



**PLANNING AND ZONING BOARD AGENDA AGENDA
TOWN OF LADY LAKE, FLORIDA
SEPTEMBER 14, 2026**

Commission Chambers
409 Fennell Blvd., Lady Lake, FL 32159
5:00 PM

PROCEDURE

If you wish to address the Planning and Zoning Board on any item on the agenda, you must fill out a Speaker Card and turn it in to the Town Clerk before the agenda item is presented. Speakers will be limited to three minutes. Citizen groups are asked to name a spokesperson. Upon being recognized, please approach the dais podium, state your name and address, and speak clearly into the microphone. Please be respectful of others and silence your electronic devices.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

NEW BUSINESS

- A.** Approval of Planning and Zoning Meeting Minutes — June 8, 2026
- B. Growth Management Resolution 2026-108** - Citrus Exchange Building Parking Variance — A resolution granting a variance to allow required parking to be beyond 100 feet from the dwelling unit's entry in accordance with the provisions of Chapter 7, Section 7-6(A)(3), of the Town of Lady Lake Land Development Regulations, on property owned by Villages Operating Company, located at the corner of Main Street and Paige Place, addressed as 1100 Main Street, within the Town Limits of the Town of Lady Lake, Florida. (Becky Higgins)

ADJOURN

NOTICES: Pursuant to Section 286.0105, Florida Statutes, If a person decides to appeal a decision made with respect to any matter considered at the above meeting or hearing, he/she may need a verbatim record of the proceedings including the testimony and evidence, a

record of which is not provided by the Town of Lady Lake. (F.S. 286-0105) One or more members of any other Town Board or Committee may be in attendance at this meeting but will not be conducting business.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who need accommodation to participate in this meeting should contact the Town Clerk's Office, 409 Fennell Boulevard, Lady Lake, FL 32159, telephone (352) 751-1501, or email clerk@ladylake.org no later than 4 days before the meeting. If you are using a TDD/TTY, you may contact us through the free Florida Relay Service at 711. This meeting is being held in a handicapped accessible location. If you require assistive listening, the Chamber is equipped to stream live audio using your own device (a personal smartphone connected to your own headset, earbuds, hearing aid or cochlear implant, or a Town loaner headset)."

Please contact the Town Clerk's Office with any questions at 352-751-1501. This meeting is being conducted in a handicapped accessible location. Any handicapped person requiring special accommodation or an interpreter for the hearing or visually impaired should contact the Clerk's Office at least two days prior to the meeting. To access a Telecommunication Device for Deaf Persons (TDD), please call 352-751- 1565.

1 **DRAFT PLANNING AND ZONING BOARD MEETING MINUTES**
2 **TOWN OF LADY LAKE, FLORIDA**

3 **June 8, 2026**

4 The Planning and Zoning Board meeting was held in the Town Hall Commission Chambers at
5 409 Fennell Blvd., Lady Lake, Florida. The meeting convened at 5:30 p.m.

6 **CALL TO ORDER:** Chairman Bob Galloway

7 **PLEDGE OF ALLEGIANCE:** Led by Chairman Galloway

8 **ROLL CALL:**

Member	Present
Brinson	YES
Saunders	YES
Galloway	YES
Auger	YES
Masso	YES

9 **STAFF PRESENT:**

10 Thad Carroll, Growth Management Director; Rebecca Higgins, Senior Planner; and Carol
11 Osborne, Deputy Town Clerk.

12 Attorney Taylor Tremel was also present.

13 **NEW BUSINESS**

14 **A. Town Clerk** — Approval of Minutes - Planning and Zoning meeting minutes, May 11, 2026.

