



AGENDA
City of Tavares Planning & Zoning Advisory Board
July 16, 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

Tab 1. Approval of the March 19, 2026, Planning and Zoning Board Meeting Minutes (Deputy City Clerk)

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

V. Public Hearings

Tab 2. Ordinance 2026-04 Interlake Business Park - Annex and Rezone 19.18 Acres East of County Road 561, Approximately 200 Feet North of Frankies Road Intersection (Community Development)

Tab 3. Ordinance 2026-05 Interlake Business Park - Comprehensive Plan FLUM Amendment 19.18 Acres East of County Road 561, Approximately 200 Ft. North of Frankies Road Intersection (Community Development)

Tab 4. Ordinance 2026-06 Fisherman's Cove - Rezone 50+/- Acres West of North Eichelberger Road, South of Lane Park Road and Northwesternly of State Road 19 (Community Development)

VI. Other Business

Tab 5. Community Development Director Report

VII. Audience to be Heard

VIII. Adjournment

(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Planning and Zoning Board Meeting prior to the meeting being called to order. In addition, the Chairperson will ask for comment under the agenda item titled "Audience to be Heard" for matters

not on the Agenda. For further information contact the City Clerk at (352) 742-6209 or Susie.Novack@TavaresFL.gov.

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
7/16/2026**

AGENDA TAB NO.: 1.

**SUBJECT TITLE: Approval of the March 19, 2026, Planning and Zoning Board Meeting Minutes
(Deputy City Clerk)**

OBJECTIVE:

For the Board to approve March 19, 2026, Planning and Zoning meeting minutes.

SUMMARY:

Attached are the March 19, 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. 03-19-2026 PZ Minutes

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



**MEETING MINUTES
CITY OF TAVARES PLANNING & ZONING BOARD MEETING
TAVARES CITY HALL COUNCIL CHAMBERS
201 E. MAIN STREET, TAVARES, FLORIDA 32778
MARCH 19, 2026**

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

**Antonio Fabre, Director, Community Development
James Frye, City Planner
Anarquis Frias, Planning Manager
Amanda Boggus, City Attorney
Michelle Winegard, Deputy City Clerk**

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.

III. APPROVAL OF MINUTES

Tab 1. Approval of February 19, 2026, Planning and Zoning Board Meeting Minutes

Chairman Santoro asked if there were any additions or corrections to the February 19, 2026, Planning and Zoning Board meeting minutes. There were none.

MOTION

James Sweeza moved to accept the February 19, 2026, Planning and Zoning Board Meeting Minutes. Dara Treadwell seconded the motion. The motion carried unanimously, 7-0.

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

Attorney Amanda Boggus administered the oath to all individuals providing testimony and inquired whether any Board Members had ex parte communications. None were disclosed.

Board Member Matthews joined the meeting at 3:01 p.m.

V. PUBLIC HEARING

Tab 2. Resolution 2026-08 – Special Use Permit for a Laundromat at 1248 Wells Avenue (Community Development)

Mr. Frye gave the following presentation:

An application for a Special Use Permit has been submitted to allow the operation of a laundromat at 1248 Wells Avenue. The subject property is located on the west side of Wells Avenue at the north corner intersection with South Duncan Drive. The building on the site was most recently occupied by a convenience store with gas & fuel sales. The property is located within the Mixed Use (MU) zoning district, where a laundromat is permitted only upon approval of a Special Use Permit by the City Council.

Accordingly, the applicant has included a Special Use Site Plan that has a list of conditions of approval for construction. Please note that the existing gas tanks and canopy are scheduled to be removed. The Special Use Site Plan is attached for your review and consideration.

The subject property is contiguous to a commercial (C-1) zoned development (Dora Canal Plaza) to the north and is surrounded by a mix of Planned Development (PD) commercial uses and Residential Multi-Family (RMF-3) zoning. Based on the surrounding land uses and zoning patterns in the area, staff finds that the proposed laundromat is a compatible and appropriate use for the property.

Mr. Frye then showed photographs of the subject property as it currently stands, along with the proposed site plans and photographs.

Chairman Santoro invited the property's representative to speak; however, he said he would be available to answer questions.

