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

All interested persons are cordially invited to attend this public meeting.

DATE AND TIME

Monday, October 14, 2024, 5:30 PM

PLACE

Town Hall Commission Chambers, 409 Fennell Blvd., Lady Lake FL

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

NEW BUSINESS

A. Approval of Minutes — Monday, September 9, 2024

B. Review of Commission Meeting Protocol and the Sunshine Law

C. Highlands at Hammock Oaks Subdivision Phases 1 & 2 - Preliminary Plat Plan — Proposing a total of 438 units spread amongst two phases, including 198 Single Family Residence Lots, 100 Villa Lots, and 140 Townhomes Lots, on multiple parcels consisting of approximately 92.12 acres, zoned Planned Unit Development (PUD), owned Lugano Development, LLC, Burgland Land Holdings, LLC, and Devin & Angela Long, located east of Rolling Acres Road, south of Sunshower Lane and north of Abele Road, within the Town Limits of the Town of Lady Lake, Florida. (Becky Higgins)

D. Ordinance 2024-23 - An Ordinance of The Town of Lady Lake, Lake County, Florida; Providing for a Text Amendment to the Town of Lady Lake Land Development Regulations (Ordinance No. 94-08) Chapter 3, “Developmental Procedures and Regulations”; Providing for amendment to add Section 3-2. A, titled “Annexation”. (Thad Carroll)

E. Reserves at Hammock Oaks Subdivision Phase 1A — Final Plat Plan — Proposing 159 Single Family Lots on 68.491 Acres Zoned PUD within the Reserves at Hammock Oaks Subdivision, located South of Sunshower Lane, North of Lake Ella Road, West of Rolling Acres Road, East of Cherry Lake Road, owned by SK Hammock Oaks, LLC, within the Town Limits of the Town of Lady Lake, Florida. (Becky Higgins)

F. Reserves at Hammock Oaks Subdivision Phase 1B — Final Plat Plan — Proposing 80 Townhome Lots on 10.565 Acres Zoned PUD within the Reserves at Hammock Oaks Subdivision, located South of Sunshower Lane, North of Lake Ella Road, West of Rolling Acres Road, East of Cherry Lake Road, owned by SK Hammock Oaks, LLC, within the Town Limits of the Town of Lady Lake, Florida. (Becky Higgins)

CHAIRPERSON AND MEMBERS' REPORTS

PUBLIC COMMENT

ADJOURN

Notes: (1) This board is advisory. All recommendations are forwarded to the Town Commission. (2) If a person decides to appeal a decision made with respect to any matter considered at the above meeting or hearing, he or 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). (3) Please be advised that one or more members of any other Town Board or Committee may attend this meeting. (4) This public hearing is being conducted in a handicapped-accessible location. Any person requiring special accommodation at this meeting should contact the Clerk’s office at least five calendar days prior to the meeting. To access a Telecommunication Device for Deaf Persons (TDD), please call 352-751-1565.

PLANNING AND ZONING BOARD MEETING MINUTES
TOWN OF LADY LAKE, FLORIDA

September 9, 2024

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

CALL TO ORDER: Chairwoman Dorilyn Furch

PLEDGE OF ALLEGIANCE

ROLL CALL:

Member	Present
Brinson	YES
Saunders	YES
Galloway	YES
Auger	YES
Furch	YES

STAFF PRESENT:

Thad Carroll, Growth Management Director; Nancy Wilson, Town Clerk.

Attorney Taylor Tremel was also present.

NEW BUSINESS

A. Approval of Minutes

Planning and Zoning meeting minutes – August 12, 2024

Member Saunders made a motion to approve the August 12, 2024, Planning and Zoning Board meeting minutes as presented; Member Galloway seconded the motion. Motion carried 5-0.

Hammock Oaks Subdivision Phase 2A — Final Plat Plan — Proposing 45 Single Family Lots on 14.17 Acres Zoned PUD within the Hammock Oaks Subdivision, located on the South Side of Highway 466, East of Cherry Lake Road, owned by SK Hammock Oaks, LLC, within the town limits of the Town of Lady Lake, Florida.

Growth Management Director Carroll stated that the applicant is Aaron Hickman. The Future Land Use designation is Single Family Medium Density which allows for up to four units per acre. The zoning designation is Planned Urban Development, and the property is currently vacant though site work is in progress. The proposal is for 45 single family lots on 14.17 acres within the

Hammock Oaks subdivision. This subdivision consists of eleven phases and this phase is one of the residential components.

Member Galloway made a motion to forward Hammock Oaks Subdivision Phase 2A Final Plat Plan to the Town Commission with the recommendation of approval; Member Saunders seconded the motion.

Member	Vote
Brinson	YES
Saunders	YES
Galloway	YES
Auger	YES
Furch	YES

Motion carried 5-0 for approval.

Hammock Oaks Subdivision Phase 2D — Final Plat Plan — Proposing 130 Single Family Lots on 41.10 Acres Zoned PUD within the Hammock Oaks Subdivision, Located on the South Side of Highway 466, East of Cherry Lake Road, owned by SK Hammock Oaks, LLC, within the town limits of the Town of Lady Lake, Florida.

Growth Management Director Carroll stated that the applicant and owner of the property are the same as in the previous agenda item as are the Future Land Use and zoning designations. The proposal is for 130 single family lots on 41.10 acres zoned Planned Urban Development. This phase is another one of the residential components of the Hammock Oaks Subdivision.

Member Saunders made a motion to forward Hammock Oaks Subdivision Phase 2D Final Plat Plan to the Town Commission with the recommendation of approval; Member Brinson seconded the motion.

Member	Vote
Brinson	YES
Saunders	YES
Galloway	YES
Auger	YES
Furch	YES

Motion carried 5-0 for approval.

Resolution No. 2024-108 – Variance - a Resolution of the Town Commission of the Town of Lady Lake, Florida, Granting A Variance to Allow a Monument Sign to Be Placed Less Than Five Feet from The Property Line in Accordance with the Provisions of Chapter 17, Section 17-3. E). 1). D)., of the Town of Lady Lake Land Development Regulations, on Property Owned by Lady Lake 121 MP RK6, LLC, a Property Being Approximately 0.50 Acres of Land, located 465 Feet North of the Intersection of La Plaza Parkway and North Highway 27/441, Lying West and Adjacent to La Grande Boulevard, within the Town Limits of The Town of Lady Lake, Florida.

Growth Management Director Carroll stated that the applicant is Harrison Cooper and the owner is Lady Lake 121 MP RK6, LLC. The Future Land Use designation is Commercial General-Retail Sales & Services with the zoning designation of Planned Commercial. The property is presently housing a medical facility. Our Land Development Regulations require a setback of five feet from the property line so a variance is required which would allow the existing monument sign to be erected 0.1 feet from the easterly property line and 3.8 feet from the north property line. The monument sign was originally installed in 2016 on the adjacent property and to move it to the correct property, the only location for it to be seen is where they are requesting it be placed.

Member Saunders asked if there was any place else to place the sign where it would be further from the curb. Mr. Carroll responded that the space is very constrained and if moved from the curb, car doors would likely hit it. Member Saunders then commented that it is sad that a sidewalk could never be placed there to which Mr. Carroll responded that he believes a sidewalk exists on the other side of the street.

Laura Reagans – Represents Lady Lake 121 MP RK6, LLC

Ms. Reagans stated that when the property was purchased, the seller was responsible for relocating the sign, but they did not know they needed a variance to do so.

Jeff Long – Cullison-Wright Construction Corp.

Mr. Long stated that he does not know how the sign was placed on the wrong piece of property and they have no record of it. The sign has been moved intact and to the correct property. He stated that a sidewalk is in place on the other side of the street.

Member Brinson made a motion to forward Resolution 2024-108 to the Town Commission with the recommendation of approval; Member Galloway seconded the motion.

Member	Vote
Brinson	YES
Saunders	YES
Galloway	YES

Member	Vote
Auger	YES
Furch	YES

Motion carried 5-0 for approval.

CHAIRPERSON AND MEMBERS REPORT

There were no comments.

PUBLIC COMMENT

There were no comments.

ADJOURN

The meeting was adjourned at 5:45 p.m.

_____

Nancy Wilson, Town Clerk

_____

Dorilyn Furch, Chairperson

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

AGENDA ITEM TITLE

Highlands at Hammock Oaks Subdivision Phases 1 & 2 - Preliminary Plat Plan — Proposing a total of 438 units spread amongst two phases, including 198 Single Family Residence Lots, 100 Villa Lots, and 140 Townhomes Lots, on multiple parcels consisting of approximately 92.12 acres, zoned Planned Unit Development (PUD), owned Lugano Development, LLC, Burgland Land Holdings, LLC, and Devin & Angela Long, located east of Rolling Acres Road, south of Sunshower Lane and north of Abele Road, within the Town Limits of the Town of Lady Lake, Florida. (Becky Higgins)

AGENDA ITEM ID

20241014

DEPARTMENT

Growth Management

SUMMARY

STAFF RECOMMENDED MOTIONS

1. Motion to forward Highlands at Hammock Oaks Preliminary Plat Application to the Town Commission with the Recommendation of Approval.
2. Motion to forward Highlands at Hammock Oaks Preliminary Plat Application to the Town Commission with the Recommendation of Denial.

Staff is in support of Motion Number 1.

