CITY OF MOUNT DORA, FLORIDA

PLANNING AND ZONING COMMISSION MINUTES

October 18, 2023

I. Call to Order

Having been duly advertised as required by law Senior Planner, Ms. Janiszewski called the regular meeting of the Planning and Zoning Commission to order at 10:00 a.m. on Wednesday, October 18, 2023.

II. Roll Call with Determination of Quorum

Present: Tom Dring, Adrian Coombes, James Homich and Barbara Tietmeyer

Absent: Harmon Massey, Miles Beach, Kris Haukoos

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

Presenters: Mr. Winkler, Senior Planner, Ms. Duslak, Create Conservatory

Ms. Janiszewski called for a vote to nominate a temporary chair in the absence of both Chairman, Mr. Massey and Vice Chair, Mr. Dring.

Mr. Coombes nominated Mr. Homich as temporary chair, Mr. Dring seconded and Mr. Homich was elected temporary chair for the October 18, 2023 meeting.

III. Approval of Minutes

Mr. Dring motioned to approve the meeting minutes dated September 20, 2023. Ms. Tietmeyer seconded the motion and the minutes were approved unanimously with a 4 - 0 vote.

IV. Public participation/hearing for non-agenda items

None

V. New Business

A. Request for Site Plan: Mount Dora Public Works Facility (Project Name); 401 Limit Avenue (Site Address); City of Mount Dora (Property Owner); Mount Dora Public Works Department (Applicant); CMT, Inc. (Engineer); Castle Bay Design t Studio (Landscape Architect). Architects Design Group (Architect). Project No. SP23-08.

1. Swearing in of witnesses by City Attorney
2. Ex Parte Communication regarding this item.

3. Staff/Applicant presentation
4. Public Input
5. Commission deliberation and action

City Attorney, Mr. Andrew Hand addressed the swearing in of witnesses.
No Ex Parte Communication regarding these agenda items.

Mr. Winkler gave a brief summary of the proposed project and stated that Staff recommends approval of the above-referenced site plan with conditions. Approval is subject to satisfactorily addressing engineering requirements prior to issuance of the City Development Permit.

Mr. Coombes and staff discussed the redesign of Limit Avenue.

Mr. Sandersfeld stated that Limit Avenue is currently under the jurisdiction of Lake County, currently no control of access management.

Discussion on continuous bike trails, traffic flow, speed limit and adding additional landscaping to areas within the city.

Mr. Coombes and Mr. Sandersfeld discussed adding canopy trees to proposed Site Plan.

Mr. Homich inquired about adding more oak trees to Limit Avenue.

Mr. Winkler stated that staff will address and make sure that future growth is planned for.

Mr. Sandersfeld stated that Mount Dora Groves plans to use the vacant space on Grandview going north; for a retention pond and a possible round-a-bout.

On a motion by Mr. Coombes, seconded by Ms. Tietmeyer, the board voted to approve the application as presented with the conditions requested by staff with a 4-0 vote.

B. Request for Conditional Use Permit; Create Conservatory School (Project Name); Create Conservatory (Owner); Linn Engineering (Applicant). Project No. CUP23-03.

1. Swearing in of witnesses by City Attorney
2. Ex Parte Communication regarding this item.
3. Staff/Applicant presentation
4. Public Input
5. Commission deliberation and action

City Attorney, Mr. Andrew Hand addressed the swearing in of witnesses.
No Ex Parte Communication regarding these agenda items.

Mr. Winkler gave a brief summary of the proposed application and stated that Staff recommends approval with conditions of the above-referenced request to allow for the amendment to CUP22-03 Development Order to increase the maximum number of student enrollment from forty (40) students to one-hundred and sixty-nine (169) students and issuance of the Development Order with the following conditions:

a. The conversion of the use and proposed site improvements requires a Site Plan following the City's normal plan review process. Site Plan shall include a phasing schedule with timeline and work expected to be completed in each phase. The increase in student enrollment shall be coordinated with the phase site improvements; and
b. Site Plan shall include a traffic circulation plan to demonstrate the coordination of student drop-off and pick up during peak hours. Vehicle stacking for pick-up and drop-off activities shall be on-site. As of printing of this staff report the applicant has provide a concept student drop-off and pick-up circulation plan (attached). The details and specification to be determined at time of filing the formal site plan.

Mr. Winkler clarified that this application is to increase the use of student enrollment.

Mr. Homich inquired about a stop light being added at the intersection of Lake Park Ct.

Mr. Sandersfeld stated that D.O.T. has not expressed a signalization warrant.

Applicant Ms. Duslak, stated the arrival/departure times will be spread-out due to the drop off window of before/ after school pickup and extended aftercare.

The applicant stated they will gradually increase the number of students, doesn't anticipate using the double stacking plan for the foreseeable future.

Ms. Jonie Morrison a resident of Village Grove, expressed her concerns with the construction. Ms. Morrison also inquired about a buffer for planting/shrubbery to be maintained.

Mr. Winkler stated with staff will require a buffer to be maintained at the time of the Site Plan submittal. City will follow up with inspections to insure everything is up to code.

Mr. Homich explained today's presentation is to increase the number of students, a Site plan to address buffer issues and etc. will follow later.

Discussion regarding the concept plan and distance from proposed site to resident's property line. Mr. Winkler stated that one-hundred feet is proposed.

Mr. Sandersfeld reiterated the details of the buffering, building heights and setbacks will be discussed during the Site Plan process. Mr. Sandersfeld further stated that the application is consistent with Land Development Code.

Mr. Dring and Mr. Sandersfeld discussed the original Conditional Use permit for the previous golf course, including buffering/landscaping requirements.

Mr. Sandersfeld stated that the golf course did not maintain the landscaping but the new applicant proposing the increase in students/building, will be responsible for providing/demonstrating proper landscaping and etc.

Resident Virginia Petit, expressed her concerns with the height of the project, potential homeless element, and dry creek bed. She also inquired about increasing wall height to add security.

Mr. Homich reiterated that these will be addressed during the Site Plan process.

On a motion by Mr. Coombes, seconded by Mr. Dring, the board voted to approve the application as presented with the conditions requested by staff, with a 4-0 vote.

Ms. Duslak shared one the schools latest accomplishments. She stated that they have been awarded the YAZ prize and are in the running for a million dollar grant.

VI. Other Business

Conversation regarding renaming Community Building and neon signage.

Mr. Sandersfeld stated that this issue is out of this board's purview, and they are open to discuss with the Parks & Recreation Director.

Mr. Sandersfeld also stated that neon signs are not permitted.

Mr. Sandersfeld and Mr. Homich discussed the progress of the Mount Dora Groves project and round-a-bout projects.

VII. Announcement of next scheduled meeting date

A. Next regularly scheduled meeting date: November 15, 2023

VIII. Adjournment

On a motion by Mr. Dring, seconded by Mr. Coombes, the meeting was adjourned at 10:54 a.m.

Whitney Scott,
Administrative Coordinator

Harmon Massey,
Commission Chair