AGENDA
City of Tavares Planning & Zoning Advisory Board
September 17, 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 July 16, 2026, 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

Tab 2. **City Attorney Presentation (City Attorney)**

Tab 3. **Economic Development Presentation (Economic Development)**

Tab 4. **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 agendized 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
9/17/2026

AGENDA TAB NO.: 1.

SUBJECT TITLE: Approval of the July 16, 2026, Planning and Zoning Board Meeting Minutes (Deputy City Clerk)

OBJECTIVE:
For the Board to approve the July 16, 2026, Planning and Zoning Board Meeting Minutes.

SUMMARY:
Attached are the July 16, 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. 07-16-2026 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
JULY 16, 2026 3:00 PM

BOARD MEMBERS PRESENT

Gary Santoro, Chairman
Deborah Murphy, Vice-Chairperson
Bruce Peterman, Board Member
Dara Treadwell, Board Member
James Sweezea, Board Member – *Excused Absence*

STAFF MEMBERS PRESENT

Antonio Fabre, Director, Community Development
Anarquis Frias, Planning Manager
Lindsay Holt, 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.

Chairman Santoro requested a moment of silence in memory of Board Member James Sweezea, who passed away recently. Those in attendance observed a moment of silence.

III. APPROVAL OF MINUTES

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

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

MOTION

Dara Treadwell moved to accept the March 19, 2026, Planning and Zoning Board Meeting Minutes. Bruce Peterman seconded the motion. The motion carried unanimously, 4-0.

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

Attorney Holt administered the oath to all individuals who intended to provide testimony during the public hearing portion of the agenda.

There were no ex parte communications.

V. PUBLIC HEARING

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)

Mr. Fabre gave the following presentation:

> *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.

Staff recommends that the Planning and 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).

Mr. Fabre stated the applicant was in attendance to answer any questions that the Board may have.

Mr. Rick McCoy, Project Engineer with McCoy and Associates, stated that the project was intended to improve the property.

Board Member Peterman inquired about landscaping. Mr. McCoy confirmed that landscaping would be included and that the project would comply with all City requirements. He added that no variances were being requested and confirmed that the property currently has City water service.

Board Member Treadwell inquired whether the existing building would remain, and Mr. McCoy confirmed that it would, with the front being upgraded and refreshed.

Board Member Murphy inquired about the types of commercial businesses that would occupy the development. Mr. McCoy stated that he anticipated attracting restaurant tenants, office users, and businesses that could utilize the light manufacturing and warehouse facilities located at the rear of the property.

Chairman Santoro inquired about the proposed stormwater retention area and its discharge into the lake. Mr. McCoy explained that the retention pond was designed to primarily infiltrate stormwater into the soil, with overflow to the lake only during significant storm events. He noted that the design would comply with St. Johns River Water Management District requirements, that soil conditions on the site were favorable for infiltration, and that the pond would also provide natural filtration before any water entered the lake.

Chairman Santoro called for public comment three times. There being none, he closed the public comment portion of the hearing.

MOTION

Deborah Murphy moved to recommend approval of 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. The motion was seconded by Bruce Peterman and carried unanimously, 4-0.

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)

Mr. Fabre gave the following presentation:

> *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.*
>
> *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.*

Chairman Santoro inquired whether the proposed Future Land Use designation was consistent with the surrounding area. Mr. Fabre confirmed that it was.

Chairman Santoro called for public comment three times. There being none, he closed the public comment portion of the hearing.

MOTION

Bruce Peterman moved to recommend approval of Ordinance 2026-05 Interlake Business Park - Comprehensive Plan Future Land Use Map Amendment 19.18

Acres East of County Road 561, Approximately 200 Ft. North of Frankies Road Intersection. The motion was seconded by Deborah Murphy and carried unanimously, 4-0.

Tab. 4. 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)

Mr. Fabre gave the following presentation:

> *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.*
>
> *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.*

Ted Wicks, of Wicks Engineering Services, 225 West Main Street, Tavares, addressed the Board and expressed condolences on the passing of Board Member James Sweezea. He explained that the proposed amendment was intended to modernize the existing PD by incorporating updated development standards and consolidating the previously approved dry boat storage area into the overall Planned Development. He stated that the proposal would improve the resort while maintaining the existing project boundaries and utilizing the current access points and utility infrastructure. Mr. Wicks noted that future engineering, stormwater, and site plan reviews would be completed in accordance with applicable regulations.

Chairman Santoro opened the public hearing.

Lance Babington, owner of the adjacent property at 12100 Lane Park Road, requested that the item be deferred to allow additional time to research an alleged property boundary and title issue involving an access strip adjacent to the development. He stated that ownership of the property appeared unclear based on historical plats and questioned whether adjacent property owners should have been offered an opportunity to acquire portions of the abandoned right-of-way. He expressed concerns regarding the proposed third access point and requested additional time to investigate the matter.

Giselle Fiestan, an attorney with Greenberg Traurig located at 450 S. Orange Avenue, Orlando, FL, representing Lookout Mountain Investment Company and William Powell, read a statement on behalf of the President of Lookout Mountain Investment Company, Ellen Young. The statement expressed concerns regarding the proposed redevelopment, including the lack of clearly defined setbacks and buffers adjacent to neighboring properties, potential conflicts with existing Land Development Regulations, increased stormwater runoff, and the need for additional protections to preserve neighboring property owners' health, safety, and quality of life. A written copy of the statement was submitted to the Deputy City Clerk for the record.