On Monday, June 10, 2024, a new preliminary plat was submitted by Robert Walpole with CHW Professional Consultants, on behalf of property owners Lugano Development, LLC, Burgland Land Holdings, LLC, and Devin & Angela Long for the Highlands at Hammock Oaks Subdivision- Phase 1 & 2. Other supplementary documentation includes Warranty Deeds, Survey, and Lake County Road Name Reservation.

BACKGROUND

On July 1, 2024, the Town Commission approved the annexation (Ordinance 2024-06) and small-scale future land use amendment (Ordinance 2024-07) of 10.08 acres of land on Anderson Lane as well as the rezoning of 92.12 acres (Ordinance 2024-08). The rezoning incorporated the aforementioned 10.08 acres as well as two previously approved Planned Unit Developments (PUD) to form one 92.12 acres PUD.

PROPOSAL

The Highlands at Hammock Oaks Subdivision Phases 1 & 2 proposes the construction of

438 units in two phases, including 198 single family residence lots, 100 villa lots, and 140 townhomes lots on approximately 92.12 acres located east of Rolling Acres Road, south of Sunshower Lane and north of Abele Road. The subdivision will be phased as following:

Phase 1	
40’ Single Family Lots	57
50’ Single Family Lots	57
Townhomes Lots	82
Villa Lots	58
Total Lots	254
Phase 2	
40’ Single Family Lots	42
50’ Single Family Lots	42
Townhomes Lots	58
Villa Lots	42
Total Lots	184

The Preliminary Plat Plan was reviewed to determine its compliance with the Land Development Regulations (LDRs) Attached are the following items in the packet: Preliminary Plat Plan Review completed by Town’s Fire Inspector, Kerry Barnett, dated August 20, 2024. (Satisfied)

Preliminary Plat Plan Review completed by Lady Lake Public Works Department, dated September 19, 2024. (Town’s Utilities Consultant will be working with the developer to design and model utility needs. Water, Sewer, and Reuse agreements to be executed.).

Preliminary Plat Plan Review completed by the Town’s Engineer, Neel-Schaffer, Inc, dated September 5, 2024 (Satisfied).

Preliminary Plat Plan and Traffic Review conducted by Lake County Public Works Department.

Lake County School Board is working with the applicant on a draft proportionate share mitigation agreement.

The property's Future Land Use designation is Singe Family – Medium Density). The Zoning designation is “Planned Unit Development” (PUD) allowing up to four dwelling units per acre on the 92.12-acre parcel, which is in compliance with the proposal. The subject project is located in Sections 29, Township 18 South, Range 24 East, with in the Town Limits of the Town of Lady Lake, Florida. The appropriate legal description, a location map, and survey of the property were included with the submitted site plan application.

The Preliminary Plat meets the design requirements of the Town of Lady Lake Land Development Regulations, Chapter 8 – Subdivision and Plats, and adheres to the requirements of the Comprehensive Plan of the Town of Lady Lake. The preliminary plat plans, consisting of 13 sheets, certified and digitally sealed by Robert J. Walpole, Professional Engineer with CHW Professional Consultants, Inc., dated August 14, 2024.

COMMENTS:
Preliminary Plat Plan Approval does not permit the construction of any improvements. The applicant must continue the process via the submittal and approval of an Improvement Plat Plan application. All regulatory agency permits must be submitted to the Town prior to commencing site work.

A Water, Sewer, and Reuse Agreement will have to be created between Town of Lady Lake and the Property Owner/Developer requesting additional utility capacity allocated to service the Highlands at Hammock Oaks Subdivision Phases 1 and 2.

FISCAL IMPACT
None.

FUNDING ACCOUNT
None.

PAST ACTIONS
The Technical Review Committee (TRC) members individually reviewed the application and found the application complete and ready to move forward to the Planning & Zoning Board.

PUBLIC MEETINGS
The Town Commission's first and final consideration of the Highlands at Hammock Oaks Preliminary Plat is scheduled for Monday, November 4, 2024 at 6 p.m.

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

AGENDA ITEM TITLE

Ordinance 2024-23 - An Ordinance of The Town of Lady Lake, Lake County, Florida; Providing for a Text Amendment to the Town of Lady Lake Land Development Regulations (Ordinance No. 94-08) Chapter 3, “Developmental Procedures and Regulations”; Providing for amendment to add Section 3-2. A, titled “Annexation”. (Thad Carroll)

AGENDA ITEM ID

2024-23

DEPARTMENT

Growth Management

SUMMARY

STAFF RECOMMENDED MOTIONS

1. Motion to forward Ordinance 2024-23 to the Town Commission with the Recommendation of Approval.
2. Motion to forward Ordinance 2024-23 to the Town Commission with the Recommendation of Denial.

Staff recommends forwarding Ordinance 2024-23 to the Town Commission with the Recommendation of Approval.

On August 15, 1994, the Town Commission adopted the Land Development Code of the Town of Lady Lake, Florida under Ordinance 94-08 in accordance with the Town of Lady Lake Comprehensive Plan and the requirements of Chapter 163, Part II, Florida Statutes. At that time, procedures were codified in Chapter 3 regarding how Comprehensive Plan Amendments and Rezoning applications would be processed. Codified within those processes was language that stated that applications shall not again be accepted by the Town for the same property which were withdrawn by the applicant after notice of the planning and zoning hearing was given, or which were denied by the Town Commission at the final hearing, until twelve months have passed from the date said application was withdrawn or denied; also known as a bar to re-file.

Absent from Chapter 3 at the time of the adoption of Ordinance 94-08 which established the Land Development Code, were procedures regarding how the Town of Lady Lake would process applications for annexation into the Town of Lady Lake. The Florida State Statutes, under Chapter 171, outlines annexation requirements and annexation procedures in general. However, any additional criteria that a county or local government would like to impose regarding the annexation process needs to be adopted and codified by the local governing

body.

Although the Land Development Regulations, Chapter 3 “Developmental Procedures and Regulations” have been implemented since 1994 without language regarding annexation procedures, deferring only to those procedures as defined by state statute, staff would like to amend Chapter 3 at this time for purposes of consistency with the other application procedures, including the establishment of the following policies. The Prohibition of multiple applications in one, twelve-month period; The twelve-month bar to re-file for applications which were withdrawn by the applicant after notice of the planning and zoning hearing was given or which were denied by the Town Commission at the final hearing; and the policy to request a Waiver of the twelve-month bar to re-file and of prohibition on multiple amendments.

In addition to those policies, staff has included language in the amendment that states that applications for annexation shall be accompanied by concurrent Comprehensive Plan Amendment and Rezoning applications for the subject property or properties.
By codifying the language as proposed, the Planning and Zoning Board, the Town Commission, and the public can be assured that the annexation, comprehensive plan, and rezoning applications, and the associated impacts, will be considered concurrently in the public forum; further, should any of the applications be denied, also assured that a twelve-month bar to re-file will be imposed for any of the three application types.

FISCAL IMPACT
None

FUNDING ACCOUNT
None

PAST ACTIONS
The Technical Review Committee reviewed Ordinance 2024-23 and found it was ready for consideration by the Planning and Zoning (P&Z) Board.

PUBLIC HEARINGS
The first reading of Ordinance 2024-23 before the Town Commission is scheduled for Monday, November 4, 2024, at 6:00 p.m. The second and final reading is scheduled for Monday, November 18, 2024, at 6:00 p.m.

DRAFT ORDINANCE 2024-23
TOWN OF LADY LAKE, FLORIDA

AN ORDINANCE OF THE TOWN OF LADY LAKE, LAKE COUNTY, FLORIDA; PROVIDING FOR A TEXT AMENDMENT TO THE TOWN OF LADY LAKE LAND DEVELOPMENT REGULATIONS (ORDINANCE NO. 94-08) CHAPTER 3, "DEVELOPMENTAL PROCEDURES AND REGULATIONS"; PROVIDING FOR AMENDMENT TO ADD SECTION 3-2. A, TITLED "ANNEXATION"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 2, 1991, the Town of Lady Lake adopted a Comprehensive Plan (Ordinance No. 91-21) pursuant to the requirements of Chapter 163, Part II, Florida Statutes and Chapter 9J-5, Florida Administrative Code; and

WHEREAS, on January 23, 1992, the Florida Department of Community Affairs determined that the Town of Lady Lake Comprehensive Plan complied with the requirements of Chapter 163, Part II, Florida Statutes and Chapter 9J-5, Florida Administrative Code; and

WHEREAS, on August 15, 1994, the Town of Lady Lake adopted the Land Development Code of the Town of Lady Lake, Florida in accordance with the Town of Lady Lake Comprehensive Plan and the requirements of Chapter 163, Part II, Florida Statutes; and

WHEREAS, the Town of Lady Lake has elected to amend Chapter 3, "Developmental Procedures and Regulations", of the Land Development Regulations, finding it is in the best interests of the Town of Lady Lake and promotes the general welfare of its citizens.

BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LADY LAKE, FLORIDA:

SECTION 1 Amendment.

"The Land Development Code of the Town of Lady Lake, Florida," dated August 15, 1994 (the "Land Development Code") is hereby amended as provided below:

Chapter 3, "Developmental Procedures and Regulations", of the Land Development Regulations; is amended, adding Section 3-2. A, titled "Annexation" as set forth in Exhibit "A", attached hereto and incorporated herein.

SECTION 2 Severability.

If any section, sentence, clause, phrase or word of this Ordinance is for any reason held, or declared to be unconstitutional, inoperative or void, such holding or invalidity shall not affect the remaining portions of this ordinance; and it shall be construed to have been the Town Commission's intent to pass this Ordinance without such unconstitutional, invalid or inoperative part therein; and the remainder of this Ordinance, after the exclusion of such part or parts, shall be deemed and held to be valid, as if such parts had not been included herein; or if this Ordinance or any provisions thereof shall be held inapplicable to any person, groups of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other person, property or circumstances.

SECTION 3 Codification.

The provisions of this Ordinance shall be codified as and become part of the Codes of Ordinances, Town of Lady Lake. The sections of this Ordinance may be re-numbered or re-lettered to accomplish such intention and the word "Ordinance", or similar words, may be changed to "Section", "Article", or other appropriate word.

SECTION 4 Effective Date.

This ordinance shall become effective upon adoption.

PASSED AND ORDAINED this **18th** day of **November 2024** in the regular session of the Town Commission of the Town of Lady Lake, Lake County, Florida, upon the Second and Final Reading.

Town of Lady Lake, Florida

_____

Ed Freeman, Mayor

Attest:

_____

Nancy Wilson, Town Clerk

Approved as to form:

_____

Derek Schroth, Town Attorney

EXHIBIT "A"

Sec. 3-2. A. Annexation.

a) Applications. Application for voluntary annexation per the requirements of F.S. § 171.044, or as amended, may be initiated by any person, board or agency. The requirements of this section are in addition to the requirements of applicable state law.

1) Applications shall be made on the appropriate forms provided by the Town and shall be accompanied by the appropriate review fee.

2) Applications for annexation shall include a legal description of the property and sketch or survey of the property.

3) Applications for annexation shall be accompanied by concurrent Comprehensive Plan Amendment and Rezoning applications for the subject property or properties.

4) Subject to the additional requirements set forth herein, applications for annexation may be made at any time. The Town Commission shall consider the request at the first available meeting in compliance with F.S. §§ 171.044, or as amended, and shall make the final decision for processing of the proposed annexation.

b) Notification of public hearing. Notice of the annexation must be published at least once each week for 2 consecutive weeks prior to the First Reading. At least fourteen (14) days prior to the Planning and Zoning Board hearing, notice shall also be posted on the subject property of the annexation. This is superseded by the requirements of F.S. § 171.044, or as amended, when applicable. Not fewer than 10 days prior to publishing the advertisement for the annexation, the governing body of the municipality must provide a copy of the notice, via certified mail, to the board of the county commissioners of the county wherein the municipality is located.

c) Procedure for public hearing. The following procedures are in addition to, or where in conflict superseded by, those required by state law.

1) Planning and zoning board action. The Planning and Zoning Board shall consider and make recommendations to the Town Commission on every proposed annexation application.

2) Town commission. The Town Commission shall consider recommendations of the Planning and Zoning Board before taking action on the proposed annexation. However, if the Planning and Zoning Board fails to make a

recommendation within thirty (30) days of the amendment's first consideration by that body, then the Town Commission may take action based upon an assumed recommendation of approval from the board.

d) Criteria for review of annexation. When considering an annexation, the Planning and Zoning Board, and the Town Commission shall consider its consistency with F.S. § 171.044 (1) and the Interlocal Service Boundary Agreement (ISBA) adopted under Ordinance 2013-40.

e) Prohibition of multiple applications in one (1) twelve (12) month period. If the Town Commission has approved at final hearing an application submitted under this section, then the Town shall not reconsider an application submitted under this section concerning the same property (in whole or in part) for a period of twelve (12) months from the date the application was approved.

f) Withdrawal and denial of applications; twelve (12) month bar to re-file. Any application for any action provided by this section may be withdrawn by the applicant. However, if notice of the Planning and Zoning hearing as set forth in subsection b), above, has already been given, the application must be withdrawn at a public hearing of either the Planning and Zoning Board or the Town Commission. Applications which were withdrawn by the applicant after notice of the planning and zoning hearing was given or which were denied by the Town Commission at the final hearing, shall not again be accepted by the Town until twelve (12) months have passed from the date said application was withdrawn or denied. For the purposes of this section, any application for an annexation concerning the same property (in whole or in part) which was the subject of the prior application, which was withdrawn or denied, shall not be accepted until twelve (12) months have passed from the date said application concerning said property (in whole or in part) was withdrawn or denied. Fees paid shall not be refundable if any expense has been incurred by the Town of Lady Lake for public notice.

g) Waiver of twelve (12) month bar to re-file and of prohibition on multiple amendments. The Town Commission may waive the twelve (12) month prohibition for multiple applications set forth in above subsection e), above or the twelve (12) month bar set forth in subsection f), above should it determine, by a majority vote, that a waiver is necessary to prevent injustice or to promote the health, safety, and general welfare of the Town of Lady Lake.

Sec. 3-3. Rezoning.

a) *Applications.* Application to rezone land under the Code may be initiated by the landowner(s), Town, Planning and Zoning Board or Town Commission. The requirements of this section are in addition to the requirements of applicable state law.

1) Applications shall be made on the appropriate forms provided by the Town and shall be accompanied by the appropriate review fee.

2) Applications shall include a legal description of the property, sketch or survey of the property, proof of ownership, and authorization from the owner if represented by an agent or contract purchaser. If the rezoning is to Manufactured Homes High Density (MH-9), a Master Park Plan shall be submitted.

3) Applications for rezoning shall be submitted no later than fourteen (14) days in advance of the regularly scheduled TRC meeting in order to be considered at that meeting.

b) *Notification of public hearing.* These requirements are superseded by the requirements of F.S. § 166.041(2), or as amended, when applicable.

1) *Adjoining owners.* The Town shall send notice per, F.S. § 166.041, or as amended, of the proposed action to the owners of all adjoining properties to the subject property, as well as to any owners of the subject property not party to the application, at least two (2) weeks prior to the Planning and Zoning Board hearing. Such notice shall include the date, time and place of the public hearing before the Planning and Zoning Board and the Town Commission, along with a clear and concise description of the proposed action. For the purposes of such notification, a property shall not be considered an adjoining property if it is separated from the subject property by a road, canal, easement, right-of-way or similar barrier greater than one hundred fifty (150) feet in width.

2) *Posting of property.* At least seven (7) days prior to the Planning and Zoning Board hearing, the applicant shall post the property that is the subject of the proposed action with signs notifying the public of the proposed action, date of public hearings, and who to contact for further information. Signs shall be placed, at a minimum, along all public road frontages, with a minimum of one (1) sign per five hundred (500) feet along any one (1) frontage.

3) *Public advertisement.* Notice of public hearing shall be published in a newspaper of general circulation within the Town at least ten (10) days prior to the final Town Commission meeting. Notice shall also be posted in a conspicuous location at the Town Hall, and may be posted at other public locations at the discretion of the Town.

c) *Procedure for public hearing.* The following procedures are in addition to, or where in conflict superseded by, those required by state law.

1) *TRC review.* The TRC will review the submittal and make recommendations to the Planning and Zoning Board.

2) *Planning and Zoning Board action.* The Planning and Zoning Board shall consider every rezoning at a public hearing and make recommendations to the Town Commission.

3) *Town Commission action.* The Town Commission shall consider recommendations of the Planning and Zoning Board before taking action. However, if the Planning and Zoning Board fails to make a recommendation within thirty (30) days of the rezoning's first consideration by that body, then the Town Commission may take action based upon an assumed recommendation of approval from the board.

d) *Prohibition of multiple applications in one (1) twelve (12) month period.* If the Town Commission has approved at final hearing an application submitted under this section, then the Town shall not reconsider an application submitted under this section concerning the same property (in whole or in part) for a period of twelve (12) months from the date the application was approved.

e) *Withdrawal and denial of applications; twelve (12) month bar to re-file.* Any application for any action provided by this section may be withdrawn by the applicant. However, if notice of the planning and zoning hearing as set forth in subsection b)2), above, has already been given, the application must be withdrawn at a public hearing of either the Planning and Zoning Board or the Town Commission. Applications which were withdrawn by the applicant after notice of the planning and zoning hearing was given or which were denied by the Town Commission at the final hearing, shall not again be accepted by the Town until twelve (12) months have passed from the date said application was withdrawn or denied. For the purposes of this section, any application for rezoning concerning the same property (in whole or in part) which was the subject of the prior application which was withdrawn or denied, shall not be accepted until twelve (12) months have passed from the date said application concerning said property (in whole or in part) was withdrawn or denied. Fees paid shall not be refundable if any expense has been incurred by the Town of Lady Lake for public notice.

f) *Waiver of twelve (12) month bar to re-file and of prohibition on multiple amendments.* The Town Commission may waive the twelve (12) month prohibition for multiple applications set forth in above subection d), above or the twelve (12) month bar set forth in subsection e), above should it determine, by a majority vote, that a waiver is necessary to prevent injustice or to promote the health, safety, and general welfare of the Town of Lady Lake.

(Ord. No. 2006-15, § 1(Exh. A), 4-20-2006)

Sec. 3-4. Comprehensive plan amendments.

a) *Applications.* Application to amend the Comprehensive Plan per the requirements of F.S. § 163.3184, or as amended, which includes the Future Land Use Map (FLUM), may be initiated by any person, board or agency. The requirements of this section are in addition to the requirements of applicable state law.

1) Applications shall be made on the appropriate forms provided by the Town and shall be accompanied by the appropriate review fee.

2) Applications for FLUM amendments shall include a legal description of the property and sketch or survey of the property.

3) Subject to the additional requirements set forth herein, applications for Comprehensive Plan amendments may be made at any time. The Town Commission shall consider the request at the first available meeting in compliance with F.S. §§ 163.3184 and 163.3187, or as amended, and shall make the final decision for processing of the amendment.

b) *Notification of public hearing.* Notice of public hearing shall be published in a newspaper of general circulation within the Town at least seven (7) days prior to the first Town Commission meeting, with a second publication to be at least fourteen (14) days prior to the final Town Commission meeting. At least fourteen (14) days prior to the Planning and Zoning Board hearing, notice shall also be posted in a conspicuous location at the Town Hall, and may be posted at other public locations at the discretion of the Town. This is superseded by the requirements of F.S. § 163.3184, or as amended, for Future Land Use Map amendments, when applicable.

c) *Procedure for public hearing.* The following procedures are in addition to, or where in conflict superseded by, those required by state law.

1) *Planning and zoning board action.* The Planning and Zoning Board shall consider and make recommendations to the local planning agency and Town Commission on every proposed amendment to the Comprehensive Plan.

2) *Town commission and local planning agency action.* The Town Commission and local planning agency shall consider recommendations of the Planning and Zoning Board before taking action on proposed amendments to the Comprehensive Plan. However, if the Planning and Zoning Board fails to make a recommendation within thirty (30) days of the amendment's first consideration by that body, then the Town Commission and local planning agency may take action based upon an assumed recommendation of approval from the board.

d) *Criteria for review of amendments.* When considering an amendment to the Comprehensive Plan, the Planning and Zoning Board, local planning agency and the Town Commission shall consider its consistency with the remainder of the plan and its goals, objectives and policies.

e) *Prohibition of multiple applications in one (1) twelve (12) month period.* If the Town Commission has approved at final hearing an application submitted under this section, then the Town shall not reconsider an application submitted under this section concerning the same property (in whole or in part) for a period of twleve (12) months from the date the application was approved.

f) *Withdrawal and denial of applications; twelve (12) month bar to re-file.* Any application for any action provided by this section may be withdrawn by the applicant. However, if notice of the Planning and Zoning hearing as set forth in subsection b), above, has already been given, the application must be withdrawn at a public hearing of either the Planning and Zoning Board or the Town Commission. Applications which were withdrawn by the applicant after notice of the planning and zoning hearing was given or which were denied by the Town Commission at the final hearing, shall not again be accepted by the Town until twelve (12) months have passed from the date said application was withdrawn or denied. For the purposes of this

section, any application for a Comprehensive Plan change concerning the same property (in whole or in part) which was the subject of the prior application which was withdrawn or denied, shall not be accepted until twelve (12) months have passed from the date said application concerning said property (in whole or in part) was withdrawn or denied. Fees paid shall not be refundable if any expense has been incurred by the Town of Lady Lake for public notice.

g) *Waiver of twelve (12) month bar to re-file and of prohibition on multiple amendments.* The Town Commission may waive the twelve (12) month prohibition for multiple applications set forth in above subsection e), above or the twelve (12) month bar set forth in subsection f), above should it determine, by a majority vote, that a waiver is necessary to prevent injustice or to promote the health, safety, and general welfare of the Town of Lady Lake.

(Ord. No. 2005-51, § 1(Exh. A), 11-17-2005; Ord. No. 2006-14, § 1(Exh. A), 4-20-2006; Ord. No. 2011-21, § 1(Exh. A), 10-3-2011)

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

AGENDA ITEM TITLE

Reserves at Hammock Oaks Subdivision Phase 1A — Final Plat Plan — Proposing 159 Single Family Lots on 68.491 Acres Zoned PUD within the Reserves at Hammock Oaks Subdivision, located South of Sunshower Lane, North of Lake Ella Road, West of Rolling Acres Road, East of Cherry Lake Road, owned by SK Hammock Oaks, LLC, within the Town Limits of the Town of Lady Lake, Florida. (Becky Higgins)

AGENDA ITEM ID

20241014

DEPARTMENT

Growth Management

SUMMARY

STAFF RECOMMENDED MOTIONS

1. Motion to forward Reserves at Hammock Oaks Phase 1A Subdivision - Final Plat Plan Application to the Town Commission with the Recommendation of Approval.
2. Motion to forward Reserves at Hammock Oaks Phase 1A Subdivision - Final Plat Plan Application to the Town Commission with the Recommendation of Denial.

Staff is in support of Motion Number 1.

On Tuesday, September 10, 2024, Aaron Hickman, PSM, of CWH, Inc on behalf of SK Hammock Oaks, LLC, applied for the final plat of Reserves at Hammock Oaks —Phase 1A Subdivision.

Reserves at Hammock Oaks Subdivision consists of nine phases. Phase 1A consists of 159 market rate single family lots on 68.491 acres.

The Final Plat Plan was reviewed to determine compliance with the Land Development Regulations (LDRs) and Florida Statutes Chapter 177. The following items are included in the packet:

- Review of the final plat completed by Town Attorney on September 20, 2024.
- Final Plat Review completed by Town Surveyor dated October 2, 2024.
- Joinder and Consent to Dedication.
- Title Examination dated July 8, 2024.
- Final Subdivision Plat Plans submitted on September 10, 2024.

BACKGROUND
The Town Commission approved Ordinance 2022-13 on November 21, 2022, establishing the zoning for the 421-acre parcel as Planned Unit Development (PUD). The Town Commission subsequently approved Ordinance 2024-08 on May 6, 2024, amending the previously established boundary of the Memorandum of Agreement.

The Town Commission approved the original preliminary plat on Monday, August 8, 2023. The revised preliminary plat for Reserves at Hammock Oaks on Monday, June 17, 2024. The Development Order for Phase 1A was subsequently issued on Thursday, October 5, 2023.

The Sewer & Water Agreement will need to be executed between Town of Lady Lake and the Property Owner/Developer to allocate adequate capacity for the lots within the Reserves at Hammock Oaks Subdivision.

COMMENTS
Satisfied/Revised Items:

- Applicant has addressed all outstanding Town Attorney comments.
- Applicant has addressed all outstanding surveyor comments.

PAST ACTIONS
The Technical Review Committee (TRC) members individually reviewed the application finding the application complete ready to move forward to the Planning & Zoning Board.

PUBLIC HEARINGS
The Town Commission's first and final reading of the Final Plat is scheduled for Monday, November 4, 2024, at 6:00 p.m.

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

AGENDA ITEM TITLE

Reserves at Hammock Oaks Subdivision Phase 1B — Final Plat Plan — Proposing 80 Townhome Lots on 10.565 Acres Zoned PUD within the Reserves at Hammock Oaks Subdivision, located South of Sunshower Lane, North of Lake Ella Road, West of Rolling Acres Road, East of Cherry Lake Road, owned by SK Hammock Oaks, LLC, within the Town Limits of the Town of Lady Lake, Florida. (Becky Higgins)

AGENDA ITEM ID

20241014

DEPARTMENT

Growth Management

SUMMARY

On Tuesday, September 10, 2024, Aaron Hickman, PSM, of CWH, Inc on behalf of SK Hammock Oaks, LLC, applied for the final plat of Reserves at Hammock Oaks —Phase 1B Subdivision.

Reserves at Hammock Oaks Subdivision consists of nine phases. Phase 1B consists of 80 market rate townhome lots on 10.656 acres.

The Final Plat Plan was reviewed to determine compliance with the Land Development Regulations (LDRs) and Florida Statutes Chapter 177. The following items are included in the packet:

- Review of the final plat completed by Town Attorney on September 20, 2024.
- Final Plat Review completed by Town Surveyor dated October 2, 2024.
- Joinder and Consent to Dedication.
- Title Examination dated July 8, 2024.
- Final Subdivision Plat Plans submitted on September 10, 2024.

BACKGROUND

The Town Commission approved Ordinance 2022-13 on November 21, 2022, establishing the zoning for the 421-acre parcel as Planned Unit Development (PUD). The Town Commission subsequently approved Ordinance 2024-08 on May 6, 2024, amending the previously established boundary of the Memorandum of Agreement.

The Town Commission approved the original preliminary plat on Monday, August 7, 2023.

The revised preliminary plat for Reserves at Hammock Oaks on Monday, June 17, 2024. The Development Order for Phase 1B was subsequently issued on Thursday, October 5, 2023.

The Sewer & Water Agreement will need to be executed between Town of Lady Lake and the Property Owner/Developer to allocate adequate capacity for the lots within the Reserves at Hammock Oaks Subdivision.

COMMENTS
Satisfied/Revised Items:
- Applicant has addressed all outstanding Town Attorney comments.
- Applicant has addressed all outstanding surveyor comments.

PAST ACTIONS
The Technical Review Committee (TRC) members individually reviewed the application finding the application complete ready to move forward to the Planning & Zoning Board.

PUBLIC HEARINGS
The Town Commission's first and final reading of the Final Plat is scheduled for Monday, November 4, 2024, at 6:00 p.m.