15 **Upon a motion by Member Masso and seconded by Member Brinson, the Planning and**
16 **Zoning Board approved the minutes of the May 11, 2026, Planning and Zoning Board**
17 **meeting as presented.**

18 **B. Resolution 2026-103 – Variance – A Resolution Granting a Variance to Allow Two Wall**
19 **Signs on the North Façade of the 63,232 square foot Self-Storage Building on Approximately**
20 **2.2 Acres of Property, owned by Lady L Storage 18 (FL)LLC, located 600 feet south of**
21 **Highway 466 and 1,000 feet West of Clay Avenue, addressed as 516 Highway 466 within the**
22 **Town Limits of the Town of Lady Lake, Florida. (Becky Higgins)**

1 Senior Planner Becky Higgins stated that on Friday, May 8, 2026, a variance application was
2 filed with the Town of Lady Lake, by Prime Sign Installation, LLC on behalf of property owner,
3 Lady L Storage 18 (FL) LLC, located 600 feet south of Highway 466 and 1,000 feet west of Clay
4 Avenue, addressed as 516 Highway 466.

5 The variance request is pursuant to Chapter 17, Section 17-4. b). 2)., of the Land Development
6 Regulations (LDRs) which allows one wall sign per building frontage on a public street. The
7 variance request is to allow an additional wall sign to be installed on the north façade of the
8 existing 63,323 square foot self-storage building.

9 The applicant is requesting approval of a secondary non-illuminated wall-mounted directional
10 panel sign located on the office façade at 516 County Road 466, Lady Lake, Florida. The
11 proposed sign is intended specifically to provide office identification and customer wayfinding
12 for vehicles entering and navigating the property.

13 The requested variance is necessary due to the unique configuration and orientation of the
14 existing building and site layout. The office entrance is positioned offset from the primary
15 roadway frontage and is not readily visible to approaching traffic along County Road 466. As a
16 result, customers entering the property experience limited visibility of the office location and
17 directional identification from primary lines of sight.

18 Due to the existing building design, frontage conditions, and limited façade visibility, strict
19 compliance with the sign code limitation of a single wall sign does not provide adequate
20 directional guidance for customers navigating the site. The primary approved wall sign serves
21 as the main building identification sign, while the proposed secondary non-illuminated panel
22 sign serves a separate wayfinding function intended to direct customers safely and efficiently
23 to the office entrance.

24 The hardship associated with this request is not self-created by the applicant but instead
25 results from the existing site configuration and building orientation. The proposed sign is non-
26 illuminated, modest in scale, and designed to remain visually compatible with the surrounding
27 development without creating excessive visual impact or negatively affecting neighboring
28 properties.

29 **Public Notifications:** Notices to inform the surrounding four property owners within 150' of the
30 subject property were mailed on Tuesday, May 19, 2026. Notification signs were posted on the
31 property Tuesday, May 19, 2026.

32 Staff has not received any correspondence regarding this application.

33 **Public Hearings:** The Commission's first and final reading of Resolution 2026-103 is scheduled
34 for Monday, July 6, 2026, at 6:00 p.m.

Chairman Galloway asked if there were questions or comments. Hearing none, Chairman Galloway asked for a motion.

Upon a motion by Member Brinson and seconded by Member Auger, the Board voted to forward Resolution 2026-103 to the Town Commission with the recommendation of approval.

Member	Vote
Auger	YES
Brinson	YES
Masso	YES
Saunders	YES
Galloway	YES

Motion carried 5-0.

CHAIRPERSON AND MEMBERS REPORT

There were no comments.

PUBLIC COMMENT

There were no comments.

ADJOURN

With nothing further to discuss, the meeting adjourned at 5:38 p.m.