Alan Sheppard, also an attorney with Greenberg Traurig, representing Lookout Mountain Investment Company and Mr. Powell, requested a continuance to allow neighboring property owners additional time to review the master development plan, retain engineering experts, and evaluate potential impacts. He cited concerns related to water and wastewater capacity, stormwater management, setbacks, landscape buffering, open space requirements, and a potential title dispute involving an adjoining right-of-way.

William Powell, who owns 29123 Crosby Road, Tavares, FL, waived his speaking time in favor of Mr. Sheppard, who reiterated the request for a continuance and emphasized the need for additional time to evaluate the proposal and coordinate with the applicant and City staff.

With no additional public comments, Chairman Santoro closed the public hearing.

Mr. Wicks stated that the applicant had submitted certified surveys and title documentation demonstrating ownership of the property and was prepared to address any title concerns. He explained that many of the issues raised, including stormwater management, traffic, landscaping, and buffering, would be addressed during future site plan review and permitting processes. He emphasized that the applicant intended to work cooperatively with neighboring property owners and City staff throughout the development process.

Chairman Santoro encouraged neighboring residents to remain engaged throughout the site plan review process and stated that public input would continue to be considered as the project advanced.

Attorney Holt addressed the request for a continuance. She advised that, pursuant to the City's Land Development Regulations, only the applicant may request a continuance of the public hearing, subject to the Board's discretion. She further noted that the Planning and Zoning Board's action would serve only as a recommendation to the City Council, where the ordinance would receive first and second readings.

Board Member Peterman asked whether the overall size and boundaries of the development had changed. Mr. Wicks confirmed that the project boundaries remained unchanged and explained that the amendment primarily consolidated the existing dry boat storage property into the Planned Development. He further confirmed that the existing ingress and egress locations would remain the same.

Board Member Treadwell sought clarification regarding setbacks and landscape buffers along adjoining private property lines, noting that the neighboring property owners' comments suggested there was no clearly defined protection between the proposed development and adjacent properties. Mr. Fabre explained that future development areas would be subject to site plan review, during which landscape buffering, setbacks, traffic impacts, and other development standards would be evaluated. He further stated that where the Planned Development ordinance was silent, applicable provisions of the City's Land Development Regulations would apply, including landscape buffer requirements. Mr. Wicks added that the applicant was not seeking to alter previously established perimeter setbacks and intended to preserve existing protections while modernizing the resort.

Board Member Murphy asked whether the proposed ordinance was primarily intended to update and consolidate the existing Planned Development rather than approve the specific future improvements. Mr. Fabre explained that the original Planned Development contained outdated development concepts and that the amendment was necessary to reflect the proposed uses of the property. He further explained that each future phase of redevelopment would require separate site plan review, where detailed design elements and compliance with applicable development standards would be evaluated.

Chairman Santoro discussed concerns regarding stormwater management, roadway access, emergency vehicle circulation, and the transition from older permanent park model units to the proposed cottage units. Mr. Gordon Comer of 144 SE Priest, Madison, FL, explained that the remaining older permanent units were being phased out over time and would eventually be replaced with short-term lodging cottages consistent with the updated master plan. Mr. Wicks stated that roadway improvements, fire access, and stormwater management would be addressed during the site plan review process in coordination with City staff and the Fire Department.

Chairman Santoro reiterated that the Planning & Zoning Board was making a recommendation only and encouraged neighboring property owners to continue participating throughout the City Council hearings and subsequent site plan review process.

With no further discussion, Chairman Santoro called for a motion.

MOTION

Bruce Peterman moved to recommend the approval of 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. The motion was seconded by Dara Treadwell and carried unanimously, 4-0.

VI. OTHER BUSINESS

Tab 5. Community Development Director Report

Mr. Fabre had nothing to report but deferred to Planning Manager, Anarquis Frias.

Mr. Frias expressed his condolences to the family and friends of Board Member James Sweezea. He then provided an update on current development activity within the City:

- Eagle Park - construction had begun across from Lake Frances Estates. He stated the project would include improvements such as gazebos, benches, and other amenities intended to enhance public access and enjoyment of the natural area.

- DaVita Medical - had received approvals for a small expansion of its medical facility.

- Mavis Tire – a location within the Publix shopping center on State Road 19 was expected to begin soon.

Mr. Frias concluded by noting that development activity within the City continued at a steady pace.

Chairman Santoro inquired about a new roadway next to Triton Boat Company. Mr. Frias stated there is currently a project under review, however it has not received any approvals yet.

Board Member Treadwell inquired about the traffic light installation at County Road 561 and State Route 19. Mr. Fabre confirmed it was in progress. Chairman Santoro stated that, per the July 15, 2026, City Council meeting, the project was approximately 1.5 months behind schedule.

VII. AUDIENCE TO BE HEARD

There were no additional public comments.

VIII. ADJOURNMENT

MOTION

Bruce Peterman moved to adjourn the meeting. Deborah Murphy seconded the motion. The motion carried unanimously, and the meeting was adjourned at 4:19 p.m.

Respectfully submitted,

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Michelle Winegard
Deputy City Clerk

AGENDA SUMMARY
TAVARES PLANNING & ZONING ADVISORY BOARD
9/17/2026

AGENDA TAB NO.: 2.

SUBJECT TITLE: City Attorney Presentation (City Attorney)

OBJECTIVE:
Legal presentation as it relates to the Planning & Zoning Advisory Board

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
9/17/2026

AGENDA TAB NO.: 3.

SUBJECT TITLE: Economic Development Presentation (Economic Development)

OBJECTIVE:
Update on the current and future Economic Development incentives.

SUMMARY:
Update on the current and future Economic Development incentives.

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
9/17/2026

AGENDA TAB NO.: 4.

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: