, part of Terrace Street lying North of Lot 36, South of Lot 37 and East of Ridge Place in Koch Terrace, as recorded in Plat Book 8, Page 26, Public Records of Lake County.

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 2026-03

2. Location Map
3. Aerial Map
4. Newspaper Ad