Board Member Peterman expressed support for improvements to the property and inquired about removing the existing gas tanks, including whether soil testing would be conducted. Mr. Frye advised that the applicant and property owner were coordinating removal in compliance with the Florida Department of Environmental Protection (FDEP) and all applicable statutory requirements. He further stated that any permits obtained would be provided to the City for the record.

Board Member Peterman also inquired whether ingress and egress to the site would remain the same. Mr. Frye stated that the Civil Engineer intended to improve the layout and reduce the size of the access area.

Board Member Peterman inquired whether the existing damaged sign would be replaced. Mr. Frye stated it would likely be replaced but noted that the applicant would be better suited to address that question. He further stated that signage is not specifically addressed in the approval criteria.

Board Member Cunningham asked whether the proposed laundromat would replace the existing laundromat located behind the property or operate alongside it. Mr. Frye confirmed it would operate alongside it, as the properties are under separate ownership.

Board Member Cunningham also inquired about the remediation process if contamination was discovered. Mr. Frye stated that any remediation efforts would be determined based on environmental review and FDEP recommendations.

Board Member Matthews noted her question regarding soil testing had been addressed.

Board Member Treadwell had no questions.

Board Member Sweeza expressed concern regarding the proximity of two laundromats and the use of a large parcel for a single purpose. He asked whether additional uses for the property were anticipated in the future. Mr. Frye stated that approval of the Special Use Permit would allow the property to be used for a laundromat.

Vice-Chairperson Murphy expressed concern about the large ingress and egress access and the potential for cut-through traffic, which could create safety issues. Mr. Frye stated that the site design would help limit traffic but noted that additional input from engineering or public works may be appropriate. He also suggested that signage could be considered to enhance safety.

Chairman Santoro expressed support for the project and appreciation for improvements to the property.

Board Member Peterman inquired about landscaping. Mr. Frye confirmed that landscaping was included in the site plan.

Chairman Santoro invited the applicant's representative to speak.

Robert G. Owens Jr., AIA, project architect with RGO Design Group, Inc., addressed concerns regarding ingress and egress, stating that the design had been evaluated during planning and that the owner was willing to modify curbing to meet City standards.

Chairman Santoro inquired whether site lighting would comply with City standards and avoid impacts to adjacent properties. Community Development Director Antonio Fabre confirmed compliance. Mr. Frye added that the resolution requires all development to be consistent with the City of Tavares Land Development Regulations and Comprehensive Plan.

MOTION

Bruce Peterman moved to approve Resolution 2026-08 – Special Use Permit for a Laundromat at 1248 Wells Avenue. The motion was seconded by Brooke Matthews and carried unanimously, 7-0.

VI. OTHER BUSINESS

Tab 3. Community Development Director Report

Community Development Director Antonio Fabre stated he had no items to report; however, Planning Manager Anarquis Frias provided the following updates:

- The Cresswind development is preparing to begin Phases II and III, with permits expected to be issued soon.
- The City is nearing issuance of a Certificate of Occupancy for the Waterman facility. The Building Official indicated that the facility was being constructed to a high standard of quality.

Chairman Santoro expressed concern regarding the volume of signage along State Road 19, noting multiple signs at intersections from Dead River Road to Slim Haywood Avenue. He inquired whether the City could regulate the number of signs.

Mr. Fabre stated that off-site signage is not permitted and that Code Enforcement would review the matter; however, jurisdiction may be impacted as portions of State Road 19 fall under state control.

Board Member Cunningham noted similar signage concerns at Main Street and State Road 19.

Chairman Santoro inquired whether permission is required prior to placing such signs. Attorney Amanda Boggus stated that requirements depend on whether the signs are located within the right-of-way or on private property, and jurisdiction may fall to the City, County, or State accordingly. Discussion occurred regarding signage on private property, and Mr. Fabre advised that temporary signage is permitted.

Attorney Boggus noted that, with the upcoming campaign season, additional signage may be expected and that enforcement is typically initiated by complaint, with documentation necessary to establish applicable timelines.

Vice-Chairperson Murphy inquired about the status of the property formerly known as Palm Gardens. Mr. Frias stated no updates had been received. Chairman Santoro expressed concern about the property's condition and suggested that staff review the site, noting reports of debris accumulation near the canal.

Board Member Sweeza inquired about the parcel located across from Dollar General on State Road 19. Mr. Frias stated there has been no recent activity on the property. Code Enforcement previously reviewed the site and determined that the removed trees were already down or dead, and the clearing activity was consistent with routine maintenance.