Carol Osborne, Deputy Town Clerk

Robert Galloway, Chairperson



PLANNING & ZONING BOARD MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

AGENDA ITEM TITLE

Growth Management Resolution 2026-108 - Citrus Exchange Building Parking Variance —
A resolution granting a variance to allow required parking to be beyond 100 feet from the dwelling unit's entry in accordance with the provisions of Chapter 7, Section 7-6(A)(3), of the Town of Lady Lake Land Development Regulations, on property owned by Villages Operating Company, located at the corner of Main Street and Paige Place, addressed as 1100 Main Street, within the Town Limits of the Town of Lady Lake, Florida. (Becky Higgins)

AGENDA ITEM ID

2026-252

DEPARTMENT

Growth Management

SUMMARY

On Monday, August 3, 2026, property owner, Villages Operating Company, submitted a variance application to the Town of Lady Lake for the Citrus Exchange Building located at the corner of Main Street and Paige Place, addressed as 1100 Main Street. The variance request is pursuant to Chapter 7, Section 7-6(a)(3), of the Land Development Regulations (LDRs), which requires parking spaces for residential uses, as required by Chapter 7, Section 7-4(b)(4), to be located no more than 100 feet from the entrance of the residential units they serve. The applicant is requesting a variance to allow seven of the required parking spaces to be located more than 100 feet from the entrance of the units they serve. Based on the submitted plans, the proposed parking spaces will be located within 120 feet from the entrance.

JUSTIFICATION STATEMENT

The applicant proposes to remove the existing parallel parking spaces along Main Street and replace them with designated golf cart parking spaces. The Town of Lady Lake LDRs do not recognize golf cart parking spaces as required parking; therefore, the proposed golf cart spaces are not included in the required parking calculations.

As proposed, a total of 20 existing parking spaces will be removed, and approximately 80 golf cart parking spaces will be provided. In addition, an enclosed and secured golf cart parking area is available for use by the apartment tenants. The requested variance would allow the applicant to accommodate the proposed golf cart parking while permitting the required vehicular parking spaces to be located approximately 120 feet from the entrance of the residential units they serve.

REVIEW CRITERIA

When reviewing an application for a variance, the Planning and Zoning Board and the Town Commission shall consider the following requirements and criteria according to Chapter 3, Section 14 f) – Review criteria for variances in the Land Development Regulations:

No diminution in value of surrounding properties would be suffered; granting the permit would be of benefit to the public interest; denial of the permit would result in unnecessary hardship to the owner seeking it; the use must not be contrary to the spirit of this Code.

Financial disadvantages and/or inconveniences to the applicant shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be grounds to justify the granting of a variance. Physical hardships such as disabilities of any applicant may be considered grounds to justify granting of a variance at the discretion of the Town Commission.`

Notices to inform the surrounding five property owners within 150' of the subject property of the proposed variance were mailed on Thursday, August 27, 2026. The property was posted on Thursday, September 3, 2026.

PUBLIC HEARINGS

The Town Commission's first and final reading of Resolution 2026-108 is scheduled for Monday, October 5, 2026 at 6:00 p.m.

STAFF RECOMMENDATION

1. Motion to forward Resolution 2026-108 to the Town Commission with the Recommendation of Approval.
2. Motion to forward Resolution 2026-108 to the Town Commission with the Recommendation of Denial.

Growth Management staff recommends approval of Resolution 2026-108.

FISCAL IMPACT

None.

FUNDING SOURCE

None.

1 **DRAFT RESOLUTION 2026-108**
2 **TOWN OF LADY LAKE, FLORIDA**

3 **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LADY LAKE,**
4 **FLORIDA, GRANTING A VARIANCE TO AUTHORIZE REQUIRED PARKING TO BE**
5 **BEYOND 100 FEET FROM THE DWELLING UNIT’S ENTRY IN ACCORDANCE**
6 **WITH THE PROVISIONS OF CHAPTER 7, SECTION 7-6(A)(3), OF THE TOWN OF**
7 **LADY LAKE LAND DEVELOPMENT REGULATIONS, ON PROPERTY OWNED BY**
8 **VILLAGES OPERATING COMPANY, LOCATED AT CORNER OF MAIN STREET**
9 **AND PAIGE PLACE, ADDRESSED AS 1100 MAIN STREET, WITHIN THE TOWN**
10 **LIMITS OF THE TOWN OF LADY LAKE, FLORIDA.**

