

**TOWN OF ASTATULA
PLANNING & ZONING
BOARD MINUTES**



**REGULAR MEETING
THURSDAY, JULY 25, 2024
TOWN HALL**

Having been duly advertised as required by law, Chairman Boyd called the Regular Planning & Zoning meeting to order at 4:30 pm. Member Smith gave the invocation and Chairman Boyd led the Pledge of Allegiance.

Members Present:

Marjorie Boyd, Chairman
Karen Smith
Leigh Ann Pflugh
Kay MacQueen

Absent:

Sean Donnelly, Vice-Chair

Town Staff Present:

Jennifer Tucker, Deputy Town Clerk
Tom Harowski, Interim Town Planner

Roll Call was performed, and it was determined that a quorum was present. Chairman Boyd welcomed the guests present.

MINUTE APPROVAL – Moved to end of meeting

Chairman Boyd stated she will allow and welcome public comments, but a comment form must be completed.

NEW BUSINESS

DISCUSSION AND APPROVAL OF PRELIMINARY PLAT FOR KIRBY SUBDIVISION AK #1605369

Don Kirby submitted a preliminary plat application for approval of a 7-unit single family subdivision. The 3.88-acre tract is located at 24949 Van Buren Street between Florida Avenue and Massachusetts Avenue. The property is zoned R-2 Single Family Medium Residential. The proposal is for three lots on Massachusetts Avenue and four lots on Van Buren Street.

Planner Tom Harowski presented the findings of his report. With the R-2 zoning, the minimum lot size is 7,500 square feet, a minimum lot width of 100 feet and a minimum street frontage of 100 feet. Upon review of each lot, he found that all seven lots would meet the minimum standards for R-2 zoning. Tom recommended the following concurrency items to be completed prior to approval of the final subdivision plan:

Engineering to determine how potable water will be deliver to the site

- A traffic study
- Proposed Stormwater Plan
- Concurrency Certification from Lake County School District

Other considerations:

- Analysis to show how the Type A landscape buffer will be complied with and accounted for
- Landscape plan with the final plan showing location of buffer trees and trees proposed to meet the minimum lot requirements.

Proposed plat document additions to meet minimum standards:

- Subdivision Name
- Building setback lines
- Clean up certifications and dedications to remove Mt. Dora references
- Add certifications to give room for planner, engineer and attorney to sign plat
- Provide title document to verify ownership and any lenders. A joinder and consent certificate is required if lender has an interest in it.
- Any covenants and restrictions

Applicant to submit application for final subdivision approval to meet all requirements for final plan to include items identified.

Submit record plat that includes all requirements for review by Town, engineer, surveyor and attorney.

Public Comments:

Mark LeClerc shared concern with limited access to his property and his neighbors due to lack of access down unmaintained portion of Kansas Avenue. Mayor Mack interjected and explained a possible resolution to his concerns.

Dawn Teeters expressed concern with lack of sidewalks and impact on the area of right-of-way that school parents use morning and afternoon to park and walk their children across to school.

Member MacQueen expressed concern with possible traffic and school concurrency. Member Smith inquired about limits on town water usage and thinks a study needs to be conducted. To which Tom shared that it is set by a consumptive use permit. Member Pflugh asked the difference between a minor vs full subdivision. Audience member Jim Stout answered stating 4+ lots require lights and have more requirements as a subdivision.

Chairman Boyd requested a motion to approve the application with conditions stated.

MOTION by Member Pflugh, to recommend to Council to approve the Preliminary Plat with the conditions shown above; SECONDED by Member MacQueen.

All in favor say Aye: Pflugh, Smith, MacQueen, Boyd

Any opposed: None

MOTION CARRIED 4-0

Mayor Mack gave a report on the water impact that was inquired about.

Current Permit allows 360,000 gallons per day

Impact of all subdivisions included today: 94,000 gallons average daily flow

(Tula Parc Phase I & II, Tula Parc Commercial, Colina Del Lago, County Materials, Town Buildings)

Current maximum daily demand: 235,000 gallons. System permitted based on all anticipated developments, including Astatula Reserve, Sterling Meadows, Stillwater Cove, Tennessee Valley

– which is Tortoise Lane, bringing maximum daily demand to 331,000 gallons leaving 30,000 gallons in reserve. With inclusion of proposed developments, all foreseeable inclusions in the Town including East Lake Harris Estates will bring total daily demand to a projected flow of 832,000 gallons per day. With inclusion for additional impact brings total impact of 1.3 million gallons per day of usage, if everyone in town is included with the exclusion of the Meadows as they have their own permit.

DISCUSSION AND APPROVAL OF THE MINOR SUBDIVISION EVA'S LANDING AK #2840919

Tula Parc, LLC submitted an application for approval of a minor subdivision called Eva's Landing with three lots. The 1.91-acre parcel on the southwest corner of Massachusetts Avenue and Jefferson Street. The property is zoned R-1 Single Family Low Density Residential.

Planner Tom Harowski went over his report. A minor subdivision has three conditions:

1. Property must abut a minimum 5-foot right-of-way. Survey shows 66-feet.
2. No additional public facilities required. None are needed.
3. Subdivision must have four or fewer lots. Proposal is for three lots.

Upon review of the minimum zoning requirements, the three lots will meet or exceed the standards for the R-1 zoning district.

Existing and proposed houses will meet the R-1 standards but will need to be confirmed when building permits are requested.

The plat document is compliant with requirements except:

1. Correct "city" to "Town" of Astatula
2. Permanent Reference Markers and control points not shown as proposed locations and should be verified by surveyor once installed.
3. Surveyor to verify plat is sufficient to physically reproduce individual lots.
4. Add table to show proposed building locations meet code with zoning dimensional requirements.
5. Applicant to supply mortgage status on property.
6. Town Attorney and Surveyor to review compliance and sign plat document.

Member MacQueen requested clarification on concurrency report. Member Pflugh inquired about existing and proposed septic. Chairman Boyd clarified with applicant on the number of wells and septic to be installed or use existing.

Chairman Boyd requested a motion to approve the application with conditions stated.

MOTION by Member Smith, to recommend to Council to approve the Minor Subdivision application subject to the completion of the requested requirements; SECONDED by Member Pflugh.

All in favor say Aye: Pflugh, Smith, MacQueen, Boyd

Any opposed: None

MOTION CARRIED 4-0

Mark LeClerc – Inquired what the requirements are for doing a lot split. Chairman Boyd answered questions and recommended for him to consult with Deputy Town Clerk for assistance.

MINUTE APPROVAL

Approval of Minutes for May 2, 2024, Special Planning & Zoning Meeting.

**MOTION by Member MacQueen to approve; SECONDED by Member Smith
For: Smith, Boyd, Pflugh, MacQueen
MOTION CARRIED 4-0**

ADJOURNMENT

There being no further business, Chairman Boyd adjourned the meeting at 5:25 pm.

Respectfully submitted,

Marjorie Boyd, Chairman

ATTEST:

Jennifer Tucker, Deputy Town Clerk

APPROVED 10/3/24