Board Member Peterman inquired about long-standing "For Sale" signage on the property. Mr. Frias stated that staff would review the signage for compliance.

Board Member Cunningham requested an update on the traffic signal at State Road 19 and County Road 561. Mr. Fabre stated that there was no new activity; however, the project is expected to be completed around June 2026.

Board Member Sweeza inquired about the property on Mansfield Street involving two mobile trailers. Mr. Frye stated the property owner is working with Code Enforcement, has submitted a plan to remove one unit, and intends to bring the remaining unit into compliance as a permitted residence.

VII. AUDIENCE TO BE HEARD

There were no comments.

VIII. ADJOURNMENT

MOTION

Bruce Peterman moved to adjourn the meeting. Dara Treadwell seconded the motion. The motion carried unanimously, and the meeting was adjourned at 3:26 p.m.

Respectfully submitted,

Michelle Winegard
Deputy City Clerk

AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
7/16/2026

AGENDA TAB NO.: 2.

SUBJECT TITLE: Ordinance 2026-04 Interlake Business Park - Annex and Rezone 19.18 Acres East of County Road 561, Approximately 200 Feet North of Frankies Road Intersection (Community Development)

OBJECTIVE:

Approval of Ordinance 2026-04 annexing approximately 19.18 acres of non-contiguous property located east of County Road 561 and approximately 200 feet north of Frankies Road Intersection into the City of Tavares and rezoning the property from Lake County MP (Planned Industrial) and HM (Heavy Industrial) to City of Tavares PD (Planned Development).

SUMMARY:

The subject property is located east of County Road 561 and approximately 200 feet north of Frankies Road Intersection. It is approximately 19.18 acres in size and is non-contiguous to the city boundary (see attached ISBA Boundary Map). The land is presently used as light industrial, warehousing and vacant land. The subject property is located within the Interlocal Service Boundary Area (ISBA) established through the Interlocal Service Boundary Agreement between the City of Tavares and Lake County, which allows for the annexation of non-contiguous properties under specified conditions.

The applicant proposes a development plan consisting of a mix of light industrial, manufacturing, indoor/outdoor storage, retail commercial, professional service/offices and recreational commercial uses. The Planned Development (PD) zoning ordinance establishes development standards including setbacks, building height limitations, impervious surface requirements, landscaping, lighting, access management, and utility service requirements. The ordinance provides a framework for future site development while ensuring compliance with City regulations related to traffic, drainage, landscaping, lighting, concurrency, and public facility capacity.

The City is concurrently processing a future land use map amendment to re-designate the property from Lake County Industrial to City of Tavares Industrial (I) on the Future Land Use Map 2040. The proposed annexation and rezoning are consistent with the provisions of the Interlocal Service Boundary Agreement and support the City's long-term economic development objectives by providing opportunities for industrial and commercial growth.

OPTIONS:

1. That the Planning & Zoning Board moves to recommend approval of Ordinance 2026-04.
2. That the Planning & Zoning Board moves to recommend denial of Ordinance 2026-04.

STAFF RECOMMENDATION:

Staff recommends that the Planning & Zoning Board moves to recommend approval of Ordinance

2026-04 annexing approximately 19.18 acres located east of County Road 561 and approximately 200 feet north of Frankies Road Intersection into the City of Tavares and rezoning the property to Planned Development (PD).

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 2026-04
2. Location Map
3. Aerial Map
4. Zoning Map
5. ISBA Boundary Map
6. Newspaper Ad 26-04
7. Conceptual Development Plan
8. Traffic Study
9. Environmental Report

AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
7/16/2026

AGENDA TAB NO.: 3.

SUBJECT TITLE: Ordinance 2026-05 Interlake Business Park - Comprehensive Plan FLUM Amendment 19.18 Acres East of County Road 561, Approximately 200 Ft. North of Frankies Road Intersection (Community Development)

OBJECTIVE:

Approval of Ordinance 2026-05 amending the City of Tavares Comprehensive Plan Future Land Use Map 2040 to change the Future Land Use designation of approximately 19.18 acres located at East of County Road 561, Approximately 200 Ft. North of Frankies Road intersection from Lake County Industrial (I) to City of Tavares Industrial (I).