11 **WHEREAS,** Villages Operating Company, the property owners of certain real property
12 located in the Town of Lady Lake, Florida, more particularly described in Exhibit “A,”
13 have petitioned for a variance from the provisions of Chapter 7, Section 7-6(a)(3); and

14 **WHEREAS,** the applicants have petitioned for a variance from the provisions of
15 Chapter 7, Section 7-6(a)(3) of the Town of Lady Lake Land Development Regulations
16 which require all resident parking spaces for residential uses be located no further
17 than 100 feet from the dwelling unit’s entry. The requested variance is to permit seven
18 of the resident parking spaces to be located more than 100 feet, but no further than
19 120 feet of the dwelling unit’s entry; and

20 **WHEREAS,** the Town Commission of the Town of Lady Lake held a public hearing to
21 consider the variance request, and having heard evidence and testimony on said
22 request, found it to be consistent with the Lady Lake Comprehensive Plan and
23 requirements for variances set forth in the Land Development Regulations of the
24 Town of Lady Lake.

25 **NOW, THEREFORE, BE IT RESOLVED** that the Town Commission of the Town of Lady
26 Lake, Florida, hereby grants a variance from the provisions of Chapter 7, Section 7-
27 6(a)(3) of the Town of Lady Lake Land Development Regulations which require all
28 resident parking spaces for residential uses be located no further than 100 feet from
29 the dwelling unit’s entry. The variance is to permit seven of the resident parking
30 spaces to be located more than 100 feet, but no further than 120 feet of the dwelling
31 unit’s entry; located on approximately 1.733 acres at the corner of Main Street and
32 Paige Place, addressed as 1100 Main Street, within the Town limits of the Town of
33 Lady Lake, Florida.

This Resolution shall take effect immediately upon its adoption by the Town
Commission of the Town of Lady Lake.

RESOLVED this ____ day of _____, **2026**, in Lady Lake, Florida, by the Lady Lake
Town Commission.

Town of Lady Lake, Florida

Ed Freeman, Mayor

Attest:

Kathleen Rosado, Town Clerk

Approved as to form:

Derek Schroth, Town Attorney

EXHIBIT A — LEGAL DESCRIPTION AND MAP

A PORTION OF BUILDING AREA 2, BUILDING AREA 3, BUILDING AREA 4, AND DEDICATED AREA B, VILLAGE CENTER DOWNTOWN, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 55, PAGE 72, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, AND A PORTION OF MAIN STREET (FORMERLY KNOWN AS PERU PLAZA), AND ALVEREZ AVENUE, THE VILLAGE CENTER, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 33, PAGE 92 OF SAID PUBLIC RECORDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE EASTERNMOST CORNER OF SAID BUILDING AREA 2; THENCE RUN SOUTH 48°46'54" WEST, ALONG THE SOUTHEASTERLY LINE OF SAID BUILDING AREA 2, A DISTANCE OF 2.99 FEET; THENCE DEPARTING SAID SOUTHEASTERLY LINE, RUN SOUTH 40°23'33" EAST, A DISTANCE OF 15.67 FEET TO THE POINT OF BEGINNING; THENCE RUN SOUTH 49°46'59" WEST, A DISTANCE OF 319.36 FEET; THENCE RUN NORTH 40°18'53" WEST, A DISTANCE OF 183.93 FEET; THENCE RUN NORTH 13°38'39" EAST, A DISTANCE OF 81.09 FEET; THENCE RUN NORTH 29°39'49" WEST, A DISTANCE OF 98.10 FEET; THENCE RUN NORTH 02°09'28" EAST, A DISTANCE OF 124.64 FEET; THENCE RUN SOUTH 41°01'34" EAST, A DISTANCE OF 257.51 FEET; THENCE RUN NORTH 48°32'59" EAST, A DISTANCE OF 148.11 FEET; THENCE RUN SOUTH 40°23'33" EAST, A DISTANCE OF 165.98 FEET TO THE POINT OF BEGINNING.

SAID LANDS CONTAINING 1.733 ACRES, MORE OR LESS.

