



Planning and Development
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PLANNING & ZONING COMMISSION
City Hall Board Room
May 17, 2023 at 10:00 AM

- I. Call to Order
- II. Roll Call with Determination of Quorum
- III. Approval of Minutes
- IV. Public participation/hearing for non-agenda items
- V. New Business
 - a. Land Development Code: Model Homes
 - b. Land Development Code Presentation: Workshop on proposed changes
- VI. Announcement of next scheduled meeting date: June 21, 2023
- VII. Adjournment

NOTICE: For purposes of Section 286.011, *Florida Statutes*, two (2) or more members of the City Council may be present at this meeting and this meeting may be considered a City Council meeting although no decision of the City Council will be made at this meeting and the City Council shall comply with the requirements of controlling State law in every respect.

NOTICE: If any person decides to appeal any decisions made at this meeting with respect to any matter considered at this meeting, such person may need a record of these proceedings. For such purpose, a person 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. The City shall not make or perfect such a record. Section 286.0105, *Florida Statutes*.

NOTICE: In accordance with the Americans with Disabilities Act ("ADA") and Florida Statutes, Section 286.26, persons with disabilities needing a reasonable accommodation to participate in a public hearing or meeting should contact the City of Mount Dora's ADA Coordinator at least 48 hours prior to the proceeding. The ADA Coordinator may be contacted by phone at 352735-7126, ext. 1111, or by email at clerk@cityofmountdora.com.

If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955- 8770 (Voice) for assistance.



CITY OF MOUNT DORA, FLORIDA

PLANNING AND ZONING COMMISSION MINUTES

April 19, 2023

I. Call to Order

Having been duly advertised as required by law Chairman, Harmon Massey called the regular meeting of the Planning and Zoning Commission to order at 10:00 a.m. on Wednesday, April 19, 2023.

II. Roll Call with Determination of Quorum

Present Committee Members: Harmon Massey, Tom Dring, Kris Haukoos, Adrian Coombes, and Barbara Tietmeyer

Absent: Miles Beach, James Homich

City Staff and Attorney: Vince Sandersfeld, Planning Director; Michele Janiszewski, Senior Planner; Ryan Winkler, Senior Planner ; Whitney Scott, Administrative Coordinator; Sherry Sutphen, City Attorney

Presenters: Ms. Janiszewski & Mr. Winkler

III. Approval of Minutes

Mr. Coombes clarified that he voted against the agenda item for Juniper MF Townhomes, at the last Planning & Zoning Commission meeting on March 15, 2023. Staff acknowledged and corrected.

Ms. Tietmeyer motioned to approve the meeting minutes dated March 15, 2023. Mr. Dring seconded the motion and the minutes were approved unanimously with a 5- 0 vote.

IV. Public participation/hearing for non-agenda items

None

V. Staff Presentations

a. *Planning 101 Presentation &JPA*

Ms. Janiszewski proceeded with the presentation on Planning 101 and the JPA process.



CITY OF MOUNT DORA, FLORIDA PLANNING AND ZONING COMMISSION MINUTES

April 19, 2023

Discussion on the goals of Urban Planning being embraced by the Mount Dora Community.

Ms. Janiszewski stated the goals of the City are in the comprehensive plan.

Discussion on standard language adopted for the Land Development Code, available on Municode webpage. Ms. Janiszewski stated that it doesn't provide standard form, just codifies.

Ms. Sutphen clarified that it is given yearly but may not be accurate all of the time.

Discussion regarding proactive Code Enforcement vs. reactive with the City.

Mr. Dring made a suggestion to provide a summary on the website, making it easier for the public to navigate/access.

Mr. Coombes recommended synthesizing the Code Enforcement Municode webpage, by adding links for ordinances.

Ms. Janiszewski stated that she will relay suggestions to staff.

Discussion with Ms. Haukoos and Ms. Janiszewski regarding the decision process for quasi-judicial.

Ms. Janiszewski clarified the PUD procedure in relation to the legislative/quasi-judicial process.

Ms. Sutphen provided further clarification on the board's role/grounds in decision making.

Ms. Janiszewski stated we are currently working on adopting a minor amendment with JPA.

Mr. Dring and Ms. Janiszewski had a conversation concerning coordinating with other cities, in reference to borders/boundaries within the JPA.

Ms. Sutphen stated that the new minor amendment is set to be approved May 16th and it will expand our boundaries.

Discussion on enclaves and difference between JPA areas vs. properties located within City limits.

Conversation regarding future utilities for the Simpson Grove project. Ms. Sutphen clarified that the City would be responsible for providing utilities.

Mr. Massey reiterated for clarification that City boundaries and utility boundaries do not coincide.



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Ms. Sutphen stated that the anticipated time frame for the JPA amendment is twelve months.

Ms. Sutphen stated that the Golf Club ordinance is scheduled to go to City Council in May and there will be a registration fee with the city. Will be twenty-four hours, no light limitations, and will require headlights.

Conversation regarding on whether state license plates will be required. Ms. Janiszewski provided clarification between low-speed vehicles vs. golf carts. Ms. Janiszewski stated that there will be maps and packets available soon with informative information.

b. DRC Process & Landscaping

Mr. Winkler gave a presentation on the DRC process and landscaping.

Further discussion on the tree removal process, per the Florida Statutes. Ms. Sutphen stated the City is pursuing filling an arborist position.

Mr. Dring and Mr. Winkler discussed developers clear cutting sites and later developing. Mr. Winkler stated that it's not preferred.

Discussion on tree replacement and tree bank contributions, regarding the owner's/developer's contribution obligations.

Ms. Sutphen clarified that for the tree bank fund, the owner/developer's has other options under the code.

Mr. Dring and Ms. Janiszewski discussed if there's a proactive plan to plant trees from the fund. Ms. Janiszewski stated she would have to check to see exactly what the plans are.

Mr. Dring and Ms. Janiszewski discussed putting back into the buffer instead of a tree bank.

Ms. Janiszewski stated that the code does say it can be put into the buffer with approval from the Planning and Zoning Commission. The only concern is being overcrowded and trees not growing to their full potential.

Conversation regarding subdivisions being synonymous with PUD's. Mr. Winkler stated that it can be in a straight zoning, most PUD's tend to have subdivisions.



CITY OF MOUNT DORA, FLORIDA PLANNING AND ZONING COMMISSION MINUTES

April 19, 2023

Discussion on karst features/developing on land with sinkholes. Mr. Winkler provided some clarification and stated he will have to do a little more research on the topic.

Mr. Winkler clarified the responsibility for landscaping/ irrigation plans within developments.

Mr. Coombes inquired about the City's road signage standards. Ms. Sutphen stated if they are maintained by the City, the font color is green and there will be a sticker on the back with our information.

Discussion ensued regarding clarification on the sidewalks for Cottages on 11th property.

Ms. Sutphen and Ms. Janiszewski explained that the sidewalks located in the City's right-away have to meet our standard and maintained by City.

Mr. Dring and Mr. Winkler discussed posting information regarding landscaping tips/guidelines on website for the public.

VI. Other Business

Mr. Massey signed amended minutes for March 15, 2023

VII. Announcement of next scheduled meeting date

A. Regularly Scheduled Meeting: Wednesday, May 17, 2023 (10:00 am)

VIII. Adjournment

On a motion by Ms. Haukoos, seconded by Mr. Coombes, the meeting was adjourned at 11:31 a.m.

Whitney Scott,
Administrative Coordinator

Harmon Massey,
Commission Chair



CITY OF MOUNT DORA

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DATE: May 17, 2023

TO: Planning and Zoning Commission

FROM: Development Review Committee
Vince Sandersfeld, Planning Director

RE: Land Development Code Amendment for Model Homes

Recommendation:

Staff recommends approval of the attached Land Development Code Amendment for Model Homes, subject to City Attorney review and forward the draft to City Council.

Background:

As directed by City Council at the May 2, 2022 meeting, attached is an amendment to the Land Development Code pertaining the approval of model homes. Home builders typically construct model homes as the subdivision improvements are nearing completion and prior to the final plat being recorded. This allows the homebuilder to market the different house types within community. Once the subdivision improvements are completed and the final plat is recorded, the homebuilder can proceed with applying for building permits for dwelling units on each lot.

In order for the City to issue a model home permit the following site items are required follows the National and Florida Fire Protection Codes (summary in general):

1. Accessible roadways with unobstructed width of not less than 20 feet;
2. Fire prevention access;
3. Street constructed minimum 32 tons for fire apparatus;
4. Street completed with turnaround for fire apparatus; and
5. Water mains and hydrants

As requested by City Council, the amendment will require an application for a model home to be submitted to the Planning and Development Department. Staff would review the model home application for sufficiency and verify whether or not there are any outstanding code compliance cases within the City. Staff will forward the application to City Council for approval to issue a building permit.

Attachments:

Model Home Revisions

Section 3.5. - Supplemental regulations.

3.5.14. *Temporary sales offices and model homes in new developments.* Temporary sales offices and model homes may be placed in new developments, subject to the following conditions:

1. The structure must comply with applicable construction codes, meet the minimum setback requirements of the zoning district and parking areas must be landscaped in accordance with the landscaping regulations.
2. The sales office may not be utilized to conduct sales of any product or service other than lots and/or dwellings within the specific development.
3. Approval for one (1) sales office per plat may be granted for a period not to exceed one year or until 99 percent of the lots in the development are sold, whichever comes first. Renewals may be approved until 99 percent of the lots in the development are sold.
4. Mulch or paved parking may be allowed on the same lot the sales office is located on or a contiguous lot. The parking lot shall be removed at the same time the sales office is removed. All parking requirements as set forth in Land Development Code Section 6.5 shall apply.
- ~~4. New model homes subject to building permit requirements with maximum six units prior to final platting when required. Additional units may be granted by the Development Review Committee. Model homes must include foundation survey and final survey. Once the development plat has been recorded, the model homes limitations no longer apply.~~
4. New model home requirements and procedures:
 - a. Each builder may be allowed to build model homes prior to final platting when required, provided that no more than one model of each significantly unique dwelling is allowed per builder in a subdivision or phase of a subdivision. Maximum of four (4) model homes allowed.
 - b. Request for model homes shall require City Council approval at the City's sole discretion prior to issuance of a City Building Permit. Written request must be filed with the City Planning and Development Department with an application, fee, and information prepared by the City. The applicant must provide model examples and locations within the development.
 - c. Model home means a single residential, duplex, townhome or condominium structure built to code for eventual residential use, not occupied as a dwelling unit, but open to the public for inspection, and used solely for demonstration and selling of residential dwellings being constructed in the same subdivision.
 - d. No model home may be used for living purposes either temporarily or permanently, until after the model home use has ended or at such time the plat has been recorded, when required.
 - e. Model homes shall be used for the sole purpose of public inspection and marketing. No other commercial or residential activities shall be permitted.

- f. The construction/final plans for the subdivision shall be approved before the model home permit is issued.