SUMMARY:

The applicant is concurrently requesting voluntary annexation and rezoning into the City of Tavares. The subject property is non-contiguous and currently located in unincorporated Lake County. It is also located within the Interlocal Service Boundary Area (ISBA) established through the Interlocal Service Boundary Agreement between the City of Tavares and Lake County, which allows for the annexation of non-contiguous properties under specific conditions. Upon annexation, the property requires assignment of a City Future Land Use designation consistent with the proposed development and surrounding land use patterns.

The applicant is seeking to maintain the Industrial Future Land Use designation currently assigned by Lake County by redesignating the property to the City of Tavares Industrial (I) Future Land Use category. The proposed amendment is consistent with the existing and surrounding land use pattern, which includes industrial and employment-related uses. Therefore, the requested Industrial designation will provide continuity between the County and City future land use classifications and support future industrial and commercial economic development opportunities within the City.

OPTIONS:

1. That the Planning & Zoning Board moves to recommend approval of Ordinance 2026-05.
2. That the Planning & Zoning Board moves to recommend denial of Ordinance 2026-05.

STAFF RECOMMENDATION:

Staff recommends that the Planning & Zoning Board (acting as the LPA) moves to recommend approval of Ordinance 2026-05, a Future Land Use Map amendment of approximately 19.18 acres from Lake County Industrial (I) to City of Tavares Industrial (I) located at East of County Road 561, approximately 200 Ft. North of Frankies Road intersection.

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 2026-05
2. Location Map
3. Aerial Map
4. FLU Map
5. Newspaper Ad 26-05

AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
7/16/2026

AGENDA TAB NO.: 4.

SUBJECT TITLE: Ordinance 2026-06 Fisherman's Cove - Rezone 50+/- Acres West of North Eichelberger Road, South of Lane Park Road and Northwesterly of State Road 19 (Community Development)

OBJECTIVE:

Approval of Ordinance 2026-06 amending the Fisherman's Cove Planned Development (PD), previously governed by Ordinances 2003-25 and 2013-21, and replacing those ordinances with a newly stated Planned Development ordinance establishing updated development standards and a revised Master Development Plan.

SUMMARY:

The subject property consists of approximately 50 acres currently operating as a recreational vehicle (RV) resort with supporting recreational facilities, marina uses, and dry boat storage. The applicant is requesting approval of an amended Planned Development (PD) to allow expansion and modernization of the existing resort while maintaining its recreational and tourism-oriented character. The proposed amendment supersedes the existing PD ordinances and establishes a new regulatory framework governing future development of the property. The existing Future Land Use designations of Commercial and Mixed-Use are consistent with the proposed development.

The proposed development plan allows for continued operation of the existing resort and authorizes additional resort-related amenities, including expansion of the dry boat storage facility, construction of resort cottages for short-term rental accommodations, expansion of recreational facilities, and additional RV accommodations. No conventional residential dwelling units are proposed. All cottages are intended as short-term resort accommodations associated with the operation of the recreational vehicle resort.

The PD amendment establishes development standards addressing setbacks, building height, landscaping, buffering, architecture, lighting, signage, parking, tree preservation, and environmental protection. The amendment requires future site plan approval for all development activity and compliance with applicable City regulations, environmental permitting requirements, and concurrency standards. Utility service will continue to be provided through existing on-site potable water and wastewater systems, subject to regulatory capacity limitations and permitting requirements. Should the existing systems become inadequate, connection to City utility services will be required.

OPTIONS:

1. That the Planning & Zoning Board moves to recommend approval of Ordinance 2026-06.
2. That the Planning & Zoning Board moves to recommend denial of Ordinance 2026-06.

STAFF RECOMMENDATION:

Staff recommends that the Planning & Zoning Board moves to recommend approval of Ordinance 2026-06 amending the Fisherman's Cove Planned Development and adopting the revised Master Development Plan and development standards as presented.

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. Ord 2026-06
2. Location Map
3. Aerial Map
4. Newspaper Ad
5. Master Development Plan
6. Environmental Report
7. Traffic Study
8. Ordinance 2013-21 - PD Zoning - Fishermans Cove
9. Ord 2003-25 - Annex & Rezoning - Fisherman's Cove

**AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
7/16/2026**

AGENDA TAB NO.: 5.

SUBJECT TITLE: Community Development Director Report

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: